



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 21, 2023 AT 6:30 PM

Village Hall Council room

250 Williams Street

Williams Bay, WI 53191

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 August 7, 2023**
- V. Consent Agenda**
 - A. Resolution Amending the 2023 General Fund Operating Budget**
- VI. Presentation of accounts and petitions**
 - A. Payroll ending 08-11-2023 in the amount of \$48,724.08**
 - B. Accounts Payable Unpaid dated 08-18-2023 in the amount of \$175,772.34**
 - C. Monthly Electronic Fund Transfer Payments in the amount of \$62,363.52**
 - D. Library Accounts Payable dated 08-16-2023 in the amount of \$2,869.35**
- VII. Plan Commission**
 - A. APPLICANT: Yerkes Future Foundation (Owner)**
TAX KEY: WAS 00001
STREET ADDRESS: 373 W. Geneva St, Williams Bay, WI 53191
Applicant is requesting approval of a name sign per Section 390.1006. A Private institutional and park name signs when approved by the Village Board following recommendation of the Village Plan Commission to erect a 5'2" high by 10'10" monument sign.
 - B. Ordinance #2023-08 Regarding existing non-conforming signs**
- VIII. PUBLIC COMMENTS**
- IX. President's Remarks**
 - A. Recognition of the Williams Bay Lions Club for a successful Corn & Brat**

X. Committee Reports

A. Finance & Personnel, Chair - Trustee Wright

1. Resolution Authorizing a Quote for Engine Repairs to 2006 International Village Truck by Lakeside Intl. LLC.
2. Pre-Authorization For The Director of Public Works to Enter Into An Agreement for Sanitary Sewer Lining Project(s) In An Amount Not To Exceed \$100,000

B. Protective Services, Chair - Trustee Vlach

1. Original, Renewal, or Temporary Operator License Applications

C. Parks & Lakefront, Chair - Trustee Russell

1. Resolution #R-52-23 Renewing the Municipal Business Lease with TLS Windsled Inc. for the 2023 Season

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

1. Ordinance 2023-06 Amending Village Code Re: Engine Break Mufflers Required
2. Ordinance #2023-12 Amending Village Code Re: Prohibiting the Transportation of Aquatic Invasive Species as proposed by the Geneva Lakes Environmental Agency (GLEA)
3. Ordinance #2023-10 Amending Section 110-5 of the Code of Ordinances of the Village of Williams Bay Concerning Village Board Bylaws

E. Water & Sewer, Chair - Trustee Umans

1. Placeholder

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

1. Resolution #R-53-23 Approving the request for the Bailey Estates Annual Block Party to be held on September 9, 2023

XI. Public Comments

XII. Other Items for Discussion, Consideration, or Action

- A. Committee Appointment - Appointment of Colin Doerge to the Law Enforcement Committee
- B. Discussion of possible dates for Joint Village Board and School Board Meeting
- C. Pier Permit for 154 Wood Street
- D. Interim Village Treasurer and Full-time Village Treasurer Recruitment Updates and Possible Consideration of Agreement for Interim Treasurer services and Recruitment Proposal(s)

XIII. 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: 08/18/2023 5:00 PM



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE BOARD MEETING 8/7/2023 MEETING MONDAY, AUGUST 7, 2023 AT 6:30 PM

I. Call to Order

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

II. Roll Call

Present: President Bill Duncan, Trustees George Vlach, Jim D'Alessandro, Lowell Wright, Adam Jaramillo, Steven Russell
Also Present: Administrator David Lothspeich, Police Chief Timm, Clerk Tina Kolls, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Dave Rowland, Municipal Code Enforcement Allisson Schwark, ASL Interpreter Julie Holma of Southern Wisconsin Interpreting & Translation Services, Ltd. (SWITS) of Delevan, WI
Excused: Trustee Robert Umans

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Special Village Board Meeting Minutes of July 13, 2023

The motion to approve the Special Village Board Meeting Minutes of July 13, 2023 was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

B. Village Board Meeting Minutes of July 17, 2023

The motion to approve the Village Board Meeting Minutes of July 17, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

V. Presentation of accounts and petitions

A. Payroll ending 07/14/2023 in the amount of \$52,134.37

The motion to approve the Payroll ending 07/14/2023 in the amount of \$52,134.37 was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

B. Payroll ending 07/28/2023 in the amount of \$68,505.44

The motion to approve the Payroll ending 07/28/2023 in the amount of \$68,505.44 was initiated by Trustee Wright and seconded by Trustee Vlach. Unanimously carried.

C. Accounts Payable Unpays dated 08/04/2023 in the amount of \$683,483.90

The motion to approve the Accounts Payable Unpays dated 08/04/2023 in the amount of \$683,483.90 was initiated by Trustee Wright and seconded by Trustee Russell. Trustee D'Alessandro Abstained. Motion carried.

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.

President Duncan spoke in recognition and thanks to the Former Village Treasurer Lori Peternell.

B. Report on recent Geneva Lake Law Enforcement Agency (GLLEA) meeting

President Duncan gave an update of the most recent Geneva Lake Law Enforcement Agency (GLLEA) meeting. The highlights were:

- The budget is not going up at all.
- There were 96 citations issued and 42 warnings issued.
- There were no reportable crashes.
- They are understaffed but have been able to run all routes.

VII. Committee Reports

A. Protective Services, Trustee Vlach - Chair

1. Original, Renewal, or Temporary Operator License Applications

The motion to approve the Original, Renewal, or Temporary Operator License Applications for Williams Bay Corn & Brat and waiver of fees for those Applications was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

The motion to approve the Renewal Operator License Application for Harley Douglas Knight was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

2. Williams Bay Lions Club Temporary Class "B" and "Class B" Retailer's License Application for August 10, 2023 through August 13, 2023

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

VIII. Public Comments

Enza MacDonald, 463 Chasefield Dr, explained that there is a stop sign that is in the wrong place which may have been placed there when the subdivision was new. MacDonald explained that the traffic was now oriented differently on Chasefield drive and would like to know how to get this addressed.

Trustee D'Alessandro explained that MacDonald should send a request in writing to the Village Administrator, who would then share it with the Police Chief and Chair of the Streets and Highways Committee. They would investigate the claim and set up a committee meeting to further discuss.

John Marra, 548 Wiswell Dr, explained that the Willabay Wood residents were concerned about the Geneva Street crossing in front of Bell's store. Marra explained that they felt it was dangerous crossing the street there. Marra explained they would like to see a crosswalk sign similar to those further up Geneva Street, which helps to regulate traffic to allow pedestrians to cross safely along our lakefront areas.

Chris Marten, 441 Park Ln, explained that he was there to speak about the undeveloped Gerstad property. Marten explained that there were several issues with this property, including grass height. Marten explained that he had called and complained but it didn't seem to make a difference. Marten explained that this property is an eye sore to the residents and he would like the Village to hold him accountable. Marten explained that he would like Gerstad to cut the grass and weeds and keep the property clean. Marten explained that he felt the village needed to do something to hold Gerstad accountable so that the neighboring residents didn't have to babysit the property.

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

The motion to approve the Re-scheduling the September Village Board & Committee Meeting Date from Monday, September 4, 2023 to Tuesday, September 5, 2023 due to the Holiday was initiated by Trustee D'Alessandro and seconded by Trustee Vlach. Unanimously carried.

B. Approval of Village Board Meeting Date Schedules for Remainder of 2023

The motion to approve the Approval of Village Board Meeting Date Schedules for Remainder of 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Russell. Unanimously carried.

C. Approval of Interim Village Treasurer Proposal(s) and Discussion of Long Term Solutions.

The motion to approve the Approval of Interim Village Treasurer Proposal(s) was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

Discussion of long term solutions included directions for the Administrator to publish the position and possible consideration of an executive search firm depending on responses.

X. Adjournment

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Vlach at 06:55pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



MEMORANDUM

DATE: AUGUST 21, 2023
TO: VILLAGE BOARD OF TRUSTEES
FROM: LORI PETERNELL, VILLAGE TREASURER
RE: RESOLUTION AMENDING THE 2023 GENERAL FUND OPERATING BUDGET

While working on the 2024 budget, I noticed that the 2023 budget has the tipping recycling expense included in the general fund budget. Therefore, this budget amendment moves \$12,800 from the General Fund levy and General Fund expense to the Recycling Fund levy and Recycling Fund expense. In turn, this will increase the amount of the state recycling grant moving forward as it is calculated based on actual recycling costs.

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-51-2023**

**A RESOLUTION AMENDING THE 2023 GENERAL FUND OPERATING BUDGET
THE VILLAGE BOARD OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY,
WISCONSIN, RESOLVES AS FOLLOWS:**

WHEREAS, the Village of Williams Bay's 2023 General Fund annual budget was approved by the Village Board of Trustees on December 5, 2022; and

WHEREAS, pursuant to Wis. Statutes section 65.90(5)(a), the Village Board of Williams Bay is permitted to approve budget amendments to its adopted budget; and

WHEREAS, Wisconsin State law requires all municipalities adopt a recycling program to its residents; and

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby approve the following transfers:

(1) the sum of \$12,800 transfer from the General Fund Tax Levy (100-41100) to the 2023 Recycling Tax Levy (225-41100) and

(2) the sum of \$12,800 transfer from the Refuse Collections (100-54710-000) to the 2023 Recycling Tipping Fees (225-54635-165); and

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

Section II: Publication. this resolution be published within 15 days of the adoption as prescribed under Wis. Statutes section 65.90 (5)(a).

Section III: Approval. The President and Board of Trustees hereby approves the recommended work order, therefore.

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

PAYROLL SUMMARY*Pay Period* 7/28/2023—8/11/2023*Paydate* 8/18/2023

# of ees paid	Department	Gross Regular Wages	Gross OT Wages	EE Payroll Tax	EE Deductions	Net Wages
0	Crossing Guard	-	-	-	-	-
4	General Admin	11,884.87	-	2,353.07	2,409.41	7,122.39
5	KNC	3,263.00	-	539.53	439.92	2,283.55
12	Lakefront/Beach	8,366.25	880.08	2,021.27	-	7,445.06
11	Library	7,521.46	-	1,019.16	1,541.67	4,960.63
2	Municipal Court	1,259.42	-	166.38	-	1,093.04
3	Parks	1,325.60	-	135.39	-	1,190.21
9	Police	22,977.27	775.43	4,604.78	3355.19	15,792.73
0	Protective Svcs (Fire & Rescue)	-	-	-	-	-
4	Public Works (incl W & S)	9,644.25	519.44	1,839.04	1,936.95	6,387.70
4	Recreation	3,498.18	-	606.70	222.71	2,448.77
0	Trustees	-	-	-	-	-
54		69,740.30	2,174.95	13,285.32	9,905.85	48,724.08

NOTEWORTHY THIS PAYROLL:

General Admin: Lori Peternell term'd 8/4 (40 hours this PR @ "Old" rate) Changed rate for consulting

General Admin: Tina Kolls salary increase per employment agreement

Public Works: John Shafer term'd 8/4 no hours for his last week

No Crossing Guards this paydate (seasonal)

No Protective Services/ Fire & Rescue this paydate (pay schedule = monthly, first paydate of the mo.)

No Trustees this paydate (pay schedule = quarterly, 2nd paydate of Mar, Jun, Sep & Dec)

Confirmed with department heads that active employees with no timesheet(s) did not work this period

Regular Gross Wages amount includes phone allowance \$56 (Public Works Dept)

of Employees paid AND Net Wages Total match the bank transmission for employee direct deposits

GL Account and Title	Description	Amount	GL Period
0			
ABRAHAM'S ON-SITE SHREDDING			
100-51410-160 GEN ADMIN SUPPLIES	SHREDDING SERVICES	65.50	0
Total ABRAHAM'S ON-SITE SHREDDING:		65.50	
AIRGAS USA LLC			
200-57631-160 WATER TREATMENT CHEMICALS	CARBON DIOXIDE- BULK	1,918.76	0
Total AIRGAS USA LLC:		1,918.76	
CORE & MAIN			
200-57346-000 NEW WATER METERS	WATER DIST SUPPLIES	1,755.00	0
200-57651-150 WATER MAINS REPAIRS/MAINT	SUPPLIES	195.92	0
200-57651-150 WATER MAINS REPAIRS/MAINT	SUPPLIES	65.94	0
Total CORE & MAIN:		2,016.86	
GENERAL CODE			
100-51410-300 GEN ADMIN CODIFICATION	ECODE360 ANNUAL MAINTENA	995.00	0
Total GENERAL CODE:		995.00	
GOMEZ, ANDRE			
100-55210-275 REC DEPT PROGRAM EXPENSES	SOCCER CAMP HELP	120.00	0
Total GOMEZ, ANDRE:		120.00	
GORDON FLESCH			
100-51410-162 GEN ADMIN COPIER EXPENSE	VH MONTHLY CHARGES	181.47	0
100-55210-200 REC DEPT TELEPHONE	REC DEPT MONTHLY CHARGE	48.46	0
Total GORDON FLESCH:		229.93	
GRAYMONT WESTERN LIME INC.			
200-57631-160 WATER TREATMENT CHEMICALS	CALCIUM HYDRATED LIME	4,554.43	0
Total GRAYMONT WESTERN LIME INC.:		4,554.43	
GUNNAR OLSEN LANDSCAPING			
100-55410-115 PARKS CONTRACT LABOR	WEEDING	569.75	0
Total GUNNAR OLSEN LANDSCAPING:		569.75	
HYDRO CORP			
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	1,351.00	0
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	918.00	0
Total HYDRO CORP:		2,269.00	
ILCMA			
100-51410-210 GEN ADMIN PUBLICATIONS	TREASURER JOB POSTING	100.00	0
Total ILCMA:		100.00	
KOSTOCK, WILLIAM			
100-52120-190 POLICE TRAINING	MILEAGE REIMBURSEMENT	186.19	0

GL Account and Title	Description	Amount	GL Period
Total KOSTOCK, WILLIAM:		186.19	
MILPORT ENTERPRISES INC			
200-57631-160 WATER TREATMENT CHEMICALS	ALUMINUM SULFATE	1,564.50	0
Total MILPORT ENTERPRISES INC:		1,564.50	
NICHOLS, MARK			
001-15100 UTILITY CASH CLEARING	REFUND FOR OVERPAYMENT	168.00	0
Total NICHOLS, MARK:		168.00	
NIEUWENHUIS BROS. INC.			
225-54635-131 RECYCLING FEES	RECYCLING CURBSIDE PICKU	6,805.76	0
225-54635-165 RECYCLING TIPPING FEES	RECYCLING SURCHARGE	1,450.00	0
225-54635-165 RECYCLING TIPPING FEES	RECYCLING TIPPING	1,057.33	0
100-54710-000 REFUSE COLLECTIONS	REFUSE CURBSIDE PICKUP	12,762.88	0
100-54710-000 REFUSE COLLECTIONS	6YD ROLL BIN	130.00	0
Total NIEUWENHUIS BROS. INC.:		22,205.97	
PATS SERVICES INC			
200-57631-160 WATER TREATMENT CHEMICALS	LIME SLUDGE	2,060.00	0
Total PATS SERVICES INC:		2,060.00	
PAYNE & DOLAN INC.			
100-54310-175 STREETS ROAD MAINTENANCE	4LT 12.5MM	584.38	0
Total PAYNE & DOLAN INC.:		584.38	
QUALIFICATION TARGETS INC.			
100-52120-190 POLICE TRAINING	POLICE TRAINING	88.26	0
Total QUALIFICATION TARGETS INC.:		88.26	
ROTH & SONS FENCE INC			
100-51405-000 BILLABLE SERVICES	HORVATH CHAIN LINK FENCE	3,865.68	0
Total ROTH & SONS FENCE INC:		3,865.68	
SAFEBUILT LLC			
100-53100-211 BLDG INSPECTION CONTRACT	BUILDING INSPECTION FEES	8,474.90	0
Total SAFEBUILT LLC:		8,474.90	
SECURIAN FINANCIAL GROUP INC			
100-52120-124 POLICE LIFE INSURANCE	POLICE LIFE INS	78.76	0
100-54310-124 STREETS LIFE INSURANCE	STREETS- LIFE INSURANCE	24.73	0
100-55410-124 PARKS LIFE INSURANCE	PARKS LIFE INSURANCE	1.86	0
200-57630-124 WATER TREATMENT - LIFE INS	WATER TREATMENT LIFE INSU	10.11	0
200-57640-124 WATER DISTRIBUTION - LIFE INS	WATER DISTRIBUTION LIFE INS	10.11	0
230-58100-124 KNC LIFE INSURANCE	KNC LIFE INSURANCE	3.86	0
100-51410-124 GEN ADMIN LIFE INSURANCE	GEN ADMIN LIFE INSURANCE	68.12	0
100-55210-124 REC DEPT LIFE INSURANCE	REC DEPT. LIFE INSURANCE	4.62	0
400-58100-123 LIBRARY HEALTH INSURANCE	LIBRARY LIFE INSURANCE	47.33	0
100-21257 LIFE INSURANCE PAYABLE	EMPLOYEE CONTRIBUTION	266.96	0

GL Account and Title	Description	Amount	GL Period
Total SECURIAN FINANCIAL GROUP INC:		516.46	
SIERAKOWSKI, BARBARA			
001-15100 UTILITY CASH CLEARING	REFUND FOR OVERPAYMENT	168.22	0
Total SIERAKOWSKI, BARBARA:		168.22	
SJE			
300-58968-150 SEWER COLLECTION SYSTEM MAINT	REPAIR/ MAINTENANCE	721.00	0
Total SJE:		721.00	
STANEK,CYNTHIA			
100-51730-160 VH BLDG SUPPLIES	REIMBURSEMENT FOR SUPPLI	19.98	0
Total STANEK,CYNTHIA:		19.98	
SYMBOL ARTS			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	120.00	0
Total SYMBOL ARTS:		120.00	
WALCOMET			
300-58980-300 WALCOMET SEWERAGE EXPENSES	MONTHLY BILLING	75,514.33	0
300-58980-300 WALCOMET SEWERAGE EXPENSES	CORRECTED JUNE BILLING	2,393.09	0
Total WALCOMET:		77,907.42	
WI DEPT OF TRANSPORATION			
200-57610-140 WATER FUND CAPITAL OUTLAY	STH 67 PAVEMENT RECONSTR	40,433.64	0
Total WI DEPT OF TRANSPORATION:		40,433.64	
WILLIAMS BAY AUTOMOTIVE			
100-52120-150 POLICE REPAIRS/MAINT	VEHICLE REPAIRS AND MAINT	98.47	0
100-52120-150 POLICE REPAIRS/MAINT	VEHICLE REPAIRS AND MAINT	471.54	0
Total WILLIAMS BAY AUTOMOTIVE:		570.01	
WILLIAMS BAY FIRE DEPARTMENT			
100-52340-150 DIVE TEAM REPAIRS/MAINT	REIMBURSEMENT OF DRY SUI	30.00	0
Total WILLIAMS BAY FIRE DEPARTMENT:		30.00	
WISCONSIN PUMP WORKS			
100-55410-150 PARKS REPAIRS/MAINT	PARKS REPAIRS/MAINT	3,192.00	0
Total WISCONSIN PUMP WORKS:		3,192.00	
WISCONSIN STATE LABORATORY OF HYGIENE			
200-57623-170 WATER TESTING	FLUORIDE	28.00	0
Total WISCONSIN STATE LABORATORY OF HYGIENE:		28.00	
WITTE SUPPLY COMPANY			
100-54310-175 STREETS ROAD MAINTENANCE	TOPSOIL	28.50	0

GL Account and Title	Description	Amount	GL Period
Total WITTE SUPPLY COMPANY:		28.50	
Total 0:		175,772.34	
Grand Totals:		175,772.34	

Village Board Approval Date: _____

Monthly EFT Payments			
For Month:	Jul-23		
<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
Alliant Energy	\$2,994.49	7/14/2023	Monthly Street light charges
American Express Merchant	\$70.86	7/31/2023	Online transaction fees
AT&T Mobility	\$162.52	7/16/2023	(2) Monthly charges for Streets Dept tablets, HarborMaster cell phone & Court cell phone
AT&T Mobility	\$720.55	7/16/2023	(2) Monthly charges for Police, Fire, Rescue & Administrator cell phone charges
Citgo	\$209.05	7/14/2023	Monthly gas charges (June)
Citgo	\$279.25	7/24/2023	Monthly gas charges (July)
Delta Dental/Vision	\$768.74	7/1/2023	July Dental & Vision Insurance Premium
Employee Trust Funds (ETF)	\$27,426.90	7/12/2023	August Health Insurance premium
Employee Trust Funds (ETF)	\$16,135.35	7/31/2023	June retirement remittance
ExxonMobil	\$2,541.69	7/14/2023	Monthly gas charges (June)
ExxonMobil	\$2,122.43	7/24/2023	Monthly gas charges (July)
First National Bank & Trust	\$3,145.96	7/10/2023	Monthly credit card charges
Globe Life	\$1,123.56	7/5/2023	Employee life insurance monthly premiums
Globe Life	\$1,123.56	7/24/2023	Employee life insurance monthly premiums
Paymentech	\$440.57	7/31/2023	Online transaction fees
Spectrum	\$234.63	7/14/2023	Monthly VH internet charges
Village of Williams Bay	\$2,053.79	7/15/2023	Quarterly Utility bills
WE Energies	\$511.04	7/13/2023	Monthly gas charges
Xpress Bill Pay	\$298.58	7/31/2023	Monthly hosting fee and transaction fees
	\$62,363.52		

GL Account and Title	Description	Amount	GL Period
0			
BAKER & TAYLOR			
400-58201-000 CHILDREN PRINT	CHILDREN'S BOOKS	880.60	0
400-58200-000 ADULT PRINT	ADULT PRINT/ BOOK	959.54	0
410-58200-102 BOOKS, DONOR DESIGNATED	BOOKS DONOR DESIGNATED	52.75	0
Total BAKER & TAYLOR:		1,892.89	
CHICAGO TRIBUNE			
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN EXPENSE - PERIODICA	136.99	0
Total CHICAGO TRIBUNE:		136.99	
DEMCO			
400-58100-160 LIBRARY SUPPLIES	LIBRARY SUPPLIES	105.09	0
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN	87.35	0
Total DEMCO:		192.44	
GREATAMERICA FINANCIAL SVCS.			
410-58340-000 BOARD COMMITTED EXPENDITURES	BOARD COMMITTED	215.70	0
Total GREATAMERICA FINANCIAL SVCS.:		215.70	
HUDSON, DANIELLE			
410-58255-000 LIB FRIENDS EXPENDITURE	FRIENDS	52.75	0
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	PROGRAMS	80.60	0
Total HUDSON, DANIELLE:		133.35	
LAKE GENEVA PUBLIC LIBRARY			
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	PROGRAMS FOR CHILDREN	86.80	0
Total LAKE GENEVA PUBLIC LIBRARY:		86.80	
MIDWEST TAPE			
400-58240-000 LIBRARY MEDIA	MEDIA	44.98	0
400-58240-000 LIBRARY MEDIA	MEDIA	93.71	0
400-58240-000 LIBRARY MEDIA	MEDIA	22.49	0
Total MIDWEST TAPE:		161.18	
UNIQUE SERVICES			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	50.00	0
Total UNIQUE SERVICES:		50.00	
Total 0:		2,869.35	
Grand Totals:		2,869.35	

Village Board Approval Date: _____



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Village Board Meeting August 21, 2023

August 18, 2023

APPLICANT: Yerkes Future Foundation (Owner)

TAX KEY: WAS 00001

STREET ADDRESS: 373 W. Geneva St, Williams Bay, WI 53191

Applicant is requesting approval of a name sign per Section 390.1006.A, Private institutional and park name signs when approved by the Village Board following recommendation of the Village Plan Commission to erect a 5'2" high by 10'10" monument sign.

Section 390-1006 states: The following signs are permitted in the Public and Institutional and Parks and Recreation Districts and are subject to the following regulations:

- A. Private institutional and park name signs when approved by the Village Board following recommendation of the Village Plan Commission.

There are no additional regulations for institutional and park name signs, however the proposed sign is consistent with other institutional signs in the area.

Respectfully submitted,

Bonnie M. Schaeffer
Zoning Administrator



Zoning Permit Application Village of Williams Bay

250 Williams Street x PO Box 580 x Williams Bay, WI 53191
Phone: 262-245-2700 x Fax: 262-245-2705

Request:

Please check all that apply.

- ☐ Residential Principal Use 1 or 2 Family \$175.00
- ☐ Residential Addition \$75.00
- ☐ Residential Accessory Use \$75.00
- ☐ Fence \$75.00
- ☐ Deck \$75.00
- ☐ Swimming Pool \$100.00
- ☐ Commercial Principal Use (includes multi-family) \$150.00
- ☐ Commercial Addition \$100.00
- ☐ Commercial Accessory Use \$100.00
- ☒ Signage \$50.00 first 20 sq. ft. plus \$.50 per sq. ft. thereafter
- ☐ Lakefront and Shoreyard Projects \$75.00
- ☐ Other: _____ Fee: _____

Date application was received:

Fee Paid: _____

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

Yerkes Observatory/Yerkes Future Foundation

Owner's Name: _____ Phone No.: 917-572-2426

Mailing Address: 373 W. Geneva St., Williams Bay, WI 53191 Attn: Dennis Kois, Executive Director

Applicant's Name: Lori Burgardt, Xcelerate Permits LLC Phone No. 847-772-1719

Mailing Address: 1332 W. Bartlett Way Chandler AZ 85248

Physical Address of Site: 373 W. Geneva Street Tax Parcel No: WAS 00001

Subdivision Name: N/A Lot No. N/A Block No. N/A

Current Zoning of Site: P & I Current Overlay Districts of Site: _____

Proposed type of structure: Monument sign

Proposed use of structure or site: Identification

Lot Area N/A sq. ft. Proposed Bldg. / Structure Footprint Area _____ sq. ft.

Existing Building Coverage on Site: N/A % Proposed N/A %

Existing Impervious Surface Coverage on Site: N/A % Proposed N/A %

Proposed Setbacks: Front 8' Rear N/A Left N/A Right N/A

Proposed Building Height N/A ft.

Applicant's Signature: Lori Burgardt Date: 7/24/23

OFFICE USE ONLY:

PERMIT FEES:

Permit	\$	_____
Admin Fee	\$	_____
Other	\$	_____
Total	\$	_____

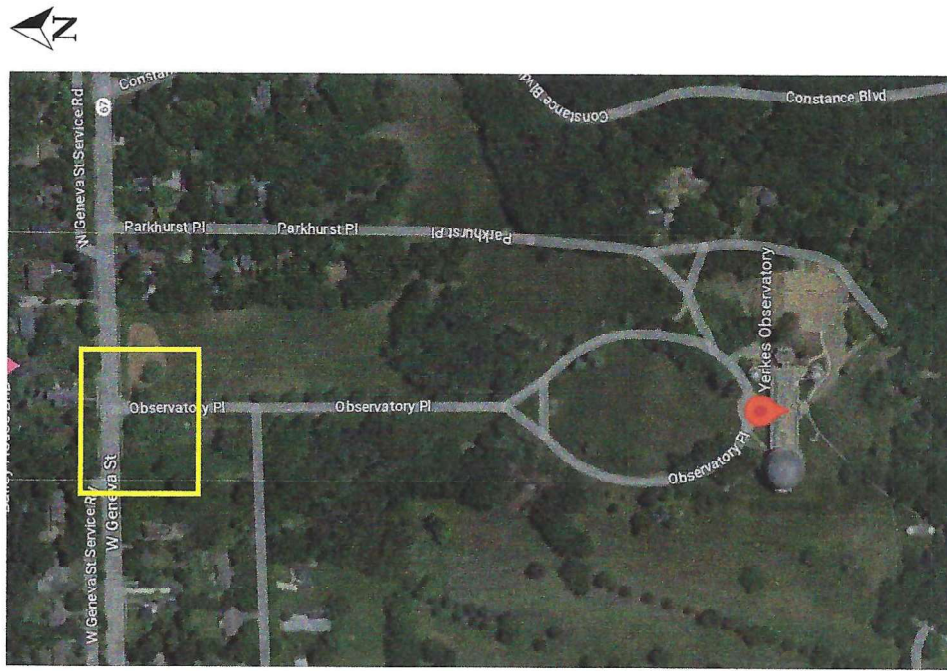
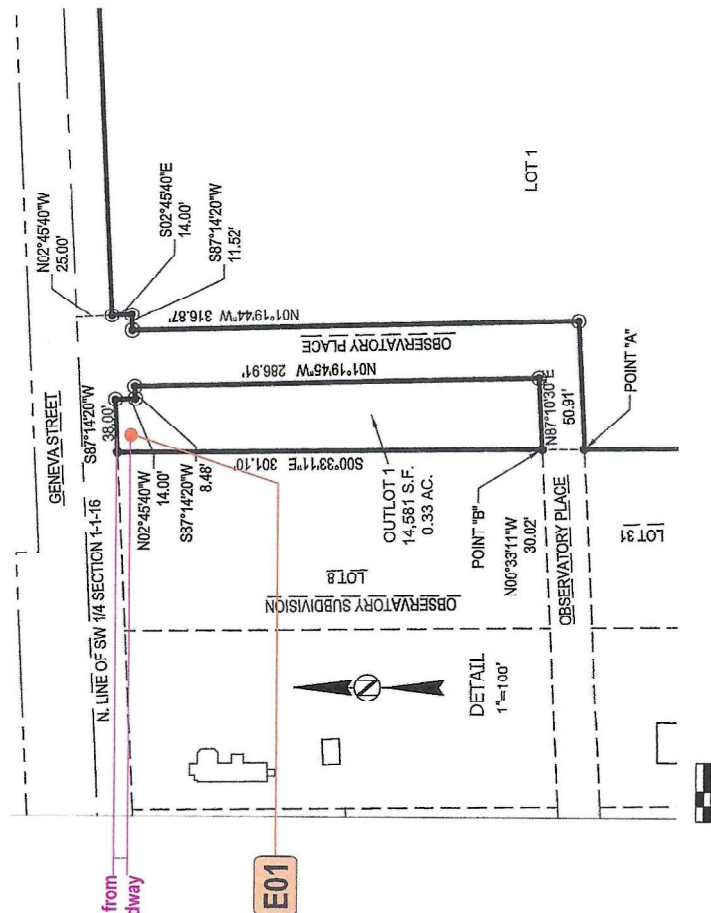
PERMIT ISSUED BY:

Name:	_____	Date:	_____
Tel:	_____	Permit No.	_____

CONDITIONS OF APPROVAL:

SITE PLAN

For Reference



Stratus™

stratusunlimited.com
8555 Tyler Boulevard
Mentor, Ohio 44060
888.503.7569

CLIENT:
YERKES OBSERVATORY

ADDRESS:
373 W. Geneva St.
Williams Bay, WI 53191

PAGE NO.:
2

ORDER NUMBER:
N/A

PROJECT NUMBER:
87643

SITE NUMBER:
N/A

PROJECT MANAGER:
KURT KUNKLE

ELECTRONIC FILE NAME:
G:\ACCOUNTS\YERKES OBSERVATORY\Williams Bay_Monument\Williams Bay_Monument_R7.dwg

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Rev 4	43988	02/22/23 JT	Updated from concept to production drawing				
Rev 5	43989	02/28/23 JT					
Rev 6	43786	07/19/23 JT	Added add'l site plan and setback info per PII				
Rev 7	43988	07/24/23 JT					

THIS SET OF DRAWINGS IS THE PROPERTY OF STRATUS™. IT IS TO BE USED ONLY FOR THE PROJECT AND NOT FOR ANY OTHER PROJECTS. IT IS TO BE KEPT IN A SAFE PLACE AND NOT DESTROYED.

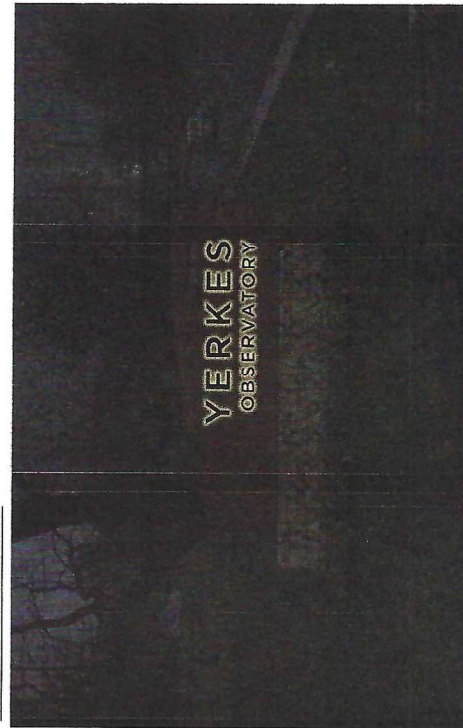
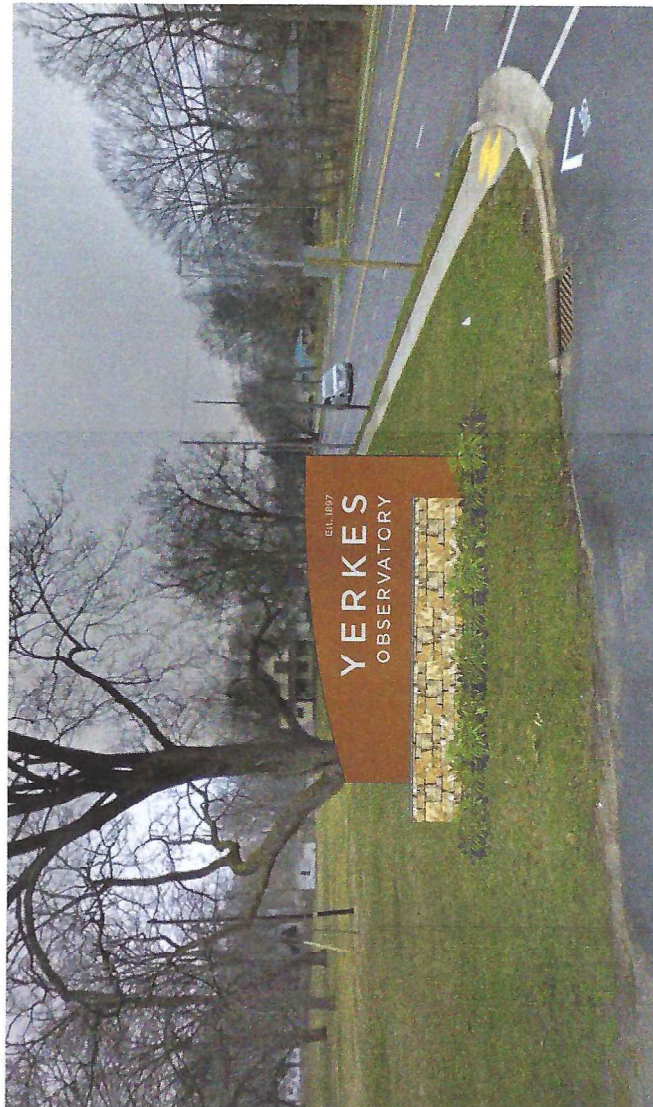
E01

OPTION : A

EXISTING SIGN SF:	00
PROPOSED SIGN SF:	10.2

The University of Chicago
Yerkes Observatory
OBSERVATORY OPEN EVERYDAY ONLY
PUBLIC TOURS 10:00-11:00 AM

EXISTING POST AND PANEL TO BE REMOVED & REPLACED



YERKES
OBSERVATORY

CLIENT:	YERKES OBSERVATORY		
ADDRESS:	373 W. Geneva St. Williams Bay, WI 53191	PAGE NO. 3	
ORDER NUMBER:	N/A	PROJECT NUMBER:	37649
SITE NUMBER:	N/A	PROJECT MANAGER:	KURT KUNKLE
ELECTRONIC FILE NAME:		3-ACCOUNT-SIVVERKES OBSERVATORY\W\Williams Bay_Monument Williams Bay_Monument_37.cdr	

[illegible]

E01 D/F MONUMENT w/ HALO-LIT LETTERS

Scale: 1/2"=1'-0"

OPTION A

10.2 square feet
(Max. 24 sq ft allowed)



ALL MANUFACTURING AND INSTALL SPECS TBY BY ENGINEERING PRIOR TO PRODUCTION

CABINET:
12" deep fab'd metal cabinet skinned with Corten Steel (weathered/aged);
3" Corten Steel kickplate at bottom of cabinet to account for 5'-0"H Corten Steel sheet size;
Gauge of Corten steel TBD

EST. 1897:
1/2" thick flat cut out acrylic letters painted Brushed Aluminum - all exposed surfaces; Studs at backside for flush mounting to cabinet face. Will not illuminate

YERKES OBSERVATORY:
1.18" thick acrylic with face and sides painted Brushed Aluminum - face and sides;
Studs at backside for mounting with a 1" stand off to allow for halo illumination

ILLUM.:
White LED's embedded into hollowed out acrylic as required by manufacturer;
Primary color to be Warm White; Blue-tooth controller with ability to change brightness;
Power supplies to be housed within cabinet

BASE:
Smooth face CMU Block base with applied ledgerstone veneer and stone cap to match
Cabinet bolted to top of stone/block base; Concrete slab footing for stone base;
Mounting details TBY

QUANTITY:
(1) ONE/D/F Monument required

JOB NOTE:
Customer to provide primary power to sign location

COLOR PALETTE

- Brushed Aluminum
MP 41-302SP
- Corten Steel - aged
- Haloquist Stone
- Cascade Blend Ledger

SPACERS:

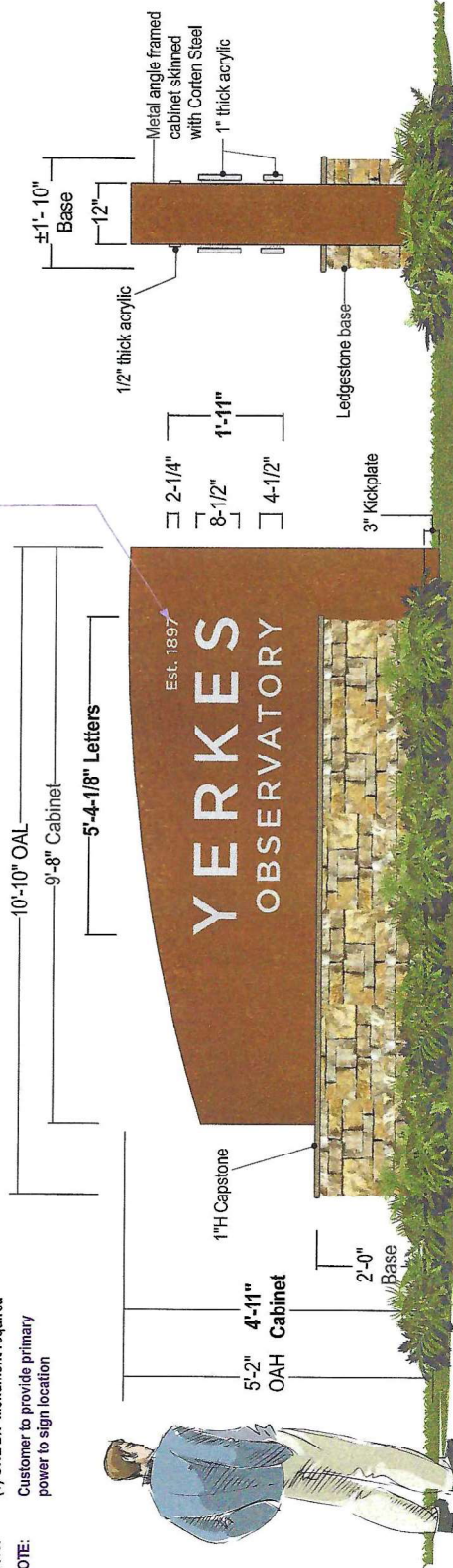
- Painted to closely match aged Corten steel

All paint finishes to be Satin unless otherwise specified



Side B
Scale: 3/8" = 1'-0"

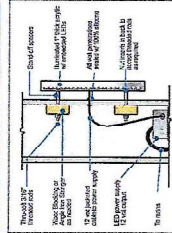
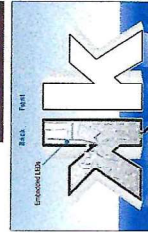
NOTE: "Est. 1897" will not illuminate except from any ambient light emitting from the "YERKES" halo-lit letters



Elevation View

Side A

End View



THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

THE LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.8(A) (1) OF THE NATIONAL ELECTRICAL CODE

CLIENT:	YERKES OBSERVATORY
ORDER NUMBER:	N/A
PROJECT NUMBER:	87649
SITE NUMBER:	N/A
PROJECT MANAGER:	KURT KUNKLE
ADDRESS:	373 W. Geneva St. Williams Bay, WI 53191
ELECTRONIC FILE NAME:	G:\ACCOUNTS\YERKES OBSERVATORY\Williams Bay_Monument\Williams Bay_Monument_R7.cdr

StratusTM

stratusunlimited.com

8959 Trier Boulevard
Mentor, Ohio 44260
888.503.1569

Rev #	Rev #	Date/Artist	Description	Rev #	Rev #	Date/Artist	Description
Rev 4	43496	06/22/23 JT	Updated from concept to production drawing				
Rev 5	43505	06/26/23 JT	Rev. size of YERKES letters per customer request				
Rev 6	43789	07/18/23 JT	Updated from info. file per provider. Added kickplate & stone cap. Updated to White LEDs				
Rev 7	43896	07/24/23 JT					

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VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Village Board Meeting August 21, 2023

August 18, 2023

RE: Ordinance 2023-08 Pertaining to Section 390-1012 Regulating Existing Signs

Section 390-1012 currently reads:

A. Signs lawfully existing at the time of the adoption or amendment of this chapter may be continued although the size or location does not conform to this chapter. However, all nonconforming signs shall be deemed to have exhausted their economic life after seven years from the time they became a nonconforming use. This provision shall not, however, apply to portable signs. Nonconforming portable signs shall be removed within 60 days of the date they become nonconforming.

B. Nonconforming signs, except portable signs, after this seven-year period, shall either be made to conform to the terms of this chapter, or shall be removed by the owner, agent, or person having beneficial use of the property. Nonconforming signs, during the seven-year grace period, shall be kept in good repair, but the cost of maintenance shall not be considered grounds for their continued use beyond the seven-year period. The Building Inspector shall, after the seven-year grace period, notify the owner, agent or person having beneficial use of the property, of the expiration of the grace period. After 30 days, if the sign has not been made to conform to this chapter or removed, the Building Inspector shall initiate appropriate punitive action. Signs that are not repaired, painted, or maintained pursuant to written notification and orders by the Building Inspector shall also be subject to punitive action.

The proposed text amendment eliminates the language regarding a seven-year period for nonconforming signs to either be removed or replaced with a conforming sign. This type of amortization period is not legally enforceable. The new language is consistent with regulations in other nearby communities.

Respectfully submitted,

Bonnie M. Schaeffer
Zoning Administrator

**NOTICE OF PUBLIC HEARING ON PROPOSED
AMENDMENT TO ZONING ORDINANCE
OF THE VILLAGE OF WILLIAMS BAY**

PLEASE TAKE NOTICE that a public hearing will be held before the Plan Commission of the Village of Williams Bay on **Tuesday, August 8, 2023 at 6:30 p.m.** at the Village Hall Council Room located at 250 Williams Street, Williams Bay, Wisconsin. The purpose of the public hearing is to take public comment concerning the proposed ordinance amending sections 390-1012 of the Zoning Ordinance of the Village of Williams Bay, regarding existing nonconforming signs. A copy of the full proposed ordinance is available for public inspection at the office of the Village Clerk located at the Village Hall.

All interested in the above matter, their attorneys and representatives are invited to attend this public hearing to be heard.

DATED this 12th day of July 2023.

Tina Kolls
Municipal Clerk

Published July 20 and 27, 2022 in the Lake Geneva Regional News

DO NOT PRINT THE CONTENTS BELOW THIS LINE

ORDINANCE #2023 - 08
AN ORDINANCE AMENDING SECTION 390-1012 OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY REGARDING NONCONFORMING EXISTING SIGNS

WHEREAS, Section 390-1012 of the Code of Ordinances of the Village of Williams Bay currently requires removal of existing non-conforming signs within the Village of Williams Bay after specified time frames; and

WHEREAS, the Village Attorney has advised that these current provisions are amortization schedules that are not enforceable; and

WHEREAS, the Building, Zoning & Ordinances Committee reviewed this matter and recommended removal of these non-enforceable provisions;

WHEREAS, a duly noticed public hearing was held by the Plan Commission regarding repealing and recreating Sec. 390-1012 of the Code of Ordinances to bring same into conformity with Wisconsin Statutes and case law; and

WHEREAS, after said public hearing, the Plan Commission having recommended to the Village Board to amending the current Sec. 390-1012 and adopt the new Sec. 390-1012; and

WHEREAS, the Village Board having determined that it is appropriate to adopt such revisions to the Zoning Code to bring same into conformity with the Wisconsin Statutes and case law regarding amortization of existing non-conforming signs; and

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

Section I. Section 390-1012 of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

§ 390-1012. Existing signs.

A. Signs lawfully existing at the time of the adoption or amendment of this chapter may be continued although the size or location does not conform to this chapter.

B. Signs shall be kept in good repair. A sign which is not repaired, painted or maintained within 90 days of written notification by the zoning administrator shall be removed and the owner shall be subject to penalty.

C. A nonconforming sign, although it shall be maintained, may not be replaced except by a conforming sign, except that the face of the nonconforming sign may be changed or modified provided that the new sign face is of the same dimensions of the existing sign and may be incorporated into the existing frame and supporting structure.

D. A nonconforming sign may not be enlarged or modified to increase the nonconformity.

E. If there is a change in ownership of the business or institution which the sign is representing, the face of the nonconforming sign may be changed or modified provided that the new sign face is of the same dimensions as the existing sign and may be incorporated into the existing frame and supporting structure.

F. A nonconforming sign shall be discontinued and removed when the business identified on the sign has closed or moved or the use of the building upon which the sign is displayed or attached is changed. A nonconforming sign shall be deemed abandoned and shall be discontinued and removed if the property upon which such sign is located remains vacant for a period of 60 days.

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: _____

Repair Management
BY NAVISTAR

LAKESIDE INTL, LLC

3850 KENNEDY RD. - JANESVILLE, WI 535458822

Phone: (1) 608-7548195 - Fax: (1) 608-7548053

Estimate Number: 4071303 - RO Number: 5087339

Service Writer: Casey Mangrum - Date: 7/5/2023 10:38 AM (C)

Currency: USD

Unit No:

VILLAGE OF WILLIAMS BAY

VIN: 1HTWDAAR26J401492

Model: 7400 SFA 4X2

Engine: INTL DT466 HT 285HP/2400 GOV

Make: International

Delivered: 5/31/2006

In Service: 17 Years 1 Months

Mileage: 27346 Eng Hrs: 0

Recall/AFC: No

Contact Name: JERRY MEHRING

Position: primary

Phone: (262) 245-2706

E-Mail:

PO Number:

Operation Section A	Qty/Time	Labor Cost	Parts Cost	Core Charge	Total Cost
Cylinder Head Or Replace Gasket, R & R And/Or Replace (1) HEAD, CYLINDER, RENEWED 05-06MY (1) GASKET, KIT, CYL HEAD GSKET (1) GASKET, INLET (1) SEAL, RING O #214 (1) THERMOSTAT, TEMP REGULATOR (6) WASHER, LOWER SUPPORT (2) CLAMP, HOSE RADIATOR, 2.25-3.13 IN. INSIDE DIA INLET (2) GASKET, EXHAUST GAS RECIRCULATION, EGR TUBE TO EGR VALVE (1) GASKET EGR VALVE TO INLET DUCT (1) GASKET, INLET DUCT TO INTAKE MANIFOLD (1) CLAMP HEAT EXCHANGER (12) GUIDE, VALVE LIFTER, ENGINE (1) GASKET, EXHAUST GAS RECIRCULATION, COOLER TO MANIFOLD (1) COOLER KIT, RECIRCULATION, 17 IN.	21.0	\$3,777.90	\$13,679.87	\$798.00	\$18,255.77
Road Test / Test Drive - ROAD TEST	0.0	\$0.00	\$0.00	\$0.00	\$64.95

Complaint:	COOLANT LOSS
Cause:	CRACKED CYLINDER HEAD, AND BAD EGR COOLERS
Correction:	REPLACE HEAD AND COOLERS; REPLACE EXHAUST MANIFOLD

Operation Section B	Qty/Time	Labor Cost	Parts Cost	Core Charge	Total Cost
Exhaust Manifold And/Or Gasket, Replace (1) MANIFOLD ASSY EXHAUST LOW MT (12) BOLT, TORQUE PREVAILING, M12 X 1.75 X 40MM (1) TUBE, EXHAUST BACK PRESSURE	6.5	\$1,169.35	\$1,525.48	\$0.00	\$2,694.83

Complaint:	Not Available
Cause:	Not Available
Correction:	Not Available

Notes: [7/5/2023 10:38 AM] - Dealer: WHILE REPLACING HEAD GASKET, FOUND HEAD CRACKED: REPLACE CYLINDER HEAD

Summary	
Parts:	\$15,205.35
Core:	\$798.00

Labor:	\$4,947.25
Other Items:	\$64.95
Shop:	\$289.99
Tax:	\$0.00
Haz. Waste:	\$10.00
TOTAL:	\$21,315.54

This estimate is subject to teardown and inspection and is valid for 30 days from date above. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. AUTHORIZED BY: _____
DATE: ____/____/____



VILLAGE OF WILLIAMS BAY

Office of the Director of Public Works

July 27, 2023

The Village of Williams Bay is requesting a proposal for CIPP sewer line installation to be completed in 2023.

The proposal shall be for approx. 920 ft. of 8" pipe in 3 segments and approx. 239 ft of 6" in 1 segment. With the lining the Village would also like a proposal for televising approx. 342 ft of 6" in 2 segments and then quoted for possible immediate lining.

The price shall include:

- Labor, material, and equipment
- Mobilization and traffic control (cones and signs as needed)
- Light cleaning, root cutting, and televising prior to installation of liner
- Bypass pumping, there shall be no backups
- Installation of 4.5mm for 6" and 6.0mm for 8" finished thickness fully structural CIPP
- Installation of liner per industry standards, ASTM F1216
- Reinstatement of active service connections
- Televising of sewers after installation of liner
- Provide reports post lining

A map snippet is attached, the lining segments included are 87.3-87.2, 86A-86, 85-84, 84-83 and the televising and possible lining segments are 86-85A, 85A-85.

Also attached are the televising videos for review of the lining segments.

Proposals should be returned to the Village of Williams Bay by August 15, 2023

Best Regards,

A handwritten signature in black ink, appearing to read "Wayne Edwards", with a stylized flourish at the end.

Wayne Edwards
Director of Public Works
wedwards@vi.williamsbay.wi.gov



MEMORANDUM

DATE: AUGUST 21, 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	Scott A VanDyke	601 W. Walworth Elkhorn, WI 53121	Harpoon Willies	P
O	Jamie Joan Stefanski	201 Ash Ave Woodstock, IL 60098	Pier 290	P
O	Chase Alexander Waschow	W6707 Lakeshore Cir Elkhorn, WI 53121	Pier 290	P
O	Melissa Jasso	N1178 Clover Rd Genoa City, WI 53128	Pier 290	P
O	Tru Miller	100 Skyline Dr Unit 26 Lake Geneva, WI 53147	Pier 290	P

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-52-2023**

**A RESOLUTION RENEWING THE MUNICIPAL BUSINESS LEASE WITH TLS WINDSLED,
INC. FOR THE 2023 SEASON**

WHEREAS, TLS Windsled Inc. and the Village of Williams Bay have entered into a contract for the lease of the municipal boat launch area to provide Hovercraft ice rides to patrons; and

WHEREAS, the contract specifies that the monthly rent for the lease shall be 3% of TLS Windsled Inc.'s gross sales for the payment period; and

WHEREAS, TLS Windsled Inc. has agreed to the terms and conditions of the contract; 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 renew the Municipal Business Lease attached heretofore as Exhibit A;

NOW, THEREFORE, be it resolved by the Village Board of Trustees of the Village of Williams Bay, Wisconsin, as follows:

- The Village of Williams Bay hereby approves the lease of the municipal boat launch area to TLS Windsled Inc. for the period of December 15, 2023 to March 15, 2024.
- The monthly rent for the lease shall be 3% of TLS Windsled Inc.'s gross sales for the payment period.
- The rent shall be paid by TLS Windsled Inc. to the Village of Williams Bay on the 10th day of each month, or the closest Monday thereafter if said due date occurs on a Saturday or Sunday. The first payment shall be due January 10, 2024, and monthly thereafter with the last payment being due April 10, 2024.
- TLS Windsled Inc. shall be responsible for obtaining and holding all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, DNR, and to comply with all requirements of said licenses and permits.
- TLS Windsled Inc. shall only operate on Saturdays and Sundays during the specified period in Section 1. Hours of operation are 11:00 a.m.- 5:00 p.m. TLS Windsled Inc. is permitted to leave equipment at the municipal boat launch during overnight hours on Saturday if the business is going to be operating on Sunday.
- TLS Windsled Inc. shall not alter or redecorate said premises without prior written consent of Municipality. TLS Windsled Inc. agrees to maintain the area in a neat, clean, and orderly manner.
- TLS Windsled Inc. agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.
- TLS Windsled Inc. agrees not to assign this lease or sublease the premises without the consent of the Municipality.

- TLS Windsled Inc. agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement. TLS Windsled Inc. shall provide a Certificate of Insurance to the Municipality with liability coverage being a minimum \$1,000,000 each occurrence, damage to rented property no less than \$500,000 and a general aggregate of no less than \$2,000,000.
- TLS Windsled Inc. and Terry Soltow agree to personally guarantee the debts from Section II only of the Renter for this agreement.
- The municipality will provide snow removal of the parking lot. TLS Windsled Inc. has permission to use electrical outlets and portable toilets that are available on the property.
- Failure on the part of either party to perform any of the terms, covenants, or conditions covered by this agreement, shall constitute grounds for termination thereof, at the option of the other party.

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 renewal of the recommended Municipal Business Lease, therefore.

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

MUNICIPAL BUSINESS LEASE

SECTION I. Date, Contracting Parties, Description of Property and Term of the Lease.

1. This lease is made this _____ day of _____, 2023, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and TLS WindSled Inc. herein called the Renter.

2. The Municipality, in consideration of the agreements with the Renter herein set forth, hereby leases to the Renter, to occupy the municipal boat launch area to provide Hovercraft ice rides to patrons.

3. This lease shall be for the following specified period: December 15, 2023 and shall continue in force until March 15, 2024. The season shall be determined by the weather conditions. Renter shall provide a tentative schedule to the Village Administrator by December 1, 2023. Renter shall provide a 24-hour notice to the Village if they are scheduled to be open for business and are not able to due to weather or some other unforeseen circumstance. There shall be no automatic renewal of this agreement.

SECTION II. Rental Payments.

1. Amount of Rent: The monthly rental payment owed by the Renter shall be 3% of the Renter's gross sales for the payment period. That amount shall be calculated from the start of this lease to the end of the first month, and subsequently each month after. The Renter shall provide verification of the gross sales to the Municipality.

2. Time of Payment: The monthly cash rent for this business to be paid by the Renter to the Municipality is to be paid on the 10th day of each month, or the closest Monday thereafter if said due date occurs on a Saturday or Sunday. The first payment shall be due January 10, 2024, and monthly thereafter with the last payment being due April 10, 2024.

3. Checks shall be made payable to the: Village of Williams Bay

4. Overdue rental payments shall bear interest at the rate of 10% per annum.

SECTION III. The Renter and Municipality Agree as Follows:

1. It is the responsibility of the Renter to obtain and hold all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, DNR, and to comply with all requirements of said licenses and permits and provide copies of the same to Village Administrator.
2. Renter agrees to only operate on Saturdays and Sundays during the specified period in Section 1. Hours of operation are 11:00 a.m.- 5:00 p.m. Renter is permitted to leave equipment at the municipal boat launch during overnight hours on Saturday if the business is going to be operating on Sunday.
3. Premises herein leased and every part thereof, during said term, shall be used only for the lawful business purposes of the Renter.
4. Renter shall not alter or redecorate said premises without prior written consent of Municipality. Renter agrees to maintain the area in a neat, clean, and orderly manner.
5. Renter agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.
6. Renter agrees not to assign this lease or sublease the premises without the consent of the Municipality.
7. Renter agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement. Renter shall provide a Certificate of Insurance to the Municipality with liability coverage being a minimum \$1,000,000 each occurrence, damage to rented property no less than \$500,000 and a general aggregate of no less than \$2,000,000.
8. TLS WindSled Inc. and Terry Soltow agree to personally guarantee the debts from Section II only of the Renter for this agreement.
9. Municipality will provide snow removal of the parking lot. Renter has permission to use electrical outlets and portable toilets that are available on the property.

SECTION IV. Termination of Agreement:

1. Failure on the part of either party to perform any of the terms, covenants, or conditions covered by this agreement, shall constitute grounds for termination thereof, at the option of the other party.

SECTION V. Signatures:

RENTER:

Terry Soltow, President, TLS WindSled Inc.

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

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

William B. Duncan, President

ATTEST:

Tina Kolls, Clerk

ORDINANCE #2023 - 06
AN ORDINANCE AMENDING SECTION 345-8 OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY REGARDING ENGINE BRAKING

WHEREAS, Section 345-8 of the Code of Ordinances of the Village of Williams Bay currently prohibits the use of engine braking systems within the Village of Williams Bay except in emergency situations; and

WHEREAS, the Village seeks to notify drivers entering the Village of such prohibition by the erecting of signs on the major access roads entering the Village; and

WHEREAS, two of the major access points to the Village are on State Highway 67, which requires approval of the State of Wisconsin Department of Transportation for the erecting of signs, such as those notifying individuals of the prohibition on the use of engine braking systems within the Village; and

WHEREAS, the State of Wisconsin Department of Transportation has determined that it shall permit only those signs stating "ENGINE BRAKE MUFFLERS REQUIRED" adjacent to State Highway 67 and as a result, the Village is required to modify Section 345-8 in order to comply with the policy of the Department of Transportation.

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

Section I. Section 345-8 of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

§345-8 Engine Brake Mufflers Required.

It is unlawful for any person while operating a motor vehicle within the corporate limits of the Village to use an engine braking system, also referred to as a "Jake Brake", not utilizing engine brake mufflers which effectively prevent excessive noise.

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: _____

Ordinance No. _____

An Ordinance Creating Section 54-169 of the Municipal Code of the Village of Fontana-on-Geneva Lake.

The Village Board of the Village of Fontana-on-Geneva Lake, Walworth County, Wisconsin, do ordain as follows:

SECTION 1. Creating Section 54-169 of the Municipal Code of the Village of Fontana-on-Geneva Lake, as follows:

Section 54-169. Transportation/removal of Aquatic Invasive Species.

(a) Prohibition against the transport of Aquatic Invasive Species. No person shall operate a vehicle or transport any boat or any water craft to or from a public highway if aquatic invasive species are attached to said vehicle, boat or personal water craft. All aquatic invasive species shall be removed from a vehicle, boat or personal water craft prior to placing such equipment into navigable waters.

(b) All persons shall decontaminate their vehicle, boat, or personal water craft at a portable Boat Cleaning Station located near the public boat launch in the Village of Fontana, if said Boat Cleaning Station is available for use.

(c) As used in this Section 54-169, the term “Aquatic Invasive Species” shall have the definition set forth in Wisconsin Administrative Code Section NR40.024(m), and any future amendments thereto.

SECTION 2. Effective Date.

This Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

PASSED AND ADOPTED by the Village Board of the Village of Fontana-on-Lake Geneva, Walworth County, Wisconsin, this ____ day of _____, 2023.

VILLAGE BOARD OF THE VILLAGE OF
FONTANA ON-GENEVA LAKE

By: _____
Patrick Kenny, Village President

Attest: _____
Drew Lussow, Village Clerk



Geneva Lake Environmental Agency

350 Constance Blvd., P.O. Box 914, Williams Bay, WI 53191

Village of Fontana - Village of Williams Bay - City of Lake Geneva - Town of Linn - Town of Walworth
Phone: 262.245.4532 Fax: 262.245.4533 Email: info@gleawi.org Website: www.gleawi.org

Memo

To: Village of Williams Bay & Fontana, City of Lake Geneva, Town of Linn & Walworth, Walworth County

From: Geneva Lake Environmental Agency

Subject: Chapter 30 Aquatic Invasive Species Ordinances

Date: 3/28/2023

I am writing to inform you that the Geneva Lake Environmental Agency recently passed a Chapter 30 Aquatic Invasive Species Ordinance draft. This ordinance aims to protect our water bodies from invasive aquatic species and maintain the ecological balance of our environment.

This ordinance will allow the municipalities the power to enforce Chapter 30 at the local level to ensure that all watercraft owners have removed and drained all water and aquatic vegetation from the watercraft and trailers.

The following are the key features of the Chapter 30 Aquatic Invasive Species Ordinances:

1. Watercraft Inspection: All watercraft entering and exiting our waterways are eligible and subject to inspections to check for invasive species and ensure that all water is drained from the craft before launching or leaving.
2. Decontamination: Watercraft owners shall drain all water and remove any visible aquatic plants or animals from the watercraft before launching or leaving any waterway before operating on any road within the municipality.
3. Penalties: Violating any of the above requirements will result in a penalty, including a fine or denied access to launch at municipal launch, should the watercraft owner decide not to drain, clean, or remove organic matter from their watercraft or trailers.
 - (a) For the first offense, a forfeiture shall be \$100, plus costs
 - (b) For a second offense, a forfeiture shall be \$175, plus costs.
 - (c) For a third and subsequent offense, a forfeiture shall be \$250, plus costs.
 - (d) Municipal launch staff can deny access to any watercraft utilizing their launch.

Chapter 30, Aquatic Invasive Species Ordinances, aims to prevent the further spread of Aquatic Invasive Species by giving each local municipality the power to enforce Chapter 30 through its municipal court system and allowing each municipality to be a part of the solution to stopping the further introduction of Aquatic Hitchhikers and protecting our waterways and preserving the environment for future generations. If you have any other questions or concerns, please do not hesitate to contact me.

Sincerely,

Jacob Schmidt
Executive Director

Section VII. Aquatic Plants and Invasive Animals.

(a) - Purpose

The purpose of this ordinance is to prevent the spread of aquatic invasive species in Geneva Lake and surrounding water bodies.

(b) - Definitions

1. The following words, terms, and phrases, when used in this article shall have the meanings described to them in this section. The words, terms, and phrases defined shall apply to this section only.
2. *Animal* - means all vertebrate and invertebrate species including but not limited to mammals, birds, reptiles, amphibians, fish, and shellfish, or their eggs, larvae, or young, but exclude humans.
3. *Aquatic Animal* - means all animals that live in, on, or near the water. This includes all vertebrate and invertebrate species, including but not limited to reptiles, amphibians, fish, and shell fish, or their eggs, larvae or young.
4. *Invasive Species* - has been previously defined under Wis. Stat. § 23.22(1)(c), and Wis. Adm. § NR 40.02(24) and the definition is hereby adopted under this code.
5. *Aquatic Invasive Species* - has been previously defined under Wis. Adm. § NR 40.02(3m) and the definition is hereby adopted under this code.
6. *Aquatic Plant* - means a nonwoody submerging, emergent, free-floating, or floating leave plant that normally grows in or near water and includes any part thereof. Any permits issued under Wis. Adm. Code § NR 19.09 shall be exempt from this definition.
7. *Decontamination* - is the process of removing Aquatic Invasive Species as defined in (5) or materials that may contain or transmit any type of invasive species by disinfection or other methods.
8. *Portable Boat Cleaning Station* - is a device provided at public or private lake access to remove all potential invasive species.

(c) - Prohibition Against the Transport of Plants and Aquatic Animals.

1. No person may operate a vehicle, or transport any boat, personal watercraft, canoe, kayak, paddle board or associated trailer, or boating equipment, fishing equipment, hunting and/or trapping equipment from navigable waters onto a public highway if aquatic plants, or aquatic animals are attached. All aquatic

plants and aquatic animals shall be removed prior to entry onto a public highway or launching a boat or placing equipment or trailers into navigable waters.

2. When available, an operator or owner of a vehicle, boat, personal watercraft, canoe, kayak, paddle board, or associated trailer shall use at public or private access, the person shall decontaminate the boat per the posted instructions on the Portable Boat Cleaning Station.
3. This section shall not apply to bait used on that particular body of water in accordance with the Department of Natural Resources, or applicable Wisconsin Administrative Codes.

(d) – Enforcement

1. Any County or Municipality Law Enforcement Officer shall have authority to issue a citation pursuant to Wis. Stat. §66.0113(1)(a).
2. All forfeitures shall be collected and retained by the enforcing agency.
3. An offense shall be considered by each instance of violation, not by each vehicle or equipment subject to this ordinance.

Walworth County reference— General penalty, § 1-12; statutory misdemeanors and forfeitures adopted, § 14 Citations, § 38-1; sheriff, ch. 46; excavation regulations enforced by citation, § 54-43; cash deposits for violation of the excavation regulations, § 54-45; issuance of citations, §§ 54-46, 54-98.

State Law reference— Citation system, Wis. Stats. § 66.0113

Section X. Penalties.

6. Any person who violates Section VII of the Joint Uniform Lake Law Ordinances shall be subject to a forfeiture plus court costs as follows:
 - (a) For the first offense, a forfeiture shall be \$100, plus costs
 - (b) For a second offense, a forfeiture shall be \$175, plus costs.
 - (c) For a third and subsequent offense, a forfeiture shall be \$250, plus costs.

ORDINANCE #2023-_____
AN ORDINANCE CREATING SECTION 12-13 OF THE CODE OF ORDINANCES OF THE
VILLAGE OF WILLIAMS BAY ESTABLISHING THE COMMITTEE OF THE WHOLE

WHEREAS, the Building, Zoning and Ordinance Committee having recommended to the Village Board consideration of the creation of the Committee of the Whole in order to better facilitate informal and more detailed discussion regarding matters requiring Village Board approval; and

WHEREAS, the Village Board having determined that a Committee of the Whole would best facilitate informal and more detailed discussion regarding matters requiring Village Board approval if the meetings of such committee were held jointly with Village Board Committees, which would allow Village Board members who are not members to participate during the discussions of the Village Board Committees, and to have the benefit of receiving the information provided to the Village Board Committees which serve as the basis for the recommendations of such committees.

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

Section I. Section 12-13 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

12-13 COMMITTEE OF THE WHOLE

A. Composition. The Committee of the Whole shall consist of the Village Board.

B. Duties. The Committee shall meet jointly with all Village Board Committees for the consideration of those matters which must be approved by the Village Board.

C. Committee of the Whole Bylaws.

(1) The President shall serve as chair and call the meeting to order. In the absence of the chair any member of the Committee may call the meeting to order and appoint one of its members as chair for the meeting.

(2) Each Village Board Committee meeting jointly with the Committee of the Whole shall call its meeting to order at such time as it considers matters addressed to such Committee.

(3) Each Village Board Committee shall act on any matters upon which it chooses to make a recommendation to the Village Board.

(4) Following the conclusion of all business to come before a Village Board Committee, it shall adjourn.

(5) Following the conclusion of business of all Village Board committees, the Committee of the Whole may provide a recommendation to the Village Board concerning the recommendations of the Village Board Committees.

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: _____

DRAFT

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-53-23**

**A RESOLUTION APPROVING THE REQUEST FOR THE BAILEY ESTATES ANNUAL BLOCK
PARTY TO BE HELD SEPTEMBER 9, 2023**

WHEREAS, on August 7, 2023, the Village of Williams Bay Streets & Highways Committee determined that it is in the best interests of the Village and its residents to authorize approval of the Request for the Bailey Estates Annual Block Party to be held September 9, 2023:

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 request for the Bailey Estates Annual Block Party to be held September 9, 2023.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, upon recommendation by the Streets & Highways Committee, do hereby ordain approval of this request for the Bailey Estates Annual Block Party to be held September 9, 2023:

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 event, therefore.

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

From: Contact form at Williams Bay, WI <cmsmailer@civicplus.com>
Sent: Wednesday, July 12, 2023 11:59 AM
To: Justin Timm <chief@vi.williamsbay.wi.gov>
Subject: [Williams Bay, WI] Bailey Estates block party (Sent by Josh Frantz, joshfrantz01@gmail.com)

Hello jtimmm,

Josh Frantz (joshfrantz01@gmail.com) has sent you a message via your contact form (<https://www.williamsbay.org/user/341/contact>) at Williams Bay, WI.

If you don't want to receive such e-mails, you can change your settings at <https://www.williamsbay.org/user/341/edit>.

Message:

Hello Chief Timm,

Last year I hosted a block party for our neighborhood on Cambridge Dr. I was looking to do the same thing this year. I had to go in front of the village board to get it approved and was wondering if we could avoid that this year or if I needed to do it again?

We were able to get some road horses to block the front of the street to prevent cars from driving down and I was wondering if we could get those again?

We are looking to have the party on September 9th.

Your help is appreciated.

Thanks,

Josh Frantz

Law Enforcement Committee Ord. § 12-10	Term	Expires
Colin Doerge	3 Years	4/30/2025

Address	Email	Phone
61 Hill Street	colin.doerge@gmail.com	412-480-8651



VILLAGE OF WILLIAMS BAY

Office of the Zoning Administrator

August 15, 2023

TO: Williams Bay Village Board Members

RE: Pier Application Review

Property Owner: Fort Charles 3655, LLC

Property Address: 154-4 Wood St

DNR Application #IP-SE-2023-65-01757

The proposed project is to replace the existing pier. The existing pier is 85' long and the proposed pier is 100' long. The layout and placement of the two pier slips will remain the same.

The proposed pier will be 20' from one riparian lot line and 43' from the other riparian lot line.

The project is in compliance with Sections 281-5.F(2) and 281-1.H(2)(a) and approval is recommended conditioned upon receipt of an as-built survey.

Respectfully submitted,

Bonnie Schaeffer
Zoning Administrator



Zoning Permit Application Village of Williams Bay

250 Williams Street x PO Box 580 x Williams Bay, WI 53191
Phone: 262-245-2700 x Fax: 262-245-2705

Request:

Please check all that apply.

- ☒ Residential Principal Use 1 or 2 Family \$175.00
☐ Residential Addition \$75.00
☐ Residential Accessory Use \$75.00
☐ Fence \$75.00
☐ Deck \$75.00
☐ Swimming Pool \$100.00
☐ Commercial Principal Use (includes multi-family) \$150.00
☐ Commercial Addition \$100.00
☐ Commercial Accessory Use \$100.00
☐ Signage \$50.00 first 20 sq. ft. plus \$.50 per sq. ft. thereafter
☐ Lakefront and Shoreyard Projects \$75.00
☐ Other: _____ Fee: _____

Date application was received:

Fee Paid: _____

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

Owner's Name: Fort Charles 3655 LLC Phone No.: 847-209-4500 Gregg Mason

Mailing Address: PO Box 5319 Buffalo Grove, IL 60089

Applicant's Name: Darrell Frederick Austin Pier Phone No. 262-275-2615

Mailing Address: N1398 Hwy 14, Walworth, WI 53184

Physical Address of Site: 154 Wood Street Tax Parcel No: WBE 00004

Subdivision Name: Baywood Estates Lot No. 4 Block No. _____

Current Zoning of Site: _____ Current Overlay Districts of Site: _____

Proposed type of structure: New 6x6 Pier to replace old pier

Proposed use of structure or site: Private Pier use for mooring, swimming, fishing

Lot Area N/A sq. ft. Proposed Bldg. / Structure Footprint Area N/A sq. ft.

Existing Building Coverage on Site: N/A % Proposed N/A %

Existing Impervious Surface Coverage on Site: N/A % Proposed N/A %

Proposed Setbacks: Front N/A Rear N/A Left 20' Right 43'

Proposed Building Height N/A ft.

Applicant's Signature: Darrell Frederick Austin Pier Service, Inc. Date: 6/28/23

OFFICE USE ONLY:

PERMIT FEES:

Permit \$ _____
Admin Fee \$ _____
Other \$ _____
Total \$ _____

PERMIT ISSUED BY:

Name: _____ Date: _____
Tel: _____ Permit No. _____

CONDITIONS OF APPROVAL:



N1398 Hwy. 14 West of Walworth
Walworth, WI 53184-5704
(262) 275-2615 • Fax (262) 275-3301

June 7, 2023

Dear DNR Specialist,

We are applying for an individual pier permit to replace a pier for Fort Charles 3655 LLC property in the Village of Williams Bay on Geneva Lake.

The purpose for the project is to replace the old pier which has been added onto many times and the cribs are shot so to clean it up build a new pier and to also extend length out from 85' to 100' pier head to match closer to the neighbors. The layout and placement will remain the same. The new Pier is 100' long with 2 boat slips. The pier is constructed out of all Douglass Fir 6x6, 2x10, 4x6, and 2x6 with 2x6 deck. It will have 10 rock filled cribs placed on the bottom of the lake covering a total of 800 square feet of area. The purpose of this construction is for mooring of boats, swimming, and fishing. They have 121' of lakeshore.

The pier construction will all be from the water with a barge crane so no shoreline will be disturbed for this project.

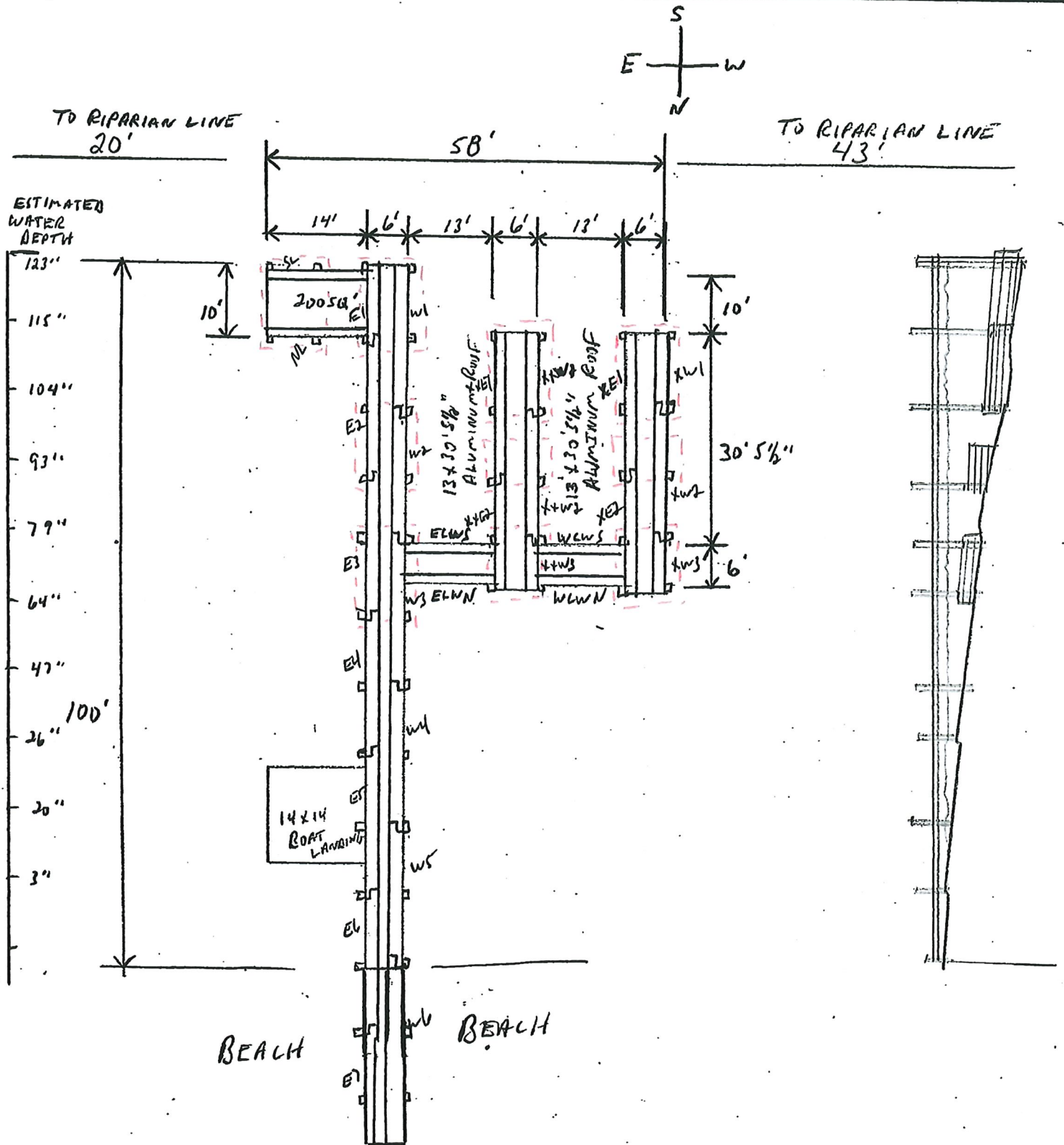
The neighbors to the East are the Christopher Faber Trust, Sheila Faber Trust, 7320 Turnstone Road, Sarasota, FL 34242. The neighbors to the West are Baywood Estates V LLC, 1990 Main Street STE 750, Sarasota, FL 34236.

If should have any questions I can be reached at 262-275-2615 or darrell@austinpierservice.com.

Sincerely,

Darrell Frederick

Austin Pier Service Inc.



121' Frontage

[] = Rock Filled Crib x 10



262-275-2615

JOB MASON / Fort Charles 3655 LLC

DRAWING _____

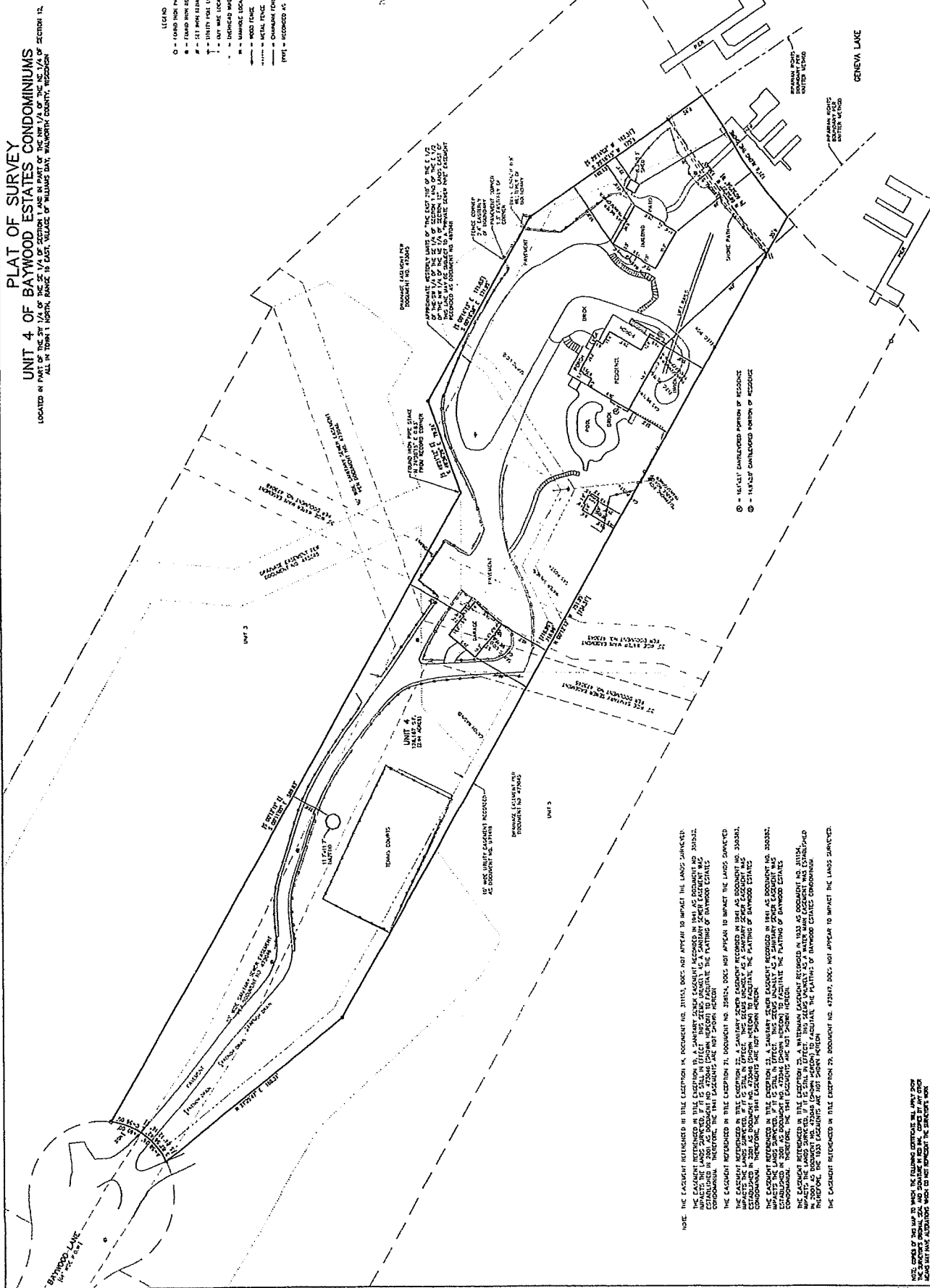
DRAWN BY DFREDERICK DATE 7/28/22

SCALE 1" = 20' SHEET NO. 2

PLAT OF SURVEY
UNIT 4 OF BAYWOOD ESTATES CONDOMINIUMS
LOCATED IN PART OF THE SW 1/4 OF THE SE 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 12,
ALL IN TOWN 1 NORTH, RANGE 12 EAST, VILLAGE OF WILLIAMS DAT, WILMOUTH COUNTY, WISCONSIN

LEGEND

- - FOUND HIGH PINE STAGE
- - FOUND HIGH SPRUCE STAGE
- # - 1ST HIGH SPRUCE STAGE
- ↑ - SITY POLE LOCATED
- ! - OUT MADE LOCATED
- - - - - INDICATED MOSES
- W - WASHHOLE LOCATED
- ===== WOOD FENCE
- METAL FENCE
- CHAINLINK FENCE
- [---] = RECORDED AS

[illegible]

THEY WERE NOT THE ONLY THINGS THAT THE AGENTS DISCOVERED. PROBABLY THE MOST INTERESTING WERE THE TWO REPRODUCTION UNITS IN THE BUILDING. THE AGENTS WERE NOT SURE WHAT THE AGENTS WERE FOR, BUT THEY WERE SURE THAT THE AGENTS WERE FOR THE AGENTS. THE AGENTS WERE NOT SURE WHAT THE AGENTS WERE FOR, BUT THEY WERE SURE THAT THE AGENTS WERE FOR THE AGENTS.

02/15/2023

OSCAR DE LA ROSA PLS 2769

1000

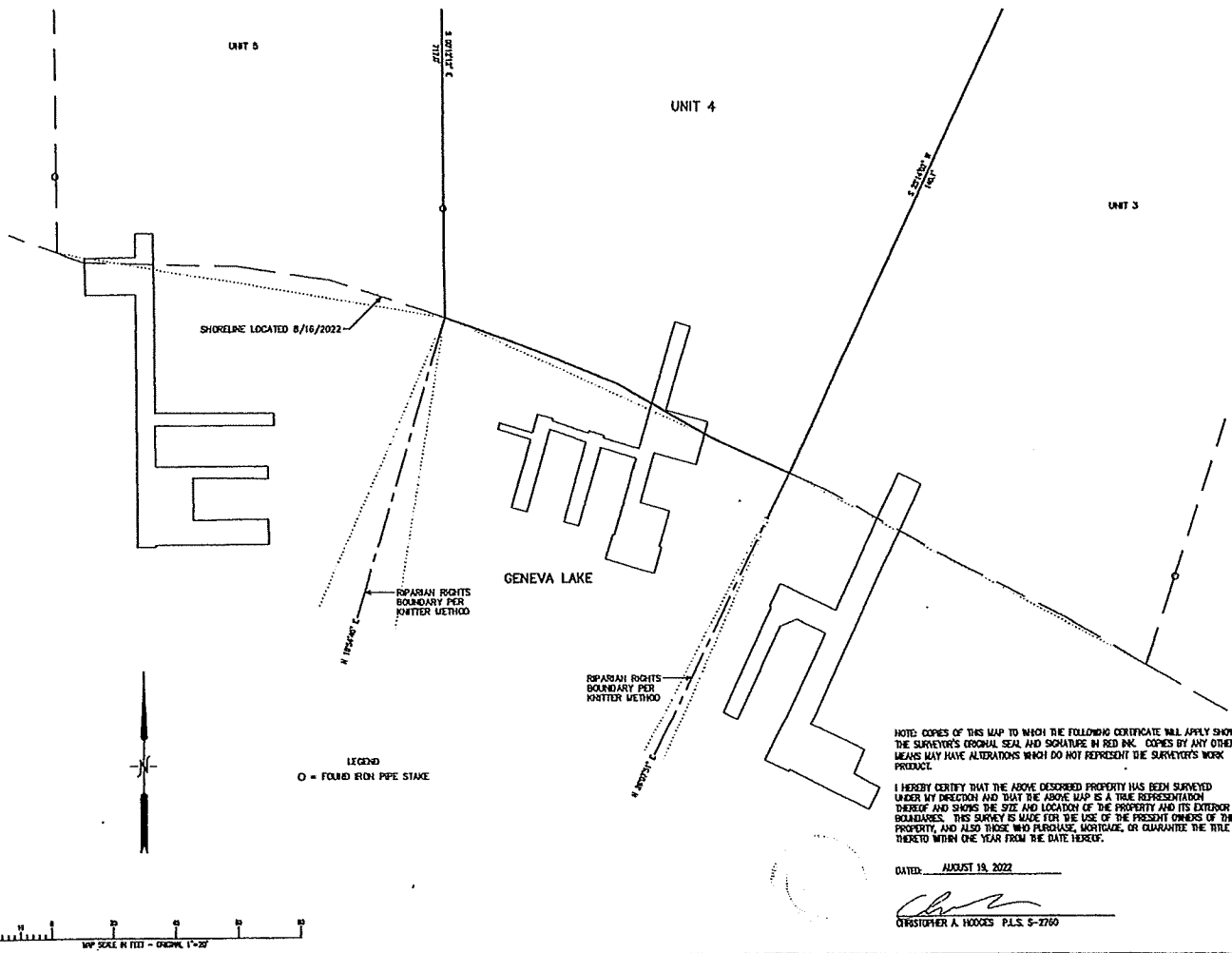
134-4 WOODS STREET
WILLIAMSBURG, VIRGINIA

- WORK ORDERED BY -
DAVE BELCONIS
P.O. BOX 5312
BUFFALO GROVE, IL 60089

FARRIS, HANSEN & ASSOCIATES, INC.
ENGINEERING - ARCHITECTURE - SURVEYING
7 MIDWAY COURT P.O. BOX 437
ELKHORN, WISCONSIN 53121
PHONE: (414) 784-7000 FAX: (414) 783-0800

PROJECT NO.	5479.04
DATE	11/03/2022
SHEET NO.	1 OF 1

RIPARIAN RIGHTS MAPPING **UNIT 4 OF BAYWOOD ESTATES CONDOMINIUMS** LOCATED IN PART OF THE NW 1/4 OF THE NE 1/4 OF SECTION 12, TOWN 1 NORTH, RANGE 16 EAST, VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN



NOTE: COPIES OF THIS MAP TO WHICH THE FOLLOWING CERTIFICATE WILL APPLY SHOW THE SURVEYOR'S ORIGINAL SEAL AND SIGNATURE IN RED INK. COPIES BY ANY OTHER MEANS MAY HAVE ALTERATIONS WHICH DO NOT REPRESENT THE SURVEYOR'S WORK PRODUCT.

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED UNDER MY DIRECTION AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND ITS EXTERIOR BOUNDARIES. THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THEIR HEIRS, PURCHASERS, MORTGAGEES, OR GUARANTIES THE TITLE THEREOF WITHIN ONE YEAR FROM THE DATE HEREOF.

DATED: AUGUST 19, 2022

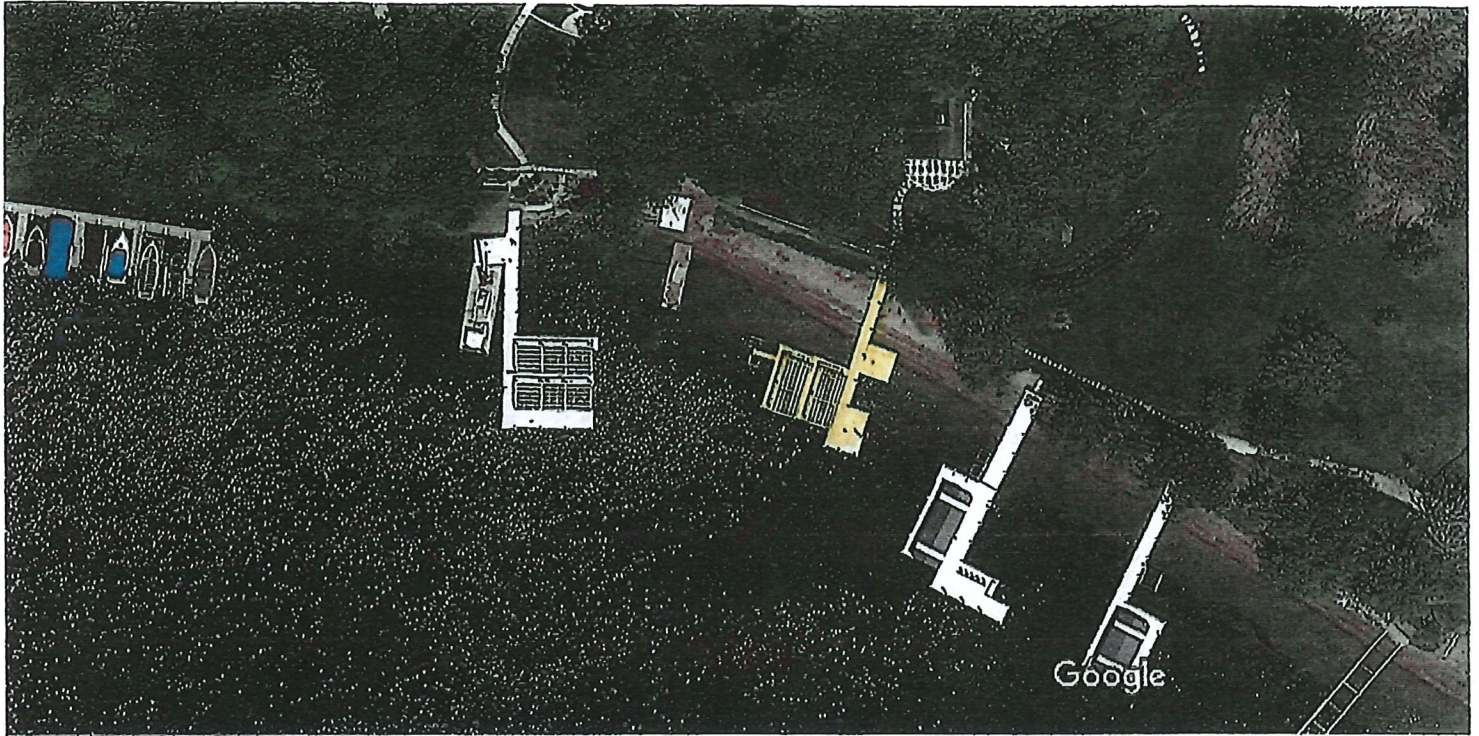
 CHRISTOPHER A. HODGES P.L.S. 5-2760

RIPARIAN RIGHTS 154-4 WOODS STREET WILLIAMS BAY, WISCONSIN	
WORK ORDERED BY: - FORT P.A. BOX 437 BUFFALO GROVE, IL 60089	
FARRIS, HANSEN & ASSOCIATES, INC. ENGINEERING - ARCHITECTURE - SURVEYING 7 MIDWAY COURT, P.O. BOX 437 OGDON, WISCONSIN 53151 OFFICE (262) 752-2222 FAX (262) 752-2666	REVISED:
PROJECT NO. 5479.04	DATE 08/17/2022
SHEET NO. 1 OF 1	

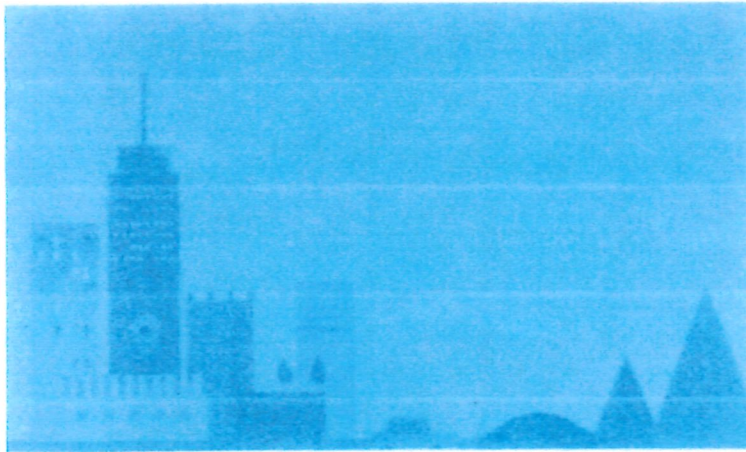


154 Wood St

Mason Pier



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



154 Wood St

Building



Directions



Save



Nearby



Send to
phone



Share



154 Wood St, Williams Bay, WI 53191



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
332 MINNESOTA STREET, SUITE E1500
ST. PAUL, MN 55101-1323

06/13/2023

Regulatory File No. MVP-2011-01263-LAH

THIS IS NOT A PERMIT

Darrell Frederick
Austin Pier Service Inc.
N1398 US Hwy 14
Walworth, WI 53184

Dear Mr./Ms. Frederick:

We have received your submittal described below. You may contact the Project Manager with questions regarding the evaluation process. The Project Manager may request additional information necessary to evaluate your submittal.

File Number: MVP-2011-01263-LAH

Applicant: Gregg Mason

Project Name: RGP-PD Fort Charles 3655 LLC

Project Location: Section 12 of Township 1 N, Range 16 E, Walworth County, Wisconsin
(Latitude: 42.566981861277; Longitude: -88.547102419178)

Received Date: 06/12/2023

Project Manager: Leah Huff
(651) 318-9382
Leah.A.Huff@usace.army.mil

Additional information about the St. Paul District Regulatory Program can be found on our web site at <http://www.mvp.usace.army.mil/missions/regulatory>.

Please note that initiating work in waters of the United States prior to receiving Department of the Army authorization could constitute a violation of Federal law. If you have any questions, please contact the Project Manager.

Thank you.

U.S. Army Corps of Engineers
St. Paul District
Regulatory Branch

CC: Gregg Mason
Erin Cox, WDNR (docket # IP-SE-2023-65-01757)

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
141 NW Barstow Street, Ste 180
Waukesha, WI 53188-3789

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



06/12/2023

Fort Charles 3655 LLC
Attn: Gregg Mason
P.O.Box 5319
Buffalo Grove, IL 60089
[sent electronically]

IP-SE-2023-65-01757

Dear Gregg Mason:

This letter accepts your application to construct a pier on Geneva Lake, located in the NW 1/4, NE 1/4, Section 12, Township 01N, Range 16E, Village of Williams Bay, Walworth County.

Our field staff are currently evaluating your proposal. Depending on the amount of information you provided and the complexity of your project, you may be asked to provide additional information so that a complete evaluation can be made. We will notify you of the final disposition of your application as soon as we complete our review.

If you have not already done so, please contact the Walworth County and local municipal zoning offices to determine if a local permit is also required for your project. I have forwarded a copy of your application to the U.S. Army Corps of Engineers. They will advise you directly as to whether their regulations apply to your project.

If you would like to know more about this project or would like to see the application and plans, please visit the Department's permit tracking website at <https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx> and search for IP-SE-2023-65-01757 or WP-IP-SE-2023-65-X06-09T11-15-34.

If you have any questions, please contact your local Water Management Specialist, Erin Cox at (262) 282-2029 or email Erin.Cox@wisconsin.gov.

Sincerely,

Sonya Ponzi

Sonya Ponzi
Waterway and Wetland Permit Intake Specialist

Email CC:

Erin Cox, Water Management Specialist
USACE Project Manager
Darrell Frederick, Austin Pier Service Inc.



August 15, 2023

IP-SE-2023-65-01757

Gregg Mason
Fort Charles 3655 LLC
154 Wood Street
Williams Bay, WI 53191

Dear Gregg:

The Department of Natural Resources has completed its review of your application for a permit to place a crib pier on the bed of Geneva Lake, 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 you are required to 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 after your project is complete.

If you have any questions about your permit, please call me at (262) 282-2029 or email Erin.Cox@wisconsin.gov.

Sincerely,

Erin Cox
Water Management Specialist

cc: Darrell Frederick, Austin Pier Service Inc

**STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
IP-SE-2023-65-01757**

Fort Charles 3655 LLC/Gregg Mason is hereby granted under Section 30.12(3m), Wisconsin Statutes, a permit to place a crib pier on the bed of Geneva Lake, in the Village of Williams Bay, Walworth County, also described as being in the NW 1/4 of the NE 1/4 of Section 12, Township 01 North, Range 16 East, subject to the following conditions:

PERMIT

1. You must notify Erin Cox at phone (262) 282-2029 or email Erin.Cox@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 8/15/2026. 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 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. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. 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**.

FINDINGS OF FACT

1. Gregg Mason, Fort Charles 3655 LLC, has filed an application for a permit to place a crib pier on the bed of Geneva Lake, in the Village of Williams Bay, Walworth County, also described as being in the NW1/4 of the NE1/4 of Section 12, Township 01 North, Range 16 East.
2. Gregg Mason has filed an application to rebuild a pre-existing pier. The pier was previously 85 feet in length and had two loading docks – one on the lakeward end of the pier and one closer to the land side in the littoral zone of Lake Geneva. The new design will extend the pier out to 100 ft in length and will have one loading dock on the waterward side of the pier that is 200 sq ft in area.
3. The Department has completed an investigation of the project site and has evaluated the project as described in the application and plans.
4. Geneva Lake is a navigable water (and no bulkhead exists at the project site.)
5. 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.
6. The proposed project will not impact wetlands if constructed in accordance with this permit.

7. The Department of Natural Resources has determined that the agency's review of the proposed project constitutes an equivalent 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.
8. The Department of Natural Resources has completed all procedural requirements and the project as permitted will comply with all applicable requirements of section 30.12(3m), Wisconsin Statutes and Chapters NR 102, 103, and 326 of the Wisconsin Administrative Code.

The Department was responsible for fulfilling the procedural requirements for publication of notices under s. 30.208(5)(c)1m., Stats., and was responsible for publication of the notice of pending application under s.30.208(3)(a), Stats. or the notice of public informational hearing under s.30.208(3)(c), Stats., or both. S. 30.208(3)(e), Stats., provides that if no public hearing is held, the Department must issue its decision within 30 days of the 30-day public comment period, and if a public hearing is held, the Department must issue its decision within 20 days after the 10-day period for public comment after the public hearing. S. 30.208(5)(bm), Stats., requires the Department to consider the date on which the department publishes a notice on its web site as the date of notice.

9. The structure will not materially obstruct navigation because it is placed exclusively in the applicant's riparian zone.
10. The structure will not be detrimental to the public interest because it will not negatively impact wildlife habitat, fisheries habitat, or water quality.
11. The structure will not materially reduce the flood flow capacity of a stream.

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.

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.

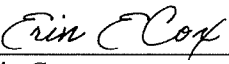
A request for contested case hearing must meet the requirements of section 30.209, Wis. Stats., and sections NR 2.03, 2.05, and 310.18, Wis. Admin. Code, and if the petitioner is not the applicant, the petition must include the following information:

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 Waukesha Service Center, Wisconsin on August 15, 2023.

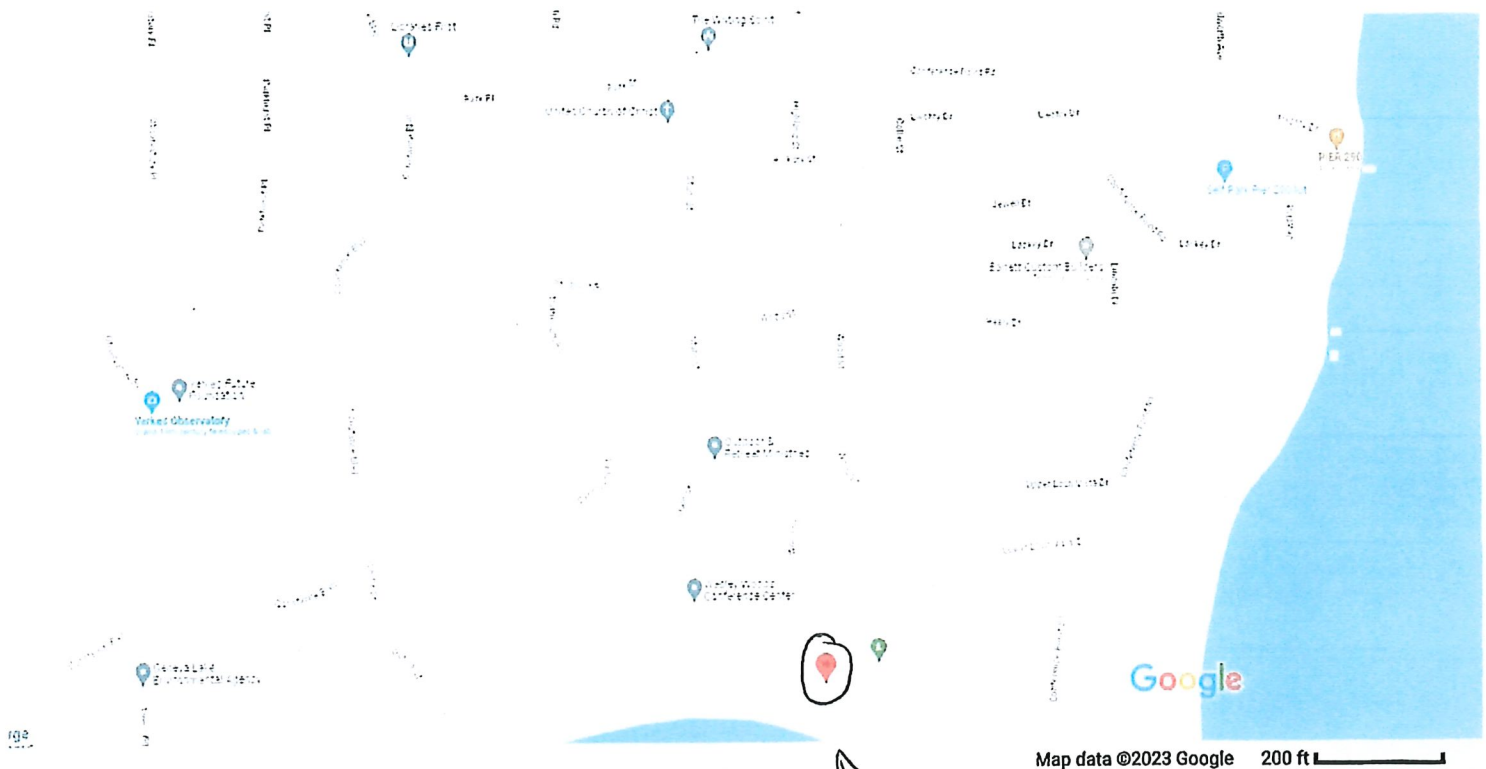
STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By 
Erin Cox
Water Management Specialist



154 Wood St

Fort Charles 3655 LLC



154 Wood St

Building



Directions



Save



Nearby

Send to
phone

Share



154 Wood St, Williams Bay, WI 53191

Village Treasurer - Village of Williams Bay,

Located 70 miles northwest of Chicago and 45 minutes southwest of Milwaukee, the Village of Williams Bay (population 2,953) is seeking a Village Treasurer. Lying on the western shores of Geneva Lake, long considered one of the most beautiful lakes in Wisconsin and the Midwest, Williams Bay is home to the Internationally known Yerkes Observatory, Kishwaukee Nature Conservancy, and the George Williams College campus of Aurora University. The Village is characterized by high quality residential development along with a quaint central business district with a focus on preserving reasonable property taxes. Village President and Six Village Trustees elected on a non-partisan basis. \$4.6 M total annual budget, 20 FT employees in addition to part-time and seasonal workers.

The Village Treasurer is a key member of the Village's management team and works under the direction 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, sound financial management, budgetary controls and the maintenance of financial accounts and records. Emphasis on capital improvement planning and execution including replacement of water and sewer infrastructure, upgrade of the water treatment facility, parks/recreation, and fire station. This position is responsible for the duties of the Treasurer pursuant to Wis. Stat. Section 61.26.

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. Desire a strong background in human resources; capital improvement planning and implementation; budget development/government finance; and grant writing. The successful candidate will demonstrate a high level of both personal and professional integrity; acute listening skills, open and positive communication skills. Salary DOQ, current Salary \$70,000 plus excellent employee benefits, including Wisconsin Retirement System. Position open until filled. Visit the Village of Williams Bay at www.williamsbay.org.

Send cover letter, resume, and 5 professional references to the Village of Williams Bay, Attn: Village Administrator David Lothspeich; 250 Williams Street, PO Box 580 Williams Bay, WI 53191; email admini@vi.williamsbay.wi.gov. phone 262-686-2336 by August 21, 2023.

August 1, 2023

To the Village Board of Trustees and Village Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Dear Village Board Trustees and Administrator:

Proposal for services:

We look forward to the opportunity of working with the Village of Williams Bay ("Village") by providing outsourced services shown below. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Scope of services:

We plan to start the engagement on August 14, 2023. The goal of this engagement is for Bauman Associates, Ltd. to provide the following outsourced services:

1. Process payroll each pay period (bi-weekly for full time employees, Fire and Rescue monthly, Trustees quarterly) on a remote basis using the following resources/functions provided by the Village:
 - a. The Village will provide access to a computer and Clarity (software) for us to process payroll
 - b. Provide us a scanned copy of all timesheets and have an employee onsite at the Village available to answer any questions that arise
 - c. Enter employee updates (or have someone from the Village available to provide employee updates/changes so that we can make sure we have the correct changes when processing payroll)
 - d. Review and approve reports, rates of pay and other key aspects of payroll when processed. This person should also be able to submit the payroll after we have processed it
 - e. As part of submitting payroll ("pushing the button" to finalize it), there should be someone onsite to transfer the payroll and related ACH (direct deposit file) to the bank. This employee will also confirm the submission went through and will be processed
 - f. Distribute the direct deposit pay remittances to employees
 - g. We can prepare the payroll tax reports using your online profiles/logins. We prefer that someone in the Village review and file these items. We can assist and take care of questions that arise
2. For each non-payroll check run, Bauman would print off the payment vouchers for the Village Administrator to approve (the Administrator would retrieve from a printer or access pdf's if printed in that manner). Our understanding is that all the department heads code and approve their department's invoices. We further understand that another person in the office inputs the invoices and prints the checks; thus, Bauman would not need to do that. We would propose assisting the Village Administrator with the upload of a positive pay file to the bank after checks are cut after reviewing this with the Administrator.

The Village agrees to assume management responsibilities for all the services we will provide and accept responsibility for them.

Our fees for this engagement are not contingent on the results of our service. Rather, our fees for this engagement will be based upon the completion of the monthly services noted in the scope of services above. Our fees for services for this engagement will be \$185 per hour. Based on discussions with you and the outgoing Treasurer, we anticipate there being 10 hours per month for the services noted in the scope of services section of the proposal or an anticipated monthly fee of \$1,850. The estimation of 10 hours per month is our best guess on the time involved, there may be more or less time involved. Invoices will be sent out and ACH payment is due. A written 30-day notice is required to terminate the services. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to a delinquency charge of 1 ½% per month.

The Village agrees to reimburse Bauman Associates for any out-of-pocket costs (travel, meals, etc.) incurred in providing the services noted in this proposal.

This engagement does not include any services not specifically identified in this letter. Costs associated with the services outside of this agreement that you may request will be billed separately at a range of \$150-\$400 per hour, depending on the complexity of the project and the staff level involved. We always seek to use the lowest rate staff if it matches the appropriate level of skill required for the service requested. A price will be agreed upon with you prior to us performing those services.

We reserve the right to suspend or terminate our services at any time your account is past due and will not be resumed until your account is paid in full. Should we elect to terminate our services, you will be responsible for all time charges and expenses through the date of termination. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

In the unlikely event that differences concerning our services or fees should arise as a result of this engagement, each party agrees to submit the dispute to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representative be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

We sincerely appreciate this opportunity to be of service to you. If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return the signed letter to us.

Bauman Associates, Ltd.

CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the Village of Williams Bay.

Signature: _____

Title: _____

Date: _____

P.O. Box 1225 | Eau Claire, WI 54702

715-834-2001 | FAX 715-834-2774

816 Dominion Dr. Ste 201 | Hudson, WI 54016

715-386-8181 | FAX 715-836-6020

Village of Williams Bay, Wisconsin Request for Proposal Village Treasurer Recruitment & Selection

August 18, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Senior Vice President
Operations & Client Services
847-380-3198
LPederson@GovHRusa.com

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Attachments

Consultant Biography
Client List

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **44 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice Presidents Lee Szymborski and Dave De Angelis. They will act as your project managers and primary points of contact for this project. They will be responsible for your recruitment and selection process. Their full biographies can be found as part of the Appendix and their client lists are available on our website.

Project Managers & Main Points of Contact



Lee Szymborski

Senior Vice President

414-750-7799

LSzymborski@GovHRusa.com



Dave De Angelis

Senior Vice President

847-380-3240

DDeAngelis@GovHRusa.com

Proposal Inquiries



Laurie Pederson

Senior Vice President

Operations & Client Services

847-380-3198

LPederson@GovHRusa.com

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- Surveys can be used for department personnel to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
 - The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.

- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites (approximately 20 online sources)
 - Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References provided by the candidate are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates' credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting in Today's Candidate Market

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$20,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	\$1,500
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total:	\$24,500**

******Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee & expenses incurred to date

Final Invoice upon completion: 20% of the Recruitment Fee plus all remaining expenses

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Professional Outreach Option

Summary of Costs: Outreach	Price
Recruitment Fee:	\$4,500
Advertising: <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</i>	\$2,000*
Total:	\$6,500**

****Variable Costs:** Advertising Expense can range from \$1,000 to \$2,000 per position depending on the sources used.

GovHR offers Professional Outreach to assist our clients with their recruitment process. GovHR services will include the following:

- Telephone or Video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for client review and approval.
- Posting of position announcement on GovHR's website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone (up to 3 hours).
- Notification to all candidates that the recruitment process is being turned over to the client.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

Recruitment Fee and advertising expenses incurred will be billed upon completion of GovHR's services.

Payment of invoices is due within thirty (30) days of receipt.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Village of Williams Bay, Wisconsin agrees to retain GovHR USA, LLC ("GovHR") to conduct a Village Treasurer Recruitment in accordance with its proposal dated August 18, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Village of Williams Bay, Wisconsin

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

PLEASE SELECT ONE:

☐ **Full Recruitment Service**

☐ **Professional Outreach Service**

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin - Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University - Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

- Mequon - Thiensville Chamber of Commerce's Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

- | | |
|--|-----------|
| • City Administrator, Mequon, WI | 1999-2014 |
| • Assistant Village Manager, Buffalo Grove, IL | 1987-1999 |
| • Milwaukee County and City of Wauwatosa, WI | 1980-1986 |



Finance Client List

STATE	CLIENT	POSITION	YEAR	POPULATION
Alabama	Decatur	Asset Management Specialist (Professional Outreach)	2019	54,844
Alaska	Cordova	Interim Finance Director	2018	655
	Seward	Finance Director (Professional Outreach)	2021	2,693
	Unalaska	Finance Director	2016	4,768
		Finance Director (Virtual)	2019	4,768
California	Belvedere	Finance Assistant	2021	2,134
	California (Confidential)	Sr. Vice President of Revenue Enhancement	2019	Multi
	Fillmore	Financial Analysis Consultant (remote)	2022	16,496
			2023	16,496
Colorado	Englewood	Finance Director	2020	34,957
	Greeley	Finance Support Specialist	2021	110,997
	Mountain Village	Finance Director	2021	1,840
	Wellington	Finance Director	2020	11,500
Florida	DeFuniak Springs	Finance Director	2023	7,000
	Pinellas County	Director of Office of Management and Budget	2021	970,600
Illinois	Addison Park District	Finance Manager (Virtual)	2022	Multi
		Finance Project Manager	2022	Multi
		Interim Director of Finance and Administration	2013	Multi
	Alsip	Finance Consultant	2022	18,601
			2023	18,601
	Aurora	Temporary Payroll Assistant	2017	201,110
			2018	201,110
	Barrington	Director of Financial Services	2020	10,455
	Bensenville	Finance Director (Professional Outreach)	2019	20,703
	Berkeley	Interim Finance Director	2016	5,148
			2017	5,148
	Bloomington	Finance Analyst	2022	22,267
	Bloomington Park District	Finance Consultant	2021	109,140
		Interim Accountant	2021	109,140
		Interim Director of Finance and Human Resources	2018	109,140
	Bloomington	Budget Manager (Professional Outreach)	2017	78,005
		Chief Accountant (Professional Outreach)	2017	78,005
		Finance Consultant	2020	78,005
		Interim Accounting Manager	2017	78,005
		Interim Budget Manager	2017	78,005
		Interim Budget Manager	2018	78,005

		Interim Chief Accountant	2017	78,005
		Interim Finance Director	2011	78,005
			2012	78,005
		Interim Purchasing Manager	2012	78,005
	Bradley	Finance Director/Treasurer (Virtual)	2018	15,344
		Interim Finance Director	2018	15,344
	Broadview	Interim Finance Director	2015	7,884
			2016	7,884
	Brookfield	Temp-to-Hire Customer Service Specialist	2014	19,500
	Buffalo Grove	Accounting Assistant	2019	42,909
		Deputy Director of Finance & General Services (Virtual)	2020	42,909
			2021	42,909
		Finance Consultant	2019	42,909
		Finance Director	2019	42,909
		Interim Finance Director	2020	42,909
	Burr Ridge	Accountant/Finance Analyst	2021	10,700
		Finance Consultant	2020	10,700
			2021	10,700
		Interim Clerk & Assistant	2021	10,700
		Interim Payroll & Benefits Specialist	2021	10,700
	Campton Hills	Interim Treasurer/Comptroller	2019	11,310
		Outsourced - Treasurer/Comptroller	2018	11,310
	Carol Stream	Interim Account Clerk	2017	40,324
		Outsourced- Accounts Clerk	2019	40,324
	Carpentersville	Interim Financial Support	2013	38,241
		Shared Interim Finance Director	2012	38,241
	Champaign	Interim Financial Analyst	2017	86,637
			2018	86,637
	Channahon Park District	Interim Finance Superintendent	2022	12,600
	Chicago Metropolitan Agency for Planning	Interim Controller	2019	Multi
	Clarendon Hills	Interim Accountant	2020	8,653
		Interim Finance Director	2016	8,653
	Collinsville	Chief Financial Officer	2020	25,838
		Finance Director	2018	25,838
			2022	25,838
	Country Club Hills	Interim Finance Director	2019	16,564
	Crest Hill	Finance Director	2021	21,169
	Crystal Lake	Ongoing Finance Project	2015	40,531
		Chief Financial Officer (Professional Outreach)	2023	76,178
	Decatur			
	DeKalb	Finance Consultant	2018	43,194
		Interim Accountant	2018	43,194
		Interim Finance Director	2017	43,194
		Interim Payroll Specialist	2017	43,194
		Shared Interim Finance Director	2014	43,423

	DeKalb Park District	Finance Consultant	2020	31,365
		Interim Finance Director	2017	Multi
		Interim Finance Superintendent	2020	Multi
		Interim Finance/Business Manager	2015	Multi
	Des Plaines	Interim Finance Director	2015	58,547
	Dixon	Interim Comptroller	2012	18,601
	East Dundee	Finance Consultant	2022	3,182
		Interim Finance Manager	2019	3,182
	Elgin	Chief Financial Officer	2014	108,000
	Elk Grove Village	Interim Account Manager	2016	32,931
		Interim Finance Assistance	2015	33,150
	Elmhurst	Interim Finance Director	2021	46,387
	Evanston	Finance Consultant	2018	75,000
			2022	75,000
	Flossmoor	Assistant Finance Director (Virtual)	2021	9,464
	Fox Lake	Finance Consultant	2020	10,550
			2021	10,550
		Interim Accounting Manager	2020	10,550
		Interim Finance Director	2019	10,550
	Fox Valley Park District	Finance Consultant	2022	200,000
		Interim Finance Director	2020	200,000
	Gilberts	Interim Finance Director	2018	7,724
	Glen Ellyn	Finance Director	2014	27,000
			2022	27,000
		Finance Manager	2021	27,000
		Interim Accounts Payable Clerk	2018	27,000
		Interim Finance Director	2022	27,000
	Glencoe	Finance Director	2018	8,900
		Finance Manager	2021	8,770
	Golf Maine Park District	Finance Consultant	2021	Multi
	Gurnee	Temporary Accountant	2017	30,957
		Temporary Finance Assistant	2023	30,957
	Hanover Park	Finance Director	2015	38,510
		Interim Finance Director (Shared)	2015	38,510
	Hawthorn Woods	Chief Financial Officer	2020	7,663
		Interim CFO	2020	8,552
	Highland Park	Finance Director	2012	31,365
			2014	31,365
		Financial Project Support	2012	31,365
		Interim Finance Director	2014	31,365
		Temporary Finance Clerk	2019	31,365
	Highland Park Park District	Accountant	2021	29,902
		Temporary Accountant	2022	29,902
	Hinsdale	Finance Consultant	2018	17,631
			2021	17,631
		Finance Director (Professional Outreach)	2021	17,631

		Interim Accountant	2021	17,631
	Hoffman Estates	Financial Project Support	2012	52,244
	Illinois Assistant Municipal Managers Association	Finance Consultant	2020	Multi
	Illinois Metropolitan Investment Fund	Executive Director	2016	Multi
		Interim Executive Director	2016	Multi
	Itasca	Interim Fiscal Assistant	2015	8,782
	Kenilworth	Financial Assistant	2020	2,562
	La Grange	Interim Account Clerk	2017	15,610
	La Grange Park	Director of Finance	2013	13,579
		Finance Director/Village Trustee	2022	13,579
		Interim Finance Director	2022	13,579
		Interim Finance Director #2	2022	13,579
	Lake Bluff	Finance Director	2017	5,698
	Lake Bluff Park District	Interim Finance Superintendent	2019	5,672
	Lake Bluff Parks	Interim Finance Superintendent	2018	5,672
	Lake County	Controller (Professional Outreach)	2021	703,462
		Deputy Finance Director	2016	703,462
		Director of Finance/CFO	2018	703,462
		Finance Consultant	2020	703,462
			2022	703,462
	Lake Forest	Finance Director	2012	19,375
	Lake In The Hills	Interim Assistant Finance Director	2020	28,835
	Lake Zurich	Finance Consultant	2019	19,631
		Interim Budget Manager	2012	19,902
		Interim Finance Director	2014	20,009
	Lakewood	Interim Account Clerk	2020	3,985
	LaSalle	Finance Consultant	2019	110,067
	LaSalle County	Interim Deputy Chief Auditor	2018	110,067
	Libertyville	Interim Director of Finance	2018	20,405
	Lincolnwood	Finance Consultant	2021	12,590
		Finance Director (Virtual)	2021	12,590
		Temporary Finance Assistant	2022	12,590
	Lisle	Finance Director	2019	23,440
		Interim Finance Consultant	2019	22,930
		Interim Finance Director	2019	22,930
	Lombard	Interim Accountant	2019	43,815
	Long Grove	Shared Finance Project Assistance (25 hours)	2014	8,153
	Maine-Niles Association of Special Recreation	Interim Finance Manager	2022	Multi
	Marengo	Interim Finance Director	2022	7,614
	Maywood	Interim Finance Director	2011	24,148

	McHenry County	Assistant Finance Director	2019	318,000
		Assistant Finance Director (Professional Outreach)	2018	318,000
		Director of Finance	2019	318,000
		Director of Finance & Administration (Virtual)	2019	318,000
		Finance Consultant	2019	318,000
		Interim Assistant Finance Director	2019	318,000
		Temporary Finance Assistant	2023	318,000
	Metra	Chief Financial Officer	2021	2,700,000
	Mount Vernon	Finance Director	2021	14,600
	Niles	Finance Consultant	2021	30,001
		Interim Deputy Finance Director	2020	30,001
		Interim Finance Director	2016	30,001
		Interim Senior Accountant/Auditor	2019	30,001
	North Aurora	Interim Accounting Assistant	2019	17,426
	North Chicago	Finance Consultant	2020	30,020
		Interim Comptroller	2015	30,020
			2016	30,020
			2018	30,020
		Interim Deputy Comptroller	2020	30,020
	Northbrook Park District	Director of Finance & Technology (Professional Outreach)	2022	37,000
	Northern Illinois Public Safety Training Academy	Interim Assistant Accountant, Part-time	2016	Multi
	Northwest Municipal Conference	Interim Finance consultant	2017	Multi
	Oak Park Park District	Interim Finance Director	2020	52,015
	Oak Park Township	Interim Finance Manager	2017	51,774
	Oakton Community College	Finance Consultant	2021	46,000
			2022	46,000
	Olympia Fields	Temporary Utility Billing Clerk	2022	4,821
	Orland Park	Interim Finance Manager	2022	60,000
	Oswegoland Park District	Interim Finance Superintendent	2018	Multi
	Pace Suburban Bus	Accountant I	2023	Multi
		Billing Manager, Paratransit	2023	Multi
	Park Forest	Accountant TTH	2021	21,975
		Finance Director	2017	21,975
	Park Ridge	Finance Director	2021	37,496
		Interim Finance Director	2021	37,496
	Peoria	Finance Director	2021	115,234
	Peoria County	Chief Financial Officer	2010	370,000
			2021	370,000
	Peotone	Finance Consultant	2022	4,331

	Pleasantview Fire District	Finance Review Project	2015	Multi
	Princeton	Finance Project Assistant	2016	7,700
	Prospect Heights Park District	Temp-to-Hire Accounting Manager	2015	Multi
	Public Works	Finance Consultant	2022	Multi
	Richton Park	Finance Director (Professional Outreach)	2021	13,409
		Temporary Accountant	2020	13,409
	River Forest	Assistant Finance Director	2015	11,635
		Director of Finance	2018	11,635
	River Grove	Interim Comptroller	2016	10,134
	Riverwoods	Financial Consultant	2022	3,618
	Rock River Water Reclamation District	Finance Consultant	2020	Multi
	Rockford	Finance Director	2011	152,871
	Rolling Meadows	Interim Finance Director	2021	24,099
	Roselle	Interim Finance Project Support	2015	22,923
		Temp-to-Hire Payroll Specialist	2014	22,923
	Round Lake	Finance Consultant	2021	18,481
		Interim Audit Assistance	2014	18,481
	Round Lake Beach	Interim Finance Director	2021	26,732
	Schaumburg	Finance Consultant	2020	75,000
	Schaumburg Township District Library	Interim Finance Assistance	2015	Multi
		Interim Finance/Accounting Assistance	2012	Multi
	Schiller Park	Finance Consultant	2022	11,692
	Springfield	Finance and Revenue Consultant	2019	114,868
	St. Charles	Finance Director	2021	33,264
	Sugar Grove	Interim Finance Director	2016	9,573
	Tinley Park	Interim Accountant	2013	56,831
			2017	56,831
		Interim Assistant Director of Finance	2019	56,831
		Interim Senior Accountant	2017	56,831
	Urbana	Interim Comptroller	2013	41,874
	Vernon Hills	Finance Director	2022	25,911
	Villa Park	Finance Director (Virtual)	2021	22,038
			2022	22,038
		Interim Finance Director	2022	22,038
	Warrenville	Finance Consultant	2020	13,246
		Interim Finance Consultant	2020	13,246
		Temporary Account Clerk	2019	13,246
		Temporary Accountant	2019	13,246
		Temporary Senior Accountant	2022	13,246
	Wauconda	Finance Director	2014	14,125
		Finance Director (Professional Outreach)	2023	14,125
		Interim Finance Director	2014	14,125
			2017	14,125
			2023	14,125

		Shared Interim Finance Director	2013	14,125
	Waukegan	Finance Director	2022	88,000
		Interim Finance Director	2016	88,000
		Interim Staff Accountant (Payroll)	2019	13,758
		Payroll Process Review Project	2019	88,000
	West Chicago	Finance Director	2022	27,221
		Interim Account Clerk	2017	27,221
		Temporary Account Clerk	2022	27,221
	West Chicago	Finance Consultant	2022	27,221
	Western Springs	Finance Consultant	2022	13,272
	Westmont	Finance Director (Virtual)	2022	24,767
		Temp-to-Hire Staff Accountant	2012	24,767
	Wheaton	Accounts Payable Clerk	2019	53,389
		Interim Purchasing Assistant	2018	53,389
	Wheeling	Interim Accounting Manager	2023	38,878
	Winfield	Interim Finance Director	2012	9,418
			2020	9,418
	Winnetka	Assistant Finance Director (Virtual)	2018	12,417
		Finance Director	2015	12,417
		Interim Accounting Manager	2016	12,417
		Interim Finance Director	2015	12,417
		Interim Payroll Assistant	2017	12,417
		Temp-to-Hire Benefits Administrator	2017	12,417
	Winthrop Harbor	Finance Consultant	2022	6,721
	Wood Dale	Interim Accountant	2021	13,911
	Wood Dale Park District	Director of Finance & Administration (Virtual)	2017	13,945
		Interim Accounting Coordinator	2017	Multi
		Interim Finance and Admin Director	2017	Multi
		Interim Finance Director	2015	Multi
	Woodridge	Director of Finance	2023	33,256
		Interim Finance Director	2012	33,256
Indiana	Highland	Interim Deputy Clerk & Treasurer	2020	30,020
	Lake County	Finance Director	2019	496,314
Iowa	Marion	Budget Manager (Professional Outreach)	2018	30,000
	Ottumwa	Finance Director	2022	25,350
Maine	Biddeford	Finance Director (Virtual)	2021	21,277
Maryland	Westminster	Director of Finance	2022	18,522
Massachusetts	Brookline	Finance Director	2022	58,732
	Concord	Interim Finance Administrator	2017	17,669
Michigan	Adrian	Finance Director (Professional Outreach)	2019	20,676
	East Lansing	Finance Director (Limited)	2022	48,500
	Ferndale	Finance Director (Virtual)	2021	20,428
	Grand Rapids	Financial Systems Administrator (Virtual)	2019	200,217
	Kent County	Director of Fiscal Services	2019	636,369
	Royal Oak	Finance Director	2022	59,112
	St. Clair Shores	Finance Director/Treasurer (Professional Outreach)	2021	59,984
Minnesota	Waite Park	Finance Director	2021	7,700

Missouri	Clay County Department of Revenue	Interim Finance Support	2016	Multi
		Interim Support	2015	Multi
		Tax Collections Specialist	2012	Multi
			2014	Multi
Montana	Bozeman	Interim Finance Director	2022	48,532
Nebraska	LaVista	Finance Director	2014	18,336
	Lincoln	Finance Director	2022	290,000
North Carolina	Fayetteville	Assistant Chief Financial Officer	2018	210,000
Ohio	Cleveland Heights	Finance Director	2019	46,238
		Interim Finance Director	2019	46,238
	Monroe	Finance Director	2021	15,412
	Toledo	Director of Finance	2021	272,780
Pennsylvania	Centre County	Chief Financial Officer	2021	158,172
	Williamsport Municipal Water Authority/Sanitary Authority	Director of Finance	2023	Multi
Texas	Garland	Managing Director of Finance	2011	233,206
Virginia	Chesapeake	Controller of Debt & Strategy Planning (Virtual)	2020	245,000
	Portsmouth	Finance Consultant	2019	96,000
Washington	Issaquah	Chief Financial Officer	2021	39,378
West Virginia	Bridgeport	Finance Director	2021	8,582
Wisconsin	Beaver Dam	Interim Finance Director	2021	16,291
		Finance & Administrative Services		
	Beloit (City)	Director	2014	36,966
	Brown Deer	Interim Finance Director	2022	12,000
		Interim Senior Accountant	2020	12,000
	Calumet County	Finance Director	2021	50,100
		Interim Finance Director	2021	50,100
	Cottage Grove	Finance Director	2021	7,663
	Dunn County	Chief Financial Officer	2021	44,806
	Janesville	Clerk-Treasurer	2021	63,588
	Jefferson County	Finance Director (Virtual)	2017	84,395
	La Crosse	Director of Finance	2022	52,680
	Menomonee Falls	Finance Consultant	2020	37,671
	Middleton	Finance Director	2015	17,422
	Milton	Finance Director/Treasurer	2014	5,546
	Milwaukee County	Accountant	2020	945,726
		Assistant Comptroller (Professional Outreach)		
	Oak Creek	Interim Finance Director	2019	35,243
		Interim Finance Director	2012	35,243
	Oneida County	Temporary Accountant	2023	38,259
	Oshkosh	Assistant Finance Director	2018	66,700
		Finance Director	2013	66,700
		Interim Assistant Finance Director	2018	66,700

