



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, DECEMBER 4, 2023 AT 6:45 PM

Following the Village Board of Trustees Meeting

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 & Committee Meeting Minutes of November 6, 2023

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

- a. Call to Order
- b. Roll Call
- c. Discussion of Increasing Village Clerk Position From Current One (1) Year Term to Three (3) Year Term.
- d. Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from Accessing/unloading/loading in the Boat Launch Area.
- e. Adjourn

III. Protective Services Committee – Vlach, Russell, Jaramillo (15 Min.)

- a. Call to Order
- b. Roll Call
- c. Fontana Emergency Medical Services (EMS) Monthly Numbers
- d. Police Department Monthly Numbers
- e. Police Chief's Report
- f. Adjourn

IV. Parks & Lakefront Committee – Russell, Wright, Umans (15 Min.)

- a. Call to Order

- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes November 15, 2023
 - d. Resolution Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24'
- e. Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from Accessing/unloading/loading in the Boat Launch Area.
- f. Adjourn

V. Water & Sewer Committee – Umans, Jaramillo, Vlach (10 Min.)

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of October 30, 2023
- d. Recommendation to Opt in or Opt Out of the Dupont and 3M PFAS Settlements
- e. Public Works Update
- f. Engineers Report
- g. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes
 - 1. September 28, 2023
 - 2. October 26, 2023
 - 3. October 30, 2023
 - 4. November 15, 2023
- d. Tax Increment Financing (TIF) District Preliminary Review - Presentation and Discussion.
- e. Resolution Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24'
- f. Dip In The Bay 2024 Municipal Lease
- g. Draft Village Board Handbook Review and Discussion
- h. Recommendation to Opt in or Opt Out of the Dupont and 3M PFAS Settlements
- i. Library Reserves Account
- j. Adjourn

VII. 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: 12/01/2023 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, NOVEMBER 6, 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 06:52pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Village Board Committee of the Whole Meeting Minutes of October 2, 2023

The motion to approve the Village Board Committee of the Whole Meeting Minutes of October 2, 2023 as corrected was initiated by Trustee D'Alessandro and seconded by Trustee Vlach. Unanimously carried.

II. Water & Sewer Committee – Umans, Jaramillo, Vlach (15 Min.)

a. Call to Order

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

b. Roll Call

Present: Trustees Umans, Jaramillo, and Vlach

Also Present: Trustees Wright, Russell and D'Alessandro, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Water & Sewer Committee Meeting Minutes October 2, 2023

The Water & Sewer Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Women's Leadership Center Site Plan Review

The motion to recommend the Village Board agree with Baxter & Woodman for the approval of items 1, 2, 3, and 4 in the Village Engineers letter dated November 3, 2023, was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

The motion to recommend the Village Board approval Womens Leadership Center to provide a minimum 20 foot

easement near the west of the property for sanitary sewer with the condition that the Village will vacate the easement if an alternate route is provided by the George Williams property for sewer service in the future was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

e. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order

The motion to approve the Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

f. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly

This item was duplicated from a previous meeting. The Water & Sewer Committee already made a recommendation to the Village Board on this item.

g. Public Works Update

The Public Works Director gave a brief update on the lime reactor project and the effect it has on the Village water.

h. Engineers Report

The Village Engineer gave updates on several Village projects. The highlights were:

- Brief update on State Road 67 reconstruction: North-South Section
- Brief update on State Road 67 reconstruction: East-West Section
- Brief update on the Water Plant Flood Map Revision
- Brief update on the corrosion control study and improvements to the water plant
- Brief update on the lime reactor cleaning project
- Brief update on Well 2 Pump replacement
- Brief update on Geneva Lake dredging at Southwick Creek
- Brief update on the Theatre Road Basketball and Tennis Courts
- Brief update on the Harris Road Lift Station (LS 3) replacement
- Brief update on the Loch Vista Water Main
- Brief update on the status of Bailey Estates
- Brief update on the placement of an Antenna Structure West of Village Hall in order to relocate wireless companies off of the watertowers
-

i. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 07:38pm. Unanimously carried.

III. Streets & Highways Committee – D'Alessandro, Russell, Vlach (25 Min.)

a. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 07:38pm.

b. Roll Call

Present: Trustees D'Alessandro, Russell, and Vlach

Also Present: Trustees Wright, Jaramillo and Umans, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Streets & Highways Committee Meeting Minutes of October 2, 2023

The Streets & Highways Committee Meeting Minutes of October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024

The motion to approve the North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024 was initiated by Trustee Vlach and seconded by Trustee Russell. Trustee D'Alessandro Abstained Motion carries.

e. Women's Leadership Center Site Plan Review

The motion to recommend village board approval engineer recommendation #5 on the letter dated November 3, 2023, for a drainage easement provided by the Women's Leadership Center was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

The motion to recommend Village Board approval the Womens Leadership Center to provide an easement or right away on the south side of Constance Blvd. for a separated path and drainage was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

f. Adjournment

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:54pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 07:54pm.

b. Roll Call

Present: Trustees Jaramillo, Wright, and D'Alessandro

Also Present: Trustees Russell, Umans and Vlach, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Building, Zoning & Ordinance Committee Meeting Minutes of October 2, 2023

The motion to approve the Building, Zoning & Ordinance Committee Meeting Minutes of October 2, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

d. Women's Leadership Center Site Plan Review

The Building, Zoning & Ordinance Committee agreed they had no items to discuss in regard to this item.

e. Child Safety Zone Map

The motion to approve the Child Safety Zone Map was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

f. Village Code Amendments - Adoption of Extraterritorial Shoreland Regulations 390-1709 to also apply to properties located within the Village

The motion to the Village Code Amendments - Adoption of Extraterritorial Shoreland Regulations 390-1709 to also apply to properties located within the Village was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

g. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 08:10pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:10pm.

b. Roll Call

Present: Trustees Vlach, Russell, and Jaramillo

Also Present: Trustees Wright, D'Alessandro, and Umans, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Protective Services Committee Meeting Minutes of October 2, 2023

The Protective Services Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Consideration of a Liquor License for Bayside Mart

The motion to approve the Consideration of a Liquor License for Bayside Mart pending the approval of the Sellers

Permit was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

e. Consideration of request for purchase of additional radios for the Williams Bay Fire Department

The motion to recommend Board approval of the purchase of additional radios for the Williams Bay Fire Department was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

The motion to recommend Finance & Personnel Committee find a funding source for purchase of additional radios for the Williams Bay Fire Department was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

f. Fontana Emergency Medical Services (EMS) Monthly Numbers

The Committee reviewed the Fontana Emergency Medical Services (EMS) Monthly Numbers.

g. Police Departments Monthly Numbers

The Committee reviewed the Police Department monthly numbers.

h. Police Chief's Monthly Report

Police Chief Timm gave a brief update with the highlights being:

- Reminder that winter parking is in effect from November 15th through April 15th
- The police Department participated in the Halloween events on October 31st and things went well.
- The Police Department is participating in Toys for Tots with the Marine Corp Reservers - Toys will be picked up from Village Hall on December 4, 2023

i. Adjournment

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Jaramillo at 08:28pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:28pm.

b. Roll Call

Present: Trustees Russell, Wright, and Umans

Also Present: Trustees D'Alessandro, Vlach, and Jaramillo, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Parks & Lakefront Committee Meeting Minutes of October 2, 2023

The Parks & Lakefront Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Edgewater Park Use and Policy Contract for 2024 Farmers Market

The motion to approve the Edgewater Park Use and Policy Contract for 2024 Farmers Market contingent on the insurance being provided was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

e. Request for Change to Ordinance 281-13 Fishing Tournaments or Contests

The motion to decline the Request for Change to Ordinance 281-13 Fishing Tournaments or Contests was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

f. 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration

The motion to approve the 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Lifeguard Services Agreement for the 2024 Summer Season

The motion to approve the Lifeguard Services Agreement for the 2024 Summer Season was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

h. Discussion/recommendation to extend the Municipal Slips length restriction from 18' to 24'

The motion to recommend Village Board approval of extending the Municipal Slips length restriction from 18' to 24' was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

i. Recommendation to increase 2024 Williams Bay Boat Slip rates 5%

The motion to recommend Village Board approval of the Recommendation to increase 2024 Williams Bay Boat Slip rates 5% was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

j. Recreation Directors Report

The Recreation Director had no report.

k. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 08:54pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:54pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

Also Present: Trustees Russell, Vlach, and Jaramillo, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Finance & Personnel Committee Meeting Minutes

The motion to the Finance & Personnel Committee Meeting Minutes was initiated by None and seconded by None. Unanimously carried.

1. September 13, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 13, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

2. September 14, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 14, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

3. September 18, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 18, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

4. September 27, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 27, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

5. October 2, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of October 2, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

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.

The motion to recommend the Village Board approve the Recommendation of a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc. was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. 2024 Clean Boats Clean Water (CBCW) Grant Collaboration

The motion to recommend the Village Board approval of the 2024 Clean Boats Clean Water (CBCW) Grant Collaboration was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Consideration of a request by a Kishwauketoe Nature Conservancy full-time employee for up to one week of unpaid time-off on an ongoing annual basis

The motion to recommend the Village Board approve the request by a Kishwauketoe Nature Conservancy full-time employee for up to one week of unpaid time-off on an ongoing annual basis was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

h. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order

The motion to recommend the Village Board approve the Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

i. Consideration of a Village Board Handbook

The Committee agreed that this item should be moved to the December 4, 2023 Committee Meeting.

j. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly

The motion to recommend the Village Board's approval of a Village Utility Rate Study Engagement Letter from Baker Tilly was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

k. Treasurer's Report

There was no Treasurer's Report.

l. Monthly Borrowings Status Report

There was no monthly borrowings status report.

m. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 09:07pm. Unanimously carried.

VIII. Possible Action on Matters Discussed in Committees

There was no action taken on matters discussed in Committees.

IX. Village Board Committee of the Whole

a. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 09:08pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

ORDINANCE #2023-O-_____
AN ORDINANCE AMENDING SECTION 80-1 OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY REGARDING VILLAGE CLERK TERM
(Appointed Term Increase From 1 Year to 3 Years)

WHEREAS, Section 80-1 of the Code of Ordinances of the Village of Williams Bay currently stipulates the term of Appointed Officials for the Village of Williams Bay; and

WHEREAS, the Village seeks to increase the Clerk appointment term from one (1) year to three (3) years; and

WHEREAS, the Village Building, Zoning & Ordinance Committee has determined that increasing the appointment term of the Clerk to three (3) years is in the Village's best interests for recruiting and retaining qualified Village Clerk's.

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

SECTION I. Section 80-1 of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

§80-1 Appointed Officials.

The following officials shall be appointed by the Village President and confirmed by the Village Board for terms of one year commencing on May 1 in the year of appointment, unless otherwise noted:

A. Village Attorney.

B. Village Engineer.

C. Clerk. (1) Appointment. The Clerk shall be appointed by the Village President and confirmed by the Village Board for a term of three (3) years commencing on the day and year of appointment. Should the Village President decline to reappoint an incumbent Clerk, the Village Board may reappoint the incumbent Clerk to that office.

D. Treasurer. (1) Appointment. The Treasurer shall be appointed by the Village President and confirmed by the Village Board for a term of three (3) years commencing on the day and year of appointment. Should the Village President decline to reappoint an incumbent Treasurer, the Village Board may reappoint the incumbent Treasurer to that office.

E. Assessor.

(1) Confidentiality of information about income and expenses provided to Assessor. Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to § 70.47(7)(af), Wis. Stats., or any successor statute thereto, such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that the information may be revealed to and used by persons in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in the performance of official duties of the Assessor's office and use by the Board of Review in the performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under § 70.47(7)(af), unless a court determines that it is inaccurate, is per § 70.47(7)(af), not subject to the right of inspection and copying under § 19.35(1), Wis. Stats.

F. Weed and Tree Commissioner.

G. Civil Defense Commissioner.

H. Building Inspector.

[Amended 4-16-2018 by Ord. No. 2018-4]

I. Auditor.

J. Zoning Administrator.[1][Amended 4-16-2018 by Ord. No. 2018-4]

[1] Editor's Note: Original § 1.04(2), regarding Clerk-Treasurer, of the 2011 Code, which immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

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

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

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

DRAFT

Chapter 345. Vehicles and Traffic

§ 345-4. Parking restrictions.

A. Restrictions.

- (1) Boat launch parking. No person shall park or leave standing a vehicle or trailer in the boat launch parking lot in a manner that is contrary to the restrictions that the Village Board may impose on the parking of vehicles and trailers and which are listed on the official signs that are posted in that parking lot by the Village of Williams Bay.
- (2) Penalty for violation of § **345-4A(1)** shall be as follows: the penalty provisions of this Code of Ordinances, § **1-4** herein, shall apply except for a violation of § **345-4A(1)** a minimum forfeiture of \$25.

B. Walworth Avenue parking. No person shall park a vehicle on Walworth Avenue between Geneva Street and Cherry Street except at an angle on the east side of the street and parallel to the west side of the street between the marked lines. Parking on Walworth Avenue between Geneva Street and Cherry Street shall be limited to not more than two hours in duration and shall be marked by official "two-hour parking zone" signs.

[Amended 4-17-2023 by Ord. No. 2023-05]

C. Other regulations.

- (1) Parking meters. When any vehicle is parked in a parking meter zone, the vehicle operator shall deposit or cause to be deposited a coin of the denomination indicated and put such meter in operation. Failure to deposit such coin and put the meter in operation is prohibited.
- (2) One- or two-hour zones. When signs have been erected upon any street indicating that stopping, standing and parking is limited to one hour, limited to two hours or is prohibited during designated hours as specified thereon, no person shall park any vehicle on such street in violation of any such signs.
- (3) Double parking. No operator of any vehicle shall stop, stand or double park in a roadway other than parallel with the edge of curb of the roadway headed in the direction of lawful traffic movement.
- (4) Blocking alley. No operator of any vehicle shall stop, stand or park such vehicle within an alley in such position as to block the driveway or entrance to any abutting property.
- (5) Blocking driveway. No operator of any vehicle shall stop, stand or park at any place where the standing of any vehicle will block the use of any driveway.
- (6) Wrong side of street. No person shall stand or park a vehicle in a roadway other than parallel with the edge of curb of the roadway headed in the direction of lawful traffic movement.
- (7) Winter night parking restrictions. No person shall park, stop or leave standing any vehicle on any Village street between 2:00 a.m. and 6:00 a.m. from November 15 of each year to April 15 of the following year. Signs shall be erected at or reasonably near the corporate Village limits as provided in § 349.13, Wis. Stats., advising of the existence of this subsection. Permission for parking for guests of residents may be granted by the Police Department on a per-night

basis for not more than 14 consecutive days for any one person or vehicle. Such permission may be granted by the Police Department upon a phone notification for not more than three days. If request is made for permission to park for more than three days, applicant shall complete an appropriate application at the Police Department for such purpose.

- (8) Parking during snow emergencies. Whenever the Chief of Police shall, by reason of heavy snow storm or blizzard, proclaim a snow emergency pursuant to § 323.11, Wis. Stats., no person shall park, stop or leave standing any vehicle upon the streets or any portions of the streets during the hours as set forth in the proclamation.
- (9) Fire hydrant. No operator of any vehicle shall stop, stand or park such vehicle at any curb within 10 feet of a fire hydrant.
[Amended 9-7-2021 by Ord. No. 2021-09]
- (10) No-parking zone. No operator of any vehicle shall stop, stand or park at any place where official signs have been erected indicating a no-parking zone.
- (11) Improper parking. No person shall park any vehicle upon a street in such manner or under such conditions as to leave available less than 18 feet of the width of the roadway for free movement of vehicular traffic on a two-way street or less than 10 feet of the width of the roadway for free movement of vehicular traffic on a one-way street.
- (12) Yellow line. No operator of any vehicle shall stop, stand or park in any area along the curbing that has been striped yellow.
- (13) Official signs. No person shall park a vehicle contrary to the notice specified on such sign.
- (14) Parking on crosswalk or intersection. No operator of any vehicle shall stop, stand or park within 15 feet of a crosswalk or intersection, except in a roadway marked with lines designating parking spaces.
- (15) Parking at or opposite fire station. No operator of any vehicle shall stop, stand or park such vehicle at any place within 20 feet of the entrance to any fire station, and on the side of any lot opposite the entrance to any fire station within 75 feet of such entrance.
- (16) Parking on sidewalk. No operator of any vehicle shall stop, stand or park such vehicle on any sidewalk.
- (17) Parking in private parking lot. No person not so entitled shall park a vehicle in a private parking lot unless authorized by order of the custodian.
- (18) Parking in public parking lot. No person shall park a vehicle upon any property owned by a company or the Village and used for the transaction of public business where such parking is prohibited by order of the custodian of such property.
- (19) Parking obstructing traffic. The operator of a vehicle shall not operate such vehicle to allow the same to remain upon any street in such a manner as to form an unreasonable obstruction to the traffic thereon.
- (20) Handicapped parking. Except for a motor vehicle used by a physically disabled person as defined under § 346.503(1), Wis. Stats., no person may park, stop or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, upon any portion of a street, highway or parking facility reserved, by official traffic signs indicating the restriction, for vehicles displaying special registration plates issued under § 341.14(1), (1a), (1e), (1m) or (1q), Wis. Stats., or a special identification card issued under § 343.51, Wis. Stats., or vehicles registered in another jurisdiction and displaying a registration plate, card or emblem issued by the other jurisdiction which designates the vehicle as a vehicle used by a physically disabled person. The penalty provisions of this Code, § 1-4 herein, shall apply, except the minimum forfeiture upon conviction of this § **345-4C(20)** shall be \$150 and the maximum forfeiture shall be \$300, together with cost of prosecution.
[Amended 9-7-2021 by Ord. No. 2021-09]

- (21) Semi-tractor, trailer parking. Semitrailers, tractor semitrailers or truck tractors, as defined in § 340.01, Wis. Stats., shall not park on any Village street, except that such vehicles may park on the street for the purpose of loading or unloading and only during such time while actively engaged in loading or unloading the vehicle.
- (22) Payment of municipal fees required. No person shall park or leave standing any vehicle on any street or public parking area belonging to or leased by the Village after having obtained a municipal benefit or a municipal service without first paying the required fee for the use or benefit thereof. The owner of a vehicle involved in a violation of this subsection shall be liable for a violation hereof subject to the defenses to the owner defined and described in § 346.485(5)(b), Wis. Stats. This subsection shall be enforced using the nonmoving traffic violation procedure set forth in § 345.28, Wis. Stats., with the forfeiture to be \$55 for a violation of this subsection.
- (23) Terrace or parkway. No person shall park, stop or leave standing any vehicle or trailer on any Village terrace or parkway where curb and gutter are installed. "Terrace or parkway" is defined as the area between the curb and the sidewalk or, if sidewalk is not installed, the area between the curb and the abutting property line.
- (24) Street maintenance.
 - (a) Whenever it is necessary to maintain, repair or restore a Village street or highway or any part thereof, the Chief of Police shall post appropriate signs bearing the words "No Parking - Street Maintenance Work."
 - (b) Such signs shall be erected at least two hours prior to the time street or highway maintenance, repair or restoration work is to be commenced and shall remain in place until all maintenance, repair or restoration work is completed. The street or highway shall include the berm, shoulder, terrace and all areas within the public right-of-way involved in the maintenance, repair or restoration of the street or highway. No person shall park a motor vehicle in violation of such signs.
- (25) Resident parking lots. No person shall park a vehicle in a parking lot or other parking area marked by official signs indicating that lot or parking area is restricted for use by residents vehicles properly displaying resident parking permits. Resident parking permits shall be affixed to the vehicle for which they are issued in the manner prescribed by the Village at the time of issuance.
- (26) Extended parking of trailers prohibited. No person shall park, stop, or leave standing a trailer as defined by § 340.01(71), Wis. Stats., on any Village street for a period of time in excess of 24 hours.
- D. Parking permitted along Collie Street adjacent to school. Parking in designated parking spots along the west side of Collie Street is permitted during the hours of 7:30 a.m. to 4:30 p.m. during school days from the intersection of Hickory Street north to a point 139 feet south of the intersection of Collie Street and Congress Street.
- E. Removal of illegally parked vehicles.
 - (1) Hazard to public safety. Any vehicle parked, stopped or standing in violation of any of the provisions of this chapter is declared to be a hazard to traffic and public safety.
 - (2) Removal by operator. Such vehicle shall be removed by the operator in charge, upon request of any traffic officer, to a position where parking is permitted or to a private or public parking or storage premises.
 - (3) Removal by traffic officer. Any traffic officer, after issuing a citation for illegal parking, stopping or standing of an unattended vehicle in violation of this chapter, is authorized to remove such vehicle to a position where parking is permitted.

- (4) Removal by private services. The officer may order a motor carrier holding a permit to perform vehicle towing services, a licensed motor vehicle salvage dealer or a licensed motor vehicle dealer who performs vehicle towing services to remove and store such vehicle in any public storage garage or rental parking grounds or any facility of the person providing the towing services.
 - (5) Towing and storage charges. In addition to other penalties provided by this chapter, the owner or operator of a vehicle so removed shall pay the actual cost of moving, towing and storage. If the vehicle is towed by the Police Department, a charge as set forth on a schedule of charges established by the Village Board shall be paid for such towing. If the vehicle is towed or stored by a private motor carrier, motor vehicle salvage dealer or licensed motor vehicle dealer, actual charges regularly paid for such services shall be paid. If the vehicle is stored in a public storage garage or rental facility, customary charges for such storage shall be paid. Upon payment, a receipt shall be issued to the owner of the vehicle for the towing or storage charge.
- F. Registration record of vehicle as evidence. When any vehicle is found in violation of any provision of this chapter regulating the stopping, standing or parking of vehicles and the identity of the operator cannot be determined, the owner as shown by the ownership registration of the vehicle supplied by the Wisconsin Department of Transportation, or a comparable authority of any other state, shall be deemed to have committed the violation for purposes of enforcement of this chapter and shall be subject to the applicable forfeiture penalty; provided, the defenses defined and described in § 346.485(5)(b), Wis. Stats., shall be a defense for an owner charged with such violation.
- G. Removal of parking citations prohibited. No person, other than the owner or operator thereof, shall remove a parking violation or citation from a motor vehicle.



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PARKS & LAKEFRONT COMMITTEE MEETING 11/15/2023 MEETING

WEDNESDAY, NOVEMBER 15, 2023 AT 3:00 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Russell called the meeting to order at 03:00pm.

II. Roll Call

Present: Trustees Steven Russell, Lowell Wright, Robert Umans

Also Present: Administrator David Lothspeich, Recreation Director Dave Rowland

III. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Recreation Director position: discussion about the proposed interim and long term solutions with current employees

The motion to convene in closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Recreation Director position: discussion about the proposed interim and long term solutions with current employees was initiated by Trustee Russell and seconded by Trustee Umans at 03:03pm.

Votes:

Yes: Lowell Wright, Steven Russell, Robert Umans

No: None

Abstain: None

Result: Passed

IV. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by Trustee Russell and seconded by Trustee Wright at 03:48pm. Unanimously carried.

V. Possible discussion of/action for those items discussed in closed session

The Committee recommended placing this item on the December 4, 2023 Village Board Agenda for Board discussion.

VI. Discussion of Programs and Operations

There was a brief discussion about programs and Operations.

VII. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Umans at 03:40pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

RESOLUTION
R-66-23

**A RESOLUTION APPROVING VILLAGE BOAT SLIP LEASE AMENDMENTS INCREASING
THE MUNICIPAL PIER SLIPS MAXIMUM WATERCRAFT LENGTH 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 owners of improved property who desire to lease a Village 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, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, THAT:**

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 the attached (Exhibit A) Williams Bay Slip Lease Application, as amended, therefore.

Approved by the Village Board of the Village of Williams Bay this 4th day of December 2023.

VILLAGE OF WILLIAMS BAY

By: _____

William Duncan, President

Attest: _____

Tina Kolls, Clerk

EXHIBIT A

VILLAGE OF WILLIAMS BAY WATERCRAFT SLIP AGREEMENT
(Attached)



VILLAGE OF WILLIAMS BAY

P.O. Box 580 • 250 Williams Street
Williams Bay, WI 53191
P: (262) 245-2700 • F: (262) 245-2705

2024~~3~~ BOAT SLIP LEASE AGREEMENT

THIS INDENTURE made this 1st day of April 2024~~3~~, by and between the Village of Williams Bay (herein referred to as "Lessor") and **first name, last name**, whose residential street address in the Village of Williams Bay is **village address** (herein referred to as "Lessee").

Formatted: Line spacing: single

WITNESSETH:

1. Lease. Lessor leases to Lessee a specified boat slip on a Village owned pier, more specifically, being identified as slip number slip number such slip being located on a village owned piers. This lease is for a term of one (1) summer season commencing on the first date of the summer season, or on the date of this lease if after such date and terminating October 31, 2024~~3~~, at 12:00 noon. A summer season is defined for 2024~~3~~, as commencing when the piers are installed in Geneva Lake annually in the spring and after the piers are painted by the Village and ending when the municipal piers are removed from Geneva Lake in the fall, or October 31st at 12:00 noon, whichever first occurs annually. Lessee agrees to remove his/her boat prior to the end of each summer season. Lessor is not responsible for boats not removed annually at the end of the summer season.
2. Rent. Lessee agrees to pay to Lessor as rent for the slip identified above the total sum in advance as stated in Schedule A attached hereto and made part of this Lease. All such rent payments shall be made payable to and delivered to the Village of Williams Bay Treasurer whose address is P.O. Box 580, Williams Bay, Wisconsin 53191 with 2 attachments: copy of current Wisconsin boat registration card and this signed lease.
3. Use of Slip. Lessee agrees to use the leased slip for the purpose of securing watercraft registered to the Lessee in the State of Wisconsin. A copy of the current Wisconsin registration must be sent in with the annual lease payment. Lessee also agrees not to engage in any unlawful activity on or around the leased slip and to comply with all Village Ordinances and Resolutions at all times. Lessee agrees to comply with all *Conditions for Use* as stated in Schedule B, and *Tie Down Instructions* as stated in Schedule C", attached hereto and made part of this lease.

 No watercraft larger than ~~18-twenty-four~~ feet (24') will be allowed to use the leased slip on any slip at the Village owned pier.

 No watercraft larger than twenty-one (21') feet will be allowed to use the leased slip on slips numbered one (1) through thirteen (13) (inclusive) on the East pier and numbered fourteen (14) through twenty-six (26) (inclusive) on the West pier.

 No watercraft larger than twenty-three feet (23') feet will be allowed to use the leased slip on slips numbered one (1) through thirteen (13) (inclusive) on the West pier and numbered fourteen (14) through twenty-six (26) (inclusive) on the East pier.

 No watercraft larger than twenty-four (24') feet will be allowed to use the leased slip on slips numbered twenty-seven (27) through thirty-nine (39) (inclusive) on either the East or West piers.

 Watercraft over-all Llength over-all includes all attachments or appurtenances to said watercraft.

In all cases watercraft, must be able to fit into the slip without causing damage thereto. Personal watercraft such as jet-skis, wave-runners and the like are not permitted. Lessee shall not assign this Lease, or sublet or grant any concessions or license to use the slip or any part thereof to anyone. The slip shall be available upon commencement of the summer season on the year(s) covered by this Lease and said slip shall be vacated no later than October 31 at noon of each year covered by this lease. Any and all damages to said slip other than normal wear and tear are the responsibility of the Lessee. The Lessee agrees to, in the event of damage to said slip, promptly pay for the cost of repair of said slip. Such repairs shall be performed by the Lessor and costs incurred for said repair will be billed to the Lessee. Prompt payment means payment within 30 days of the billing date. The leased slip shall not lie dormant (with no boat in the leased slip) for more than thirty (30) days per summer season without Lessee receiving prior written permission from Lessor. Lessee's failure to secure prior written permission will result in the Lessee surrendering their leased slip in accordance with section eight of this lease.

4. Residency Required at All Times. As a material condition of this Lease, Lessee is at all times during the term of this Lease will remain a resident of Lessor. Municipal pier slips are available for lease in accordance with the written priority policy established by the Village Board to residents only. A resident is defined in said written policy as an owner of improved residential real estate located within the corporate limits of the Village of Williams Bay. If Lessee ceases to be an owner of improved residential real estate within the corporate limits of the Village of Williams Bay, then the lease shall end on the date residency ceases for that summer season and Lessee must remove his/her boat immediately. Lessor will prorate any prepaid rentals and refund unused rentals to Lessee for termination of this Lease due to loss of resident status.
5. Repair, Maintenance, and Housekeeping. Lessor agrees to provide normal and ordinary maintenance and repair to the leased slip at its own discretion and cost. Lessee agrees to keep the lease slip clear of all garbage and litter.
6. Alterations and Improvements. Lessee is specifically prohibited from altering, adding to, subtracting from, or otherwise changing the leased slip. Further, no lockboxes, gates, and other structures will be permitted with the exception of approved marine bumpers and approved solar-powered boat lifts. Boat Lifts must be solar-powered and the boat cradle of the lift, including any attachments such as guides or bumpers, cannot extend above the decking or walkway of the pier. Solar battery boxes for approved boat lifts cannot be installed on the pier and, like the boat cradle, cannot extend above the decking or walkway of the pier. Furthermore, said boat lifts must be approved by the Lessor prior to installation by the Lessee's contractor. Installation and removal of approved boat lifts shall comply with section one (1) of this lease. To coordinate the placement of boat lifts with Village owned piers, installation, *EXCEPT INITIAL INSTALLATION*, and removal of approved boat lifts shall be performed at Lessee's cost by the same contractor as the Lessor contracts with for that given year. Winter storage of boat lifts shall be permitted only in Village owned storage area, and shall be at Lessee's expense.
7. Indemnification. Lessee agrees to indemnify and hold harmless the Lessor for any damage to the property (which includes the Lessee's watercraft) and/or person of the Lessee, the Lessee's family, agents, invitees, guests or companions, occurring at or around the leased slip.
8. Default and Termination. If any default is made in the performance of or compliance with any term or condition of this Lease, the Lease, at the option of the Lessor, shall terminate and be forfeited. Lessee shall be given ten (10) days written notice of intent to terminate due to any default or breach. Termination and forfeiture of the Lease shall not result if, within five (5) days of receipt of such notice of intent to terminate, Lessee corrects the default or breach to the satisfaction of the Lessor. The failure of Lessor to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights and remedies that Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent breach or default in any of the terms and conditions of this Lease.

Formatted: Highlight

Formatted: Right: -0.13"

I

9. Voluntary Termination by Lessee. In the event Lessee desires to terminate this Lease and surrender the slip prior to the expiration of the term of this Lease, all rentals paid shall not be refundable.
10. Surrender of Slip. At the expiration of the Lease term, Lessee shall quit and surrender the leased slip in as good a state and condition as it was in at the commencement of this Lease, reasonable use and wear excepted.
11. Option to Renew. A resident existing Lessee has a first right of refusal for entry into a new Lease for succeeding terms providing such Lessee continues to be a resident and their boat is in their name on the registration. Lessor retains the right to modify the terms and conditions including the rental amounts in its offer of renewal. All renewals will be made in accordance with the current policy resolution of the Village Board concerning such renewals.
12. Total Agreement. This Lease includes the provisions of the current policy resolution of the Village Board which are incorporated herein by reference. In the event of a conflict between the provisions of this Lease and the written policy resolution, the provisions of the written policy resolution shall control.
13. Applicable Law. This Lease agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.
14. Severability. Should any section of this Lease be held unlawful, unconstitutional, or otherwise invalid, all remaining terms of said Lease shall remain in force.
15. I have read and understand I will adhere to all terms and conditions of the ~~2023~~2024 Boat Slip Lease Agreement as well as Schedule A, *Schedule of Prices for* ~~2023~~2024, Schedule B, *Conditions for Use*, and Schedule C, *Tie Down Instructions*.

VILLAGE OF WILLIAMS BAY

SLIP HOLDER

Village President _____ Lessee _____

Village Clerk _____ Lessee _____

Slip Holder Information

Lease will be returned if this section is not filled in resulting in potential loss of slip

Name _____ Slip Number _____
Make _____
Mailing Address _____ Length _____
Wisconsin Registration # _____
Village Address _____ email _____
Best phone _____ Optional phone _____

SCHEDULE A

Schedule of Prices for ~~2023~~2024

Use the table below to fill out the Fee Calculator section at the bottom of the page

Section A: Boat Slip Fees				
Max. Boat Length*	Slip Size	Slip #	Slip Location	Fee
No larger than 18'-24'	XXXXXX	1-12	Municipal Pier Require a solar powered lift (see Section B)	\$2,060.00
No larger than 21'	24' Slip	1-13	East Pier	\$2,300.00
		14-26	West Pier	
No larger than 23'	26' Slip	1-13	West Pier	\$2,470.00
		14-26	East Pier	
No larger than 24'	28' Slip	27-39	East and West Piers	\$2,550.00
*Boat length as stated on Boat Registration				
Section B: Authorized Solar-Powered Boat Lift Installation and Removal Fees				
Event	Note			Fee
Installation	Initial installation must be done by Lessee's vendor. Future installations are done by Lessor's vendor.			\$225.00
Removal				\$225.00
Section C: Storage of Boat Lifts on Village Property				
				Fee
Lessee's are required to store boat lifts on Village Property				\$125.00

Formatted Table

Formatted: Highlight

Fee Calculator			
Section	Event	Fee (includes 5.5% sales tax)	Notes
A	Boat Slip Fee		
B	Installation		Must be filled in if boat lift used
B	Removal		Must be filled in if boat lift used
C	Storage		Must be filled in if boat lift used
Total Due (A+B+C)			

SCHEDULE B

Conditions for Use

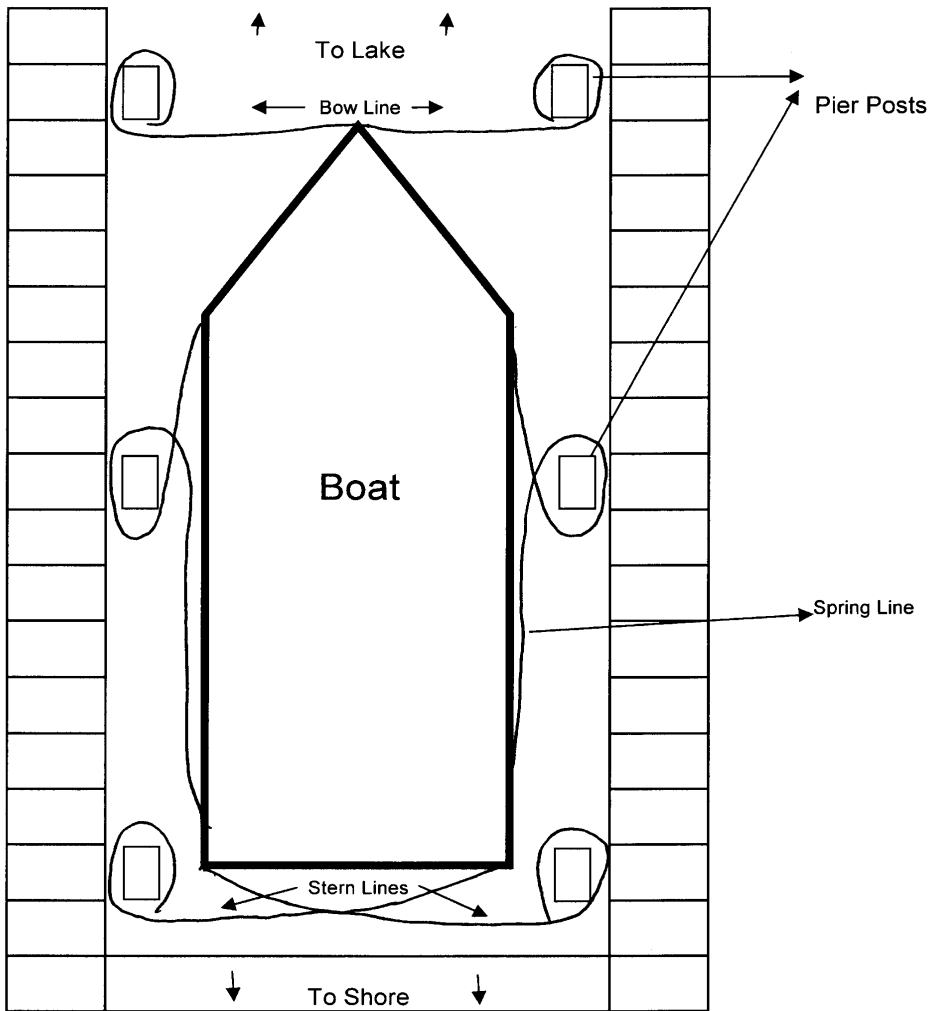
Each person that leases a ramp or slip shall obey the following regulations.

1. Only the boat registered to the leaseholder may use the ramp or slip. No ramp or slip may be subleased.
2. The boat shall be registered in the State of Wisconsin.
3. No boat gear or equipment, or other litter may be left on the dock.
4. No dock boxes, ladders or wagons, to move gear, may be left on the dock.
5. Dock lines may be coiled and left on the pier when the ramp or slip is empty. No cleats or eye hooks may be used. Lines must be tied at the lowest point on the horse. Line size should be 1/2 inch for smaller boats and 5/8 inch for larger boats. Rubber snubbers are helpful to reduce shock. **This section not applicable to those lessees using a Village-approved boat lift.**
6. No boat or any equipment attached to the boat may extend outside of the ramp or slip or overhang onto the public pier.
7. Only approved marine bumpers will be allowed. A sample of the approved bumper is at the Village Hall. This can be purchased at any marine supply store. Installation of the approved bumper must be supervised by the Harbor Master. Only galvanized roofing nails may be used to secure the approved bumpers. THESE BUMPERS MAY NOT, IN ANY INSTANCE, BLOCK ACCESS TO BOLTS, NUTS OR PIER HARDWARE. ACCESS IS ESSENTIAL FOR PIER INSTALLATION AND REMOVAL.
8. No alcohol will be permitted on the pier. No drinking in the boat while it is docked at the pier.
9. All park regulations apply to and shall be enforced on the piers at all times.
10. No overnight use of the boat is permitted while the boat is affixed to the pier.
11. It is suggested that all electronic equipment and other valuables shall be removed from the boat when the boat is not in use.
12. No utilities are provided and no long electrical cords are permitted, including the use of generators. The Village does not have and will not have any outlet boxes for this use.
13. All boats must be moored with the bow of the boat facing south, or away from the shore. **This section not applicable to those lessees using a Village-approved boat lift.**
14. No running or bicycles are permitted on the pier at any time. Swimming is not permitted from the pier or from any ramp or slip.
15. **No fueling of boats, or transporting of fuel on municipally-owned piers and slips,** with the exception of mobile fueling stations that have received approval from the Wisconsin Department of Commerce, the Wisconsin Department of Natural Resources and can provide a Certificate of Insurance listing the Village of Williams Bay as an additional insured. The above-mentioned documentation must be on file with the Village of Williams Bay Clerk.
16. Keep the pier clean. Containers are provided for all trash.
17. Lessee is specifically prohibited from altering, adding to, subtracting from, or otherwise changing the leased slip. Further, no lockboxes, gates, and other structures will be permitted with the exception of approved marine bumpers and approved solar-powered boat lifts. Boat Lifts must be solar-powered and the boat cradle of the lift, including any attachments such as guides or bumpers, cannot extend above the decking or walkway of the pier. Solar battery boxes for approved boat lifts cannot be installed on the pier and, like the boat cradle, cannot extend above the decking or walkway of the pier. Furthermore, said boat lifts must be approved by the Lessor prior to installation by the Lessee's contractor. Installation and removal of approved boat lifts shall comply with section one (1) of this lease. To coordinate the placement of boat lifts with Village owned piers, installation, *EXCEPT INITIAL INSTALLATION*, and removal of approved boat lifts shall be performed at Lessee's cost by the same contractor as the Lessor contracts with for that given year. Winter storage of boat lifts shall be permitted only in Village owned storage area, and shall be at Lessee's expense.
18. Please report any broken dock lines or other damage observed to the Harbor Master.

KEEP THIS SHEET FOR FUTURE REFERENCE- DO NOT RETURN!

SCHEDULE C Tie Down Instructions

Tie-down instructions not applicable to ramp lessees.



Village of Williams Bay, WI
Monday, November 27, 2023

Chapter 345. Vehicles and Traffic

§ 345-4. Parking restrictions.

A. Restrictions.

- (1) Boat launch parking. No person shall park or leave standing a vehicle or trailer in the boat launch parking lot in a manner that is contrary to the restrictions that the Village Board may impose on the parking of vehicles and trailers and which are listed on the official signs that are posted in that parking lot by the Village of Williams Bay.
- (2) Penalty for violation of § **345-4A(1)** shall be as follows: the penalty provisions of this Code of Ordinances, § **1-4** herein, shall apply except for a violation of § **345-4A(1)** a minimum forfeiture of \$25.

B. Walworth Avenue parking. No person shall park a vehicle on Walworth Avenue between Geneva Street and Cherry Street except at an angle on the east side of the street and parallel to the west side of the street between the marked lines. Parking on Walworth Avenue between Geneva Street and Cherry Street shall be limited to not more than two hours in duration and shall be marked by official "two-hour parking zone" signs.

[Amended 4-17-2023 by Ord. No. 2023-05]

C. Other regulations.

- (1) Parking meters. When any vehicle is parked in a parking meter zone, the vehicle operator shall deposit or cause to be deposited a coin of the denomination indicated and put such meter in operation. Failure to deposit such coin and put the meter in operation is prohibited.
- (2) One- or two-hour zones. When signs have been erected upon any street indicating that stopping, standing and parking is limited to one hour, limited to two hours or is prohibited during designated hours as specified thereon, no person shall park any vehicle on such street in violation of any such signs.
- (3) Double parking. No operator of any vehicle shall stop, stand or double park in a roadway other than parallel with the edge of curb of the roadway headed in the direction of lawful traffic movement.
- (4) Blocking alley. No operator of any vehicle shall stop, stand or park such vehicle within an alley in such position as to block the driveway or entrance to any abutting property.
- (5) Blocking driveway. No operator of any vehicle shall stop, stand or park at any place where the standing of any vehicle will block the use of any driveway.
- (6) Wrong side of street. No person shall stand or park a vehicle in a roadway other than parallel with the edge of curb of the roadway headed in the direction of lawful traffic movement.
- (7) Winter night parking restrictions. No person shall park, stop or leave standing any vehicle on any Village street between 2:00 a.m. and 6:00 a.m. from November 15 of each year to April 15 of the following year. Signs shall be erected at or reasonably near the corporate Village limits as provided in § 349.13, Wis. Stats., advising of the existence of this subsection. Permission for parking for guests of residents may be granted by the Police Department on a per-night

basis for not more than 14 consecutive days for any one person or vehicle. Such permission may be granted by the Police Department upon a phone notification for not more than three days. If request is made for permission to park for more than three days, applicant shall complete an appropriate application at the Police Department for such purpose.

- (8) Parking during snow emergencies. Whenever the Chief of Police shall, by reason of heavy snow storm or blizzard, proclaim a snow emergency pursuant to § 323.11, Wis. Stats., no person shall park, stop or leave standing any vehicle upon the streets or any portions of the streets during the hours as set forth in the proclamation.
- (9) Fire hydrant. No operator of any vehicle shall stop, stand or park such vehicle at any curb within 10 feet of a fire hydrant.
[Amended 9-7-2021 by Ord. No. 2021-09]
- (10) No-parking zone. No operator of any vehicle shall stop, stand or park at any place where official signs have been erected indicating a no-parking zone.
- (11) Improper parking. No person shall park any vehicle upon a street in such manner or under such conditions as to leave available less than 18 feet of the width of the roadway for free movement of vehicular traffic on a two-way street or less than 10 feet of the width of the roadway for free movement of vehicular traffic on a one-way street.
- (12) Yellow line. No operator of any vehicle shall stop, stand or park in any area along the curbing that has been striped yellow.
- (13) Official signs. No person shall park a vehicle contrary to the notice specified on such sign.
- (14) Parking on crosswalk or intersection. No operator of any vehicle shall stop, stand or park within 15 feet of a crosswalk or intersection, except in a roadway marked with lines designating parking spaces.
- (15) Parking at or opposite fire station. No operator of any vehicle shall stop, stand or park such vehicle at any place within 20 feet of the entrance to any fire station, and on the side of any lot opposite the entrance to any fire station within 75 feet of such entrance.
- (16) Parking on sidewalk. No operator of any vehicle shall stop, stand or park such vehicle on any sidewalk.
- (17) Parking in private parking lot. No person not so entitled shall park a vehicle in a private parking lot unless authorized by order of the custodian.
- (18) Parking in public parking lot. No person shall park a vehicle upon any property owned by a company or the Village and used for the transaction of public business where such parking is prohibited by order of the custodian of such property.
- (19) Parking obstructing traffic. The operator of a vehicle shall not operate such vehicle to allow the same to remain upon any street in such a manner as to form an unreasonable obstruction to the traffic thereon.
- (20) Handicapped parking. Except for a motor vehicle used by a physically disabled person as defined under § 346.503(1), Wis. Stats., no person may park, stop or leave standing any vehicle, whether attended or unattended and whether temporarily or otherwise, upon any portion of a street, highway or parking facility reserved, by official traffic signs indicating the restriction, for vehicles displaying special registration plates issued under § 341.14(1), (1a), (1e), (1m) or (1q), Wis. Stats., or a special identification card issued under § 343.51, Wis. Stats., or vehicles registered in another jurisdiction and displaying a registration plate, card or emblem issued by the other jurisdiction which designates the vehicle as a vehicle used by a physically disabled person. The penalty provisions of this Code, § 1-4 herein, shall apply, except the minimum forfeiture upon conviction of this § **345-4C(20)** shall be \$150 and the maximum forfeiture shall be \$300, together with cost of prosecution.
[Amended 9-7-2021 by Ord. No. 2021-09]

- (21) Semi-tractor, trailer parking. Semitrailers, tractor semitrailers or truck tractors, as defined in § 340.01, Wis. Stats., shall not park on any Village street, except that such vehicles may park on the street for the purpose of loading or unloading and only during such time while actively engaged in loading or unloading the vehicle.
- (22) Payment of municipal fees required. No person shall park or leave standing any vehicle on any street or public parking area belonging to or leased by the Village after having obtained a municipal benefit or a municipal service without first paying the required fee for the use or benefit thereof. The owner of a vehicle involved in a violation of this subsection shall be liable for a violation hereof subject to the defenses to the owner defined and described in § 346.485(5)(b), Wis. Stats. This subsection shall be enforced using the nonmoving traffic violation procedure set forth in § 345.28, Wis. Stats., with the forfeiture to be \$55 for a violation of this subsection.
- (23) Terrace or parkway. No person shall park, stop or leave standing any vehicle or trailer on any Village terrace or parkway where curb and gutter are installed. "Terrace or parkway" is defined as the area between the curb and the sidewalk or, if sidewalk is not installed, the area between the curb and the abutting property line.
- (24) Street maintenance.
 - (a) Whenever it is necessary to maintain, repair or restore a Village street or highway or any part thereof, the Chief of Police shall post appropriate signs bearing the words "No Parking - Street Maintenance Work."
 - (b) Such signs shall be erected at least two hours prior to the time street or highway maintenance, repair or restoration work is to be commenced and shall remain in place until all maintenance, repair or restoration work is completed. The street or highway shall include the berm, shoulder, terrace and all areas within the public right-of-way involved in the maintenance, repair or restoration of the street or highway. No person shall park a motor vehicle in violation of such signs.
- (25) Resident parking lots. No person shall park a vehicle in a parking lot or other parking area marked by official signs indicating that lot or parking area is restricted for use by residents vehicles properly displaying resident parking permits. Resident parking permits shall be affixed to the vehicle for which they are issued in the manner prescribed by the Village at the time of issuance.
- (26) Extended parking of trailers prohibited. No person shall park, stop, or leave standing a trailer as defined by § 340.01(71), Wis. Stats., on any Village street for a period of time in excess of 24 hours.
- D. Parking permitted along Collie Street adjacent to school. Parking in designated parking spots along the west side of Collie Street is permitted during the hours of 7:30 a.m. to 4:30 p.m. during school days from the intersection of Hickory Street north to a point 139 feet south of the intersection of Collie Street and Congress Street.
- E. Removal of illegally parked vehicles.
 - (1) Hazard to public safety. Any vehicle parked, stopped or standing in violation of any of the provisions of this chapter is declared to be a hazard to traffic and public safety.
 - (2) Removal by operator. Such vehicle shall be removed by the operator in charge, upon request of any traffic officer, to a position where parking is permitted or to a private or public parking or storage premises.
 - (3) Removal by traffic officer. Any traffic officer, after issuing a citation for illegal parking, stopping or standing of an unattended vehicle in violation of this chapter, is authorized to remove such vehicle to a position where parking is permitted.

- (4) Removal by private services. The officer may order a motor carrier holding a permit to perform vehicle towing services, a licensed motor vehicle salvage dealer or a licensed motor vehicle dealer who performs vehicle towing services to remove and store such vehicle in any public storage garage or rental parking grounds or any facility of the person providing the towing services.
 - (5) Towing and storage charges. In addition to other penalties provided by this chapter, the owner or operator of a vehicle so removed shall pay the actual cost of moving, towing and storage. If the vehicle is towed by the Police Department, a charge as set forth on a schedule of charges established by the Village Board shall be paid for such towing. If the vehicle is towed or stored by a private motor carrier, motor vehicle salvage dealer or licensed motor vehicle dealer, actual charges regularly paid for such services shall be paid. If the vehicle is stored in a public storage garage or rental facility, customary charges for such storage shall be paid. Upon payment, a receipt shall be issued to the owner of the vehicle for the towing or storage charge.
- F. Registration record of vehicle as evidence. When any vehicle is found in violation of any provision of this chapter regulating the stopping, standing or parking of vehicles and the identity of the operator cannot be determined, the owner as shown by the ownership registration of the vehicle supplied by the Wisconsin Department of Transportation, or a comparable authority of any other state, shall be deemed to have committed the violation for purposes of enforcement of this chapter and shall be subject to the applicable forfeiture penalty; provided, the defenses defined and described in § 346.485(5)(b), Wis. Stats., shall be a defense for an owner charged with such violation.
- G. Removal of parking citations prohibited. No person, other than the owner or operator thereof, shall remove a parking violation or citation from a motor vehicle.



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES WATER & SEWER COMMITTEE MEETING MEETING MONDAY, OCTOBER 30, 2023 AT 4:00 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Umans called the meeting to order at 04:00pm.

II. Roll Call

Present: Trustees Robert Umans, George Vlach

Also Present: President Duncan, Administrator David Lothspeich

Excused: Trustee Adam Jaramillo

III. Review Estimates of Upcoming Water & Sewer Utility Projects Phase 1

There was a brief discussion about phase one of the water and sewer utility projects.

IV. Review of Draft Water and Sewer Funds Budgets

The motion to recommend Village Board approval of the Water and Sewer Funds Budgets was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

V. Discussion of Clean Water and Safe Water Loans

There was a brief discussion about the clean water and safe water loans.

VI. Discussion and Possible Action of Water Rate Increase Application and Contract with Baker Tilly

The motion to recommend Village Board approval of a Water Rate Increase Application and Contract with Baker Tilly was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

VII. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Umans at 05:52pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



National Biomonitoring Program

Per- and Polyfluorinated Substances (PFAS) Factsheet

The per- and polyfluoroalkyl substances (PFAS) are a group of chemicals used to make fluoropolymer coatings and products that resist heat, oil, stains, grease, and water. Fluoropolymer coatings can be in a variety of products. These include clothing, furniture, adhesives, food packaging, heat-resistant non-stick cooking surfaces, and the insulation of electrical wire. Many PFAS, including perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA), are a concern because they:

- do not break down in the environment,
- can move through soils and contaminate drinking water sources,
- build up (bioaccumulate) in fish and wildlife.

PFAS are found in rivers and lakes and in many types of animals on land and in the water.

PFAS Exposure in People

PFAS persist in the environment and exposure in people can occur by consuming PFAS-contaminated water or food. Exposure may happen by using products that contain PFAS.

How PFAS Affect People's Health

Human health effects from exposure to low environmental levels of PFAS are uncertain. Studies of laboratory animals given large amounts of PFAS indicate that some PFAS may affect growth and development. In addition, these animal studies indicate PFAS may affect reproduction, thyroid function, the immune system, and injure the liver. Epidemiologic studies on PFAS exposure evaluated several health effects. Descriptions of these studies are available at: <https://www.atsdr.cdc.gov/pfas/>. More research is necessary to assess the human health effects of exposure to PFAS.

Levels of PFAS in the U.S. Population

Since 1999, CDC scientists have measured at least 12 PFAS in blood serum (the clear portion of blood). Blood serum is obtained from participants, aged 12 years and older, who have taken part in the National Health and Nutrition Examination Survey (NHANES) (Fourth National Report on Human Exposure to Environmental Chemicals, Updated Tables). By measuring PFAS in serum, scientists can estimate the amount of PFAS in people's bodies.

CDC scientists found four PFAS (PFOS, PFOA, PFHxS or perfluorohexane sulfonic acid, and PFNA or perfluorononanoic acid) in the serum of nearly all of the people tested. This indicates widespread exposure to these PFAS in the U.S. population. The data tables showing results since 1999 are available here: <https://www.cdc.gov/exposurereport/>.

Finding a measurable amount of PFAS in serum does not imply that the levels of PFAS cause an adverse health effect. Biomonitoring studies on levels of PFAS provide physicians and public health officials with reference values. These reference values can determine whether people have been exposed to higher levels of PFAS than the general population. Biomonitoring data also help scientists plan and conduct research on exposure and health effects.

Additional Resources

Agency for Toxic Substances and Disease Registry

- [Toxicological Profile for Perfluoroalkyls](#)
- [Information about Per- and Polyfluoroalkyl Substances and Your Health](#)

Environmental Protection Agency

- <https://www.epa.gov/pfas> 

Page last reviewed: May 2, 2022

NOTICE OF PROPOSED CLASS ACTION SETTLEMENT
AND COURT-APPROVAL HEARING

In re: Aqueous Film-Forming Foams Product Liability Litigation, MDL No. 2:18-mn-02873
**This Document relates to: City of Camden, et al., v. E.I. DuPont de Nemours and Company, et al.,
No. 2:23-cv-03230-RMG**

UNITED STATES DISTRICT COURT, DISTRICT OF SOUTH CAROLINA, CHARLESTON DIVISION

TO THE SETTLEMENT CLASS: All Public Water Systems in the United States of America that draw or otherwise collect from any Water Source that, on or before June 30, 2023, was tested or otherwise analyzed for PFAS and found to contain any PFAS at any level; and

All Public Water Systems in the United States of America that, as of June 30, 2023, are (i) subject to the monitoring rules set forth in the U.S. EPA's Fifth Unregulated Contaminant Monitoring Rule ("UCMR 5") (i.e., "large" systems serving more than 10,000 people and "small" systems serving between 3,300 and 10,000 people), or (ii) required under applicable state or federal law to test or otherwise analyze any of their Water Sources or the water they provide for PFAS before the deadline of sample collection under UCMR 5.

All capitalized terms not otherwise defined herein shall have the meanings set forth in the Settlement Agreement and the Allocation Procedures, available for review at www.PFASWaterSettlement.com.

As used above, "Public Water System" means a system for the provision of water to the public for human consumption through pipes or other constructed conveyances, if such system has at least fifteen (15) service connections or regularly serves at least twenty-five (25) individuals. A "Public Water System" shall include the owner and/or operator of that system and any public entity that is legally responsible for funding (by statute, regulation, other law, or contract), other than a State or the federal government, a Public Water System described in such Paragraph or has authority to bring a claim on behalf of such a Public Water System.

What Is The Purpose of This Notice? The purpose of this Notice is (i) to advise you of a proposed settlement of certain claims against The Chemours Company, The Chemours Company FC, LLC, DuPont de Nemours, Inc., Corteva, Inc., and E.I. DuPont de Nemours and Company n/k/a EIDP, Inc. (collectively the "Settling Defendants") in the United States District Court for the District of South Carolina (the "Court"); (ii) to summarize your rights in connection with the Settlement; and (iii) to inform you of a Court hearing to consider whether to grant final approval of the Settlement (the "Final Fairness Hearing"), to be held on December 14, 2023 at 10:00 a.m., before the Honorable Richard M. Gergel, United States District Judge of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401.

What Are The Key Terms of the Proposed Settlement? The Settling Defendants have agreed to pay one billion one hundred eighty-five million dollars (\$1,185,000,000)(the "Settlement Amount"), subject to final approval of the Settlement by the Court and certain other conditions specified in the Settlement Agreement. In no event shall the Settling Defendants be required to pay any amounts under the Settlement Agreement above the Settlement Amount. Any fees, costs, or expenses payable under the Settlement Agreement shall be paid out of, and shall not be in addition to, the Settlement Amount. Each Settlement Class Member who has not excluded itself from the Class will be eligible to receive a settlement check(s) from the Claims Administrator based on the Allocation Procedures developed by Class Counsel, which are subject to final approval by the Court as fair and reasonable and which are under the oversight of the Special Master.

What Are My Options?

YOU CAN PARTICIPATE IN THE SETTLEMENT. You must file a Claims Form to be eligible to

receive a payment under the Settlement. You can submit your Claims Form online at **www.PFASWaterSettlement.com**, or you can download, complete and mail your Claims Form to the Claims Administrator at AFFF Public Water System Claims, PO Box 4466, Baton Rouge, LA 70821. The deadlines to submit a Claim Forms are illustrated below. Regardless of whether you file a Claims Form or receive any distribution under the Settlement, unless you timely opt out as described below, you will be bound by any judgment or other final disposition of the Released Claims, including the Release set forth in the Settlement Agreement, and will be precluded from pursuing claims against the Settling Defendants separately if those Claims are within the scope of the Release.

Deadline Description	Deadline Date
Phase One Public Water System Claims Form	60 Days after the Effective Date
Phase One Special Needs Claims Form	45 Days after the Phase One Public Water System Claims Form Deadline
Phase Two Testing Claims Form	1/1/2026
Phase Two Public Water System Claims Form	6/30/2026
Phase Two Special Needs Claims Form	8/1/2026
Phase One Supplemental Fund Claims Form	12/31/2030
Phase Two Supplemental Fund Claims Form	12/31/2030

YOU CAN OPT OUT OF THE SETTLEMENT. If you do not wish to be a Settlement Class Member, and do not want to participate in the Settlement and receive a Settlement Benefit Check, you may exclude yourself from the Class by completing and mailing a notice of intention to opt out. Any Person within the Settlement Class who wishes to opt out of the Settlement Class and Settlement must file a written and signed statement entitled “Request for Exclusion” with the Notice Administrator and provide service on all Parties no later than **DECEMBER 4, 2023**.

YOU CAN OBJECT TO THE SETTLEMENT. Any Settlement Class Member who has not successfully excluded itself (“opted out”) may object to the Settlement. Any Settlement Class Member who wishes to object to the Settlement or to an award of fees or expenses to Class Counsel must file a written and signed statement designated “Objection” with the Clerk of the Court and provide service on all Parties in no later than **NOVEMBER 4, 2023**.

VISIT WWW.PFASWATERSETTLEMENT.COM FOR COMPLETE INFORMATION ABOUT YOUR RIGHTS

The Court’s Final Fairness Hearing. The Court will hold the Final Fairness Hearing in Hon. Sol Blatt, Jr., Courtroom of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401, on **December 14, 2023 at 10:00 a.m.** At that time, the Court will determine, among other things, (i) whether the Settlement should be granted final approval as fair, reasonable, and adequate, (ii) whether the Released Claims should be dismissed with prejudice pursuant to the terms of the Settlement Agreement, (iii) whether the Settlement Class should be conclusively certified, (iv) whether Settlement Class Members should be bound by the Release set forth in the Settlement Agreement, (v) the amount of attorneys’ fees and costs to be awarded to Class Counsel, if any, and (vi) the amount of the award to be made to the Class Representatives for their services, if any. The Final Fairness Hearing may be postponed, adjourned, or continued by Order of the Court without further notice to the Class.

How Do I Get More Information? Please visit www.PFASWaterSettlement.com or call toll free **1-855-714-4341**. You may also contact Class Counsel or the Notice Administrator for more information:

Class Counsel	Class Counsel	Class Counsel
Scott Summy Baron & Budd, P.C. 3102 Oak Lawn Ave., Ste. 1100 Dallas, TX 75219 Email: summy@baronbudd.com	Michael A. London Douglas & London 59 Maiden Lane, 6th Fl. New York, NY 10038 Email: london@douglasandlondon.com	Paul J. Napoli Napoli Shkolnik 1302 Ponce de Leon Santurce, PR 00907 Email: pnapoli@NSPRLaw.com

Notice Administrator	Claims Administrator
In re: Aqueous Film-Forming Foams Products Liability Litigation c/o Notice Administrator 1650 Arch Street, Ste 2210 Philadelphia, PA 19103 PFASSettlement@AngeionGroup.com	AFFF Public Water System Claims PO Box 4466 Baton Rouge, LA 70821 Email: info@pfaswatersettlement.com

The paragraphs above provide only a general summary of the terms of the settlement. In the event of a conflict between this Notice and the Settlement Agreement, the terms of the Settlement Agreement control. You can review the Settlement Agreement itself for more information about the exact terms of the settlement. The Settlement Agreement is available at www.PFASWaterSettlement.com.

SUMMARY NOTICE OF PROPOSED CLASS ACTION SETTLEMENT
AND COURT-APPROVAL HEARING

In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-02873
This Document relates to: *City of Camden, et al., v. 3M Company*, No. 2:23-cv-03147-RMG

UNITED STATES DISTRICT COURT, DISTRICT OF SOUTH CAROLINA, CHARLESTON DIVISION

TO THE SETTLEMENT CLASS: All Active Public Water Systems in the United States of America that have one or more Impacted Water Sources as of June 22, 2023; and all Active Public Water Systems that do not have one or more Impacted Water Sources as of June 22, 2023 and

- (i) are required to test for certain PFAS under U.S. EPA's UCMR-5, or
- (ii) serve more than 3,300 people, according to U.S. EPA's SDWIS data system.

All capitalized terms not otherwise defined herein shall have the meanings set forth in the Settlement Agreement, available for review at **www.PFASWaterSettlement.com**.

Active Public Water System means a Public Water System whose activity-status field in SDWIS states that the system is "Active."

Impacted Water Source means a Water Source that has a Qualifying Test Result showing a Measurable Concentration of PFAS.

As used above, **Public Water System** means a system for the provision to the public of water for human consumption through pipes or other constructed conveyances, if such system has at least fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days out of the year, consistent with the use of that term in the Safe Drinking Water Act, 42 U.S.C. § 300f(4)(A), and 40 C.F.R. Part 141.

Public Water System includes (i) any collection, treatment, storage, and distribution facilities under control of the operator of such system and used primarily in connection with such system, and (ii) any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. Solely for purposes of the Settlement Agreement, the term "Public Water System" refers to a Community Water System of any size or a Non-Transient Non-Community Water System that serves more than 3,300 people, according to SDWIS; or any Person (but not any financing or lending institution) that has legal authority or responsibility (by statute, regulation, other law, or contract) to fund or incur financial obligations for the design, engineering, installation, operation, or maintenance of any facility or equipment that treats, filters, remediates, or manages water that has entered or may enter Drinking Water or any Public Water System; but does not refer to a Non-Transient Non-Community Water System that serves 3,300 or fewer people, according to SDWIS, or to a Transient Non-Community Water System of any size. It is the intention of the Settlement Agreement that the definition of "Public Water System" be as broad, expansive, and inclusive as possible.

What Is the Purpose of this Notice? The purpose of this Notice is (i) to advise you of a proposed settlement of certain Claims against 3M Company ("3M" or "Defendant") in the United States District Court for the District of South Carolina (the "Court"); (ii) to summarize your rights in connection with the Settlement; and (iii) to inform you of a Court hearing to consider whether to grant final approval of the Settlement (the "Final Fairness Hearing"), to be held on February 2, 2024, at 10:00 a.m. EST in Charleston Courtroom #1, J. Waties Waring Judicial Center, before the Honorable Richard M. Gergel, United States District Judge of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401.

What Are the Key Terms of the Proposed Settlement? 3M has agreed to pay an amount not less than

\$10,500,000,000 and not more than \$12,500,000,000, inclusive (the “Settlement Amount”), subject to final approval of the Settlement by the Court and certain other conditions specified in the Settlement Agreement. 3M shall additionally pay up to \$5,000,000 to cover costs incurred by the Notice Administrator in the course of executing the Notice Plan. Together, these payments constitute the “Settlement Funds.” In no event shall 3M be required under the Settlement Agreement to pay any amounts above the Settlement Funds. Any fees, costs, or expenses payable under the Settlement Agreement shall be paid out of, and shall not be in addition to, the Settlement Funds. Each Settlement Class Member that has not excluded itself from the Class will be eligible to receive a settlement check(s) from the Claims Administrator based on the Allocation Procedures developed by Class Counsel, which are subject to final approval by the Court as fair and reasonable and whose administration is under the oversight of the Special Master.

What Are My Options?

YOU CAN PARTICIPATE IN THE SETTLEMENT. You must file a Claims Form to be eligible to receive a payment under the Settlement. You can submit your Claims Form online at **www.PFASWaterSettlement.com**, or you can download, complete, and mail your Claims Form to the Claims Administrator at AFFF Public Water System Claims, P.O. Box 4466, Baton Rouge, Louisiana 70821. The deadline for a Phase One Settlement Class Member to submit a Phase One Public Water System Settlement Claims Form is 60 days following the Effective Date, and the deadline for a Phase Two Settlement Class Member to submit a Phase Two Action Fund Claims Form is July 31, 2026.

Regardless of whether you file a Claims Form or receive any distribution under the Settlement, unless you timely opt out as described below, you will be bound by the Settlement and any judgment or other final disposition related to the Settlement, including the Release set forth in the Settlement Agreement, and will be precluded from pursuing claims against 3M separately if those Claims are within the scope of the Release.

YOU CAN OPT OUT OF THE SETTLEMENT. If you do not wish to be a Settlement Class Member and do not want to participate in the Settlement and receive a settlement check, you may exclude yourself from the Class by completing and mailing a notice of intention to opt out. Any Person within the Settlement Class that wishes to opt out of the Settlement Class and Settlement must serve a written and signed statement entitled “Request for Exclusion” on the Notice Administrator, the Special Master, the Claims Administrator, 3M’s Counsel, and Class Counsel no later than **December 11, 2023**.

YOU CAN OBJECT TO THE SETTLEMENT. Any Settlement Class Member that has not successfully excluded itself (“opted out”) may object to the Settlement. Any Settlement Class Member that wishes to object to the Settlement or to an award of fees or expenses to Class Counsel must file a written and signed statement designated “Objection” with the Clerk of the Court and provide service on 3M’s Counsel and Class Counsel no later than **November 11, 2023**.

VISIT WWW.PFASWATERSETTLEMENT.COM FOR COMPLETE INFORMATION ABOUT YOUR RIGHTS

The Court’s Final Fairness Hearing. The Court will hold the Final Fairness Hearing in Charleston Courtroom #1, J. Waties Waring Judicial Center of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401, on **February 2, 2024 at 10:00 a.m. EST**. At that time, the Court will determine, among other things, (i) whether the Settlement should be granted final approval as fair, reasonable, and adequate, (ii) whether the Litigation should be dismissed with prejudice pursuant to the terms of the Settlement Agreement, (iii) whether the Settlement Class should be conclusively certified, (iv) whether Settlement Class Members should be bound by the Release set forth in the Settlement Agreement, (v) the amount of attorneys’ fees and costs to be awarded to Class Counsel, if any, and (vi) the amount of the award to be made to the Class Representatives for their services, if any.

The Final Fairness Hearing may be postponed, adjourned, or continued by Order of the Court without further notice to the Class.

How Do I Get More Information? Please visit **www.PFASWaterSettlement.com** or call toll free **1-855-714-4341**. You may also contact Class Counsel or the Notice Administrator for more information:

Class Counsel	Class Counsel
Scott Summy Baron & Budd, P.C. 3102 Oak Lawn Ave., Ste. 1100 Dallas, TX 75219 Email: ssummy@baronbudd.com	Michael A. London Douglas & London 59 Maiden Lane, 6th Fl. New York, NY 10038 Email: mlondon@douglasandlondon.com
Paul J. Napoli Napoli Shkolnik 1302 Avenida Ponce de Leon San Juan, PR 00907 Email: pnapoli@NSPRlaw.com	Elizabeth A. Fegan Fegan Scott LLC 150 S. Wacker Drive, 24 th Floor Chicago, IL 60606 beth@feganscott.com
Joseph F. Rice Motley Rice LLC 28 Bridgeside Blvd. Mt. Pleasant, SC 29464	

Notice Administrator	Claims Administrator
In re: Aqueous Film-Forming Foams Products Liability Litigation c/o 3M Notice Administrator 1650 Arch Street, Suite 2210 Philadelphia, PA 19103 Email: PFASSettlement@AngeionGroup.com	AFFF Public Water System Claims PO Box 4466 Baton Rouge, LA 70821 Email: Info@pfaswatersettlement.com



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 9/28/2023 MEETING

THURSDAY, SEPTEMBER 28, 2023 AT 1:00 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Wright called the meeting to order at 01:00pm.

II. Roll Call

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

Also Present: Administrator David Lothspeich

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 03:28pm. 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 10/26/2023 MEETING

THURSDAY, OCTOBER 26, 2023 AT 9:45 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 09:45am.

II. Roll Call

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

Also Present: Administrator David Lothspeich

III. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

-Salaries & Wages 2024

The motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

-Salaries & Wages 2024 was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 09:55am.

Votes:

Yes: Trustee Wright, Trustee Umans, Trustee D'Alessandro

No: None

Abstain: None

Result: Passes

IV. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by Trustee Wright and seconded by Trustee Umans at 10:28am. Unanimously carried.

V. Possible discussion of/action for those items discussed in closed session

The motion to recommend Village Board approval of an increase in salary for the Public Works Director (\$90,000) and Village Clerk (\$65,000) to bring their salaries in line with comparable communities was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

VI. Review of Draft Department Budgets including salaries & wages

The motion to recommend Village Board approval of a 3.5% increase in salaries and wages was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

VII. Review of Draft Capital Fund 2024

The motion to recommend Village Board acceptance of the 2024 Capital fund was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VIII. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at XX:XXpm. 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 10/30/2023 MEETING

MONDAY, OCTOBER 30, 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, Robert Umans

Also Present: Administrator David Lothspeich

Excused:

III. Fee Schedule 2024

The motion to approve the updated Fee Schedule for the Boat Slips was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Review Village Treasurer applications and determine next steps in the hiring process

The motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Review Village Treasurer applications and determine next steps in the hiring process was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 09:33am.

Votes:

Yes: Trustee Wright, Trustee Umans, Trustee D'Alessandro

No: None

Abstain: None

Result: Passes

V. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 11:27am. Unanimously carried.

VI. Possible discussion of/action for those items discussed in closed session

The motion to recommend the Village Board hiring Treasurer candidate Jennifer Wiese at a starting salary of \$80,000

was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

VII. Recommendation for Approval of Draft Village Operating Budgets 2024

The motion to Recommend Village Board Approval of Village Operating Budgets 2024 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

VIII. Recommendation for Approval of Draft Capital Fund 2024

The motion to Recommend Village Board Acceptance of Draft Capital Fund 2024 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

IX. Recommendation for Approval of Draft Capital Improvement Five Year Plan (CIP) 2024-2029

The motion to Recommend Village Board Acceptance of Draft Capital Improvement Five Year Plan (CIP) 2024-2029 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

X. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 11:39am. 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 11/15/2023 MEETING

WEDNESDAY, NOVEMBER 15, 2023 AT 10:30 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 10:30am.

II. Roll Call

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

Also Present: Administrator David Lothspeich

III. Consideration of Village of Williams Bay Insurance Renewal Proposal from the League of Wisconsin Municipalities Mutual Insurance Program (LWMMI), the Municipal Property Insurance Company (MPIC) and partner carriers that include Hanover and United Heartland

The motion to approve the Consideration of Village of Williams Bay Insurance Renewal Proposal from the League of Wisconsin Municipalities Mutual Insurance Program (LWMMI), the Municipal Property Insurance Company (MPIC) and partner carriers that include Hanover and United Heartland was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

IV. Review of Final Draft 2024 Budget Documents

Finance Consultant Eric Davidson of Bauman Associates gave a brief overview of the Final Draft 2024 Budget Documents.

The motion to recommend Village Board approval of the Village of Williams Bay 2023 Department Budgets was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 11:18am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Introduction to Tax Incremental Financing



Village of Williams Bay

November 6, 2023

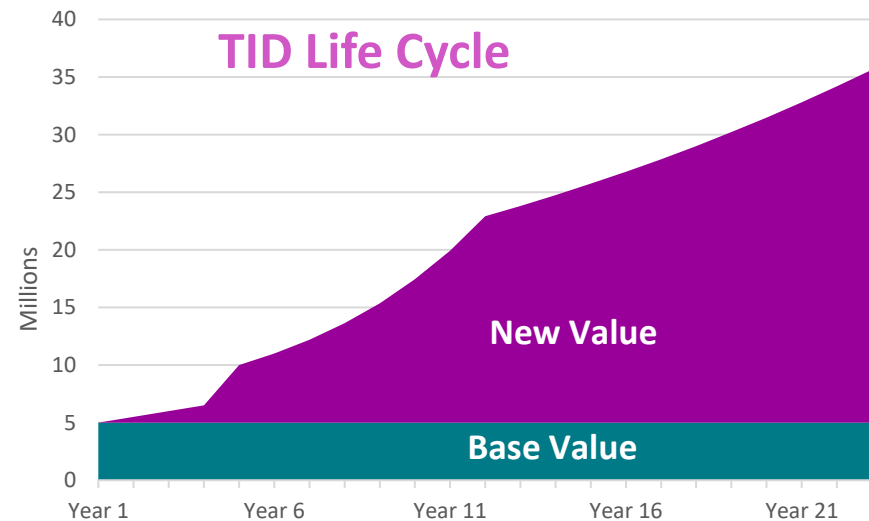
Kevin Mullen
Director
414-765-8709
kmullen@rwbaird.com

Adam Ruechel
Vice President
920-433-7373
aruechel@rwbaird.com

Discover the *Baird Difference*

What is a TID (Tax Increment District)?

- TID is an economic development tool.
- A municipality, school district, county & technical college district agree that the municipality will use the taxes from the increased property value in the TID (increment) to pay for the investment in the TID (ex., roads, sewer, development incentives).
- As property value increases, the municipality uses the tax revenue from the new development, to pay for the projects.
- After the project costs are paid, the municipality terminates the TID and all taxing jurisdictions receive taxes based on the increased property value.



Types of TIDs

Villages, Cities, Certain Towns*

Sec 66.1105, Wi. Stats.

- Blight
- Rehabilitation/conservation
- Industrial
- Mixed use
- Environmental remediation (on or after 11/29/2017)

Towns

Sec. 60.85, Wi. Stats.

- Tourism, agriculture, and forestry
- Cooperative

Environmental Remediation

Sec. 66.1106, Wi. Stats.

- Adopted before 11/29/2017

*Towns with a minimum population of 3,500, minimum valuation of \$500 million and wastewater treatment plant access to the TID are eligible. Sec. 60.23, Wis. Stats.

- Equalized value of the proposed TID plus the value increment of all existing TIDs may not exceed 12% of the municipality’s total equalized valuation (TID-In)
- DOR releases equalized values for the current year annually on August 15
- The equalized value test is based on figures available at the time the TID creation resolution is adopted by the governing body

12% Statutory Test Limit		
2023 Total Equalized Valuation (TID-In)	\$1,396,515,100	100.00%
12% of Total Equalized Valuation (TID-In)	\$167,581,812	12.00%
Total TID Increment	\$0	0%
Remaining Capacity	\$167,581,812	12.00%

Possible Mixed-Use Williams Bay TIF District



- Total Estimated Parcels: 122
- Total Estimated Acreage: 34.097
- Total Estimated Newly Platted Residential: 5.114 acres, 15%
- Estimated Assessed Value: \$24,676,400
- Estimated Equalized Value: \$30,123,841
- Estimated Equalized Value Test: 2.16%

Possible Mixed-Use Williams Bay TIF Timeline

BAIRD

Village of Williams Bay TID#1 Creation Timeline

BAIRD

Friday December 1, 2023	Consulting service agreement executed. Direction to proceed.
Friday, December 8, 2023	Preliminary project plan template available for Village staff review (maps excluded).
Friday, December 15, 2023	TID boundaries finalized.
Friday, December 22, 2023	Mapping in process of completion and delivered to Baird as soon as possible.
Wednesday, December 27, 2023	Baird compiles draft project plan.
Friday, January 5, 2024	Final Village staff/Baird comments/changes to draft project plan due.
Friday, January 12, 2024	Draft version of the project plan available for public review/distribution.
Monday, January 15, 2024	Copy of the Notice of Public Hearing sent via First Class mail, from the Village to all taxing entities (county, school, and technical college district officials). Must occur at least 15 days prior to public hearing and before first publication of Class II notice. Provide DOR with copies of the cover letters that were sent with the notices or a clerk's certification that the letters and notices were distributed on the same date. (After Project Plan is available & before publication date)
Wednesday, January 17, 2024	Class 1 Notice of Joint Review Board (JRB) Meeting and Class II Notice of Public Hearing due to Village official newspaper.
Week of January 22 thru January 26, 2024	First publication of Class II Notice of Public Hearing (1st & 2nd notice must occur in 2 consecutive weeks). Publication date for notices/hearings of City official newspaper. Publication of Class I Notice of Joint Review Board Meeting (must be published at least 5 days prior to the JRB meeting). (After Notice of Public Hearing is sent out)

Possible Mixed-Use Williams Bay TIF Timeline

<i>Week of January 29 thru February 2, 2024</i>	Second publication of Class II Notice of Public Hearing. Provide DOR with readable copies of the public hearing notices and an affidavit of publication from the newspaper indicating both dates of publication. (Must be at least 7 days prior to Public Hearing)
<i>Thursday, February 8, 2024</i>	JRB holds its first meeting. The Board's Chairperson and public members are selected (must be within 14 days after the notice publication, before public hearing) .
<i>Tuesday, February 13, 2024</i>	Public hearing regarding the project plan. Must be held at least one week (7 days) after second publication of public hearing notice.
<i>Tuesday, February 13, 2024</i>	Plan Commission adopts resolution and submits it to the Village Board for approval.
<i>Monday, March 4, 2024</i>	The Village Board considers Plan Commission recommendation. Project plan approved. Village Board adopts resolution. The clerk provides the JRB with a copy of the resolution and financial information. (No sooner than 14 days after the public hearing)
<i>Wednesday, March 6, 2024</i>	Class I notice of JRB meeting due to newspaper.
<i>Week of March 11 thru 15, 2024</i>	Publication of Class I Notice of JRB meeting (must be published at least 5 days prior to the JRB meeting) .
<i>Thursday, March 21, 2024</i>	Final action by JRB. (Within 45 Days after receiving Resolution)
<i>Friday, March 22, 2024</i>	JRB notifies the city of its decision. (Within 7 Days of JRB action)
<i>Monday, March 25, 2024</i>	Submit written notice to DOR of TID approval. (Within 60 Days of Approval)
<i>Submitted by October 31, 2024</i>	Submit completed application to DOR for base value certification.

Williams Bay TIF Creation Timeframes

Tax Incremental District (TID) Creation Timeframes						
Municipal Creation Resolution Adoption Date	CreationYear*	TID Added to Tax/AssessmentRoll	First Year Tax Increment Received	First Year Administrative Fee Due**	First TID Equalized Value Established	First Annual Report Due to DOR
October 1, 2023 – September 30, 2024	2024	2025	2026	April 15, 2025	August 15, 2025	July 1, 2026 (for 2025)
* TID creation documents for municipal TIDs are due to the Wisconsin Department of Revenue (DOR) October 31 of the creation year. TID creation documents for town TIDs created under sec. 60.85, Wis. Stats. are due to DOR December 31 of the creation year. ** In some years the observance of Emancipation day affects the administrative fee due date						

Up-Front

- Projects the incremental property values of the project and extend an up-front payment to assist in development costs
- Lump sum
- City assumes risk

Pay-As-You-Go Note

- Relies on the developer to pay for the up-front project costs with the promise of being reimbursed
- Series of installments
- Developer assumes risk

Possible Mixed-Use Williams Bay TIF District Proforma

BAIRD

New TIF - Option 2

BAIRD

Village of Williams Bay Hypothetical New Tax Increment District - Mixed-Use Hypothetical Cash Flow Proforma Analysis Option 2: \$30,124,000 Base Value

Assumptions	
Annual Inflation During Life of TID	2.50%
2022 Gross Tax Rate (per \$1000 Equalized Value)	\$13.20
Annual Adjustment to tax rate	0.00%
Estimated PV Rate	6.00%
Investment rate	0.00%
Data above dashed line are actual	

Background Data						Revenues		Expenditures	TID Status			
Year	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	Year
	TIF District Valuation	Inflation Increment	Construction Increment	TIF Increment Over Base	Tax Rate	Tax Revenue	Cumulative PV at 6.00%	Combined Expenditures	Annual Balance	Year End Cumulative Balance	Cost Recovery	
	(January 1)	(1)					(December 31)					
	Base Value \$30,124,000											
2024	\$30,124,000	\$753,100		\$753,100	\$13.20	\$0	\$0		\$0	\$0		2024
2025	\$30,877,100	\$771,928		\$1,525,028	\$13.20	\$0	\$0	\$0	\$0	\$0		2025
2026	\$31,649,028	\$791,226	\$2,000,000	\$4,316,253	\$13.20	\$9,937	\$8,844	\$0	\$9,937	\$9,937	Expenditures Recovered	2026
2027	\$34,440,253	\$861,000	\$7,000,000	\$12,177,260	\$13.20	\$20,123	\$25,740	\$0	\$20,123	\$30,061	Expenditures Recovered	2027
2028	\$42,301,260	\$1,057,531	\$1,800,000	\$15,034,791	\$13.20	\$56,955	\$70,854	\$0	\$56,955	\$87,015	Expenditures Recovered	2028
2029	\$45,158,791	\$1,128,970		\$16,163,761	\$13.20	\$160,683	\$190,926	\$0	\$160,683	\$247,699	Expenditures Recovered	2029
2030	\$46,287,761	\$1,157,194		\$17,320,955	\$13.20	\$198,390	\$330,782	\$0	\$198,390	\$446,088	Expenditures Recovered	2030
2031	\$47,444,955	\$1,186,124		\$18,507,079	\$13.20	\$213,287	\$472,630	\$0	\$213,287	\$659,375	Expenditures Recovered	2031
2032	\$48,631,079	\$1,215,777		\$19,722,856	\$13.20	\$228,556	\$616,029	\$0	\$228,556	\$887,932	Expenditures Recovered	2032
2033	\$49,846,856	\$1,246,171		\$20,969,027	\$13.20	\$244,208	\$760,576	\$0	\$244,208	\$1,132,139	Expenditures Recovered	2033
2034	\$51,093,027	\$1,277,326		\$22,246,353	\$13.20	\$260,250	\$905,898	\$0	\$260,250	\$1,392,390	Expenditures Recovered	2034
2035	\$52,370,353	\$1,309,259		\$23,555,612	\$13.20	\$276,694	\$1,051,657	\$0	\$276,694	\$1,669,084	Expenditures Recovered	2035
2036	\$53,679,612	\$1,341,990		\$24,897,602	\$13.20	\$293,549	\$1,197,542	\$0	\$293,549	\$1,962,633	Expenditures Recovered	2036
2037	\$55,021,602	\$1,375,540		\$26,273,142	\$13.20	\$310,825	\$1,343,269	\$0	\$310,825	\$2,273,458	Expenditures Recovered	2037
2038	\$56,397,142	\$1,409,929		\$27,683,070	\$13.20	\$328,533	\$1,488,579	\$0	\$328,533	\$2,601,991	Expenditures Recovered	2038
2039	\$57,807,070	\$1,445,177		\$29,128,247	\$13.20	\$346,684	\$1,633,238	\$0	\$346,684	\$2,948,674	Expenditures Recovered	2039
2040	\$59,252,247	\$1,481,306		\$30,609,553	\$13.20	\$365,288	\$1,777,033	\$0	\$365,288	\$3,313,963	Expenditures Recovered	2040
2041	\$60,733,553	\$1,518,339		\$32,127,892	\$13.20	\$384,358	\$1,919,770	\$0	\$384,358	\$3,698,321	Expenditures Recovered	2041
2042	\$62,251,892	\$1,556,297		\$33,684,189	\$13.20	\$403,904	\$2,061,275	\$0	\$403,904	\$4,102,225	Expenditures Recovered	2042
2043	\$63,808,189	\$1,595,205		\$35,279,394	\$13.20	\$423,939	\$2,201,392	\$0	\$423,939	\$4,526,165	Expenditures Recovered	2043
2044						\$444,475	\$2,339,982	\$0	\$444,475	\$4,970,640	Expenditures Recovered	2044
2045						\$465,525	\$2,476,918	\$0	\$465,525	\$5,436,165	Expenditures Recovered	2045
		\$24,479,394	\$10,800,000			\$5,436,165		\$0				

Type of TID: Mixed-Use

2024 TID Inception (After 4/1)
2039 Final Year to Incur TIF Related Costs
2044 Maximum Legal Life of TID (20 Years)
2045 Final Tax Collection Year

(1) Estimated increment Per Village.

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.

Important Disclosures

Robert W. Baird & Co. Incorporated is providing this information to you for discussion purposes only. The information does 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. In providing this information, Baird is not acting as an advisor to you and does not owe you a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934. You should discuss the information contained herein with any and all internal or external advisors and experts you deem appropriate before acting on the information.

RESOLUTION
R-66-23

**A RESOLUTION APPROVING VILLAGE BOAT SLIP LEASE AMENDMENTS INCREASING
THE MUNICIPAL PIER SLIPS MAXIMUM WATERCRAFT LENGTH 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 owners of improved property who desire to lease a Village 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, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, THAT:**

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 the attached (Exhibit A) Williams Bay Slip Lease Application, as amended, therefore.

Approved by the Village Board of the Village of Williams Bay this 4th day of December 2023.

VILLAGE OF WILLIAMS BAY

By: _____

William Duncan, President

Attest: _____

Tina Kolls, Clerk

EXHIBIT A

VILLAGE OF WILLIAMS BAY WATERCRAFT SLIP AGREEMENT
(Attached)



VILLAGE OF WILLIAMS BAY

P.O. Box 580 • 250 Williams Street
Williams Bay, WI 53191
P: (262) 245-2700 • F: (262) 245-2705

2024~~3~~ BOAT SLIP LEASE AGREEMENT

THIS INDENTURE made this 1st day of April 2024~~3~~, by and between the Village of Williams Bay (herein referred to as "Lessor") and **first name, last name**, whose residential street address in the Village of Williams Bay is **village address** (herein referred to as "Lessee").

Formatted: Line spacing: single

WITNESSETH:

1. Lease. Lessor leases to Lessee a specified boat slip on a Village owned pier, more specifically, being identified as slip number slip number such slip being located on a village owned piers. This lease is for a term of one (1) summer season commencing on the first date of the summer season, or on the date of this lease if after such date and terminating October 31, 2024~~3~~, at 12:00 noon. A summer season is defined for 2024~~3~~, as commencing when the piers are installed in Geneva Lake annually in the spring and after the piers are painted by the Village and ending when the municipal piers are removed from Geneva Lake in the fall, or October 31st at 12:00 noon, whichever first occurs annually. Lessee agrees to remove his/her boat prior to the end of each summer season. Lessor is not responsible for boats not removed annually at the end of the summer season.
2. Rent. Lessee agrees to pay to Lessor as rent for the slip identified above the total sum in advance as stated in Schedule A attached hereto and made part of this Lease. All such rent payments shall be made payable to and delivered to the Village of Williams Bay Treasurer whose address is P.O. Box 580, Williams Bay, Wisconsin 53191 with 2 attachments: copy of current Wisconsin boat registration card and this signed lease.
3. Use of Slip. Lessee agrees to use the leased slip for the purpose of securing watercraft registered to the Lessee in the State of Wisconsin. A copy of the current Wisconsin registration must be sent in with the annual lease payment. Lessee also agrees not to engage in any unlawful activity on or around the leased slip and to comply with all Village Ordinances and Resolutions at all times. Lessee agrees to comply with all *Conditions for Use* as stated in Schedule B, and *Tie Down Instructions* as stated in Schedule C", attached hereto and made part of this lease.

 No watercraft larger than 18-twenty-four feet (24') will be allowed to use the leased slip on any slip at the Village owned pier.

 No watercraft larger than twenty-one (21') feet will be allowed to use the leased slip on slips numbered one (1) through thirteen (13) (inclusive) on the East pier and numbered fourteen (14) through twenty-six (26) (inclusive) on the West pier.

 No watercraft larger than twenty-three feet (23') feet will be allowed to use the leased slip on slips numbered one (1) through thirteen (13) (inclusive) on the West pier and numbered fourteen (14) through twenty-six (26) (inclusive) on the East pier.

 No watercraft larger than twenty-four (24') feet will be allowed to use the leased slip on slips numbered twenty-seven (27) through thirty-nine (39) (inclusive) on either the East or West piers.

 Watercraft over-all Llength over-all includes all attachments or appurtenances to said watercraft.

In all cases watercraft, must be able to fit into the slip without causing damage thereto. Personal watercraft such as jet-skis, wave-runners and the like are not permitted. Lessee shall not assign this Lease, or sublet or grant any concessions or license to use the slip or any part thereof to anyone. The slip shall be available upon commencement of the summer season on the year(s) covered by this Lease and said slip shall be vacated no later than October 31 at noon of each year covered by this lease. Any and all damages to said slip other than normal wear and tear are the responsibility of the Lessee. The Lessee agrees to, in the event of damage to said slip, promptly pay for the cost of repair of said slip. Such repairs shall be performed by the Lessor and costs incurred for said repair will be billed to the Lessee. Prompt payment means payment within 30 days of the billing date. The leased slip shall not lie dormant (with no boat in the leased slip) for more than thirty (30) days per summer season without Lessee receiving prior written permission from Lessor. Lessee's failure to secure prior written permission will result in the Lessee surrendering their leased slip in accordance with section eight of this lease.

4. Residency Required at All Times. As a material condition of this Lease, Lessee is at all times during the term of this Lease will remain a resident of Lessor. Municipal pier slips are available for lease in accordance with the written priority policy established by the Village Board to residents only. A resident is defined in said written policy as an owner of improved residential real estate located within the corporate limits of the Village of Williams Bay. If Lessee ceases to be an owner of improved residential real estate within the corporate limits of the Village of Williams Bay, then the lease shall end on the date residency ceases for that summer season and Lessee must remove his/her boat immediately. Lessor will prorate any prepaid rentals and refund unused rentals to Lessee for termination of this Lease due to loss of resident status.
5. Repair, Maintenance, and Housekeeping. Lessor agrees to provide normal and ordinary maintenance and repair to the leased slip at its own discretion and cost. Lessee agrees to keep the lease slip clear of all garbage and litter.
6. Alterations and Improvements. Lessee is specifically prohibited from altering, adding to, subtracting from, or otherwise changing the leased slip. Further, no lockboxes, gates, and other structures will be permitted with the exception of approved marine bumpers and approved solar-powered boat lifts. Boat Lifts must be solar-powered and the boat cradle of the lift, including any attachments such as guides or bumpers, cannot extend above the decking or walkway of the pier. Solar battery boxes for approved boat lifts cannot be installed on the pier and, like the boat cradle, cannot extend above the decking or walkway of the pier. Furthermore, said boat lifts must be approved by the Lessor prior to installation by the Lessee's contractor. Installation and removal of approved boat lifts shall comply with section one (1) of this lease. To coordinate the placement of boat lifts with Village owned piers, installation, *EXCEPT INITIAL INSTALLATION*, and removal of approved boat lifts shall be performed at Lessee's cost by the same contractor as the Lessor contracts with for that given year. Winter storage of boat lifts shall be permitted only in Village owned storage area, and shall be at Lessee's expense.
7. Indemnification. Lessee agrees to indemnify and hold harmless the Lessor for any damage to the property (which includes the Lessee's watercraft) and/or person of the Lessee, the Lessee's family, agents, invitees, guests or companions, occurring at or around the leased slip.
8. Default and Termination. If any default is made in the performance of or compliance with any term or condition of this Lease, the Lease, at the option of the Lessor, shall terminate and be forfeited. Lessee shall be given ten (10) days written notice of intent to terminate due to any default or breach. Termination and forfeiture of the Lease shall not result if, within five (5) days of receipt of such notice of intent to terminate, Lessee corrects the default or breach to the satisfaction of the Lessor. The failure of Lessor to insist on a strict performance of any of the terms and conditions hereof shall be deemed a waiver of the rights and remedies that Lessor may have regarding that specific instance only, and shall not be deemed a waiver of any subsequent breach or default in any of the terms and conditions of this Lease.

Formatted: Highlight

Formatted: Right: -0.13"

I

9. Voluntary Termination by Lessee. In the event Lessee desires to terminate this Lease and surrender the slip prior to the expiration of the term of this Lease, all rentals paid shall not be refundable.
10. Surrender of Slip. At the expiration of the Lease term, Lessee shall quit and surrender the leased slip in as good a state and condition as it was in at the commencement of this Lease, reasonable use and wear excepted.
11. Option to Renew. A resident existing Lessee has a first right of refusal for entry into a new Lease for succeeding terms providing such Lessee continues to be a resident and their boat is in their name on the registration. Lessor retains the right to modify the terms and conditions including the rental amounts in its offer of renewal. All renewals will be made in accordance with the current policy resolution of the Village Board concerning such renewals.
12. Total Agreement. This Lease includes the provisions of the current policy resolution of the Village Board which are incorporated herein by reference. In the event of a conflict between the provisions of this Lease and the written policy resolution, the provisions of the written policy resolution shall control.
13. Applicable Law. This Lease agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.
14. Severability. Should any section of this Lease be held unlawful, unconstitutional, or otherwise invalid, all remaining terms of said Lease shall remain in force.
15. I have read and understand I will adhere to all terms and conditions of the ~~2023~~2024 Boat Slip Lease Agreement as well as Schedule A, *Schedule of Prices for* ~~2023~~2024, Schedule B, *Conditions for Use*, and Schedule C, *Tie Down Instructions*.

VILLAGE OF WILLIAMS BAY

SLIP HOLDER

Village President _____ Lessee _____

Village Clerk _____ Lessee _____

Slip Holder Information

Lease will be returned if this section is not filled in resulting in potential loss of slip

Name _____ Slip Number _____
Make _____
Mailing Address _____ Length _____
Wisconsin Registration # _____
Village Address _____ email _____
Best phone _____ Optional phone _____

SCHEDULE A

Schedule of Prices for ~~2023~~2024

Use the table below to fill out the Fee Calculator section at the bottom of the page

Section A: Boat Slip Fees				
Max. Boat Length*	Slip Size	Slip #	Slip Location	Fee
No larger than 18'-24'	XXXXXX	1-12	Municipal Pier Require a solar powered lift (see Section B)	\$2,060.00
No larger than 21'	24' Slip	1-13	East Pier	\$2,300.00
		14-26	West Pier	
No larger than 23'	26' Slip	1-13	West Pier	\$2,470.00
		14-26	East Pier	
No larger than 24'	28' Slip	27-39	East and West Piers	\$2,550.00
*Boat length as stated on Boat Registration				
Section B: Authorized Solar-Powered Boat Lift Installation and Removal Fees				
Event	Note			Fee
Installation	Initial installation must be done by Lessee's vendor. Future installations are done by Lessor's vendor.			\$225.00
Removal				\$225.00
Section C: Storage of Boat Lifts on Village Property				
				Fee
Lessee's are required to store boat lifts on Village Property				\$125.00

Formatted Table

Formatted: Highlight

Fee Calculator			
Section	Event	Fee (includes 5.5% sales tax)	Notes
A	Boat Slip Fee		
B	Installation		Must be filled in if boat lift used
B	Removal		Must be filled in if boat lift used
C	Storage		Must be filled in if boat lift used
Total Due (A+B+C)			

SCHEDULE B

Conditions for Use

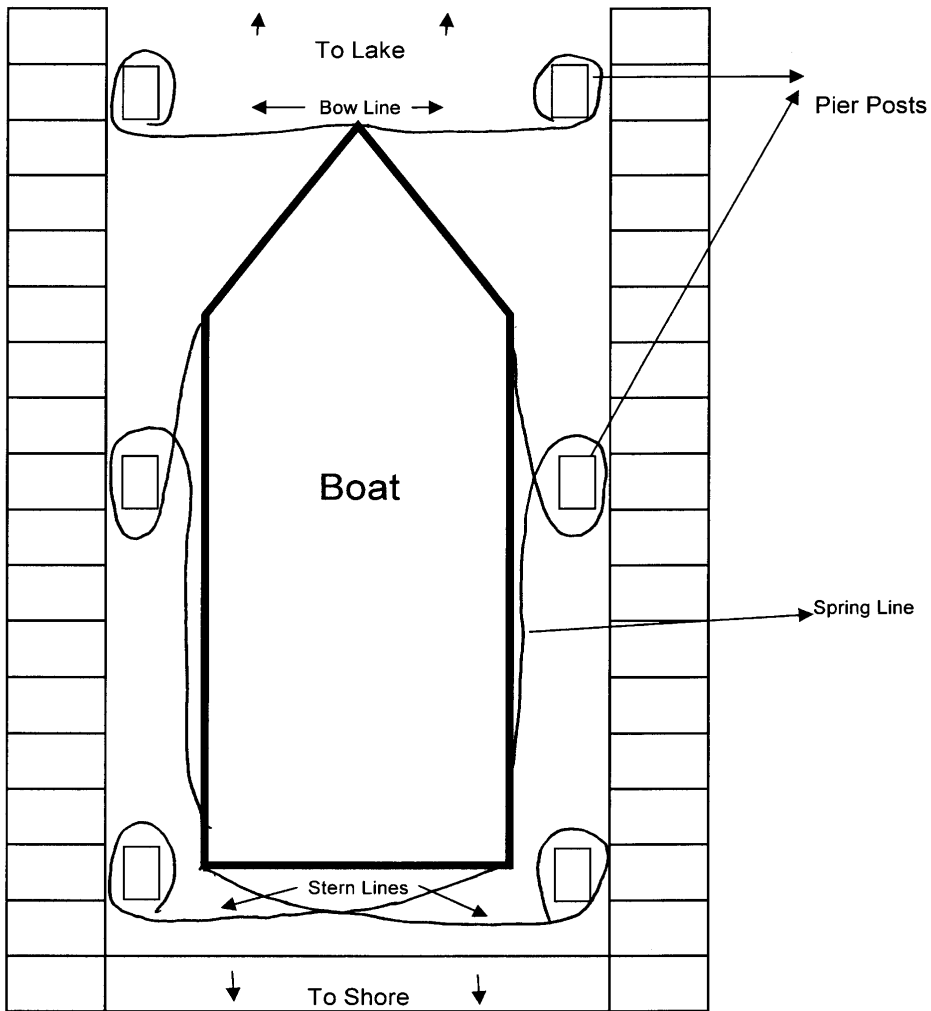
Each person that leases a ramp or slip shall obey the following regulations.

1. Only the boat registered to the leaseholder may use the ramp or slip. No ramp or slip may be subleased.
2. The boat shall be registered in the State of Wisconsin.
3. No boat gear or equipment, or other litter may be left on the dock.
4. No dock boxes, ladders or wagons, to move gear, may be left on the dock.
5. Dock lines may be coiled and left on the pier when the ramp or slip is empty. No cleats or eye hooks may be used. Lines must be tied at the lowest point on the horse. Line size should be 1/2 inch for smaller boats and 5/8 inch for larger boats. Rubber snubbers are helpful to reduce shock. **This section not applicable to those lessees using a Village-approved boat lift.**
6. No boat or any equipment attached to the boat may extend outside of the ramp or slip or overhang onto the public pier.
7. Only approved marine bumpers will be allowed. A sample of the approved bumper is at the Village Hall. This can be purchased at any marine supply store. Installation of the approved bumper must be supervised by the Harbor Master. Only galvanized roofing nails may be used to secure the approved bumpers. THESE BUMPERS MAY NOT, IN ANY INSTANCE, BLOCK ACCESS TO BOLTS, NUTS OR PIER HARDWARE. ACCESS IS ESSENTIAL FOR PIER INSTALLATION AND REMOVAL.
8. No alcohol will be permitted on the pier. No drinking in the boat while it is docked at the pier.
9. All park regulations apply to and shall be enforced on the piers at all times.
10. No overnight use of the boat is permitted while the boat is affixed to the pier.
11. It is suggested that all electronic equipment and other valuables shall be removed from the boat when the boat is not in use.
12. No utilities are provided and no long electrical cords are permitted, including the use of generators. The Village does not have and will not have any outlet boxes for this use.
13. All boats must be moored with the bow of the boat facing south, or away from the shore. **This section not applicable to those lessees using a Village-approved boat lift.**
14. No running or bicycles are permitted on the pier at any time. Swimming is not permitted from the pier or from any ramp or slip.
15. **No fueling of boats, or transporting of fuel on municipally-owned piers and slips,** with the exception of mobile fueling stations that have received approval from the Wisconsin Department of Commerce, the Wisconsin Department of Natural Resources and can provide a Certificate of Insurance listing the Village of Williams Bay as an additional insured. The above-mentioned documentation must be on file with the Village of Williams Bay Clerk.
16. Keep the pier clean. Containers are provided for all trash.
17. Lessee is specifically prohibited from altering, adding to, subtracting from, or otherwise changing the leased slip. Further, no lockboxes, gates, and other structures will be permitted with the exception of approved marine bumpers and approved solar-powered boat lifts. Boat Lifts must be solar-powered and the boat cradle of the lift, including any attachments such as guides or bumpers, cannot extend above the decking or walkway of the pier. Solar battery boxes for approved boat lifts cannot be installed on the pier and, like the boat cradle, cannot extend above the decking or walkway of the pier. Furthermore, said boat lifts must be approved by the Lessor prior to installation by the Lessee's contractor. Installation and removal of approved boat lifts shall comply with section one (1) of this lease. To coordinate the placement of boat lifts with Village owned piers, installation, *EXCEPT INITIAL INSTALLATION*, and removal of approved boat lifts shall be performed at Lessee's cost by the same contractor as the Lessor contracts with for that given year. Winter storage of boat lifts shall be permitted only in Village owned storage area, and shall be at Lessee's expense.
18. Please report any broken dock lines or other damage observed to the Harbor Master.

KEEP THIS SHEET FOR FUTURE REFERENCE- DO NOT RETURN!

SCHEDULE C Tie Down Instructions

Tie-down instructions not applicable to ramp lessees.



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-86-23**

**A RESOLUTION RENEWING THE MUNICIPAL BUSINESS LEASE WITH
DIP IN THE BAY, LLC FOR THE 2024 SEASON**

WHEREAS, Dip in the Bay, LLC and the Village of Williams Bay have entered into a contract for the lease of three possible lakefront area locations as determined from time to time by the Municipality: in front of the beach house entrance (1), east of the beach house in front of the gate (2) and on the east side of the beach house under the roof (3); and

WHEREAS, the contract specifies that the monthly rent for the lease shall be 3% of Dip in the Bay, LLC's gross sales for the payment period; and

WHEREAS, Dip in the Bay, LLC. has agreed to the terms and conditions of the contract;
and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to renew the Municipal Business Lease attached heretofore as Exhibit A;

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

- The Village of Williams Bay hereby approves the lease of the three locations near the Beach House to Dip in the Bay, LLC. effective upon execution of the lease until October 31, 2024.
- The monthly rent for the lease shall be 3% of Dip in the Bay's gross sales for the payment period.
- The rent shall be paid by Dip in the Bay LLC. to the Village of Williams Bay on the 1st day of each month, or the closest Monday thereafter if said due date occurs on a Saturday or Sunday. The first payment shall be due July 5, 2024, and monthly thereafter with the last payment being due November 15, 2024.
- Dip in the Bay, LLC. shall be responsible for obtaining and holding all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, DNR, and to comply with all requirements of said licenses and permits.
- Dip in the Bay, LLC. agrees to not interfere or operate renter's business on days and during the hours when food and beverages are being sold at municipally-sanctioned events at the Lakefront Park.
- Dip in the Bay LLC. shall not alter or redecorate said premises without prior written consent of the Municipality. Dip in the Bay, LLC. agrees to maintain the area in a neat, clean, and orderly manner.
- Dip in the Bay, LLC. agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.

- Dip in the Bay, LLC. agrees not to assign this lease or sublease the premises without the consent of the Municipality.
- Dip in the Bay, LLC. agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement.
- TLS Windsled Inc. and Terry Soltow agree to personally guarantee the debts from Section II only of the Renter for this agreement.
- Failure on the part of either party to perform any of the terms, covenants, or conditions covered by this agreement, shall constitute grounds for termination thereof, at the option of the other party.

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

Section II: Approval. The President and Board of Trustees hereby approves the renewal of the recommended Municipal Business Lease, therefore.

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

Municipal Business Lease – Dip in the Bay 2024

MUNICIPAL BUSINESS LEASE

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

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

2. The Municipality, in consideration of the agreements with the Renter herein set forth, hereby leases to the Renter, to occupy a stationary cart to sell food and non-food items such as t-shirts, souvenirs, and sundries, and to use for business purposes only, the municipal land described as follows: Three possible Lakefront area locations as determined from time to time by the Municipality: in front of the beach house entrance (1), east of the beach house in front of the gate (2) and on the east side of the beach house under the roof (3) (see attachment) and 105 N. Walworth Street.

3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force until October 31, 2024. There shall be no automatic renewal of this agreement.

SECTION II. Rental Payments.

1. Amount of Rent: The monthly rental payment owed by the Renter shall be 3% of the Renter's gross sales for the payment period at any of the three listed locations. That amount shall be calculated from the start of this lease to the date the first payment due, and subsequently the intervals between payment due dates. The Renter shall provide verification of the gross sales to the Municipality.

2. Time of Payment: The monthly cash rent for this business to be paid by the Renter to the Municipality is to be paid on the 1st day of each month, or the closest Monday thereafter if said due date occurs on a Saturday or Sunday. The first payment shall be due July 5, 2024, and monthly thereafter with the last payment being due November 15, 2024.

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

SECTION IV. The Renter Agrees as Follows:

1. It is the responsibility of the Renter to obtain and hold all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, and to comply with all requirements of said licenses and permits and provide copies of the same to Village Administrator.
2. Renter agrees to not interfere or operate Renter's business on days and during the hours when food and beverages are being sold at municipally- sanctioned events at Lakefront Park. This provision may be waived if the organization holding the event consents in writing to renter operating its business during an event.
3. Premises herein leased and every part thereof, during said term, shall be used only for the lawful business purposes of the Renter.
4. Renter shall not alter or redecorate said premises without prior written consent of Municipality. Renter agrees to maintain the area in a neat, clean, and orderly manner.
5. Renter agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.
6. Renter agrees not to assign this lease or sublease the premises without the consent of the Municipality.
7. Renter agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement.
8. Dip In The Bay, LLC and John Dwyer agree to personally guarantee the debts from Section II only of the Renter for this agreement.
9. Signage will only be allowed on renter's equipment.
10. Renter agrees to only use residential parking spot for loading and unloading of equipment.

SECTION V. Termination of Agreement:

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

SECTION VI. Signatures:

RENTER:

Michael Condron, Member, Dip in the Bay, LLC

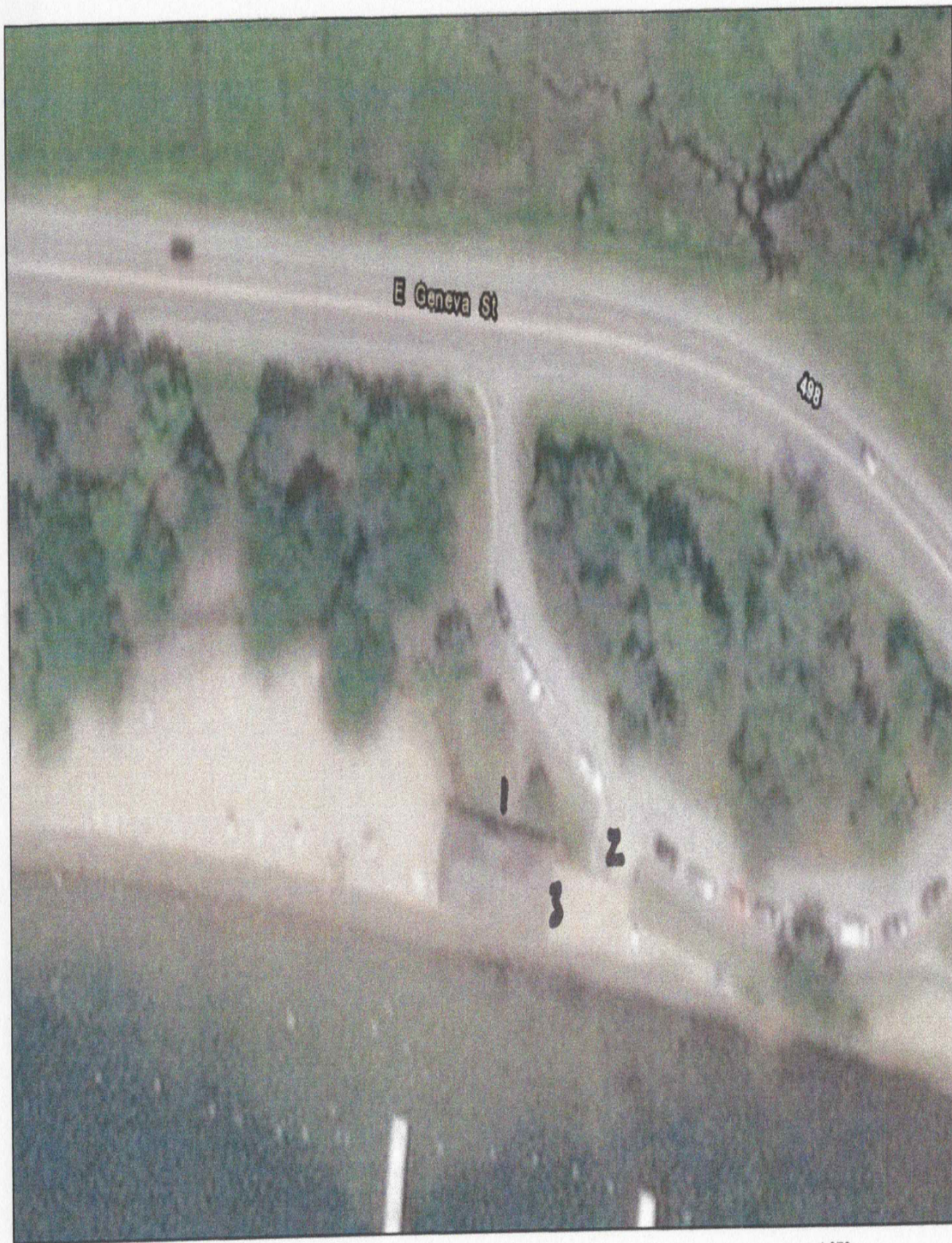
John Dwyer

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

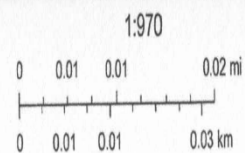
MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

William B. Duncan, President
ATTEST:

Tina Kolls, Clerk



5/15/2020



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Source: Esri



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.

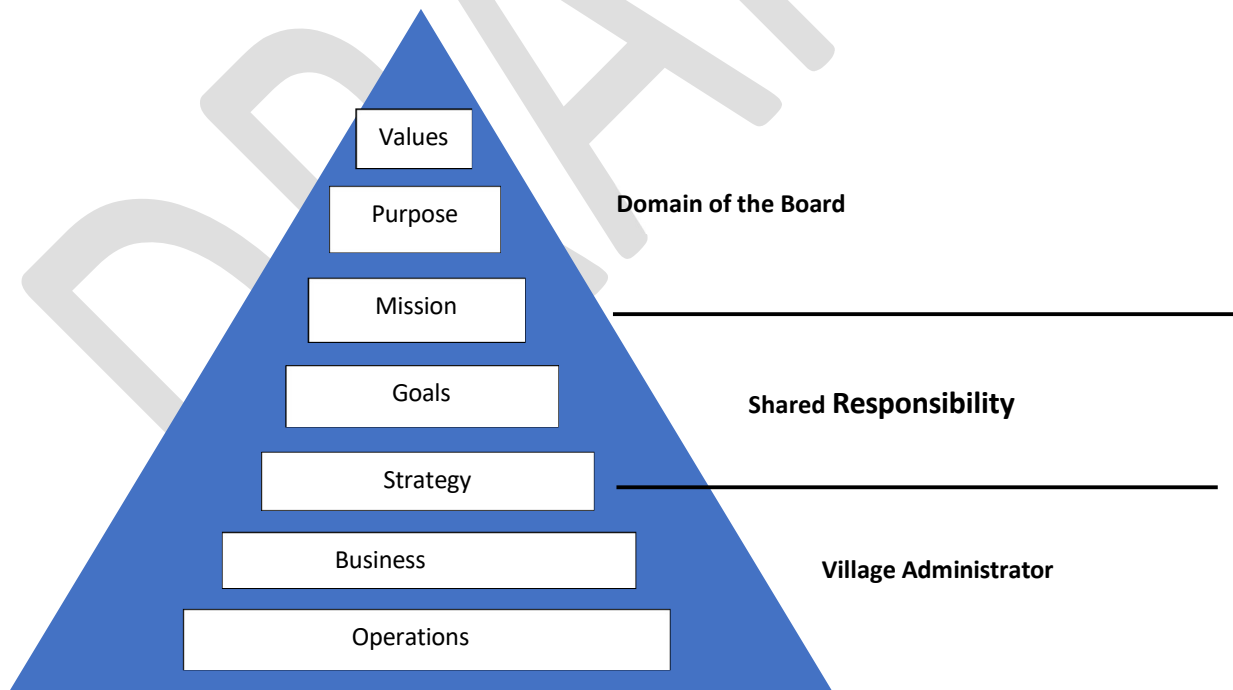
The Village President has the authority to perform many executive responsibilities. The Village President serves as the policy leader, holds veto power, they also frequently represent the Village with media relations, meetings and presentations to other governmental units. Unless otherwise expressly 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).

Background on PFAS Contamination

League of Wisconsin Municipalities

July 24, 2019

What are PFAS? Per- and polyfluoroalkyl substances (given the acronyms PFOA and PFOS and collectively referred to as PFAS) are a group of man-made chemicals that have properties allowing them to repel both water and oil. PFAS have been manufactured and used in a variety of industries around the globe, including in the United States since the 1940s. Both PFOA and PFOS are very persistent in the environment and in the human body – meaning they don't break down and they can accumulate over time. There is evidence that exposure to PFAS can lead to adverse human health effects. [Source: U.S. Environmental Protection Agency (EPA) <https://www.epa.gov/pfas/basic-information-pfas#tab-1>]

Where can PFAS be found? PFAS can be found in:

Food packaged in PFAS-containing materials, processed with equipment that used PFAS, or grown in PFAS-contaminated soil or water.

Commercial household products, including stain- and water-repellent fabrics, nonstick products (e.g., Teflon), polishes, waxes, paints, cleaning products, and fire-fighting foams (a major source of groundwater contamination at airports and military bases where firefighting training occurs).

Workplace, including production facilities or industries (e.g., chrome plating, electronics manufacturing or oil recovery) that use PFAS.

Drinking water, groundwater and surface water sources for drinking water can become contaminated by local sources often associated with a specific facility, such as a manufacturer, landfill, or firefighter training facility.

Living organisms, including fish, animals and humans, where PFAS have the ability to build up and persist over time.

Certain PFAS chemicals are no longer manufactured in the United States as a result of phase outs. Although PFOA and PFOS are no longer manufactured in the United States, they are still produced internationally and can be imported into the United States in consumer goods such as carpet, leather and apparel, textiles, paper and packaging, coatings, rubber and plastics. [Source: EPA <https://www.epa.gov/pfas/basic-information-pfas#tab-1>]

What are possible health concerns with PFAS? Scientists are still learning about the health effects of exposures to PFAS. If people ingest PFAS (by eating or drinking food or water that contain PFAS), the PFAS are absorbed, and can accumulate in the body. PFAS stay in the human body for long periods of time. As a result, as people get exposed to PFAS from different sources over time, the level of PFAS in their bodies may lead to adverse health effects. The likelihood of adverse health effects depends on several factors such as the amount and concentration of PFAS ingested as well as the time span of exposure.

The biggest concerns are for women who are pregnant or likely to become pregnant and children. Studies indicate that PFOA and PFOS can cause reproductive and developmental, liver and kidney, and immunological effects in laboratory animals. Both chemicals have caused tumors in animal studies. The most consistent findings from human epidemiology studies are increased cholesterol levels among exposed populations, with more limited findings related to:

- infant birth weights,
- effects on the immune system,
- cancer (for PFOA), and
- thyroid hormone disruption (for PFOS).

What are current exposure limits for PFAS in drinking water? The EPA has estimated levels of total human exposure to PFOS and PFOA that they believe will not lead to toxicity. EPA has issued guidance to state and local governments and public water providers about levels of PFOA and PFOS in drinking water and groundwater that are potentially concerning. When both PFOA and PFOS are found in drinking water, the combined concentrations of PFOA and PFOS should be compared with the 70 parts per trillion health advisory level. This health advisory level offers a margin of protection for all Americans throughout their life from adverse health effects resulting from exposure to PFOA and PFOS in drinking water. Source: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-health-advisories-pfoa-and-pfos>



National Biomonitoring Program

Per- and Polyfluorinated Substances (PFAS) Factsheet

The per- and polyfluoroalkyl substances (PFAS) are a group of chemicals used to make fluoropolymer coatings and products that resist heat, oil, stains, grease, and water. Fluoropolymer coatings can be in a variety of products. These include clothing, furniture, adhesives, food packaging, heat-resistant non-stick cooking surfaces, and the insulation of electrical wire. Many PFAS, including perfluorooctane sulfonic acid (PFOS) and perfluorooctanoic acid (PFOA), are a concern because they:

- do not break down in the environment,
- can move through soils and contaminate drinking water sources,
- build up (bioaccumulate) in fish and wildlife.

PFAS are found in rivers and lakes and in many types of animals on land and in the water.

PFAS Exposure in People

PFAS persist in the environment and exposure in people can occur by consuming PFAS-contaminated water or food. Exposure may happen by using products that contain PFAS.

How PFAS Affect People's Health

Human health effects from exposure to low environmental levels of PFAS are uncertain. Studies of laboratory animals given large amounts of PFAS indicate that some PFAS may affect growth and development. In addition, these animal studies indicate PFAS may affect reproduction, thyroid function, the immune system, and injure the liver. Epidemiologic studies on PFAS exposure evaluated several health effects. Descriptions of these studies are available at: <https://www.atsdr.cdc.gov/pfas/>. More research is necessary to assess the human health effects of exposure to PFAS.

Levels of PFAS in the U.S. Population

Since 1999, CDC scientists have measured at least 12 PFAS in blood serum (the clear portion of blood). Blood serum is obtained from participants, aged 12 years and older, who have taken part in the National Health and Nutrition Examination Survey (NHANES) (Fourth National Report on Human Exposure to Environmental Chemicals, Updated Tables). By measuring PFAS in serum, scientists can estimate the amount of PFAS in people's bodies.

CDC scientists found four PFAS (PFOS, PFOA, PFHxS or perfluorohexane sulfonic acid, and PFNA or perfluorononanoic acid) in the serum of nearly all of the people tested. This indicates widespread exposure to these PFAS in the U.S. population. The data tables showing results since 1999 are available here: <https://www.cdc.gov/exposurereport/>.

Finding a measurable amount of PFAS in serum does not imply that the levels of PFAS cause an adverse health effect. Biomonitoring studies on levels of PFAS provide physicians and public health officials with reference values. These reference values can determine whether people have been exposed to higher levels of PFAS than the general population. Biomonitoring data also help scientists plan and conduct research on exposure and health effects.

Additional Resources

Agency for Toxic Substances and Disease Registry

- [Toxicological Profile for Perfluoroalkyls](#)
- [Information about Per- and Polyfluoroalkyl Substances and Your Health](#)

Environmental Protection Agency

- <https://www.epa.gov/pfas> 

Page last reviewed: May 2, 2022

NOTICE OF PROPOSED CLASS ACTION SETTLEMENT
AND COURT-APPROVAL HEARING

In re: Aqueous Film-Forming Foams Product Liability Litigation, MDL No. 2:18-mn-02873
**This Document relates to: City of Camden, et al., v. E.I. DuPont de Nemours and Company, et al.,
No. 2:23-cv-03230-RMG**

UNITED STATES DISTRICT COURT, DISTRICT OF SOUTH CAROLINA, CHARLESTON DIVISION

TO THE SETTLEMENT CLASS: All Public Water Systems in the United States of America that draw or otherwise collect from any Water Source that, on or before June 30, 2023, was tested or otherwise analyzed for PFAS and found to contain any PFAS at any level; and

All Public Water Systems in the United States of America that, as of June 30, 2023, are (i) subject to the monitoring rules set forth in the U.S. EPA's Fifth Unregulated Contaminant Monitoring Rule ("UCMR 5") (i.e., "large" systems serving more than 10,000 people and "small" systems serving between 3,300 and 10,000 people), or (ii) required under applicable state or federal law to test or otherwise analyze any of their Water Sources or the water they provide for PFAS before the deadline of sample collection under UCMR 5.

All capitalized terms not otherwise defined herein shall have the meanings set forth in the Settlement Agreement and the Allocation Procedures, available for review at www.PFASWaterSettlement.com.

As used above, "Public Water System" means a system for the provision of water to the public for human consumption through pipes or other constructed conveyances, if such system has at least fifteen (15) service connections or regularly serves at least twenty-five (25) individuals. A "Public Water System" shall include the owner and/or operator of that system and any public entity that is legally responsible for funding (by statute, regulation, other law, or contract), other than a State or the federal government, a Public Water System described in such Paragraph or has authority to bring a claim on behalf of such a Public Water System.

What Is The Purpose of This Notice? The purpose of this Notice is (i) to advise you of a proposed settlement of certain claims against The Chemours Company, The Chemours Company FC, LLC, DuPont de Nemours, Inc., Corteva, Inc., and E.I. DuPont de Nemours and Company n/k/a EIDP, Inc. (collectively the "Settling Defendants") in the United States District Court for the District of South Carolina (the "Court"); (ii) to summarize your rights in connection with the Settlement; and (iii) to inform you of a Court hearing to consider whether to grant final approval of the Settlement (the "Final Fairness Hearing"), to be held on December 14, 2023 at 10:00 a.m., before the Honorable Richard M. Gergel, United States District Judge of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401.

What Are The Key Terms of the Proposed Settlement? The Settling Defendants have agreed to pay one billion one hundred eighty-five million dollars (\$1,185,000,000)(the "Settlement Amount"), subject to final approval of the Settlement by the Court and certain other conditions specified in the Settlement Agreement. In no event shall the Settling Defendants be required to pay any amounts under the Settlement Agreement above the Settlement Amount. Any fees, costs, or expenses payable under the Settlement Agreement shall be paid out of, and shall not be in addition to, the Settlement Amount. Each Settlement Class Member who has not excluded itself from the Class will be eligible to receive a settlement check(s) from the Claims Administrator based on the Allocation Procedures developed by Class Counsel, which are subject to final approval by the Court as fair and reasonable and which are under the oversight of the Special Master.

What Are My Options?

YOU CAN PARTICIPATE IN THE SETTLEMENT. You must file a Claims Form to be eligible to

receive a payment under the Settlement. You can submit your Claims Form online at **www.PFASWaterSettlement.com**, or you can download, complete and mail your Claims Form to the Claims Administrator at AFFF Public Water System Claims, PO Box 4466, Baton Rouge, LA 70821. The deadlines to submit a Claim Forms are illustrated below. Regardless of whether you file a Claims Form or receive any distribution under the Settlement, unless you timely opt out as described below, you will be bound by any judgment or other final disposition of the Released Claims, including the Release set forth in the Settlement Agreement, and will be precluded from pursuing claims against the Settling Defendants separately if those Claims are within the scope of the Release.

Deadline Description	Deadline Date
Phase One Public Water System Claims Form	60 Days after the Effective Date
Phase One Special Needs Claims Form	45 Days after the Phase One Public Water System Claims Form Deadline
Phase Two Testing Claims Form	1/1/2026
Phase Two Public Water System Claims Form	6/30/2026
Phase Two Special Needs Claims Form	8/1/2026
Phase One Supplemental Fund Claims Form	12/31/2030
Phase Two Supplemental Fund Claims Form	12/31/2030

YOU CAN OPT OUT OF THE SETTLEMENT. If you do not wish to be a Settlement Class Member, and do not want to participate in the Settlement and receive a Settlement Benefit Check, you may exclude yourself from the Class by completing and mailing a notice of intention to opt out. Any Person within the Settlement Class who wishes to opt out of the Settlement Class and Settlement must file a written and signed statement entitled “Request for Exclusion” with the Notice Administrator and provide service on all Parties no later than **DECEMBER 4, 2023**.

YOU CAN OBJECT TO THE SETTLEMENT. Any Settlement Class Member who has not successfully excluded itself (“opted out”) may object to the Settlement. Any Settlement Class Member who wishes to object to the Settlement or to an award of fees or expenses to Class Counsel must file a written and signed statement designated “Objection” with the Clerk of the Court and provide service on all Parties in no later than **NOVEMBER 4, 2023**.

VISIT WWW.PFASWATERSETTLEMENT.COM FOR COMPLETE INFORMATION ABOUT YOUR RIGHTS

The Court’s Final Fairness Hearing. The Court will hold the Final Fairness Hearing in Hon. Sol Blatt, Jr., Courtroom of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401, on **December 14, 2023 at 10:00 a.m.** At that time, the Court will determine, among other things, (i) whether the Settlement should be granted final approval as fair, reasonable, and adequate, (ii) whether the Released Claims should be dismissed with prejudice pursuant to the terms of the Settlement Agreement, (iii) whether the Settlement Class should be conclusively certified, (iv) whether Settlement Class Members should be bound by the Release set forth in the Settlement Agreement, (v) the amount of attorneys’ fees and costs to be awarded to Class Counsel, if any, and (vi) the amount of the award to be made to the Class Representatives for their services, if any. The Final Fairness Hearing may be postponed, adjourned, or continued by Order of the Court without further notice to the Class.

How Do I Get More Information? Please visit www.PFASWaterSettlement.com or call toll free **1-855-714-4341**. You may also contact Class Counsel or the Notice Administrator for more information:

Class Counsel	Class Counsel	Class Counsel
Scott Summy Baron & Budd, P.C. 3102 Oak Lawn Ave., Ste. 1100 Dallas, TX 75219 Email: summy@baronbudd.com	Michael A. London Douglas & London 59 Maiden Lane, 6th Fl. New York, NY 10038 Email: london@douglasandlondon.com	Paul J. Napoli Napoli Shkolnik 1302 Ponce de Leon Santurce, PR 00907 Email: pnapoli@NSPRLaw.com

Notice Administrator	Claims Administrator
In re: Aqueous Film-Forming Foams Products Liability Litigation c/o Notice Administrator 1650 Arch Street, Ste 2210 Philadelphia, PA 19103 PFASSettlement@AngeionGroup.com	AFFF Public Water System Claims PO Box 4466 Baton Rouge, LA 70821 Email: info@pfaswatersettlement.com

The paragraphs above provide only a general summary of the terms of the settlement. In the event of a conflict between this Notice and the Settlement Agreement, the terms of the Settlement Agreement control. You can review the Settlement Agreement itself for more information about the exact terms of the settlement. The Settlement Agreement is available at www.PFASWaterSettlement.com.

SUMMARY NOTICE OF PROPOSED CLASS ACTION SETTLEMENT
AND COURT-APPROVAL HEARING

In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-02873
This Document relates to: *City of Camden, et al., v. 3M Company*, No. 2:23-cv-03147-RMG

UNITED STATES DISTRICT COURT, DISTRICT OF SOUTH CAROLINA, CHARLESTON DIVISION

TO THE SETTLEMENT CLASS: All Active Public Water Systems in the United States of America that have one or more Impacted Water Sources as of June 22, 2023; and all Active Public Water Systems that do not have one or more Impacted Water Sources as of June 22, 2023 and

- (i) are required to test for certain PFAS under U.S. EPA's UCMR-5, or
- (ii) serve more than 3,300 people, according to U.S. EPA's SDWIS data system.

All capitalized terms not otherwise defined herein shall have the meanings set forth in the Settlement Agreement, available for review at **www.PFASWaterSettlement.com**.

Active Public Water System means a Public Water System whose activity-status field in SDWIS states that the system is "Active."

Impacted Water Source means a Water Source that has a Qualifying Test Result showing a Measurable Concentration of PFAS.

As used above, **Public Water System** means a system for the provision to the public of water for human consumption through pipes or other constructed conveyances, if such system has at least fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days out of the year, consistent with the use of that term in the Safe Drinking Water Act, 42 U.S.C. § 300f(4)(A), and 40 C.F.R. Part 141.

Public Water System includes (i) any collection, treatment, storage, and distribution facilities under control of the operator of such system and used primarily in connection with such system, and (ii) any collection or pretreatment storage facilities not under such control which are used primarily in connection with such system. Solely for purposes of the Settlement Agreement, the term "Public Water System" refers to a Community Water System of any size or a Non-Transient Non-Community Water System that serves more than 3,300 people, according to SDWIS; or any Person (but not any financing or lending institution) that has legal authority or responsibility (by statute, regulation, other law, or contract) to fund or incur financial obligations for the design, engineering, installation, operation, or maintenance of any facility or equipment that treats, filters, remediates, or manages water that has entered or may enter Drinking Water or any Public Water System; but does not refer to a Non-Transient Non-Community Water System that serves 3,300 or fewer people, according to SDWIS, or to a Transient Non-Community Water System of any size. It is the intention of the Settlement Agreement that the definition of "Public Water System" be as broad, expansive, and inclusive as possible.

What Is the Purpose of this Notice? The purpose of this Notice is (i) to advise you of a proposed settlement of certain Claims against 3M Company ("3M" or "Defendant") in the United States District Court for the District of South Carolina (the "Court"); (ii) to summarize your rights in connection with the Settlement; and (iii) to inform you of a Court hearing to consider whether to grant final approval of the Settlement (the "Final Fairness Hearing"), to be held on February 2, 2024, at 10:00 a.m. EST in Charleston Courtroom #1, J. Waties Waring Judicial Center, before the Honorable Richard M. Gergel, United States District Judge of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401.

What Are the Key Terms of the Proposed Settlement? 3M has agreed to pay an amount not less than

\$10,500,000,000 and not more than \$12,500,000,000, inclusive (the “Settlement Amount”), subject to final approval of the Settlement by the Court and certain other conditions specified in the Settlement Agreement. 3M shall additionally pay up to \$5,000,000 to cover costs incurred by the Notice Administrator in the course of executing the Notice Plan. Together, these payments constitute the “Settlement Funds.” In no event shall 3M be required under the Settlement Agreement to pay any amounts above the Settlement Funds. Any fees, costs, or expenses payable under the Settlement Agreement shall be paid out of, and shall not be in addition to, the Settlement Funds. Each Settlement Class Member that has not excluded itself from the Class will be eligible to receive a settlement check(s) from the Claims Administrator based on the Allocation Procedures developed by Class Counsel, which are subject to final approval by the Court as fair and reasonable and whose administration is under the oversight of the Special Master.

What Are My Options?

YOU CAN PARTICIPATE IN THE SETTLEMENT. You must file a Claims Form to be eligible to receive a payment under the Settlement. You can submit your Claims Form online at **www.PFASWaterSettlement.com**, or you can download, complete, and mail your Claims Form to the Claims Administrator at AFFF Public Water System Claims, P.O. Box 4466, Baton Rouge, Louisiana 70821. The deadline for a Phase One Settlement Class Member to submit a Phase One Public Water System Settlement Claims Form is 60 days following the Effective Date, and the deadline for a Phase Two Settlement Class Member to submit a Phase Two Action Fund Claims Form is July 31, 2026.

Regardless of whether you file a Claims Form or receive any distribution under the Settlement, unless you timely opt out as described below, you will be bound by the Settlement and any judgment or other final disposition related to the Settlement, including the Release set forth in the Settlement Agreement, and will be precluded from pursuing claims against 3M separately if those Claims are within the scope of the Release.

YOU CAN OPT OUT OF THE SETTLEMENT. If you do not wish to be a Settlement Class Member and do not want to participate in the Settlement and receive a settlement check, you may exclude yourself from the Class by completing and mailing a notice of intention to opt out. Any Person within the Settlement Class that wishes to opt out of the Settlement Class and Settlement must serve a written and signed statement entitled “Request for Exclusion” on the Notice Administrator, the Special Master, the Claims Administrator, 3M’s Counsel, and Class Counsel no later than **December 11, 2023**.

YOU CAN OBJECT TO THE SETTLEMENT. Any Settlement Class Member that has not successfully excluded itself (“opted out”) may object to the Settlement. Any Settlement Class Member that wishes to object to the Settlement or to an award of fees or expenses to Class Counsel must file a written and signed statement designated “Objection” with the Clerk of the Court and provide service on 3M’s Counsel and Class Counsel no later than **November 11, 2023**.

VISIT WWW.PFASWATERSETTLEMENT.COM FOR COMPLETE INFORMATION ABOUT YOUR RIGHTS

The Court’s Final Fairness Hearing. The Court will hold the Final Fairness Hearing in Charleston Courtroom #1, J. Waties Waring Judicial Center of the United States District Court for the District of South Carolina, located at 85 Broad Street, Charleston, South Carolina 29401, on **February 2, 2024 at 10:00 a.m. EST**. At that time, the Court will determine, among other things, (i) whether the Settlement should be granted final approval as fair, reasonable, and adequate, (ii) whether the Litigation should be dismissed with prejudice pursuant to the terms of the Settlement Agreement, (iii) whether the Settlement Class should be conclusively certified, (iv) whether Settlement Class Members should be bound by the Release set forth in the Settlement Agreement, (v) the amount of attorneys’ fees and costs to be awarded to Class Counsel, if any, and (vi) the amount of the award to be made to the Class Representatives for their services, if any.

The Final Fairness Hearing may be postponed, adjourned, or continued by Order of the Court without further notice to the Class.

How Do I Get More Information? Please visit **www.PFASWaterSettlement.com** or call toll free **1-855-714-4341**. You may also contact Class Counsel or the Notice Administrator for more information:

Class Counsel	Class Counsel
Scott Summy Baron & Budd, P.C. 3102 Oak Lawn Ave., Ste. 1100 Dallas, TX 75219 Email: ssummy@baronbudd.com	Michael A. London Douglas & London 59 Maiden Lane, 6th Fl. New York, NY 10038 Email: mlondon@douglasandlondon.com
Paul J. Napoli Napoli Shkolnik 1302 Avenida Ponce de Leon San Juan, PR 00907 Email: pnapoli@NSPRlaw.com	Elizabeth A. Fegan Fegan Scott LLC 150 S. Wacker Drive, 24 th Floor Chicago, IL 60606 beth@feganscott.com
Joseph F. Rice Motley Rice LLC 28 Bridgeside Blvd. Mt. Pleasant, SC 29464	

Notice Administrator	Claims Administrator
In re: Aqueous Film-Forming Foams Products Liability Litigation c/o 3M Notice Administrator 1650 Arch Street, Suite 2210 Philadelphia, PA 19103 Email: PFASSettlement@AngeionGroup.com	AFFF Public Water System Claims PO Box 4466 Baton Rouge, LA 70821 Email: Info@pfaswatersettlement.com

RESOLUTION R-85-23

**A JOINT BARRETT MEMORIAL LIBRARY BOARD AND
VILLAGE BOARD OF TRUSTEES RESOLUTION
REGARDING LIBRARY RESERVES**

WHEREAS, the Village of Williams Bay Village Board, Walworth County, State of Wisconsin provides an annual levy to the Barrett Memorial Library; and

WHEREAS, The Barrett Memorial Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund per Wisconsin State Statutes 43.58(1); and

WHEREAS, the Barrett Memorial Library submits to the Village Board its budget on an annual basis, as the Village considers its own budget and Library levy allocation; and

WHEREAS, in the course of any budget year, library expenses may or may not exceed budgeted revenues; and

WHEREAS, the Resolution effective date shall commence with the 2024 annual budget; and

NOW, THEREFORE, BE IT RESOLVED that any funds remaining at the end of Library fiscal year shall be placed into the Library reserve account, and any shortfall shall be drawn from the Library reserve account.

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

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

BARRETT MEMORIAL LIBRARY BOARD

By: _____
Edgar Mosshamer, President

Attest: _____
Gretchen Witowich, Secretary

DRAFT