



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, AUGUST 7, 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. Special Village Board Meeting Minutes of July 13, 2023
 - B. Village Board Meeting Minutes of July 17, 2023
- V. **Presentation of accounts and petitions**
 - A. Payroll ending 07/14/2023 in the amount of \$52,134.37
 - B. Payroll ending 07/28/2023 in the amount of \$68,505.44
 - C. Accounts Payable Unpaid dated 08/04/2023 in the amount of \$683,483.90
- VI. **President's Remarks**
 - A. Recognition and Thanks to Former Village Treasurer Lori Peternell for Her Years of Service and Improvements Made to the Village's Financial Operations.
 - B. Report on recent Geneva Lake Law Enforcement Agency (GLLEA) meeting
- VII. **Committee Reports**
 - A. **Protective Services, Trustee Vlach - Chair**
 - 1. Original, Renewal, or Temporary Operator License Applications
 - 2. Williams Bay Lions Club Temporary Class "B" and "Class B" Retailer's License Application for August 10, 2023 through August 13, 2023
- VIII. **Public Comments**
- IX. **Other Items for Discussion, Consideration, or Action**
 - A. Re-scheduling the September Village Board & Committee Meeting Date from Monday, September 4, 2023 to Tuesday, September 5, 2023 due to the Holiday
 - B. Approval of Village Board Meeting Date Schedules for Remainder of 2023
 - C. Approval of Interim Village Treasurer Proposal(s) and Discussion of Long Term Solutions.

X. 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: 08/04/2023 5:00 PM



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UNOFFICIAL MINUTES SPECIAL VILLAGE BOARD MEETING 7/13/2023 MEETING THURSDAY, JULY 13, 2023 AT 9:45 AM

I. Call to Order

President Duncan called the meeting to order at 09:45am.

II. Roll Call

Present: Bill Duncan, Robert Umans, Steven Russell, Lowell Wright

Also Present: Clerk Tina Kolls

Excused: George Vlach, Jim D'Alessandro, Adam Jaramillo

III. Committee Reports

A. Protective Services, Chair - Trustee Vlach

1. Original, Renewal, or Temporary Operator License Applications

The motion to approve the Temporary Operator License Applications was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

IV. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 09:48pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



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UNOFFICIAL MINUTES VILLAGE BOARD MEETING 7/17/2023 MEETING MONDAY, JULY 17, 2023 AT 6:30 PM

I. Call to Order

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

II. Roll Call

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

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

Excused: George Vlach

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Village Board Meeting Minutes of July 5, 2023

The motion to approve the Village Board Meeting Minutes of July 5, 2023 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

V. Presentation of accounts and petitions

A. Payroll ending 06-30-2023 in the amount of \$55,445.28

The motion to approve the Payroll ending 06-30-2023 in the amount of \$55,445.28 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Accounts Payable Unpays dated 07-14-2023 in the amount of \$493,304.77

The motion to approve the Accounts Payable Unpays dated 07-14-2023 in the amount of \$493,304.77 was initiated by Trustee Wright and seconded by Trustee Umans. Trustee D'Alessandro abstained, motion carried.

C. Prepays dated 07-05-2023 in the amount of \$332.00

The motion to approve the Prepays dated 07-05-2023 in the amount of \$332.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

D. Library Accounts Payable dated 7-13-2023 in the amount of \$147.68

The motion to approve the Library Accounts Payable dated 7-13-2023 in the amount of \$147.68 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

E. Monthly EFT Payments in the amount of \$104,044.88

The motion to approve the Monthly EFT Payments in the amount of \$104,044.88 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

F. June Financial Statements

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

G. 2nd Quarter Legal Fees

The 2nd Quarter Legal Fees were for review only.

VI. PUBLIC COMMENTS

Connie Gluth (95 Lackey Dr) expressed concern about a crosswalk by frost park. Gluth inquired as to what to do first to get the issue addressed. The Board directed Gluth to contact Administrator Lothspeich.

VII. President's Remarks

A. Recognition of Police Officer Borgen's 20 Years of Service to the Village of Williams Bay
President Duncan spoke in recognition of Police officer Borgen's 20 years of service.

VIII. Committee Reports

A. Finance & Personnel, Trustee Wright - Chair

1. Resolution R-40-23 Approving Budget Amendment Reallocated General Fund Tax Levy to Emergency Medical Services (EMS) Tax Levy

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

2. Resolution R-44-23 Authorizing Gordon Flesch Company, Inc. Statement of Work Re: Scan Project Category 1

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

B. Protective Services, Trustee Vlach - Chair

1. Resolution R-41-23 Approving Temporary Class "B" and "Class B" Retailer's License Application for Williams Bay Lioness Lions Club for September 7, 2023

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

2. Resolution R-42-23 Approving Temporary Class "B" Retailer's License Application for Williams Bay Lioness Lions Club for October 5, 2023, November 5, 2023, December 7, 2023, January 4, 2024, February 1, 2024, and March 7, 2024

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

3. Resolution R-43-23 Approving Temporary Class "B" and "Class B" Retailer's License Application for Williams Bay Cultural Arts Alliance (Williams Bay Fine Art & Music Fest) for July 29 & 30, 2023

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

4. Resolution R-45-23 Approving: (1) First Amendment to Intergovernmental Agreement (IGA) Between the Village of Williams Bay and Village of Fontana-On-Geneva Lake; (2) Addendum A - Identified Costs and (3) Addendum B - Lease For Ambulance Use Agreement For the Village of Fontana Provided Ambulance and Emergency Medical Services (EMS) For the Village of Williams Bay.

Captain Rich Gluth requested the Board hold this item for 60 days to give Williams Bay EMS an opportunity to meet with Fontana. Gluth explained that he was out of the state when this was discussed at the Committee. Gluth explained that there is only one ambulance in service in the village and the agreement would leave the village with no ambulance. Gluth explained that he was concerned that there were no stipulations on the Fontana Chief.

Trustee D'Alessandro inquired how many volunteers there currently were.

Gluth explained that there were six.

There was a discussion on staffing and about why there was no one able to attend the committee meeting.

Trustee Umans explained that the lease was so that Fontana could do the billing. Trustee Umans explained that they would not be taking any items off of the new ambulance to make the old ambulance work.

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

5. Original, Renewal, or Temporary Operator License Applications

The motion to approve the Temporary Operator License Applications for Anthony Owen Ashley and Sandra Johnson was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

The motion to approve the Renewal Operator License Applications for Taylor Blair, Brandon Stevens, Benjamin Loy, Anthony James Curtis and Philip A Johnson was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

The motion to approve the Original Operator License Applications for Jenna Bearder, Meaghan Biba, Camilla Rossow, Sage Esther Scherzer, Richard R Umbel, Ava Ocker, Bruce W Foss, Jennifer Fischmann, and Ethan Thomas Connelly was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

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

- 1. Resolution R-46-23 Approving Amendments To Zoning Administration Services Agreement With Schaeffer Municipal Services, LLC Re: Change of Office Hours**

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

- 2. First Reading - Ordinance 2023-06 Amending Village Code Re: Engine Break Mufflers Required**

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

The motion to waive the second Reading - Ordinance 2023-06 Amending Village Code Re: Engine Break Mufflers Required was initiated by Trustee Jaramillo and seconded by Russell. Unanimously carried.

- 3. First Reading - Ordinance 2023-07 Amending Village Code Chapter 281 Public Waters and Beaches Re: Piers**

The motion to approve the First Reading - Ordinance 2023-07 Amending Village Code Chapter 281 Public Waters and Beaches Re: Piers was initiated by Trustee Jaramillo and seconded by Trustee Umans. Motion Failed

Votes:

Yes: Bill Duncan, Robert Umans, Adam Jaramillo

No: Jim D'Alessandro, Lowell Wright, Steven Russell

Abstain: None

Result: Failed

D. Parks & Lakefront, Trustee Russell - Chair

- 1. Placeholder**

E. Water & Sewer, Trustee Umans - Chair

- 1. Placeholder**

F. Streets & Highways, Trustee D'Alessandro - Chair

- 1. Placeholder**

IX. Public Comments

Connie Gluth (95 Lackey Dr) spoke about how unfortunate she felt it was that the Village Board couldn't honor Captain Gluths request.

X. Other Items for Discussion, Consideration, or Action

- A. Discussion and consideration of Committee Meetings format changes**

The Board discussed options for the structure of committee meetings.

B. Committee Appointments

The motion to approve the Appointment of Don Parker as Chair of the Extraterritorial Zoning Board of Appeals for a three year term ending 2025 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

C. Pier Permit for 154 Wood Street

The motion to table the Pier Permit pending DNR approval for 154 Wood Street was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

XI. Adjournment

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Wright at 07:28pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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Pay Period Date: 7/1/2023 - 7/14/2023
 Pay Date: 7/21/2023

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$0.00	\$0.00	\$0.00	\$0.00
General Administration	\$10,673.47	\$0.00	\$4,663.26	\$6,010.21
KNC	\$2,917.00	\$0.00	\$790.56	\$2,126.44
Lakefront/Beach	\$9,364.69	\$948.51	\$2,250.17	\$8,063.03
Library	\$7,043.69	\$0.00	\$2,445.25	\$4,598.44
Municipal Court	\$1,259.42	\$0.00	\$166.38	\$1,093.04
Parks	\$1,485.04	\$0.00	\$181.67	\$1,303.37
Police	\$25,699.42	\$1,525.79	\$8,874.17	\$18,351.04
Protective Services (F&R)	\$0.00	\$0.00	\$0.00	\$0.00
Public Works/W&S	\$11,549.10	\$1,420.47	\$4,752.84	\$8,216.73
Recreation Department	\$3,187.70	\$0.00	\$861.78	\$2,325.92
Village Board	\$50.00	\$0.00	\$3.85	\$46.15
Total Net Wages				\$52,134.37

Payroll Register - Detail by Department

Pay Period Date: 7/15/2023 - 7/28/2023
 Pay Date: 8/4/2023

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$0.00	\$0.00	\$0.00	\$0.00
General Administration*	\$19,557.08	\$0.00	\$5,450.80	\$14,106.28
KNC	\$2,304.00	\$0.00	\$707.08	\$1,596.92
Lakefront/Beach	\$9,010.26	\$274.56	\$1,937.90	\$7,346.92
Library	\$7,585.00	\$0.00	\$2,294.52	\$5,290.48
Municipal Court	\$1,259.42	\$0.00	\$166.38	\$1,093.04
Parks	\$1,471.80	\$0.00	\$179.25	\$1,292.55
Police	\$24,898.01	\$1,816.84	\$9,073.79	\$17,641.06
Protective Services (F&R)	\$5,748.01	\$0.00	\$1,141.45	\$4,606.56
Public Works/W&S*	\$19,324.76	\$569.82	\$7,360.43	\$12,534.15
Recreation Department	\$3,883.10	\$0.00	\$885.62	\$2,997.48
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$68,505.44

Payroll Register - Detail by Department

*INCLUDES PAYOUTS FOR LORI PETERNELL AND JOHN SHAFER

GL Account and Title	Description	Amount	GL Period
0			
AFLAC			
100-21259 AFLAC PAYABLE	EMPLOYEE PREMIUM	327.63	0
Total AFLAC:		327.63	
AMAZON CAPITAL SERVICES			
100-55210-275 REC DEPT PROGRAM EXPENSES	SOCCER CAMP SUPPLIES	275.44	0
100-55411-150 LAKEFRONT REPAIRS/MAINT	SHOWER HEAD INSERT	40.54	0
100-55410-150 PARKS REPAIRS/MAINT	BATHROOM SIGNAGE	11.39	0
100-55410-125 PARKS UNIFORMS	WORKWEAR TSHIRTS	15.67	0
100-55410-125 PARKS UNIFORMS	SAFETY APPAREL	11.99	0
100-54310-125 STREETS UNIFORMS	SAFETY WORK WEAR	23.98	0
200-57903-125 WATER METER READING - UNIFORMS	SAFETY APPAREL	23.98	0
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	176.57	0
100-51410-160 GEN ADMIN SUPPLIES	VH OFFICE SUPPLIES	102.52	0
100-51730-160 VH BLDG SUPPLIES	VH BUILDING SUPPLIES	43.93	0
Total AMAZON CAPITAL SERVICES:		726.01	
ASSOCIATED APPRAISAL CONSULTANTS			
100-51520-000 ASSESSOR CONTRACT	MONTHLY BILLING	1,661.76	0
Total ASSOCIATED APPRAISAL CONSULTANTS:		1,661.76	
AT&T MOBILITY			
100-52320-200 FIRE DEPT TELEPHONE	FIRE DEPT WIRELESS CHARGE	38.54	0
Total AT&T MOBILITY:		38.54	
AUSTIN PIER SERVICE			
100-55411-153 LAKEFRONT PIER REPAIRS	REPAIR PROOF COIL CHAIN	72.00	0
100-55411-153 LAKEFRONT PIER REPAIRS	BUOY LABOR REPAIR	100.00	0
Total AUSTIN PIER SERVICE:		172.00	
BAXTER WOODMAN			
200-57924-000 WATER ENGINEERING EXPENSE	SMOKE TEST, I&I, WAATER LOS	1,300.00	0
300-58973-000 SEWER ENGINEERING EXPENSE	SMOKE TEST, I&I, WATER LOSS	1,300.00	0
200-57924-000 WATER ENGINEERING EXPENSE	WATER MAIN ASSET MANAGEM	400.00	0
100-51405-000 BILLABLE SERVICES	WILLABAY MEADOWS	512.75	0
300-58965-140 SEWER CAPITAL OUTLAY	LIFT STATION 3 REMODEL	10,289.01	0
200-57610-140 WATER FUND CAPITAL OUTLAY	WELL 2 PUMP REPLACEMENT	2,163.75	0
200-57610-140 WATER FUND CAPITAL OUTLAY	CORROSION CONTROL TREAT	14,950.00	0
200-57610-140 WATER FUND CAPITAL OUTLAY	CORROSION CONTROL TREAT	21,750.00	0
100-51405-000 BILLABLE SERVICES	226 CIRCLE PKWY	1,080.00	0
200-57610-140 WATER FUND CAPITAL OUTLAY	LIME REACTOR CLEANING PLA	90.00	0
500-55410-140 PARKS/CAPITAL OUTLAY	THEATRE RD TENNIS AND BAS	4,650.00	0
200-57610-140 WATER FUND CAPITAL OUTLAY	WATER PLANT LOMR ASSISTA	3,991.17	0
100-51405-000 BILLABLE SERVICES	GREEN GROCER PLAN REVIE	1,720.00	0
100-51405-000 BILLABLE SERVICES	42 GARFIELD PKWY PLAN REVI	480.00	0
100-51405-000 BILLABLE SERVICES	LOT 3 OBSERVATORY PLACE P	480.00	0
100-51405-000 BILLABLE SERVICES	21 LINCOLN PKWY PLAN REVIE	960.00	0
100-51405-000 BILLABLE SERVICES	140 ELMHURST PLAN REVIEW	420.00	0
100-51405-000 BILLABLE SERVICES	546 HIGHLAND PLAN REVIEW &	480.00	0
Total BAXTER WOODMAN:		67,016.68	

GL Account and Title	Description	Amount	GL Period
BLUESTONE SAFETY PRODUCTS INC			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	391.90	0
Total BLUESTONE SAFETY PRODUCTS INC:		391.90	
BORGEN, ELLIANNA			
100-55210-271 REC DEPT BASEBALL EXPENSES	FIELD HELP	121.00	0
Total BORGEN, ELLIANNA:		121.00	
CHICAGO TITLE COMPANY			
100-51610-000 LEGAL SERVICES	PARCEL SEARCH WWUP 00049	750.00	0
Total CHICAGO TITLE COMPANY:		750.00	
DEPARTMENT OF ADMINISTRATION			
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	MONTHLY EMAIL FILTERING	18.80	0
Total DEPARTMENT OF ADMINISTRATION:		18.80	
DIGGER'S HOTLINE INC.			
200-57930-140 WATER DIGGERS HOTLINE EXPENSE	PREPAYMENT OF LOCATE FEE	1.40	0
200-57930-140 WATER DIGGERS HOTLINE EXPENSE	PREPAYMENT OF LOCATE FEE	665.60	0
Total DIGGER'S HOTLINE INC.:		667.00	
ELKHORN NAPA AUTO PARTS			
100-54310-160 STREETS SUPPLIES	OIL & FILTER	70.42	0
Total ELKHORN NAPA AUTO PARTS:		70.42	
ENVIROTECH EQUIPMENT CO			
300-58967-150 SEWER VEHICLE REPAIRS & MAINT	CAMERA LABOR	627.84	0
Total ENVIROTECH EQUIPMENT CO:		627.84	
FREEDOM MAILING			
200-57921-160 WATER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	114.42	0
300-58969-160 SEWER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	114.42	0
Total FREEDOM MAILING:		228.84	
GAGE MARINE CORPORATION			
100-55411-153 LAKEFRONT PIER REPAIRS	REPLACE BROKEN BOARD MAI	213.36	0
Total GAGE MARINE CORPORATION:		213.36	
GORDON FLESCH			
100-51410-162 GEN ADMIN COPIER EXPENSE	VH MONTHLY CHARGES	101.72	0
100-55210-200 REC DEPT TELEPHONE	REC DEPT MONTHLY CHARGE	15.13	0
Total GORDON FLESCH:		116.85	
GRAINGER INC.			
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	REPAIRS	120.33	0
Total GRAINGER INC.:		120.33	

GL Account and Title	Description	Amount	GL Period
GRAYMONT WESTERN LIME INC.			
200-57631-160 WATER TREATMENT CHEMICALS	CALCIUM HYDRATED LIME	3,179.03	0
Total GRAYMONT WESTERN LIME INC.:		3,179.03	
HEYER TRUE VALUE HARDWARE			
100-55410-150 PARKS REPAIRS/MAINT	SNAKE/ ROOTER RENTAL	55.00	0
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	NUTS/ BOLTS	8.24	0
100-55410-150 PARKS REPAIRS/MAINT	CONCRETE MIX	247.34	0
100-55410-150 PARKS REPAIRS/MAINT	REFUND CONCRETE MIX	71.91-	0
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	SUPPLIES	16.86	0
100-55210-271 REC DEPT BASEBALL EXPENSES	SUPPLIES	122.97	0
100-51730-150 VH BLDG REPAIRS/MAINT	PRIMER	10.99	0
100-51730-150 VH BLDG REPAIRS/MAINT	PRIMER	21.98	0
Total HEYER TRUE VALUE HARDWARE:		411.47	
HYDRO CORP			
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	2,702.00	0
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	918.00	0
Total HYDRO CORP:		3,620.00	
IWM CORPORATION			
200-57632-160 WATER TREATMENT SUPPLIES	WATER TREATMENT SUPPLIES	75.65	0
Total IWM CORPORATION:		75.65	
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	
KAESTNER AUTO ELECTRIC CO.			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STARTER	269.99	0
Total KAESTNER AUTO ELECTRIC CO.:		269.99	
KOSTOCK, WILLIAM			
100-52120-190 POLICE TRAINING	TRAINING EXPENSE	101.14	0
Total KOSTOCK, WILLIAM:		101.14	
LAKE GENEVA MARINE CO			
100-55210-280 KAYAK/PADDLEBOARD EXPENSE	LIFE VESTS AND PADDLES	437.00	0
Total LAKE GENEVA MARINE CO:		437.00	
LAKESIDE INTERNATIONAL TRUCKS			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS EQUIP REPAIRS/MAI	239.07	0
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS EQUIP REPAIRS/MAI	7.18	0
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS EQUIP REPAIRS/MAI	963.99	0
Total LAKESIDE INTERNATIONAL TRUCKS:		1,210.24	

GL Account and Title	Description	Amount	GL Period
LASER ELECTRIC SUPPLY			
100-51730-150 VH BLDG REPAIRS/MAINT	SUPPLIES	31.12	0
Total LASER ELECTRIC SUPPLY:		31.12	
LENNON, TIMOTHY OR KATHLEEN			
001-15100 UTILITY CASH CLEARING	REFUND FOR OVERPAYMENT	168.22	0
Total LENNON, TIMOTHY OR KATHLEEN:		168.22	
MARRA, HALINA			
100-55415-000 ENHANCEMENT COMMITTEE	ENHANCEMENT COMMITTEE R	45.07	0
Total MARRA, HALINA:		45.07	
MCCLELLAN, TEAGAN			
100-55210-271 REC DEPT BASEBALL EXPENSES	FIELD HELP	121.00	0
Total MCCLELLAN, TEAGAN:		121.00	
MILPORT ENTERPRISES INC			
200-57631-160 WATER TREATMENT CHEMICALS	ALUMINUM SULFATE	1,295.00	0
Total MILPORT ENTERPRISES INC:		1,295.00	
MUNICIPAL CODE ENFORCEMENT LLC			
100-53100-220 STR ENFORCEMENT CONTRACT	STR CODE ENFORCEMENT	388.80	0
100-53100-215 CODE ENFORCEMENT CONTRACT	CODE ENFORCEMENT	2,913.60	0
Total MUNICIPAL CODE ENFORCEMENT LLC:		3,302.40	
PATS SERVICES INC			
100-55210-271 REC DEPT BASEBALL EXPENSES	PORTABLE TOILET RENTAL TH	120.00	0
Total PATS SERVICES INC:		120.00	
PITNEY BOWES RESERVE ACCOUNT			
100-51410-161 GEN ADMIN POSTAGE	GEN ADMIN POSTAGE	1,000.00	0
Total PITNEY BOWES RESERVE ACCOUNT:		1,000.00	
PREMIUM WATERS INC			
100-51730-160 VH BLDG SUPPLIES	VH WATER DELIVERY	40.74	0
100-55411-160 LAKEFRONT SUPPLIES	LAKEFRONT WATER DELIVERY	47.24	0
100-55210-160 REC DEPT SUPPLIES	REC DEPT WATER DELIVERY	22.49	0
Total PREMIUM WATERS INC:		110.47	
RITEWAY HEATING COOLING & PLUMBING SERV			
100-51720-150 LIONS FIELD HOUSE REPAIR/MAINT	FIELDHOUSE AC CHECK	1,003.00	0
Total RITEWAY HEATING COOLING & PLUMBING SERV:		1,003.00	
SCHAEFFER MUNICIPAL SERVICES LLC			
100-53100-210 ZONING INSPECTION CONTRACT	ZONING CONTRACT FEES	2,675.00	0
Total SCHAEFFER MUNICIPAL SERVICES LLC:		2,675.00	

GL Account and Title	Description	Amount	GL Period
SCHERRER CONSTRUCTION			
500-55411-140 BEACH/LAUNCH/LAKEFRONT/CAPITAL	UPDATE BEACH BUILDING	15,000.00	0
Total SCHERRER CONSTRUCTION:		15,000.00	
SHIRODA, MICHAELA			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	45.00	0
Total SHIRODA, MICHAELA:		45.00	
SILVERMAN, CASSANDRA			
100-55210-271 REC DEPT BASEBALL EXPENSES	UMPIRE 7/10	20.00	0
Total SILVERMAN, CASSANDRA:		20.00	
SILVERMAN, LACEY			
100-55210-271 REC DEPT BASEBALL EXPENSES	UMPIRE 7/10, 7/11, 7/12, 7/18	180.00	0
Total SILVERMAN, LACEY:		180.00	
STATE OF WI - COURT FINES			
100-45001 COURT FINE REVENUE	MONTHLY SHARE OF COURT FI	1,075.20	0
Total STATE OF WI - COURT FINES:		1,075.20	
SYMBOL ARTS			
110-42004 POLICE DONATIONS	POLICE DONATIONS	1,184.90	0
Total SYMBOL ARTS:		1,184.90	
UPPER CASE PRINTING			
415-52320-165 FIREWORKS EXPENDITURE	PRINTING OF FIREWORKS LET	326.60	0
200-57921-160 WATER OFFICE SUPPLIES	PRINTING OF CROSS CONNEC	448.56	0
300-58969-160 SEWER OFFICE SUPPLIES	PRINTING OF CMAR NOTICE	119.28	0
Total UPPER CASE PRINTING:		894.44	
US BANK			
100-55210-160 REC DEPT SUPPLIES	REC DEPT SUPPLIES	352.98	0
Total US BANK:		352.98	
VENTEICHER, SHEILA			
100-55210-160 REC DEPT SUPPLIES	MILEAGE REIMBURSEMENT	104.80	0
Total VENTEICHER, SHEILA:		104.80	
VERITIV OPERATING COMPANY			
100-51410-160 GEN ADMIN SUPPLIES	FUEL SURCHARGE	10.50	0
Total VERITIV OPERATING COMPANY:		10.50	
VILLAGE OF FONTANA			
120-52320-165 EMS IGA EXPENDITURES	JUNE 2023 EMS SERVICES	56,832.54	0
120-52320-165 EMS IGA EXPENDITURES	50% OF UNIFORMS & ONBOAR	13,741.49	0
120-52320-165 EMS IGA EXPENDITURES	MAY 2023 SERVICES	54,469.52	0
120-52320-165 EMS IGA EXPENDITURES	50% OF UNIFORMS & ONBOAR	2,238.75	0

GL Account and Title	Description	Amount	GL Period
Total VILLAGE OF FONTANA:		127,282.30	
W.N. YOSS CONSTRUCTION INC.			
100-51405-000 BILLABLE SERVICES	ASHALT WORK 703 CEDAR PT	1,864.00	0
Total W.N. YOSS CONSTRUCTION INC.:		1,864.00	
W.S. DARLEY & CO.			
215-52320-165 FIRE DUES 2% EXPENDITURES	SUPPLIES	884.46	0
215-52320-165 FIRE DUES 2% EXPENDITURES	SUPPLIES	2,460.54	0
215-52320-165 FIRE DUES 2% EXPENDITURES	SUPPLIES	1,585.46	0
Total W.S. DARLEY & CO.:		4,930.46	
WALCOMET			
300-58980-310 WALCOMET SEWER CONNECTION FEE	SEWER CONNECTION - 546 HI	4,000.00	0
300-58980-310 WALCOMET SEWER CONNECTION FEE	SEWER CONNECTION - 42 UPP	4,000.00	0
Total WALCOMET:		8,000.00	
WALWORTH COUNTY TREASURER-COURT FINES			
100-45001 COURT FINE REVENUE	MONTHLY SHARE OF COURT FI	320.00	0
Total WALWORTH COUNTY TREASURER-COURT FINES:		320.00	
WEIGEL, ETHAN			
100-55210-271 REC DEPT BASEBALL EXPENSES	UMPIRE 7/18	40.00	0
Total WEIGEL, ETHAN:		40.00	
WI DEPT OF JUSTICE - TIME			
100-52120-130 POLICE IT EXPENSE	IT/MISC	307.50	0
Total WI DEPT OF JUSTICE - TIME:		307.50	
WI DEPT OF TRANSPORATION			
300-58965-140 SEWER CAPITAL OUTLAY	STH 67 SANITARY SEWER REC	105,871.35	0
300-58965-140 SEWER CAPITAL OUTLAY	STH 67 SANITARY SEWER REC	66,535.56	0
200-57610-140 WATER FUND CAPITAL OUTLAY	STH 67 PAVEMENT RECONSTR	243,018.68	0
Total WI DEPT OF TRANSPORATION:		415,425.59	
WIL-KIL PEST CONTROL			
100-55411-150 LAKEFRONT REPAIRS/MAINT	THE REC OFFICE	52.70	0
100-55411-150 LAKEFRONT REPAIRS/MAINT	BATH HOUSE/MARINA SHACK	63.30	0
100-51730-150 VH BLDG REPAIRS/MAINT	VILLAGE HALL	67.81	0
100-51720-150 LIONS FIELD HOUSE REPAIR/MAINT	LIONS FIELD HOUSE	61.98	0
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	BARRETT MEMORIAL LIBRARY	61.98	0
Total WIL-KIL PEST CONTROL:		307.77	
WILLIAMS BAY AUTOMOTIVE			
100-52120-150 POLICE REPAIRS/MAINT	REPAIRS/MAINTENANCE	57.27	0
Total WILLIAMS BAY AUTOMOTIVE:		57.27	

GL Account and Title	Description	Amount	GL Period
WILLIAMS BAY BUSINESS ASSN			
100-51965-000 WMS BAY BUSINESS ASSOC	2ND &3RD QTR 2023 ROOM TA	10,528.07	0
Total WILLIAMS BAY BUSINESS ASSN:		10,528.07	
WILLIAMS BAY FINE ART AND CRAFT FESTIVAL			
100-44108 EDGEWATER DEPOSIT	REFUND OF EDGEWATER PAR	500.00	0
Total WILLIAMS BAY FINE ART AND CRAFT FESTIVAL:		500.00	
WISCONN VALLEY MEDIA GROUP			
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	50.41	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	50.41	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATION	70.76	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	48.96	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	89.66	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	85.29	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	85.29	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	83.84	0
Total WISCONN VALLEY MEDIA GROUP:		564.62	
WISCONSIN PROFESSIONAL POLICE			
100-21262 UNION DUES PAYABLE	UNION DUES	258.00	0
Total WISCONSIN PROFESSIONAL POLICE:		258.00	
Total 0:		683,483.90	
Grand Totals:		683,483.90	

Village Board Approval Date: _____



MEMORANDUM

DATE: AUGUST 7, 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
O	Kendra Lynn Knight	35 Johnson Terr Williams Bay, WI 53191	Williams Bay Lions Corn & Brat	P
O	Douglas Howard Knight	35 Johnson Terr Williams Bay, WI 53191	Williams Bay Lions Corn & Brat	P
R	Harley Douglas Knight	35 Johnson Terr Williams Bay, WI 53191	Williams Bay Lions Corn & Brat & Lucke's Cantina	P
Temp	Molly Sanders	721 Southwind Dr #206 Lake Geneva, WI 53147	Williams Bay Lions Corn & Brat	P
Temp	David R Bach	671 Washington Parkway Williams Bay, WI 53191	Williams Bay Lions Corn & Brat	P
Temp	Steven Gardiner Stratton	418 Lakewood Drive Williams Bay, WI 53191	Williams Bay Lions Corn & Brat	P
Temp	Sinan Asani	507 Betzer Rd Unit B Delavan, WI 53115	Williams Bay Lions Corn & Brat	P
Temp	Grace Peterson	1902 Simpson St Oshkosh, WI 54902	Williams Bay Lions Corn & Brat	P
Temp	Samual J Thorson	1902 Simpson St Oshkosh, WI 54902	Williams Bay Lions Corn & Brat	P

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-47-23**

**A RESOLUTION GRANTING TEMPORARY “CLASS B” FERMENTED MALT BEVERAGE AND
TEMPORARY “CLASS B” WINE LICENSE TO
WILLIAMS BAY LIONS CLUB FOR WILLIAMS BAY LIONS CLUB CORN & BRAT**

WHEREAS, on July 5, 2023 the Village of Williams Bay Protective Services Committee determined that it is in the best interests of the Village and its residents to recommend approval of the Special Permit Application for Temporary Class “B”/“Class B” Retailers License by the Williams Lions Club for Williams Bay Lions Club Corn & Brat on August 10, 2023 through August 13, 2023; and

WHEREAS, the licensed outdoor beer garden area for fermented malt beverages will encompass portions of the Edgewater Park property that will be set up and operated within the perimeter fenced area with entry monitored and limited to individuals that are a minimum of 21 years old; and

WHEREAS, that licensed operators will be on the premises at all times to oversee the serving of alcohol; and

WHEREAS, as mandated by Village Code § 128-6. Liquor or Beer in Public Places. “No person shall carry any open can, bottle or other container of alcohol beverage or drink from the same upon any public walk, street, park or other public place in the Village except where a special permit is granted by the Village Board”; 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 special permit application.

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 application and authorizes the temporary retailers license, therefore.

Approved by the Village Board of the Village of Williams Bay this XXth day of August 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

★ ANY QUESTIONS CONTACT DOUG KNIGHT 262-903-0407

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 7-5-23

☐ Town ☒ Village ☐ City of Williams Bay

County of Walworth

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/10/23 and ending 8/13/23 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Williams Bay Lions Club

(b) Address Edgewater Park
(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 1946

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President KARYL MCKILLIP 305 SHENAUDAL CT. BURLINGTON, WI

Vice President MARK SCHNEIDER 175 CIRCLE DR. W. BAY

Secretary JACK LOTHIAN 556 PARK RIDGE RD. W. BAY 53191

Treasurer BRUCE NELSON 5031 BAILEY RD DELEVAN

(g) Name and address of manager or person in charge of affair: JEFF FARNHAM

25 OLIVE ST WILLIAMS BAY PO BOX 386 WILLIAMS BAY 53191

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Edgewater Park

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? ALL OF KITCHEN + RESTROOMS + PARK (YES)

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: KITCHEN + PARK

3. Name of Event

(a) List name of the event WILLIAMS BAY LIONS CLUB CORN + BRAT

(b) Dates of event 8-10-23 / 8-13-23

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

Bruce Nelson 7/5/23
(Signature / Date)

Williams Bay Lions Club
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-50-23**

A RESOLUTION SETTING VILLAGE BOARD MEETING DATES FOR REMAINDER OF 2023

WHEREAS, the Village of Williams Bay Village Board need to meet regularly to fulfill its responsibilities;
and

WHEREAS, the Village of Williams Bay Village Board traditionally have met on the first and third Mondays
of each month; and

WHEREAS, to make the Village Board Meetings more accessible to the public and to accommodate
conflicts with Village holidays and the Village election cycle the Village of Williams Bay desires to set a schedule
for conducting its bi-monthly Village Board Meetings; and

WHEREAS, the Village of Williams Bay proposes the following dates for Village Board Meetings for the
remainder of 2023:

Monday August 21, 2023	Monday November 6, 2023
Tuesday September 5, 2023	Monday November 20, 2023
Monday September 18, 2023	Monday December 4, 2023
Monday October 2, 2023	Monday December 18, 2023
Monday October 16, 2023	

NOW, THEREFORE, be it resolved that the Village of Williams Bay is hereby authorized to hold Village
Board Meetings on the dates listed above.

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 recommendation,
therefore.

Approved by the Village Board of the Village of Williams Bay this 7th day of August 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



2023 (Remainder)
Village of Williams Bay
Village Board
Regularly Scheduled Meeting Dates*

Meeting Dates

Monday August 21, 2023	Monday November 6, 2023
Tuesday September 5, 2023**	Monday November 20, 2023
Monday September 18, 2023	Monday December 4, 2023
Monday October 2, 2023	Monday December 18, 2023
Monday October 16, 2023	

*The Village of Williams Bay Village Board typically meets at 6:30 p.m. every 1st and 3rd Monday of each month.

**Normal meeting date falls on a Holiday.

July 17, 2023

Village of Williams Bay
PO Box 580
Williams Bay, WI 53191
Attn: David Lothspeich, Village Administrator

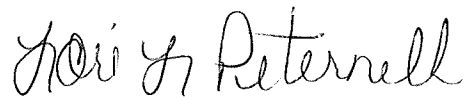
Dear David,

After serious consideration, I have decided to resign from my position as Village Treasurer effective August 4, 2023. I have taken a position as the Finance Officer for WalCoMet, it is a good career choice that I could not refuse.

I am very thankful for the opportunities and support I have received over the last 6 years with the Village, as it has contributed to my success. I have had the pleasure to work with some amazing people and will miss everyone.

We can discuss further how I can assist during the transition period.

Sincerely,

A handwritten signature in cursive script that reads "Lori Y. Peternell".

Lori Peternell



VILLAGE OF WILLIAMS BAY

Position Description: Village Treasurer

Village Board Oversight: Finance & Personnel Committee

Classification: Full-time exempt

Reports to: Village Administrator

The Village Treasurer is a key member of the Village's management team and works under the director of the Village Administrator. The Village Treasurer plans, directs, manages, and oversees the activities of the Finance Department including financial planning, payroll, budgeting, accounting, auditing, and cash management. This position is responsible for assuring that the village achieves its financial objectives through solid fiscal planning, budgetary controls and the maintenance of financial accounts and records. This position is responsible for the duties of the Treasurer pursuant to Wis. Stat. Section 61.26.

Essential Duties and Responsibilities

- Responsible for preparation of tax roll, collection of taxes and settlement of taxes with the County.
- Assist Utility Clerk in delinquent accounts for tax roll.
- Assist Village Administrator in developing budget procedures, prepare and administer the annual operating and capital budgets in accordance with guidelines provided by the Village Board. Coordinating budget meetings with department heads and Finance & Personnel Committee. Present annual budget to Village Board at Public Hearing.
- Coordinate annual audit with Village's auditing firm and assist in creating year end adjusting journal entries.
- Responsible for preparation of financial reports including Public Service Commission (PSC) Report, Annual Financial Report Form C, levy limit worksheet, and Municipal Securities Rulemaking Board (MSRB) Continuing Disclosure Report.
- Assist the Village Administrator in coordination with bonding agent and Village Board to facilitate borrowing. Maintain records of all bonds issued by the Village Board by tracking projects, borrowed funds and debt payment schedules.
- Coordinate debt issuance and post issuance compliance with Village's Financial Advisor.
- Responsible for all payroll functions including processing of bi-weekly payroll and paying all required taxes and employee benefits. File quarterly 941 and Unemployment reporting. Create and file W-2's and annual WRS reconciliation.
- Responsible for human resource duties of onboarding of new employees.
- File Worker's Compensation claims with Village's insurance company.
- Responsible for completion of annual Worker's Compensation audit with Village's Insurance company.
- Responsible for developer billing of Village Engineering and Legal services.
- Responsible for creating and recording monthly journal entries and reconciliation of bank accounts.

- Responsible for filing monthly sales tax reports and payments.
- Responsible for billing Williams Bay School District for their portion of the Student Resource Officer (SRO).
- Responsible for monthly Municipal Court disbursements to Walworth County and State of Wisconsin.
- Responsible for filing of annual Room Tax Report and Video Service Provider Report with the Wisconsin Department of Revenue.
- Provide Village Board with monthly budget to actual reports.
- Prepare and issue 1099's to applicable vendors.
- Assist with receipt of payments for licenses, permits, and utility bills.
- Appointed as Deputy Clerk to file in when needed for certain duties.

Knowledge, Skills, and Abilities

- Bachelor's degree in accounting, business or a related field is preferred. Associate degree in public accounting, or equivalent accounting education, with two (2) years of municipal accounting experience or five (5) years' experience in a related accounting field will be considered.
- Certified Municipal Treasurer of Wisconsin (CMTW), or the desire to obtain the necessary certification strongly encouraged.
- Ability to analyze accounting and financial data, prepare reports and maintain accurate records.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASBO).
- Knowledge of a variety of computer software programs including accounting, payroll, Microsoft Word, Excel, and email systems.
- Excellent math and general office skills.
- Ability to work and communicate orally and in writing with the public, Village officials and Village staff.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time.
- Must possess ability to work independently.
- Ability to multi-task; performs with telephone and work-in customer interruption and adapt to changing priorities.
- Must be bondable according to State Statutes.
- Exceptional interpersonal relations/customer service skills.
- The position requires a high degree of information sharing between administration, public works, police, fire, building inspector, and Village Board and Committees.
- Administer Oaths and Affirmations.
- Perform all other duties required by law, ordinance, or other director of the Village Board.

Certifications and licenses

Desirable licenses include possession of a valid Wisconsin Motor Vehicle operator's license. Must hold the office of Notary Public within 6 months of hire. Obtain certification from the Municipal Treasurer's Association.

Work Environment/Frequent Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.
- The noise level in the work environment is low/moderate level office noise.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Reach with hands and arms to lift moderately heavy objects (25-50 pounds).
- Frequently required to verbally communicate and interact with the public.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.