



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

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

MONDAY, NOVEMBER 6, 2023 AT 6:45 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. Village Board Committee of the Whole**
 - a. Call to Order
 - b. Roll Call
 - c. Village Board Committee of the Whole Meeting Minutes of October 2, 2023
- II. Water & Sewer Committee – Umans, Jaramillo, Vlach (15 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Water & Sewer Committee Meeting Minutes October 2, 2023
 - d. Women's Leadership Center Site Plan Review
 - e. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order
 - f. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly
 - g. Public Works Update
 - h. Engineers Report
 - i. Adjournment
- III. Streets & Highways Committee – D'Alessandro, Russell, Vlach (25 Min.)**
 - a. Call to Order
 - b. Roll Call
 - c. Streets & Highways Committee Meeting Minutes of October 2, 2023
 - d. North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024
 - e. Women's Leadership Center Site Plan Review
 - f. Adjournment

IV. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (25 Min.)

- a. Call to Order
- b. Roll Call
- c. Building, Zoning & Ordinance Committee Meeting Minutes of October 2, 2023
- d. Women's Leadership Center Site Plan Review
- e. Child Safety Zone Map
- f. Village Code Amendments - Adoption of Extraterritorial Shoreland Regulations 390-1709 to also apply to properties located within the Village
- g. Adjournment

V. Protective Services Committee – Vlach, Russell, Jaramillo (10 Min.)

- a. Call to Order
- b. Roll Call
- c. Protective Services Committee Meeting Minutes of October 2, 2023
- d. Consideration of a Liquor License for Bayside Mart
- e. Consideration of request for purchase of additional radios for the Williams Bay Fire Department
- f. Fontana Emergency Medical Services (EMS) Monthly Numbers
- g. Police Departments Monthly Numbers
- h. Police Chief's Monthly Report
- i. Adjournment

VI. Parks & Lakefront Committee – Russell, Wright, Umans (30 Min.)

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of October 2, 2023
- d. Edgewater Park Use and Policy Contract for 2024 Farmers Market
- e. Request for Change to Ordinance 281-13 Fishing Tournaments or Contests
- f. 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration
- g. Lifeguard Services Agreement for the 2024 Summer Season
- h. Discussion/recommendation to extend the Municipal Slips length restriction from 18' to 24'
- i. Recommendation to increase 2024 Williams Bay Boat Slip rates 5%
- j. Recreation Directors Report
- k. Adjournment

VII. Finance & Personnel Committee – Wright, D'Alessandro, Umans (60 Min.)

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes
 - 1. September 13, 2023
 - 2. September 14, 2023
 - 3. September 18, 2023

4. September 27, 2023
5. October 2, 2023
- d. 2024 Budget Status Update - Committee recommended draft Budget for Public Hearing and Consideration on December 4, 2023, highlights include the following:
 1. Salaries and Wages 2024 (3.5%). New part-time shared Library employee for Village Office
 2. Annual Adjustments to the Village Fee Schedule - Boat Slips (Parks and Lakefront)
 3. Approval of Capital Fund 2024
 4. Acceptance of Capital Improvement Five Year Plan (CIP) 2024-2029
 5. Draft 2024 Tax Levy Resolution
- e. Recommendation on a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc.
- f. 2024 Clean Boats Clean Water (CBCW) Grant Collaboration
- g. Consideration of a request by a Kishwaukee Nature Conservancy full-time employee for up to one week of unpaid time-off on an ongoing annual basis
- h. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order
- i. Consideration of a Village Board Handbook
- j. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly
- k. Treasurer's Report
- l. Monthly Borrowings Status Report
- m. Adjournment

VIII. Possible Action on Matters Discussed in Committees

IX. Village Board Committee of the Whole

- a. 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: 11/03/2023 5:00 PM



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

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

**MONDAY, OCTOBER 2, 2023 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Duncan called the meeting to order at 06:50pm.

b. Roll Call

Present: President Bill Duncan, Trustees Lowell Wright, Robert Umans, Jim D'Alessandro, Adam Jaramillo, Steven Russell
Also Present: Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls
Excused: Trustee George Vlach

c. Village Board Committee of the Whole Meeting Minutes of September 5, 2023

The motion to approve the Village Board Committee of the Whole Meeting Minutes of September 5, 2023 as corrected was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

II. Streets & Highways Committee – D'Alessandro, Russell, Vlach (5 Min.)

a. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 06:52pm.

b. Roll Call

Present: Trustees D'Alessandro and Russell
Also Present: President Duncan, Trustees Jaramillo, Wright, and Umans, Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls
Excused: Trustee Vlach

c. Streets & Highways Committee Meeting Minutes of September 5, 2023

The motion to approve the Streets & Highways Committee Meeting Minutes of September 5, 2023 was initiated by Trustee Russell and seconded by Trustee D'Alessandro. Unanimously carried.

d. Adjournment

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Russell at 06:53pm. Unanimously carried.

III. Protective Services Committee – Vlach, Russell, Jaramillo (5 Min.)

a. Call to Order

Trustee Jaramillo called the meeting to order at 06:53pm.

b. Roll Call

Present: Trustees Russell and Jaramillo

Also Present: President Dunacn, Trustees D'Alessandro, Wright and Umans, Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls

Excused: Trustee Vlach

c. Protective Services Committee Meeting Minutes

1. September 5, 2023

The motion to approve the Protective Services Committee Meeting Minutes of September 5, 2023 was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

2. September 18, 2023

The motion to approve the Protective Services Committee Meeting Minutes of September 18, 2023 was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

d. Fontana Emergency Medical Services (EMS) Monthly Numbers

The committee reviewed the Fontana Emergency Medical Services Monthly Numbers.

e. Police Department Monthly Numbers

The committee reviewed the Police Department Monthly Numbers.

f. Adjournment

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Jaramillo at 06:56pm. Unanimously carried.

IV. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (10 Min.)

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 06:56pm.

b. Roll Call

Present: Trustees Jaramillo, Wright and D'Alessandro

Also Present: President Duncan, Trustees Umans, and Russell, Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls

c. Building, Zoning & Ordinance Committee Meeting Minutes of September 5, 2023

The motion to approve the Building, Zoning & Ordinance Committee Meeting Minutes of September 5, 2023 as corrected was initiated by Trustee D'Alessandro and seconded by Trustee Jaramillo. Unanimously carried.

d. Discussion of Increasing Village Treasurer Position Current One (1) Year Term

The motion to recommend the Village Board approve Increasing the Village Treasurer Position's Current One (1) Year Term was initiated by Trustee Jaramillo and seconded by Trustee Wright. Trustee D'Alessandro, No. Motion carries.

e. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 07:08pm. Unanimously carried.

V. Parks & Lakefront Committee – Russell, Wright, Umans (10 Min.)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:08pm.

b. Roll Call

Present: Trustees Russell, Wright, and Umans

Also Present: President Duncan, Trustees Jaramillo, and D'Alessandro, Administrator Lothspeich, Luitenant Kostock,

Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls

c. Parks & Lakefront Committee Meeting Minutes of September 5, 2023

The motion to approve the Parks & Lakefront Committee Meeting Minutes of September 5, 2023 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

d. Lifeguard Services Agreement for the 2024 Summer Season

The motion to recommend Village Board approval of the Lifeguard Services Agreement for the 2024 Summer Season as corrected was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

e. Geneva Lake Water Safety Patrol request for a Defibrillator (AED) to be kept at the Williams Bay Public Beach

The motion to recommend Village Board approval of the Geneva Lake Water Safety Patrol request for a Defibrillator (AED) to be kept at the Williams Bay Public Beach was initiated by Trustee Russell and seconded by Trustee Wright with the funding source to be determined. Unanimously carried.

f. Recreation Directors Report

The Recreation Director had no report.

g. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 07:14pm. Unanimously carried.

VI. Water & Sewer Committee – Umans, Jaramillo, Vlach (20 Min.)

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:14pm.

b. Roll Call

Present: Trustees Umans, Jaramillo

Also Present: President Duncan, Trustees D'Alessandro, Wright, and Russell, Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls

Excused: Trustee Vlach

c. Water & Sewer Committee Meeting Minutes of September 5, 2023

The motion to approve the Water & Sewer Committee Meeting Minutes of September 5, 2023 was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

d. Clover Street and Williams Street Developments Agreements

The motion to recommend Village Board approval of the Clover Street and Williams Street Developments Agreements was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

e. Public Works Department replacement of water leak/loss detection tool

The motion to recommend Village Board approval of the Public Works Department's replacement of water leak/loss detection tool was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

f. Public Works Directors Report

The Public Works Director had no report.

g. Engineers Report

Village Engineer Snyder gave updates on several projects going on in the Village. The highlights were:

- State Road 67 Reconstruction: North-South Section WDOT update.
- There is a scoping meeting planned for STH 67 Reconstruction: East - West Section on October 11, 2023.
- Construction on STH 67 Reconstruction East - West Section is expected to take place mid to late 2026 or 2027.
- The contractor for the Lime Reactor Cleaning project is TMI Coatings. They have 60 days to perform this work, which must be done by April 15, 2024.
- The contractor for the Well 2 pump replacement is Water Well Solutions, Inc.. They have 120 days to perform this work, which must be done by April 15, 2024.

- The contractor for the Geneva Lake Dredging at Southwick Creek is RLP Diversified, Inc with Odling Construction doing the load, haul and dispose of the dredged material. The contractors have 60 days to perform this work, which must be done by April 15, 2024.
- The Tennis and Basketball at Theatre Road Park has been awarded. DK Contractors is performing the sitework. WIL-Surge Electric, Inc. is installing the pole bases and the electric conduit for future lighting. The contractors have 60 days to install base materials, light pole bases, and pavement. They have until May 24, 2024 to achieve completion.
- Harris Road Lift Station (LS 3) Replacement update.
- Bailey Estates - Phase 4&5 Update.
- Clover and Wittig Water Main Extension project update.

h. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Jaramillo at 07:39pm. Unanimously carried.

VII. Finance & Personnel Committee – Wright, D'Alessandro, Umans (45 Min.)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 07:39pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Jaramillo and Russell, Administrator Lothspeich, Luitenant Kostock, Public Works Director Edwards, Village Engineer Snyder, Clerk Kolls

c. Finance & Personnel Committee Meeting Minutes

The Finance & Personnel Committee Meeting Minutes were tabled to the next Committee Meeting.

1. September 5, 2023
2. September 13, 2023
3. September 14, 2023
4. September 18, 2023
5. September 27, 2023

d. Clover Street and Williams Street Developments Agreements

The motion to recommend Village Board approval of up to \$10,000.00 to Baxter & Woodman for their Engineering Services on the Clover Street and Williams Street Development Agreements with the funding to come from the 2023 contingency was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

e. Draft 2024 Budget Status Review

There was a brief discussion about the 2024 budget status.

f. Public Works Department replacement of water leak/loss detection tool

The motion to recommend Village Board approval of the Public Works Department replacement of water leak/loss detection tool with the funding to come from 2023 budget was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

g. Lifeguard Services Agreement for the 2024 Summer Season

The motion to recommend Village Board approval of the Lifeguard Services Agreement for the 2024 Summer Season as corrected by Parks & Lakefront Committee was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

h. Geneva Lake Water Safety Patrol request for a Defibrillator (AED) to be kept at the Williams Bay Public Beach

The motion to recommend Village Board approval of the Geneva Lake Water Safety Patrol request for a Defibrillator (AED) to be kept at the Williams Bay Public Beach was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

i. Consideration of a Village Board Handbook

The Committee decided to table the Consideration of a Village Board Handbook until the November Finance & Personnel Meeting.

j. Discussion of Tax Increment Financing

The motion to enlist Baird to complete a study in regard to Tax Increment Financing not to exceed \$2500.00 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

k. Monthly Borrowings Status Report

There was no report.

l. Treasurer's Report

The Village Interim Treasurer had no report.

m. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 08:14pm. Unanimously carried.

VIII. Possible Action on Matters Discussed in Committees

There was no action taken.

IX. Village Board Committee of the Whole

a. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 08:14pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

**VILLAGE OF WILLIAMS BAY, WISCONSIN
CLOVER STREET AND WILLIAMS STREET WATER MAIN LOOP
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 2325722.00

Project Description:

The project includes 500-feet of 8-inch water main, five service connections, one hydrant, and two valves extending from an existing water main on Clover Street to an existing water main on Williams Street. It also includes engineering assistance for a developer's agreement.

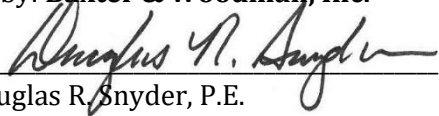
Engineering Services:

Specific Engineering services are described in the Master Engineering Services Agreement between the Village and Engineers dated October 16, 2017. A detailed scope of services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services will be in accordance with the Master Engineering Services Agreement dated October 16, 2017. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, a lump sum of **\$9,800**.

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

By: 
Douglas R. Snyder, P.E.
Title: Vice President

Date: October 16, 2023

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

By: _____
William B. Duncan
Title: Village President

Date: _____

Attest: _____
Tina Kolls, Clerk

Additional Comments: None

Project Description

The project includes 500-feet of 8-inch water main, five service connections, one hydrant and two valves extending from an existing water main on Clover Street to an existing water main on Williams Street. It also includes engineering assistance for a developer's agreement.

Scope of Services

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

DESIGN SERVICES

1. PROJECT MANAGEMENT – Plan, schedule, and control the activities to complete the Project. These activities include, but are not limited to, budgeting, scheduling, and monitoring the scope of services. Coordinate with the Village and project team to ensure the goals of the Project are achieved.
2. MEETINGS WITH VILLAGE STAFF – A project kick-off meeting will be held with Village staff and the Engineering team to establish clear lines of communication and discuss the detailed needs, objectives, and goals for the Project. The meeting will also be utilized to obtain information, plans, atlases, and other data to be supplied by the Village and to discuss the project schedule. Conduct one meeting with Village staff to review the pre-final plans prior to permitting, and one meeting to review the final project documents prior to bidding.
3. UTILITY COORDINATION – Complete a Design Locate with Diggers Hotline. Contact the applicable utility companies to provide notice of the upcoming project. Provide preliminary drawing sheets to utility companies for their reference.
4. SITE VISITS – Conduct site visits by designers to verify existing conditions and review the location of proposed improvements.
5. PLANS, SPECIFICATIONS, AND OPINION OF PROBABLE COST – Prepare construction contract documents consisting of Drawings and a Project Manual showing the general scope, extent, and character of work to be performed by the Contractor selected by the Village.
 - A. **Infrastructure Design** – Provide detailed design of water main improvements, including the location of water valves, and fire hydrants to avoid conflicts with adjacent utilities, and to comply with Code requirements.

-
- B. **Drawings** – Prepare drawings showing the work to be furnished and performed by the Contractor. Provide detailed drawings showing the proposed water main and appurtenances. Indicate location of utilities obtained from utility companies. Create legends, general notes, detail drawings, and instructions to contractors, to create a final set of construction drawings.
 - C. **Project Manual** – Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of an Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare one set of technical specifications for infrastructure improvements in the format of the Construction Specification Institute.
 - D. **Opinion of Probable Cost** – Prepare a summary of quantities and an Engineers' Opinion of Probable Cost.
 - E. **Quality Control Review** – Perform an in-house quality control review of the Drawings, specifications, bidding documents, and Engineers' Opinion of Probable Cost for the Project.
- 6. AGENCY PERMITS – Submit the design documents to the Wisconsin Department of Natural Resources for a water main extension permit.
 - 7. ASSIST BIDDING – Set bid dates with the Village, create an Advertisement for Bid and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend the bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract.

CONSTRUCTION SERVICES

- 1. Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
- 2. PROJECT INITIATION
 - A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Receive Contractor insurance documents.
 - B. Attend and prepare minutes for the preconstruction conference and review the Contractor's proposed construction schedule and list of subcontractors.

3. CONSTRUCTION ADMINISTRATION

- A. Attend periodic construction progress meetings.
- B. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs of precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
- C. Review construction record drawings for completeness prior to submission to CADD.
- D. Prepare construction contract change orders and work directives when authorized by the Owner.
- E. Review the Contractor's requests for payments as construction work progresses and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
- G. Project manager or other office staff visit site as needed.

4. FIELD OBSERVATION – Engineering and Resident Project Representative by Owner

- A. Engineer will provide a at the construction site on a periodic part-time basis from the Engineer' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
- B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work,

nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- C. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.
 - D. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
 - E. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.
5. SUBSTANTIAL COMPLETION OF PROJECT
- A. Provide a site visit when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
 - B. Prepare Certificate of Substantial Completion.

6. COMPLETION OF PROJECT

- A. Provide a site visit when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- B. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- C. Review the Contractor's requests for final payment and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- D. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

7. PROJECT CLOSEOUT – Provide construction-related engineering services including, but not limited to, General Construction Administration.

P:\WLMSV\2325722-Clover - Williams WTM\Contracts\2325722-Work Order.docx

October 18, 2023

David Lothspeich
Village of Williams Bay Water Utility
153 Elkhorn Road
Williams Bay, WI 53191

Baker Tilly US, LLP
4807 Innovate Lane,
PO Box 7398
Madison, WI, 53707-7398
United States of America

T: +1 (608) 249 6622
F: +1 (608) 249 8532

bakertilly.com

Dear Mr. Lothspeich:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your accountants and

The purpose of 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 to Village of Williams Bay Water Utility (the Organization, Client, you, your).

Services and Related Report

We will compile, from information management provides, the Company's forecasted schedules and forecasted information as of December 34, 2021, and for the test year then ending, including the related summaries of significant assumptions and accounting policies, in order to develop forecasted water rates ("forecast"). Upon completion of our compilation of the forecast, we will provide the Organization with our accountants' compilation report. If, for any reasons caused by or relating to the affairs or management of the Organization, we are unable to complete our compilation of your forecast, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The forecast is not intended to be a forecast of financial position, changes in net position or cash flows in accordance with Generally Accepted Accounting Principles (GAAP). This report will be prepared for the development of rates and should not be used for any other purpose.

A financial forecast presents, to the best of management's knowledge and belief, the Organization's expected results of operations and plant balances for the financial forecast period. It is based on management's assumptions reflecting conditions it expects to exist and the course of action it expects to take during the forecast period.

Water Rate Study

The following outlines the process of completing a water rate study and filing an application with the Public Service Commission of Wisconsin (PSCW).

1. Obtain historical information, confirm significant assumptions regarding growth and costs, summarize and classify nonroutine plant additions, and forecast consumption for the 2024 test year.
2. Compile forecast in the PSCW prescribed format for the 2024 test year to support the rate study, including supplemental information related to cash flows and debt coverage to support the requested rate of return.
3. Provide draft study to management for their review. Incorporate management's comments into study.
4. Meet with the governing body to review the study.
5. Prepare the final rate study and submit the application to the PSCW.
6. Review PSC information and proposed rates.
7. Assist management with the rate hearing and implementation of new rates.

Our Responsibilities and Limitations

The objective of our compilation engagement is to apply accounting and financial reporting expertise to assist you in the presentation of the financial forecast based on management's assumptions without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial forecast in order for it to be in accordance with guidelines for presentation of a financial forecast established by the AICPA.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

A compilation of a financial forecast differs significantly from an examination of financial forecast. A compilation does not contemplate performing analytical procedures, obtaining an understanding of the entity's internal control, assessing risks of material misstatement, tests of accounting records or other procedures ordinarily performed in an examination.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial forecast.

In order for us to complete the engagement, management must provide assumptions that are appropriate for the financial forecast. If the assumptions provided are inappropriate and have not been revised to our satisfaction, we will be unable to complete the engagement, and, accordingly, we will not issue a report on the financial forecast.

Baker Tilly US, LLP is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Baker Tilly US, LLP is not recommending an action to the Utility; is not acting as an advisor to the Utility and does not owe a fiduciary duty pursuant to Section 15B of the Securities and Exchange Act to the Utility with respect to the information and material contained in the deliverables issued under this engagement. The Utility should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that the Utility deems appropriate before acting on this information or material. Baker Tilly US, LLP will rely on management of the Utility to provide key data related to the issuance of municipal securities.

Our engagement cannot be relied upon to identify or disclose any misstatements in the financial forecast, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations, and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, evidence that fraud may exist, illegal acts or noncompliance with laws or regulations that come to our attention, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The compilation will be planned and conducted with the understanding it will be used for the development of rates by the Public Service Commission of Wisconsin and should not be used by any other parties or for any other purpose. Nevertheless, items of possible interest to the previously specified party may not be specifically addressed and matters may exist that would be assessed differently by the previously specified party.

The compilation will not be planned or conducted in contemplation of reliance by any other specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in developing the presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the accounting principles applied in the preparation of the financial forecast.
2. The preparation and presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA, the inclusion of all informative disclosures that are appropriate for the forecast under those guidelines, and the development of assumptions that reflect your plans and expectations regarding events and circumstances for the financial forecast period.
3. The design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial forecast and that it is free from material misstatement whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that Village of Williams Bay Water Utility complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with—
 - > Access to all information of which you are aware is relevant to the presentation of the financial forecast, such as records, documentation and other matters.
 - > Additional information that we may request from you for the purpose of the compilation engagement.
 - > Unrestricted access to persons within Village of Williams Bay Water Utility of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not examine or review the financial forecast and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. It will also state that (1) there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material; and (2) we have no responsibility to update the report for events and circumstances occurring after the date of the report.

There may be circumstances in which the report differs from the expected form and content.

You agree to include our compilation report in any document containing the financial forecast that indicates that we have performed a compilation engagement on the financial forecast and, prior to inclusion of the report, to ask our permission to do so.

Nonattest Services

Prior to or as part of our compilation engagement, it may be necessary for us to perform certain nonattest services. Nonattest services that we will be providing are as follows:

- > Reporting assistance (such as formatting) as requested

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions.
- > Designate a competent employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reproduction of the Financial Forecast

If you intend to reproduce or publish the financial forecast, and make reference to our firm name in connection therewith, you agree to publish the financial forecast in its entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing, and final materials before distribution.

With regard to the electronic dissemination of the financial forecast, including forecasted financials published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Ownership of Workpapers

The documentation for this engagement, including the workpapers is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Organization's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to Regulators, the Organization hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from Organization's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries and (iii) timely communication of all significant presentation, accounting and financial reporting matters. When and if for any reason the Organization is unable to provide such schedules, information and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the compilation. Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter". In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Organization agrees to be responsible for all expenses of collection including related attorneys' fees.

We estimate that our fees for these services will range from \$12,000 to \$14,000 for the compilation.

The study will be completed after the 2023 Annual Report to the Public Service Commission of Wisconsin is finalized. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement. Our fees, as summarized above, are based upon the current Statements on Standards for Accounting and Review Services that have been issued and are effective as of the date of this letter. Should additional accounting or auditing standards be issued subsequent, to or become effective for the periods covered by this engagement, our estimated fees may be adjusted accordingly.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or compile an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Organization, unless otherwise prohibited. In the event we are requested by the Organization or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Organization, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Organization if disclosure of confidential information is necessary for peer review purposes.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, Organization personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

David Lothspeich
Village of Williams Bay Water Utility

October 18, 2023
Page 9

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Organization by Baker Tilly ("Online Offering") constitute the entire agreement between the Organization and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto.

For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Organization's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Organization status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jodi Dobson, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jodi Dobson is available at 608 240 2469.

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date



North Walnut St

EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.

2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.

3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.

4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.

5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.

7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.

8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.

- a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
- b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
- c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
- d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
- e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
- f) A list of those serving alcoholic beverages at this event must accompany this contract.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.

10) Any organization requesting use of the kitchen must contact the Lions Club at nelsonbruce@aol.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Park Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: Leticia Green Organization: WBBA / Discover Williams Bay
Address: 104 N. Walworth Ave Williams Bay WI 53191
Phone: 262-729-6505 Email: leticia.green.beautyartist@gmail.com
Title of Event: Oino de Mayo
Date(s) requested: May 4th 2024 Is event open to public? (circle one) **YES** **NO**

Summary of Event including the approximate number of attendees:

A culture event for families to celebrate
a Mexican holiday, there will be childrens
activities. Non alcohol event
close street from 11AM-6PM 200 attendees

Contact Information (if different than above)

Name: Leticia Green Organization: WBBA / Discover Williams Bay
Address: 104 N. Walworth Ave. W.B.



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 262.729.0505 Email: leticiagreen.heartartist@gmail.com



Page 4 EDGEWATER PARK USE AND POLICY CONTRACT

STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF ~~EDGEWATER PARK~~ N. Walnut St.

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 21 day of September, 2023

Group or organization WBAA / Discover Williams Bay

Our liability insurance provided by: West Bend Mutual
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: [Signature]
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-65-23**

**A RESOLUTION APPROVING THE REQUEST FOR THE CLOSURE OF WALWORTH AVE
FROM GENEVA TO CHERRY STREET FOR THE CINCO DE MAYO EVENT MAY 4, 2024**

WHEREAS, on November 6, 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 closure of Walworth Ave to vehicular traffic from Geneva to Cherry streets for the Cinco De Mayo Event to be held May 4, 2024:

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 closure of Walworth to vehicular traffic from Geneva to Cherry streets for the Cinco De Mayo Event to be held May 4, 2024.

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 closure of Walworth Ave to vehicular traffic from Geneva to Cherry Streets for the Cinco De Mayo Event to be held May 4, 2024:

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

DRAFT

ORDINANCE #2023-_____
AN ORDINANCE CREATING SECTION 390-0822 OF THE CODE OF ORDINANCES
OF THE VILLAGE WILLIAMS BAY CONCERNING SHORE YARD~~SHORELAND~~ STANDARDS

WHEREAS, the Building, Zoning and Ordinance Committee having recommended to the Village Board the adoption of an ordinance regulating development of shore yard~~shoreland~~ areas by providing standards to owners of properties containing shore yards~~shoreland~~, in order to preserve the natural beauty of the areas adjacent to Geneva Lake and navigable rivers or streams as well as ensuring conditions which effectively retard water runoff which may adversely affect adjoining waterways and adjoining properties; and

WHEREAS, the Plan Commission of the Village of Williams Bay having held a duly noticed public hearing to address the proposed creation of Section 390-0822; and

WHEREAS, following said public hearing, the plan commission having voted to recommend to the Village Board of the Village of Williams Bay the creation of Section 390-0822 of the Code of Ordinances of the Village of Williams Bay; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to accept the recommendations of the Building, Zoning and Ordinance Committee and the Plan Commission, and enact an ordinance providing for shore yard~~shoreland~~ standards regulating the development of shoreland for the reasons stated by the committee, which will serve to protect, promote and enhance the quality of life, public health and safety and general welfare of persons in the village.

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

Section I. Section 390-0822 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

§390-0822. Shore Yard~~Shoreland~~ standards.

In addition to any other applicable use, site, or sanitary regulation, the following restrictions and regulations shall apply to all shore yard, defined as all land lying within 1,000 feet of the ordinary high-water mark of any lake and all lands lying within 300 feet of the ordinary high-water mark of navigable rivers or streams, or the landward side of the floodplain, whichever is greater. Rivers and streams ~~in the ETZ District~~ shall be presumed to be navigable if they are designated as either continuous or intermittent waterways on the United States Geological Survey quadrangle maps or other zoning base maps. If evidence to the contrary is presented, the Village Zoning Administrator shall make the initial determination whether or not the river or stream in question is navigable under laws of this state. The Village Zoning Administrator shall contact the appropriate district DNR office for a determination of navigability or ordinary high-water mark. Flood Hazard Boundary Maps, or Flood Insurance Study Maps (or soil maps or other existing county maps used to delineate floodplain areas which have been adopted by Walworth County) shall be used to determine the extent of the floodplain of rivers or streams ~~in the ETZ District~~.

A. Tree cutting, shrubbery clearing, and earth movements shall require a zoning permit and a conservation plan. In addition, tree cutting and shrubbery removal

shall require a tree removal permit issued by the Tree Commissioner. The Zoning Administrator may, where appropriate, require an applicant to furnish a surety to enable the village carry out an approved land conservation plan. The amount of such surety shall be determined by the Zoning Administrator and the form and type of all sureties shall be approved by the Village Board ETZ Joint Committee. The Zoning Administrator may, as appropriate, request a review of the proposed cutting, clearing, or earth movement activity by the Wisconsin Department of Natural Resources, and the USDA Natural Resources Conservation Service, or other appropriate agency, and await their comments and recommendations before issuing a zoning permit but not to exceed 30 days. All cutting, clearing, and earth movement activities shall be so conducted as to prevent erosion and sedimentation and preserve the natural beauty of the shore yard ETZ District. Paths and trails shall not exceed 10 feet in width and shall be so designed and constructed as to result in the least removal and disruption of natural ground cover and the minimum impairment of natural beauty. In the strip of land 35 feet wide inland from the ordinary high-water mark, no more than 30 feet in any 100 or the same proportion of a smaller lot shall be clear-cut.

- (1) Tree cutting and shrubbery clearing shall be subject to and governed by the provisions of §331-2. Natural shrubbery shall be preserved as far as practicable and, where removed, it shall be replaced with other vegetation that is equally effective in retarding runoff, preventing erosion and preserving natural beauty. These provisions do not apply to the removal of dead or diseased trees.
- (2) Cutting plan. A special cutting plan allowing greater cutting may be permitted by the ETZ Joint Committee by issuance of a conditional use permit, pursuant to § 390-1714. An application for such a permit shall include a survey of the lot providing the following information: location of parking, topography of the land, existing vegetation, proposed cutting, and proposed replanting. The ETZ Joint Committee may grant such a permit only if it finds that such special cutting plans will not cause undue erosion or destruction of scenic beauty and will provide substantial visual screening from the water of dwellings, accessory structures and parking areas. Where the plan calls for replacement plantings, the ETZ Joint Committee may require the submission of a bond which guarantees the performance of the planned tree or shrubbery replacement by the lot owner.
- (3) (2) Beyond the thirty-five-foot strip, a zoning permit shall be required with conservation plans for projects within 300 feet of the OHWM (ordinary high-water mark) and which are either:
 - (a) On slopes more than 20%;
 - (b) Larger than 1,000 square feet on slopes of 12% to 20%; or
 - (c) Larger than 2,000 square feet on slopes less than 12%.

B. Required setbacks.

- (1) Except as otherwise specified in this Chapter, a All structures, except piers, wharves, boat hoists, open fence, boathouse, patios, bridges, dams, walkway and stairway which are necessary to provide pedestrian access to the

shoreline, shall require a setback of at least 150 75 feet from the ordinary high-water mark although a greater setback may be required where otherwise regulated by more restrictive ordinances.

~~(2)~~(1) Structures which require authorization or permits from the DNR pursuant to Chapters 30 and 31, Wisconsin Statutes, or which are to be located below the ordinary high-water mark, namely bridges, dams, culverts, piers, wharves, shoreland riprap, navigational aids, and waterway crossings of transmission lines, shall comply with all applicable federal, state, county and local regulations.

- C. ~~Boathouse. Boathouses shall not extend below the ordinary high-water mark; shall not be located on lands having a slope of 12% or greater, shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal, and shall be designed exclusively for the storage of watercraft and related marine equipment and shall not be used for human habitation or commercial purposes. A boathouse with rooms above or within, used for purposes other than the storage of watercraft and related marine equipment, shall not be deemed to be a boathouse. Fireplaces, patio doors, plumbing, heating, cooking facilities, or any features inconsistent with the use of the structure exclusively as a boathouse are not permitted in or on boathouses. The highest point to the roof elevation of the boathouse shall not be more than 14 feet vertical measurement above the ordinary high-water mark, shall not exceed 400 square feet in horizontal area covered, and shall not be closer than three feet to any side lot line. Railings shall not be placed on top of the boathouse, nor shall boathouse roofs be designed to provide general outdoor living space, i.e., as a deck. Only one boathouse is permitted on a lot as an accessory structure.~~
- D. ~~Shore yards may be reduced to the average of the shore yards of the principal structures existing on the abutting properties within a distance of 100 feet of the subject site but shall not be reduced to less than 40 feet.~~

CE. Permitted Intrusions into Required Shore Yards.

Intrusions into shore yards are permitted only in compliance with the requirements of § 390-0505C.

~~Patios. Patios are exempted from the shoreland setback requirements, provided that the structure shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal during construction. Further, no permanent benches or tables shall be attached to the patio, the patio shall not exceed a height of six inches above the original grade, and canopies, roofs, and railings on such structures are prohibited. The patio must be placed within the 30 in 100-foot area that is allowed to be clear-cut and shall be no more than 150 square feet in area.~~

- DF. Stairway, walkway, lift, piers, and wharves. Stairway, lift and walkway and that portion of piers and wharves landward of the ordinary high-water mark are exempted from the shore yard shoreland setback requirements, provided that the structure is necessary to access the shoreline because of steep slopes or wet, unstable soils. Further, the structure shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal during construction. The

structure shall be no more than 48 inches wide; open railings are permitted only where required by safety concerns; canopies, roofs, and closed railings/walls on such structures are prohibited; landings for stairways or docks are permitted only where required by safety concerns and shall not exceed 25 feet in area.

~~G. Fences. Residential fences four feet in height or less are permitted in the shore yard on the property line but shall not be located on the shoreline. The fence shall not be designed to cross between property lines in the seventy-five foot shore yard setback and shall minimize the barrier to wildlife movement. Also refer to § 390-0809, incorporated by reference in § 390-1704.~~

~~E.H. Retaining walls. Retaining walls and terracing may shall only be allowed as a conditional use in the shore yard shoreline setback area where the applicant can successfully prove to the Village Board ETZ Joint Committee that there is a current erosion problem that cannot be remedied by resloping and revegetation of the area or other means consistent with natural shoreline aesthetics. Walls and terracing may shall only be allowed permitted to the extent that they resolve a continuing erosion problem and shall not be used to provide level outdoor living space in the near-shore area.~~

~~F.I. Earth movements involving stream course changing, waterway construction or enlargement, channel clearing, or removal of stream or lake bed materials are conditional uses requiring review, public hearing, and approval by the Village Board ETZ Joint Committee in accordance with § 390-12071714. However, such earth movements having a DNR permit under Chapter 30 of the Wisconsin Statutes are exempt from this provision.~~

~~G.J. No waste materials such as garbage, rubbish, gasoline, fuel oil, flammables, soils, tars, chemicals, greases, industrial or agricultural waste, or any other material of such nature, quantity, obnoxiousness, toxicity or temperature so as to contaminate, pollute or harm the waters shall be so located, stored, or discharged in a way that would be likely to run off, seep, or wash into surface or ground waters.~~

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 #2023-_____
AN ORDINANCE CREATING SECTION 390-0822 OF THE CODE OF ORDINANCES
OF THE VILLAGE WILLIAMS BAY CONCERNING SHORE YARD~~SHORELAND~~ STANDARDS

WHEREAS, the Building, Zoning and Ordinance Committee having recommended to the Village Board the adoption of an ordinance regulating development of shore yard~~shoreland~~ areas by providing standards to owners of properties containing shore yards~~shoreland~~, in order to preserve the natural beauty of the areas adjacent to Geneva Lake and navigable rivers or streams as well as ensuring conditions which effectively retard water runoff which may adversely affect adjoining waterways and adjoining properties; and

WHEREAS, the Plan Commission of the Village of Williams Bay having held a duly noticed public hearing to address the proposed creation of Section 390-0822; and

WHEREAS, following said public hearing, the plan commission having voted to recommend to the Village Board of the Village of Williams Bay the creation of Section 390-0822 of the Code of Ordinances of the Village of Williams Bay; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to accept the recommendations of the Building, Zoning and Ordinance Committee and the Plan Commission, and enact an ordinance providing for shore yard~~shoreland~~ standards regulating the development of shoreland for the reasons stated by the committee, which will serve to protect, promote and enhance the quality of life, public health and safety and general welfare of persons in the village.

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

Section I. Section 390-0822 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

§390-0822. Shore Yard~~Shoreland~~ standards.

In addition to any other applicable use, site, or sanitary regulation, the following restrictions and regulations shall apply to all shore yard, defined as all land lying within 1,000 feet of the ordinary high-water mark of any lake and all lands lying within 300 feet of the ordinary high-water mark of navigable rivers or streams, or the landward side of the floodplain, whichever is greater. Rivers and streams ~~in the ETZ District~~ shall be presumed to be navigable if they are designated as either continuous or intermittent waterways on the United States Geological Survey quadrangle maps or other zoning base maps. If evidence to the contrary is presented, the Village Zoning Administrator shall make the initial determination whether or not the river or stream in question is navigable under laws of this state. The Village Zoning Administrator shall contact the appropriate district DNR office for a determination of navigability or ordinary high-water mark. Flood Hazard Boundary Maps, or Flood Insurance Study Maps (or soil maps or other existing county maps used to delineate floodplain areas which have been adopted by Walworth County) shall be used to determine the extent of the floodplain of rivers or streams ~~in the ETZ District~~.

A. Tree cutting, shrubbery clearing, and earth movements shall require a zoning permit and a conservation plan. In addition, tree cutting and shrubbery removal

shall require a tree removal permit issued by the Tree Commissioner. The Zoning Administrator may, where appropriate, require an applicant to furnish a surety to enable the village carry out an approved land conservation plan. The amount of such surety shall be determined by the Zoning Administrator and the form and type of all sureties shall be approved by the Village Board ETZ Joint Committee. The Zoning Administrator may, as appropriate, request a review of the proposed cutting, clearing, or earth movement activity by the Wisconsin Department of Natural Resources, and the USDA Natural Resources Conservation Service, or other appropriate agency, and await their comments and recommendations before issuing a zoning permit but not to exceed 30 days. All cutting, clearing, and earth movement activities shall be so conducted as to prevent erosion and sedimentation and preserve the natural beauty of the shore yard ETZ District. Paths and trails shall not exceed 10 feet in width and shall be so designed and constructed as to result in the least removal and disruption of natural ground cover and the minimum impairment of natural beauty. In the strip of land 35 feet wide inland from the ordinary high-water mark, no more than 30 feet in any 100 or the same proportion of a smaller lot shall be clear-cut.

(1) Tree cutting and shrubbery clearing shall be subject to and governed by the provisions of §331-2. Natural shrubbery shall be preserved as far as practicable and, where removed, it shall be replaced with other vegetation that is equally effective in retarding runoff, preventing erosion and preserving natural beauty. These provisions do not apply to the removal of dead or diseased trees.

(2) Cutting plan. A special cutting plan allowing greater cutting may be permitted by the ETZ Joint Committee by issuance of a conditional use permit, pursuant to § 390-1714. An application for such a permit shall include a survey of the lot providing the following information: location of parking, topography of the land, existing vegetation, proposed cutting, and proposed replanting. The ETZ Joint Committee may grant such a permit only if it finds that such special cutting plans will not cause undue erosion or destruction of scenic beauty and will provide substantial visual screening from the water of dwellings, accessory structures and parking areas. Where the plan calls for replacement plantings, the ETZ Joint Committee may require the submission of a bond which guarantees the performance of the planned tree or shrubbery replacement by the lot owner.

(3) (2) Beyond the thirty-five-foot strip, a zoning permit shall be required with conservation plans for projects within 300 feet of the OHWM (ordinary high-water mark) and which are either:

(a) On slopes more than 20%;

(b) Larger than 1,000 square feet on slopes of 12% to 20%; or

(c) Larger than 2,000 square feet on slopes less than 12%.

B. Required setbacks.

(1) Except as otherwise specified in this Chapter, aAll structures, except piers, wharves, boat hoists, open fence, boathouse, patios, bridges, dams, walkway and stairway which are necessary to provide pedestrian access to the

~~shoreline~~, shall require a setback of at least ~~150~~ 75 feet from the ordinary high-water mark although a greater setback may be required where otherwise regulated by more restrictive ordinances.

~~(2)~~(1) Structures which require authorization or permits from the DNR pursuant to Chapters 30 and 31, Wisconsin Statutes, or which are to be located below the ordinary high-water mark, namely bridges, dams, culverts, piers, wharves, shoreland riprap, navigational aids, and waterway crossings of transmission lines, shall comply with all applicable federal, state, county and local regulations.

- ~~C. Boathouse. Boathouses shall not extend below the ordinary high-water mark, shall not be located on lands having a slope of 12% or greater, shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal, and shall be designed exclusively for the storage of watercraft and related marine equipment and shall not be used for human habitation or commercial purposes. A boathouse with rooms above or within, used for purposes other than the storage of watercraft and related marine equipment, shall not be deemed to be a boathouse. Fireplaces, patio doors, plumbing, heating, cooking facilities, or any features inconsistent with the use of the structure exclusively as a boathouse are not permitted in or on boathouses. The highest point to the roof elevation of the boathouse shall not be more than 14 feet vertical measurement above the ordinary high-water mark, shall not exceed 400 square feet in horizontal area covered, and shall not be closer than three feet to any side lot line. Railings shall not be placed on top of the boathouse, nor shall boathouse roofs be designed to provide general outdoor living space, i.e., as a deck. Only one boathouse is permitted on a lot as an accessory structure.~~
- ~~D. Shore yards may be reduced to the average of the shore yards of the principal structures existing on the abutting properties within a distance of 100 feet of the subject site but shall not be reduced to less than 40 feet.~~

CE. Permitted Intrusions into Required Shore Yards.

Intrusions into shore yards are permitted only in compliance with the requirements of § 390-0505C.

~~Patios. Patios are exempted from the shoreland setback requirements, provided that the structure shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal during construction. Further, no permanent benches or tables shall be attached to the patio, the patio shall not exceed a height of six inches above the original grade, and canopies, roofs, and railings on such structures are prohibited. The patio must be placed within the 30 in 100-foot area that is allowed to be clear-cut and shall be no more than 150 square feet in area.~~

- DF. Stairway, walkway, lift, piers, and wharves. Stairway, lift and walkway and that portion of piers and wharves landward of the ordinary high-water mark are exempted from the shore yard ~~shoreland~~ setback requirements, provided that the structure is necessary to access the shoreline because of steep slopes or wet, unstable soils. Further, the structure shall be located so as to minimize earth-disturbing activities and shoreland vegetation removal during construction. The

structure shall be no more than 48 inches wide; open railings are permitted only where required by safety concerns; canopies, roofs, and closed railings/walls on such structures are prohibited; landings for stairways or docks are permitted only where required by safety concerns and shall not exceed 25 feet in area.

~~G. Fences. Residential fences four feet in height or less are permitted in the shore yard on the property line but shall not be located on the shoreline. The fence shall not be designed to cross between property lines in the seventy-five-foot shore yard setback and shall minimize the barrier to wildlife movement. Also refer to § 390-0809, incorporated by reference in § 390-1704.~~

~~E.H. Retaining walls. Retaining walls and terracing may shall only be allowed as a conditional use in the shore yard shoreline setback area where the applicant can successfully prove to the Village Board ETZ Joint Committee that there is a current erosion problem that cannot be remedied by resloping and revegetation of the area or other means consistent with natural shoreline aesthetics. Walls and terracing may shall only be allowed permitted to the extent that they resolve a continuing erosion problem and shall not be used to provide level outdoor living space in the near-shore area.~~

~~E.I. Earth movements involving stream course changing, waterway construction or enlargement, channel clearing, or removal of stream or lake bed materials are conditional uses requiring review, public hearing, and approval by the Village Board ETZ Joint Committee in accordance with § 390-12071714. However, such earth movements having a DNR permit under Chapter 30 of the Wisconsin Statutes are exempt from this provision.~~

~~G.J. No waste materials such as garbage, rubbish, gasoline, fuel oil, flammables, soils, tars, chemicals, greases, industrial or agricultural waste, or any other material of such nature, quantity, obnoxiousness, toxicity or temperature so as to contaminate, pollute or harm the waters shall be so located, stored, or discharged in a way that would be likely to run off, seep, or wash into surface or ground waters.~~

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: _____

Form
AT-106

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- ☒ Class "A" Beer \$ _____ ☒ "Class A" Liquor \$ _____
- ☐ Class "B" Beer \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

KANESH FOOD, INC.

2. Trade Name or DBA

BAYSIDE MART

3. Premises Address

156 ELKURN RD, WILLIAMS BAY, WI - 53191

4. County

WALWORTH

5. Municipality

6. Aldermanic District

7. Mailing Address (if different from premises address)

8. FEIN

92-2986649

9. Wisconsin Seller's Permit Number

10. Premises Phone

262-794-2107

11. Premises Email

Jayambelakeside@gmail.com

12. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

*Gas station & Convenience store
See attached diagram for Liquor/Beer storage*

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate..... ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)?..... ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WISCONSIN		2. Date of Registration 3/17/2023			
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ☐ Yes ☒ No					
Name of Parent Company - NA		FEIN of Parent Company - NA			
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☐ No If yes, please explain using the space below. Attach additional sheets if necessary. - NA -					
5. Agent's Last Name		Agent's First Name		Phone	

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
PATEL	ARPITA	PRESIDENT	262-794-2107

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature ARPITA PATEL		Date			
Name (Last, First, M.I.)					
Title		Email		Phone	

Part F: For Clerk Use Only

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☒ Village of WILLIAMS BAY County of WALWORTH
☐ City

The undersigned duly authorized officer/member/manager of GANESH FOOD INC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

(Trade Name)
located at 156 ELKHORN RD, WILLIAMS BAY, WI-53191

appoints ARPITA PATEL
(Name of Appointed Agent)
1308 NAVAJO LANE, APT # 204, WAUKESHA, WI-53186
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 10 YEAR

Place of residence last year 1308 NAVAJO LANE, APT # 204, WAUKESHA, WI-53186

For: GANESH FOOD INC
(Name of Corporation / Organization / Limited Liability Company)

By: X ARPITA PATEL
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, ARPITA PATEL, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

X ARPITA PATEL 10/31/23 Agent's age 42
(Signature of Agent) (Date)

1308 NAVAJO LANE, APT # 204, WAUKESHA, WI-53186 Date of birth 12/18/1980
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) PATEL		(first name) ARPITA		(middle name)	
Home Address (street/route) 1308 NAVAJO LANE, APT. 204		Post Office WAUKESHA		City WAUKESHA	State WI Zip Code 53186
Home Phone Number 262-794-2107		Age 42	Date of Birth 12/18/1980		Place of Birth INDIA

The **above named individual** provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ **OFFICER** of **GANESH FOOD, INC.**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
 which is making application for an alcohol beverage license.

The **above named individual** provides the following information to the licensing authority:

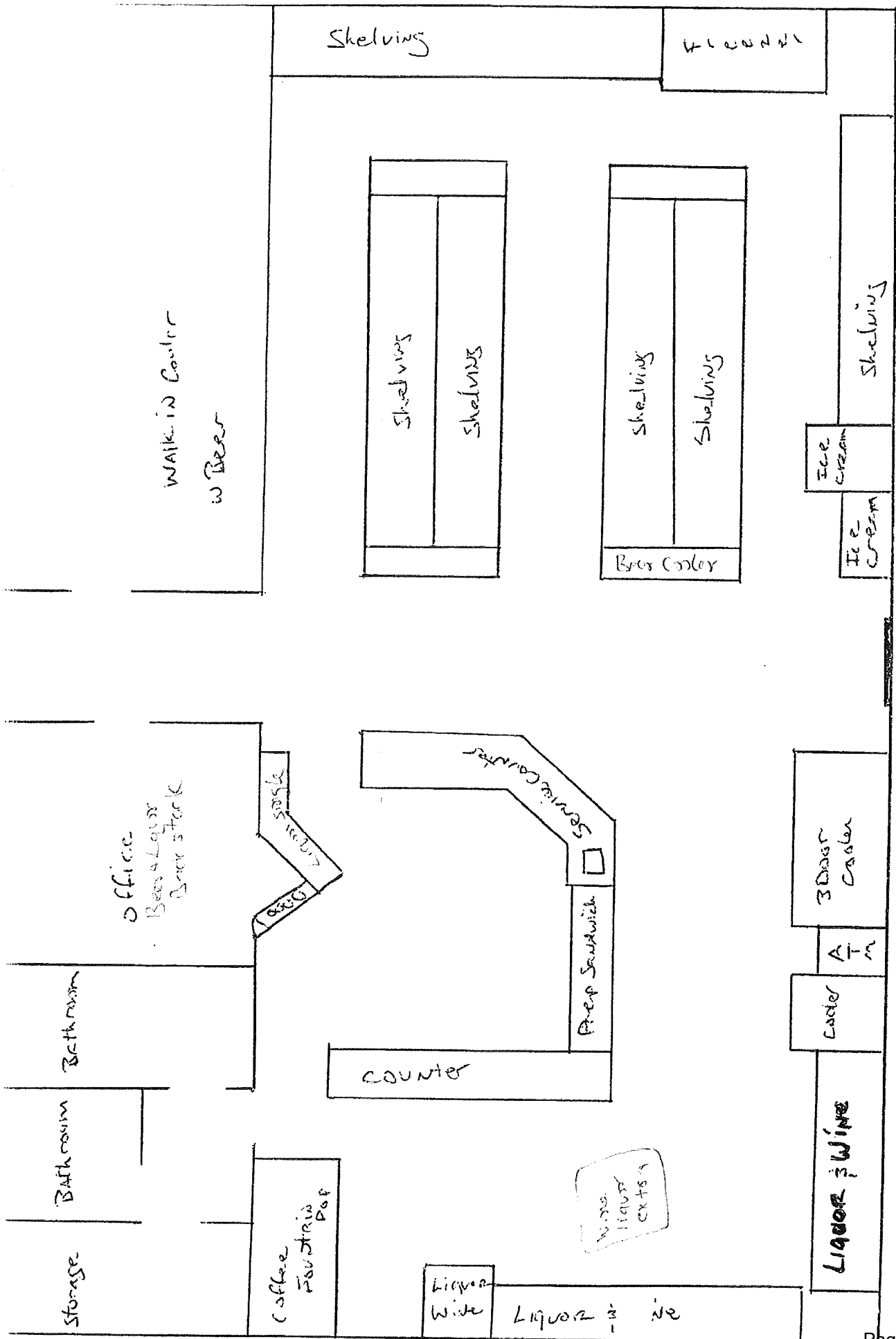
1. (a) How long have you continuously resided in Wisconsin prior to this date? July - 2013 10 YEAR
 (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date? ☐ Yes ☒ No
2. (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states? ☐ Yes ☒ No
 (b) Have you ever been convicted of any violations of any county or municipal ordinances? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 (If yes, identify.) _____
(Name of Wholesale Licensee or Permittee) (Address by City and County)

READ CAREFULLY BEFORE SIGNING: I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named on the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

X ARPITA PATEL
(Signature of Named Individual)

CITGO 156 ELKHORN RD



5/10/2010

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number Best Time to Call DATE OF THIS NOTICE: 03-17-2023
() - EMPLOYER IDENTIFICATION NUMBER: 92-2986649
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
|||

GANESH FOOD INC
1308 NAVAJO LN #204
WAUKESHA, WI 53186

Application for Cigarette and Tobacco Products License

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number

92-2986649

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) GRANESH FOOD, INC.			Federal Employer Identification No. (FEIN) 92-2986649		
Trade or Business Name (if different than Legal Name)			Telephone Number (262) 794-2107		
Business Address (Permit Location) 156 ELKORN RD.			Business Located In ☐ City ☒ Village ☐ Town		Business Telephone (')
City WILLIAMS BAY	State WI	ZIP Code 53191	of: Williams Bay		County
Mailing Address (if different than Business Address)			City	State	ZIP Code

Organization (check one)

☐ Sole Proprietor ☒ Wisconsin Corporation – Enter date incorporated: _____
☐ Partnership ☐ Out-of-State Corporation – Are you registered to do business in Wisconsin? ☐ YES ☐ NO
☐ Other (describe) _____

- YES NO 1. Does the applicant understand that they must purchase cigarettes only from manufacturers, distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- YES NO 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-261-6435.)
- YES NO 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- YES NO 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health and Family Services? (SmokeCheck.org)
- YES NO 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products to minors?
- YES NO 6. Does the applicant understand that they may not sell single cigarettes?
- YES NO 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- YES NO 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco/index.html may be sold in Wisconsin?

Cigarettes / Tobacco will be sold ☒ over counter ☐ through vending machine ☐ both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. **Applicant agrees to pay the fee of \$100.00 (Williams Bay R-8-21).**

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

this _____ day of _____, 20 _____

(Clerk / Notary Public)

My commission expires _____



Village of Williams Bay
250 Williams Street | P.O. Box 580
Williams Bay, WI 53191
(262) 245-2700

XBP Confirmation Number: 157498868

Transaction detail for payment to Village of Williams Bay.		Date: 10/31/2023 - 1:45:22 PM MT	
Transaction Number: 207177788 Visa — XXXX-XXXX-XXXX-5832 Status: Successful			
Account #	Item	Quantity	Item Amount
Bayside Mart	LiquorBeer License Bayside Mart	1	\$575.00
	Cigarette license	1	\$100.00

TOTAL: \$675.00

Billing Information
ARPITA PATEL
, 53191

Transaction taken by: Admin TKolls

WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Arpitaben Patel

School Name: 360training.com, Inc.

Date of Completion: 06/26/2013



I, _____
certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66

**Learn²
serve**

Corporate Headquarters
13801 Burnet Rd., Suite 100
Austin, Texas 78727
P: 800-442-1149

DRIVER LICENSE
REGULAR

WISCONSIN USA

4d **P340-0008-0956-08** 9 CLASS **D**

1 **PATEL**
2 **ARPITA**

8 **1308 NAVAJO LN # 204**
WAUKESHA, WI 53186

15 SEX **F** 16 HGT **5'-03"**
17 WGT **120 lb** 18 EYES **BRO**
19 HAIR **BLK** 4a ISS **04/08/2021** DUP
3 DOB **12/18/1980** 4b EXP **12/18/2028**
5 DD **OTJXM2021040809285841**
9a END **NONE**

ARPITA PATEL

Donor
Sticker
Here



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.

2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.

3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.

4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.

5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.

7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.

8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.

- a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
- b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
- c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
- d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
- e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
- f) A list of those serving alcoholic beverages at this event must accompany this contract.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.

10) Any organization requesting use of the kitchen must contact the Lions Club at nelsonbruce@aol.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Park Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: Leticia Green Organization: WBBA/Discover Williams Bay

Address: 104 N. Walnut Ave. W.B.

Phone: 262-729-4505 Email: leticia.green.beautyartist@gmail.com

Title of Event: Farmers Market

Date(s) requested: 05-23-09-3 2024 Is event open to public? (circle one) **YES** **NO**

Summary of Event including the approximate number of attendees:

Farmers market every Friday from Memorial to Labor Day
Daily attendees 200 people

Contact Information (if different than above)

Name: Leticia Green Organization: WBBA

Address: 104 N. Walnut Ave. W.B.



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 262.729.6505 Email: lelvia.green.beautyartist@gmail.com



**STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF
EDGEWATER PARK**

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 29 day of September, 2023

Group or organization WBBA / Discover Williams Bay

Our liability insurance provided by: West Bend Mutual

(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: [Signature]
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-67-23**

**A RESOLUTION APPROVING EDGEWATER PARK USE AND POLICY CONTRACT
(WBBA/Discover Williams Bay Farmers Market)**

WHEREAS, on November 6, 2023, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use and Policy Contract:

(1.) WBBA/Discover Williams Bay Farmers Market Every Friday from May 23, 2024 through September 3, 2024

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 Edgewater Park Use and Policy Contract.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, upon recommendation by the Parks and Lakefront Committee, do hereby ordain approval of this Edgewood Park Use and Policy Contract:

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 Use and Policy Contract and authorizes the event, therefore.

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

Fishing Tournaments - Williams Bay

Logan McKenzie <logan.m.mckenzie@gmail.com>

Tue 10/17/2023 3:35 PM

To:Tina Kolls <clerk@vi.williamsbay.wi.gov>

Dear Village Board President Duncan and Trustees,

My name is Logan McKenzie. I am the director for US Anglers Choice and run permitted bass tournaments on Lake Geneva from the Williams Bay Launch Facility. I am writing to propose an increase in maximum allotted boats for these tournaments. Currently, we are capped at 50 boats, with additional field size requiring Village Board approval. Several of my tournaments during this 2023 season have drawn full fields.

My hope is to expand the potential field size to allow up to 70 boats. At this point, I do not anticipate drawing those figures at all tournaments next season but want the option to exist. I averaged 44 boats last season and did max out at several events.

Mainly, many of the major bass boat manufacturing companies have financial contingency programs for anglers. Several of these companies require fields of 60+ boats to pay out contingency money.

After speaking to Officer Jay, at the Williams Bay ramp site, he suggested I get in contact with the Village Board to make this request. My most important task as tournament director is to ensure that we are extremely respectful of the tournament site. It is always left in pristine condition after all events and we show the utmost respect to Officer Jay and the other's running the site.

With the tournament changes that took place in 2023, we are paying a \$250 permit fee per tournament. This equates to an additional \$5 fee per team (at 50 boats) in addition to the launch fee. I propose to keep with recently revamped fee structures and have a \$5 fee added on, per boat, between 51 and 70 boats, with a field size not to exceed the 70 boat threshold.

I greatly appreciate your time and consideration on this proposal and look forward to hearing back on the matter.

Regards,

Logan McKenzie
Director - US Anglers Choice
847-833-7177

Sent from my iPhone



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

September 27, 2023

Subject: Clean Boats Clean Waters (CBCW) Grant Collaboration for 2024

Dear Municipal Administrator, Harbormaster, and Local Committee Members,

I hope this message finds you well. I am writing on behalf of the Geneva Lake Environmental Agency (GLEA) to discuss our upcoming application for the Clean Boats Clean Waters (CBCW) Grant through the Wisconsin Department of Natural Resources for the year 2024.

I'm pleased to inform you that the CBCW grant is a non-compete, ensuring automatic approval. I am reaching out to gauge your municipality's interest in once again collaborating with our agency to participate in the CBCW program for the upcoming year. This proposal is based on the significant success we witnessed when municipalities actively managed the CBCW program this year.

In this capacity, your municipality would be responsible for hiring a CBCW inspector as part of your launch staff. As this position is grant-funded, we are prepared to offer each participating municipality a reimbursement rate of \$12.00 per hour, totaling \$2,400 upon completing the required 200 hours. The deadline for these 200 hours is October 31, 2024.

Prior to Memorial Day, GLEA will organize a mandatory CBCW staff training session. Should your inspectors wish to commence logging hours before the scheduled training, alternative training options can be arranged in consultation with your municipality. Furthermore, GLEA will collect data sheets from inspectors and ensure the entry of hours and collected data into the SWIMS database, as mandated by the grant.

To facilitate your municipality's participation, GLEA will provide all necessary materials, including CBCW shirts, literature, educational materials, clipboards, field sheets, stickers, and a grabber reach tool to aid in the removal of AIS and other debris from boats and trailers.

For those municipalities interested in cross-training multiple launch staff as CBCW inspectors, we are open to accommodating this. However, we can only provide reimbursement for one employee per shift. For example, if one employee works from 7 a.m. to 3 p.m., and another CBCW employee takes over from 3 p.m. to 11 p.m., both hours will be eligible for reimbursement. Please note that overlapping shifts, such as 7 a.m. to 3 p.m. and 10 a.m. to 6 p.m., can only be reimbursed for one set of hours.

The scheduling of CBCW inspectors will be at the discretion of each municipality, allowing flexibility to meet your specific needs. Throughout the program, GLEA will provide weekly updates on hours worked by your municipality. Once your municipality has successfully completed the required 200 hours, we will promptly request an invoice for \$2,400. It is imperative to complete all hours by October 31, 2024, to ensure reimbursement by GLEA.

If you have any questions or would like me to attend a municipal meeting to address any queries from you or your local elected officials, please do not hesitate to reach out. We value our partnership and look forward to another successful year of collaboration.

Sincerely,

Jacob Schmidt

Executive Director

CC: GLEA Board Member and Staff

RESOLUTION
R-64-23

A RESOLUTION ACCEPTING THE GENEVA LAKE WATER SAFETY COMMITTEE, INC. ANNUAL
LIFEGUARD SERVICES AGREEMENT FOR THE 2024 SUMMER SEASON

WHEREAS, the Geneva Lake Water Safety Committee, Inc. has submitted the attached Annual Lifeguard Services Agreement to the Village of Williams Bay; and

WHEREAS, the Agreement provides Lifeguard services to the Village of Williams Bay daily beginning June 1 through August 25 plus Labor Day Weekend (August 31 through September 2; and

WHEREAS, on October 2, 2023, the Village of Williams Bay Finance & Personnel Committee determined that it is in the best interests of the Village to recommend approval of the Lifeguard Services Agreement for the 2024 Summer Season; and

WHEREAS, on October 16, 2023, the Village of Williams Bay Village Board, as recommended by the Finance & Personnel Committee, has determined that it is in the best interests of the Village and its residents to approve the Agreement; and

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

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

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

APPROVED by the Village Board of the Village of Williams Bay this 16th day of October, 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____

Tina Kolls, Clerk

Water Safety Patrol

Geneva Lake Water Safety Committee, Inc.

P.O. Box 548; 451 Outing St., Williams Bay, WI 53191

Phone: 262-245-6577

e-mail: wspatrol@sbcglobal.net; web: watersafetypatrol.org

Lifeguard Services Agreement for the 2024 Summer Season

The Geneva Lake Water Safety Patrol agrees to provide services to the Village of Williams Bay based on the following description:

Service Description:

***Weekdays:** Two Lifeguards (with staggered breaks). Hours of coverage: **10:00 am to 5:00 pm.**

***Weekends/Holidays:** Three Lifeguards (with overlapping shifts/staggered breaks). Hours of coverage: **10:00 am to 5:00 pm.**

***Dates of Coverage:** Daily beginning **June 1 through Aug. 25** PLUS Labor Day Wknd (**Aug. 31-Sept. 2**).

Note: After Aug. 18, weekday coverage will drop down to one guard with hours of 1:00pm to 5:00pm, and weekend/holiday coverage will drop down to two guards with hours of 10:00am to 5:00pm.

Weather: In cases of dangerous, questionable, rainy or cold (65 degrees or below) weather conditions, the lifeguard(s) may be dismissed early or temporarily at the discretion of the Water Safety Patrol management. A "Swim at Your Own Risk" policy is in effect whenever lifeguards are not present on the beach (Village to post signs to that effect). Also, if/when the Beach House closes, the Lifeguards may be dismissed.

Training: Lifeguard Services include ongoing training by Water Safety Patrol. All lifeguards will be certified, and will participate in regular training and practice drills both at the beach and off premises.

Costs:

Lifeguard Services for the above dates.....	\$20,842.00
Liability Insurance.....	\$3965.00
Workman's Compensation.....	\$ 580.00
Uniforms.....	\$ 480.00
First-Aid Supplies.....	\$ 385.00
Swimming Lessons.....	\$3980.00
New Megaphone.....	\$ 85.00

Total: \$30,317.00

Payment: Full payment due by May 1, 2024. Please use this document as your invoice.

Authorized Signatures:

Williams Bay Representative: _____ date: _____

Print: _____ title _____

Water Safety Patrol: _____ date: _____

Ted Pankau, Director

Please return this signed agreement to Water Safety Patrol by Dec. 15, 2023

RESOLUTION
R-66-23

**RESOLUTION TO EXTEND THE VILLAGE OF WILLIAMS BAY MUNICIPAL BOAT
SLIP LENGTH RESTRICTION FROM 18' TO 24'**

WHEREAS, the Village of Williams Bay has a long-term policy regarding its pier boat slip leases and the establishment of a waiting list for those residents and property owners who desire to lease a boat slip; and

WHEREAS, the current length restriction for vessels using the Municipal Slips is 18'; and

WHEREAS, there is a growing demand for larger vessels to use the Municipal Slips; and

WHEREAS, extending the length restriction to 24' would allow more vessels to use the Municipal Slips, which would provide more recreational opportunities for residents; and

WHEREAS, on November 6, 2023, the Parks & Lakefront Committee determined that it is in the best interest of the Village to recommend approval of extending the length restriction for vessels using the Municipal Slips from 18' to 24'; and

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

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

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

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

VILLAGE OF WILLIAMS BAY

By: _____

William Duncan, President

Attest: _____

Tina Kolls, Clerk

Annual Boat slip lease	Current	Proposed 5% Increase
Municipal slip	\$2,060.00	\$2,163.00
24' slip	\$2,300.00	\$2,415.00
26' slip	\$2,470.00	\$2,593.50
28' slip	\$2,550.00	\$2,677.50
Boat lift installation	\$225.00	\$236.25
Boat lift removal	\$225.00	\$236.25
Boat lift storage	\$125.00	\$131.25
Municipal Ramp	\$300.00	\$315.00
Municipal Rack	\$120.00	\$126.00



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 9/13/2023 MEETING

WEDNESDAY, SEPTEMBER 13, 2023 AT 9:00 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:00am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Public Works Director Wayne Edwards,

III. First Review of Draft Department Budgets

The committee reviewed the first draft of the department budgets.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 10:48am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 9/14/2023 MEETING

THURSDAY, SEPTEMBER 14, 2023 AT 9:00 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:00am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Recreation Director Dave Rowland, Public Works Director Wayne Edwards

III. First Review of Draft Department Budgets

The Committee reviewed the first draft of department budgets.

IV. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 10:49am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 9/18/2023 MEETING

MONDAY, SEPTEMBER 18, 2023 AT 9:00 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:00am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator Lothspeich, Library Director Joy Schnupp, Library Board President Edgar Mosshamer, Rescue Captain Rich Gluth, Police Chief Justin Timm, Fire Chief Doug Smith, Dale Vavra

III. First Review of Draft Department Budgets

The Committee reviewed the first draft of the department budgets.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 11:52am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 9/27/2023 MEETING

WEDNESDAY, SEPTEMBER 27, 2023 AT 9:30 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:30am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator Lothspeich, Interim Treasurer Ustich, Police Chief Justin Timm, Public Works Director Wayne Edwards, Library Director Joy Schnupp

III. Second Review of Draft Department Budgets

The Committee reviewed the draft department budgets.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 12:24pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

VILLAGE OF WILLIAMS BAY
2024 BUDGET PROPOSAL DEPARTMENT SUMMARY

11/3/2023

Tax Levy		2024 BUDGET	2023 Budget
		\$	\$
TOTAL TAX LEVY		3,031,887	3,010,912
<A>	Tax Levy > To Library Fund	-242,877	-222,112
	Tax Levy > To Recycling Fund	-97,725	-84,464
<C>	Tax Levy > To Capital Expenditures	-95,000	
<D>	Tax Levy > To Emergency Management Svcs	-930,633	
<E>	Tax Levy > To General Fund	-1,665,652	2,704,336

General Fund by Dept.

General & Admin-Revenue	1,097,909	854,284
General & Admin-Operating Transfers	9,500	50,000
General & Admin-Expense	989,475	1,776,834
General & Admin-Net	117,934	-872,550

Recreation Dept-Revenue	39,650	44,665
Recreation Dept-Expense	177,585	162,268
Recreation Dept-Net	-137,935	-117,603

Public Works Dept-Revenue	0	0
Public Works Dept-Expense	637,137	632,414
Public Works Dept-Net	-637,137	-632,414

Police Dept-Revenue	74,655	75,288
Police Dept-Expense	1,230,903	1,058,647
Police Dept-Net	-1,156,248	-983,359

Lakefront-Revenue	589,100	549,845
Lakefront-Expense	291,900	329,502
Lakefront-Net	297,200	220,343

Protective Services-Revenue	0	0
Protective Services-Expense	133,983	150,258
Protective Services-Net	-133,983	-150,258

Municipal Court-Revenue	28,267	40,000
Municipal Court-Expense	43,750	43,950
Municipal Court-Net	-15,483	-3,950

<E>	GENERAL FUND TAX LEVY	1,665,652	2,704,336
	TOTAL REVENUE	1,839,081	1,614,082
	TOTAL EXPENSE	3,504,733	4,153,873
	GENERAL FUND NET	0	164,545

VILLAGE OF WILLIAMS BAY
2024 BUDGET PROPOSAL DEPARTMENT SUMMARY

11/3/2023

Enterprise Funds:

Water Utility-Public Charges Revenue	963,200
Water Utility-Other Revenue	172,288
Water Utility-Debt Service (Principal+Interest)	469,506
Water Utility-Capital Outlay	50,936
Water Utility-Expense	838,031
WATER UTILITY-Net	-222,985

Sewer Utility-Public Charges Revenue	1,249,600
Sewer Utility-Other Revenue	104,395
Sewer Utility-Debt Service (Principal+Interest)	218,766
Sewer Utility-Capital Outlay	0
Sewer Utility-Expense	1,079,637
SEWER UTILITY-Net	55,592

Other Funds:

Debt Service Tax Levy Revenue	899,347
Debt Service-Expense	899,347
Debt Service-Net	0

<A>

Library Fund Tax Levy Revenue	242,877
Library Fund-County Revenue	113,847
Library Donation Fund-Revenue	17,500
Library Fund-Expenditures	374,224
Library Fund-Net	0

Recycling Tax Levy Revenue	97,725
Recycling -Grant Revenue	8,500
Recycling -Expense	106,225
Recycling-Net	0

<C>

Capital Outlay Tax Levy Revenue	95,000
Capital Outlay Grant Funding-Revenue	205,198
Capital Outlay Long Term Debt Proceeds-Revenue	140,000
Capital Outlay-Expenditures	440,198
Capital Outlay-Net	0

<D>

Emergency Management Svcs-Tax Levy Revent	930,633
Emergency Management Svcs-Expense	930,633
Emergency Management Services-Net	0

VILLAGE OF WILLIAMS BAY
2024 BUDGET PROPOSAL DEPARTMENT SUMMARY

11/3/2023

American Rescue Plan Act-Grant Revenue	4,000
American Rescue Plan Act-Operating Transfer I	276,220
American Rescue Plan Act-Expense	280,220
American Rescue Plan-Net	0

Kishwauketoe Conservancy-Revenue	95,012
Kishwauketoe Conservancy-Expense	95,012
Kishwauketoe Conservancy-Net	0

Fire Dept 2% Dues-Revenue	2,613
Fire Dept 2% Dues-Expense	0
Fire Dept 2% Dues-Net	2,613

Funds Summary

Tax Levy Revenue for Funds	1,366,235
Tax Levy Revenue for Debt Service Fund	899,347
General Operating Transfer Into Funds	276,220
Fund Revenue-Other	586,670
Fund Expenses	2,226,512
Debt Service Expense	899,347
Net Change in Fund Balances	2,613

Funds with no anticipated activity for 2024:

Fireworks Fund
Police Donations Fund
Centennial Fund
Dare Fund
Canine Fund

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	TAX LEVY-GENERAL	1,665,652	1,088,353	577,299	-53.0%	3,010,912	(1,345,260)	44.7%	1,720,376	(54,724)	3.2%	906,960
Revenue	DELINQUENT PP TAX	50	44	6	-13.6%	150	(100)	66.7%	299	(249)	83.3%	37
Revenue	UTILITY TAX EQUIVALENT	100,800	132,721	(31,921)	24.1%	100,800	-	0.0%	100,800	-	0.0%	110,601
Revenue	ROOM TAX	48,000	69,264	(21,264)	30.7%	52,000	(4,000)	7.7%	63,022	(15,022)	23.8%	57,720
Revenue	CABLE FRANCHISE FEES	50,000	72,690	(22,690)	31.2%	51,000	(1,000)	2.0%	53,112	(3,112)	5.9%	60,575
Revenue	MERCY PILOT	56,000	55,813	187	-0.3%	55,000	1,000	-1.8%	55,774	226	-0.4%	55,813
Revenue	EXEMPT COMPUTER AID	469	564	(95)	16.8%	470	(1)	0.2%	470	(1)	0.2%	470
Revenue	COUNTY AND MUNICIPAL AID	29,979	-	29,979	n / a	-	29,979	n / a	-	29,979	n / a	-
Revenue	SUPPLEMENTAL CTY & MUNICPL AID	80,227	-	80,227	n / a	-	80,227	n / a	-	80,227	n / a	-
Revenue	STATE SHARED REVENUE	64,000	11,576	52,424	-452.8%	64,314	(314)	0.5%	65,744	(1,744)	2.7%	9,647
Revenue	TRANSPORTATION AID	200,000	184,007	15,993	-8.7%	204,425	(4,425)	2.2%	191,204	8,796	-4.6%	153,339
Revenue	OTHER STATE AIDS	16,464	29,370	(12,906)	43.9%	16,400	64	-0.4%	18,165	(1,701)	9.4%	24,475
Revenue	LAND USE CONVERSION FEES	-	-	-	n / a	-	-	n / a	3,489	(3,489)	100.0%	-
Revenue	LIQUOR/BEER LICENSE	800	10,736	(9,936)	92.5%	6,425	(5,625)	87.5%	17,048	(16,248)	95.3%	8,947
Revenue	OPERATOR LICENSE	3,000	4,584	(1,584)	34.6%	2,000	1,000	-50.0%	2,560	440	-17.2%	3,820
Revenue	BUILDING PERMITS	60,000	65,017	(5,017)	7.7%	80,000	(20,000)	25.0%	88,365	(28,365)	32.1%	54,181
Revenue	ELECTRICAL PERMITS	13,000	13,253	(253)	1.9%	15,000	(2,000)	13.3%	17,491	(4,491)	25.7%	11,044
Revenue	PLUMBING PERMITS	15,000	15,233	(233)	1.5%	15,000	-	0.0%	20,306	(5,306)	26.1%	12,694
Revenue	ROOM TAX PERMIT	800	1,230	(430)	35.0%	800	-	0.0%	800	-	0.0%	1,025
Revenue	RENTAL PROP ADMIN	20	36	(16)	44.4%	-	20	n / a	20	-	0.0%	30
Revenue	CIGARETTE LICENSE	300	480	(180)	37.5%	300	-	0.0%	300	-	0.0%	400
Revenue	ZONING AND PLANNING FEES	20,000	25,759	(5,759)	22.4%	21,000	(1,000)	4.8%	27,551	(7,551)	27.4%	21,466
Revenue	TREE PERMIT	5,000	7,536	(2,536)	33.7%	4,000	1,000	-25.0%	5,435	(435)	8.0%	6,280
Revenue	DOG LICENSE	500	1,848	(1,348)	72.9%	600	(100)	16.7%	503	(3)	0.6%	1,540
Revenue	TOURIST ROOMING HOUSE PERMIT	6,750	8,100	(1,350)	16.7%	6,750	-	0.0%	3,375	3,375	-100.0%	6,750
Revenue	SHORT TERM RENTAL PERMIT	19,000	26,220	(7,220)	27.5%	19,000	-	0.0%	19,368	(368)	1.9%	21,850
Revenue	TRANSIENT MERCHANT PERMIT	-	1,200	(1,200)	100.0%	-	-	n / a	-	-	n / a	1,000
Revenue	INVOICED SERVICE PAYMENTS	10,000	50,757	(40,757)	80.3%	10,000	-	0.0%	-	10,000	n / a	42,297
Revenue	SPECIAL ASSESSMENT LETTERS	4,000	4,704	(704)	15.0%	4,000	-	0.0%	5,300	(1,300)	24.5%	3,920
Revenue	STREET OPENING PERMIT	500	1,380	(880)	63.8%	1,000	(500)	50.0%	1,600	(1,100)	68.8%	1,150
Revenue	FIELD HOUSE RENTALS	3,000	4,320	(1,320)	30.6%	3,000	-	0.0%	2,800	200	-7.1%	3,600
Revenue	EDGEWATER DEPOSIT	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Revenue	HORVATH DRY STORAGE REVENUE	24,000	29,109	(5,109)	17.6%	24,000	-	0.0%	24,231	(231)	1.0%	24,257
Revenue	WEED AND NUISANCE CONTROL	750	900	(150)	16.7%	500	250	-50.0%	1,050	(300)	28.6%	750
Revenue	INTEREST ON INVESTMENTS	220,000	214,309	5,691	-2.7%	37,000	183,000	-494.6%	84,754	135,246	-159.6%	178,591
Revenue	GENEVA LK LAW ENFORCEMENT AGO	31,000	37,983	(6,983)	18.4%	44,000	(13,000)	29.5%	36,071	(5,071)	14.1%	31,653
Revenue	MUNICIPAL BUSINESS LEASE PYMT	1,000	1,181	(181)	15.3%	1,100	(100)	9.1%	1,184	(184)	15.6%	984

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	AURORA DONATION	0.00	3,900	(3,900)	100.0%	3,250	(3,250)	100.0%	3,250	(3,250)	100.0%	3,250
Revenue	INSURANCE PAYMENTS/REBATE	2,500	4,174	(1,674)	40.1%	5,000	(2,500)	50.0%	75,138	(72,638)	96.7%	3,478
Revenue	SALE OF VGE ASSET	10,000	-	10,000	n / a	5,000	5,000	-100.0%	26,812	(16,812)	62.7%	-
Revenue	GENERAL MISC UNCLASS	1,000	10,064	(9,064)	90.1%	1,000	-	0.0%	(1,014)	2,014	198.6%	8,387
Revenue	OPERATING TRANSFER	9,500	9,500	0	0.0%	50,000	(40,500)	81.0%	-	9,500	n / a	7,917
General & Admin	TOTAL REVENUE	2,773,061	2,197,916	575,145	-26%	3,915,196	(1,142,135)	29%	2,736,751	36,310	-1%	1,840,899
Expense	VILLAGE BOARD WAGES	22,050	22,050	-	0.0%	22,050	-	0.0%	21,596	454	-2.1%	16,588
Expense	VILLAGE BOARD FICA	1,687	1,687	-	0.0%	1,687	(0)	0.0%	1,687	(0)	0.0%	1,269
Expense	GEN ADMIN WAGES	180,575	148,278	32,297	-21.8%	132,831	47,744	-35.9%	150,177	30,398	-20.2%	98,852
Expense	GEN ADMIN FICA	13,814	11,343	2,471	-21.8%	10,162	3,652	-35.9%	9,512	4,302	-45.2%	7,749
Expense	GEN ADMIN RETIREMENT	6,877	10,601	(3,724)	35.1%	10,361	(3,484)	33.6%	9,468	(2,591)	27.4%	7,067
Expense	GEN ADMIN HEALTH INSURANCE	37,985	22,143	15,842	-71.5%	28,572	9,413	-32.9%	30,297	7,688	-25.4%	14,762
Expense	GEN ADMIN LIFE INSURANCE	438	822	(384)	46.7%	450	(12)	2.7%	460	(22)	4.8%	548
Expense	GEN ADMIN HSA FUNDING	8,375	6,250	2,125	-34.0%	8,250	125	-1.5%	7,771	604	-7.8%	4,166
Expense	RESCUE DEPT INTERGOVT AGMNT		-			763,532						-
Expense	VILLAGE BOARD OTHER EXPENSE	2,475	-	2,475	n / a	600	1,875	-312.5%	632	1,843	-291.7%	-
Expense	BILLABLE SERVICES	10,000	87,461	(77,461)	88.6%	10,000	-	0.0%	-	10,000	n / a	58,307
Expense	GEN ADMIN IT EXPENSE	960	1,353	(393)	29.1%	900	60	-6.7%	1,401	(441)	31.5%	902
Expense	GEN ADMIN REPAIRS/MAINT	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	GEN ADMIN SUPPLIES	3,500	6,248	(2,748)	44.0%	8,000	(4,500)	56.3%	8,971	(5,471)	61.0%	4,165
Expense	GEN ADMIN POSTAGE	11,900	17,667	(5,767)	32.6%	6,500	5,400	-83.1%	4,259	7,641	-179.4%	11,778
Expense	GEN ADMIN COPIER EXPENSE	3,384	5,292	(1,908)	36.1%	3,000	384	-12.8%	1,200	2,184	-181.9%	3,528
Expense	GEN ADMIN TRAINING	6,500	5,595	905	-16.2%	4,000	2,500	-62.5%	4,242	2,258	-53.2%	3,730
Expense	GEN ADMIN TELEPHONE	6,624	4,705	1,919	-40.8%	8,400	(1,776)	21.1%	10,156	(3,532)	34.8%	3,137
Expense	GEN ADMIN PUBLICATIONS	5,000	4,671	329	-7.0%	3,500	1,500	-42.9%	4,459	541	-12.1%	3,114
Expense	GEN ADMIN CODIFICATION	6,200	6,315	(115)	1.8%	7,000	(800)	11.4%	7,362	(1,162)	15.8%	4,210
Expense	ELECTION EXPENSE	4,205	3,480	725	-20.8%	1,740	2,465	-141.7%	3,268	937	-28.7%	2,320
Expense	ELECTION WAGES	20,000	7,513	12,487	-166.2%	5,000	15,000	-300.0%	7,056	12,944	-183.4%	5,009
Expense	ELECTION FICA	60	13	47	-364.6%	20	40	-200.0%	10	50	-526.3%	9
Expense	SOFTWARE LICENSE & IT SUPPORT	29,603	40,642	(11,039)	27.2%	31,590	(1,987)	6.3%	34,631	(5,028)	14.5%	27,094
Expense	LASERFICHE EXPENSE	-	-	-	n / a	15,000	(15,000)	100.0%	-	-	n / a	-
Expense	LEAGUE EXPENSES/DUES	3,707	4,742	(1,035)	21.8%	3,162	545	-17.2%	2,878	829	-28.8%	3,161
Expense	INSURANCE EXPENSE	65,000	87,989	(22,989)	26.1%	65,000	-	0.0%	52,138	12,862	-24.7%	58,659
Expense	ASSESSOR CONTRACT	18,000	24,926	(6,926)	27.8%	19,900	(1,900)	9.5%	19,577	(1,577)	8.1%	16,618
Expense	CONTINGENCY	37,027	83,444	(46,417)	55.6%	148,288	(111,261)	75.0%	390	36,637	-9399.2%	55,629
Expense	AUDIT EXPENSE	28,150	29,781	(1,631)	5.5%	20,000	8,150	-40.8%	22,459	5,692	-25.3%	29,781
Expense	FINANCIAL MGT PLAN EXPENSE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	WMS BAY BUSINESS ASSOC	33,600	41,259	(7,659)	18.6%	36,400	(2,800)	7.7%	76,776	(43,176)	56.2%	27,506

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Expense	SHORT TERM RENTAL ADMIN	6,600	20,383	(13,783)	67.6%	6,600	-	0.0%	-	6,600	n/a	13,589
Expense	PROPERTY REASSESSMENT	50,000	2,100	47,900	-2281.0%	7,900	42,100	-532.9%	48,527	1,473	-3.0%	1,400
Expense	LEGAL SERVICES	60,000	80,499	(20,499)	25.5%	50,000	10,000	-20.0%	43,040	16,960	-39.4%	53,666
Expense	WATER SAFETY PATROL	30,317	44,147	(13,830)	31.3%	29,431	886	-3.0%	28,285	2,032	-7.2%	29,431
Expense	GENEVA LAKE ENVIRONMENTAL AGO	40,000	52,500	(12,500)	23.8%	35,000	5,000	-14.3%	35,000	5,000	-14.3%	35,000
Expense	GENEVA LAKE LAW ENFORCEMENT	73,000	109,500	(36,500)	33.3%	73,000	-	0.0%	63,000	10,000	-15.9%	73,000
Expense	BLDG INSP SUPPLIES	-	-	-	n/a	2,000	(2,000)	100.0%	1,772	(1,772)	100.0%	-
Expense	ZONING INSPECTION CONTRACT	25,000	33,168	(8,168)	24.6%	19,000	6,000	-31.6%	24,053	947	-3.9%	22,112
Expense	BLDG INSPECTION CONTRACT	48,000	150,978	(102,978)	68.2%	88,000	(40,000)	45.5%	95,789	(47,789)	49.9%	100,652
Expense	CODE ENFORCEMENT CONTRACT	25,000	36,558	(11,558)	31.6%	20,000	5,000	-25.0%	31,944	(6,944)	21.7%	24,372
Expense	STR ENFORCEMENT CONTRACT	2,500	5,508	(3,008)	54.6%	5,000	(2,500)	50.0%	372	2,128	-572.0%	3,672
Expense	ENGINEERING	10,000	9,063	937	-10.3%	15,000	(5,000)	33.3%	9,371	629	-6.7%	6,041
Expense	GENEVA LK LEVEL CORP	3,000	4,500	(1,500)	33.3%	3,000	-	0.0%	-	3,000	n/a	3,000
Expense	LATE FEES, PENALTIES, INTEREST	-	-	-	n/a	-	-	n/a	-	-	n/a	-
Expense	LIONS FIELD HOUSE REPAIR/MAINT	2,262	2,262	0	0.0%	1,300	962	-74.0%	823	1,439	-175.0%	1,508
Expense	LIONS FIELD HOUSE SUPPLIES	937	937	(0)	0.0%	200	737	-368.5%	1,427	(490)	34.3%	625
Expense	LIONS FIELD HOUSE GAS	2,318	2,318	-	0.0%	1,800	518	-28.8%	1,663	655	-39.4%	1,545
Expense	LIONS FIELD HOUSE ELECTRIC	1,861	1,861	-	0.0%	1,400	461	-32.9%	1,603	258	-16.1%	1,368
Expense	LIONS FIELD HOUSE W&S	1,329	1,329	-	0.0%	1,140	189	-16.6%	827	502	-60.8%	886
Expense	JANITORIAL SERVICES	5,882	5,882	(0)	0.0%	5,230	652	-12.5%	5,229	653	-12.5%	4,357
Expense	LIONS FIELD HOUSE TELEPHONE	-	-	-	n/a	-	-	n/a	-	-	n/a	-
Expense	VH BLDG REPAIRS/MAINT	8,000	16,298	(8,298)	50.9%	13,000	(5,000)	38.5%	19,873	(11,873)	59.7%	10,866
Expense	VH BLDG SUPPLIES	2,434	2,434	(0)	0.0%	3,000	(566)	18.9%	2,986	(552)	18.5%	1,623
Expense	VH BLDG GAS	3,125	3,124	1	0.0%	2,200	925	-42.0%	1,883	1,242	-66.0%	2,083
Expense	VH BLDG ELECTRIC	8,885	8,885	-	0.0%	7,700	1,185	-15.4%	8,442	443	-5.2%	6,378
Expense	VH BLDG WATER & SEWER	2,567	2,567	(0)	0.0%	1,938	629	-32.5%	1,640	927	-56.5%	1,712
Expense	JANITORIAL SERVICES	8,762	8,762	(0)	0.0%	8,100	662	-8.2%	8,100	662	-8.2%	6,516
General & Admin	TOTAL EXPENSE	989,475	1,291,833	(302,359)	23%	1,776,834	(23,827)	44%	928,482	60,993	-7%	875,060
NET	General & Admin	1,783,586	906,082	877,504	-97%	2,138,362	(1,118,308)	17%	1,808,269	(24,683)	1%	965,838

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	SPORTS CAMP REVENUES	-	-	-	n / a	3,000	(3,000)	100.0%	-	-	n / a	-
Revenue	TENNIS REVENUES	3,000	-	3,000	n / a	750	2,250	-300.0%	-	3,000	n / a	-
Revenue	GOLF REVENUES	-	-	-	n / a	500	(500)	100.0%	-	-	n / a	-
Revenue	ZUMBA REVENUES	650	1,119	(469)	41.9%	3,000	(2,350)	78.3%	1,238	(588)	47.5%	746
Revenue	BASEBALL/SOFTBALL REG FEES	8,000	10,148	(2,148)	21.2%	8,865	(865)	9.8%	7,795	205	-2.6%	6,765
Revenue	ADULT PROGRAM REVENUES	3,500	5,249	(1,749)	33.3%	3,000	500	-16.7%	3,833	(333)	8.7%	3,499
Revenue	SUMMER PROGRAM REVENUES	6,500	5,753	748	-13.0%	3,500	3,000	-85.7%	2,175	4,325	-198.9%	3,835
Revenue	DONATION FOR REC DEPT	4,000	2,925	1,075	-36.8%	4,050	(50)	1.2%	2,450	1,550	-63.3%	1,950
Revenue	KAYAK/PADDLEBOARD RENTAL FEES	14,000	20,049	(6,049)	30.2%	18,000	(4,000)	22.2%	16,445	(2,445)	14.9%	13,366
Recreation Dept	TOTAL REVENUE	39,650	45,241	(5,591)	12%	44,665	(5,015)	11%	33,936	5,714	-17%	30,161
Expense	REC DEPT WAGES	108,932	106,590	2,342	-2.2%	100,304	8,628	-8.6%	79,453	29,479	-37.1%	71,060
Expense	REC DEPT FICA	8,333	8,153	181	-2.2%	7,673	660	-8.6%	6,022	2,311	-38.4%	5,435
Expense	REC DEPT RETIREMENT	3,062	5,534	(2,473)	44.7%	4,680	(1,618)	34.6%	4,085	(1,023)	25.1%	3,690
Expense	REC DEPT HEALTH INSURANCE	7,790	9,033	(1,243)	13.8%	7,056	734	-10.4%	7,087	703	-9.9%	6,022
Expense	REC DEPT LIFE INSURANCE	65	62	3	-5.6%	60	5	-8.7%	54	11	-20.7%	41
Expense	REC DEPT HSA FUNDING	2,500	3,437	(937)	27.3%	2,500	-	0.0%	2,500	0	0.0%	2,292
Expense	REC DEPT IT	1,036	942	94	-10.0%	1,545	(509)	32.9%	2,032	(995)	49.0%	628
Expense	BASEBALL FIELD UPKEEP	4,500	413	4,088	-990.9%	4,500	-	0.0%	5,000	(500)	10.0%	275
Expense	REC DEPT REPAIRS/MAINTENANCE	-	3,526	(3,526)	100.0%	3,000	(3,000)	100.0%	-	-	n / a	2,351
Expense	REC DEPT SUPPLIES	2,400	1,965	435	-22.1%	2,200	200	-9.1%	1,833	567	-30.9%	1,310
Expense	REC DEPT TRAINING	743	675	68	-10.0%	1,250	(508)	40.6%	1,282	(539)	42.1%	450
Expense	REC DEPT TELEPHONE	1,128	1,025	103	-10.0%	300	828	-276.0%	1,079	49	-4.5%	684
Expense	REC DEPT PUBLICATIONS	4,000	4,320	(320)	7.4%	3,500	500	-14.3%	-	4,000	n / a	2,880
Expense	REC DEPT XPRESS BILL PAY	-	-	-	n / a	2,100	(2,100)	100.0%	-	-	n / a	-
Expense	REC DEPT BASEBALL UNIFORMS	4,686	4,260	426	-10.0%	3,000	1,686	-56.2%	3,000	1,686	-56.2%	2,840
Expense	REC DEPT BASEBALL EXPENSES	11,022	10,020	1,002	-10.0%	8,000	3,022	-37.8%	8,169	2,853	-34.9%	6,680
Expense	REC DEPT ADULT FITNESS	-	-	-	n / a	2,300	(2,300)	100.0%	1,430	(1,430)	100.0%	-
Expense	REC DEPT PROGRAM EXPENSES	13,839	12,581	1,258	-10.0%	5,800	8,039	-138.6%	8,609	5,229	-60.7%	8,387
Expense	REC DEPT GOLF EXPENSES	-	-	-	n / a	500	(500)	100.0%	-	-	n / a	-
Expense	REC DEPT BOO IN THE BAY	939	853	85	-10.0%	1,000	(61)	6.1%	968	(30)	3.1%	569
Expense	REC DEPT DONATION EXPENSES	1,229	1,118	112	-10.0%	-	1,229	n / a	1,534	(305)	19.9%	745
Expense	KAYAK/PADDLEBOARD EXPENSE	1,381	1,256	126	-10.0%	1,000	381	-38.1%	789	592	-74.9%	837
Recreation Dept	TOTAL EXPENSE	177,585	175,763	1,822	-1%	162,268	15,317	-9%	134,927	42,658	-32%	117,175
NET	Recreation Dept	(137,935)	(130,521)	(7,413)	-6%	(117,603)	(20,332)	-17%	(100,991)	(36,944)	-37%	(87,014)

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue												
Public Works Dept	TOTAL REVENUE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	DPW ADMIN WAGES	45,000	48,227	(3,227)	6.7%	39,461	5,539	-14.0%	38,279	6,721	-17.6%	32,151
Expense	DPW ADMIN FICA	3,467	3,167	300	-9.5%	3,019	448	-14.9%	2,587	881	-34.1%	2,111
Expense	DPW ADMIN RETIREMENT	2,020	3,649	(1,629)	44.6%	3,078	(1,058)	34.4%	2,844	(823)	29.0%	2,433
Expense	DPW ADMIN HEALTH INSURANCE	9,999	12,206	(2,207)	18.1%	9,100	899	-9.9%	9,137	862	-9.4%	8,137
Expense	DPW ADMIN LIFE INSURANCE	90	-	90	n / a	-	90	n / a	-	90	n / a	-
Expense	DPW HSA FUNDING	2,500	3,437	(937)	27.3%	2,500	-	0.0%	2,500	0	0.0%	2,292
Expense	PARKS WAGES	47,213	58,940	(11,728)	19.9%	44,020	3,193	-7.3%	42,273	4,940	-11.7%	39,293
Expense	PARKS FICA	3,612	4,931	(1,320)	26.8%	3,439	173	-5.0%	3,232	379	-11.7%	3,288
Expense	PARKS OT WAGES	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	PARKS OT WAGES	-	2,371	(2,371)	100.0%	465	(465)	100.0%	-	-	n / a	1,580
Expense	PARKS DBL OT WAGES	-	2,510	(2,510)	100.0%	465	(465)	100.0%	-	-	n / a	1,673
Expense	PARKS UNEMPLOYMENT	-	432	(432)	100.0%	100	(100)	100.0%	480	(480)	100.0%	288
Expense	PARKS RETIREMENT	2,195	3,413	(1,218)	35.7%	2,587	(392)	15.2%	2,414	(219)	9.1%	2,275
Expense	PARKS HEALTH INSURANCE	9,989	11,514	(1,525)	13.2%	9,093	896	-9.8%	9,121	868	-9.5%	7,676
Expense	PARKS LIFE INSURANCE	185	25	160	-645.3%	162	23	-14.1%	85	100	-117.8%	17
Expense	PARKS HSA FUNDING	2,500	4,012	(1,512)	37.7%	2,500	-	0.0%	3,314	(814)	24.6%	2,675
Expense	STREETS WAGES	88,928	111,970	(23,043)	20.6%	95,823	(6,895)	7.2%	93,266	(4,338)	4.7%	74,647
Expense	STREETS OT WAGES	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	STREETS OT WAGES	-	4,666	(4,666)	100.0%	1,959	(1,959)	100.0%	-	-	n / a	3,110
Expense	STREETS DBL OT WAGES	-	3,881	(3,881)	100.0%	1,000	(1,000)	100.0%	-	-	n / a	2,587
Expense	STREETS UNEMPLOYMENT	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	STREETS FICA	6,964	9,245	(2,281)	24.7%	7,545	(581)	7.7%	6,655	310	-4.7%	6,164
Expense	STREETS RETIREMENT	5,009	8,195	(3,186)	38.9%	6,774	(1,765)	26.1%	6,250	(1,241)	19.9%	5,463
Expense	STREETS HEALTH INSURANCE	24,280	23,824	456	-1.9%	20,004	4,276	-21.4%	19,503	4,777	-24.5%	15,883
Expense	STREETS LIFE INSURANCE	307	332	(26)	7.7%	235	72	-30.4%	255	51	-20.1%	221
Expense	STREETS HSA FUNDING	5,830	6,717	(887)	13.2%	5,835	(5)	0.1%	5,019	811	-16.2%	4,478
Expense	PARKS CONTRACT LABOR	10,000	3,096	6,904	-223.0%	7,500	2,500	-33.3%	10,414	(414)	4.0%	2,064
Expense	PARKS UNIFORMS	2,000	620	1,380	-222.4%	2,000	-	0.0%	2,077	(77)	3.7%	414
Expense	STREETS UNIFORMS	2,500	1,310	1,190	-90.8%	2,500	-	0.0%	2,446	54	-2.2%	874
Expense	STREETS EQUIP REPAIRS/MAINT	27,000	31,164	(4,164)	13.4%	27,000	-	0.0%	26,560	440	-1.7%	20,776
Expense	STREETS SUPPLIES	6,500	6,941	(441)	6.3%	6,500	-	0.0%	3,510	2,990	-85.2%	4,627
Expense	STREETS GAS	4,000	5,657	(1,657)	29.3%	4,000	-	0.0%	3,603	397	-11.0%	3,772
Expense	STREETS ELECTRIC	6,000	6,701	(701)	10.5%	6,000	-	0.0%	6,209	(209)	3.4%	4,467
Expense	STREETS WATER & SEWER	960	1,077	(117)	10.8%	960	-	0.0%	676	284	-42.1%	718
Expense	STREETS ROAD MAINTENANCE	25,000	3,918	21,082	-538.0%	25,000	-	0.0%	24,244	756	-3.1%	2,612
Expense	STREETS FUEL	9,500	11,403	(1,903)	16.7%	9,500	-	0.0%	13,285	(3,785)	28.5%	7,602
Expense	STREETS TRAINING	1,000	595	405	-68.0%	1,000	-	0.0%	336	665	-198.1%	397

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Expense	STREETS TELEPHONE	1,000	546	454	-83.1%	1,000	-	0.0%	579	421	-72.7%	364
Expense	SNOW/ICE CONTROL MATERIALS	17,500	21,100	(3,600)	17.1%	17,500	-	0.0%	16,892	608	-3.6%	14,067
Expense	TRAFFIC SIGNS/MARKINGS	2,000	1,661	340	-20.4%	2,000	-	0.0%	2,363	(363)	15.4%	1,107
Expense	HIGHWAY STRIPING/MARKING	1,000	3,015	(2,015)	66.8%	1,000	-	0.0%	-	1,000	n / a	2,010
Expense	STREET LIGHTING	35,000	40,147	(5,147)	12.8%	35,000	-	0.0%	34,918	82	-0.2%	26,765
Expense	REFUSE COLLECTIONS	167,550	193,254	(25,704)	13.3%	167,550	-	0.0%	163,891	3,659	-2.2%	128,836
Expense	TENNIS COURT MAINTENANCE	4,000	-	4,000	n / a	4,000	-	0.0%	579	3,421	-590.8%	-
Expense	PARKS REPAIRS/MAINT	19,000	17,450	1,550	-8.9%	19,000	-	0.0%	17,388	1,612	-9.3%	11,633
Expense	PARKS SUPPLIES	1,500	1,390	110	-7.9%	1,500	-	0.0%	1,667	(167)	10.0%	926
Expense	PARKS GAS	4,500	6,297	(1,797)	28.5%	4,000	500	-12.5%	3,993	507	-12.7%	4,198
Expense	PARKS ELECTRIC	6,500	10,702	(4,202)	39.3%	5,700	800	-14.0%	6,998	(498)	7.1%	7,135
Expense	PARKS WATER & SEWER	3,740	6,065	(2,325)	38.3%	3,740	-	0.0%	3,235	505	-15.6%	4,044
Expense	PARKS FUEL	7,500	7,797	(297)	3.8%	7,500	-	0.0%	12,391	(4,891)	39.5%	5,198
Expense	ENHANCEMENT COMMITTEE	800	533	267	-50.1%	800	-	0.0%	427	373	-87.5%	355
Expense	HOLIDAY DECORATION SUPPLIES	1,500	-	1,500	n / a	1,500	-	0.0%	1,112	388	-34.9%	-
Expense	TREE ENHANCEMENT	8,500	11,569	(3,069)	26.5%	8,500	-	0.0%	6,590	1,910	-29.0%	7,713
Expense	HORVATH PROPERTY EXPENSE	1,000	1,588	(588)	37.0%	1,000	-	0.0%	716	284	-39.7%	1,059
Public Works Dept	TOTAL EXPENSE	637,137	723,262	(86,125)	12%	632,414	4,723	-1%	614,309	22,828	-4%	482,175
NET	Public Works Dept	(637,137)	(723,262)	86,125		(632,414)	(4,723)		(614,309)	(22,828)		(482,175)

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	POLICE TRAINING FROM STATE	1,120	-	1,120	n / a	1,120	-	0.0%	1,120	-	0.0%	-
Revenue	POLICE GRANT FROM CTY	-	1,588	(1,588)	100.0%	2,500	(2,500)	100.0%	7,195	(7,195)	100.0%	2,119
Revenue	POLICE SRO REVENUE	71,285	58,419	12,866	-22.0%	69,668	1,617	-2.3%	66,455	4,830	-7.3%	38,946
Revenue	POLICE GEN REVENUE	250	4,530	(4,280)	94.5%	250	-	0.0%	354	(104)	29.5%	4,333
Revenue	PARKING TICKET REVENUE	2,000	11,569	(9,569)	82.7%	1,750	250	-14.3%	6,056	(4,056)	67.0%	9,107
Police Dept	TOTAL REVENUE	74,655	76,106		2%	75,288	(633)	1%	81,181		8%	54,505
Expense	POLICE WAGES	695,987	583,928	112,058	-19.2%	583,005	112,982	-19.4%	592,108	103,879	-17.5%	491,288
Expense	POLICE PT SHIFT PREMIUM	600	900	(300)	33.3%	750	(150)	20.0%	150	450	-300.0%	600
Expense	POLICE OT WAGES	100,000	51,186	48,814	-95.4%	24,654	75,346	-305.6%	57,427	42,573	-74.1%	43,000
Expense	POLICE FICA	53,072	50,592	2,479	-4.9%	46,543	6,529	-14.0%	47,396	5,676	-12.0%	41,970
Expense	POLICE RETIREMENT	108,379	87,782	20,597	-23.5%	77,021	31,358	-40.7%	72,480	35,900	-49.5%	71,960
Expense	POLICE HEALTH INSURANCE	133,254	104,823	28,432	-27.1%	90,063	43,191	-48.0%	98,571	34,683	-35.2%	80,170
Expense	POLICE LIFE INSURANCE	1,021	830	191	-23.1%	846	175	-20.7%	667	355	-53.2%	632
Expense	EMPLOYEE EDUCATION	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	POLICE UNIFORMS	9,000	9,249	(249)	2.7%	9,000	-	0.0%	8,982	18	-0.2%	6,330
Expense	POLICE HSA FUNDING	35,000	30,602	4,398	-14.4%	26,250	8,750	-33.3%	26,903	8,097	-30.1%	25,401
Expense	POLICE IT EXPENSE	35,110	47,882	(12,772)	26.7%	33,450	1,660	-5.0%	32,978	2,132	-6.5%	32,161
Expense	POLICE REPAIRS/MAINT	10,000	11,151	(1,151)	10.3%	12,024	(2,024)	16.8%	8,975	1,025	-11.4%	12,320
Expense	POLICE SUPPLIES	7,880	3,928	3,952	-100.6%	2,500	5,380	-215.2%	2,788	5,092	-182.7%	3,087
Expense	POLICE POSTAGE/CONFINEMENT	150	108	42	-38.3%	150	-	0.0%	609	(459)	75.4%	72
Expense	POLICE FUEL	20,000	16,825	3,175	-18.9%	20,000	-	0.0%	18,428	1,572	-8.5%	12,788
Expense	POLICE TRAINING	17,750	22,032	(4,282)	19.4%	18,000	(250)	1.4%	18,170	(420)	2.3%	15,107
Expense	POLICE TELEPHONE	-	3,982	(3,982)	100.0%	7,000	(7,000)	100.0%	6,254	(6,254)	100.0%	3,075
Expense	POLICE COMMUNITY PROGRAMS	2,500	1,172	1,328	-113.3%	2,500	-	0.0%	1,523	977	-64.2%	781
Expense	POLICE GRANT EXPENDITURES	-	-	-	n / a	7,000	(7,000)	100.0%	-	-	n / a	-
Expense	POLICE LICENSE SUPENSION FEE	-	45	(45)	100.0%	-	-	n / a	-	-	n / a	33
Expense	STUDENT RESOURCE OFFICER	-	77,892	(77,892)	100.0%	92,891	(92,891)	100.0%	88,606	(88,606)	100.0%	51,928
Expense	POLICE ACADEMY EXPENSES	-	5,077	(5,077)	100.0%	-	-	n / a	4,903	(4,903)	100.0%	3,385
Expense	EMERGENCY MANAGEMENT	1,200	1,442	(242)	16.8%	5,000	(3,800)	76.0%	2,075	(875)	42.2%	962
Police Dept	TOTAL EXPENSE	1,230,903	1,111,429		-11%	1,058,647	172,256	-16%	1,089,993		-13%	897,050
NET	Police Dept	(1,156,248)	(1,035,323)		-12%	(983,359)	(172,889)	-18%	(1,008,812)		-15%	(842,544)

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	WATERWAY MARKERS	6,100	9,943	(3,843)	38.7%	6,100	-	0.0%	6,309	(209)	3.3%	6,629
Revenue	LAKEFRONT/SHORE INCOME	15,000	22,120	(7,120)	32.2%	11,600	3,400	-29.3%	9,749	5,251	-53.9%	14,747
Revenue	BEACH REVENUE	100,000	156,391	(56,391)	36.1%	96,600	3,400	-3.5%	94,681	5,319	-5.6%	104,261
Revenue	LAUNCH REVENUE	180,000	266,750	(86,750)	32.5%	170,000	10,000	-5.9%	190,034	(10,034)	5.3%	177,833
Revenue	TOWN OF LINN BEACH REVENUE	15,000	14,140	860	-6.1%	15,000	-	0.0%	16,380	(1,380)	8.4%	15,120
Revenue	BOAT SLIP RENTAL	273,000	380,573	(107,573)	28.3%	250,545	22,455	-9.0%	248,138	24,862	-10.0%	253,715
Lakefront	TOTAL REVENUE	589,100	849,917	(260,817)	31%	549,845	39,255	-7%	565,291	23,809	-4%	572,304
Expense	LAKEFRONT WAGES	109,424	142,149	(32,725)	23.0%	85,000	24,424	-28.7%	113,648	(4,224)	3.7%	94,766
Expense	LAKEFRONT OT WAGES	-	10,220	(10,220)	100.0%	5,000	(5,000)	100.0%	-	-	n / a	6,813
Expense	LAKEFRONT FICA	8,371	11,769	(3,398)	28.9%	6,502	1,869	-28.7%	9,083	(712)	7.8%	7,846
Expense	LAKEFRONT UNIFORMS	1,000	-	1,000	n / a	1,000	-	0.0%	-	1,000	n / a	-
Expense	LAKEFRONT IT	605	605	-	0.0%	500	105	-20.9%	1,559	(955)	61.2%	403
Expense	LAKEFRONT REPAIRS/MAINT	11,000	8,609	2,391	-27.8%	11,000	-	0.0%	9,414	1,586	-16.8%	5,740
Expense	LAKEFRONT PIER REPAIRS	70,000	95,739	(25,739)	26.9%	130,000	(60,000)	46.2%	78,902	(8,902)	11.3%	63,826
Expense	LAKEFRONT PIER INSTALLATION	80,000	93,465	(13,465)	14.4%	80,000	-	0.0%	98,044	(18,044)	18.4%	62,310
Expense	LAKEFRONT SUPPLIES	10,500	17,739	(7,239)	40.8%	9,000	1,500	-16.7%	13,636	(3,136)	23.0%	11,826
Expense	LAKEFRONT ELECTRIC	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	LAKEFRONT TELEPHONE	1,000	994	6	-0.6%	1,500	(500)	33.3%	911	89	-9.8%	663
Lakefront	TOTAL EXPENSE	291,900	381,289	(89,390)	23%	329,502	(37,602)	11%	325,198	(33,298)	10%	254,193
NET	Lakefront	297,200	468,627	(171,427)	37%	220,343	76,857	-35%	240,093	57,107	-24%	318,112

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue												
DIVE	TOTAL REVENUE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	DIVE TEAM OFFICER PAY	-	788	(788)	100.0%	900	(900)	100.0%	900	(900)	100.0%	525
Expense	DIVE TEAM MEETING PAY	1,363	-	1,363	n / a	100	1,263	-1262.9%	36	1,327	-3685.8%	-
Expense	DIVE TEAM DRILL PAY	-	-	-	n / a	1,600	(1,600)	100.0%	285	(285)	100.0%	-
Expense	DIVE TEAM FICA	104	69	35	-51.4%	200	(96)	47.9%	76	28	-36.9%	46
Expense	DIVE TEAM TRAINING	1,250	1,875	(625)	33.3%	3,110	(1,860)	59.8%	890	360	-40.4%	1,250
Expense	DIVE TEAM TANK MAINTENANCE	4,260	1,117	3,143	-281.3%	1,900	2,360	-124.2%	853	3,407	-399.1%	745
Expense	DIVE SUIT EXPENSE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	DIVE TEAM REPAIRS/MAINT	600	45	555	-1233.3%	600	-	0.0%	1,076	(476)	44.2%	30
DIVE	TOTAL EXPENSE	7,577	3,894	3,684	-95%	8,410	(833)	10%	4,116	3,461	-84%	2,596
NET	DIVE	(7,577)	(3,894)	(3,684)	-95%	(8,410)	833	10%	(4,116)	(3,461)	-84%	(2,596)
Revenue												
RESCUE	TOTAL REVENUE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	RESCUE DEPT OFFICER PAY	-	7,243	(7,243)	100.0%	5,400	(5,400)	100.0%	6,838	(6,838)	100.0%	4,829
Expense	RESCUE DEPT MEETING PAY	15,106	770	14,336	-1863.1%	1,000	14,106	-1410.6%	711	14,395	-2024.6%	513
Expense	RESCUE DEPT TRAINING PAY	-	2,408	(2,408)	100.0%	4,000	(4,000)	100.0%	2,529	(2,529)	100.0%	1,606
Expense	RESCUE DEPT CALLS PAY	-	4,342	(4,342)	100.0%	6,500	(6,500)	100.0%	5,139	(5,139)	100.0%	2,895
Expense	RESCUE DEPT UNEMPLOYMENT	-	467	(467)	100.0%	-	-	n / a	-	-	n / a	467
Expense	RESCUE DEPT FICA	1,156	1,289	(133)	10.3%	1,293	(137)	10.6%	1,271	(115)	9.1%	859
Expense	RESCUE DEPT RETIREMENT	-	12	(12)	100.0%	20	(20)	100.0%	12	(12)	100.0%	8
Expense	RESCUE DEPT IT EXPENSE	89	74	15	-20.0%	300	(211)	70.4%	266	(177)	66.6%	49
Expense	RESCUE DEPT REPAIRS/MAINT	300	264	36	-13.6%	1,500	(1,200)	80.0%	1,129	(829)	73.4%	176
Expense	RESCUE DEPT SUPPLIES	1,000	9,240	(8,240)	89.2%	2,500	(1,500)	60.0%	6,057	(5,057)	83.5%	6,160
Expense	RESCUE DEPT FUEL	-	845	(845)	100.0%	500	(500)	100.0%	1,355	(1,355)	100.0%	564
Expense	RESCUE DEPT TRAINING	1,080	900	180	-20.0%	500	580	-116.0%	450	630	-140.0%	600
Expense	RESCUE DEPT TELEPHONE	2,747	2,289	458	-20.0%	780	1,967	-252.2%	623	2,124	-341.0%	1,526
RESCUE	TOTAL EXPENSE	21,477	30,143	(8,666)	29%	24,293	(2,816)	12%	26,379	(4,901)	19%	20,251
NET	RESCUE	(21,477)	(30,143)	8,666	29%	(24,293)	2,816	12%	(26,379)	4,901	19%	(20,251)
Revenue												
FIRE	TOTAL REVENUE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	FIRE DEPT OFFICER PAY	-	24,419	(24,419)	100.0%	22,550	(22,550)	100.0%	26,033	(26,033)	100.0%	16,279
Expense	FIRE DEPT MEETING PAY	56,847	2,930	53,918	-1840.5%	4,200	52,647	-1253.5%	2,961	53,886	-1819.9%	1,953
Expense	FIRE DEPT DRILL PAY	-	11,788	(11,788)	100.0%	16,000	(16,000)	100.0%	9,400	(9,400)	100.0%	7,859
Expense	FIRE DEPT CALLS PAY	-	17,681	(17,681)	100.0%	24,000	(24,000)	100.0%	16,472	(16,472)	100.0%	11,788
Expense	FIRE DEPT TRAINING PAY	-	1,584	(1,584)	100.0%	3,900	(3,900)	100.0%	3,876	(3,876)	100.0%	1,056
Expense	FIRE DEPT FICA	4,349	4,707	(358)	7.6%	5,405	(1,056)	19.5%	4,025	324	-8.1%	3,138
Expense	FIRE DEPT RETIREMENT	717	1,177	(460)	39.1%	1,100	(383)	34.8%	1,016	(299)	29.4%	784
Expense	SIREN MAINTENANCE	-	-	-	n / a	-	-	n / a	-	-	n / a	-
Expense	FIRE DEPT IT	1,200	2,525	(1,325)	52.5%	1,000	200	-20.0%	1,413	(213)	15.1%	1,684

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Expense	FIRE DEPT REPAIRS/MAINT	16,000	8,572	7,428	-86.7%	16,000	-	0.0%	13,337	2,663	-20.0%	5,714
Expense	FIRE DEPT SUPPLIES	6,500	9,171	(2,671)	29.1%	5,000	1,500	-30.0%	4,784	1,716	-35.9%	6,114
Expense	FIRE DEPT GAS	5,300	7,316	(2,016)	27.6%	5,100	200	-3.9%	5,263	37	-0.7%	4,877
Expense	FIRE DEPT ELECTRIC	2,000	2,718	(718)	26.4%	2,500	(500)	20.0%	1,873	128	-6.8%	1,812
Expense	FIRE DEPT WATER & SEWER	800	942	(142)	15.1%	800	-	0.0%	587	213	-36.2%	628
Expense	FIRE DEPT FUEL	1,000	1,291	(291)	22.5%	1,000	-	0.0%	1,871	(871)	46.6%	860
Expense	FIRE DEPT TRAINING	5,500	313	5,187	-1654.9%	5,500	-	0.0%	734	4,766	-649.3%	209
Expense	FIRE DEPT TELEPHONE	4,716	11,667	(6,951)	59.6%	3,500	1,216	-34.7%	11,151	(6,435)	57.7%	7,778
FIRE	TOTAL EXPENSE	104,929	108,800	(3,871)	4%	117,555	(12,626)	11%	104,796	133	0%	72,533
NET	FIRE	(104,929)	(108,800)	3,871	4%	(117,555)	12,626	11%	(104,796)	(133)	0%	(72,533)

Type	Title	PROPOSED BUDGET 2024	Forecast- Current Year	Variance Proposed Budget to Forecast \$	Variance Proposed Budget to Forecast %	2023 Annual Budget	Variance Proposed to Current Annual Budget \$	Variance Proposed to Current Annual Budget %	2022 (Prior Year) Actual \$	Variance Proposed to Prior Yr Actual \$	Variance Budget Proposed to Prior Yr Actual %	Current YTD Actual 10/31/23
Revenue	COURT FINE REVENUE	28,267	37,689	(9,422)	25.0%	40,000	(11,733)	29.3%	33,452	(5,185)	15.5%	25,126
Municipal Court	TOTAL REVENUE	28,267	37,689	(9,422)	25%	40,000	(11,733)	29%	33,452	(5,185)	16%	25,126
Expense	MUNICIPAL COURT WAGES	32,745	39,672	(6,927)	17.5%	32,745	-	0.0%	32,561	184	-0.6%	26,448
Expense	MUNICIPAL COURT FICA	2,505	3,176	(671)	21.1%	2,505	-	0.0%	2,435	70	-2.9%	2,117
Expense	MUNICIPAL COURT IT FEES	5,000	6,379	(1,379)	21.6%	5,000	-	0.0%	4,644	356	-7.7%	4,253
Expense	MUNICIPAL COURT SUPPLIES	500	18	482	-2708.2%	1,200	(700)	58.3%	143	357	-249.1%	12
Expense	MUNICIPAL COURT POSTAGE	500	750	(250)	33.3%	500	-	0.0%	500	-	0.0%	500
Expense	MUNICIPAL COURT TRAINING	2,500	1,050	1,450	-138.1%	2,000	500	-25.0%	1,326	1,174	-88.5%	700
Municipal Court	TOTAL EXPENSE	43,750	51,044	(7,294)	14%	43,950	(200)	0%	41,608	2,142	-5%	34,029
NET	Municipal Court	(15,483)	(13,355)	(2,128)	-16%	(3,950)	(11,533)	-292%	(8,156)	(7,327)	-90%	(8,903)

RESOLUTION R-69-23

**A RESOLUTION AMENDING THE FEE SCHEDULE FOR
BOAT SLIPS**

WHEREAS, the Village of Williams Bay Village Board, Walworth County, State of Wisconsin has determined that it is prudent that fees be reviewed for cost effectiveness; and,

WHEREAS, the Village of Williams Bay desires to not reference specific dollar amounts within the Village Ordinances and instead, will provide a Resolution setting fees for passage; and,

THEREFORE BE IT RESOLVED that the Village of Williams Bay, Walworth County, Wisconsin by this resolution approves amendment to the fee schedule as defined in the attached Exhibit A.

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



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

FINANCE AND TAXATION

Fee Type	Fee	Resolution	Chapter
Room Tax Permit	\$25	R-9-18	46

ALARM SYSTEMS

Fee Type	Fee	Resolution	Chapter
Alarm Permit	\$10 annually	R-8-21	125

ALCOHOL BEVERAGES

Fee Type	Fee	Resolution	Chapter
Alcohol Beverages - "Class A" intoxicating liquor	\$500 per year	R-8-21	128
Alcohol Beverages - "Class B" intoxicating liquor	\$500 per year	R-8-21	128
Alcohol Beverages - "Class A" fermented malt beverage	\$25 per year	R-8-21	128
Alcohol Beverages - "Class B" fermented malt beverage	\$100 per year	R-8-21	128
Class "B" picnic	\$10 per license	R-8-21	128
Reserve "Class B"	\$10,000 for initial issuance or \$500 if a bona fide club or lodge situated and incorporated in the state for at least six years. After initial issuance, \$500 per year	R-8-21	128
Class "C" wine license	\$100 per year	R-8-21	128
Publication fee	\$50	R-8-21	128
Operator's license	\$40 per two years	R-8-21	128
Provisional operator license	\$15	R-9-21	128
Temporary operator license	\$10	R-9-21	128

AMUSEMENTS

Fee Type	Fee	Resolution	Chapter
Amusement permit	\$5	R-8-21	132

ANIMALS

Fee Type	Fee	Resolution	Chapter
Dog License fees - Altered (spayed/neutered)dog	\$15	R-8-21	136
Dog license fees - Unaltered dog	\$30	R-8-21	136
Kennel license (under 174.053(1), Wis. Stats.	\$35	R-8-21	136
Late dog license fee - April 1st or later	\$5	R-8-21	136
Riding or livery stable license, each horse kept or boarded	\$10	R-8-21	136

BICYCLES AND PLAY VEHICLES

Fee Type	Fee	Resolution	Chapter
Bicycle registration fee	\$2	R-8-21	145

CIGARETTES AND TOBACCO PRODUCTS



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Fee Type	Fee		Resolution	Chapter
Cigarette/tobacco license	\$100		R-8-21	164
EXPLOSIVES				
Fee Type	Fee		Resolution	Chapter
Explosives - license fee	\$10 annually		R-8-21	182
Explosives - Fee per tree blasted	\$1		R-8-21	182
Explosives - More than one charge of explosive	\$1 for each charge		R-8-21	182
Fireworks	\$100		R-15-22	264
HOUSING STANDARDS AND RENTAL PROPERTY				
Fee Type	Fee		Resolution	Chapter
Property Registration	\$10 per building		R-12-18	205
Initial Inspection Fee	\$75 per unit		R-12-18	205
Reinspection Fee	\$150 per unit		R-12-18	205
Voluntary inspection Fee	\$90 per unit		R-12-18	205
MOBILE HOMES, RECREATIONAL AND COMMERCIAL MOTOR VEHICLES AND TENTS				
Fee Type	Fee		Resolution	Chapter
Mobile home park license or renewal	\$2 for each space		R-8-21	242
Mobile home park license transfer	\$10 each transfer		R-8-21	242
NUISANCES				
Fee Type	Fee		Resolution	Chapter
Noxious Weed Removal	\$200/hour or fraction thereof and \$100 for the next half hour or fraction thereof, plus a \$50 administrative fee.		R-8-21	253
Peace & Good Order				
Fee Type	Fee		Resolution	Chapter
Edgewater Rental Deposit (non-profit Williams Bay organizations only)	\$500 refundable deposit		R-8-21	264
Lions Field House - Resident homeowner	\$200		R-9-21	264
Lions Field House - Resident renter	\$200 + \$500 refundable damage		R-9-21	264
PUBLIC WATER AND BEACHES				
Fee Type	Fee		Resolution	Chapter
Commercial Launch fee - Daily	\$90		R-3-18	281
Commercial Launch fee - Annual	\$900		R-3-18	281
Fishing Tournament fees:			R-3-18	281
1 to 10 boats	\$25 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281
11 to 25 boats	\$75 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281



Village of Williams Bay Fee Schedule Adopted 08-20-2018

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

26 to 50 boats	\$250 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281
51 or more boats	Fee determined on a case by case basis - Need approval of Village Board	effective 1/1/23	R-27-22	281
Waterway Markers	\$7 each		R-9-21	281
Beach Tags (kids 5 and under free)				
Resident (<i>limited to those living in household</i>)	\$5 each	effective 1/1/23	R-27-22	N/A
Non-Resident:			R-4-19	N/A
Children (Age 6-11)	\$50 each		R-4-19	N/A
Adult (Age 12 and up)	\$70 each		R-4-19	N/A
Family	\$180 each, up to 4 tags		R-4-19	N/A
Non-Resident students of Williams Bay School District and Faith Christian Schools	\$25 each		R-4-19	N/A
Lost Tags	\$25 each		R-4-19	N/A
Guest Pass (<i>Residents only</i>)	\$10 each; limit 3 per household		R-4-22	N/A
Daily Fees (kids 5 and under free)				
Daily passes purchased at beach			R-4-19	N/A
Children (Ages 6-11)	\$5		R-4-19	N/A
Adult (Age 12 and up)	\$10		R-4-22	N/A
Parking pass (<i>Residents only</i>)	\$3 each; limit 3 per household	effective 1/1/23	R-27-22	N/A
Annual Boat slip lease				
Municipal slip	\$2,163.00		R-69-23	N/A
24' slip	\$2,415.00		R-69-23	N/A
26' slip	\$2,593.50		R-69-23	N/A
28' slip	\$2,677.50		R-69-23	N/A
Boat lift installation	\$236.25		R-69-23	N/A
Boat lift removal	\$236.25		R-69-23	N/A
Boat lift storage	\$131.25		R-69-23	N/A
Municipal Ramp	\$315.00		R-69-23	N/A
Municipal Rack	\$126.00		R-69-23	N/A
Annual Horvath Storage	\$759.60		R-4-19	N/A
Launch Fees-Resident				
	Daily	Annual		
Non-Motorized (West Launch)	\$2	\$20.00	R-5-20	N/A
Non-Motorized (East Launch)	\$8.50	\$85.00	R-5-20	N/A
19'11" or less	\$11.75	\$117.50	R-5-20	N/A
20' to 25'11"	\$14.25	\$142.50	R-5-20	N/A



Village of Williams Bay
Fee Schedule
Adopted 08-20-2018

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

26' or greater	\$17	\$170.00	R-5-20	N/A
Launch Fees- Non Resident				
	Daily	Annual	R-5-20	
Non-Motorized (West Launch)	\$2	\$20.00	R-5-20	N/A
Non-Motorized (East Launch)	\$8.50	\$85.00	R-5-20	N/A
19'11" or less	\$11.75	\$117.50	R-5-20	N/A
20' to 25'11"	\$21.25	\$212.50	R-5-20	N/A
26' or greater	\$25.50	\$255.00	R-5-20	N/A
Kayak and Paddleboard rental fees				
Resident Rates				
Kayak Tandem - 1 hour	\$20		R-7-22	N/A
Kayak Tandem - 2 hours	\$40		R-7-22	N/A
Kayak Tandem - 4 hours	\$55		R-7-22	N/A
Kayak Tandem - Day	\$90		R-7-22	N/A
Kayak Single - 1 hour	\$15		R-7-22	N/A
Kayak Single - 2 hours	\$25		R-7-22	N/A
Kayak Single - 4 hours	\$45		R-7-22	N/A
Kayak Single - Day	\$80		R-7-22	N/A
Stand Up Paddle Board - 1 hour	\$15		R-7-22	N/A
Stand Up Paddle Board - 2 hours	\$25		R-7-22	N/A
Stand Up Paddle Board - 4 hours	\$45		R-7-22	N/A
Stand Up Paddle Board - Day	\$80		R-7-22	N/A
Non- Resident Rates				
Kayak Tandem - 1 hour	\$30		R-7-22	N/A
Kayak Tandem - 2 hours	\$55		R-7-22	N/A
Kayak Tandem - 4 hours	\$80		R-7-22	N/A
Kayak Tandem - Day	\$130		R-7-22	N/A
Kayak Single - 1 hour	\$25		R-7-22	N/A
Kayak Single - 2 hours	\$40		R-7-22	N/A
Kayak Single - 4 hours	\$55		R-7-22	N/A
Kayak Single - Day	\$105		R-7-22	N/A
Stand Up Paddle Board - 1 hour	\$25		R-7-22	N/A
Stand Up Paddle Board - 2 hours	\$40		R-7-22	N/A
Stand Up Paddle Board - 4 hours	\$55		R-7-22	N/A
Stand Up Paddle Board - Day	\$105		R-7-22	N/A
Financial				



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Photocopies Wis. Stats. 19.3 (3) (a)	\$.25 per side of page		R-11-19	N/A
Incident Reports	\$2.00 for reports 5 pages or less; \$3.00 for 6-10 pages; \$4.00 for 11-15 pages, .25 pp thereafter		R-11-19	N/A
Accident Reports	\$6.00 per report		R-11-19	N/A
CD/DVD	\$5.00 per CD/\$10 per DVD		R-11-19	N/A
Photographs	\$2.00 each 3X5 / \$3.00 each 5X7 / \$5.00 each 8X10		R-11-19	N/A
Transcription Fees	\$20 per page for a transcript of a recording if transcription is required		R-11-19	N/A
Mailing Fees Wis. Stats. 19.35 (3) (d)	Actual, Necessary, and Direct Cost		R-11-19	N/A
Locating Fees Wis. Stats. 19.35(3) (c)	Actual current hourly rate of employee locating record, if in excess of \$50		R-11-19	N/A
Special Assessment Letters	\$40.00		R-8-18	N/A
Return Check Fee	\$35.00		R-8-18	N/A

STREETS AND SIDEWALKS

Fee Type	Fee		Resolution	Chapter
Snow Removal	\$200/hour or fraction thereof and \$100 for the next half hour or fraction thereof, plus a \$50 administrative fee.		R-8-18	314
Street Opening Permit	\$50 each opening		R-9-21	314

TRANSIENT MERCHANTS

Fee Type	Fee		Resolution	Chapter
Peddlers & Transient Merchant Registration Fee	\$50 Non Refundable		R-8-21	327

VEHICLES, ABANDONED AND JUNKED

Fee Type	Fee		Resolution	Chapter
Abandoned and junked vehicles - Retained vehicle via sealed bid	\$10 per day		R-8-21	342
Abandoned and junked vehicles - List of vehicles to be sold	\$10		R-8-21	342
Abandoned and junked vehicles - Fee to offset towing and	\$10		R-8-21	342

VEHICLES AND TRAFFIC

Fee Type	Fee		Resolution	Chapter
----------	-----	--	------------	---------



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Snowmobile renter's license application fee	\$25		R-8-21	345
Motor-driven cycles rental license fee - Four or fewer vehicles	\$50		R-8-21	345
Motor-driven cycles rental license fee - More than four but	\$100		R-8-21	345
Motor-driven cycles rental license fee - Nine or more vehicles	\$125		R-8-21	345

BUILDING CONSTRUCTION

Fee Type	Fee		Resolution	Chapter
RESIDENTIAL BUILDING (1 and 2 FAMILY)				
	Minimum \$70		R-20-22	153
1. New Construction	\$0.34 per square ft.		R-20-22	153
2. Additions	\$0.34 per square foot		R-20-22	153
3. Remodels, repairs, alterations	\$8 per \$1000 valuation		R-20-22	153
4. Accessory Structures	\$0.27 per square foot		R-20-22	153
5. Decks	\$120		R-20-22	153
6. Pools, above ground	\$100		R-20-22	153
7. Pools, in ground	\$150		R-20-22	153
8. Siding	\$72		R-20-22	153
9. Re-roof	\$72		R-20-22	153
10. Re-inspection	\$75 per inspection		R-20-22	153
11. Early start permit	\$180.00		R-20-22	153
12. Occupancy Permit	\$85.00		R-20-22	153
13. Temporary Occupancy Permit	\$96.00		R-20-22	153
14. WI UDC Decal	\$43.00		R-20-22	153
15. Raze/Demolition	\$120 plus \$0.07 per square foot (may be waived if condemned)		R-20-22	153
16. Moving of buildings	\$190 plus \$0.07 per square foot		R-20-22	153
17. Permit to begin construction of footings and foundations	\$192		R-20-22	153
18. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation		R-20-22	153

COMMERCIAL BUILDINGS – ALL NON-RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL

	New Residential: \$0.34 per square foot			
1, New Construction			R-20-22	153
	New Business: \$0.31 per square foot		R-20-22	153
	New Manufacturing/Industrial: \$0.21 per square foot		R-20-22	153
2. New Construction, Agricultural	\$0.28 per square foot		R-20-22	153
3. Additions	\$0.31 per square foot		R-20-22	153
4. Remodel (Levels 1 and 2) Up to \$10,000 cost)	\$8 per \$1,000 valuation		R-20-22	153
5. Remodel (Level 3)	\$0.34		R-20-22	153
6. Re-roof	\$120		R-20-22	153
7. Re-inspection	\$75 per inspection		R-20-22	153



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

8. Early start permit	\$252		R-20-22	153
9. Occupancy Permit	Commercial: \$190 per unit		R-20-22	153
	Industrial, Institutional: \$180 per unit		R-20-22	153
10. Temporary Occupancy Permit	\$192.00		R-20-22	153
11. Raze/Demolition	\$100 plus \$0.07 per square foot		R-20-22	153
12. Moving	\$175 plus \$0.07 per square foot		R-20-22	153
13. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation		R-20-22	153
14. Commercial and Industrial exhaust hoods and systems	\$132		R-20-22	153
15. Fuel Tanks	Installation: \$8 per 1,000 gallons		R-20-22	153
	Removal, repairs, alterations: \$100 per tank		R-20-22	153
LAND DISTURBANCE AND EROSION CONTROL				
1. 1 and 2 Family Residences	\$156		R-20-22	153
	\$192 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre		R-20-22	153
2. Multi-family Residences	\$192 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre		R-20-22	153
3. Commercial, Industrial	\$120		R-20-22	153
4. Accessory Buildings	\$120		R-20-22	153
5. Decks, patios, retaining walls, pools	\$120		R-20-22	153
6. Additions	\$120		R-20-22	153
PLAN REVIEW FEES				
1. 1 and 2 Family Residence	\$240		R-20-22	153
2. 1 and 2 Family Addition	\$102		R-20-22	153
3. 1 and 2 Family Alteration	\$78		R-20-22	153
4. Multi-Family Residence	\$270 plus \$43 per unit		R-20-22	153
5. Commercial/Industrial New, Alteration or Addition	any state review is per SBD 118		R-20-22	153
6. Accessory Building over 120 square feet	\$90		R-20-22	153
7. Decks	\$67		R-20-22	153
8. Swimming pools	\$120		R-20-22	153
9. Mechanical Plans	\$84 per page		R-20-22	153
10. Revisions	\$84 per page		R-20-22	153
ELECTRICAL				
1. New Building	\$90 base fee plus \$0.10 per square		R-20-22	153
2. Service Upgrades, Rewire, Temp	\$90		R-20-22	153



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

3. Generator, Transfer Switch	\$120		R-20-22	153
4. Remodel, Replacement	\$90 base fee plus \$0.10 per square		R-20-22	153
5. Commercial, Level 2 alteration	\$90 base fee plus \$0.10 per square		R-20-22	153
6. Commercial, Level 3 Alteration	\$90 base fee plus \$0.10 per square		R-20-22	153
7. Replacement	\$90		R-20-22	153
HVAC				
1. New Building	\$90 base fee plus \$0.10 per square		R-20-22	153
2. Commercial Level 2 Alteration	\$90 base fee plus \$0.10 per square		R-20-22	153
3. Commercial Level 3 Alteration	\$90 base fee plus \$0.10 per square		R-20-22	153
4. Replacement	\$90.00		R-20-22	153
OTHER NOTES				
Special Inspections, complaints, pre-existing permits, others	Hourly Rate, one hour minimum		R-20-22	153
Failure to obtain permit before starting work	Double fee		R-20-22	153
Determining Square Footage	Include all floor levels, crawl spaces, basements, decks and porches, based on outside dimensions. Building Inspector responsible for final calculations		R-20-22	153
Failure to call for final inspection	\$60		R-20-22	153
Tree Permit	\$50/ for 1-5 trees, and \$10/tree above that OR \$250 donation to Friends of Kishwaukee for each tree not being replaced		R-15-22	331
PLUMBING STANDARDS				
Fee Type	Fee		Resolution	Chapter
PLUMBING				
1. New Building	\$90 base fee, plus 0.14 per square \$90 1 st 100 feet and \$0.05 per foot thereafter		R-20-22	270
2. Sanitary Building Sewer	\$90 1 st 100 feet and \$0.05 per foot thereafter		R-20-22	270
3. Storm Building Sewer	\$90 each		R-20-22	270
4. Manholes/Catch Basins	\$75 1 st 100 feet and \$0.35 per foot thereafter		R-20-22	270
5. Water Service	\$95 base fee, plus \$0.05 per square foot thereafter		R-20-22	270
6. Fire Sprinkler System			R-20-22	270



**Village of Williams Bay
Fee Schedule
Adopted 08-20-2018**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

7. Replacement	\$90.00		R-20-22	270
Plumbing Permit - Connection to sanitary sewer	\$500 plus Walcomet charges		R-8-21	270

LAND DIVISION

Fee Type	Fee		Resolution	Chapter
Subdivider fee in lieu of planting street trees	\$100		R-8-21	375
Reapplication fee for any preliminary plat previously reviewed	\$200		R-8-21	375
Reapplication fee for any final plat previously reviewed	\$200		R-8-21	375

ZONING

Fee Type	Fee		Resolution	Chapter
Residential Principal Use - Single Family	\$175		R-5-18	390
Residential Principal Use - Two Family	\$175		R-5-18	390
Residential Principal Use - Multiple Family/Condos	\$225 plus \$20/unit		R-5-18	390
Residential Accessory Use	\$75		R-5-18	390
Residential Addition/Alteration	\$75		R-5-18	390
Residential Deck	\$75		R-5-18	390
Swimming Pool	\$100		R-5-18	390
Commercial, Business, Institutional & Industrial Principal Use	\$150		R-5-18	390
Commercial, Business, Institutional & Industrial Addition	\$100		R-5-18	390
Telecommunication Towers	\$100		R-5-18	390
Signs - New	\$150		R-5-18	390
Signs - Refacing	\$75		R-5-18	390
Fences	\$75		R-5-18	390
Written Zoning Verification	\$75		R-5-18	390
Permit Revision Fee	\$50		R-5-18	390
Certified Survey Map	\$200 plus \$20/lot		R-5-18	390
Preliminary Plat	\$200 plus \$20/lot		R-5-18	390
Final Plat	\$100 plus \$10/lot		R-5-18	390
Planned Development	\$500		R-5-18	390
Interpretation	\$200		R-5-18	390
Certificate of Compliance	\$200		R-5-18	390
Temporary Use Permit	\$200		R-5-18	390
Project Concept Review	\$200		R-5-18	390
Site Plan Review	\$200 plus .04/sf floor area		R-5-18	390
Zoning Map/Text Amendment	\$500		R-5-18	390
Conditional Use Permit	\$500		R-5-18	390
Variance	\$500		R-5-18	390
Appeal	\$500		R-5-18	390
Land Use Plan Amendment	\$500		R-5-18	390
Tourist Rooming House Permit	\$450	effective 1/1/23	R-28-22	390

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 2024-2028 ALL PROJECTS						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
FUTURE GO LEVY SUPPORTED		\$ 2,652,030	\$ 1,366,322	\$ 224,210	\$ 2,556,210	\$ 6,798,772
FUTURE WATER PROCEEDS		\$ 555,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 5,680,000
FUTURE SEWER PROCEEDS		\$ 365,000	\$ 100,000	\$ 617,000		\$ 1,082,000
OTHER SOURCES	\$ 120,000					\$ 120,000
2022 BOND PROCEEDS	\$ 2,184,000	\$ 189,000	\$ 324,000	\$ 1,044,000	\$ 9,000	\$ 3,750,000
2022 WATER PROCEEDS	\$ 3,422,422	\$ 2,300,000				\$ 5,722,422
2022 SEWER PROCEEDS	\$ 2,200,000				\$ 600,000	\$ 2,800,000
TOTAL SOURCES	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	\$ 25,953,194
TOTAL AVAILABLE FUNDS	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	
USES BY CATEGORY						
Loch Vista Water Main	\$ 1,100,000					\$ 1,100,000
State Rd 67 Water Replacement	\$ 1,000,000					\$ 1,000,000
Water Plant Modifications	\$ 500,000	\$ 2,300,000				\$ 2,800,000
Southwick Creek Funds Remaining	\$ 422,422					\$ 422,422
Reactor Cleaning and Painting	\$ 200,000	\$ 140,000				\$ 340,000
Well 2 Pump/Electric/Meter	\$ 150,000					\$ 150,000
Southwick Creek LOMR	\$ 50,000					\$ 50,000
Well 3 Pump Replacement		\$ 400,000				\$ 400,000
Water & Sewer Utility Truck		\$ 15,000				\$ 15,000
Walworth Avenue WM			\$ 350,000			\$ 350,000
Well 2 Roof				\$ 30,000		\$ 30,000
Well 3 Roof				\$ 30,000		\$ 30,000
Building Tuckpointing				\$ 15,000		\$ 15,000
Geneva Street STH 67				\$ 4,100,000		\$ 4,100,000
Geneva Street WM Replacement					\$ 600,000	\$ 600,000
State Road 67 Reconstruction	\$ 500,000					\$ 500,000
Lakewood Trails Subdivision	\$ 300,000					\$ 300,000
Observatory Place	\$ 300,000					\$ 300,000
Geneva Lake Dam Repairs	\$ 120,000					\$ 120,000
Beach Cleaner	\$ 75,000					\$ 75,000
Plow Truck		\$ 250,000				\$ 250,000
Ravina Street		\$ 50,000				\$ 50,000
DPW truck		\$ 45,000				\$ 45,000
Asphalt roller		\$ 25,000				\$ 25,000
Radicom Radios		\$ 20,238				\$ 20,238
Loader tires		\$ 15,000				\$ 15,000
Walworth Ave			\$ 700,000			\$ 700,000
Paint Striper		\$ 9,000				\$ 9,000
Geneva Street - STH 67				\$ 1,035,000		\$ 1,035,000
Geneva St./Cedar Point Dr.					\$ 2,400,000	\$ 2,400,000
Geneva Street Bridge					\$ 40,000	\$ 40,000
Harris Road Lift Station Upgrades	\$ 1,400,000	\$ 100,000				\$ 1,500,000
State Rd 67 Sewer Replacement	\$ 600,000					\$ 600,000
Mainline Televising Repairs	\$ 200,000					\$ 200,000
Valley Street/Wood Ave Sewer Repair		\$ 150,000				\$ 150,000
Lift Station 5 Gravity System		\$ 50,000				\$ 50,000
Lift Station 4 Gravity System		\$ 50,000				\$ 50,000
Water & Sewer Utility Truck		\$ 15,000				\$ 15,000
Walworth Avenue Repairs			\$ 100,000			\$ 100,000
Geneva Street - STH 67				\$ 617,000		\$ 617,000
Harris Road FM In Geneva St					\$ 600,000	\$ 600,000
Tennis and Basketball Courts	\$ 280,000	\$ 180,000				\$ 460,000
Park Playground Improvements	\$ 200,000					\$ 200,000
Theatre Road Baseball Field Upgrades	\$ 25,000					\$ 25,000
Theatre Road Baseball Fence	\$ 15,000					\$ 15,000
Theatre Road Bike Path		\$ 1,300,000				\$ 1,300,000
Theatre-Road Bathrooms/Building		\$ 300,000				\$ 300,000
Bailey Estates Playground		\$ 75,000				\$ 75,000
East Beach Improvements			\$ 400,000			\$ 400,000
Beachhouse Rehabilitation			\$ 200,000			\$ 200,000
Lions Park Walking Path			\$ 65,000			\$ 65,000
Utility Vehicle			\$ 28,000			\$ 28,000
Mower			\$ 28,000			\$ 28,000
Recreation Department Truck				\$ 45,000		\$ 45,000
Chipper					\$ 50,000	\$ 50,000
Squad Car	\$ 65,000	\$ 80,000		\$ 88,000		\$ 233,000
Axon Fleet	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
Radicom Radios		\$ 66,485				\$ 66,485
Space Needs Assesment		\$ 30,000				\$ 30,000
Squad Vests		\$ 10,000				\$ 10,000
Axon Body Cam		\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206
Axon Taser		\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010
Squad Computers			\$ 15,000			\$ 15,000
LionsField House Renovations	\$ 100,000	\$ 150,000				\$ 250,000
Village Hall Flooring		\$ 20,000				\$ 20,000
Beach House Painting/Ext.		\$ 15,000				\$ 15,000
Village Hall AC		\$ 15,000				\$ 15,000
Village Hall Parking Lot Lights		\$ 6,000				\$ 6,000
Police Department New Lighting		\$ 6,000				\$ 6,000
Tanker and Ambulance	\$ 200,000					\$ 200,000
Emergency Management Vehicle	\$ 85,000					\$ 85,000
Radicom Radios		\$ 104,833				\$ 104,833
Lakefront Restroom		\$ 5,000				\$ 5,000
Library Carpet & Flooring			\$ 17,000			\$ 17,000
PW Furnance Replacement			\$ 12,000			\$ 12,000
Library Bathroom Updates			\$ 6,000			\$ 6,000
PW Salt Barn				\$ 25,000		\$ 25,000
Fire Station					???	\$ -
Library Exterior Painting					\$ 20,000	\$ 20,000
Lions Park Concessions					\$ 15,000	\$ 15,000
Library Breaker Panel					\$ 10,000	\$ 10,000
Main and Emergency Entries			\$ 125,000			\$ 125,000
Pine Tree Removal/Replacement			\$ 30,000			\$ 30,000
Landscaping Upgrades			\$ 25,000			\$ 25,000
Green Initiative				\$ 50,000		\$ 50,000
Parking Lot Improvements					\$ 5,000	\$ 5,000
Laserfiche	\$ 10,000					\$ 10,000
Computer Upgrades	\$ 10,000					\$ 10,000
Village Computer Server	\$ 10,000					\$ 10,000
Document Scanning		\$ 25,000	\$ 15,000			\$ 40,000
TOTAL USES BY CATEGORY	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	\$ 25,953,194
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	

Village of Williams Bay, WISCONSIN



2024-2028 Capital Improvement Plan PROPOSED ADOPTION OCTOBER XX, 2023

Prepared by:
Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

Table of Contents

Long Range Capital Improvement Planning Introduction/Manual	3
Williams Bay CIP Process/Timeline	5
CIP Components (Tabs).....	6
Capital Improvement Plan Policy Information.....	8
Capital Improvement Plan Summary Information	12
Capital Improvement Program Department Summaries/Justifications.....	18
2024 Capital Improvement Plan Proposed Budget Funding.....	119
Capital Improvement Plan Beyond 2028.....	127
Important Disclosures	131

Long Range Capital Improvement Planning Introduction/Manual

CIP Introduction

- This is an essential management tool for Williams Bay to utilize in planning for Capital Improvements over multiple years.
 - Allows room for forward thought and discussion.
 - Better prepares William Bay for change.
 - Creates opportunities that may otherwise be overlooked.
- Williams Bay is faced with increasing Expenditures and limitations on Revenues.
 - Creative solutions must be developed to meet these demands.
 - Long-range planning is key to Williams Bay's success.
 - Funding sources and uses are matched over a multiple year timeframe rather than just one year.
- Integrates Capital Improvement Planning (CIP) into annual Budget process.
 - CIP is initial step in annual budget process.
 - Operational – Staffing, organizational structure, systems (70-80% of annual budget)
 - Capital – Infrastructure, maintenance, and equipment.

Benefits of a CIP

- More efficient administration -Assists in making better decisions in how Sister Bay is spending resources in coming years.
- Administration/Departmental involvement in planning and prioritizing projects/programs with available funding
- Provides a disciplined and financially stable approach to spending over multiple years.
- Provides a way to plan financing of infrastructure projects and equipment purchases.
 - Detailed list of projects and funding sources
 - Project descriptions with justifications/rational
- Facilitates the planning and funding of a program.
- Public document to obtain community support and keep citizens informed on current needs and future projects.
- Focuses attention on objectives and financial capabilities/affordability.
 - Identifies most economical means of financing capital projects.
 - CIP used by financial advisors to structure and time a capital financing plan borrowing.

- CIP avoids drastic changes in debt service payments.
- Positive evaluation factor by credit rating agencies and independent auditors

Capital Improvement Threshold Policy

- Individual tangible capital-type items should be capitalized only if they have a minimum value of **\$5,000** and have an estimated **useful life of more than one year** following the date of acquisition.
- The capitalization threshold is to be applied to individual items rather than to groups of similar items (e.g., desks and tables)

Capital Improvement Planning Process

- Establish timeline: Spring-Summer-Fall-Nov/Dec Budget Adoption
- Village Administrator/Finance Director coordinates and defines Department responsibilities.
- Letter/Memo to begin process of compiling or reviewing the CIP: Sample CIP templates for use/update.
- Organize all parties involved: Dept. Heads/Staff; Elected Officials (involve early); and public citizens.
- Policies: CIP Threshold; Complete Fixed Asset Inventory w/Useful lives/life remaining; Disposal of Equipment
- Develop fixed asset replacement schedule & a adequately funded equipment/building replacement fund.
- Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.
 - Use of CIP template forms for consistency and uniformity
- Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.
- Prepare financial proforma forecast analysis for a range of years showing Sister Bay's capacity to afford the CIP.
- Execute the plan -Seek review and comment by the public.
- Coincide w/Annual budget process: Incorporate first year's CIP programs/projects into proposed annual budget.
- Review the capital improvement program annually.

Williams Bay CIP Process/Timeline

May: CIP Introduction

- Organize all parties involved: Department Heads/Staff and Elected Officials
- Village Treasurer, Village Administrator, and Baird will coordinate with participants and define responsibilities to begin the process of compiling the CIP.
- Give departments 2024-2028 CIP template forms for consistency and uniformity throughout

May/June: CIP Creation Process

- Identify the needs for facilities/programs/projects, the timing, costs (uses) and means of financing (sources) for each.
- Set priorities/rankings/justifications/budget impacts for each identified CIP program and project.
- Use of CIP template forms for consistency and uniformity
- Review Established Policies: CIP Threshold; Complete Fixed Asset Inventory with useful lives/life remaining; Disposal of Equipment
- Review fixed asset replacement schedule & adequately funded equipment/building replacement fund.
- Estimate funding impact on tax levy and enterprise funds.

July:

- CIP Data due to Village Treasurer and Village Administrator for compilation and then, following review, given back to departments for review and discussion with their respective Standing Committees.

August/September:

- Distribution to Government Leaders
- Review and comment on recommended projects and priorities through Standing Committee meetings
- Board review and approval of CIP with adoption of first year's projects as a capital budget item in the proposed annual budget
- Full CIP used as a tool to create integrated financial plan which identifies finalized projects to be included in annual budget process and adoption.

October:

- Budget adoption w/CIP
- Coordinate with Rating Agency & Bond Counsel, as needed, to support debt issuance for projects.

CIP Components (Tabs)

Funding Sources Chart

This worksheet graphically shows the funding sources detailed on the bottom of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

Uses by Category Chart

This worksheet graphically shows the uses by category detailed on the right side of the chart for each CIP year. The chart is automatically generated by the data contained on the summary of funds worksheet.

Summary of Funds

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

Category Worksheets

A worksheet is created for each individual CIP category. All cells with a black text need user input and all cells with a blue text have a numeric formula which users cannot change. The user will need to type in a name at the top of each category tab on line 4 for that category to show properly on the summary and chart tabs. The first year estimated or actual beginning fund balance for the category needs to be entered. The combined totals of sources and uses will be calculated from individual project/program worksheets for each CIP year. The user needs to insert the required number of program/project lines for each individual CIP category. Formulas from the program or project description & justification tabs are then created for each individual program/project name and the year-by-year totals. When the worksheet is printed on a black and white printer it will display all cells in the same color.

Program or Project Description & Justification

A worksheet is completed for each CIP project or program. The program or project is identified by category, name, and number. Department, contact, type, useful life, priority, and purpose are also available for identification. A narrative description and justification are required for the program or project. For each CIP year, the program or project total expenditure (uses) and funding sources (detailed by type) are entered in the black text cells. Blue text cells have a numeric formula which users cannot change. A narrative budget impact and other relevant information are required at the bottom of the worksheet.

Drop-down menus are available for selection of priority, purpose, and funding sources.

Upon completion of the worksheet, the program or project category name, identification number, uses and funding sources will be transferred by manually creating a formula to the individual category tab created by the user.

Proposed Budget Funding

This worksheet gives a detailed listing of the individual program or project for the proposed budget year by category, identification number, priority ranking, and purpose. The data entered in these columns will be from the program and project worksheet. The individual line item is then identified by the requested, defunded, and final budget dollar amount. The budgeted dollar amounts will tie back to the requested, defunded, and budget columns found on the individual category worksheet uses by category section.

Beyond 5-Year Period

This worksheet details individual program and project by category that are beyond the 5-Year CIP timeline. The year planned, ranking criteria, purpose, and estimated cost are identified.

A drop-down menu is available for the ranking criteria and purpose.

Capital Improvement Plan Policy Information

Capital Asset Policy

- Purpose:** The purpose of this policy is to establish a consistent methodology for recording in the financial records of the Village of Williams Bay ("Village"), the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board ("GASB").
- General:** The Village of Williams Bay holds certain capital assets which include land, buildings, building improvements, vehicles, machinery, equipment, docks and piers, furniture, appliances, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a one-year period.
- These assets must be accounted for at historical cost or estimated historical cost and fairly represented in the Village of Williams Bay's Annual Financial.
- Valuation:** All costs shall be documented, including methods and sources used to establish such cost basis.
1. Purchased assets: the recording of purchased assets shall be made based on actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
 2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to identify all direct costs an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
 3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of asset's fair market value shall be assigned cost equal to the fair market value at the time of acquisition.
 4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
 5. Dedicated assets: required installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the Village upon completion. Recording of infrastructure assets will be made based on actual costs, including

ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.

6. Shared purchases: assets shared with other municipalities or entities shall be made based on the Village's share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

Ancillary costs: Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the Village's fixed asset inventory system, may be expensed.

Ancillary costs include:

- Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- Equipment: transportation charges, installation costs, and any other normal and necessary expenditure required to place the asset into its intended state of operation.
- Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

Classification: Capital assets include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expensed in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

Long-term assets can be classified into the following:

- Furniture and equipment: office furniture; office, data processing, and special department equipment
- Vehicles and equipment: vehicles, operating and mechanical equipment.
- Land: land, land improvements
- Buildings: buildings, building improvements
- Infrastructure: streets, bridges, water and sewer systems, drainage systems, sidewalks, curb, and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value to \$5,000 or more. This will be known as the “capitalization threshold” for reporting purposes in the Annual Financial Report. The Water and Sewer Utilities will follow capitalization guidelines as established by the Wisconsin Public Service Commission.

Repair and maintenance costs are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of \$5,000 or more to an individual capital asset are to be capitalized.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining “book” value will be written off as depreciation unless it will materially affect the Village’s financial statements.

The water utility will follow guidelines for depreciation as established by the Wisconsin Public Service Commission.

- Useful Life: To determine the useful life of an asset for depreciation purposes, the Village shall consider an asset's present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.
- Inventory: An inventory of all long-term assets should be reviewed and updated annually.

Capital Assets Policy
Developed: May 2023
Adopted: June 2023

Capital Improvement Plan Summary Information

Components

Summary of Funds

This worksheet summarizes the estimated beginning and ending fund balance, individual funding sources, and individual uses by category for each CIP year. The worksheet is automatically generated by combining data contained on each individual category worksheet.

Funding Sources Charts

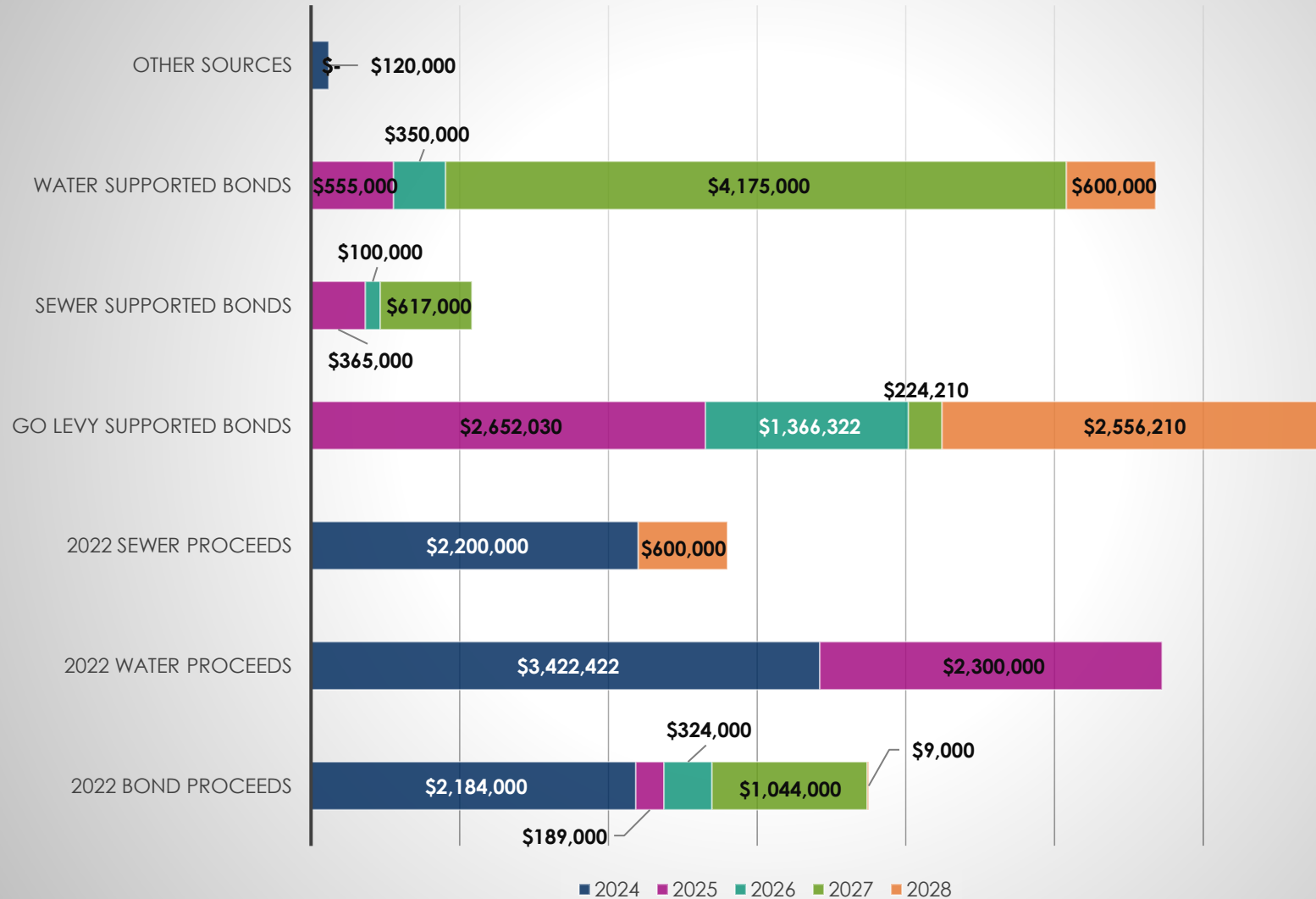
These graphically show the funding sources detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

Uses by Category Charts

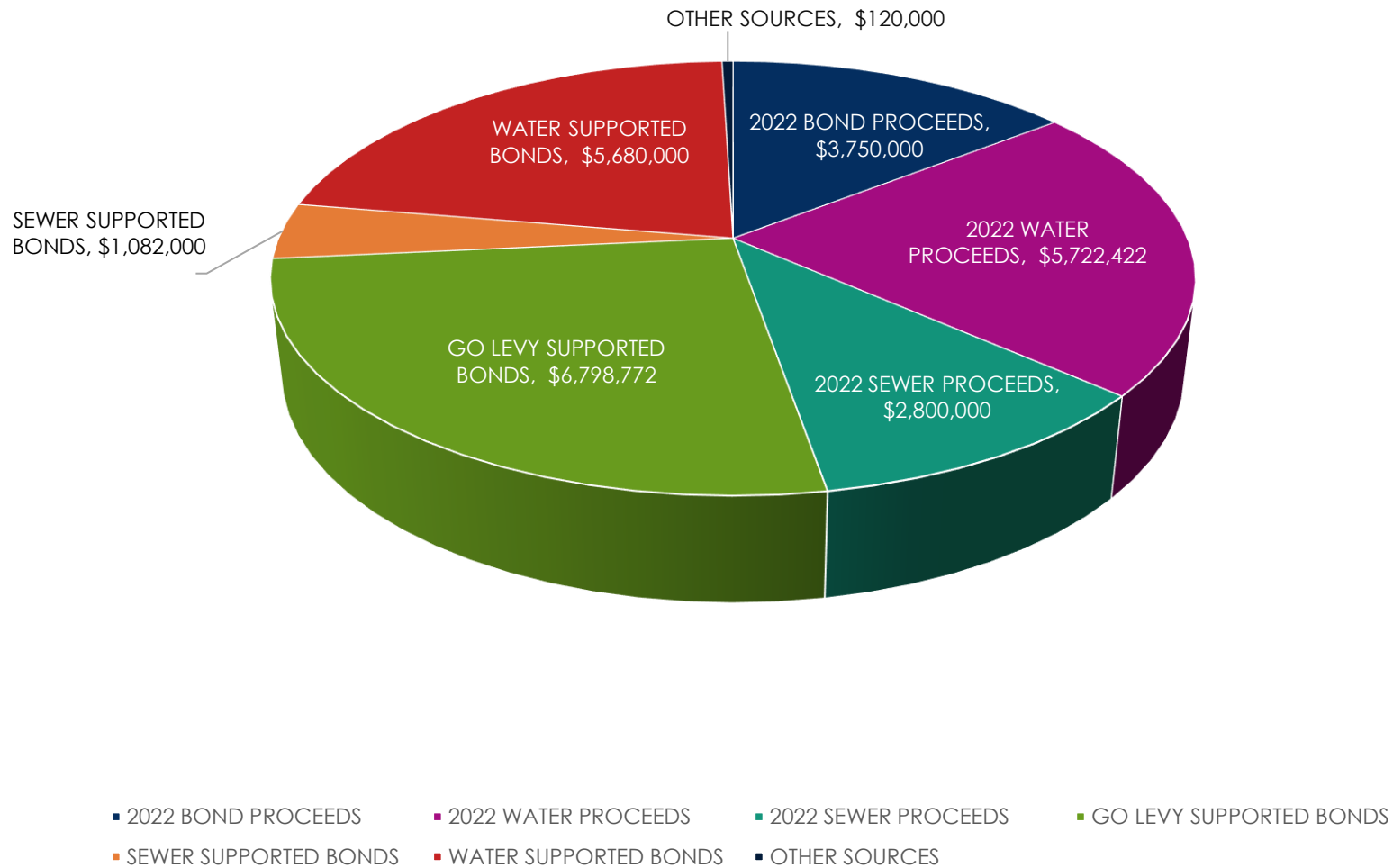
These graphically show the uses by category detailed on the bottom of the charts for each CIP year. The charts are automatically generated by the data contained on the summary of funds worksheet.

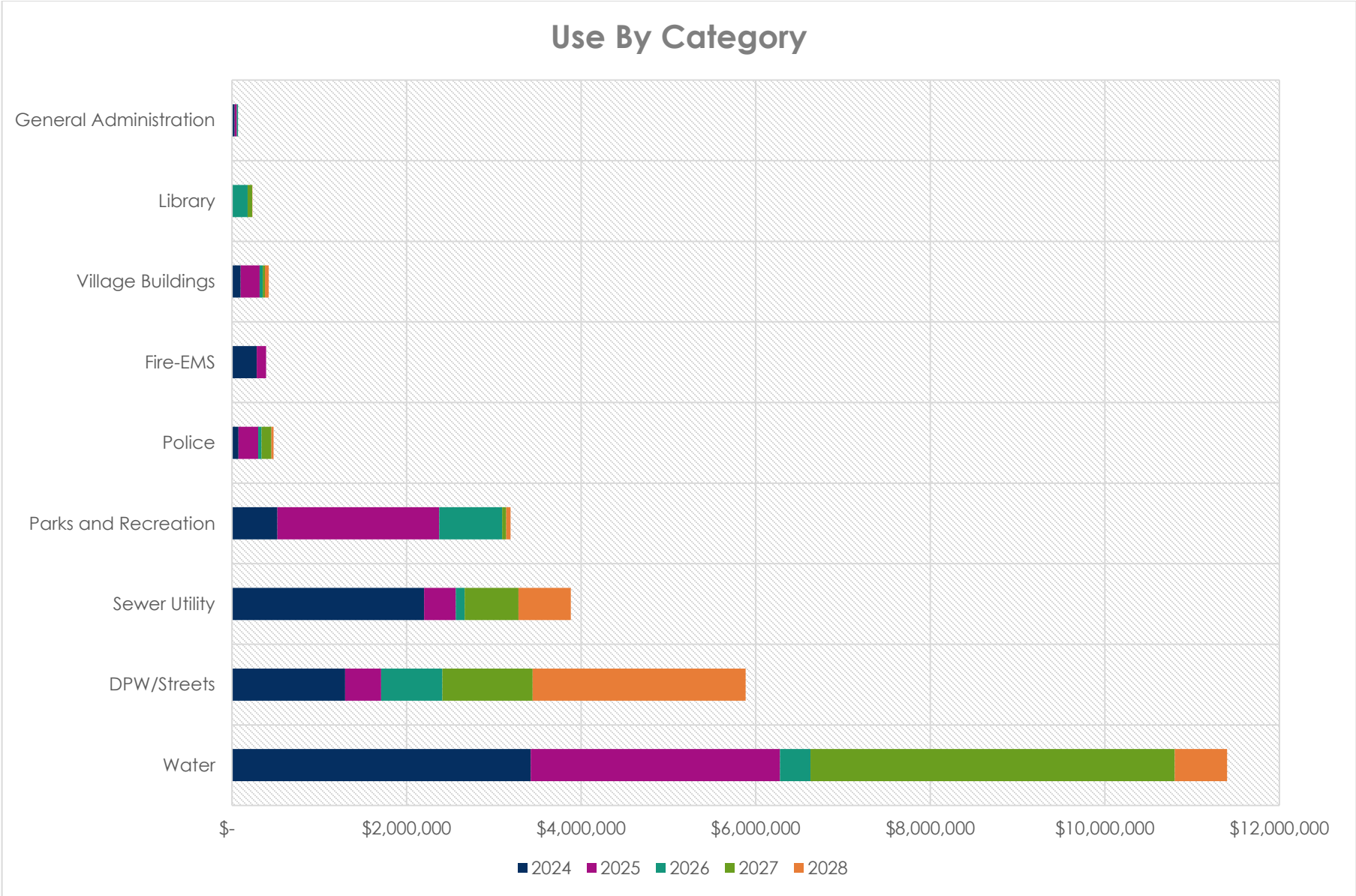
VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 SUMMARY OF FUNDS						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
2022 BOND PROCEEDS	\$ 2,184,000	\$ 189,000	\$ 324,000	\$ 1,044,000	\$ 9,000	\$ 3,750,000
2022 WATER PROCEEDS	\$ 3,422,422	\$ 2,300,000				\$ 5,722,422
2022 SEWER PROCEEDS	\$ 2,200,000				\$ 600,000	\$ 2,800,000
GO LEVY SUPPORTED BONDS		\$ 2,652,030	\$ 1,366,322	\$ 224,210	\$ 2,556,210	\$ 6,798,772
SEWER SUPPORTED BONDS		\$ 365,000	\$ 100,000	\$ 617,000		\$ 1,082,000
WATER SUPPORTED BONDS		\$ 555,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 5,680,000
OTHER SOURCES	\$ 120,000					\$ 120,000
TOTAL SOURCES	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	\$ 25,953,194
TOTAL AVAILABLE FUNDS	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	
USES BY CATEGORY						
Water	\$ 3,422,422	\$ 2,855,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 11,402,422
DPW/Streets	\$ 1,295,000	\$ 414,238	\$ 700,000	\$ 1,035,000	\$ 2,440,000	\$ 5,884,238
Sewer Utility	\$ 2,200,000	\$ 365,000	\$ 100,000	\$ 617,000	\$ 600,000	\$ 3,882,000
Parks and Recreation	\$ 520,000	\$ 1,855,000	\$ 721,000	\$ 45,000	\$ 50,000	\$ 3,191,000
Police	\$ 74,000	\$ 224,959	\$ 39,322	\$ 113,210	\$ 25,210	\$ 476,701
Fire-EMS	\$ 285,000	\$ 104,833				\$ 389,833
Village Buildings	\$ 100,000	\$ 217,000	\$ 35,000	\$ 25,000	\$ 45,000	\$ 422,000
Library			\$ 180,000	\$ 50,000	\$ 5,000	\$ 235,000
General Administration	\$ 30,000	\$ 25,000	\$ 15,000			\$ 70,000
TOTAL USES BY CATEGORY	\$ 7,926,422	\$ 6,061,030	\$ 2,140,322	\$ 6,060,210	\$ 3,765,210	\$ 25,953,194
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	

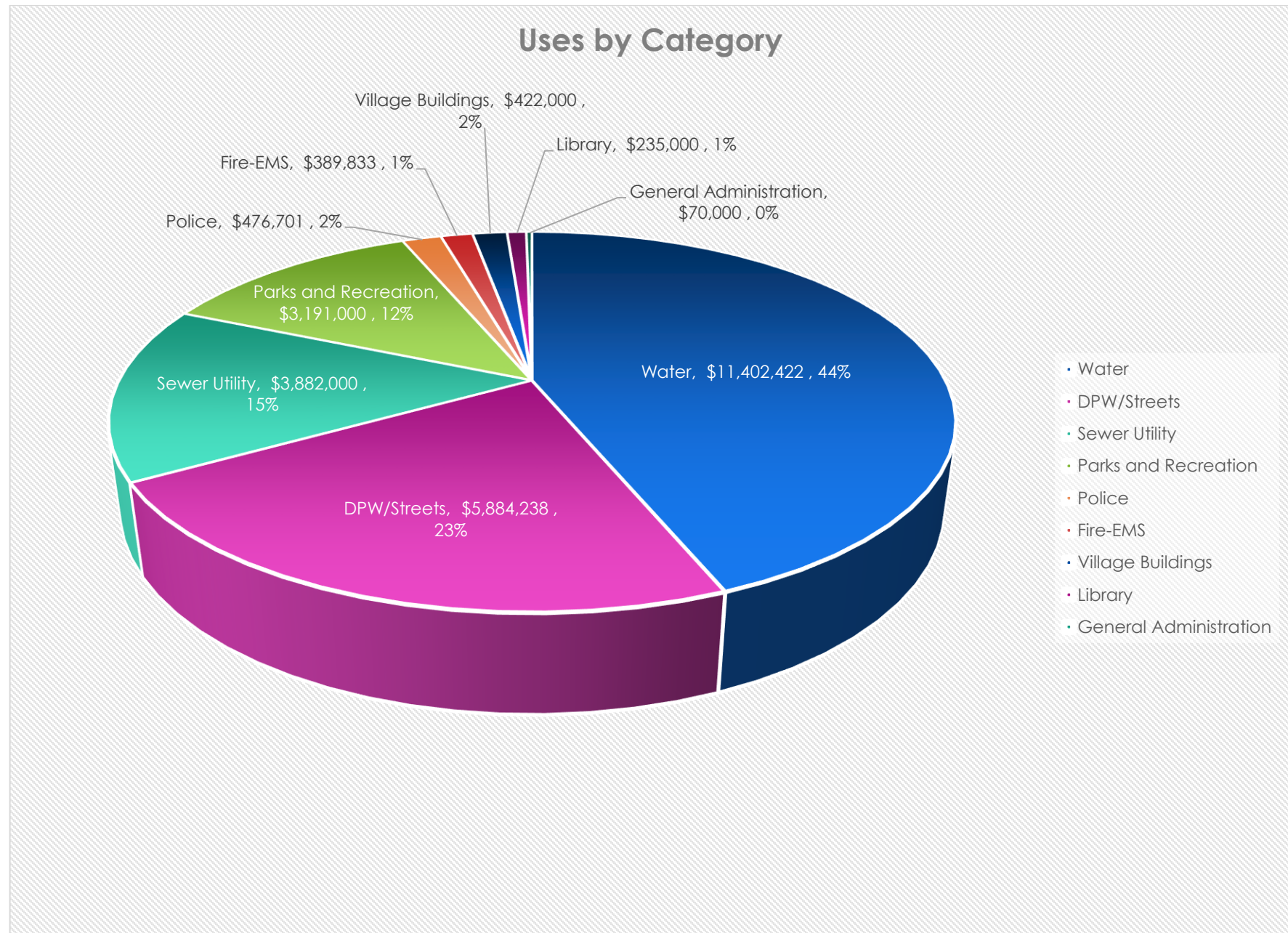
Funding by Source



Funding by Sources







VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 2022 BORROWING SUMMARY OF FUNDS						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
2022 BOND PROCEEDS	\$ 2,484,000	\$ 189,000	\$ 24,000	\$ 1,044,000	\$ 9,000	\$ 3,750,000
2022 WATER PROCEEDS	\$ 3,422,422	\$ 2,300,000				\$ 5,722,422
2022 SEWER PROCEEDS	\$ 1,800,000				\$ 1,000,000	\$ 2,800,000
TOTAL SOURCES	\$ 7,706,422	\$ 2,489,000	\$ 24,000	\$ 1,044,000	\$ 1,009,000	\$ 12,272,422
TOTAL AVAILABLE FUNDS	<u>\$ 7,706,422</u>	<u>\$ 2,489,000</u>	<u>\$ 24,000</u>	<u>\$ 1,044,000</u>	<u>\$ 1,009,000</u>	
USES BY CATEGORY						
Water Plant Modifications	\$ 500,000	\$ 2,300,000				\$ 2,800,000
Loch Vista Water Main	\$ 1,100,000					\$ 1,100,000
West Geneva Street - STH 67				\$ 1,035,000		\$ 1,035,000
State Rd 67 Water Replacement	\$ 1,000,000					\$ 1,000,000
Harris Road Lift Station Upgrades	\$ 1,000,000					\$ 1,000,000
Harris Road FM In Geneva St					\$ 1,000,000	\$ 1,000,000
State Rd 67 Sewer Replacement	\$ 600,000					\$ 600,000
State Road 67 Reconstruction	\$ 500,000					\$ 500,000
Southwick Creek Funds Remaining	\$ 422,422					\$ 422,422
Lakewood Trails Subdivision	\$ 300,000					\$ 300,000
Observatory Place	\$ 300,000					\$ 300,000
Walworth Ave	\$ 300,000					\$ 300,000
Tennis and Basketball Courts	\$ 280,000					\$ 280,000
Park Playground Improvements	\$ 200,000					\$ 200,000
Reactor Cleaning and Painting	\$ 200,000					\$ 200,000
Mainline Televising Repairs	\$ 200,000					\$ 200,000
Tanker and Ambulance	\$ 200,000					\$ 200,000
Well 2 Pump/Electric/Meter	\$ 150,000					\$ 150,000
Squad Car	\$ 65,000	\$ 65,000				\$ 130,000
Theatre-Road Bathrooms/Building		\$ 100,000				\$ 100,000
LionsField House Renovations	\$ 100,000					\$ 100,000
Emergency Management Vehicle	\$ 85,000					\$ 85,000
Beach Cleaner	\$ 75,000					\$ 75,000
Southwick Creek LOMR	\$ 50,000					\$ 50,000
Axon Fleet	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
Theatre Road Baseball Field Upgrades	\$ 25,000					\$ 25,000
Theatre Road Baseball Fence	\$ 15,000					\$ 15,000
Squad Computers			\$ 15,000			\$ 15,000
Beach House		\$ 15,000				\$ 15,000
Laserfiche	\$ 10,000					\$ 10,000
Computer Upgrades	\$ 10,000					\$ 10,000
Village Computer Server	\$ 10,000					\$ 10,000
TOTAL USES BY CATEGORY	<u>\$ 7,706,422</u>	<u>\$ 2,489,000</u>	<u>\$ 24,000</u>	<u>\$ 1,044,000</u>	<u>\$ 1,009,000</u>	<u>\$ 12,272,422</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

Capital Improvement Program Department Summaries/Justifications

Department Summary Categories

A worksheet is created for each individual CIP Department with sources and uses categories. The first year estimated or actual beginning fund balance for the category needs to be entered. The combined totals of sources and uses will be calculated from individual project/program worksheets for each CIP year.

Program or Project Description & Justification

A worksheet is completed for each CIP project or program. The program or project is identified by category, name, and number. Department, contact, type, useful life, priority, and purpose are identified. A narrative description and justification are required for the program or project. A narrative budget impact and other relevant information are required at the bottom of the worksheet.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Water						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
2022 WATER PROCEEDS	\$ 3,422,422	\$ 2,300,000				\$ 5,722,422
GRANTS						\$ -
WATER SUPPORTED BONDS		\$ 555,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 5,680,000
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ 3,422,422	\$ 2,855,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 11,402,422
TOTAL AVAILABLE FUNDS	\$ 3,422,422	\$ 2,855,000	\$ 350,000	\$ 4,175,000	\$ 600,000	
USES BY PROGRAM/PROJECT						
Loch Vista Water Main	\$ 1,100,000					\$ 1,100,000
State Rd 67 Water Replacement	\$ 1,000,000					\$ 1,000,000
Water Plant Modifications	\$ 500,000	\$ 2,300,000				\$ 2,800,000
Southwick Creek Funds Remaining	\$ 422,422					\$ 422,422
Reactor Cleaning and Painting	\$ 200,000	\$ 140,000				\$ 340,000
Well 2 Pump/Electric/Meter	\$ 150,000					\$ 150,000
Southwick Creek LOMR	\$ 50,000					\$ 50,000
Well 3 Pump Replacement		\$ 400,000				\$ 400,000
Water & Sewer Utility Truck		\$ 15,000				\$ 15,000
Walworth Avenue WM			\$ 350,000			\$ 350,000
Well 2 Roof				\$ 30,000		\$ 30,000
Well 3 Roof				\$ 30,000		\$ 30,000
Building Tuckpointing				\$ 15,000		\$ 15,000
Geneva Street STH 67				\$ 4,100,000		\$ 4,100,000
Geneva Street WM Replacement					\$ 600,000	\$ 600,000
TOTAL USES BY PROJECT	\$ 3,422,422	\$ 2,855,000	\$ 350,000	\$ 4,175,000	\$ 600,000	\$ 11,402,422
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Loch Vista Water Main
Program/Project #:	WATER1-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Water Main on Loch Vista

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Loch Vista Water Main	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Total	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000
Total	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000

Budget Impact/Other
Financial Impact of \$1,100,000 covered by 2022 water borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	State Rd 67 Water Replacement
Program/Project #:	WATER2-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 - Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of water lines within State Rd 67.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
State Rd 67 Water Replacement	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

Budget Impact/Other
Financial Impact of \$1,000,000 covered by 2022 water borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Water Plant Modifications
Program/Project #:	WATER3-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Modifications to Water Plant per DNR requirements

Justification
Due to modifications needed to meet DNR regulations upgrades are required.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Water Plant Modifications	\$ 500,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ 2,800,000
Total	\$ 500,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ 2,800,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 500,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ 2,800,000
Total	\$ 500,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ 2,800,000

Budget Impact/Other
Financial Impact of \$500,000 in 2024 and \$2,300,000 in 2025. Financing covered by 2022 Water Borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Southwick Creek Funds Remaining
Program/Project #:	WATER4-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Project Funds Remaining from Southwest Creek Realignment

Justification
Funds available to designate towards either this project or additional project.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Southwick Creek Funds Remaining	\$ 422,422	\$ -	\$ -	\$ -	\$ -	\$ 422,422
Total	\$ 422,422	\$ -	\$ -	\$ -	\$ -	\$ 422,422

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 422,422	\$ -	\$ -	\$ -	\$ -	\$ 422,422
Total	\$ 422,422	\$ -	\$ -	\$ -	\$ -	\$ 422,422

Budget Impact/Other
Financial Impact of \$422,421.79 paid via 2022 water borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Reactor Cleaning and Painting
Program/Project #:	WATER5-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reactor Cleaning and Painting.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Reactor Cleaning and Painting	\$ 200,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 340,000
Total	\$ 200,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 340,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Water Supported Bond		\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000
Total	\$ 200,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 340,000

Budget Impact/Other
Financial Impact to Budget of \$340,000 with \$200,000 covered by 2022 Water Revenue Borrowing and an additional \$140,000 needed to be covered by future Water general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Water
Program/Project Name:	Well 2 Pump/Electric/Meter
Program/Project #:	WATER6-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement fo Well 2 Pump/Electric/Meter

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Well 2 Pump/Electric/Meter	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Budget Impact/Other
Financial Impact of \$150,000 paid via 2022 water borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Southwick Creek LOMR
Program/Project #:	WATER7-2024

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Southwick Creek LOMR Project

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Southwick Creek LOMR	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Water Supported Bonds	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact of \$50,000 paid via 2022 water borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Well 3 Pump Replacement
Program/Project #:	WATER1-2025

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacment of Well 3 Pump

Justification
Scheduled replacment of worn out equipment.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Well 3 Pump Replacement	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Total	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Total	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

Budget Impact/Other
Financial Impact of \$400,000 in 2025. Financing being covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Water & Sewer Utility Truck
Program/Project #:	WATER2-2025

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
1 Ton utility body truck used by water and sewer departments.

Justification
Part of regular maintenance schedule, cost share with water.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Water & Sewer Utility Truck	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other
Financial Impact to budget of \$15,000. covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Walworth Avenue WM
Program/Project #:	WATER1-2026

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Water Main on Walworth Avenue

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Walworth Avenue WM	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

Budget Impact/Other
Financial Impact of \$350,000 covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Geneva Street STH 67
Program/Project #:	WATER1-2027

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of water lines within Geneva Street STH 67

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Street STH 67	\$ -	\$ -	\$ -	\$ 4,100,000	\$ -	\$ 4,100,000
Total	\$ -	\$ -	\$ -	\$ 4,100,000	\$ -	\$ 4,100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ -	\$ 4,100,000	\$ -	\$ 4,100,000
Total	\$ -	\$ -	\$ -	\$ 4,100,000	\$ -	\$ 4,100,000

Budget Impact/Other
Financial Impact of \$4,100,000 via future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Well 2 Roof
Program/Project #:	WATER2-2027

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacment of roof on Well 2 Building

Justification
Roof has reached useful life and is in need of replacement.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Well 2 Roof	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Budget Impact/Other
Financial Impact of \$30,000 in 2027 covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Well 3 Roof
Program/Project #:	WATER3-2027

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacment of roof on Well 3 Building

Justification
Roof has reached useful life and is in need of replacement.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Well 3 Roof	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000

Budget Impact/Other
Financial Impact of \$30,000 in 2027 covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Building Tuckpointing
Program/Project #:	WATER4-2027

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Updating of Water Building Tuckpointing

Justification

Tuckpointing has reached useful life and is in need of replacement.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Building Tuckpointing	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000

Budget Impact/Other

Financial Impact of \$15,000 in 2027 covered by future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Water
Program/Project Name:	Geneva Street WM Replacement
Program/Project #:	WATER1-2028

Department:	Water
Contact:	Wayne
Type:	Equipment
Useful Life:	10 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of water main on Geneva Street

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Street WM Replacement	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Supported Bond	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000

Budget Impact/Other
Financial Impact of \$600,000 via future water general obligation borrowing.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 DPW/Streets						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 414,238	\$ 400,000		\$ 2,440,000	\$ 3,254,238
2022 BOND PROCEEDS	\$ 1,175,000		\$ 300,000	\$ 1,035,000		\$ 2,510,000
GRANTS						\$ -
OTHER SOURCE	\$ 120,000					\$ 120,000
TOTAL SOURCES	\$ 1,295,000	\$ 414,238	\$ 700,000	\$ 1,035,000	\$ 2,440,000	\$ 5,884,238
TOTAL AVAILABLE FUNDS	\$ 1,295,000	\$ 414,238	\$ 700,000	\$ 1,035,000	\$ 2,440,000	
USES BY PROGRAM/PROJECT						
State Road 67 Reconstruction	\$ 500,000					\$ 500,000
Lakewood Trails Subdivision	\$ 300,000					\$ 300,000
Observatory Place	\$ 300,000					\$ 300,000
Geneva Lake Dam Repairs	\$ 120,000					\$ 120,000
Beach Cleaner	\$ 75,000					\$ 75,000
Plow Truck		\$ 250,000				\$ 250,000
Ravina Street		\$ 50,000				\$ 50,000
DPW truck		\$ 45,000				\$ 45,000
Asphalt roller		\$ 25,000				\$ 25,000
Radicom Radios		\$ 20,238				\$ 20,238
Loader tires		\$ 15,000				\$ 15,000
Paint Striper		\$ 9,000				\$ 9,000
Walworth Ave			\$ 700,000			\$ 700,000
Geneva Street - STH 67				\$ 1,035,000		\$ 1,035,000
Geneva St./Cedar Point Dr.					\$ 2,400,000	\$ 2,400,000
Geneva Street Bridge					\$ 40,000	\$ 40,000
TOTAL USES BY PROJECT	\$ 1,295,000	\$ 414,238	\$ 700,000	\$ 1,035,000	\$ 2,440,000	\$ 5,884,238
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	State Road 67 Reconstruction
Program/Project #:	DPW-STREETS1-2024

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reconstruction of State Road 67.

Justification
Scheduled replacement of State Road 67.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
State Road 67 Reconstruction	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

Budget Impact/Other
Financial Impact to budget of \$500,000 funded by 2022 Bond Proceeds



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Lakewood Trails Subdivision
Program/Project #:	DPW-STREETS2-2024

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 - Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Expansion of street for Lakewood Trails Subdivision

Justification
Phase 2 of expansion calls for extension of 5,000 feet of roadway.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lakewood Trails Subdivision	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Budget Impact/Other
Financial Impact to budget of \$300,000 funded by 2022 Bond Proceeds

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Observatory Place
Program/Project #:	DPW-STREETS3-2024

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Construction of road for Observatory Place

Justification
Scheduled replacement of road for Observatory Place.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Observatory Place	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Budget Impact/Other
Financial Impact to budget of \$300,000 funded by 2022 bond proceeds



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Geneva Lake Dam Repairs
Program/Project #:	DPW-STREETS4-2024

Department:	DPW-STREETS
Contact:	Wayne
Type:	building
Useful Life:	20
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Repair of Geneva Lake Dam located within village.

Justification
Geneva Lake Dam is in need of replacement in order to increase safety concerns. Cost is to be split between multiple municipalities.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Lake Dam Repairs	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Total	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Other Source	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Total	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

Budget Impact/Other
Financial Impact to budget of \$120,000 to be covered by general fund reserves, unused 2022 Bond Proceeds, or reimbursement resolution to have covered by future Go Bond Proceeds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Beach Cleaner
Program/Project #:	DPW-STREETS5-2024

Department:	DPW-STREETS
Contact:	Wayne
Type:	equipment
Useful Life:	7 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Beach Cleaner

Justification
Beach Cleaning machines are effective in removing beach pollution such as seaweed, dead fish, glass, syringes, plastic, cans, cigarettes, shells, stone, wood and virtually any unwanted debris.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Beach Cleaner	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Budget Impact/Other
Financial Impact to budget of \$75,000 funded by 2022 GO Proceeds

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Plow Truck
Program/Project #:	DPW-STREETS1-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	Equipment
Useful Life:	20
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Plow truck

Justification
scheduled replacement of 2006 plow truck

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Plow Truck	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Total	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Total	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

Budget Impact/Other
Financial Impact to budget of \$250,000 funded by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Ravina Street
Program/Project #:	DPW-STREETS2-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reconstruction of Ravina Street

Justification
Scheduled replacement of Ravina Street

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Ravina Street	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$50,000 funded by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	DPW truck
Program/Project #:	DPW-STREETS3-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	equipment
Useful Life:	7 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Director of public works truck

Justification
Scheduled replacement, current truck then becomes parks truck.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
DPW truck	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Total	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000
Total	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000

Budget Impact/Other
Financial Impact to budget of \$45,000 requested to be funded via future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Asphalt roller
Program/Project #:	DPW-STREETS4-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	equipment
Useful Life:	20
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Asphalt roller, used

Justification
Current roller is 1981 model

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Asphalt roller	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Levy	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial Impact to budget of \$25,000 requested to be funded by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-Streets
Program/Project Name:	Radicom Radios
Program/Project #:	DPW-STREETSS5-2025

Department:	DPW-Streets
Contact:	Wayne
Type:	Equipment
Useful Life:	15 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of radicom radios for various departments to utilize.

Justification
The County awarded the contract to Radicom to supply the radiso to all the participating municipalities. Payment for the radios was authorized in 2022 and will be paid in 2025.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Radicom Radios	\$ -	\$ 20,238	\$ -	\$ -	\$ -	\$ 20,238
Total	\$ -	\$ 20,238	\$ -	\$ -	\$ -	\$ 20,238

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 20,238	\$ -	\$ -	\$ -	\$ 20,238
Total	\$ -	\$ 20,238	\$ -	\$ -	\$ -	\$ 20,238

Budget Impact/Other
Financial impact to DPW-Streets of \$22,238 covered by future general obligation borrowing

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	DPW-STREETS
Program/Project Name:	Loader tires
Program/Project #:	DPW-STREETS6-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	equipment
Useful Life:	20
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement tires for John Deere 544k loader

Justification
Tire replacement at half of loader life.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Loader tires	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Levy	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other
Financial Impact to budget of \$15,000 funded by future General Obligation Borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Paint Striper
Program/Project #:	DPW-STREETS7-2025

Department:	DPW-STREETS
Contact:	Wayne
Type:	equipment
Useful Life:	20
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Paint striper

Justification
replace paint striper, age unknown 20+ yrs

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Paint Striper	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
Total	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Levy	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000
Total	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 9,000

Budget Impact/Other
Financial Impact to budget of \$9,000 requesting to be funded by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Walworth Ave
Program/Project #:	DPW-STREETS1-2026

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Construction of road for Walworth Ave.

Justification

Scheduled replacement of road for Walworth Ave

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Walworth Ave	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000
Total	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000
Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Bond Proceeds	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Total	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ 700,000

Budget Impact/Other

Financial Impact to budget of \$300,000 funded by 2022 bond proceeds and \$400,000 funded by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Geneva Street - STH 67
Program/Project #:	DPW-STREETS1-2027

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reconstruction of Geneva Street - STH 67

Justification
Scheduled replacement of Geneva Street - STH 67

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Street - STH 67	\$ -	\$ -	\$ -	\$ 1,035,000	\$ -	\$ 1,035,000
Total	\$ -	\$ -	\$ -	\$ 1,035,000	\$ -	\$ 1,035,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ -	\$ -	\$ -	\$ 1,035,000	\$ -	\$ 1,035,000
Total	\$ -	\$ -	\$ -	\$ 1,035,000	\$ -	\$ 1,035,000

Budget Impact/Other
Financial Impact to budget of \$1,035,000 covered by 2022 Bond Proceeds



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Geneva St./Cedar Point Dr.
Program/Project #:	DPW-STREETS1-2028

Department:	DPW-STREETS
Contact:	Wayne
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reconstruction of Geneva Street/Cedar Point Drive

Justification
Scheduled replacement of Geneva Street/Cedar Point Drive.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva St./Cedar Point Dr.	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000

Budget Impact/Other
Financial Impact to budget of \$2,400,000 funded by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	DPW-STREETS
Program/Project Name:	Geneva Street Bridge
Program/Project #:	DPW-STREETS2-2028

Department:	DPW-STREETS
Contact:	
Type:	Street Reconstruction
Useful Life:	50 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Reconstruction of Geneva Street Bridge

Justification
Scheduled replacement of Geneva Street Bridge

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Street Bridge	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000

Budget Impact/Other
Financial Impact to budget of \$40,000 funded by future general obligation borrowing.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Sewer Utility						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						
2022 SEWER PROCEEDS	\$ 2,200,000				\$ 600,000	\$ 2,800,000
GRANTS						\$ -
SEWER SUPPORTED BONDS		\$ 365,000	\$ 100,000	\$ 617,000		\$ 1,082,000
OTHER SOURCES						
TOTAL SOURCES	<u>\$ 2,200,000</u>	<u>\$ 365,000</u>	<u>\$ 100,000</u>	<u>\$ 617,000</u>	<u>\$ 600,000</u>	<u>\$ 3,882,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,200,000</u>	<u>\$ 365,000</u>	<u>\$ 100,000</u>	<u>\$ 617,000</u>	<u>\$ 600,000</u>	
USES BY PROGRAM/PROJECT						
<u>Harris Road Lift Station Upgrades</u>	\$ 1,400,000	\$ 100,000				\$ 1,500,000
<u>State Rd 67 Sewer Replacement</u>	\$ 600,000					\$ 600,000
<u>Mainline Televising Repairs</u>	\$ 200,000					\$ 200,000
<u>Valley Street/Wood Ave Sewer Repair</u>		\$ 150,000				\$ 150,000
<u>Lift Station 5 Gravity System</u>		\$ 50,000				\$ 50,000
<u>Lift Station 4 Gravity System</u>		\$ 50,000				\$ 50,000
<u>Water & Sewer Utility Truck</u>		\$ 15,000				\$ 15,000
<u>Walworth Avenue Repairs</u>			\$ 100,000			\$ 100,000
<u>Geneva Street - STH 67</u>				\$ 617,000		\$ 617,000
<u>Harris Road FM In Geneva St</u>					\$ 600,000	\$ 600,000
TOTAL USES BY PROJECT	<u>\$ 2,200,000</u>	<u>\$ 365,000</u>	<u>\$ 100,000</u>	<u>\$ 617,000</u>	<u>\$ 600,000</u>	<u>\$ 3,882,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Harris Road Lift Station Upgrades
Program/Project #:	SEWER1-2024

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description
Harris Road Lift Station Upgrade.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Harris Road Lift Station Upgrades	\$ 1,400,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,500,000
Total	\$ 1,400,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,500,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Sewer Supported Revenue Bonds	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ 1,400,000
Sewer Supported Bonds		\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Total	\$ 1,400,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,500,000

Budget Impact/Other
Financial Impact to budget of \$1,400,000 covered by 2022 Sewer Supported Bonds in 2024, \$500,000 will have to be covered by future GO Sewer Supported Borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	State Rd 67 Sewer Replacement
Program/Project #:	SEWER2-2024

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacment of State Rd 67 Sewer Lines.

Justification

Part of regular maintenance schedule, includes engineering, bid prices, contingency, materials and design, and construction.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
State Rd 67 Sewer Replacement	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Total	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Sewer Supported Revenue Bonds	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Total	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Budget Impact/Other

Financial Impact to budget of \$600,000 covered by 2022 Sewer Supported Bonds.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Sewer
Program/Project Name:	Mainline Televising Repairs
Program/Project #:	SEWER3-2024

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Mainline repairs associated with televising.

Justification
Engineering and construction costs for repairs found from televising.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Mainline Televising Repairs	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Sewer Supported Revenue Bonds	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Budget Impact/Other
Financial Impact to budget of \$200,000 covered by 2022 Sewer Supported Bonds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Valley Street/Wood Ave Sewer Repair
Program/Project #:	SEWER1-2025

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description

Justification

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Valley Street/Wood Ave Sewer Repair	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Supported Bonds	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

Budget Impact/Other
Financial Impact to budget of \$150,000 to be covered by future year sewer supported bond.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Lift Station 5 Gravity System
Program/Project #:	SEWER2-2025

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Description
Upgrade of Lift Station 5 Gravity System

Justification
System has reached it useful life and is part of scheduled replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lift Station 5 Gravity System	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Supported Bonds	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$50,000 to be covered by future sewer supported bond.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Lift Station 4 Gravity System
Program/Project #:	SEWER3-2025

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Upgrade of Lift Station 4 Gravity System

Justification
System has reached it useful life and is part of scheduled replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lift Station 4 Gravity System	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Supported Bonds	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

Budget Impact/Other
Financial Impact to budget of \$50,000 to be covered by future sewer supported bond.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Water & Sewer Utility Truck
Program/Project #:	SEWER4-2025

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
1 Ton utility body truck used by water and sewer departments.

Justification
Part of regular maintenance schedule, cost share with water.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Water & Sewer Utility Truck	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Supported Bonds	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other
Financial Impact to budget of \$15,000, covered by future sewer supported bonds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Walworth Avenue Repairs
Program/Project #:	SEWER1-2026

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Sanitary Sewer Repairs to Walworth Avenue

Justification
Equipment has reached its useful life and is in need of replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Walworth Avenue Repairs	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Supported Bonds	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000

Budget Impact/Other
Financial Impact to budget of \$100,000 covered by future Sewer Support Bonds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Geneva Street - STH 67
Program/Project #:	SEWER1-2027

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Geneva Street sewer lines.

Justification
Part of regular maintenance schedule, includes engineering, bid prices, contingency, materials and design, and construction.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Geneva Street - STH 67	\$ -	\$ -	\$ -	\$ 617,000	\$ -	\$ 617,000
Total	\$ -	\$ -	\$ -	\$ 617,000	\$ -	\$ 617,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Revenue Bonds	\$ -	\$ -	\$ -	\$ 617,000	\$ -	\$ 617,000
Total	\$ -	\$ -	\$ -	\$ 617,000	\$ -	\$ 617,000

Budget Impact/Other
Financial Impact to budget of \$617,000 to be covered by future sewer supported bonds.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Sewer
Program/Project Name:	Harris Road FM In Geneva St
Program/Project #:	SEWER1-2028

Department:	Sewer
Contact:	Wayne
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Harris Road force main located in Geneva Street.

Justification
Equipment has reached its useful life and is in need of replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Harris Road FM In Geneva St	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Sewer Supported Revenue Bonds	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000

Budget Impact/Other
Financial Impact to budget of \$600,000 covered by 2022 Sewer Supported Bonds.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Parks and Recreation						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 1,755,000	\$ 721,000	\$ 45,000	\$ 50,000	\$ 2,571,000
2022 BOND PROCEEDS	\$ 520,000	\$ 100,000				\$ 620,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 520,000</u>	<u>\$ 1,855,000</u>	<u>\$ 721,000</u>	<u>\$ 45,000</u>	<u>\$ 50,000</u>	<u>\$ 3,191,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 520,000</u>	<u>\$ 1,855,000</u>	<u>\$ 721,000</u>	<u>\$ 45,000</u>	<u>\$ 50,000</u>	
USES BY PROGRAM/PROJECT						
<u>Tennis and Basketball Courts</u>	\$ 280,000	\$ 180,000				\$ 460,000
<u>Park Playground Improvements</u>	\$ 200,000					\$ 200,000
<u>Theatre Road Baseball Field Upgrades</u>	\$ 25,000					\$ 25,000
<u>Theatre Road Baseball Fence</u>	\$ 15,000					\$ 15,000
<u>Theatre Road Bike Path</u>		\$ 1,300,000				\$ 1,300,000
<u>Theatre-Road Bathrooms/Building</u>		\$ 300,000				\$ 300,000
<u>Bailey Estates Playground</u>		\$ 75,000				\$ 75,000
<u>East Beach Improvements</u>			\$ 400,000			\$ 400,000
<u>Beachhouse Rehabilitation</u>			\$ 200,000			\$ 200,000
<u>Lions Park Walking Path</u>			\$ 65,000			\$ 65,000
<u>Utility Vehicle</u>			\$ 28,000			\$ 28,000
<u>Mower</u>			\$ 28,000			\$ 28,000
<u>Recreation Department Truck</u>				\$ 45,000		\$ 45,000
<u>Chipper</u>					\$ 50,000	\$ 50,000
TOTAL USES BY PROJECT	<u>\$ 520,000</u>	<u>\$ 1,855,000</u>	<u>\$ 721,000</u>	<u>\$ 45,000</u>	<u>\$ 50,000</u>	<u>\$ 3,191,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028

PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Parks
Program/Project Name:	Tennis and Basketball Courts
Program/Project #:	PARKS1-2024

Department:	Parks Department
Contact:	Dave
Type:	Equipment
Useful Life:	10 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Relocation of tennis and basketball court locations to Theatre Road.

Justification

Cost to relocate tennis and basketball courts from current location to Theatre Road.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Tennis and Basketball Courts	\$ 280,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 460,000
Total	\$ 280,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 460,000
Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 280,000
Bond Proceeds	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000
Total	\$ 280,000	\$ 180,000	\$ -	\$ -	\$ -	\$ 460,000

Budget Impact/Other

Financial impact to budget of \$460,000 covered by 2022 GO Bond Proceeds of \$250,000 for improvements and \$30,000 for removal from existing site. Remaining cost will be added to future borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Park Playground Improvements
Program/Project #:	PARKS2-2024

Department:	Parks Department
Contact:	Wayne
Type:	Parks Department
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Park Playground Improvements to Baywood Heights, Lions Field, and Edgewater Park.

Justification

Varous aspects of parks identified have reached or exceeded their useful life and are in need of updating.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Park Playground Improvements	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 GO Bond Proceeds	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Budget Impact/Other

Financial Impact to Budget of \$200,000 covered by 2022 GO Bond Proceeds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Recreation Department
Program/Project Name:	Theatre Road Baseball Field Upgrades
Program/Project #:	PARK3-2024

Department:	Recreation Department
Contact:	Dave
Type:	Building Expansion
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Upgrades to Theatre Road Baseball fields

Justification
Fences have reached useful life and are in need of replacment to continue competivie and recreational play.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Theatre Road Baseball Field Upgrades	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Budget Impact/Other
Financial impact to the budget of \$25,000 covered by 2022 GO Bond Proceeds.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Recreation Department
Program/Project Name:	Theatre Road Baseball Fence
Program/Project #:	PARK4-2024

Department:	Recreation Department
Contact:	Dave
Type:	Building Expansion
Useful Life:	25 years
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Build new baseball fence.

Justification

We used snow fence for the previous seasons and the cost of replacing every year cost the same as a new metal fence.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Theatre Road Baseball Fence	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other

Financial impact to the budget of \$15,000 covered by 2022 GO Bond Proceeds.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Theatre Road Bike Path
Program/Project #:	PARKS1-2025

Department:	Parks Department
Contact:	Wayne
Type:	Building and Grounds
Useful Life:	15 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Bike path connecting to Theatre Road

Justification
Create safe biking options

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Theatre Road Bike Path		\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000
Total	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000
Total	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000

Budget Impact/Other
Financial Impact to Budget of \$1,300,000 covered by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Theatre-Road Bathrooms/Building
Program/Project #:	PARKS2-2025

Department:	Parks Department
Contact:	Wayne
Type:	Building
Useful Life:	20 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Theatre Road park plan, new concessions and bathrooms

Justification
We have used a port-a-poty the last seven years for all of our programs at Theatre Road. With the new programs/equipment there is a need for bathrooms at Theatre Road.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Theatre-Road Bathrooms/Building	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
Total	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 GO Bond Proceeds	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
GO Levy Supported Bonds	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

Budget Impact/Other
Financial Impact of \$300,000 with \$100,000 funded via 2022 GO Bond Proceeds and \$200,000 funded future GO Borrowing.

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	Parks
Program/Project Name:	Bailey Estates Playground
Program/Project #:	PARKS3-2025

Department:	Parks Department
Contact:	Wayne
Type:	Equipment
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Addition of Bailey Estates playground

Justification

New playground

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Bailey Estates Playground	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Total	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000

Budget Impact/Other

Financial Impact to Budget of \$75,000 covered by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	East Beach Improvements
Program/Project #:	PARKS2-2026

Department:	Parks Department
Contact:	Wayne
Type:	Building and Grounds
Useful Life:	15 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Improvements to East Beach

Justification
East Beach is in needs of upgrades and improvements.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
East Beach Improvements	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Total	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Total	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000

Budget Impact/Other
Financial Impact to Budget of \$400,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Beachhouse Rehabilitation
Program/Project #:	PARKS3-2026

Department:	Parks Department
Contact:	Wayne
Type:	Parks Department
Useful Life:	15 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Rehabilitation and improvement of Beachhouse

Justification

Beachhouse has reached useful life expectancy and is in need of rehabilitation and upgrades.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Beachhouse Rehabilitation	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
Total	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
Total	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000

Budget Impact/Other

Financial Impact to Budget of \$200,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Recreation Department
Program/Project Name:	Lions Park Walking Path
Program/Project #:	PARKS4-2026

Department:	Recreation Department
Contact:	
Type:	Building Expansion
Useful Life:	50 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description

New walking path to connect everything in Lions Park.

Justification

Right now we have many improvements in Lions Park and we would like a way for everyone to access them of all abilities.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lions Park Walking Path	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
Total	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000
Total	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 65,000

Budget Impact/Other

Financial impact to the budget of \$65,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Utility Vehicle
Program/Project #:	PARKS5-2026

Department:	Parks Department
Contact:	Wayne
Type:	Parks Department
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Utility vehicle

Justification
Scheduled replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Utility Vehicle	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000
Total	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000
Total	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000

Budget Impact/Other
Financial impact to budget of \$28,000 covered by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Mower
Program/Project #:	PARKS6-2026

Department:	Parks Department
Contact:	Wayne
Type:	Parks Department
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
New mower

Justification
Scheduled replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Mower	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000
Total	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000
Total	\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ 28,000

Budget Impact/Other
Financial impact to budget of \$28,000 covered by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Recreation Department
Program/Project Name:	Recreation Department Truck
Program/Project #:	RECREATION1-2027

Department:	Recreation Department
Contact:	Dave
Type:	Vehicle
Useful Life:	10-15 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Reduce Personnel Time

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Be able to use dedicated recreation department truck when a truck is needed without the need to wait for public works vehicle.

Justification
A lot of staff currently use personal vehicles while driving throughout the village and different locations for work jobs.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Truck	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
Total	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
Total	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000

Budget Impact/Other
Financial impact to the budget of \$15,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Parks
Program/Project Name:	Chipper
Program/Project #:	PARKS1-2028

Department:	Parks Department
Contact:	Wayne
Type:	Parks Department
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Brush chipper

Justification
Scheduled replacement

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Chipper	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

Budget Impact/Other
Financial impact to budget of \$50,000 covered by future general obligation borrowing

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Police						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 150,959	\$ 15,322	\$ 104,210	\$ 16,210	\$ 286,701
2022 BOND PROCEEDS	\$ 74,000	\$ 74,000	\$ 24,000	\$ 9,000	\$ 9,000	\$ 190,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ 74,000	\$ 224,959	\$ 39,322	\$ 113,210	\$ 25,210	\$ 476,701
TOTAL AVAILABLE FUNDS	\$ 74,000	\$ 224,959	\$ 39,322	\$ 113,210	\$ 25,210	
USES BY PROGRAM/PROJECT						
<u>Squad Car</u>	\$ 65,000	\$ 80,000		\$ 88,000		\$ 233,000
<u>Axon Fleet</u>	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
<u>Radicom Radios</u>		\$ 66,485				\$ 66,485
<u>Space Needs Assesment</u>		\$ 30,000				\$ 30,000
<u>Squad Vests</u>		\$ 10,000				\$ 10,000
<u>Axon Body Cam</u>		\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206
<u>Axon Taser</u>		\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010
<u>Squad Computers</u>			\$ 15,000			\$ 15,000
TOTAL USES BY PROJECT	\$ 74,000	\$ 224,959	\$ 39,322	\$ 113,210	\$ 25,210	\$ 476,701
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Squad Car
Program/Project #:	POLICE1-2024

Department:	Police Department
Contact:	Justin
Type:	Police Car
Useful Life:	20 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Purchase new replacement for Squad 292 in 2023, 293 in 2025 and 294 in 2027. Already approved by Village and ordered in 2023 . Purchased from Karl's Emergency Vehicles in Iowa.

Justification

The vehicles are projected to obtain 100,000 miles on them by the time they are transitioned to public auction.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Squad Car	\$ 65,000	\$ 80,000	\$ -	\$ 88,000	\$ -	\$ 233,000
Total	\$ 65,000	\$ 80,000	\$ -	\$ 88,000	\$ -	\$ 233,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 65,000	\$ 65,000	\$ -		\$ -	\$ 130,000
GO Levy Supported Bonds	\$ -	\$ 15,000	\$ -	\$ 88,000	\$ -	\$ 103,000
Total	\$ 65,000	\$ 80,000	\$ -	\$ 88,000	\$ -	\$ 233,000

Budget Impact/Other

Financial Impact to budget of \$65,000 in 2024 paid by 2022 GO Bond Proceeds for squad 292. Financial Impact of \$65,000 from 2022 GO Bond Proceeds and \$15,000 in 2025 from future GO Bond Proceeds for squad 293. Projecting 10% increase in 2027 for Squad 294 to be covered by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Axon Fleet
Program/Project #:	POLICE2-2024

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Police Department
Contact:	Justin
Type:	Equipment
Useful Life:	7 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	New Program/Service

Description
Purchase of Axon Fleet

Justification
scheduled replacement of body cam for department

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Axon Fleet	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
Total	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000
Total	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 45,000

Budget Impact/Other
Financial impact to budget of \$9,000 per year covered by 2022 GO Bond Proceeds.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Radicom Radios
Program/Project #:	POLICE1-2025

Department:	General Government
Contact:	Justin
Type:	Equipment
Useful Life:	15 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Purchase of radicom radios for various departments to utilize.

Justification

The County awarded the contract to Radicom to supply the radiso to all the participating municipalities. Payment for the radios was authorized in 2022 and will be paid in 2025.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Radicom Radios	\$ -	\$ 66,485	\$ -	\$ -	\$ -	\$ 66,485
Total	\$ -	\$ 66,485	\$ -	\$ -	\$ -	\$ 66,485

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 66,485	\$ -	\$ -	\$ -	\$ 66,485
Total	\$ -	\$ 66,485	\$ -	\$ -	\$ -	\$ 66,485

Budget Impact/Other

Financial impact to Police Department of \$66,485 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Space Needs Assesment
Program/Project #:	POLICE2-2025

Department:	Police Department
Contact:	Justin
Type:	Assesment
Useful Life:	Multiple
Priority:	4 -Critical Need/Obligated/Within 6-12 Months
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
The purchase of a space needs assesment for the Police Department to get a better understanding of the current facility as well as the needs of this department both now and in the next twenty five years. This assesment will also help the Village Board in their decision to move forward with another building or if our current facility is adequent for the current police department.

Justification

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Space Needs Assesment	\$ -	\$ 30,000			\$ -	\$ 30,000
Total	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 30,000			\$ -	\$ 30,000
Total	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000

Budget Impact/Other
Financial Impact to budget of \$30,000 to be covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Squad Vests
Program/Project #:	POLICE3-2025

Department:	Police Department
Contact:	Justin
Type:	Vests
Useful Life:	5 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Currently each squad has level three rifle vests that are used to supplement the vests the officers wear on a daily basis. These vest need to be replaced every five years

Justification
This is an officer safety issue.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Squad Vests	\$ -	\$ 10,000			\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 10,000			\$ -	\$ 10,000
Total	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
This will impact the budget at \$10,000 every five years being financed by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Axon Body Cam
Program/Project #:	POLICE4-2025

Department:	Police Department
Contact:	Justin
Type:	Equipment
Useful Life:	7 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of body cam for department.

Justification
scheduled replacement of body cam for department

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Axon Body Cam	\$ -	\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206
Total	\$ -	\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206
Total	\$ -	\$ 17,772	\$ 8,886	\$ 9,774	\$ 9,774	\$ 46,206

Budget Impact/Other
Financial Impact to budget of \$17,772 in 2025 to cover two years of purchases, then a projected ten percent increase to 9,774 following that. Currently being projected to be funded by future go borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Axon Taser
Program/Project #:	POLICE5-2025

Department:	Police Department
Contact:	Justin
Type:	Equipment
Useful Life:	7 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of Axon Taser 7

Justification

scheduled replacement of Taser 7 for department

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Axon Taser		\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010
Total	\$ -	\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds		\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010
Total	\$ -	\$ 11,702	\$ 6,436	\$ 6,436	\$ 6,436	\$ 31,010

Budget Impact/Other

Financial Impact to budget of \$11702 in 2025 (5851 per years 2024 and 2025), and a projected ten percent increase the following years to \$6,436. Currently being requested to be funded via future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Police
Program/Project Name:	Squad Computers
Program/Project #:	POLICE1-2026

Department:	Police Department
Contact:	Justin
Type:	Police Car
Useful Life:	20 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

New Squad Computers purchased through our IT services from Panasonic.

Justification

Computers are replaced roughly every three years. At the next cycle, each officer will have their own computers which would relace the need for desktop computers in the office.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Squad Computers	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000

Budget Impact/Other

Financial Impact to budget of \$15,000 in 2026 covered by 2022 GO Bond Proceeds.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Fire-EMS						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 104,833				\$ 104,833
2022 BOND PROCEEDS	\$ 285,000					\$ 285,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ 285,000	\$ 104,833	\$ -	\$ -	\$ -	\$ 389,833
TOTAL AVAILABLE FUNDS	\$ 285,000	\$ 104,833	\$ -	\$ -	\$ -	
USES BY PROGRAM/PROJECT						
<u>Tanker and Ambulance</u>	\$ 200,000					\$ 200,000
<u>Emergency Management Vehicle</u>	\$ 85,000					\$ 85,000
<u>Radicom Radios</u>		\$ 104,833				\$ 104,833
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL USES BY PROJECT	\$ 285,000	\$ 104,833	\$ -	\$ -	\$ -	\$ 389,833
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire-EMS
Program/Project Name:	Tanker and Ambulance
Program/Project #:	FIRE-EMS-1 2024

Department:	Fire-EMS
Contact:	Dave
Type:	Equipment
Useful Life:	15 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of Tanker and Ambulance for Fire and EMS Departments

Justification
Approved as part of 2022 GO Bond Proceeds to cover replacement of worn out equipment.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Tanker and Ambulance	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 GO Bond Proceeds	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Budget Impact/Other
Financial impact to budget of \$200,000 covered by 2022 GO Bond Proceeds

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire-EMS
Program/Project Name:	Emergency Management Vehicle
Program/Project #:	FIRE-EMS-22024

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Fire-EMS
Contact:	Dave
Type:	Equipment
Useful Life:	15 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Description
Purchase of Emergency Management Vehicle

Justification
Approved as part of 2022 GO Bond Proceeds to cover replacement of worn out equipment.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Emergency Management Vehicle	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Total	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 GO Bond Proceeds	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Total	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

Budget Impact/Other
Financial impact to budget of \$85,000 covered by 2022 GO Bond Proceeds



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Fire-EMS
Program/Project Name:	Radicom Radios
Program/Project #:	FIRE -EMS1-2025

Department:	Fire-EMS
Contact:	Justin
Type:	Equipment
Useful Life:	15 Years
Priority:	5 -Mandated/Mission Driven/Immediate Need
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of radicom radios for various departments to utilize.

Justification
The County awarded the contract to Radicom to supply the radio to all the participating municipalities. Payment for the radios was authorized in 2022 and will be paid in 2025.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Radicom Radios	\$ -	\$ 104,833	\$ -	\$ -	\$ -	\$ 104,833
Total	\$ -	\$ 104,833	\$ -	\$ -	\$ -	\$ 104,833

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 104,833	\$ -	\$ -	\$ -	\$ 104,833
Total	\$ -	\$ 104,833	\$ -	\$ -	\$ -	\$ 104,833

Budget Impact/Other
Financial impact to Fire Department of \$104,833.49 covered by future general obligation borrowing.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Village Buildings						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 202,000	\$ 35,000	\$ 25,000	\$ 45,000	\$ 307,000
2022 BOND PROCEEDS	\$ 100,000	\$ 15,000				\$ 115,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ 100,000	\$ 217,000	\$ 35,000	\$ 25,000	\$ 45,000	\$ 422,000
TOTAL AVAILABLE FUNDS	\$ 100,000	\$ 217,000	\$ 35,000	\$ 25,000	\$ 45,000	
USES BY PROGRAM/PROJECT						
<u>LionsField House Renovations</u>	\$ 100,000	\$ 150,000				\$ 250,000
<u>Village Hall Flooring</u>		\$ 20,000				\$ 20,000
<u>Beach House Painting/Ext.</u>		\$ 15,000				\$ 15,000
<u>Village Hall AC</u>		\$ 15,000				\$ 15,000
<u>Village Hall Parking Lot Lights</u>		\$ 6,000				\$ 6,000
<u>Police Department New Lighting</u>		\$ 6,000				\$ 6,000
<u>Lakefront Restroom</u>		\$ 5,000				\$ 5,000
<u>Library Carpet & Flooring</u>			\$ 17,000			\$ 17,000
<u>PW Furnance Replacement</u>			\$ 12,000			\$ 12,000
<u>Library Bathroom Updates</u>			\$ 6,000			\$ 6,000
<u>PW Salt Barn</u>				\$ 25,000		\$ 25,000
<u>Fire Station</u>					???	\$ -
<u>Library Exterior Painting</u>					\$ 20,000	\$ 20,000
<u>Lions Park Concessions</u>					\$ 15,000	\$ 15,000
<u>Library Breaker Panel</u>					\$ 10,000	\$ 10,000
TOTAL USES BY PROJECT	\$ 100,000	\$ 217,000	\$ 35,000	\$ 25,000	\$ 45,000	\$ 422,000
EST. ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Buildings
Program/Project Name:	LionsField House Renovations
Program/Project #:	VILLAGE BUILDING1-2024

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Remodel; update bathrooms, community room and add storage

Justification

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
LionsField House Renovations	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 250,000
Total	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 250,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
GO Levy Supported Bonds	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ 100,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 250,000

Budget Impact/Other
Financial impact of \$100,000 covered by 2022 GO Bond Proceeds for 2024 and then need \$150,000 in 2025 from future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Village Hall Flooring
Program/Project #:	VILLAGE BUILDING1-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace flooring and seating in council chambers

Justification
scheduled replacement of flooring- existing carpet was installed 1995. New chairs will prevent ruining flooring

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Village Hall Flooring	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000

Budget Impact/Other
Financial impact of \$20,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Beach House Painting/Ext.
Program/Project #:	VILLAGE BUILDING2-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Paint interior and exterior

Justification

Scheduled maintenance - original painting done in 2005

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Beach House Painting/Ext.	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other

Financial impact of \$15,000 covered by 2022 GO Bond Proceeds



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Village Hall AC
Program/Project #:	VILLAGE BUILDING3-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace council room A/C

Justification
scheduled replacement - existing unit was installed 1995

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Village Hall AC	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

Budget Impact/Other
Financial impact of \$15,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Village Hall Parking Lot Lights
Program/Project #:	VILLAGE BUILDING4-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace lighting in parking lot

Justification
Upgrade to LED lighting

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Village Hall Parking Lot Lights	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000

Budget Impact/Other
Financial impact of \$6,000 covered by future general obligation borrowings.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Police Department New Lighting
Program/Project #:	VILLAGE BUILDINGS-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replace lighting in police department

Justification
Upgrade to LED lighting

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Police Department New Lighting	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000

Budget Impact/Other
Financial impact of \$6,000 covered by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Lakefront Restroom
Program/Project #:	VILLAGE BUILDING5-2025

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Stain exterior wood of lakefront bathrooms and upgrade lighting

Justification
Scheduled maintenance - original painting done in 2005

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lakefront Restroom	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000

Budget Impact/Other
Financial impact of \$5,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Library Carpet & Flooring
Program/Project #:	VILLAGE BUILDING1-2026

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of Children's area carpet and basement flooring

Justification
Scheduled maintenance

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Library Carpet & Flooring	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000
Total	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000
Total	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000

Budget Impact/Other
Financial impact of \$17,000 covered by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	PW Furnance Replacement
Program/Project #:	VILLAGE BUILDING2-2026

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Furnace replacement in shop

Justification
Scheduled maintenance - original furnace from 1991

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
PW Furnance Replacement	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Total	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000

Budget Impact/Other
Financial impact of \$12,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Library Bathroom Updates
Program/Project #:	VILLAGE BUILDING3-2026

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of bathroom fixtures (sinks, toilets, faucets)

Justification
Scheduled maintenance

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Library Bathroom Updates	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
Total	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000

Budget Impact/Other
Financial impact of \$6,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	PW Salt Barn
Program/Project #:	VILLAGE BUILDING1-2027

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
New siding and soffit on salt/sand barn

Justification
Need more durable siding to replace original from 1996

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
PW Salt Barn	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

Budget Impact/Other
Financial impact of \$25,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Fire Station
Program/Project #:	VILLAGE BUILDING1-2028

Department:	Village Buildings
Contact:	Dave
Type:	Fire Station
Useful Life:	25 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Expanded Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Creation of a new fire station to replace current fire station.

Justification
The Village is considering the creation of a new fire station to improve overall fire operations and provide a building which meets the latest codes, regulations, and operations.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Fire Station	\$ -	\$ -	\$ -	\$ -	???	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ -	???	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Impact/Other
Financial impact of \$??? covered by future general obligation borrowing.



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Library Exterior Painting
Program/Project #:	VILLAGE BUILDING2-2028

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Paint exterior of building and basement

Justification
Scheduled maintenance

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Library Exterior Painting	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000

Budget Impact/Other
Financial impact of \$20,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Lions Park Concessions
Program/Project #:	VILLAGE BUILDING3-2028

Department:	Village Buildings
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
residing of Lions Park Concession Building

Justification
Replace original siding from late 1990's

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Lions Park Concessions	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000

Budget Impact/Other
Financial impact of \$15,000 covered by future general obligation borrowing.

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Village Building
Program/Project Name:	Library Breaker Panel
Program/Project #:	VILLAGE BUILDING4-2028

Department:	Village Building
Contact:	Wayne
Type:	DPW
Useful Life:	10 years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	Replace Worn Out Equipment

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Electrical breaker panel update

Justification
Outdated panel - original to building from 1960's

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Library Breaker Panel	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000

Funding Sources	2024	2025	2026	2027	2028	Total
GO Levy Supported Bonds	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000

Budget Impact/Other
Financial impact of \$10,000 covered by future general obligation borrowing.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 Library						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS			\$ 180,000	\$ 50,000	\$ 5,000	\$ 235,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	\$ -	\$ -	\$ 180,000	\$ 50,000	\$ 5,000	<u>\$ 235,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ 50,000</u>	<u>\$ 5,000</u>	
USES BY PROGRAM/PROJECT						
<u>Main and Emergency Entries</u>			\$ 125,000			\$ 125,000
<u>Pine Tree Removal/Replacement</u>			\$ 30,000			\$ 30,000
<u>Landscaping Upgrades</u>			\$ 25,000			\$ 25,000
<u>Green Initiative</u>				\$ 50,000		\$ 50,000
<u>Parking Lot Improvements</u>					\$ 5,000	\$ 5,000
TOTAL USES BY PROJECT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ 50,000</u>	<u>\$ 5,000</u>	<u>\$ 235,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Main and Emergency Entries
Program/Project #:	LIBRARY1-2026

Department:	Library
Contact:	Joy
Type:	Building
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Front entry should be updated from single doors to double doors to be up to current ADA standards. Additionally, both west-facing emergency doors on the upper level should be updated or replaced.

Justification

Double doors would allow the public, particularly families with small children and elderly or handicapped people, to enter freely without fear of collisions or close contact with others. Updating to current ADA standards would allow easier access for wheelchair-bound patrons, as well. Replacing the emergency doors would mitigate the aging effects of weather on the locking mechanisms.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Main and Emergency Entries	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Total	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Total	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000

Budget Impact/Other

Financial impact to the budget of \$125,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Pine Tree Removal/Replacement
Program/Project #:	LIBRARY2-2026

Department:	Library
Contact:	Joy
Type:	Building
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Pine tree on north side is nearly dead and needs to be removed before it topples over onto the library or the building east of the library during a storm. Replacement tree needs to be planted, big enough for holiday lights.

Justification

Director of Public Works and owner of Exceptional Landscape Services both agree that this pine's branches show signs of dying and have been for years. The community is attached to this mature tree, it is a sentimental landmark for many and is a hallmark of the Christmas season in the village, so it will need to be replaced.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Pine Tree Removal/Replacement	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Total	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000

Budget Impact/Other

Financial impact to the budget of \$30,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Landscaping Upgrades
Program/Project #:	LIBRARY3-2026

Department:	Library
Contact:	Joy
Type:	Building
Useful Life:	25 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Various landscaping improvements to existing library grounds.

Justification

Upgraded lanscaping and outdoor seating options will provide increased traffic and participation for the library and community.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Landscaping Upgrades	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Total	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000

Budget Impact/Other

Financial impact to the budget of \$25,000 covered by future general obligation borrowing



**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Green Initiative
Program/Project #:	LIBRARY1-2027

Department:	Library
Contact:	Joy
Type:	Building
Useful Life:	20 Years
Priority:	2 -Improvement Benefit/Desired Want/2-3 Years
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Solar panels and electric car charging station

Justification
The Installation of an electric car charging station and of solar panels would spark educational programming and act as a forward-thinking example of the community. The solar panels would also provide energy savings to the village.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Green Initiative	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

Budget Impact/Other
Financial impact to the budget of \$50,000 covered by future general obligation borrowing

**VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Library
Program/Project Name:	Parking Lot Improvements
Program/Project #:	LIBRARY1-2028

Department:	Library
Contact:	Joy
Type:	Building
Useful Life:	20 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Years
Purpose:	Increase Safety

Note: Program/Project Name and # Referenced on Category Sheet.

Description

"Enter Only" and "Exit Only" signs for the parking lot to prevent accidents. A stone or paver walkway to the mailbox that is easily shoveled and maintained to improve access for staff.

Justification

Since the parking lot was repaved and striped to include more parking stalls in 2018 or 2019, many patrons ignore (or don't realize) it is now a one-way traffic flow. Numerous times near misses have been witnessed as drivers attempt to exit onto Geneva Street while others are pulling in. This also creates a safety issue for people as they walk from their cars to the sidewalk/entry. Staff has to navigate snow when attempting to open the mailbox from the library side (which the post office has explained is the only side we are supposed to unlock). A path would be safer and improve the procedure.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Parking Lot Improvements	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

Budget Impact/Other

Financial impact to the budget of \$5,000 covered by future general obligation borrowing

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024-2028 General Administration						
	2024	2025	2026	2027	2028	Total
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
GO LEVY SUPPORTED BONDS		\$ 25,000	\$ 15,000			\$ 40,000
2022 BOND PROCEEDS	\$ 30,000					\$ 30,000
GRANTS						\$ -
OTHER SOURCE						\$ -
TOTAL SOURCES	<u>\$ 30,000</u>	<u>\$ 25,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>
TOTAL AVAILABLE FUNDS	<u>\$ 30,000</u>	<u>\$ 25,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	
USES BY PROGRAM/PROJECT						
<u>Laserfiche</u>	\$ 10,000					\$ 10,000
<u>Computer Upgrades</u>	\$ 10,000					\$ 10,000
<u>Village Computer Server</u>	\$ 10,000					\$ 10,000
<u>Document Scanning</u>		\$ 25,000	\$ 15,000			\$ 40,000
						\$ -
TOTAL USES BY PROJECT	<u>\$ 30,000</u>	<u>\$ 25,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Starting fund balance						
TOTAL						

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	General Administration
Program/Project Name:	Laserfiche
Program/Project #:	GENERAL1-2024

Department:	General Government
Contact:	Dave
Type:	Software
Useful Life:	15 Years
Priority:	1 - Maintain/Public Want/Greater than 3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of Laserfiche software program

Justification
Purchase will help clerks department maintain records management.

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Laserfiche	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial Impact to budget of \$10,000. Paid by 2022 GO Bond Proceeds

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	General Administration
Program/Project Name:	Computer Upgrades
Program/Project #:	GENERAL2-2024

Department:	General Government
Contact:	Dave
Type:	Equipment
Useful Life:	15 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Various upgrades to department computers

Justification
Purchase will ensure staff is utilizing most up to date technology

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Computer Upgrades	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial Impact to budget of \$10,000. Paid by 2022 GO Bond Proceeds

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	General Administration
Program/Project Name:	Village Computer Server
Program/Project #:	GENERAL3-2024

Department:	General Government
Contact:	Dave
Type:	Equipment
Useful Life:	15 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Various upgrades to village server

Justification
Purchase will ensure staff is utilizing most up to date technology

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Village Computer Server	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Funding Sources	2024	2025	2026	2027	2028	Total
2022 Bond Proceeds	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Budget Impact/Other
Financial Impact to budget of \$10,000. Paid by 2022 Go Bond Proceeds

VILLAGE OF WILLIAMS BAY
CAPITAL IMPROVEMENT PLAN
2024-2028
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION

Category:	General Administration
Program/Project Name:	Document Scanning
Program/Project #:	GENERAL1-2025

Department:	General Government
Contact:	Dave
Type:	Equipment
Useful Life:	15 Years
Priority:	1 -Maintain/Public Want/Greater than 3 Years
Purpose:	New Program/Service

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Purchase of document scanner for various departments to utilize.

Justification
Purchase will ensure staff is utilizing most up to date technology

Expenditures (Uses)	2024	2025	2026	2027	2028	Total
Document Scanning	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ 40,000
Total	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ 40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Bond Proceeds	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ 40,000
Total	\$ -	\$ 25,000	\$ 15,000	\$ -	\$ -	\$ 40,000

Budget Impact/Other
Financial Impact to budget of \$25,000 in 2025 and \$15,000 in 2026. Paid by Future GO Bond Proceeds

2024 Capital Improvement Plan Proposed Budget Funding

A detailed department by department listing of the individual program or project for the proposed budget year by category, identification number, priority ranking, and purpose. The data entered in these worksheets will be from the program and project worksheet. The individual line item is then identified by the requested, defunded, and final budget dollar amount. The budgeted dollar amounts will tie back to the amounts found on the individual category worksheet uses by category section.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
Water	Loch Vista Water Main	WATER1-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 1,100,000			
Water	State Rd 67 Water Replacement	WATER2-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 1,000,000			
Water	Water Plant Modifications	WATER3-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 500,000			
Water	Southwick Creek Funds Remainir	WATER4-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 422,422			
Water	Reactor Cleaning and Painting	WATER5-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 200,000			
Water	Well 2 Pump/Electric/Meter	WATER6-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 150,000			
Water	Southwick Creek LOMR	WATER7-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 50,000			
Budget Funding Totals					<u>\$ 3,422,422</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
DPW-Streets	State Road 67 Reconstruction	DPW-STREETS1-2024	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 500,000			
	Lakewood Trails Subdivision	DPW-STREETS2-2024	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 300,000			
	Observatory Place	DPW-STREETS3-2024	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 300,000			
	Geneva Lake Dam Repairs	DPW-STREETS4-2024	5 -Mandated/Mission Driven/Immediate Need	Scheduled Replacement	\$ 120,000			
	Beach Cleaner	DPW-STREETS5-2024	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	\$ 75,000			
Budget Funding Totals					<u>\$ 1,295,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING							
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved
Sewer	Harris Road Lift Station Upgrades	SEWER1-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 1,400,000		
Sewer	State Rd 67 Sewer Replacement	SEWER2-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 600,000		
Sewer	Mainline Televising Repairs	SEWER3-2024	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 200,000		
Budget Funding Totals					\$ 2,200,000	\$ -	\$ -

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING							
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved
Park-Rec	Tennis and Basketball Courts	PARKS1-2024	4 -Critical Need/Obligated/Within 6-12 Months	Replace Worn Out Equipment	\$ 280,000		
Park-Rec	Park Playground Improvements	PARKS2-2024	2 -Improvement Benefit/Desired Want/2-3 Years	Replace Worn Out Equipment	\$ 200,000		
Park-Rec	Theatre Road Baseball Field Upgrades	PARK3-2024	4 -Critical Need/Obligated/Within 6-12 Months	Expanded Service	\$ 25,000		
Park-Rec	Theatre Road Baseball Fence	PARK4-2024	4 -Critical Need/Obligated/Within 6-12 Months	Expanded Service	\$ 15,000		
Budget Funding Totals					<u>\$520,000</u>	<u>\$ -</u>	<u>\$ -</u>

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
Police	Squad Car	POLICE1-2024	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 65,000			
Police	Axon Fleet	POLICE2-2024	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 9,000			
Budget Funding Totals					\$ 74,000	\$ -	\$ -	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
FIRE-EMS	Tanker and Ambulance	FIRE-EMS-1 2024	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 200,000			
FIRE-EMS	Emergency Management Vehicle	FIRE-EMS-2-2024	5 -Mandated/Mission Driven/Immediate Need	Replace Worn Out Equipment	\$ 85,000			
Budget Funding Totals					<u>\$285,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
VILLAGE BUILDINGS	LionsField House Renovations	VILLAGE BUILDING1-2024	3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment	\$ 100,000			
Budget Funding Totals					<u>\$100,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN 2024 RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2024 Requested	2024 Defunded	2024 Approved	
GENERAL ADMINISTRATION	Laserfiche	GENERAL1-2024	1 -Maintain/Public Want/Greater than 3 Years	New Program/Service	\$ 10,000			
GENERAL ADMINISTRATION	Computer Upgrades	GENERAL2-2024	1 -Maintain/Public Want/Greater than 3 Years	New Program/Service	\$ 10,000			
GENERAL ADMINISTRATION	Village Computer Server	GENERAL3-2024	1 -Maintain/Public Want/Greater than 3 Years	New Program/Service	\$ 10,000			
Budget Funding Totals					\$ 30,000	\$ -	\$ -	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

Capital Improvement Plan Beyond 2028

This section details department by department individual program and projects by category that are beyond the 5-Year CIP timeline. The year planned, ranking criteria, purpose, and estimated cost are identified.

VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	ESTIMATED COST
Recreation Department	Lions East Field Lights	2029	3 - Long Term	New Program/Service	\$ 200,000.00
Recreation Department	Baseball/Softball Scoreboards Lions	2029	3 - Long Term	New Program/Service	\$ 18,000.00
Recreation Department	Theatre Road Walking Path	2030	4 - Future	New Program/Service	\$ 100,000.00
Recreation Department	Theatre Road Fitness Equipment	2030	4 - Future	New Program/Service	\$ 50,000.00
Recreation Department	Lions Park Tot Lot	2031	4 - Future	New Program/Service	\$ 75,000.00
Recreation Department	Edgewater Park Gazebo	2031	4 - Future	New Program/Service	\$ 50,000.00
				Budget Funding Totals	\$ 493,000.00

<u>RANKING CRITERIA FOR FUTURE PROJECTS - when resources are available:</u>	<u>PURPOSE</u>
1 - Immediate: May be moved to the 5-Year plan within a year.	Scheduled Replacement
2 - Near Term: May be moved to the 5-Year plan in 2-3 years.	Current Equipment Obsolete
3 - Long Term: May be moved to the 5-Year plan in 4-5 years.	Replacement Worn Out Equipment
4 - Future: Anticipated but not yet scheduled.	Expanded Service
	New Program/Service
	Expanded Service
	Increase Safety
	Improve Policies/Procedures
	Reduce Personnel Time



VILLAGE OF WILLIAMS BAY CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	ESTIMATED COST
Police	Squad Vests	2029	1 - Immediate	Replacement Worn Out Equipment	\$ 10,000.00
Police	Squad Car	2029	1 - Immediate	Scheduled Replacement	\$ 96,800.00
Police	New Construction of Building	2030	2 - Near Term	New Program/Service	\$ 3,000,000.00
Police	Patrol Shields x 4	2030	1 - Immediate	Scheduled Replacement	\$ 6,000.00
Police	Department Firearms	2030	3 - Long Term	New Program/Service	\$ 7,725.00
				Budget Funding Totals	<u>\$ 3,120,525.00</u>

<u>RANKING CRITERIA FOR FUTURE PROJECTS - when resources are available:</u>	<u>PURPOSE</u>
1 - Immediate: May be moved to the 5-Year plan within a year.	Scheduled Replacement
2 - Near Term: May be moved to the 5-Year plan in 2-3 years.	Current Equipment Obsolete
3 - Long Term: May be moved to the 5-Year plan in 4-5 years.	Replacement Worn Out Equipment
4 - Future: Anticipated but not yet scheduled.	Expanded Service
	New Program/Service
	Expanded Service
	Increase Safety
	Improve Policies/Procedures
	Reduce Personnel Time

Important Disclosures

Robert W. Baird & Co. Incorporated is providing this information to you for discussion purposes. The materials do not contemplate or relate to a future issuance of municipal securities. Baird is not recommending that you take any action, and this information is not intended to be regarded as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 or the rules thereunder.

October 26, 2023

VIA EMAIL TRANSMISSION

Mr. David Lothspeich, Village Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, Wisconsin 53191

RE: First Installment Period Arbitrage Rebate Compliance

\$12,135,000
Village of Williams Bay
Walworth County, Wisconsin
Note Anticipation Note
Dated: August 8, 2022

\$11,610,000
Village of Williams Bay
Walworth County, Wisconsin
General Obligation Refunding Bonds
Series 2022

Dear Mr. Lothspeich:

Bingham Arbitrage Rebate Services, Inc. ("Bingham"), a woman-owned, nationally accredited small business, is pleased to submit this proposal for arbitrage rebate services on the above-referenced tax-exempt Note Anticipation Note and Refunding Bond Issue. This proposal confirms the nature and scope of the services Bingham will provide, the terms and conditions under which Bingham will provide such services and the associated fees.

NATURE AND SCOPE OF SERVICES

The U. S. Congress has long considered the use of tax-exempt bond proceeds to invest in higher yielding taxable obligations to be abusive. In enacting Section 148 of the Internal Revenue Code of 1986 (the "Tax Code"), Congress adopted an approach to controlling the abuse. Section 148(a) generally prohibits the investment of tax-exempt bond proceeds in taxable obligations with a yield materially higher than the bond yield. Section 148(f) requires the "rebate" to the United States Treasury of any allowable arbitrage profits. There are, of course, certain specific exceptions to both the yield restriction and the rebate requirements.

Within 45 – 60 days following the next ensuing computation date for the Bonds or on such other day as we may mutually agree, Bingham will prepare and provide the following:

1. A written report (the "Report") setting forth a calculation of any arbitrage rebate and yield reduction payments and any related interest or penalties due to the United States Treasury with respect to the Bonds in compliance with Section 148 of the Internal Revenue Code of 1986 (the "Tax Code"); and
2. Form 8038-T for filing with the Internal Revenue Service ("IRS"), if the Report indicates that amounts are owed to the United States Treasury.

The Reports and the Form 8038-T's (if required) will cover the period from August 8, 2022 through November 8 2022 for the 2022 NAN; and September 7, 2022 through September 7, 2027 for the 2022 General Obligation Bonds.

In the preparation of the Reports and, if required, the Form 8038-T's, Bingham will among other things determine the amount of the gross proceeds of the Bonds (including the investment proceeds) and the dates and amounts of the expenditures of such gross proceeds and assess whether such gross proceeds may qualify for the spending and other exceptions to the rebate and yield restriction requirements of Section 148 of the Tax Code.

Please note that you will have the ultimate responsibility for obtaining the signature of an authorized representative of the Issuer on the Form 8038-T and ensuring it is filed with the Internal Revenue Service by the date specified in the Report, along with the required payment.

CLIENT RESPONSIBILITIES

For Bingham to provide you with the highest level of service, we must rely on you to provide, in a timely manner, the transcript of the financing documents and closing certificates for the Bonds, including the tax or arbitrage certificate and the IRS Form 8038, 8038-G or 8038-GC, any amendments to or modifications of such documents and certificates and the information regarding the investment and expenditure of the gross proceeds of the Bonds that we may request. You may have to obtain, or arrange for Bingham to obtain, such information from your bond counsel, the trustee for the Bonds or other professionals.

For the Reports, we will need all the bank/trust statement history from August 8, 2022 through November 8, 2022 for the 2022 NAN; and September 7, 2022 through current date for the 2022 General Obligation Issue. For future statements, please ask the bank to set Bingham up for online access. The documentation and information requested for the arbitrage rebate calculations should cover the entire history of the Bonds. Any investment changes that occurred during our review period would be considered necessary.

We will not audit or otherwise independently verify the correctness of the information you provide. However, we may ask you to clarify any of the information.

PERIOD OF THE ENGAGEMENT

We expect to begin the preparation of your Reports and Form 8038-T's (if required) upon receipt of a signed copy of this proposal and all of the documents and information requested.

Our services will conclude upon our delivery to you of the Reports and 8038-T's (if required) in a form suitable for execution by your authorized representative and filing with the IRS. You are responsible for reviewing the accuracy of Form 8038-T and any accompanying schedules and statements prior to filing.

Having worked with a wide variety of issues, our firm already understands the accounting practices and debt structure to be utilized. Our project team stands ready to begin this engagement without delay. We welcome the opportunity to serve your office in this important tax compliance requirement. Please do not hesitate to contact me at (804) 864-9564 if you have any questions.

Sincerely,



Kim A. Hoyt
President

**Proposal for Arbitrage Rebate Compliance Services for
Village of Williams Bay**

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
1. Bingham Qualifications and Experience	4 - 11
2. Bingham's Work Plan	12 - 17
3. Partial Client List – Wisconsin Clients	18
4. Evaluation Date and Bingham's Fee Schedule.....	19 - 20
5. Signatures.....	21

Past and Current Accomplishments

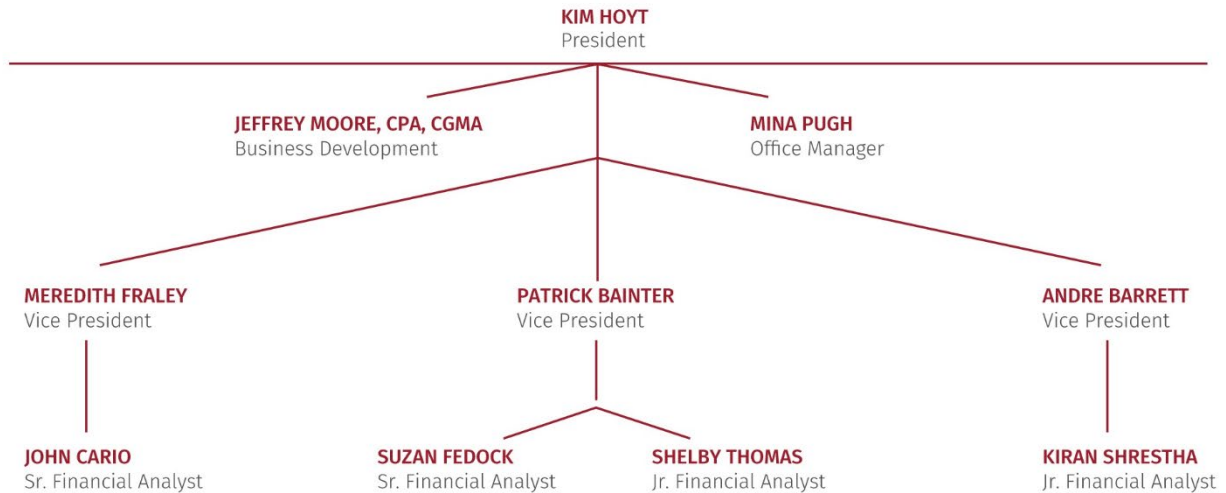
Company History and Woman Owned (Minority) Firm	Bingham has provided arbitrage rebate and related compliance services for 35 years. ➤ 1985 - Bingham & Company Capital Markets, Inc. of St. Louis and Kansas City, Missouri established. ➤ 1988 -Arbitrage Rebate Service Division added to the St. Louis office. ➤ 1989 -Arbitrage Rebate Service Division transferred to Richmond, Virginia. ➤ 1995 -Division incorporated as Bingham Arbitrage Rebate Services, Inc. ("Bingham"), a wholly owned subsidiary, with Kim A. Hoyt as President. ➤ 1996 -Ms. Hoyt purchased the firm from Bingham & Company Capital Markets, Inc. ➤ 1997 - Virginia Women's Business Enterprise (VWBE) Certified ➤ 2005 - Small, Women and Minority (SWaM) Certified ➤ 2018 – National Women's Business Enterprise Certification (WBENC) Since Ms. Hoyt's acquisition of Bingham in 1996, Bingham has been and remains a certified woman-owned minority firm. Bingham has chosen to remain an independent firm, with the same ownership, organizational structure, and name, rather than merge with other firms. This strategy has allowed Bingham to experience deliberate, steady growth and earn a national reputation for expertise and excellence in arbitrage rebate services.
Calculation Savings for Clients	There are various instances of arbitrage rebate savings for Bingham's clients. For Variable Rate Issues only, the Bond Year Method can be applied which allows annual bond years with the bond yield and arbitrage liability being calculated separately for each bond year. By utilizing the Bond Year Method, the fluctuation of the yield and arbitrage liability is eliminated. Bingham has been able to save millions of dollars for clients by knowing how to properly apply this method under Variable Rate Issues. Bingham has worked with numerous clients on Requests for Recovery of Overpayments (Tax Form 8038-R) with total refunds exceeding \$2,900,000. In all cases, overpayments were due to errors from previous provider calculations, errors resulting from in-house calculations, installment period payment refunds when final calculation results in overpayment from earlier installment periods.
Professional Affiliations	Bingham is a member of the National Government Finance Officers' Association (GFOA). Additionally, Bingham is a member of the GFOA within the states of North Carolina, Virginia, Georgia and Louisiana. Bingham is a member of the National Association of Bond Lawyers.
Legal and Other Professional Resources	Bingham not only brings highly experienced and expert staff to every client transaction, but we also work closely with ➤ A bond attorney who is a nationally recognized specialist in arbitrage rebate and tax compliance ➤ The attorney/CPA who developed Bingham's proprietary software ➤ Bond counsel for your transaction. The combination of Bingham staff experience and expertise, coupled with the assistance of these other experts, guarantees delivery of the most timely and accurate arbitrage rebate compliance reports to every client. Please note: The attorney and attorney/CPA mentioned above serve our firm in an advisory capacity and they are not subcontractors on Bingham contracts.

Past and Current Accomplishments

IRS Experience	IRS inquiries by their very nature produce stress. Bingham is readily available to our clients and has experience dealing with IRS inquiries, audits, questionnaires, past due rebate liability, refund requests due to overpayment, and issuers that have gone before the IRS Voluntary Closing Agreement Program. We're here to help you with the IRS. Best of all, Bingham's calculations and reports have never been challenged by the IRS in any way, but rather have been accepted by the IRS and bond counsel as definitive. a) <u>IRS Audits/Examinations</u> – In each instance, upon client request Bingham sent information to client or IRS. In each instance, the client received an IRS letter stating, "No further action needed, and audit closed." There have never been any adverse findings by the IRS with any of Bingham's calculations or reports. b) <u>Overpayment Refunds</u> – As noted on the previous page, Bingham has worked with several clients on overpayment refund requests for arbitrage rebate, and excess investment yield, calculations exceeding \$2,900,000. Our office has worked with multiple IRS agents for all refund requests. None of Bingham's refund requests have resulted in further examinations or adverse findings. c) <u>Voluntary Closing Agreement Program (VCAP) and other IRS Interactions</u> – Bingham has assisted clients through the Voluntary Closing Agreement Program. VCAP factors have included missed 0% State and Local Government Securities (SLGs) within Escrow Funds, restructuring of Escrow Funds and errors from previous provider calculations. d) <u>Other IRS Interactions</u> – Many times Bingham is hired after the installment due date. If a payment is due, late penalties may accrue. In order for the IRS to waive an additional penalty equal to 50%, or 100%, the issuer must submit a detailed letter explaining why the payment is late and not due to willful neglect. The rebate payment and late penalties must be made within 180 days of discovering the failure to pay rebate on time. Bingham has assisted Bond Counsel and clients in the preparation of waiver of penalty letters. In all instances, the clients never heard further from the IRS and did not have to pay the additional 50% or 100% penalty.
Proprietary Software	A key component of Bingham's reliable and efficient service is our data processing capability and proprietary software developed by an attorney and CPA. The software has been closely reviewed and validated by our firm's CPAs to ensure compliance with Treasury Regulations and the Internal Revenue Code, as well as generally accepted accounting principles. Additionally, our software can be easily updated to comply with new amendments to laws and accompanying regulations as needed. For some specific client needs, our software has been customized and updated.
Data Management and Security	Bingham recommends to all clients that records related to arbitrage rebate calculations, reports, and payments (if any) be kept for six years after the final maturity date of the bonds. Upon request, Bingham can assist your office with developing and maintaining appropriate recordkeeping systems. Bingham recommends that all clients maintain bond closing documents, transaction activity, arbitrage rebate reports and related documentation. Bingham can provide your office with electronic back-up of all data and reports generated for a period extending at least six years after the redemption date or last maturity date of an Issue. Bingham's electronic back-up is created and moved off-site daily to a secured location.

Organization

Bingham is a small, highly experienced firm with ten full-time employees located in Richmond, Virginia. Having one location allows Bingham to provide the most efficient, accurate and client-responsive post-issuance compliance services in the arbitrage rebate industry.



Key Personnel

Meredith Fraley
Vice President



Expertise:

Transferred Proceeds
Parity Reserve Funds
Uncommingling/
Pro Rata Allocations
Pooled Bond Issues
Refund Requests
Client Training

With over three decades of experience in arbitrage rebate services, Meredith Fraley specializes in Municipal, Not-for-Profit[501(c)(3)s], University, and Multi-Family issues.

Meredith performs the financial calculations necessary for the arbitrage rebate requirement and interprets corresponding Treasury Regulations, consistently ensuring compliance. Since 2012, she has produced over 2,500 comprehensive reports for complex arbitrage rebate calculations. Since 2005, she has successfully processed refund requests for over \$2 million dollars.

Meredith has been an integral part of Bingham's growth and client retention since the early years of the company. Clients trust and rely on her knowledge and support. As a result, she has numerous faithful clients who have consistently relied on her services for over ten years, including cities, counties, authorities, and universities. She is skilled at adapting and working with varying data formats the client provides — from Excel files or PDFs to a wide variety of bank statements. Meredith is not only a dedicated member of our team, but a dedicated team player with every client.

A recognized arbitrage specialist, Meredith leads instructional sessions at various financial conferences, providing clients and other professionals accurate, essential information on arbitrage rebate compliance. She also has led in sessions at an CPE accredited course, *Issuing Debt and Debt Management*, conducted by the Virginia Government Finance Officers' Association.

Professional Memberships:

GFOA - Virginia, Georgia, Louisiana, North Carolina
National Association of Bond Lawyers
Women in Public Finance (National and Virginia Chapter)

B.S. Finance - Virginia Polytechnic Institute and State University

Key Personnel

**Patrick Bainter
Vice President**



Expertise:

Parity Debt Service
Reserve Funds &
Commingled Funds
Transferred Proceeds
Interest Rate Swap
Transactions
Universal Cap Analysis
P3 Projects

With over 20 years of experience at Bingham, Patrick Bainter handles complex arbitrage rebate and comprehensive verification services. He specializes in municipal, university, assisted living facility, industrial development authority, public private partnerships (P3), and not-for-profit [501(c)(3)s] Issues.

Patrick has consistently been at the forefront of Bingham's development and progress. Patrick leads Bingham's verification services. In 2012, he initiated and developed Bingham's verification analysis models with support from Bingham's CPA. For pre-bond closing transactions, Patrick provides verification services for refunding escrow funds and cash defeasance transactions, ensuring mathematical accuracy. With proven expertise and using customized software programs, he confirms the adequacy of cash, escrow yield, and securities placed in escrow for the retirement of the bond issue(s).

Patrick and his team have provided over 600 reports for a wide variety of clients, including a regional Authority, six international airports, over thirty universities/colleges, and major transportation projects. In 2022, Patrick led the completion of verification reports for transportation projects on \$1 billion and \$638 million Series 2022 Bonds.

Since 2015, Patrick has completed over 2,700 complex arbitrage rebate calculations, always paying close attention to the potential to reduce rebate liability. He has significant experience providing both arbitrage rebate and verification services to P3 (public private partnership) projects.

Professional Memberships:

GFOA - Virginia, Georgia, Louisiana, North Carolina
Louisiana Association of School Business Officials

B.B.A. Finance - Radford University

Key Personnel

Andre Barrett
Vice President



Expertise:

Transferred Proceeds
Parity Reserve Funds
Uncommingling/
Pro Rata Allocations
Pooled Bond Issues
Refund Requests

With a strong background in banking and in-depth knowledge of the complexities of IRS arbitrage rebate tax compliance, Andre specializes in arbitrage rebate and verification services for municipalities and educational institutions, as well as hospitals, retirement homes, and housing.

Proficient in all areas of arbitrage rebate account management, Andre has performed over 1,500 calculations with a total par value of over \$17 million since 2015. His strong expertise in municipal debt has resulted in exceptional arbitrage services for over 82 municipalities. He regularly assists clients with IRS Schedule K (Form 990) completion and consistently pays close attention to the potential to reduce rebate liability.

With solid financial experience, he is a valued resource in Bingham verification reporting. Andre assisted in verification reports for transportation projects on \$1 billion and \$638 million Series 2022 Bonds.

Andre often represents Bingham at local and state financial conferences, contributing up-to-date information regarding arbitrage rebate, verification, and IRS Schedule K (Form 990) services.

Professional Memberships:

GFOA - Virginia, Georgia, Louisiana, North Carolina
Louisiana Association of School Business Officials

B.S. Finance - Virginia Commonwealth University

Key Personnel

**Kim A. Hoyt
President**



Expertise:
IRS and U.S. Treasury
Regulations

**Post-Issuance
Compliance:**
Bond Yield
Arbitrage Rebate
Calculations
Yield Reduction

Training

As President and owner of Bingham since 1996, Kim is a recognized expert in the arbitrage compliance field. With an extensive accountant and analyst background in the banking industry, Kim provides the leadership that has earned Bingham a reputation for expertise and excellence in arbitrage rebate services.

Kim has in-depth knowledge of all current IRS arbitrage rebate tax rules and regulations. With the evolution of U.S. Treasury regulations, she has effectively guided Bingham's account managers and staff through the resulting changes to post-issuance compliance. She maintains strong relationships with corporate trust banks, bond attorneys, and financial advisors to provide quality consultation on matters relating to verification service, post-issuance compliance, arbitrage rebate, and related IRS forms.

Kim provides oversight and support to the Bingham team in verification of calculations and reports. Her close scrutiny of the complex details associated with arbitrage rebate ensures regulatory compliance and precision reporting for every client.

As an active participant in financial conferences and seminars nationwide, Kim conducts specialized training and seminars for clients and the public finance industry on post-issuance compliance topics such as bond yield, arbitrage rebate calculations, yield reduction, and recordkeeping. She has presented sessions with representatives from the IRS Tax-Exempt Bond (TEB) compliance group.

Kim maintains a Preparer Tax Identification Number in order to sign IRS Tax Forms 8038-T for payments and 8038-R for overpayment refunds.

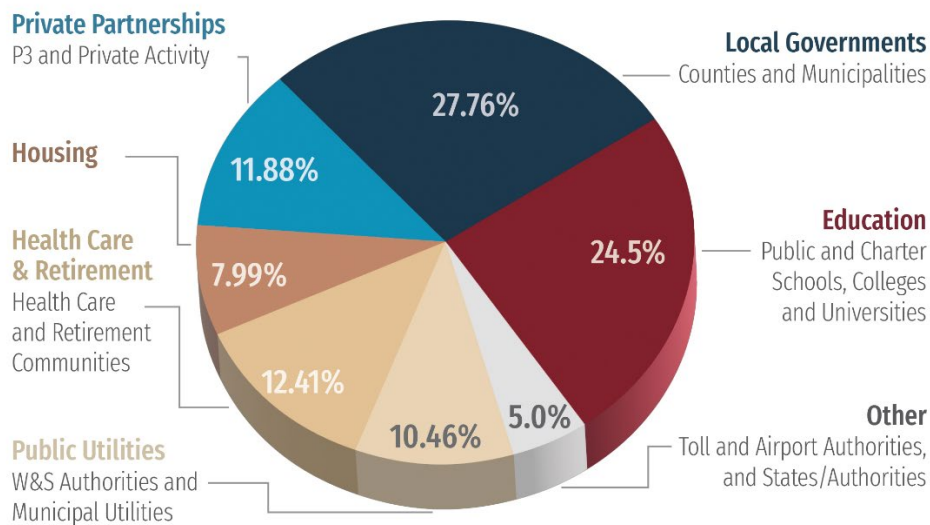
Professional Memberships:

GFOA - National, Virginia, Georgia, Louisiana, North Carolina
Georgia Association of School Business Officials
National Association of Bond Lawyers
Women in Public Finance (National, Virginia and Louisiana Chapter)

B.S. Accounting - Pennsylvania State University

Client Composition

Bingham has provided arbitrage rebate compliance and related services for 35 years. From its humble beginnings in 1988, Bingham has completed arbitrage rebate calculations on more than 6,500 bond issues throughout the United States. Bingham now has clients in forty-five states and the District of Columbia; and has successfully completed calculations amounting to more than \$140 billion in combined bond proceeds. Included among our clients are Municipalities, Counties, School Districts, Academic Institutions, Water and Sewer Authorities, Universities, Non-Profit Organizations, Foundations, Industrial Development Authorities, Transportation Authorities, Retirement Facilities, Housing Authorities, Hospitals, Airports and other Private Activity issuers.



Bingham has completed arbitrage rebate compliance reviews applying each of the various versions of Section 148 of the Internal Revenue Code (1986, 1989 Temporary, 1992 through and including the current 1993 U.S. Treasury Regulations), as appropriate to each client and issue.

Bingham has provided arbitrage rebate services including

- complex pooled financings involving multiple participants
- ongoing services for many large municipal and development authority debt issuers who have contracted with us for more than twenty years
- analysis of more than 300 swaps, swap termination and/or similar complex investment hedging arrangements.

Bingham has also served as verification agent on more than 750 refunding transactions in the past eleven years.

The following steps are a detailed account of Bingham's process to provide arbitrage rebate calculation services for Village of Williams Bay.

Step 1: Setup and maintain an arbitrage compliance summary for the issue.

Bingham will review the closing documents and investment activity to determine which funds will need to be evaluated for arbitrage rebate compliance. Bingham will collect data from your office and confirm the Bond Year and relevant IRS filing dates. Bingham will set up and maintain an arbitrage rebate compliance summary for the issue, to monitor ongoing compliance requirements.

Step 2: Standard documentation and information provided to Bingham for these compliance reports:

- a) IRS Form 8038-G
- b) Tax Exemption Certificate
- c) Official Statement
- d) Index to closing transcript
- e) All bank/trust statements from August 8, 2022 through November 8, 2022 for the 2022 NAN; and September 7, 2022 through current date for the 2022 General Obligation issue

The statements and documents noted above are necessary documents for our review. The actual length of time needed for completion of the review, analysis, calculations, and documentation is contingent upon the availability of the statements and documents listed above.

Step 3: Perform up-to-date arbitrage rebate compliance report and provide updated report on arbitrage issues, including:

- a) Computation summary and analysis of relevant dates and assumptions
- b) Sources and Uses of funds
- c) Arbitrage yield and yield restriction requirements
- d) Rebate liability by fund and aggregate liability for the issue
- e) Arbitrage/Investment Yield Comparison
- f) Rebate Calculation by Fund
- g) Outstanding Investments Summary.

Bingham will account for all gross proceeds to confirm the Sources and Uses of the proceeds and determine the arbitrage rebate calculation requirements.

Bingham will initially test for an exception and special elections, as indicated in the bond documents. In order to meet one of the IRS' spending exceptions, the following rules must apply:

Small Issuer Exception	Issues less than \$5,000,000 in tax-exempt debt in one calendar year. Legislative changes increased the exception as follows: Up to \$15,000,000, with at least \$10 million of the \$15 million used to finance public schools for bonds issued after December 31, 2001.								
Six-Month Spending Exception	Proceeds spent within Six Months of Closing 100% Under certain conditions, the Six-Month Exception can be extended to one year for governmental or 501(c)(3) bonds.								
Eighteen Month Spending Exception	Proceeds spent: <table> <tr> <td>within Six Months of Closing</td><td>15%</td></tr> <tr> <td>within Twelve Months of Closing</td><td>60%</td></tr> <tr> <td>within Eighteen Months of Closing</td><td>100%</td></tr> </table> - Issues delivered after June 30, 1993 - A 5% retainage is allowed at eighteen months as long as the proceeds are fully expended by thirty months.	within Six Months of Closing	15%	within Twelve Months of Closing	60%	within Eighteen Months of Closing	100%		
within Six Months of Closing	15%								
within Twelve Months of Closing	60%								
within Eighteen Months of Closing	100%								
Two Year Construction Spending Exception	Proceeds spent: <table> <tr> <td>within Six Months of Closing</td><td>10%</td></tr> <tr> <td>within Twelve Months of Closing</td><td>45%</td></tr> <tr> <td>within Eighteen Months of Closing</td><td>75%</td></tr> <tr> <td>within Twenty-Four Months of Closing</td><td>100%</td></tr> </table> - Issues delivered after December 20, 1989 - Qualifying issuers only - A 5% retainage is allowed at twenty-four months as long as the proceeds are fully expended by thirty-six months.	within Six Months of Closing	10%	within Twelve Months of Closing	45%	within Eighteen Months of Closing	75%	within Twenty-Four Months of Closing	100%
within Six Months of Closing	10%								
within Twelve Months of Closing	45%								
within Eighteen Months of Closing	75%								
within Twenty-Four Months of Closing	100%								

If a spending exception is missed, the arbitrage rebate calculation is required on all funds. If an issue maintains a funded Debt Service Reserve Fund, the arbitrage rebate calculation will be required for the life of the issue.

If the issue requires an arbitrage rebate calculation, Bingham will determine the evaluation date, and calculate the issue's arbitrage yield and, if applicable, the excess investment yield. As part of our analysis, Bingham will analyze the best calculation methodology to provide the lowest and most accurate arbitrage rebate liability for the issue.

Bond Yield	Bingham calculates the exact yield on the bonds, using a 30/360-day model and semi-annual compounding, taking the exact dates of receipts and disbursements as shown in statement summaries. For these purposes, the yield under the arbitrage regulations is that rate of interest which, when used to discount all future payments on the Bonds, produces a present value equal to the initial offering price to the public.
Rebate Calculation	• All the moneys on deposit and any interest income earned on the date of evaluation (the last day upon which any interest or principal on the bonds is paid) are treated as a receipt on that date. • All receipts and disbursements occurring on or prior to the date of evaluation and the calculated receipts are future-valued to the date of evaluation using the yield on the bonds. The calculation is made using a 30/360-day model and semi-annual compounding, taking the dates of receipts and disbursements as shown in statement summaries. • The future value of the receipts and disbursements is subtracted from the future value of the earnings with the resulting balance being the amount to be rebated.
Yield Restriction Calculation	Capital Projects (if applicable) The Regulations require that any Project investment held beyond the three-year temporary period must be yield restricted to the bond yield, plus .125%. Any amount earned over the limit must be paid to the Internal Revenue Service in the form of a "yield reduction payment." Such payment is similar to an arbitrage rebate payment and is paid in the same manner and with the same frequency as arbitrage rebate; within 60 days of the fifth bond year [U.S. Treasury Regulations Section 1.148-5(c)(1) & (2)]. If a factor, only one payment is made to the Internal Revenue Service, either an arbitrage rebate payment or a yield reduction payment, whichever amount is higher. Bingham will test for and run the excess investment yield calculation if applicable. Replacement Proceeds (if applicable) The U.S. Treasury Regulations require that replacement proceeds held beyond the respective temporary period must be yield restricted to the bond yield, plus .001%. Any amount earned over the limit must be paid to the Internal Revenue Service in the form of a "yield reduction payment." Such payment is similar to an arbitrage rebate payment and is paid in the same manner and with the same frequency as arbitrage rebate; within 60 days of the fifth bond year [U.S. Treasury Regulations Section 1.148-5(c)(1) & (2)]. If a factor, only one payment is made to the Internal Revenue Service, either an arbitrage rebate payment or a yield reduction payment, whichever amount is higher.

Bingham's Reports

All Bingham reports include comprehensive detailed calculations, a thorough report, executive summary, and our professional opinion that all calculations were performed in compliance with federal tax law. Bingham's calculations, reports, computation summary and analysis of relevant dates and assumptions will be completed annually, as of the anniversary of the Bond Year or such other date as specified in the bond documents.

Bingham's reports provide both summary and detail of every aspect of the analysis we undertake and support the conclusions reached. As applicable, all Bingham reports and schedules will include the sources and uses of funds, the arbitrage yield, spending exception reports, arbitrage rebate calculations, excess investment yield calculations and yield restriction requirements, expiration dates for temporary and spend down periods, the next calculation date, and the rebate liability of any accruing arbitrage by fund. Our reports also provide a summary of outstanding investments. All Bingham reports exceed the industry standard and are comprehensive, mathematically accurate and consistent with Section 148(f) of the Internal Revenue Code.

Bingham has implemented a "Green Initiative," and all compliance reports are now sent to your office electronically. However, if you prefer an original hard copy of the installment date report, please let us know. We are happy to place one in the mail upon request.

RECORD RETENTION

Bingham's policy is to return to you any information you transmit to us in original form or in hard copy as, or when, we complete this engagement. We ask that you pick up the originals or hard copies within 30 days after we notify you of their availability. After 30 days, you agree that we may return your information to you at your last known address via U.S. Mail or 2-day delivery service at your request. Our responsibility for your originals and hard copies ends when you pick them up or we deposit them in the U.S. Mail or with the 2-day delivery service.

Bingham's current policy is to keep our records related to this engagement in electronic format for six years from the end of this engagement.

USE OF THE INTERNET AND CLOUD SERVICES

To facilitate the provision of our services to you, we may send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet or allow access to data through third party vendors' secured portals or clouds. Your electronic data may be transmitted or stored using these methods. We may use third party service providers to store or transmit this data. In using these data transmission and storage methods, Bingham employs reasonable measures designed to maintain data security and we require our third-party vendors to do the same.

You acknowledge and agree that Bingham has no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors. You consent to our use of these electronic devices and applications and submission of confidential client information to third party service providers during this engagement.

Step 4: Identify all gross and transferred proceeds allocated to the issues.

In addition to the analysis detailed above, Bingham will analyze any other impacts on the arbitrage rebate calculation, including transferred proceeds or commingled funds. If at any time an issue is refunded and prior issue proceeds remain, transferred proceeds would result, and it may be necessary to uncommingle the fund.

Step 5: Compare allowable arbitrage earnings to actual earnings to determine cumulative arbitrage liability. Prepare IRS Form 8038-T and filing instructions, as needed.

Bingham compares the bond yield to the investment yield (arbitrage earnings to actual earnings) to determine cumulative arbitrage rebate liability.

Bingham will provide one electronic PDF copy of our report to your office, with copies to the trustee, if required. The installment period report will be a comprehensive summary of the years within the installment period. If an arbitrage rebate payment is due, Bingham will include a fully prepared IRS Form 8038-T for your signature. Bingham will provide filing instructions and any assistance needed to your office to submit the IRS form and payment.

Step 6: Review and consider application of alternative regulatory provision that may improve the arbitrage liability.

Internal Revenue Service regulations pertinent to arbitrage rebate were initially enacted as part of the Internal Revenue Code of 1986 (IRC 1986). Three amendments to IRC 1986 (1989 Temporary, 1992 and the current 1993 U.S. Treasury Regulations) have each impacted the manner in which arbitrage rebate liability is evaluated and computed. Bingham's President and Vice Presidents have each completed many arbitrage rebate calculations that required professional judgment to determine which version of the U.S. Treasury Regulations applies. For the issue, Bingham will determine which version of the U.S. Treasury Regulations applies and will also evaluate any other alternative computation methods that may reduce the arbitrage rebate liability.

Step 7: Maintain up-to-date understanding of the rebate regulations, court decisions and other events that may affect arbitrage compliance requirements.

For every client, Bingham employs a rigorous internal review to confirm the accuracy and completeness of our judgments before ever issuing a report. Throughout our many years of extensive experience, keeping current with the complex Tax Code rules and regulations remains an essential priority at Bingham. Remaining fully informed of Tax Code rules and regulation changes and varying interpretations translates into arbitrage rebate savings for our clients.

The IRS has continuing education and training for debt issuers. To maintain excellence in arbitrage rebate compliance, Bingham Account Managers and Analysts participate in ongoing programs of continuing education related to the IRS rulings and regulations that define and govern arbitrage rebate compliance, including participation in IRS Tax Exempt Bonds (TEB) Webinars and Telephone Forums. Our team has also participated in the Council of Development Finance Agencies' Advanced Bond Course.

Bingham's team regularly attends and participates in a variety of seminars and professional education conferences. Events are selected to engage with other individuals in public finance, to remain fully informed of industry trends and to remain current on specific arbitrage related topics.

Bingham also receives periodic updates from the National Association of Bond Lawyers on matters relevant to public finance, including regulatory changes and court decisions that impact arbitrage rebate compliance.

Step 8: Assist and defend calculations in the event of an audit.

Bingham has extensive experience assisting our clients and defending our calculations during IRS audits. Bingham is readily available to your office in the event of an IRS audit. Bingham has experience dealing with IRS inquiries, audits, questionnaires, past due rebate liability, refund requests due to overpayment, and issuers that have gone before the IRS Voluntary Closing Agreement Program. Best of all, Bingham's calculations and reports have never been challenged by the IRS in any way, but rather have been accepted by the IRS and bond counsel as definitive.

Wisconsin Clients

Arcadia School District
Barneveld School District
Belleville School District
Beloit School District
Beloit Turner School District
Berlin School District
Cameron School District
Cedar Grove-Belgium Area School
Central High School District of Westosha
Clinton Community School District
Coleman School District
Denmark School District
Dodgeland School District
Dunn County
Eau Claire Area School District
Elcho School District
Ellsworth Community School District
Florence School District
Franklin School District
Grantsburg School District
Horicon School District
Jefferson School District
Kettle Moraine School District
Manawa School District
Marinette School District
Mauston School District
Melrose-Mindoro School District
Menominee Indian School District
Middleton-Cross Plains School District
Milton School District
Monroe County
Mukwonago Area School District
New Glarus School District
Northern Ozaukee School District
Oak Creek
Oakfield School District
Plymouth Joint School District
Silver Lake School District
Slinger School District
Spring Valley School District
Tomorrow River School District
Valders Area School District
Wittenberg-Birnamwood School District

Evaluation Date

2022 NAN: Bingham will provide the final report now covering the period August 8, 2022 through November 8, 2022.

Series 2022 General Obligation Issue: September 7, with the first installment period ending no later than September 7, 2027. Bingham will provide a report now for the September 7, 2023 evaluation, then annual reports beginning September 7, 2024 and each September 7 thereafter through the first installment date, September 7, 2027, or once gross proceeds are spent in full whichever occurs first.

Fee Schedule

These schedules only apply to the referenced 2022 NAN and Series 2022 General Obligation Issue. Our annual fee will apply even for a partial year of investment activity. If at any time bond proceeds are mixed with non-proceeds, it may be necessary to uncommingle the fund.

FEES

2022 NAN:

Arbitrage Rebate Calculation Services	Fees
First Installment Report and Final	\$1,200

Series 2022 GO Bond:

Scenario A or Scenario B will apply, not both.

Scenario A: Arbitrage Rebate Exception Report Services	Fees ¹
Small Issuer Exception	\$800
Six-Month Exception	\$800
Eighteen-Month Spending Exception	\$600 per semi-annual period
Two-Year Spending Exception	\$600 per semi-annual period

OR

Scenario B: Arbitrage Rebate Calculation Services	Fees ¹
Years 1 - 2	\$1,200 per year
Years 3 - 5	\$750 per year

¹ The fee stops once gross proceeds are spent in full.

FEES (continued)

Additional Fees That May Apply²	Fees
Uncommingling &/ or Transferred Proceeds Fee ³	\$250 per year
Excess Yield Calculation (Years 4 – 5) ⁴	\$150 per year
Reviews for interim periods	\$325 (less than 2 hours)
	\$680 (more than 2 hours/ up to 4 hours)
	\$175 per hour (after 4 hours)

² Additional fees will only be added if applicable.

³ If at any time bond proceeds are mixed with non-proceeds, it may be necessary to uncommingle the fund.

⁴ If gross proceeds remain outstanding beyond the Three-Year temporary period, the EYC calculation will apply.

Signatures

Invoices will be sent along with our reports. Payment is expected within 30 days of the invoice date.

Bingham may withdraw or renegotiate this contract if our involvement is greater than originally anticipated. Examples of Bingham's increased time commitment include research into missing investment activity, gross proceeds remain outstanding longer than the quoted period, or bond proceeds are mixed with other non-proceeds funds.

EXPIRATION

If Bingham has not received a signed copy of this proposal and all of the documents and information requested on page 12 – *Bingham's Work Plan, Step 2*, within 90 days after the date hereof, we will assume you no longer need or want our services. We may withdraw from this engagement without completing or delivering the Reports or Form 8038-T's to you. Such withdrawal will terminate our engagement.

SEVERABILITY

If any term of this engagement letter is to any extent invalid, illegal or unenforceable, such term shall be excluded to the extent that it is invalid, illegal or unenforceable. All other terms shall remain in full force and effect.

ENTIRE AGREEMENT

This engagement letter constitutes the entire agreement between Bingham and you regarding the calculation of any arbitrage rebate and yield reduction payments and any related interest or penalties due to the United States Treasury with respect to the Bonds. You acknowledge that there are no other agreements (either oral or written) with Bingham regarding such matters. No additional terms, or modification or waiver of any previously agreed-upon terms, are valid unless agreed to in writing by both Bingham and you.

FINANCIAL ADVISOR DISCLAIMER

By engaging Bingham to provide the services described in this document, the Village of Williams Bay acknowledges that Bingham (1) is not recommending actions or providing advice to the Village of Williams Bay, and (2) does not owe a fiduciary duty to the Village of Williams Bay, as described by Section 15B of the Securities Exchange Act of 1934. The Village of Williams Bay should consult with the appropriate transaction professionals for legal and financial advice.

The documentation and information requested for the arbitrage rebate calculations should cover the entire history of the Bonds. Any investment changes that occurred during our review period would be considered necessary.

Bingham Arbitrage Rebate Services, Inc.

Village of Williams Bay



Signature

Signature

Kim A. Hoyt
(Name Printed)

(Name Printed)

President
Title

Title

October 26, 2023
Date

Date



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

September 27, 2023

Subject: Clean Boats Clean Waters (CBCW) Grant Collaboration for 2024

Dear Municipal Administrator, Harbormaster, and Local Committee Members,

I hope this message finds you well. I am writing on behalf of the Geneva Lake Environmental Agency (GLEA) to discuss our upcoming application for the Clean Boats Clean Waters (CBCW) Grant through the Wisconsin Department of Natural Resources for the year 2024.

I'm pleased to inform you that the CBCW grant is a non-compete, ensuring automatic approval. I am reaching out to gauge your municipality's interest in once again collaborating with our agency to participate in the CBCW program for the upcoming year. This proposal is based on the significant success we witnessed when municipalities actively managed the CBCW program this year.

In this capacity, your municipality would be responsible for hiring a CBCW inspector as part of your launch staff. As this position is grant-funded, we are prepared to offer each participating municipality a reimbursement rate of \$12.00 per hour, totaling \$2,400 upon completing the required 200 hours. The deadline for these 200 hours is October 31, 2024.

Prior to Memorial Day, GLEA will organize a mandatory CBCW staff training session. Should your inspectors wish to commence logging hours before the scheduled training, alternative training options can be arranged in consultation with your municipality. Furthermore, GLEA will collect data sheets from inspectors and ensure the entry of hours and collected data into the SWIMS database, as mandated by the grant.

To facilitate your municipality's participation, GLEA will provide all necessary materials, including CBCW shirts, literature, educational materials, clipboards, field sheets, stickers, and a grabber reach tool to aid in the removal of AIS and other debris from boats and trailers.

For those municipalities interested in cross-training multiple launch staff as CBCW inspectors, we are open to accommodating this. However, we can only provide reimbursement for one employee per shift. For example, if one employee works from 7 a.m. to 3 p.m., and another CBCW employee takes over from 3 p.m. to 11 p.m., both hours will be eligible for reimbursement. Please note that overlapping shifts, such as 7 a.m. to 3 p.m. and 10 a.m. to 6 p.m., can only be reimbursed for one set of hours.

The scheduling of CBCW inspectors will be at the discretion of each municipality, allowing flexibility to meet your specific needs. Throughout the program, GLEA will provide weekly updates on hours worked by your municipality. Once your municipality has successfully completed the required 200 hours, we will promptly request an invoice for \$2,400. It is imperative to complete all hours by October 31, 2024, to ensure reimbursement by GLEA.

If you have any questions or would like me to attend a municipal meeting to address any queries from you or your local elected officials, please do not hesitate to reach out. We value our partnership and look forward to another successful year of collaboration.

Sincerely,

Jacob Schmidt

Executive Director

CC: GLEA Board Member and Staff

SEC. 8.7 LEAVES OF ABSENCE

Any Employees desiring unpaid leaves of absence from their employment shall secure written permission from the Village Board that may grant same at its sole discretion. Such requests for unpaid leaves of absence should be submitted to the Village Administrator who in turn will bring the request to the Village Board. The maximum leave of absence shall be for thirty (30) days and may, at the sole discretion of the Village Board, be extended for like periods. Written permission for extensions must be secured from the Village Board. The employee must make suitable arrangements for the continuation of their health and dental insurance, which shall be at the employee's expense unless otherwise agreed in writing by the Village Board before the leave may be approved by the Village Board.

By mutual agreement between the employee and Village Board, which agreement will be set forth in writing, vacation time accrued may be used for any Employee taking such leave. Any such leave of absence shall be without pay and no accumulation of benefits during the time off will be allowed, except for that portion of the leave accrued vacation was used for.

**VILLAGE OF WILLIAMS BAY, WISCONSIN
CLOVER STREET AND WILLIAMS STREET WATER MAIN LOOP
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 2325722.00

Project Description:

The project includes 500-feet of 8-inch water main, five service connections, one hydrant, and two valves extending from an existing water main on Clover Street to an existing water main on Williams Street. It also includes engineering assistance for a developer's agreement.

Engineering Services:

Specific Engineering services are described in the Master Engineering Services Agreement between the Village and Engineers dated October 16, 2017. A detailed scope of services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services will be in accordance with the Master Engineering Services Agreement dated October 16, 2017. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, a lump sum of **\$9,800**.

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

By: _____

Douglas R. Snyder, P.E.

Title: Vice President

Date: October 16, 2023

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

By: _____

William B. Duncan

Title: Village President

Date: _____

Attest: _____

Tina Kolls, Clerk

Additional Comments: None

Project Description

The project includes 500-feet of 8-inch water main, five service connections, one hydrant and two valves extending from an existing water main on Clover Street to an existing water main on Williams Street. It also includes engineering assistance for a developer's agreement.

Scope of Services

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

DESIGN SERVICES

1. PROJECT MANAGEMENT – Plan, schedule, and control the activities to complete the Project. These activities include, but are not limited to, budgeting, scheduling, and monitoring the scope of services. Coordinate with the Village and project team to ensure the goals of the Project are achieved.
2. MEETINGS WITH VILLAGE STAFF – A project kick-off meeting will be held with Village staff and the Engineering team to establish clear lines of communication and discuss the detailed needs, objectives, and goals for the Project. The meeting will also be utilized to obtain information, plans, atlases, and other data to be supplied by the Village and to discuss the project schedule. Conduct one meeting with Village staff to review the pre-final plans prior to permitting, and one meeting to review the final project documents prior to bidding.
3. UTILITY COORDINATION – Complete a Design Locate with Diggers Hotline. Contact the applicable utility companies to provide notice of the upcoming project. Provide preliminary drawing sheets to utility companies for their reference.
4. SITE VISITS – Conduct site visits by designers to verify existing conditions and review the location of proposed improvements.
5. PLANS, SPECIFICATIONS, AND OPINION OF PROBABLE COST – Prepare construction contract documents consisting of Drawings and a Project Manual showing the general scope, extent, and character of work to be performed by the Contractor selected by the Village.
 - A. **Infrastructure Design** – Provide detailed design of water main improvements, including the location of water valves, and fire hydrants to avoid conflicts with adjacent utilities, and to comply with Code requirements.

-
- B. **Drawings** – Prepare drawings showing the work to be furnished and performed by the Contractor. Provide detailed drawings showing the proposed water main and appurtenances. Indicate location of utilities obtained from utility companies. Create legends, general notes, detail drawings, and instructions to contractors, to create a final set of construction drawings.
 - C. **Project Manual** – Prepare for review and approval by the Village and its legal counsel the forms of Construction Contract Documents consisting of an Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC). Prepare one set of technical specifications for infrastructure improvements in the format of the Construction Specification Institute.
 - D. **Opinion of Probable Cost** – Prepare a summary of quantities and an Engineers' Opinion of Probable Cost.
 - E. **Quality Control Review** – Perform an in-house quality control review of the Drawings, specifications, bidding documents, and Engineers' Opinion of Probable Cost for the Project.
- 6. AGENCY PERMITS – Submit the design documents to the Wisconsin Department of Natural Resources for a water main extension permit.
 - 7. ASSIST BIDDING – Set bid dates with the Village, create an Advertisement for Bid and provide to Village for publication. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible. Attend the bid opening with Village personnel and assist in reviewing and checking of bid package submittals as required. Tabulate all bids received and make a recommendation to the Village for Award of Contract.

CONSTRUCTION SERVICES

- 1. Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
- 2. PROJECT INITIATION
 - A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Receive Contractor insurance documents.
 - B. Attend and prepare minutes for the preconstruction conference and review the Contractor's proposed construction schedule and list of subcontractors.

3. CONSTRUCTION ADMINISTRATION

- A. Attend periodic construction progress meetings.
- B. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs of precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
- C. Review construction record drawings for completeness prior to submission to CADD.
- D. Prepare construction contract change orders and work directives when authorized by the Owner.
- E. Review the Contractor's requests for payments as construction work progresses and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
- G. Project manager or other office staff visit site as needed.

4. FIELD OBSERVATION – Engineering and Resident Project Representative by Owner

- A. Engineer will provide a at the construction site on a periodic part-time basis from the Engineer' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
- B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work,

nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- C. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.
 - D. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
 - E. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.
5. SUBSTANTIAL COMPLETION OF PROJECT
- A. Provide a site visit when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
 - B. Prepare Certificate of Substantial Completion.

6. COMPLETION OF PROJECT

- A. Provide a site visit when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- B. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- C. Review the Contractor's requests for final payment and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- D. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

7. PROJECT CLOSEOUT – Provide construction-related engineering services including, but not limited to, General Construction Administration.

P:\WLMSV\2325722-Clover - Williams WTM\Contracts\2325722-Work Order.docx



The Village of Williams Bay, WI

Village Board Member Handbook

Table of Contents

Chapter 1: Village of Williams Bay, Wisconsin	4
Introduction	4
Williams Bay's Form of Government	4
Roles Overview	5
William's Bay At a Glance	6
Boards, Commissions, & Committees	7
Public Meetings Calendar at A Glance	8
Village Departments	8
Chapter 2: Policies & Practices	9
Role of Village President Municipal Code Chapter 1-5 Village President and Board	9
Responsibilities of Village Board Members	9
Village Board Goals & Priorities	10
Agendas & Minutes	10
Village Board Meetings	11
Ethics	12
Other Policies & Protocols	17
Chapter 3: Staff	18
Staffing Highlights	19
Role of Village Administrator Williams Bay Municipal Code Chapter 1-6-2	19
Role of Village Attorney State Statutes 62.09(12)	20
Role of Village Clerk Municipal Code Chapter 1-6-3	20
Other Key Positions, Staff & Contracting Agencies	20
Communication with Staff Members	21
Communication and Supervision	21
Chapter 4: Finance	22
Financial Policies	23
Fund Explanation	23

Revenue Sources: Taxes, Licenses & Permit Fees, Charges for Services	23
Role of Intergovernmental Revenues	24
Tax Increment Districts (TIDs)	24
Capital Improvement Plan (CIP)	24
Chapter 5: Legal Issues	25
Village of Williams Bay Ordinances	25
Public Meetings	25
Public Records.....	26
Conflicts of Interest	26
Accepting Gifts.....	27
Chapter 6: Land	28
Planning & Zoning.....	28
Annexation.....	28
Variances	28
Chapter 7: Board Conduct.....	29
Effectiveness & Efficiency	29
Interacting with the Public.....	30
Dealing with the Media.....	31
Chapter 8: Directory	32
Departments.....	32
Additional Resources	33
Appendix A: Chapter 1-5 Village President and Board	35
Appendix B: Wisconsin Statute 19.59	42
Appendix C: Village Administrator Job Description.....	46
Appendix D: Quick Reference.....	49
Appendix E: Employee Organization Chart	50
Appendix F: Open Meetings/Public Records Training Materials.....	51

Chapter 1: Village of Williams Bay, WI

Introduction

Welcome to your exciting new position as an elected official of the Village of Williams Bay (Williams Bay) Village Board. Leadership positions in municipal government can be both rewarding and challenging and this handbook was created to assist in your transition to this position. The handbook provides an overview of Williams Bay and its government, as well as your primary responsibilities, and how elected and appointed officials as well as Village staff can work together in the most efficient and effective way to best serve the Williams Bay community. While the handbook is designed to answer many of the commonly asked questions of new Board members, it cannot begin to address all the topics and knowledge required for you to successfully fulfill your position. It is important that you develop relationships with both the elected and appointed officials of Williams Bay and feel free to ask any questions you may have.

Williams Bay's Form of Government

The Village of Williams Bay is a Municipal Corporation with authority vested in the Village Board and the Village President, who is the Chief Executive Officer (CEO) of the Village. The Village adopted the Village President- Board form of Government as provided for in Chapter 61 of Wisconsin State Statutes. Under the Village President-Board form, Williams Bay subsequently adopted an ordinance creating an administrator position that define the authority of that position and references a position description (**Attachment Appendix C**).

Williams Bay, like many other Wisconsin cities under the Home-Rule charter of Wisconsin, has the power to govern itself regarding local matters except where the State has specifically prohibited that power. Individual members of the governing body have no authority to make decisions on behalf of the Village unless they have been given specific authority from the governing body as a whole.

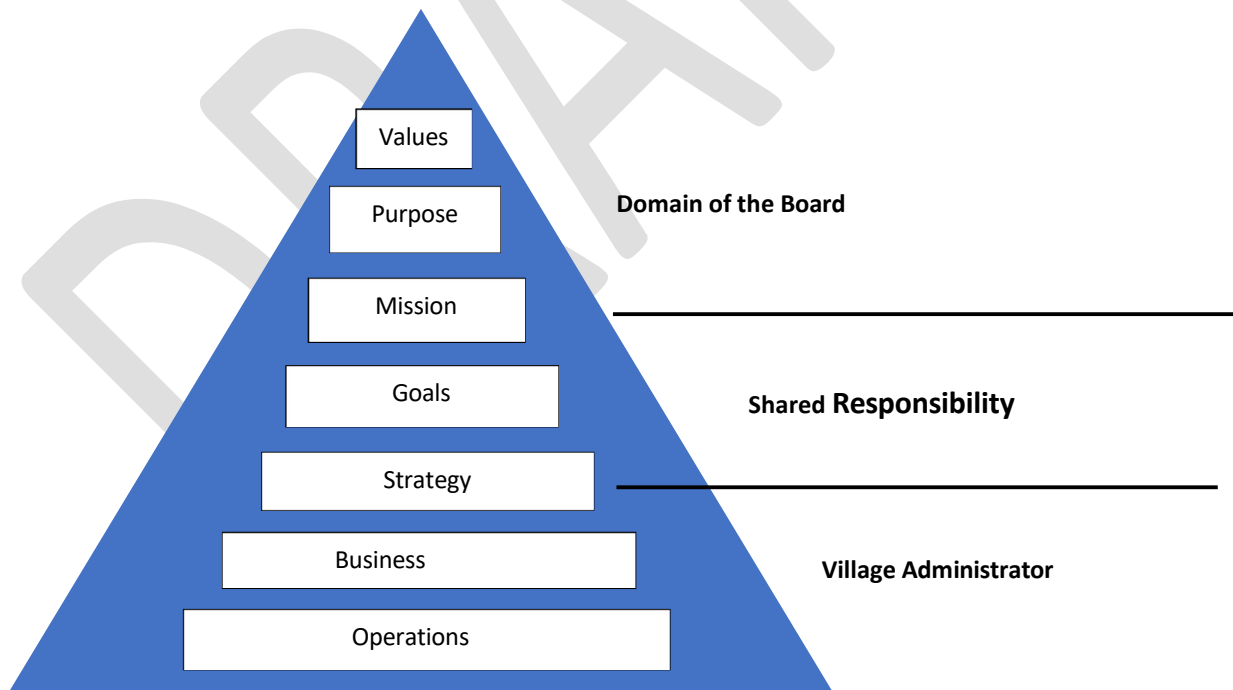
The Village President has the authority to perform many executive responsibilities. The Village President serves as the policy leader, holds veto power, they also frequently represent the Village with media relations, meetings and presentations to other governmental units. Unless otherwise expressly provided in the Village code or by law, standing committees shall be appointed, and the chairperson thereof designated, by the Village President annually at the time of the organization of the Board, and such appointments and chair designations shall not require confirmation by the Board. Unless otherwise expressly provided in the Village code or by law, special committees shall be appointed, and the chairperson thereof designated, by the Village President annually at the time of the organization of the Board, and such appointments and chair designations shall require confirmation by the Board (**Chapter 110 – 3, Village Board Committees**). State Law Reference: W.S.A. s. 61.20 and 61.325. § 62-3. Village President.

The Village Board has all the powers of the Village that have not been specifically given to another body or officer. The Board provides policy direction in the management and control of Village property, finances, streets, utilities, and public service. The Board may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeiture and other necessary or convenient means.

The Village Administrator is appointed by the Village President and confirmed by the Village Board for a term of three years. The Village Administrator serves as the Administrative Officer of the Village, responsible for the proper administration of the business and affairs of the Village. In order to provide a more efficient and effective government a professional Administrator is responsible for the direction and coordination of all Village employees and operations. The Administrator reports directly to the Village President and Board with general areas of responsibility including: Financial, Administration, Legislative, Human Relations. **(Chapter 80 – 3, Village Administrator).**

Roles Overview

The following graphic visually represents the roles of the Village Board and Village Administrator.



Village Board

- Representing the interests of all residents
- Ensuring long-term success of the Village
- Revising and approving the purpose, mission and vision statements
- Identifying, providing input on, and prioritizing issues
- Allocating resources and approving the budget
- Asking for data to support positions
- Approving the strategic plan
- Evaluating the Village Administrator

Administrative Management

- Educating the Board on the need for planning, how the Board can participate, and emerging issues
- Presenting its assessment of the relative significance of emerging issues
- Developing the strategic and action plans
- Preparing studies that justify its recommendations
- Implementing approved initiatives
- Reporting on progress of goal attainment
- Supervision of employees
- Oversees daily operation

Village of Williams Bay – At A Glance.

The Village of Williams Bay was incorporated in 1919 located in southeastern Wisconsin (Walworth County) known for its abundant natural resources and picturesque location situated on the beautiful northwest shores of Geneva Lake. The Village is approximately 2.8 square miles in area with a population of 2,935, which roughly doubles during the summer months, is bordered by the Towns of Geneva, Linn, Delevan and Walworth border Williams Bay. Williams Bay School District grades PK, K-12 has 693 students. The Village of Williams Bay is a full-service community providing police, fire, public works, water and sewer, library, parks and recreation services. In addition to the services provided by the Village, other services, such as garbage, are contracted out to private companies.

Vision Statement - 2023 Comprehensive Plan. Williams Bay will be a small, friendly community of year-round and seasonal residents, businesses, and institutions developed in harmony with Geneva Lake, natural resources, and surrounding rural areas. The community culture will be that of a retreat from the more intense lifestyles of resort areas, enhancing leisure, opportunity for spiritual renewal, outdoor recreation, and contact with nature. Businesses, employment centers, and community services will be those which respond to the specific needs of residents and visitors and sustain the vitality of the community as a whole. A source of community pride will be the lakefront, enhanced natural areas, and the attractive design and maintenance of all man-made improvements respectful of their environment.

Boards, Commissions, & Committees

- Village Board shall be as follows: [\(Chapter 110 Village Board\)](#):
 - Six (6) Trustees and the Village President
- Standing Committees of the Village Board consisting of three (3) Board Members appointed by the Village President and approved by the Village Board as follows [\(Chapter 110-3. Village Board Committees\)](#):
 - Finance and Personnel Committee
 - Streets & Highways Committee
 - Protective Services Committee
 - Parks & Lakefront Committee
 - Building, Zoning & Ordinance Committee
 - Water & Sewer Committee
- Special boards, committees and commissions of the Village shall be as follows [\(Chapter 12. Boards, Commissions and Committees\)](#):
 - Board of Review. Seven-member Board composed of Village Board.
 - Library Board.
 - Plan Commission. Seven-member, composed of Village President, Trustee, Parks and Memorial Advisory Committee and four (4) citizens.
 - Civil Defense Commission. Seven-member, composed of Police Chief and six (6) citizens.
 - Election Board. Village Clerk and those elected officials appointed.
 - Harbor Commission. Five-members appointed.
 - Park and Memorial Advisory Committee. Five-members with Chair serving on Plan Commission.
 - Kishwaukee Nature Conservancy Board. Seven-members consisting of the Conservation District Commission members.
 - Geneva Lake Area Transportation Commission. Three members.
 - Board of Canvassers: Three-member Municipal Board.
 - Board of Park & Recreation Commissioners: Seven-member Board.
 - Plan Commission: Seven-member Commission.
 - Tax Incremental Finance District Joint Review Board: Five-member.
 - Zoning Board of Appeals: Five-member Board.

Public Meetings Calendar at A Glance

- Board of Canvassers: Meets after every election.
- Board of Police and Fire Commissioners: Meets as needed.
- Board of Review: Meets in July or as needed.
- Committees (Standing) - Meet 1st Monday of the month as needed at 6:30 PM.
 - Finance and Personnel Committee
 - Streets & Highways Committee
 - Protective Services Committee
 - Parks & Lakefront Committee
 - Building, Zoning & Ordinance Committee
 - Water & Sewer Committee
- Village Board: Meets 1st and 3rd Monday of the month at 6:30 PM.
- Plan Commission: Meets 2nd Tuesday of the month, as needed, at 6:30 PM
- Zoning Board of Appeals: Meets 2nd Tuesday of the month, as needed, at 6:30 PM

Village Departments

Administration

Building Inspection & Zoning

Clerk

Treasurer

Water & Sewer

Fire

Recreation

Police

Public Works

Harbor Master

Chapter 2: Policies & Practices

Much of the responsibility of serving as an elected official lies in learning what is expected of you. This chapter defines the primary duties associated with elected positions and provides a detailed guide to some of the most basic operations you will encounter.

Roles of Village President. Chapter 110 Village Board

The Village President shall perform the following duties as part of the office:

- The Village President shall be by virtue of the office a trustee and preside at all meetings of the board and have a vote as trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the board and all orders drawn on the treasury except as provided by s. 66.0607. The president shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the president shall deem necessary, who for the time being shall possess all the powers and rights of constables.
- In municipalities with administrators, the Village President exercises the executive responsibility indirectly by monitoring the activities of the administrator and the various departments of Village government. The administrator is responsible for day-to-day operations of government, including the supervision of department heads.
- Other specific duties of the Village President include:
 - The Village President shall serve as the policy leader for the community, providing policy information and recommendations to the Village Board and preside over Village Board meetings.
 - The Village President, as Trustee, may vote on all voting matters before the Village Board but does not have veto power.
 - Village Presidents, as Trustee, are counted in determining whether a quorum is present at the meeting.
 - The Village President may represent the Village in meetings with and presentations to other governmental units, businesses, community groups, and other groups.
 - The Village President shall work with residents of the community in receiving their comments and complaints and seeking appropriate responses in conjunction with the administrator and, if necessary, the Village Board.
 - The Village President shall not serve on standing committees and may serve on special committees of the Village as well as on boards and commissions to which they are appointed or elected in accord with the law.
 - The Village President shall perform any other duties not specified here that are defined in other ordinances of the Village.

Roles of Village Board Members

Powers and Duties - The Trustees and Village President shall constitute the Village Board and shall have such powers and duties as are enumerated in [Ch. 61, Wis. Stats.](#), and elsewhere in the statutes.

Powers of the Village Board - The Village Board shall have all powers of the Village not specifically given to some other body or officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, utilities and the public service, and may act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, imposition of forfeiture and other necessary or convenient means. The Village Board may appoint such officers from time to time as may be deemed necessary for the benefit of the community. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language. Additional Powers of the Village Board including: cooperation with other municipalities; acquisition and disposal of property, including acquisition of easements and property rights and Village finances.

Board Trustees

- There shall be one (1) Village President and six (6) Trustees elected to the Village Board.
- Election of Trustees:
 - Elected at large. Trustees shall be elected at large for a two-year term in the annual spring election. The Village President and three (3) Trustees shall be elected in each of the odd- numbered years and three (3) Trustees in each of the even-numbered years.

Village Board Goals & Priorities

A comprehensive plan is a local government's guide to community physical, social, and economic development. Comprehensive Plans are not meant to serve as land use regulations in themselves instead they provide a rational basis for local land use decision **with** a 20-year vision for future planning and community decision.

The Wisconsin Comprehensive Planning Law does not mandate how a local community should grow, but it requires public participation at the local level in deciding a vision for the community's future. The uniqueness of individual comprehensive plans reflects community-specific and locally driven planning processes. According to [s.66.1001\(2\)\(i\)](#), comprehensive plans must be updated no less than once every 10 years. However, the law does not define "update".

While a local government may choose to include additional elements, a comprehensive plan must include at least all of the seven elements below as defined by the Comprehensive Planning Law ([s.66.1001](#)).

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

The 2023 Williams Bay Comprehensive Plan was collaboratively developed by community members in order to create a vibrant, thriving, and resilient Williams Bay for the 20 years to come. This extensive public input included Visioning Boards, a Visioning Kickoff Meeting, Topic Meetings. A copy of the most recent comprehensive plan is available on the Village's website: <https://www.williamsbay.org/>

Meeting Agendas & Meeting Minutes

Village Board meeting agendas and the supporting materials are an important element in preparing for a Board meeting. Items may be placed on a Village Board agenda by the Village President as Chair of the Village Board. Request(s) to add items to an agenda are to be submitted to the Village President. Village staff will compile the agenda, gathering all pertinent information that should be considered by the Village Board. It is important that Village Board members notify the Village Administrator of any particular topics that they would like included on an agenda. Discussions and decisions may only be made at public meetings of items specifically listed on the agenda.

Staff is responsible for originating the agenda and providing supporting documents. The Village Board Agenda and Packet are compiled electronically and posted to the Village's website no later than the Friday prior to a Village Board meeting <https://www.williamsbay.org/home/pages/meetings-minutes>. At that time, the agenda is also posted at Village Hall and the Village of Williams Bay website. It is required by Wisconsin State Law that any item on an agenda be posted at least twenty-four (24) hours prior to a public meeting. The agendas and materials will also be provided on your Village-issued iPad through a program called CivicPlus. The Village Clerk will also send copies of the agenda and back up materials to members through their official Village email address.

An important part of your role as a member of the Village Board is to review agenda materials prior to the meeting so that you are adequately informed of the topics to be discussed and can ask questions prior to the meeting and make decisions in an educated manner. In order to provide Village Board members, the opportunity to review and be informed of the topics in a timely manner the agenda and materials are provided the Wednesday prior to the upcoming

meeting. This advance review time is also intended to provide Village Board members the opportunity to ask questions about agenda items before the agenda is published the Friday prior to the meeting. In order to provide time to review and provide a response, Village Board members are encouraged to review the agenda/agenda materials and provide questions or comments to the Village Administrator before Noon, the Monday prior to the meeting.

Following each Board meeting, the Village Clerk will compose the minutes from that meeting. The minutes are a way of recording attendees' present and document important decisions that took place at the meeting. At the beginning of each Board meeting, you will be asked to approve the minutes from the previous meeting. Meeting minutes will be posted to the Village website and made public after they are approved by the Village Board.

Village Board Meetings

Provisions for the proceedings of Village Board meeting can be found in [110-5 Village Board bylaws](#) of Village Code, which is included as **Appendix A**.

Quorums & Open Public Meetings

It is important that a quorum, or minimum number of four Board members, is present at any Board meeting so that votes can take place. Additionally, for some issues such as annexations or budget matters, a larger number of Board members may need to be present in order to vote on the items. The Board is encouraged to notify the Village Administrator by the Friday prior to the upcoming meeting, the sooner the better, if they have unable to attend in order to confirm a quorum for the upcoming meeting. Any decision made by Board for certain agenda items with fewer than four is not so, or the alternate required number of members present, is not considered valid. All meetings of the Board must be open and public, no matter where or when they are held, and all of their proceedings must be recorded by the Staff (**Appendix E**). Therefore, talking with Board members about Village business outside of a Board meeting is discouraged in order to avoid a **walking quorum**.

What is a Walking Quorum?

Answer: First, it is helpful to define "quorum." A quorum is the minimum number of a governmental body's membership necessary to act. One governmental body may define what constitutes a quorum differently than another governmental body. For example, a quorum for a seven-member town Board may be a simple majority of four members while a quorum for a neighboring town's seven-member Board may be a super majority of five members.

A "walking quorum" is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. A walking quorum may produce a predetermined outcome and thus render a publicly-held meeting a mere formality. The Wisconsin Supreme Court has commented that any attempt to avoid the appearance of a meeting through the use of a walking quorum is subject to prosecution under the open meetings law. Furthermore, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face. For

example, phone calls, email exchanges, and other electronic messaging may suffice.

The essential feature of a “walking quorum” is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such tacit or express agreement, exchanges among separate groups of members may take place without violating the open meetings law. Thus, the signing, by members of a body, of a document asking that a subject be placed on the agenda of an upcoming meeting likely does not constitute a “walking quorum” where the signers have not engaged in substantive discussion or agreed on a uniform course of action regarding the proposed subject. In contrast, where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation.

Walking quorum issues are complex and fact specific. If a member of a governmental body or a citizen has questions or concerns regarding a possible walking quorum, they should consult with their legal counsel.

Type of Board Meetings

In addition to the regularly scheduled Board meetings on the first and third Mondays of each month, Special Village Board meetings may be called by the President or any two trustees in writing filed with the Clerk. If at least 24 hours remain before such meeting, the Clerk shall notify each member of the Board of the time, place and purpose of such special meeting by mailing a written notice thereof to each member of the Board and by telephoning him, if possible. If less than 24 hours but at least six hours remain before such meeting, the Clerk shall give notice to each trustee by personal service and by telephone, if possible. No special meeting shall be called upon less than six hours' notice except with the unanimous consent of all members of the Board expressed orally or in writing ([Chapter 110-5 Village Bylaws](#)).

Village Board Meeting Dates and Times.

Regular meetings. The regular meetings of the Village Board shall be held in the Village Hall on the first and third Mondays of each month at 6:30 p.m., unless noticed otherwise. The Board may adjourn any regular meeting to any future date at which new business may be introduced as well as unfinished business completed.

[Amended 7-5-2022 by Ord. No. 2022-11]

Order of Business

Order of business. The business of the Board shall be transacted in the following order:

[Amended 6-6-2016 by Ord. No. 2016-6]. Chapter 110-5. Village Board bylaws.

- (1) Roll call.
- (2) Reading the minutes of the preceding meeting, making any corrections and approving.
- (3) Consent agenda.
- (4) Presentation of accounts and petitions.
- (5) Plan Commission.
- (6) Public comments. *The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*
- (7) President's remarks.
- (8) Ordinances and resolutions.
- (9) Committee reports.
- (10) Public comments.
- (11) Adjournment.

Presiding officer. The President or presiding officer shall preside at all meetings and preserve order, deciding all questions of order, subject to an appeal to the Board.

Calling meetings to order. The President shall take the chair at the hour appointed and immediately call the meeting to order. In the absence of the President, the Clerk or, in the Clerk's absence, any member of the Board may call the meeting to order, and thereupon the Board shall appoint one of its members President Pro Tempore. In the absence of the Clerk, the Board may appoint one of the members present to serve as Clerk during the session. The Chair shall confirm public notice compliance with the Clerk or other Village staff representative.

[Amended 1-15-2018 by Ord. No. 2018-1]

Passage of ordinances.

- (1) Every proposed ordinance shall have two separate readings previous to its passage but shall not be read at any other time than regular sessions except by unanimous consent. The second reading may be waived by vote of the Board.
- (2) The second reading of an ordinance shall be by section at which time amendments may be offered. If no amendments are made, the question shall be, "Shall the ordinance pass?" If amendments are offered and made, the chair shall so report and the ordinance shall be so read as amended before the question of its passage is taken.

Rules of procedure. The rules of parliamentary practice embraced in *Robert's Rules of Order, Newly Revised*, shall govern the Board where applicable and where not inconsistent with the standing rules, bylaws and order of the Board.

Approval Methods

There are several ways in which the Board can make decisions during a public meeting. The subject of discussion determines which method should be used.

Voting Procedures

1. Form of questions for voting. Where a roll call vote is taken the question shall be stated by the presiding officers as follows: "As many as are in favor answer 'yes', those opposed will answer 'no' and the clerk will call the roll."; and in doubtful cases, the presiding officer may direct or any member may call for a division.
2. Order of voting for recorded votes. Commencing with the first meeting of the Board after the regular election and qualification of new members, the Village clerk shall determine the order of roll call voting based on the seniority of unbroken service of the Trustees. The board member with the longest seniority of unbroken service on the Board as an board member shall be the first board member called to cast their vote on a question for which a roll call vote has been called. If two or more Trustees share the same seniority of unbroken service, then the board member with the total service on the Board shall be deemed to have the higher priority and if there is still a tie, then it shall be determined alphabetically based on the board member whose last name starts closest to the letter "A." The Trustees shall vote in descending order of seniority. Thereafter, for each subsequent roll call vote, the board member who voted second in the previous roll call vote shall be the first to cast their vote and the board member who voted first in the previous roll call vote shall cast their vote last.
3. Recording votes. The ayes and naves shall be taken and recorded upon any question before the Board upon the call of any two members.
4. Votes. Every person present when a question is put shall vote, unless the presiding officer shall excuse them for good cause.
5. Tie votes. **The presiding officer shall, in all cases, be entitled to vote.** It shall be in order for any member who voted in the majority on any question or for any member who voted in the negative when the Board was equally divided, to move a reconsideration vote on the same or next succeeding regular meeting of the Board. A motion to reconsider, having been put and lost, shall not again be in order.

Motions

When a motion is made and seconded, it shall be in possession of the Village Board and shall be stated by the presiding officer, or being in writing shall be delivered to the Village Clerk to be read previous to debate. After a motion is stated by the presiding officer, it shall not be withdrawn except by consent of the Village Board. When a member is about to speak to a question or make a motion, he or she shall address the presiding officer, and the presiding officer shall pronounce the name of the member entitled to the floor, and the member shall confine themselves to the question under consideration. **No member shall speak more than twice on any question nor more than 10 minutes at any one time without leave of three-fourths of the members present.** A motion to adjourn shall always be in order, unless the Village Board is engaged in voting, and shall be decided without debate.

Formal Motions are used to approve policy, establish procedures, or provide direction to staff members relating only to topics listed on the agenda. Village Board members may make a motion by stating, “I move that...” Most formal motions need to be “seconded.” This is done when a board member other than the one who made the motion states, “I second that motion,” or “second.” A motion can be amended or withdrawn during discussion by the board member that originally made the motion. Before moving on to a new topic, the current topic must be closed in one of three ways: 1) The original author of the motion may withdraw their motion at any time during the discussion. 2) The motion may be “tabled.” Tabling a motion is a procedural act (see below) that requires a Village Board vote. A tabled item can be brought back into debate with a motion to remove it from the table. 3) The Village Board can take a vote on the motion. See the discussion below on voting procedures.

Procedural Motions are made to determine the proceedings of a meeting. They, like formal motions, require a “second” and can order the adjournment of a meeting, the tabling a motion for later discussion, a temporary recess, or a number of other procedural events. The officially recognized guide to meeting procedures is the book *Robert’s Rules of Order*, which further explains procedural motions and other rules of public meetings.

Village Board Voting is required to finalize the opinions of the Village Board. Generally, a roll call vote on a formal or procedural motion can take place under one of two conditions. First, the Village President may call for a vote regarding a motion when it is clear that debate over the matter has stopped. Second, during debate, a Village Board member may call for a vote on an open item by making a motion to vote on the measure on the floor. If this motion is seconded, then the Village Board takes a vote *on whether to vote on the original motion*. If a majority votes “yes,” THEN the main motion (with any accepted amendments) can be voted upon. The process of making motions and voting can be a bit confusing at first, but over time, you will become more familiar with the process. If you are ever confused as to the action being requested in a motion or vote, take the time to ask the Village President to explain what is taking place.

Lawmaking

Final decisions of the Village Board are conveyed to the public through the adoption of ordinances and resolutions.

Closed Sessions

Closed sessions of the Board may only be held for a select number of reasons as set forth in [Section 19.85 of the Wisconsin State Statutes](#). While the public is prohibited from attending these sessions, unless specifically invited to attend by the Village Board, notice must still be made of their existence. Closed meetings are only allowed to discuss personnel matters, litigation, or for some strategic reasons (such as when the discussion of purchase of a piece of real estate could be reasonably expected to increase the price the governmental body would have to pay for that property). Either part or all of a Village Board meeting may be closed to the public (**Appendix F**).

Abstaining from a Vote

Every Village Board member should vote on all matters and abstain from voting whenever there is a conflict of interest.

Tie Votes

In the event of a tie vote the motion does not pass.

Consent Agenda

A consent agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. Individual Board members may pull any item from the consent agenda if they wish it to be separately considered by asking the presiding officer to take them up separately.

The Public's Role in the Meeting

It is important that the public play an active role in the legislative process. During Board meetings, they have several opportunities to do so.

Public Hearing

Hearings are held on matters required by law or ordinance, such as adoption of the annual budget and amending the zoning ordinance. They may be held as standalone meetings, or as part of a regularly-scheduled Village Board meeting. Public hearings are opportunities to inform the general public and for any individual to speak on the topic while the hearing is open. Once the public hearing is closed, the public will no longer be able to comment on the topic during the meeting unless approved to do so by the Village President or Chairperson.

Public Comments

This is the public's opportunity to address the Village Board on any item not listed on the agenda. The Village Board cannot take action on any matter not listed on the agenda for the meeting. Topics may, however, be placed on future agendas for Village Board action. Particularly if multiple individuals wish to speak regarding the same topic, the Village President may request that comments be limited to a particular time limit, which the Village President shall determine. Public comment period is scheduled for each Board meeting.

Ethics

As elected public officials, it is required that you act in an independent and impartial way that is responsible to the people that elected you. Ethical conduct is an extremely important part of your role as a representative of the Village, so please ask your fellow Board members or the Village Administrator if any issues arise. Several State of Wisconsin statutes define the manner in which publicly elected officials should act. Village Code Chapter 40 Ethics and Section 19.59, the State Ethics Law for Local Government Officials, Employees, and Candidates are attached at the end of this handbook (**Appendix B**) and should be carefully reviewed. Village Code and State Statutes prohibit using your office for private gain, exerting illegal influence, and taking action in a matter that you have invested interest in. If you have a question about ethics, you may contact the Village Attorney or Village Administrator,

Other Policies & Protocols

Paychecks

Each board member is paid on a quarterly basis with board members paid an annual salary of \$2,950 and the Village President paid an annual salary of \$4,350. Your check will be direct-deposited.

Opportunity for Training and Outside Meetings

The Village of Williams Bay will pay for workshops, meetings, training and other events for the purpose of improving knowledge of duties of said office. Compensation can include the following, with some restrictions, but is not limited to: transportation, lodging, meal entertainment and miscellaneous expenses. If an official attends Village functions, they will need to make sure they have met travel reimbursement requirements prior to finalizing payment and complete an expense report upon their purchase or completion of course. Board members are encouraged to share the knowledge gained from attending.

Vacancies in Municipal Office

Vacancies in elected or appointed offices can be caused by death, removal, resignation, if the individual ceases to be a resident of the Village of Williams Bay, when an individual's term expires, or when an individual is convicted and sentenced by a state or federal court for treason, felony or other crime of any nature punishable by imprisonment in any jail or prison for one year or more, or for any offense involving a violation of the incumbent's official oath.

Resignations must be made in writing and delivered to the Village Clerk, who is responsible for informing other Board members and the Village President. The effective date of resignation should be included in the letter.

When filling any vacancy in the office of the Village President or in the Office of the Village Trustees, § 17.23 of the Wisconsin Statutes shall control. The procedure for appointment for any vacancy shall be as follows:

- The Village Clerk shall post the vacancy and the deadline established by the Board for any person desiring to be considered for the vacancy on the Village's website, on three public places within the Village and shall publish a Class 2 notice of the vacancy in its official newspaper.
- All qualified individuals desiring to be considered for the vacancy must submit a written application to the Village Clerk, together with nomination papers with the same number of signatures of Village residents required to run for such office by ballot by the deadline established by the Board.
- Appointment to fill the vacancy shall be by majority vote of the Board from those eligible individuals that have complied with subsection (B) herein. If no individual receives a majority vote, then Board may reopen the vacancy and restart the process stated above.

Chapter 3: Staff

While the Village Board, boards, and committees of Williams Bay make a majority of policy decisions and guide the actions of staff members, those staff members take on the responsibility of implementing decisions of the Board. It is important that the Board understands and respects the role staff plays and that an open line of communication exists between all parties.

Staffing Highlights

The Village employs approximately 20 full-time employees and over 60 part-time/seasonal employees.

Village Administrator Williams Bay - Municipal Code [Chapter 80-3](#)

The Village Attorney shall be appointed by the Village President, subject to confirmation by the Board. The Village Administrator shall be the administrative officer of the Village, responsible for the proper administration of the business and affairs of the Village, subject to those limitations imposed by the statutes of the State of Wisconsin, the ordinances of the Village of Williams Bay, and the resolutions and directions of the Village Board with power and duties as outline in Chapter 80-3 of Village of Williams Bay Code (**Appendix C**).

Village Attorney

The Village Attorney shall be appointed by the Village President, subject to confirmation by the Board. The Attorney's duties include attending all Board meetings, providing legal advisement to Village Board and staff, representing the Village in all court cases, and assisting in drafting and reviewing proposed ordinances.

Village Clerk - Municipal Code Chapter 61.25

The Village Clerk shall be appointed by the Village President, subject to confirmation by the Board. The Village Clerk shall have the powers and duties provided by [Section 61.25, Wis. Stats.](#), and such other duties as may be adopted in the form of a job description.

Village Treasurer - Municipal Code Chapter 61.26

The Village Treasurer shall be appointed by the Village President, subject to confirmation by the Board. The Village Clerk shall have the powers and duties provided by [Section 61.26, Wis. Stats.](#), and such other duties as may be adopted in the form of a job description.

Other Key Positions, Staff & Contracting Agencies

Department Heads

Working under the direction of the Village Administrator, Department Heads lead Village staff in carrying out the directives of the Village President and Board and daily administrative functions and assist the Administrator in the hiring process for employees in their departments. Department heads include Police Chief, Public Works Director, Treasurer, Recreation Director, Library Director, Harbormaster and Fire Chief.

Village Assessor

In 2017, the Village Board appointed Associated Appraisal for annual full value maintenance assessment services. Associated Appraisal is responsible for assessing and reassessing the value of land and property located within Village Limits. The Village is currently operating under an optional auto renewal agreement extension that will be available for each of the 2021, 2022, and 2023 assessment year. In 2023, the Village Board approved changing the Village Assessor from Associated Appraisal to Accurate Appraisal for years 2024, 2025 and 2026.

Existing Bargaining Units

The Williams Bay Professional Police Association union is the bargaining agent for all full-time sworn police officers in the Village. The Police Chief Lieutenant and part-time are excluded.

Note: [2011 Wisconsin Act 10](#) significantly altered the Village's relationship with bargaining units. For more information on the current labor/management environment, see the Village Administrator.

Communication with Staff Members

While Village Board is responsible for determining the policy of the Village and providing direction for Village Administrator action, the Village Administrator is the Chief Administrative Officer for the Village and is responsible for supervision and accountability of all Village Staff. Though Board requests and direction play an important role in determining employees' work plans, it is important that the Village Administrator be able to coordinate and monitor work efforts of all staff members. For this reason, Board requests for staff action and task assignments should be conveyed to the Village Administrator except in cases of emergency. In this way, Board requests will be fulfilled while the Administrator maintains his supervisory position with staff. This distinction is important as Board members may not be aware of the most appropriate staff member to direct requests towards or the current workload of individual employees. It helps in making sure that efficiency and order are maintained in Village operations.

Similarly, Board should communicate with the Village Administrator any concerns about individual employees, and should not directly address performance problems with employees. In this way, Board can maintain an active role in municipal government while allowing the proper chain of command to remain intact.

While active communication between staff and Board is important and encouraged, discussions regarding Village policy matters should be kept between Board members and the Village Administrator to assure that the Village Administrator is best able to manage operations as well as assemble any information required to make sound policy decisions or bring those matters

before Board for consideration.

The following policies can also be found in the employee handbook:

- [Anti-harassment and Retaliation Policy.](#)
- [Electronic Communications & Information Systems Policy.](#)
- [Workplace Violence and Threats Prevention Policy.](#)

Communication and Supervision

Placeholder, graphic to be provided before finalization.

Chapter 4: Finance

The budget acts as a policy tool with which to identify the community's priorities and is intended to implement the work plan for the upcoming year. This chapter is a good starting point and will offer you the basic knowledge to ask thoughtful questions regarding the budget process. You should review the current budget and any other financial plans as you learn about your role as a board member and use these documents in your decision-making process.

Chapter 46. Finance and Taxation § 46-6. Budget.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

A. Departmental estimates. On or before September 15 of each year, each officer, department and committee shall file with the Administrator an itemized statement of disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the conditions and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk and shall be designated as "Departmental Estimates," and shall be nearly uniform as possible for the main divisions of all departments.

B. Finance and Personnel Committee to prepare.

(1) Budget to include. On or before October 28 each year, the Finance and Personnel Committee of the Village Board shall prepare and submit to the Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following information:

(a) The expense of conducting each department and activity of the Village for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

(b) An itemization of all anticipated income of the Village from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal year.

(c) An estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.

(d) Such other information as may be required by the Board and by state law.

(2) The Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

C. Hearing. The Finance and Personnel Committee shall submit to the Board at the time the annual budget is submitted the draft of an appropriation resolution providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation resolution to the Board, it shall be deemed to have been regularly introduced therein. The Board shall hold a public hearing on the budget and the proposed appropriation resolution as required by law. Following the public hearing, the proposed appropriation resolution may be changed.

Financial Policies

State-Mandated Policies

The State of Wisconsin imposes many requirements for preparing the annual budget and managing the finances of the Village. For instance, the State requires that an annual or biannual budget be created listing all revenues and expenditures, that the public hearing notice include certain information, and that the public hearings are held regarding the proposed budget. The Village's fiscal year begins on January 1 and ends on December 31.

Municipally-Adopted Policies

The Village has also adopted several policies with regard to financial management, investment Policy. Village Staff also rely on industry best practices to guide financial decisions when policies are not already established by the State or Board. Occasionally, the Village Treasurer, Village Administrator, or auditors may recommend additional financial management policies be reviewed and approved.

Fund Explanation

The Village's finances are divided into several separate fund types to facilitate proper management and use. Below is a basic description of each fund.

General Fund accounts for all revenues and expenditures that are not required to be accounted for in other funds. The General fund includes major property-tax based services such as general government, public safety, public works and culture, recreation and education.

Special Revenue Funds account for proceeds from revenue sources that are legally restricted to expenditures for specified purposes. The solid waste fund, tourism fund and the airport fund are all accounted for in the special revenue funds.

Debt Service Fund is used to account for the annual principal and interest payments relating to the Village's general obligation long-term debt.

Capital Projects Fund accounts for the financial resources to be used for the acquisition or construction of major capital assets.

Enterprise Funds account for operations that are financed and operated in a manner similar to a private business. The operations of the Water, Sewer, and Stormwater Utilities are accounted for in the Village's enterprise funds.

Revenue Sources: Taxes, Licenses & Permit Fees, Charges for Services

A large percentage of the Village's annual revenue comes from local taxes and from fees charged for services provided by the Village where people are directly benefited. The property tax is levied on the value of real and personal property located in the Village. Municipalities in Wisconsin have been granted very little authority to levy other types of taxes, such as sales or income tax.

The Village also collects revenues through licenses and permits, and charges for services. Fees are charged for Village services such as the use of recreational facilities and the processing of building permits so that the users of those services are directly responsible for covering costs of providing the service.

Role of Intergovernmental Revenues

The most significant non-property tax revenue source in the annual budget is the amount received in intergovernmental appropriations, particularly from the State. The following are revenues that the Village receives annually from the State.

State Shared Revenues This includes the "Shared Revenue" program for general operating aid and the "Expenditure Restraint" program that rewards communities for fiscal restraint of the general fund.

The State reallocates money collected through the personal income tax back to municipalities through the Shared Revenue program. Revenue is distributed among municipalities using a formula that consists of four components:

1. *Aid able Revenue Component*: This component of the formula aims to offset variances in taxable property wealth across the state.
2. *Per Capita Component*: This component is more broad-based and is allocated based on population.
3. *Public Utility Component*: This component provides payments to replace property tax revenues lost because utilities are exempt from property taxation.
4. *Minimum Guarantee & Maximum Growth Component*: This component is designed to prevent large annual shifts in payments.

Transportation Aid This program allocates State revenue to the Village to offset the Village's related street expenditures and is based on the miles of road in each municipality.

Tax Increment Districts (TIDs)

Tax Increment Financing (TIF) is an economic development tool that helps promote local tax base expansion by using property tax revenues to fund site improvements to attract new development or eliminate blight. A TID (Tax Incremental District) is the actual area designated for expansions and where improvements are being made. Owners of property in a TID pay the same rate of taxes that owners outside the TID pay. TID is neither a tax freeze nor a tax increase, but a special allocation method for taxes collected on property value increases within the district.

Property tax rates for the school, county, technical college, and municipality are based on the total taxable value of the property located in the TID at the time it is created (base year). Those organizations continue to receive this amount of property tax revenue during the life of the TID. As the value of the property increases due to development, the additional property tax revenue created is allocated to the municipality for a set number of years. Development costs are paid from these revenues before the added tax base is shared with other taxing entities.

The Village of Williams Bay currently does not have any Tax Increment Districts (TIDs).

Capital Improvement Plan (CIP)

The Village has a Capital Improvement Plan (CIP) as a planning document to anticipate future large expenditures. It is a tool to chart both capital revenue (including bonds, grants, interest payments, and transfers from the General Fund) and expenditures. Capital items are placed in the CIP so that the Village can plan for future funding needs and coordinate major construction and purchasing projects.

Chapter 5: Legal Issues

The Village Code establishes local law which governs matters of local concern within the Village and pertaining to its governance. In addition, the Village is a creature of state law and statutes adopted by the State Legislature together with state administrative code also apply and to the extent that the legislature has determined that certain state enactments are to be of statewide concern or that the courts have concluded that state law has primacy even with respect to local affairs, state law prevails. Ordinances and applicable statutes not only govern the actions of residents and visitors, but also the manner in which the Village and its elected and appointed officers and employees conduct business. Listed below are some of the more important legal topics of which you should be aware. However, it is important that you ask the Village Attorney or Village Administrator if you have questions on particular topics.

Village of Williams Bay Ordinances

The Village's Code constitutes a set of permanent rules of order and regulation of conduct within the Village. The Village Board is responsible for adopting, amending and repealing Village ordinances to meet the best interests of the Village. The Village Code addresses many aspects of local government, including but not limited to appointment and empowerment of committees, boards and commissions but also Village finance and taxation procedures, traffic and health and welfare regulations, the public peace and order and the procedural and substantive frameworks for local licenses and permits, the operation of public utilities, establishment of zoning, subdivision and building codes and rules governing the conduct of business by the Village Board, committees, boards, commissions and officers and employees of the Village. The code book can be found by visiting <https://ecode360.com/WI3949>

Public Meetings

All business transacted by the Village Board, its committees, commissions and boards on behalf of the Village must be undertaken in the course of a duly posted meeting. All meetings shall be open to the public in locations which are accessible to those who are interested in attending. Public notice and other criteria pertaining to the holding of meetings and the [transaction of business are governed by Wisconsin's Open Meetings Law, Subch. V, Ch. 19, Wis. Stats. To transact business, a quorum of a governmental body must be present. Closed](#) sessions, from which the public is excluded, are the exception to open meetings and must be conducted strictly in accord with [State Statute 19.85, Wis. Stats.](#), and interpreting case law.

Public Records

Wisconsin law holds that all persons are entitled to the greatest possible information about governmental affairs as well as pertaining to official acts undertaken by the officers and employees of a governmental body. Accordingly, Wisconsin has adopted a Public Records Law, [found at Subch. II, Ch. 19, Wis. Stats.](#), which defines and applies not only each of the physical forms of records subject to public review but, additionally, the type of records which may be accessed by the public. Interested persons may request access to and the making of copies of any public record without the necessity of expressing a reason; therefore, subject to certain exceptions. Questions pertaining to the application of the Public Records Law to a specific request for access should be referred to the Village Attorney. **Board members, when communicating in any manner on Village business, should be aware that ALL Village communication, with few exceptions, are subject to public records law.** [Additional information can be found in Chapter 1-16 Public Records.](#)

Conflicts of Interest

State law and local ordinances define the proper course of action to take when there is or may be a conflict of interest on the part of an officer or employee. In particular, state and local ethics codes provide guidelines for dealing with questions concerning potential or actual conflicts of interest.

A Village Board member with a personal or financial interest in proposed action should disclose to the Board the nature of their interest prior to debate or, in some circumstances, before action is taken in the form of a vote. Because both elected and appointed officers and employees may influence the Village Board in matter in which they have a personal or financial interest, such interests should be disclosed to avoid either the appearance of or actual impropriety.

Sometimes, it is not clear whether or not a conflict of interest, as defined by law, is present. Even though it may be legal to act on a matter, it may give the appearance of impropriety to do so. Questions regarding conflict of interest can be directed to the Village Attorney.

- 1. Financial and Personal Interest Prohibited.** No official or employee, whether paid or unpaid, shall engage in any business or transaction, nor shall such official or employee act in regard to financial or other personal interest, direct or indirect, when such actions are incompatible with the proper discharge of their official duties or when such actions impair their independence of judgment or action in the performance their official duties.
- 2. Definitions:**
 - a. "Financial interest" means any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.
 - b. "Personal Interest" means any interest arising from blood or marital relationships or from business or political associations, whether or not any financial interest is involved.
 - c. "Person" means any person, corporation, partnership or joint venture.

3. Specific Conflicts Enumerated:

- a. Incompatible Employment. No official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties, unless otherwise permitted by law and unless disclosure is made as herein provided.
- b. Disclosure of Confidential Information. No official or employee shall disclose confidential information concerning the property, government or affairs of the Village nor shall they use such information to advance the financial or other private interest of themselves or others.
- c. Representing Private Interests Before Village Agencies or Courts. No officer or employee shall appear on behalf of any private person, other than himself or herself, his or her spouse or minor children, before any Village agency or municipal court. However, a member of the Board may appear before Village agencies on behalf of his or her constituents in the course of his or her duties as a representative of the electorate or in the performance of public or civic obligations.

Accepting Gifts

Neither officers nor employees of the Village should accept gifts, favors or hospitality where it could be expected that they may be offered to influence official actions or be considered as a reward for an official act or which might impair the independence of your judgment. Per the *Code of Ethics for Local Government Officials, Employees and Candidates*: If a Village Official, other than a Village Employee, receives anything of value not authorized by the ethics code the Village Official shall not retain it, but shall deposit the money or the equivalent cash value or anything of value with the Village Treasurer or return the payment or thing to the payer or giver. The Village Attorney should be consulted if questions related to acceptance of gifts arise.

Chapter 6: Land Uses

Planning & Zoning

Planning and zoning are methods of achieving the orderly physical development of a community. Planning lays out the intended path of development for a Village and is typically done through a formal comprehensive plan. The Village Board, makes decisions regarding the planned development of public infrastructure in the Village through the adoption of the 2023 Comprehensive Plan, Capital Improvement Plan, and other long-range plans, such as an economic development plan. Community Planning also prepares trend reports, which provides a statistical snapshot of development changes in the Village of Williams Bay throughout the previous calendar year. This helps in considering the future needs of residents and businesses and how current decisions will affect that future.

The Village has adopted extensive Zoning Ordinance Regulations ([Chapter 390. Zoning](#)) to promote the health, safety, morals, prosperity, aesthetics, and general welfare of the community. These zoning ordinance regulations provide the legal basis for facilitating thoughtful development and also aids long-range plans. The zoning ordinance regulates use of land and structures, lot coverage, population distribution and density, and the size and location of structures to promote the safety of citizens and efficient use of public infrastructure. Zoning districts permit various uses. Property owners must apply for a zoning permit and pay any applicable fees whenever a change or update in zoning is requested. Their request for a zoning designation or change will first be brought before the Plan Commission, who will make a recommendation to the Board.

Annexation

Annexation is a way for municipalities to expand and protect their borders. In some instances, Village's may wish to annex neighboring land in order to gain additional land for development. In other cases, residents living outside Village limits may request that they be annexed so that they may receive Village services such as water and sewer. Below is a brief description of several ways in which annexation can take place. There are several methods to accomplish annexation, including: 1) direct annexation by unanimous approval (the most widely-used practice), 2) direct annexation, 3) annexation by residents' referendum, 4) annexation of owned territory, and 5) annexation on Village initiative by referendum and court order. Further questions regarding annexation may be directed to the Village Administrator or Zoning Administrator.

Variances

Residents and business owners are able to apply for accessory uses permitted by right, conditional use and temporary use permits from the Zoning Ordinance when they desire to use land or buildings in a way that doesn't conform to the Ordinance. This application is to be filed with the Zoning Administrator.

Chapter 7: Board Conduct

Ultimately, you are elected by the citizens, and are responsible solely to them. However, you may wish to consider the following advice with respect to your conduct as a representative of the Village of Williams Bay.

Effectiveness & Efficiency

Because of the complex nature of municipal government, it can sometimes seem difficult to make decisions and act in an efficient and effective manner. It is important to work as both a leader and a team member in making decisions that affect the Village. Keeping these suggestions in mind can help to ensure that each board member, as well as the Board as a whole, is able to most effectively accomplish their goals.

Respect

Each Village Board member and member of the public provides a unique perspective. It may be helpful, as you join the Village Board, for you to share with your colleagues your background and special interests, and to learn as much about their perspectives as you can.

This mutual learning will assist in the development of both your professional and personal relationships. The best Village Board is one in which members have strong individual identities but work effectively as a team while always showing each other the utmost respect.

Compromise

All Village Board members have a responsibility to represent a diverse community. Being able to pass any legislation requires that individuals are tolerant of other's viewpoints. Part of the democratic process is the difference in opinion of our representatives; it is ineffective, however, to allow that difference to halt the decision-making process. The art of compromise is very important in Village Board discussions, as it takes a majority vote to achieve anything.

When facing opposition, try to understand the values that are driving the individual. Work for creative solutions that may or may not be the first choice of the parties involved, but address the core needs and values of each party. Remember, all formal actions of the Village Board require over half of the attending members, unless it is an issue that requires a two-third majority, affirmative votes. Also, remember that if one of your fellow Village Board members opposes you on a specific issue, they may be your biggest supporter on the next one.

Trustees as Leaders

As a Village Board member, you are asked to be a leader. While it is your job to represent your constituents, it is also your job to help them see the bigger picture. Sometimes, government issues are complicated and not easily understood by the general public. During those times, you should work to help your constituents understand the issue. Occasionally, you may even need to take a leadership role contrary to the view of your constituents based on your position as an educated Board person looking out for the best interests of the community as a whole.

Process vs. Product

Village Board members must balance the value of public input in meetings with the value of decision making. Though it is important to allow public comment, drawn out or repetitive comments prolong Board discussion and may leave little time for productive discussion on items found later in the agenda.

Conflict Management

Although certain topics may ignite personalities and anger both Village Board members and members of the public, little is accomplished when there is a lack of courtesy for others. It is important that the Village President maintain control of meetings and that Board not get drawn in by emotional members of the public.

Personal Attacks

Attacks on individuals, whether Village Board members, staff, or the general public, are never appropriate. If an individual does or says something wrong, you should not hesitate to address it. Most often, however, the appropriate time and place to address problems is not during a public meeting. This includes addressing work product issues with staff.

This Too Shall Pass

During times of high conflict, it is sometimes hard not to take problems personally, take them home or take them out on others. Keep in mind that these issues will fade and will be replaced by new ones. While it is your job to address difficult issues, it is understood that you will never be able to completely solve many of them. The key is to keep a positive perspective and work with the other members of your team.

Interacting with the Public

You have been elected by the public to represent the public. Both in formal meetings and daily life on the street, a large component of your job is to be attentive to their concerns. These are opportunities for you to inform them about what the government is doing and gather their opinion on matters that concern the Village government.

This document already addressed the public's role during Village Board meetings and public hearings. In addition to these circumstances, you will have the opportunity to interact with the public as you make public appearances and talk to individuals on a daily basis. At such appearances, you are representing the Village. They are opportunities for you to explain your position on issues, respond to citizen complaints, test new ideas, or ask for citizen involvement on a project. It is also important to keep in mind that what you say make influence what people will think about the Village for years to come.

As a Village Board member, you can expect many questions and complaints from the public. By answering honestly and being available to provide information whenever possible, you can make your life, as well as other Village officials' and staff members', much easier. Often you will be able to answer a question or complaint yourself. If you need to pass the question on to

another individual, follow up to make sure that that person adequately addressed the citizen's needs. When addressing citizen requests for action, it is always appropriate to offer to look into the situation personally or discuss with staff.

No matter what the issue, you should welcome all questions and/or complaints. They often provide valuable insights and help you to better represent citizens. While you may occasionally be inclined to dismiss some complaints, it is almost always in the Village's best interest for you to remain attentive and professional when interacting with the public.

Dealing with the Media

Especially if considering a controversial decision, working with the media can be one of the most challenging aspects of your position as a board member. Expect media representatives to be present at many Village functions. Keep in mind that it is their job to get the news that you are making to the rest of the community. Building a positive relationship with journalists can help you both to attain your goals.

Establishing good relations with local newspapers, radio stations, and TV channels is a big step toward these goals. By welcoming reporters and sharing relevant information with the media, you will be building a relationship that can benefit you when news coming from Village Hall may be controversial. Whenever, possible, avoid using the phrase "no comment" or refusing to answer questions, as it breaks down Media-Board relationships and often pushes a reporter to look harder for Board faults. "I don't have the answer right now, but I can follow up and get back to you," is always an appropriate way to answer a question that you don't have the answer to at the moment. Remember that you can always refer media inquiries to the Village Administrator's office.

Make sure that when you talk with reporters, they receive all of the facts and fully understand the details of a situation. Sometimes, governmental procedures can be complex; the additional time that it takes to explain something is well worth it. If necessary, follow up with reporters. If you feel it is appropriate, volunteer to review an article before it goes to print in order to check its accuracy. Don't be afraid to contact them if there is an inaccuracy in information they provide to the public.

Chapter 8: Directory

Village of Williams Bay Contact

250 Williams Street, PO Box 580

Williams Bay, WI 53191

(262) 245-2700

Departments

Village Hall: 262-245-2700

David Lothspeich, Village Administrator	Ext. 402	Cell: 847-421-7715
Tina Kolls, Village Clerk	Ext. 405	Cell: 262-949-5024
Lori Peternell, Treasurer	Ext. 403	Cell: 262-210-4419
Cynthia Stanek, Utility/Admin Asst.	Ext. 404	Cell: 815-201-4872

Police Department: 262-245-2710

Justin Timm, Police Chief	Ext. 410	Cell: 262-581-3061
---------------------------	----------	--------------------

Public Works/Streets/Water:

Wayne Edwards, Public Works Director		Cell: 262-903-1764
--------------------------------------	--	--------------------

Recreation Department:

Dave Rowland, Recreation Director		Cell: 262-215-7129
-----------------------------------	--	--------------------

Library: 262-245-2709

Joy Schnupp, Library Director		Cell: 262-325-2985
-------------------------------	--	--------------------

Fire Department: 262-245-2712

Doug Smith, Fire Chief		Cell: 262-949-2203
------------------------	--	--------------------

Emergency Medical Services (EMS) Department:

Rich Gluth, Rescue Squad Captain		Cell: 262-325-0048
----------------------------------	--	--------------------

Harbor/Boat Launch: 262-581-7872

Jay Blincoe, Harbor Master		Cell: 480-518-5954
----------------------------	--	--------------------

Building (contracted): 262-245-2704

Mike Moore (Safebuilt), Building Inspector	Ext. 415	Cell: 262-202-4358
--	----------	--------------------

Zoning (contracted):

Bonnie Schaeffer, Zoning Administrator	Ext. 407	Cell: 262-492-5272
--	----------	--------------------

Additional Resources

League of Wisconsin Municipalities

122 W Washington Ave, Suite 300

Madison WI 53703 608-267-2380

www.lwm-info.org

The League is a voluntary not-for-profit association that works with local governments and provides legal resources, conference and networking opportunities, educational handbooks and publications for elected officials and appointed staff, assistance on a multitude of topics via their website, lobbying for municipalities at the state and federal level, and opportunities for municipalities to participate in insurance and investment pools to strengthen bargaining and buying power.

Legislative Bulletin

The League provides a weekly update covering proposed legislation at the State level on their website. It is a helpful way to remain up-to-date on State legislation that may affect Williams Bay residents. You can subscribe to the [Legislative Bulletin and Capitol Buzz](#) for weekly updates.

UW-Extension, Local Government Center

111 Pyle Center, 702 Langdon Street

Madison, WI 53706

608-262-9961

<https://localgovernment.extension.wisc.edu/>

The Government Center provides a variety of educational options to assist municipalities, including: workshops, conferences, online and print educational materials, research, and assistance in special requests from governments.

Walworth County, Wisconsin

Government Center

100 W Walworth Street

Elkhorn, WI 53121

Phone: 262-741-4241

<https://www.co.walworth.wi.us/>

Stay up to date with news and announcements happening at the Walworth County Level. Subscribe to *Alert Sense* for updates including, but not limited to: emergency notifications, government jobs, new flash, calendars, upcoming meetings and agendas, and posted meeting minutes. <https://www.co.walworth.wi.us/291/Emergency-Notification-Alerting-System>

State of Wisconsin

Listed below are some of the potentially helpful resources and contact information for various State agencies.

Department of Revenue	(608) 266-2772	https://www.revenue.wi.gov/
Department of Natural Resources	(608)266-2621	www.dnr.state.wi.us
Department of Transportation	(715) 836-2891	www.dot.state.wi.us
Bureau of Transit & Local Roads	(608) 266-2350	Website
State Ethics Board	(608)266-8123	https://ethics.wi.gov/
Wisconsin Elections Board	(608) 266-8005	www.elections.state.wi.us

Appendix A:

Chapter 110 Village Board

Village President and Board

Chapter 110. Village Board

§ 110-1. Composition.

The Village Board shall consist of the Village President, who shall be elected in odd-numbered years for a two-year term, and six trustees, three of whom shall be elected in even-numbered years for two years, and three of whom shall be elected in odd-numbered years for two-year terms.

§ 110-2. Compensation and expense reimbursement.

[Added 4-2015]

Salaries and expense reimbursement levels as well as the manner of their payment for the Village President and Village Trustees will be established by resolution of the Village Board and reviewed annually in January by the Village Board.

§ 110-3. Village Board committees.

The committees of the Village Board shall be appointed annually by the Village President at the organization meeting and shall comprise the following committees:

A. Finance and Personnel. This Committee is responsible for the formulation of the annual budget and annual tax levy and all personnel concerns including collective bargaining agreements. All contracts with the Village will be reviewed and endorsed by this Committee.

B. Streets and Highways. This Committee administers all matters concerning Village streets, highways, sidewalks and stormwater drainage. This Committee works closely with Director of Public Works on all matters including, but not limited to, the formulation of an annual budget which is then submitted to the Finance and Personnel Committee. This Committee is responsible for the maintenance of all public works buildings.

C. Protective Services. This Committee administers all matters concerning Village Fire Department, Police Department, Emergency Medical Service (Rescue) Squad, and Dive Team. This Committee works closely with the Chiefs of the above-mentioned departments on all matters including, but not limited to, the formulation of an annual budget which is then submitted to the Finance and Personnel Committee.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

D. Parks and Lakefront.

(1) This Committee administers all matters concerning Village parks, lakefront and Park District. This Committee works closely with Director of Public Works and the Park District on all matters including, but not limited to, the formulation of an annual budget which is then submitted to the Finance and Personnel Committee.

(2) This committee is also responsible for the maintenance of the following buildings: Village Hall, Field House, Lakefront Concession Building, Library Hall, Beach House, Horvath Building and the pavilion at Edgewater Park.

E. Building, Zoning and Ordinance. This Committee works closely with the Building Inspector on all matters regarding the issuance of building and zoning permits and zoning issues. This Committee also is responsible for ordinance development, adoption and codification.

F. Water and Sewer. This Committee administrates all matters concerning the Water Utility and Sewer Department within the Village. This Committee works closely with Director of Public Works on all matters including, but not limited to, the formulation of an annual budget which is then submitted to the Village Board for its approval. This Committee is also responsible for the maintenance of all the buildings owned by the Water Utility and Sewer Department.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

§ 110-4. Residency required.

[Amended 8-31-2020 by Ord. No. 2020-03]

All members of Village Board Committees established pursuant to § 110-3 of this chapter shall reside within the corporate limits of the Village of Williams Bay.

§ 110-5. Village Board bylaws.

A. Regular meetings. The regular meetings of the Village Board shall be held in the Village Hall on the first and third Mondays of each month at 6:30 p.m., unless noticed otherwise. The Board may adjourn any regular meeting to any future date at which new business may be introduced as well as unfinished business completed.

[Amended 7-5-2022 by Ord. No. 2022-11]

B. Presiding officer. The President or presiding officer shall preside at all meetings and preserve order, deciding all questions of order, subject to an appeal to the Board.

C. Calling meetings to order. The President shall take the chair at the hour appointed and immediately call the meeting to order. In the absence of the President, the Clerk or, in the Clerk's absence, any member of the Board may call the meeting to order, and thereupon the Board shall appoint one of its members President Pro Tempore. In the absence of the Clerk, the Board may appoint one of the members present to serve as Clerk during the session. The Chair shall confirm public notice compliance with the Clerk or other Village staff representative.

[Amended 1-15-2018 by Ord. No. 2018-1]

D. Order of business. The business of the Board shall be transacted in the following order:

[Amended 6-6-2016 by Ord. No. 2016-6]

(1) Roll call.

(2) Reading the minutes of the preceding meeting and approving same if correct, correcting mistakes if any occur.

(3) Consent agenda.

(4) Presentation of accounts and petitions.

(5) Plan Commission.

(6) Public comments. *The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

(7) President's remarks.

(8) Ordinances and resolutions.

(9) Committee reports.

(10) Public comments.

(11) Adjournment.

E. Passage of ordinances.

(1) Every proposed ordinance shall have two separate readings previous to its passage but shall not be read at any other time than regular sessions except by unanimous consent. The second reading may be waived by vote of the Board.

(2) The second reading of an ordinance shall be by section at which time amendments may be offered. If no amendments are made, the question shall be, "Shall the ordinance pass?" If amendments are offered and made, the chair shall so report and the ordinance shall be so read as amended before the question of its passage is taken.

F. Rules of procedure. The rules of parliamentary practice embraced in Robert's Rules of Order, Newly Revised, shall govern the Board where applicable and where not inconsistent with the standing rules, bylaws and order of the Board.

G. Special meetings.

(1) How called. Special meetings may be called by the President or any two trustees in writing filed with the Clerk. If at least 24 hours remain before such meeting, the Clerk shall notify each member of the Board of the time, place and purpose of such special meeting by mailing a written notice thereof to each member of the Board and by telephoning him, if possible. If less than 24 hours but at least six hours remain before such meeting, the Clerk shall give notice to each trustee by personal service and by telephone, if possible. No special meeting shall be called upon less than six hours' notice except with the unanimous consent of all members of the Board expressed orally or in writing.

(2) Statutes adopted. Section 19.85, Wis. Stats., is hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by the provisions of any statute incorporated by reference herein is required or prohibited by this section.

H. Business to be presented by Trustee. No business shall be considered by the Board unless presented by a member of the Board.

I. Approval of claims. Every account presented to the Board shall, if required, be verified by affidavit as provided by law and shall not be allowed or directed to be passed until it shall have been examined and certified as correct by the proper committee and reported to and audited by the Board.

J. Amendment of bylaws. These bylaws may be amended, stricken out or added to at any regular meeting of the Board upon a majority vote of all the members, provided that notice thereof shall be given at the regular meeting of the Board immediately preceding the one in which such amendment is to be acted upon.

K. Consent agenda.

[Added 6-6-2016 by Ord. No. 2016-6]

(1) Criteria. The Village Clerk may create a subsection on any Board agenda entitled "consent agenda." In a consent agenda, the Clerk shall place matters that, in the Clerk's judgment, are routine and noncontroversial and do not require a super majority vote or separate action by the Board.

(2) Procedure. The following procedure shall apply when a consent agenda is used:

(a) No separate discussion or debate may be permitted on any matter listed on the consent agenda except as provided in Subsection K(2)(b).

(b) A single motion, seconded and adopted by a majority vote of the Board shall be required to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda.

(c) Any member of the Board may request removal of any item included in the consent agenda. At the time the consent agenda is considered, any such item shall be removed without debate or vote.

(d) If any item has been removed from the consent agenda in accordance with this subsection, that item shall be considered by the Board under the appropriate heading of the regular agenda of the Board.

Appendix B:

Village Code Chapter 40 – Ethics

Chapter 40. Ethics

§ 40-1. Declaration of policy.

A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; government decisions and policy be made in the proper channels of the government structure; public office not be used for personal gain; and the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all Village officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the Village. The purpose of the code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the Village and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the Village.

B. The Village Board recognizes that the representatives of the Village are drawn from society and therefore cannot and should not be without all personal and economic interest in the decisions and policies of government and that citizens who serve as Village officials and employees retain their rights as citizens to interest of a personal and economic nature. The standards of ethical conduct for Village officials and employees need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts which are substantial and material and that Village officials and employees may need to engage in employment, professional or business activities other than official duties in order to support themselves or their families and to maintain investments which activities or investments do not conflict with the specific provisions of this code. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best public interest. It is the intent of the Village Board that in its operations the Board of Ethics shall protect to the fullest extent possible the rights of individuals affected.

§ 40-2. Responsibility of public office.

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, State and Village and thus to foster respect of all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern.

§ 40-3. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ANYTHING OF VALUE

Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include compensation and expenses paid by the state, fees, honorariums and expenses which are permitted and reported under § 19.56, Wis. Stats., and political contributions which are reported under Ch. 11, Wis. Stats.

FINANCIAL INTEREST

Any interest which shall yield directly or indirectly a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

PERSON

Any person, corporation, partnership or joint venture.

§ 40-4. Conflict of interest.

A. No official or employee shall accept anything of value, whether in the form of a gift, service, loan or promise, from any person which may tend to impair his independence of judgment or action in the performance of his official duties.

B. It is not a conflict of interest for any public employee or official to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value.

C. No public official or employee shall engage in any business or transaction or shall act in regard to any financial interest, direct or indirect, which is incompatible with the proper discharge of his official duties for the benefit of the public, contrary to the provisions of this Code or which would tend to impair his independence of judgment or action in the performance of his official duties.

D. No public official or employee shall engage in or accept private employment or render service for private interest when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties unless otherwise permitted by law, unless disclosure is made as hereinafter provided.

E. No public official or employee and no business in which a Village official or public employee holds a 10% or greater interest may enter into a contract with the Village involving a payment or payments of more than \$3,000 within a twelve-month period unless such official or employee has first made a written disclosure of the nature and extent of such relationship or interest to the Board and to the department acting for the Village in regard to such contracts. This subsection does not affect the application of § 946.13, Wis. Stats.

F. No official or employee shall disclose confidential information concerning the property, government or affairs of this Village nor shall he use such information to advance the financial or other private interest of himself or any other person.

G. Any member of the Village Board who has financial interest in any proposed legislation before the Village Board shall disclose on the records of the Board the nature and extent of such interest prior to or during the initial discussion on such legislation. Any other official or employee who has a financial interest in any proposed legislative action of the Village Board and who participates in discussion with or gives an official opinion or recommendation to the Village Board shall disclose on the records of the Board the nature and extent of such interest.

§ 40-5. Ethics Board.

A. There is hereby created an Ethics Board consisting of three members and one alternate who shall serve without compensation unless the Village Board otherwise provides. The members of the Board of Ethics shall be residents of the Village and shall not be elected officials, full-time appointed officials, or Village employees nor shall they be currently serving on any other Village board or commission.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

B. Each member shall be appointed by the President and subject to the confirmation by the Village Board. The Village Attorney shall furnish the Board whatever legal assistance necessary in carrying out its functions. Terms of office shall be three years, except that when the initial appointments are made one member shall be appointed for one year, one for two years and one for three years.

C. The alternate shall serve on the Board when one of the members of the Board is unavailable. The term of the alternate shall be for three years. The Ethics Board shall elect its own Chairperson and Vice Chairperson.

§ 40-6. Duties of Ethics Board.

A. The Ethics Board shall adopt and develop written rules which shall be submitted to the Village Board for approval. A copy of such rules shall be filed with the Village Clerk.

B. Any person to whom this chapter applies may apply to the Ethics Board for an advisory opinion and shall be guided by the opinion rendered. Such person shall have the opportunity to present his interpretation of the facts at issue and of the applicability of provisions of the Code before the advisory decision is rendered. The Board's

deliberations and action upon such applications shall be in meetings not open to the public. Records of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection. The Board, however, may make such records public with the consent of the individual requesting the advisory opinion.

C. The Board shall investigate any complaint properly filed with it.

D. The Board shall accept from any person or make upon its own motion a verified complaint in writing which shall state the name of the officer or employee alleged to have committed a violation of this chapter and which shall set forth the particulars thereof. The Board shall forward within 10 days a copy of the complaint to the officer or employee who is accused. If no action on the verified complaint is taken by the Board within 60 days, the complaint shall be void.

E. Following the receipt or motion of a verified complaint, the Board may make preliminary investigations with respect to alleged violation of this chapter. No preliminary investigation of the activities of any officer or employee may be initiated unless such officer or employee is notified in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific actions or activities to be investigated and a statement of such person's due process rights.

F. If after such investigation the Board finds that probable cause exists for believing the allegations of the complaint, it shall conduct a hearing on the matter which shall be held not more than 30 days after such finding. The Board shall give the accused at least 20 days' notice of the hearing date. Such hearings shall be at open session unless the accused petitions for a hearing closed to the public. The rules of criminal evidence shall apply to such hearings. All evidence, including certified copies of records and documents which the Board considers, shall be fully offered and made part of the record in the case. Every party shall be afforded adequate opportunity to rebut or offer countervailing evidence.

G. During all stages of any investigation or proceeding conducted under this section, the accused or any person whose activities are under investigation shall be entitled to be represented by counsel of his own choosing.

H. The accused or his representative shall have an adequate opportunity to examine all documents and records to be used at the hearing under Subsection F at a reasonable time before the date of the hearing as well as during the hearing; bring witnesses; establish all pertinent facts and circumstances; and question or refute any testimony or evidence, including opportunity to confront and cross-examine adverse witnesses.

I. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissions under § 885.01(3), Wis. Stats.

J. Upon conclusion of the hearing, the Board shall file its decision within five days in writing signed by all participating Board members with findings of fact and conclusions of law concerning the propriety of the conduct of the officer or employee and, if appropriate, refer the matter to the Village Board or other proper authority with a recommendation for suspension, removal from office or employment of other disciplinary action.

K. The affirmative vote of a majority of the Board shall be required for any action taken by the Board, with the exception that action taken by the Board pursuant to a hearing conducted under Subsection F shall require a unanimous vote.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

Wisconsin Statute 19.59.

Codes of ethics for local government officials, employees and candidates

- (1)**
- (a)** No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under subch. III of ch. 229 or a local professional football stadium district created under subch. IV of ch. 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by ch. 11. This paragraph does not prohibit a local public official from obtaining anything of value from the Wisconsin Economic Development Corporation or the department of tourism, as provided under s. 19.56 (3) (f).
- (b)** No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.
- (br)** No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
- (c)** Except as otherwise provided in par. (d), no local public official may:
- 1.** Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.
 - 2.** Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.
- (d)** Paragraph (c) does not prohibit a local public official from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance.

- (f)** Paragraphs (a) to (c) do not apply to the members of a local committee appointed under s. 289.33 (7) (a) to negotiate with the owner or operator of, or applicant for a license to operate, a solid waste disposal or hazardous waste facility under s. 289.33, with respect to any matter contained or proposed to be contained in a written agreement between a municipality and the owner, operator or applicant or in an arbitration award or proposed award that is applicable to those parties.
- (1m)** In addition to the requirements of sub. (1), any county, Village, village or town may enact an ordinance establishing a code of ethics for public officials and employees of the county or municipality and candidates for county or municipal elective offices.
- (2)** An ordinance enacted under this section shall specify the positions to which it applies. The ordinance may apply to members of the immediate family of individuals who hold positions or who are candidates for positions to which the ordinance applies.
- (3)** An ordinance enacted under this section may contain any of the following provisions:
- (a)** A requirement for local public officials, other employees of the county or municipality and candidates for local public office to identify any of the economic interests specified in s. 19.44.
- (b)** A provision directing the county or municipal clerk or board of election commissioners to omit the name of any candidate from an election ballot who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.
- (c)** A provision directing the county or municipal treasurer to withhold the payment of salaries or expenses from any local public official or other employee of the county or municipality who fails to disclose his or her economic interests in accordance with the requirements of the ordinance.
- (d)** A provision vesting administration and civil enforcement of the ordinance with an ethics board appointed in a manner specified in the ordinance. A board created under this paragraph may issue subpoenas, administer oaths and investigate any violation of the ordinance on its own motion or upon complaint by any person. The ordinance may empower the board to issue opinions upon request. Records of the board's opinions, opinion requests and investigations of violations of the ordinance may be closed in whole or in part to public inspection if the ordinance so provides.
- (e)** Provisions prescribing ethical standards of conduct and prohibiting conflicts of interest on the part of local public officials and other employees of the county or municipality or on the part of former local public officials or former employees of the county or municipality.
- (f)** A provision prescribing a forfeiture for violation of the ordinance in an amount not exceeding \$1,000 for each offense. A minimum forfeiture not exceeding \$100 for each offense may also be prescribed.
- (4)** This section may not be construed to limit the authority of a county, Village, village or town to regulate the conduct of its officials and employees to the extent that it has authority to regulate that conduct under the constitution or other laws.
- (a)** Any individual, either personally or on behalf of an organization or governmental body, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit, an advisory opinion regarding the propriety of any matter to which the person is or may become a party. Any appointing officer, with the consent of a prospective appointee, may request of a county or municipal ethics board, or, in the absence of a county or municipal ethics board, a county corporation counsel or attorney for a local governmental unit an advisory opinion regarding the

propriety of any matter to which the prospective appointee is or may become a party. The county or municipal ethics board or the county corporation counsel or attorney shall review a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests therefor shall be in writing. It is prima facie evidence of intent to comply with this section or any ordinance enacted under this section when a person refers a matter to a county or municipal ethics board or a county corporation counsel or attorney for a local governmental unit and abides by the advisory opinion, if the material facts are as stated in the opinion request. A county or municipal ethics board may authorize a county corporation counsel or attorney to act in its stead in instances where delay is of substantial inconvenience or detriment to the requesting party. Except as provided in par. (b), neither a county corporation counsel or attorney for a local governmental unit nor a member or agent of a county or municipal ethics board may make public the identity of an individual requesting an advisory opinion or of individuals or organizations mentioned in the opinion.

- (b)** A county or municipal ethics board, county corporation counsel or attorney for a local governmental unit replying to a request for an advisory opinion may make the opinion public with the consent of the individual requesting the advisory opinion or the organization or governmental body on whose behalf it is requested and may make public a summary of an advisory opinion issued under this subsection after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the county or municipal ethics board, the county corporation counsel or the attorney for the local governmental unit in connection with the request for an advisory opinion.
- (5)** Any county corporation counsel, attorney for a local governmental unit or statewide association of local governmental units may request the commission to issue an opinion concerning the interpretation of this section. The commission shall review such a request and may advise the person making the request.
- (6)**

 - (a)** Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that the accused has violated sub. (1) (br), the court may, in addition, order the accused to forfeit an amount equal to the amount or value of any political contribution, service, or other thing of value that was wrongfully obtained.
 - (b)** Any person who violates sub. (1) may be required to forfeit not more than \$1,000 for each violation, and, if the court determines that a local public official has violated sub. (1) (br) and no political contribution, service or other thing of value was obtained, the court may, in addition, order the accused to forfeit an amount equal to the maximum contribution authorized under s. 11.1101 (1) for the office held or sought by the official, whichever amount is greater.
- (7)**

 - (a)** Subsection (1) shall be enforced in the name and on behalf of the state by action of the district attorney of any county wherein a violation may occur, upon the verified complaint of any person.
 - (b)** In addition, and supplementary to the remedy provided in sub. (7), the district attorney may commence an action, separately or in conjunction with an action brought to obtain the remedy provided in sub. (7), to obtain such other legal or equitable relief, including but not limited to mandamus, injunction or declaratory judgment, as may be appropriate under the circumstances.

- (c)** If the district attorney fails to commence an action to enforce sub. (1) (a), (b), or (c) to (g) within 20 days after receiving a verified complaint or if the district attorney refuses to commence such an action, the person making the complaint may petition the attorney general to act upon the complaint. The attorney general may then bring an action under par. (a) or (b), or both.
- (cm)** No complaint alleging a violation of sub. (1) (br) may be filed during the period beginning 120 days before a general or spring election, or during the period commencing on the date of the order of a special election under s. 8.50, and ending on the date of that election, against a candidate who files a declaration of candidacy to have his or her name appear on the ballot at that election.
- (cn)** If the district attorney for the county in which a violation of sub. (1) (br) is alleged to occur receives a verified complaint alleging a violation of sub. (1) (br), the district attorney shall, within 30 days after receipt of the complaint, either commence an investigation of the allegations contained in the complaint or dismiss the complaint. If the district attorney dismisses the complaint, with or without investigation, the district attorney shall notify the complainant in writing. Upon receiving notification of the dismissal, the complainant may then file the complaint with the attorney general or the district attorney for a county that is adjacent to the county in which the violation is alleged to occur. The attorney general or district attorney may then investigate the allegations contained in the complaint and commence a prosecution.
- (d)** If the district attorney prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the county wherein the violation occurs. If the attorney general prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the state.

Appendix C: Village Administrator

Chapter 80. Officers and Employees

§ 80-3. Village Administrator.

A. Village Administrator creation and purpose. In order that the various officers, officials and employees executing policies and administering the affairs of the Village of Williams Bay be operated as efficiently as possible under a system of part-time President and part-time Trustees, and to better insure confident, expeditious, efficient and harmonious administration in action and in respect to any activity, of any one or more of the Village's officers, officials and employees, and in order that there may be uniform administration of policy, there is hereby created the office of Village Administrator for the Village of Williams Bay.

B. Functions of Village Administrator.

(1) The Village Administrator shall be the administrative officer of the Village, responsible for the proper administration of the business and affairs of the Village, subject to those limitations imposed by the statutes of the State of Wisconsin, the ordinances of the Village of Williams Bay, and the resolutions and directions of the Village Board.

(2) Nothing herein shall be construed to conflict with the duties of the Village Board and other Village officers otherwise provided by statute and the ordinances of the Village of Williams Bay.

C. Appointment. The Village Administrator shall be appointed by the Village President and confirmed by the Village Board for a term of three years from the date of initial hire (or at the expiration of the term of an incumbent Village Administrator appointed prior to April 20, 2021) on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be an officer of the Village of Williams Bay. Compensation therefor shall be as determined by the Village Board from time to time. Should the Village President decline to reappoint an incumbent Village Administrator, the Village Board may reappoint the incumbent Village Administrator to that office. [Amended 1-17-2022 by Ord. No. 2021-11]

D. General duties. The Village Administrator shall have the following general duties: [Amended 1-17-2022 by Ord. No. 2021-11]

(1) Board relations.

(a) Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village Board any difficulties encountered therein.

(b) Attending all meetings of the Village Board, assisting the President and the Village Board as required in the performance of their duties.

(c) Keep the President and Village Board regularly informed about the activities of the Administrator's Office and the current fiscal position of the Village by oral or written report at regular and special meetings of the Village Board.

(d) The Village Administrator shall make recommendations from time to time to the Village Board for improving the quality and efficiency of services performed by the Village and for improving the health, safety and welfare of the Village.

(2) Financial.

- (a)** Serve as the primary staff person in establishing and monitoring the annual operating budget in accordance with all statutory requirements.
- (b)** Oversee the work of the Treasurer and serve as the primary staff person responsible for monitoring the budget and answering budget inquiries of staff and elected officials. Perform certain accounting tasks to ensure separation of duties to the extent possible, including reviews, approve journal entries, approve all Village encumbrances, review and approve bank deposits.
- (c)** Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services. Prepare Village contracts for execution.

(3) Administration.

- (a)** Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings and state statutes.
- (b)** Administer and direct the operation and maintenance of all Village-owned property, lands, buildings, improvements and equipment, and all public ways, ditches, drains and storm sewers, and where such duties are otherwise given to other officials, officers and employees of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.
- (c)** Create drafts of administrative procedures, subject to review by the Village Board, to increase the effectiveness and efficiency of Village government.
- (d)** Oversee the engagement of outside consultants through drafting RFPs or bid requests, review bids and proposals and make a recommendation to the Village Board.
- (e)** Ensure the thorough and satisfactory completion of all contracted and consultant work.

(4) Legislative.

- (a)** Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village.

(5) Human relations.

- (a)** Serve as personnel officer for the Village with responsibilities to ensure that complete and current personnel records, including specific job descriptions for all Village employees, are maintained; evaluate, in conjunction with department directors, the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not covered by collective bargaining agreements, ensure that the Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances.
- (b)** Administer or direct a designee to ensure that all employees, new and sustained, have had their benefit package fully explained and implemented.
- (c)** The Village Administrator shall work closely with department heads to ensure that employees receive adequate opportunity for training in order to maintain and improve their job-related knowledge and skills.
- (d)** Recommend to the Village Board the appointment, promotion and, when necessary, for the good of the Village, the suspension or termination of department directors.
- (e)** In consultation with the appropriate department director, be responsible for the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of employees below the department director level.

E. [1] Change of duties. The Village Board may, from time to time, increase, decrease, change or otherwise modify the duties of the Village Administrator as the Village Board may, in its sole discretion, determine appropriate.

[1] Editor's Note: Former Subsection E , regarding personnel, and Subsection F, regarding budget and purchasing, as amended, were repealed 1-17-2022 by Ord. No. 2021-11. This ordinance also renumbered former Subsection G as Subsection E.

DRAFT

Appendix D: Quick Reference

Swearing-In: Prior to organizational meeting on the 3rd Tuesday in April, you must be sworn into your newly elected position.

Village Mail: Your mail is available for pick-up at Village Hall each day. The mailboxes are located in the main office.

E-mail/Tablet: You will be given a Village email account and a Village-issued tablet to use during your term. When your elected service has ended, the tablet needs to be returned to the Village. Please note: any information in your email account is considered public information. Please make an effort to check your email frequently as both staff and your constituents will use this as a means to contact you.

Paycheck and HR Forms: You are paid on a monthly basis. Your check will be direct- deposited. The Village Treasurer will assist you in completing the appropriate paper work to receive pay.

Municipal Code Book: The Williams Bay Village Code is available online on the Village's website.

Village Website: Village information, including Board packets, can be found on the Village website at <https://www.williamsbay.org/>

Meeting Schedules: Village Board meetings are held the 1st and 3rd Mondays of the month at 6:30 p.m.

Appendix E: Employee Organization Chart

For a clear image please double click the pdf link.



Williams Bay
Organizational Char

Appendix F: Open Meetings/Public Records Training Materials

Double click any document for a larger PDF version.

Placeholder, modify for Williams Bay

OPEN MEETINGS TRAINING
Monroe Common Council
August 2, 2020
Daniel R. Bartholf, City Attorney

POLICY OF OPEN MEETINGS LAW

Section 19.81 of the Wisconsin Statutes provides:

- (1) In recognition of the fact that a representative government of the American type is dependent upon an informed electorate, it is declared to be the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.
- (2) To implement and ensure the public policy herein expressed, all meetings of all state and local governmental bodies shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.
- (3) In conformance with article IV, section 10, of the constitution, which states that the doors of each house shall remain open, except when the public welfare requires secrecy, it is declared to be the intent of the legislature to comply to the fullest extent with this subchapter.
- (4) This subchapter shall be liberally construed to achieve the purposes set forth in this section, and the rule that penal statutes must be strictly construed shall be limited to the enforcement of forfeitures and shall not otherwise apply to actions brought under this subchapter or to interpretations thereof.

OPEN MEETINGS LAW APPLIES TO "MEETINGS" OF "GOVERNMENTAL BODIES"

Governmental bodies include:

- Monroe Common Council
- Subunits - separate smaller body created by and consisting entirely of members of a parent body.
 - All committees of the council.
- Boards and commissions created by ordinance, resolution, rule or order. Examples [not inclusive]:

➤ Board of Review ➤ Board of Police and Fire Commissioners ➤ Plan Commission ➤ Zoning Board of Appeals ➤ Board of Park and Recreation Commissioners ➤ Board of Health ➤ Housing Authority ➤ Senior Citizens Board	➤ Airport Board of Management ➤ Visitors and Promotion Board ➤ Fair Housing Committee ➤ Business Improvement District Board ➤ Ethics Board ➤ Monroe Redevelopment Authority ➤ Ad hoc Committees appointed by Common Council
---	---

VOEGELI, EWALD & BARTHOLF LAW OFFICES, S.C.

Monroe Professional Center
www.voegli-ewald.com

Paul W. Voegli
Rox A. Ewald
Daniel R. Bartholf
—
Jordan W. Foerst

Daniel R. Bartholf
dbartholf@voegli-ewald.com
(608) 329-9617

1750 10th Street, P.O. Box 56
Monroe, Wisconsin 53566

Reception: (608) 328-2000
Facsimile: (608) 329-9613

MEMORANDUM

DATE: November 17, 2016
TO: Phil Rath
FROM: Daniel R. Bartholf
RE: Alderpersons Attending Closed Session of Committees that they are not a member

Question: The question is whether alderpersons can attend closed session portions of committees that they are not a member.

Legal Opinion: It is my recommendation that alderpersons should not attend closed sessions of those committees that they are not a member. It is further recommended that alderpersons who attend open session of a committee to which they are not a member should not participate, even by asking questions or making statements, when the general public is not provided the same opportunity (i.e. public hearing).

Basis for Opinion: Pursuant to Open Meeting Laws § 19.82(2), a “meeting” is defined as “the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body. **If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to vested in the body.** The term does not include any social or chance gathering or conference which is not intended to avoid this subchapter ...” The bolded language above which refers to one-half of the members present relates to negative quorum situations. A negative quorum will exist when there are enough members present to prevent the formation of a majority of the parent body. By way of example, if four salary & personnel members are meeting in closed session and one other non-committee alderperson sits in the closed session to listen, then that would be rebuttably presumed to be a negative quorum because five alderpersons could prevent the passing of any motion at a council meeting. Certainly, if two or more of the non-committee alderpersons are present, then that would be rebuttably presumed to constitute a quorum of the council and would be required to be noticed up with its separate agenda. This is part of the Eckstein ruling in which the Judge ruled against us.

The “rebuttable presumption” does allow the members of the council to overcome the presumption by proving that they did not discuss any subject that was within the realm of the council’s authority. However, in closed session situations this presents significant challenges because those portions of meetings are not generally recorded. Testimony from the alderpersons themselves involved in the closed session would be viewed as self-serving and not likely to carry the burden of proving that he or she did not participate. Even testimony from the City Clerk or other City employees involved in the closed session would likely be questioned due to the significant policy decision by the State Legislature that all meetings should be open to its citizens and with appropriate notice. In contrast, those alderpersons that are present for open session committees that they are not members have a much better ability to prove that he or she did not participate in the meeting. Audio and video recording of the meetings and even testimony of general public would carry significant weight. The fact that the meeting was held in open session would not require heightened review by the courts. It would be my recommendation to those non-committee alderpersons not to participate in making statements or even asking questions as this would be viewed as exercising his or her duties of a council member. Finally, I would encourage, but not require, alderpersons to not sit at the committee table to avoid even the appearance that he or she is participating in the meeting (especially those meetings that are videotaped).

PUBLIC RECORDS TRAINING

Monroe Common Council
August 2, 2020
Daniel R. Bartholf, City Attorney

PUBLIC RECORDS LAW

Sections 19.31 through 19.39 of the Wisconsin Statutes constitute the Wisconsin Public Records Law.

Monroe Code 1-16 Public Records [incorporates by reference Sections 19.31 through 19.39 Wis. Stats.]

A. What is a record?

Wis. Stat. § 19.32(2)

“Record” means any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes:

- a. Handwritten, typed, or printed documents.
- b. Maps and charts.
- c. Photographs, films, and tape recordings.
- d. Computer tapes and printouts, CDs and optical discs.
- e. Electronic records and communications.

To constitute a “record” the material must be created or kept in connection with official purpose or function of the agency. 72 Op. Att’y Gen. 99, 101 (1983); *State ex rel. Youmans v. Owens*, 28 Wis. 2d 672, 679, 137 N.W.2d 470 (1965). Content, not medium or format, determines whether or not a document is a “record” within the meaning of the public records law.

“Authority” is defined in § 19.32(1) and it includes state or local office, elective official, agency, board, commission, committee, council, department or public body created by the constitution or by any law or ordinance, or any formally constituted subunits of the aforementioned.

B. Who is the custodian of a record?

Wis. Stat. § 19.33

Legal custodians:

(1) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(2) The chairperson of a committee of elected officials, or the designee of the chairperson, is the legal custodian of the records of the committee.

(4) For all other authorities, the authority must designate one or more persons as its legal custodian, but if no designation is made, the default is the authority’s highest ranking officer and its chief administrative officer (if applicable). (i.e., absent other designations, see special rule under (5) below, then the committee or board can designate a legal custodian or its highest-ranking member which usually will be the chair if no designation is made).

(5) Special Rule: If members of an authority are appointed by another authority, then the appointing authority may designate a legal custodian. (i.e., Monroe Council appoints members to certain committees like plan commission, then the Council can also designate someone as the commission’s legal custodian).

October 18, 2023

David Lothspeich
Village of Williams Bay Water Utility
153 Elkhorn Road
Williams Bay, WI 53191

Baker Tilly US, LLP
4807 Innovate Lane,
PO Box 7398
Madison, WI, 53707-7398
United States of America

T: +1 (608) 249 6622
F: +1 (608) 249 8532

bakertilly.com

Dear Mr. Lothspeich:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your accountants and

The purpose of 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 to Village of Williams Bay Water Utility (the Organization, Client, you, your).

Services and Related Report

We will compile, from information management provides, the Company's forecasted schedules and forecasted information as of December 31, 2021, and for the test year then ending, including the related summaries of significant assumptions and accounting policies, in order to develop forecasted water rates ("forecast"). Upon completion of our compilation of the forecast, we will provide the Organization with our accountants' compilation report. If, for any reasons caused by or relating to the affairs or management of the Organization, we are unable to complete our compilation of your forecast, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The forecast is not intended to be a forecast of financial position, changes in net position or cash flows in accordance with Generally Accepted Accounting Principles (GAAP). This report will be prepared for the development of rates and should not be used for any other purpose.

A financial forecast presents, to the best of management's knowledge and belief, the Organization's expected results of operations and plant balances for the financial forecast period. It is based on management's assumptions reflecting conditions it expects to exist and the course of action it expects to take during the forecast period.

Water Rate Study

The following outlines the process of completing a water rate study and filing an application with the Public Service Commission of Wisconsin (PSCW).

1. Obtain historical information, confirm significant assumptions regarding growth and costs, summarize and classify nonroutine plant additions, and forecast consumption for the 2024 test year.
2. Compile forecast in the PSCW prescribed format for the 2024 test year to support the rate study, including supplemental information related to cash flows and debt coverage to support the requested rate of return.
3. Provide draft study to management for their review. Incorporate management's comments into study.
4. Meet with the governing body to review the study.
5. Prepare the final rate study and submit the application to the PSCW.
6. Review PSC information and proposed rates.
7. Assist management with the rate hearing and implementation of new rates.

Our Responsibilities and Limitations

The objective of our compilation engagement is to apply accounting and financial reporting expertise to assist you in the presentation of the financial forecast based on management's assumptions without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial forecast in order for it to be in accordance with guidelines for presentation of a financial forecast established by the AICPA.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence and due care.

A compilation of a financial forecast differs significantly from an examination of financial forecast. A compilation does not contemplate performing analytical procedures, obtaining an understanding of the entity's internal control, assessing risks of material misstatement, tests of accounting records or other procedures ordinarily performed in an examination.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial forecast.

In order for us to complete the engagement, management must provide assumptions that are appropriate for the financial forecast. If the assumptions provided are inappropriate and have not been revised to our satisfaction, we will be unable to complete the engagement, and, accordingly, we will not issue a report on the financial forecast.

Baker Tilly US, LLP is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. Baker Tilly US, LLP is not recommending an action to the Utility; is not acting as an advisor to the Utility and does not owe a fiduciary duty pursuant to Section 15B of the Securities and Exchange Act to the Utility with respect to the information and material contained in the deliverables issued under this engagement. The Utility should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that the Utility deems appropriate before acting on this information or material. Baker Tilly US, LLP will rely on management of the Utility to provide key data related to the issuance of municipal securities.

Our engagement cannot be relied upon to identify or disclose any misstatements in the financial forecast, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations, and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, evidence that fraud may exist, illegal acts or noncompliance with laws or regulations that come to our attention, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The compilation will be planned and conducted with the understanding it will be used for the development of rates by the Public Service Commission of Wisconsin and should not be used by any other parties or for any other purpose. Nevertheless, items of possible interest to the previously specified party may not be specifically addressed and matters may exist that would be assessed differently by the previously specified party.

The compilation will not be planned or conducted in contemplation of reliance by any other specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in developing the presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of the accounting principles applied in the preparation of the financial forecast.
2. The preparation and presentation of the financial forecast in accordance with guidelines for presentation of a financial forecast established by the AICPA, the inclusion of all informative disclosures that are appropriate for the forecast under those guidelines, and the development of assumptions that reflect your plans and expectations regarding events and circumstances for the financial forecast period.
3. The design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial forecast and that it is free from material misstatement whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that Village of Williams Bay Water Utility complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with—
 - > Access to all information of which you are aware is relevant to the presentation of the financial forecast, such as records, documentation and other matters.
 - > Additional information that we may request from you for the purpose of the compilation engagement.
 - > Unrestricted access to persons within Village of Williams Bay Water Utility of whom we determine it necessary to make inquiries.

Our Report

As part of our engagement, we will issue a report that will state that we did not examine or review the financial forecast and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. It will also state that (1) there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material; and (2) we have no responsibility to update the report for events and circumstances occurring after the date of the report.

There may be circumstances in which the report differs from the expected form and content.

You agree to include our compilation report in any document containing the financial forecast that indicates that we have performed a compilation engagement on the financial forecast and, prior to inclusion of the report, to ask our permission to do so.

Nonattest Services

Prior to or as part of our compilation engagement, it may be necessary for us to perform certain nonattest services. Nonattest services that we will be providing are as follows:

- > Reporting assistance (such as formatting) as requested

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions.
- > Designate a competent employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Reproduction of the Financial Forecast

If you intend to reproduce or publish the financial forecast, and make reference to our firm name in connection therewith, you agree to publish the financial forecast in its entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing, and final materials before distribution.

With regard to the electronic dissemination of the financial forecast, including forecasted financials published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Ownership of Workpapers

The documentation for this engagement, including the workpapers is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Organization's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to Regulators, the Organization hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from Organization's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries and (iii) timely communication of all significant presentation, accounting and financial reporting matters. When and if for any reason the Organization is unable to provide such schedules, information and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the compilation. Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter". In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Organization agrees to be responsible for all expenses of collection including related attorneys' fees.

We estimate that our fees for these services will range from \$12,000 to \$14,000 for the compilation.

The study will be completed after the 2023 Annual Report to the Public Service Commission of Wisconsin is finalized. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence, and other out-of-pocket expenses related to the engagement. Our fees, as summarized above, are based upon the current Statements on Standards for Accounting and Review Services that have been issued and are effective as of the date of this letter. Should additional accounting or auditing standards be issued subsequent, to or become effective for the periods covered by this engagement, our estimated fees may be adjusted accordingly.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or compile an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the services require Baker Tilly receive personal data or personal information from Client, Baker Tilly may process any personal data or personal information, as those terms are defined in applicable privacy laws, in accordance with the requirements of the applicable privacy law relevant to the processing in providing services hereunder. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor in relation to Client personal data and personal information, as those terms are defined respectively under the CCPA/GDPR. Client is responsible for notifying Baker Tilly of any data privacy laws the data provided to Baker Tilly is subject to and Client represents and warrants it has all necessary authority (including any legally required consent from data subjects) to transfer such information and authorize Baker Tilly to process such information in connection with the services described herein. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested and we agree to provide will be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Organization, unless otherwise prohibited. In the event we are requested by the Organization or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Organization, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the Organization if disclosure of confidential information is necessary for peer review purposes.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, Organization personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

David Lothspeich
Village of Williams Bay Water Utility

October 18, 2023
Page 9

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Organization by Baker Tilly ("Online Offering") constitute the entire agreement between the Organization and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto.

For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Organization's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Organization status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Jodi Dobson, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Jodi Dobson is available at 608 240 2469.

Sincerely,

BAKER TILLY US, LLP

Baker Tilly US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date