



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, MAY 6, 2024 AT 6:45 PM

Village Hall Council Room
250 Williams Street
Williams Bay, WI 53191

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

I. Village Board Committee of the Whole

- a. Call to Order
- b. Roll Call
- c. Village Board Committee of the Whole & Committee Meeting Minutes of April 1, 2024

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

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of March 26, 2024
- d. Engineers Report
- e. Adjourn

III. Streets & Highways Committee – D'Alessandro, Russell, Vlach (15 Min.)

- a. Call to Order
- b. Roll Call
- c. Streets & Highways Committee Meeting Minutes of
 - 1. March 26, 2024
 - 2. March 29, 2024
 - 3. April 15, 2024
- d. Consideration and Possible Action on Roadway Functional Classification Changes
- e. Constance Blvd Use and Policy Contract for Women's Leadership Center at Williams Bay Groundbreaking Celebration Event July 19, 2024
- f. Adjourn

IV. Parks & Lakefront Committee – Russell, Wright, Umans (40 Min.)

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of April 10, 2024
- d. Consideration and Possible Action on a Edgewater Park Use and Policy Contract for the Williams Guy Forbeck Research Foundation Yoga and Family Fun in the Park June 22, 2024
- e. Consideration and Possible Action on a Edgewater Park Use and Policy Contract for the Williams Bay Fire Department Annual Chicken Roast July 18 through July 21, 2024
- f. Consideration and Possible Action on Municipal Business Lease - Yoga on the Beach 2024
- g. Consideration and Possible Action on a Village Facilities Usage Policy
- h. Consideration and Possible Action on Movies on the Beach
- i. Consideration and Possible Action on Civic Rec Proposal
- j. Consideration and Possible Action on Proposed Kayak Rental Kiosk
- k. Consideration and Possible Action on Request from the Department of Natural Resources (DNR) for Mooring on Municipal Pier for Current Season 2024
- l. Adjourn

V. Protective Services Committee – Vlach, Russell, Jaramillo (20 Min.)

- a. Call to Order
- b. Roll Call
- c. Consideration and Possible Action on Change of Agent to Liquor License BB2024-001 for Aurora University d/b/a George Williams College
- d. Consideration and Possible Action on a Temporary Class "B" Retailer's License for the Williams Bay Fire Department for the Chicken Roast July 18 - July 21, 2024
- e. Consideration and Possible Action on a Temporary Class "B" and "Class B" Retailer's License for the Women's Leadership Center at Williams Bay for the Groundbreaking Celebration July 19, 2024
- f. Consideration and Possible Action on Resolution Authorization for the Sale of Surplus Village Property
- g. Fontana Emergency Medical Services (EMS) Monthly Numbers
- h. Police Department Monthly Numbers
- i. Williams Bay Police Chief's Monthly Report
- j. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of
 - 1. March 26, 2024
 - 2. April 11, 2024
 - 3. April 15, 2024
- d. Consideration and Possible Action on the Street Paving Program for Year 2024
- e. Consideration and Possible Action on Municipal Business Lease - Yoga on the Beach 2024

- f. Consideration and Possible Action on Resolution Authorization for the Sale of Surplus Village Property
- g. Consideration and Possible Action on Proposed American Rescue Plan Act (ARPA) Projects
- h. Monthly Borrowings Status Report
- i. Adjourn

VII. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
 - 1. Consideration and possible action on: (1) Easement for Underground Electric and Communication and (2) Agreement for Issuance of Utility Construction Permit within Kishwauketoe Nature Conservancy.
 - 2. Consideration and Possible Action on Change of Agent to Liquor License BB2024-001 for Aurora University d/b/a George Williams College
 - 3. Consideration and Possible Action on Municipal Business Lease - Yoga on the Beach 2024
 - 4. Consideration and Possible Action on Approval of the Street Paving Program
 - 5. Consideration and Possible Action on Resolution Authorization for the Sale of Surplus Village Property
- b. 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: 05/03/2024 5:00 PM



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

**MONDAY, APRIL 1, 2024 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 06:51pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fire Chief Doug Smith, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Wiese

Excused: Clerk Tina Kolls

c. Village Board Committee of the Whole & Committee Meeting Minutes of March 4, 2024

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minutes of March 4, 2024 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

II. Streets & Highways Committee – D'Alessandro, Russell, Vlach

a. Call to Order

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

b. Roll Call

Present: Trustees D'Alessandro, Russell, and Vlach

Also Present: President Duncan, Trustees Wright, Umans, and Jaramillo, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Consideration and Possible Action on Proposals for Downtown Master Plan

Trustee D'Alessandro gave a brief status report on the proposal for a Downtown Master Plan. No action was taken.

d. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 06:54pm. Unanimously carried.

III. Protective Services Committee – Vlach, Russell, Jaramillo

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 06:54pm.

b. Roll Call

Present: Trustees Vlach, Russell and Jaramillo

Also Present: President Duncan, Trustees Wright, Umans, and D'Alessandro, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Williams Bay Lions Club Temporary Class "B" and "Class B" Retailer's License Application for Bingo on Nine (9) dates in 2024

The motion to recommend Village Board approval of the Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Application for Bingo on the Nine (9) dates in 2024 listed on the application was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

d. Consideration and Possible Action on the Fire Department's Purchase of a Used F-150 Pickup Truck Using State of Wisconsin Two Percent Funds

The motion to recommend Village Board approval of the Fire Department's Purchase of a Used F-150 Pickup Truck not to exceed \$34,887 Using State of Wisconsin Two Percent Funds was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

e. Consideration and Possible Action on Change of Agent to Liquor License BB2024-001 for Aurora University d/b/a George Williams College

The motion to table the approval of a Change of Agent to Liquor License BB2024-001 for Aurora University d/b/a George Williams College was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

f. Fontana Emergency Medical Services (EMS) Monthly Numbers (report to be provided at the meeting)

There were no Fontana Emergency Medical Services (EMS) for the month of March 2024 available for review.

g. Williams Bay Police Department Monthly Numbers (report to be provided at the meeting)

The Police Department monthly numbers were reviewed by the Committee.

h. Williams Bay Police Chief's Report

Police Chief Timm presented the Police Chief's report with the nightlights being:

- The red dot transition course is almost complete. There was just one course remaining.
- The Williams Bay Police Department was expecting to receive one patrol vehicle and one emergency management vehicle by the end of the week, which would give them a full fleet.
- The recent passing of Senate Bill 573 increased the reimbursement for training to \$320 per officer.

i. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 07:09pm. Unanimously carried.

IV. Parks & Lakefront Committee – Russell, Wright, Umans

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:09pm.

b. Roll Call

Present: Trustees Russell, Wright and Umans

Also Present: President Duncan, Trustees Vlach, D'Alessandro and Jaramillo, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Consideration and Possible Action on (1) Village Pier Boat Slip Waiting List and (2) Boat Slip Lease

The motion to recommend Village Board approval of Resolution R-13-24 Village Pier Boat Slip Waiting List was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

The motion to recommend Village Board approval of Resolution R-14-24 to Extend the Village of Williams Bay Municipal Boat Vessel Length Restriction from 18' to 21' was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

The motion to recommend Village Board approval of 2025 Boat Slip Lease was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

d. Consideration and Possible Action on Quote for Annual Village Fireworks During Corn & Brat Fest

The motion to table the Quote for Annual Village Fireworks During Corn & Brat Fest was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion on Village Facilities Usage Policy and Consideration and Possible Action on A Request for Use of Village Softball Fields for Tournament

The motion to table the Village Facilities Usage Policy and Consideration and Possible Action on A Request for Use of Village Softball Fields for Tournament was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

f. Consideration and Possible Action on Proposed Zoning Code Amendments to Allow Variable Message Signs (VMS) On Village Owned Lakefront Property Zoned Public & Recreation

The motion to table the Proposed Zoning Code Amendments to Allow Variable Message Signs (VMS) On Village Owned Lakefront Property Zoned Public & Recreation was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

g. Consideration and Possible Action on Additional Pickelball Court Striping for Theater Road Courts

The motion to table the Additional Pickelball Court Striping for Theater Road Courts was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 07:50pm. Unanimously carried.

V. Water & Sewer Committee – Umans, Jaramillo, Vlach

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:50pm.

b. Roll Call

Present: Trustees Umans, Jaramillo and Vlach

Also Present: President Duncan, Trustees Wright, Russell and D'Alessandro, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Recommendations on the: (1) Clean and (2) Safe Water Loans

Trustee Umans gave a brief status update on the Clean Water and Safe Water Loans. No action was taken.

d. Engineers Report

Village Engineer Doug Snyder presented the Engineer's report. The highlights were:

- Brief update on STH 67 Reconstruction: East-West Section
- Brief update on Women's Leadership Center
- Brief update on Water Plant Letter Flood Map Revision (LOMR) Assistance
- Brief update on Corrosion Control Study - Improvements to Water Plant
- Brief update on Lime Reactor Cleaning
- Brief update on Well 2 Pump Replacement

- Brief update on Geneva Lake Dredging at Southwick Creek
- Brief update on Tennis and Basketball at Theatre Road Park
- Brief update on Harris Road Lift Station
- Brief update on Loch Vista Water Main
- Brief update on Clover Street and Williams Street Water Main Connection
- Brief update on Willabay Meadows Development
- Brief update on Antenna Structure on Parcel WWUP 00021A

e. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 08:00pm. Unanimously carried.

VI. Finance & Personnel Committee – Wright, D'Alessandro, Umans

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:00pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Vlach, Russell and Jaramillo, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Consideration and Possible Action on Proposals for Downtown Master Plan

There was no action taken.

d. Consideration and Possible Action on EMS Billing Rates & Fees for Repeat Calls for Non-Transport Services

The motion to recommend Village Board approval of EMS Billing Rates Fees Schedule was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

e. Consideration and Possible Action on Quote for Annual Village Fireworks During Corn & Brat Fest

This item was tabled by Parks & Lakefront Committee and therefore not discussed during this meeting.

f. Consideration and Possible Action on Village Engineer Work Order for the Womens Leadership Center (WLC)

The motion to recommend Village Board approval of the Village Engineer Work Order for the Womens Leadership Center (WLC) was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

g. Recommendations on the: (1) Clean and (2) Safe Water Loans

The motion to recommend Village Board approval for the Village Engineer to continue working on the Clean Water Loan application was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

The motion to recommend Village Board approval for the Village Engineer to continue working on the Safe Water Loan application was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

h. Consideration and Possible Action on the Fire Department's Purchase of a Used F-150 Pickup Truck Using State of Wisconsin Two Percent Funds

The motion to recommend Village Board approval of the Fire Department's Purchase of a Used F-150 Pickup Truck not to exceed \$34,887 Using State of Wisconsin Two Percent Funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

i. Consideration and Possible Action on Additional Pickleball Court Striping for Theater Road Courts

This item was tabled by the Parks & Lakefront Committee and was not discussed at this meeting.

j. Proposed Tax Increment District (TID) - Status Update

Adam Ruechel, Baird & Associates gave a brief presentation explaining the potential impacts to all taxing jurisdictions in regard to the proposed Tax Increment District (TID).

k. Call for Projects for Use of American Rescue Plan Act (ARPA)

The committee suggested that the Board and Department Heads should send ideas and requests to Administrator Lothspeich.

l. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 08:30pm. Unanimously carried.

VII. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 08:30pm.

b. Roll Call

Present: Trustees Jaramillo, Wright, and D'Alessandro

Also Present: President Duncan, Trustees Umans, Vlach and Russell, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Clerk Kolls

c. Consideration and Possible Action on An Ordinance Establishing EMS Billing Rates & Fees for Repeat Calls for Non-Transport Services

The motion to recommend Village Board approval of an Ordinance Establishing EMS Billing Rates & Fees for Repeat Calls for Non-Transport Services with the agreed upon edits was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

d. Consideration of Referral to Village Plan Commission - Zoning Code Amendments to allow Variable Message Signs (VMS) on Village Owned Lakefront Property Zoned Public & Recreation

This item as tabled by Parks & Lakefront Committee and was not discussed at this meeting.

e. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee D'Alessandro at 08:37pm. Unanimously carried.

VIII. Village Board Committee of the Whole

a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)

1. Williams Bay Lions Club Temporary Class "B" and "Class B" Retailer's License Application for Bingo on Nine (9) dates in 2024

The motion to approve the Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Application for Bingo on Nine (9) dates in 2024 was made by Committee, no second required. Unanimously carried.

2. Consideration and Possible Action on the: (1) Clean and (2) Safe Water Loans

The motion to allow the Village Engineer to continue working on the Clean Water Loan application was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

The motion to allow the Village Engineer to continue working on the Safe Water Loan application was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

3. Consideration and Possible Action on the Fire Department's Purchase of a Used F-150 Pickup Truck Using State of Wisconsin Two Percent Funds

The motion to approve the Fire Department's Purchase of a Used F-150 Pickup Truck not to exceed \$34,887 Using State of Wisconsin Two Percent Funds was made by Committee, no second required. Unanimously carried.

4. Consideration and Possible Action on Additional Pickelball Court Striping for Theater Road Courts

This item was tabled by the Committees. No motion was made.

b. Adjournment

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Vlach at 08:39pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES WATER & SEWER COMMITTEE MEETING 3/26/2024 MEETING TUESDAY, MARCH 26, 2024 AT 9:15 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191 THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

Chairman Trustee Umans called the meeting to order at 09:15am.

II. Roll Call

Present: Trustees Robert Umans, Adam Jaramillo, George Vlach

Also Present: President Bill Duncan, Trustee Lowell Wright, Administrator David Lothspeich, Village Engineer Doug Snyder, Public Works Director Wayne Edwards

III. Consideration and Possible Action on the (1) Clean and (2) Safe Water Loans

The motion to recommend Finance & Personnel Committee approval of the Clean Water Loan was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

The motion to recommend Finance & Personnel Committee approval of the Safe Water Loans was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

IV. Engineers Report

Village Engineer Doug Snyder summarized the Engineers Report.

V. Adjourn

The motion to adjourn was initiated by Trustee Uman and seconded by Trustee Vlach at 9:59 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING MEETING

TUESDAY, MARCH 26, 2024 AT 8:30 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 8:30am.

II. Roll Call

Present: Trustees George Vlach, Jim D'Alessandro, Steven Russell

Also Present: Administrator David Lothspeich

III. Consideration and Possible Action on Proposals for Downtown Master Plan

The motion to recommend the Village Board's approval of Trustee Russell's scoresheet of proposals for a Downtown Master Plan was initiated by Trustee D'Alessandro and seconded by Trustee Russell. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 9:14am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING MEETING FRIDAY, MARCH 29, 2024 AT 9:30 AM VILLAGE HALL BOARD ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 09:33am.

II. Roll Call

Present: Trustee George Vlach, Jim D'Alessandro, Steven Russell

Also Present: Trustee Lowell Wright, Administrator David Lothspeich

III. Consideration and Possible Action on Proposals for Downtown Master Plan

The Committee discussed a proposal for a Downtown Master Plan with Sonja Kruesel and Jeff Maloney of Vandewalle & Associates.

IV. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 11:02am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING 4/15/2024 MEETING

MONDAY, APRIL 15, 2024 AT 8:30 AM

VILLAGE HALL BOARD ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 08:30am.

II. Roll Call

Present: Trustees Jim D'Alessandro, Steven Russell

Also Present: Administrator Lothspeich, Trustee Umans, Village Engineer Snyder, Clerk Kolls

Excused: Trustee George Vlach

III. Consideration and Possible Action on Proposals for Downtown Master Plan

The motion to recommend Finance & Personnel Committee approval for a Downtown Master Plan not to exceed \$40,000.00 was initiated by Trustee Russell and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Consideration and Possible Action on the Street Paving Program for Year 2024

The motion to recommend Finance & Personnel Committee approval on the Street Paving Program for Year 2024 pending a quote for the widening of the North Side of East Geneva Street was initiated by Trustee Russell and seconded by Trustee D'Alessandro. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee D'Alessandro at 09:35pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

RESOLUTION NO. R-24-24
RESOLUTION APPROVING ROADWAY FUNCTIONAL CLASSIFICATION CHANGES

WHEREAS, the Wisconsin Department of Transportation conducts periodic reviews and updates to the functional classification system of roadways across the State of Wisconsin; and

WHEREAS, the Federal Highway Administration has issued guidance related to the development of functional classification of roadways; and

WHEREAS, the Wisconsin Department of Transportation has submitted and recommended changes to the functional classification system of roadways in the Village of Williams Bay; and

WHEREAS, the changes proposed to the functional classification system of streets in the village of Williams Bay are shown in the document entitled Recommended Functional Classification Changes, Urban Area: Lake Geneva-Bloomfield-Williams Bay, which is attached and incorporated herein as Exhibit 1; and

WHEREAS, after review by the village engineer and staff, the proposed classification changes have been found to be justified.

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

The roadway functional classification changes as outlined in Exhibit 1
are approved and adopted by the Village of Williams Bay.

Approved by the Village Board of the Village of Williams Bay this _____ day of May, 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

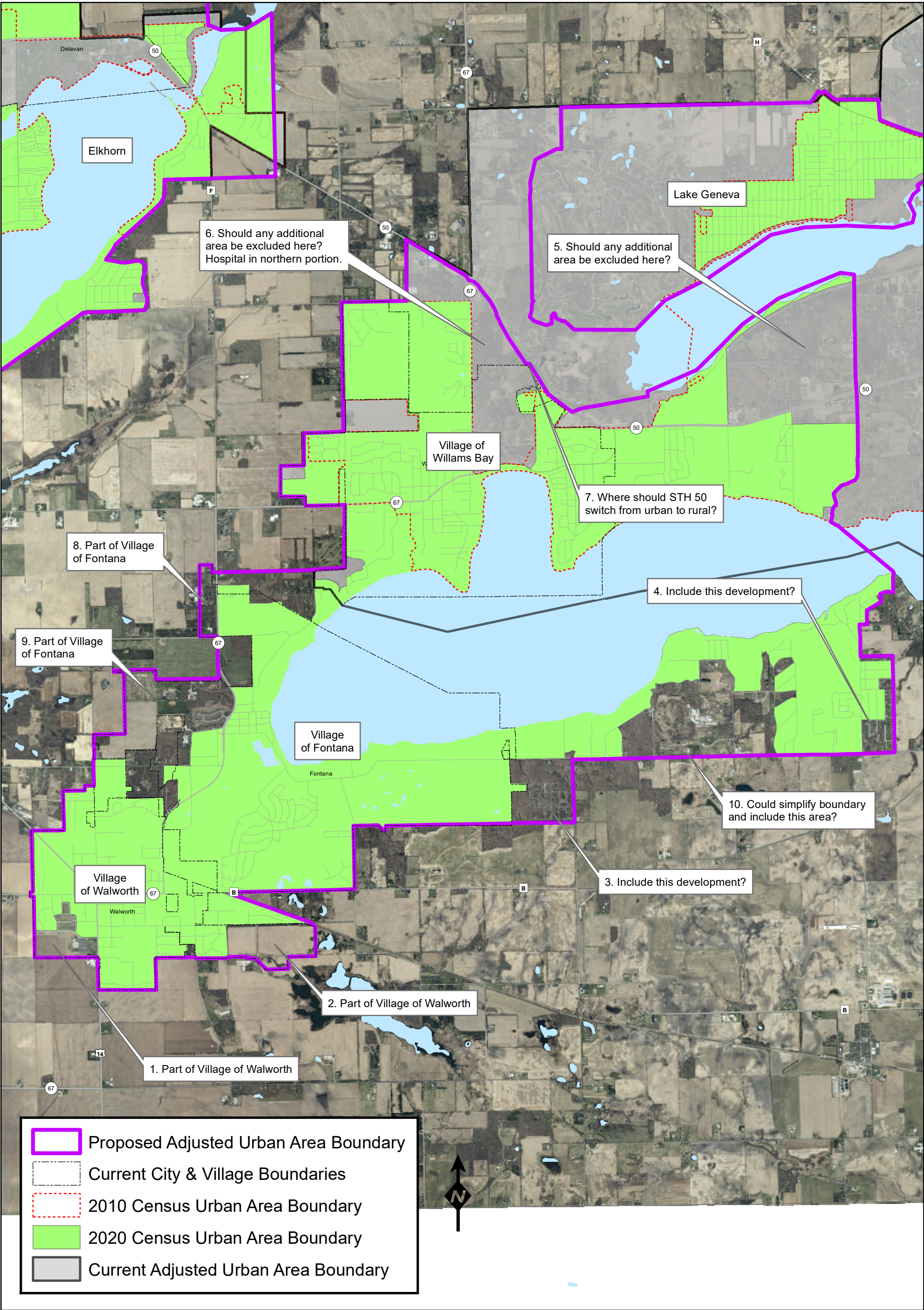
Date Passed: _____

Date Published: _____

Fontana on Geneva Lake Urban Area

(Adjusted Urban Area Boundary)

DRAFT





2020 Census: Urban Area Boundary Adjustments

- Part 1: Background and Process – Page 1
Part 2: Technical Considerations – Page 7
Part 3: Key Process Steps – Page 9

Part 1: Background and Process

This section includes information explaining Census-defined urban areas, release of urban area boundary data, and the process WisDOT uses for adjusting those urban area boundaries.

Urban Areas are defined by the US Census as individual municipalities or groups of nearby municipalities with a total population of 5,000 or higher. In the past, *urbanized area* was the term for urban areas with populations of 50,000 or higher; all Metropolitan Planning Organizations (MPOs) were urbanized areas. With the 2020 Census, the *urbanized area* category has been discontinued. Large urban areas, with populations of 50,000 and higher, are **MPOs**. All smaller urban areas, with populations of 5,000 to 49,999, are just **urban areas**. MPOs with populations of 200,000 and higher are federally designated as Transportation Management Areas (TMAs).

A. Census-Defined Urban Boundaries and Adjusted Urban Area Boundaries

The Urban Area Boundary (UAB) is important for transportation planning because it is a key factor for federal Surface Transportation Block Grant (STBG) funding eligibility.

WisDOT's funding program for federal STBG funding is the State Transportation Program (STP). It divides STBG funds into STP-Urban and STP-Rural. The UAB is also a factor for Federal Highway Administration (FHWA) Highway Performance Monitoring System (HPMS) reporting.

Areas *within* the UAB are considered to be **Urban**. All functionally classified, non-local roads within an urban area are eligible for STP-Urban funding. Areas *outside* the UAB are considered to be **Rural**. Functionally classified roads (Major Collectors and higher) outside the UAB are eligible for STP-Rural funding. When a rural county highway continues across the UAB into an urban area; that urban portion is eligible for STBG/STP-Urban rather than STBG/STP-Rural funding. See [WisDOT's Local Program website](#) for additional information.

Functional Classification is a way to define and categorize the various roles that streets and highways play in serving the state's varied transportation needs. Arterial, Collector, and Local classifications categorize roads based on the amount and types of traffic the roads carry, characteristics of the roadways, land uses in the vicinity of the roadways, and the development and population density of the surrounding area.



Also, the approval process is different for urban and rural areas. Approval for changes in an urban area are carried out by the municipal board or elected official; approval in rural areas is under jurisdiction of the county board.

The criteria used by the US Census Bureau for defining urban areas do not align well with transportation planning needs. Census-defined urban areas often do not correspond to known geographic or municipal boundaries and can be irregularly shaped. For this reason, FHWA allows states to adjust the Census-defined urban boundaries in creating the official urban boundary for planning and funding purposes.

Adjustment of these boundaries allows states and MPOs to smooth out the irregularities, ensure administrative continuity, and encompass fringe areas with residential, commercial, industrial, recreational, and/or national defense significance. Adjusting Census-defined Urban boundaries facilitates planning and programming by creating urban boundaries more appropriate for these purposes. The Adjusted UAB becomes the official Urban Area Boundary after it has been approved by FHWA.

WisDOT's deadline for approval of adjusted Urban Area Boundaries is June 30, 2024. This provides a window of approximately 18 months to complete all review, adjustment, and approval of all UA boundaries, including bi-state MPOs. While FHWA has extended their deadline to April 2025, WisDOT will keep the June 2024 deadline. For any adjusted Urban Area Boundaries not approved by the 2025 deadline, the official urban area boundary will default to the Census-defined urban boundary. This outcome is not an acceptable option; WisDOT will review and work with local officials to adjust and approve every Urban Area Boundary in the state.

The Urban Area Boundary (UAB) should not be confused with the municipal or corporate boundary of a city, village, or town. These **CVT boundaries** are used for some transportation planning purposes but they do not affect eligibility for federal STBG funding.

B. Initial Preparation

Prior to the release of Census 2020 Urban Area Boundary data—expected late in CY 2022—WisDOT-BPED will hold an informational meeting with DTSD Region Planners to explain the boundary update and approval process, including communication with local governments, and timeline for completion. Then, before or shortly after the Census release of UA Boundary data, BPED and the Region staff will hold individual meetings with MPO staff to discuss the boundary adjustment process and answer any questions before the process gets underway. This advance discussion will hopefully minimize numerous iterations of boundary adjustments and back-and-forth communication during the process.

C. Current Urban Area Boundary and Census-Defined Boundary Overlay Map

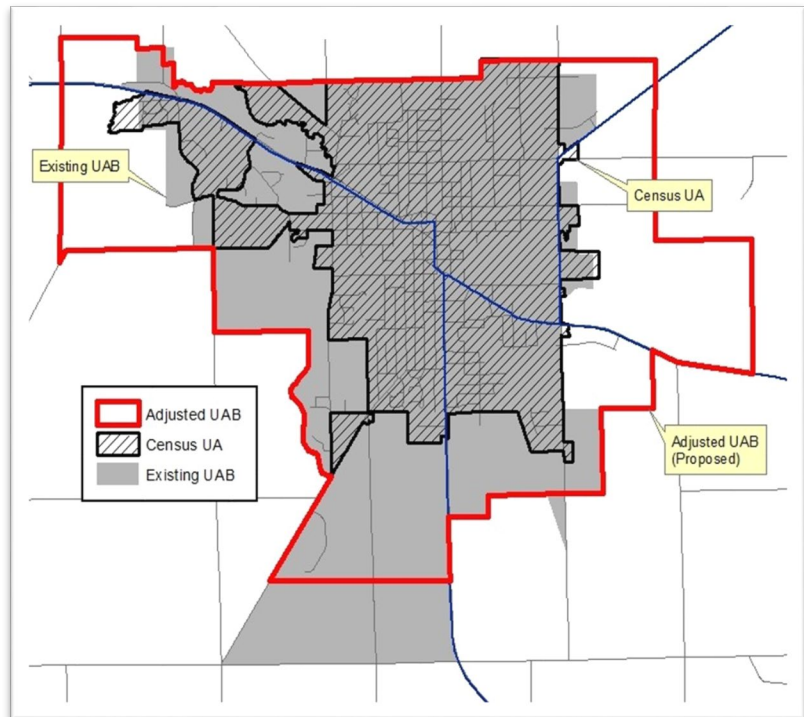
BPED will begin the Urban Area Boundary review and adjustment process. Using Geographic Information Systems (GIS), BPED will overlay the 2020 Census-defined urban boundary on the existing

UA boundary, with the changes highlighted. BPED will then coordinate with the MPOs, other Urban Areas, and respective WisDOT Region staff to create the initial proposed boundary adjustments for each Urban Area.

D. Proposed Urban Area Boundary Adjustments

For the MPOs, BPED will send the initial overlay map to the MPO contact(s), who will then draft the initial adjusted UA boundary map and send it to Region staff, BPED staff, and FHWA staff for review.

For all other urban areas, in addition to the overlay map, BPED will also develop the initial proposed boundary adjustments. and send that map to Region staff and FHWA before to reach concurrence on adjustments. BPED will then send the adjusted UA boundary map to local officials for review and approval. BPED and Region staff will concur on the final proposed adjusted boundary map. For additional information on this process, see WisDOT's [Functional Classification and Boundary Approval Policy](#).



MPOs: The MPO Director or appropriate staff will coordinate review and approval by their Technical Advisory and/or Policy Board. BPED will coordinate with the MPO Liaison, Region Planner, and FHWA throughout the boundary adjustment development and approval processes.

Other urban areas: WisDOT Region staff will coordinate communication with the urban areas in their respective region. They will initiate contact with the Municipal Clerk or other elected official (e.g., city planner, public works director, mayor, etc.) to explain the process and timeline for completion. This local official will coordinate the boundary map review and approval by the local board, transportation committee, or designated Urban Area committee.

Region staff will coordinate with BPED as needed during the local review and approval process to address any questions or concerns that arise.

Newly-Defined Urban Areas: If there are any "new" census-defined urban areas—populated places that did not meet the criteria for urban definition in 2010—they will switch from being rural places to



GUIDANCE DOCUMENT

urban places. Thus, their STBG/STP funding eligibility will change from rural to urban. As a result, the pool of potential funding recipients will change, and with it, the project prioritization factors used to consider and submit projects for STBG/STP funding.

For these newly defined Urban Areas, it is recommended that the Region staff meet with local official(s) (including BPED staff, if desired) to introduce them to the Urban Area concept and what it means for the community—primarily a change in federal funding source and consequent ramifications—as well as an overview of the process and timeline. WisDOT will use the same criteria and analysis for adjusting newly-designated urban area boundaries as are used for pre-existing urban areas. A pre-meeting may be beneficial for any other existing urban areas, too. Region staff will likely make this determination, but BPED also may come across a situation that might benefit from a pre-boundary adjustment meeting with the municipality.

Bi-state MPOs: WisDOT will propose adjustments for the Wisconsin portion of the MPO, through coordination with the DTSD Region Planner and MPO Director or delegated MPO staff person who, in turn, will coordinate closely with the neighboring state on the urban area boundary adjustments in that state. The bi-state MPOs in Wisconsin are:

- Duluth-Superior MPO (MN)
- La Crosse-La Crescent MPO (MN)
- Dubuque MPO (IA)
- Beloit-South Beloit MPO (IL)
- Round Lake Beach TMA (SEWRPC and CMAP (IL) MPOs)
- Metropolitan Council TMA (MN)

E. Review and Approval by MPO/UA Officials

For the MPOs, the MPO policy board reviews the proposed boundary adjustments, can ask questions and suggest changes to WisDOT, and upon concurrence with WisDOT, votes to approve the proposed UA boundary.

For the other urban areas, the municipal clerk—or other local elected official—receives the proposed UA Boundary map and presents it to the appropriate governing body (municipal board/committee) for review and approval. See WisDOT's [Functional Classification and Boundary Approval Policy](#).

If there are questions, or recommendations for changes to the proposed map, the local official should contact the Region Planner who then contacts BPED to discuss them and concur on any changes. BPED will send the revised map back to the Region Planner to send (or present to) the MPO/Local officials. This iterative process continues until all parties concur on the final proposed UA boundary map. The MPO/Local officials approve the proposed UA map and send documentation of approval to the Region Planner who forwards it to BPED.

BPED finalizes the proposed UA map and prepares documentation for internal approval.



F. Governor/WisDOT Secretary Approval

Federal Law (23 USC 101) states that State and local officials are responsible for approval of urban area boundaries. In Wisconsin, the Governor delegates state approval authority for adjusted Urban Area Boundaries to the State Transportation Secretary. WisDOT will send the proposed UA Boundary map to the WisDOT Secretary for approval/signature. Record of the approval is included with the proposed map.

First in the approval process, the MPOs and other urban areas will pass a resolution approving the adjusted UA boundary and send it to WisDOT-BPED. In the event that passage of a formal resolution is not possible in timely manner, passage of a motion to approve the changes and documented in the meeting minutes, is acceptable. Next, BPED will forward the adjusted boundary map to the WisDOT Secretary for written approval. Finally, BPED will send the map, along with both approval documents, in a submittal packet to FHWA-Wisconsin.

The Census-defined Urban Area—not the adjusted Urban Area—is used to determine the population of the Urban Area. This is a factor for urban areas just under the 50,000 population threshold for MPO designation or the 200,000 threshold for TMA designation.

G. FHWA Approval

Upon receipt of the adjusted UA Boundary map and approval documentation from BPED, FHWA will send a letter to WisDOT approving the adjusted boundary map.

H. Final UA Boundary Maps

Once FHWA has approved the adjusted UA boundary, it becomes official, Urban Area Boundary. Upon receipt of the final approval from FHWA-Wisconsin, BPED will add the approval dates to the final UAB maps and posts them on its [website](#). The description of urban areas and UA boundaries on the website will be updated to align with the new urban definitions created from the 2020 Census.

An **outline** of key steps in the UA boundary adjustment process is included at the end of this document.

I. Metropolitan Planning Area (MPA) Boundaries

Federal Regulations governing Metropolitan Planning Area Boundaries are found in 23 CFR 450.312. Whereas the UA boundary typically defines the area of potential growth of the community over 10 years, the MPA boundary typically extends beyond that to encompass the area of expected urbanization of the metropolitan planning area 20 years into the future.

Transportation projects that fall within the MPA boundary are included in the MPO's Transportation Improvement Program (TIP).

The area between the approved Urban Area (UA) boundary and the Metropolitan Planning Area (MPA) boundary is considered **rural** for functional classification and funding purposes.

The MPA boundary is used by the federal government as the delineation between jurisdictions of adjoining MPOs.

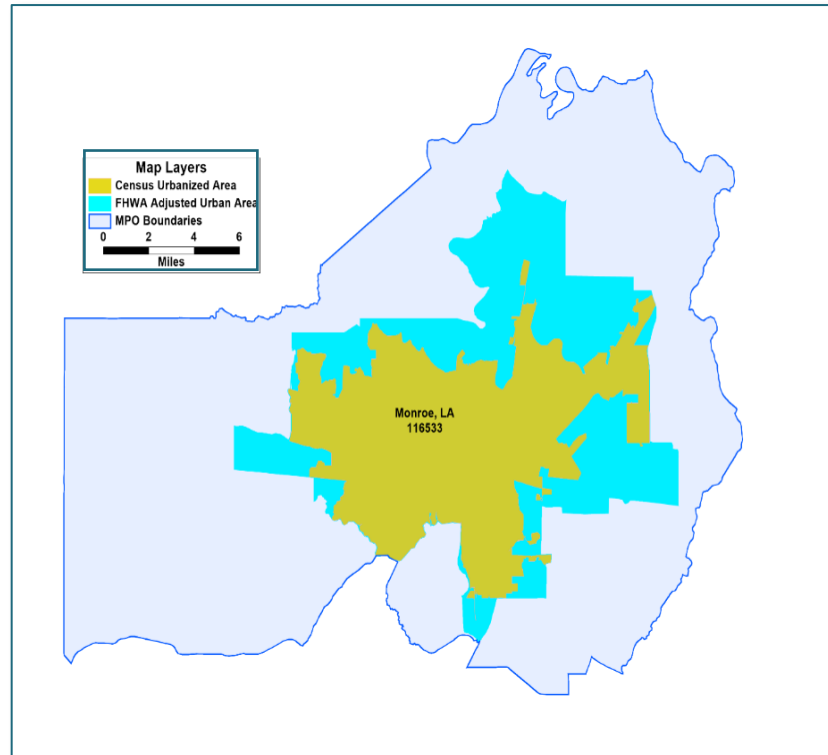
GUIDANCE DOCUMENT

The MPA boundary must include the entire area encompassed by the adjusted UAB. The MPA boundary usually extends beyond the UAB but can coincide with it, depending on the land use, transportation network, and anticipated growth and development in the areas adjacent to or very near the UA (as shown in the example to the right).

MPOs typically update and finalize their MPA boundaries after the adjusted UA boundary has been approved, although review and consideration of the MPA boundary may occur simultaneously with the urban area boundary adjustment process described above.

The final MPA boundary decisions belong to the MPO; WisDOT has more of an advisory role with regard to the location of the MPA boundary. However, as with WisDOT approval of the Adjusted Urban Area

Boundary, the MPA boundary/map has to be signed off by Department Secretary (as the designee of the Governor) and submitted to FHWA. FHWA acknowledges receipt of the MPA boundary but does not have approval responsibility and therefore does not sign off on the MPA boundary/map.



This guidance will be reviewed and may be revised after the US Census Bureau has released the urban area data, or after the urban boundary review and adjustment process has begun, to make sure it appropriately addresses any previously unanticipated situations. BPED will clarify the current information and provide additional guidance that may be helpful.



Part 2: Technical Considerations

This section comprises the various technical considerations and recommendations—the “rules”—for making adjustments to the Census-defined Urban Area Boundary (UAB).

1. **The adjusted boundary must include all of the Census-defined boundary.** The adjusted UAB can be concurrent with, or outside of, the Census-defined boundary but *cannot be inside it*.
2. **The adjusted boundary must include only one Census-defined Urban Area.** This is a one-to-one relationship. The adjusted UAB cannot include two or more Census-defined Urban Areas.
3. **The adjusted boundary should encompass one contiguous area.** If the Census-defined boundary has resulted in a non-contiguous, disconnected portion of the urban area, the adjusted boundary can be expanded to include this area, creating a contiguous urban area.
4. **Include within the adjusted boundary areas expected to be developed in the next 10 years.** Because the urban boundary adjustment process occurs only once every ten years, include areas that are likely to experience growth and development during the upcoming ten year window—areas which might be included in the next census boundary definition.
5. **Eliminate inaccurate, unreasonable, or vaguely apparent boundaries.** Use physical features (e.g., roads, rivers, parcel/property lines, water bodies/shorelines) to define the urban area. The availability of maps and satellite imagery through Google, Bing, USGS (US Geological Survey), and NAIP (National Agriculture Imagery Program) has made it relatively easy to see physical features, roads, residential and commercial developments, and other land uses in considering prudent boundary adjustments.
6. **Adjust portions of the Census-defined boundary that do not follow a recognizable feature.** When the Census-defined boundary results in an irregular dip or bump-out that does not follow a physical, land use, or roadway feature, and has no apparent relationship to the urban area, smooth out this portion of the boundary using a clearly-definable feature as previously discussed.
7. **Include all of an incorporated city or village.** If the Census boundary includes part of an incorporated community, include all of the community to avoid the situation where a city or village has both urban and rural portions. Funding eligibility is a key consideration here; it is recommended to have all roads within an urban community be eligible for STP-Urban funding, rather having some roads eligible for STP-Urban funds and others eligible for STP-Rural funds. However, these decisions should take into account recent annexations and extraterritorial zoning areas, as well as potential rural versus urban funding implications. In some cases, a rural portion could stay separate from the adjusted urban area (remain outside the adjusted boundary), but only with compelling justification.



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This rule also applies to unincorporated developed areas—commercial, industrial, residential, institutional, etc.—*near* an urban area. If the Census-defined boundary cuts through one of these developments, it is recommended to adjust the boundary to include the entire developed area.

8. **Include typically urban land uses within the urban area boundary.** These are generators *other than* commercial, industrial, and residential uses. These include transit service routes such as bus lines and passenger terminals, as well as golf courses, airports, athletic fields, and ferry terminals, for example, even though these types of land uses can be located in rural locations, too.
9. **Ensure that the adjusted boundary includes or excludes all roads that run concurrent with the boundary.** Do not create or perpetuate a situation where some 'border roads' are within the urban area and others are outside the urban area, or where a single roadway has one or more segments inside and one or more segments outside the boundary. The UAB should be adjusted to include all border roads. Again, funding eligibility is a consideration. Note: Adjusting the boundary to *exclude* all 'border roads' is only possible in cases where the *Census-defined boundary does not include any portions of those border roads*. As mentioned at the beginning of this section, adjusting the urban area boundary *inside* of the Census-defined boundary is not permitted. Thus, in such cases, the only option is to adjust the UAB outward to include all border roads.
10. **Include an entire interchange either inside or outside the urban area boundary.** Often, interchanges exist on 'border roads' as described above. In such cases, make sure that the UAB is adjusted to include the entire interchange within the boundary, not just some of the ramps or auxiliary lanes. As is the case with roads, it might not be possible to adjust the boundary to *exclude* the entire interchange because the Census-defined urban boundary cannot be adjusted inward. Thus, if the Census-defined boundary cuts through the interchange, the only option is to adjust the boundary outward to include all interchange roads and ramps.
11. **Consider the functional classification of roads near the urban boundary.** Roadway Functional Classification and urban boundary placement are closely related. See WisDOT's [Functional Classification Criteria and Procedures](#) for detailed information. Functional classification review begins after the boundary adjustment process concludes; therefore, it is important to consider existing classified and unclassified roads, as well as planned roadways near the UAB when considering boundary adjustments, especially within the context of land use, spacing, and continuity. Functional classification issues should not be the primary factor in determining if and where to adjust an urban boundary, but rather, considered alongside the boundary adjustment criteria above.



Part 3: Overview of Process Steps*

1. US Census releases Urban Area (UA) Boundary data (shape files)
2. BPED creates initial UA maps showing:
 - Previous adjusted UA boundary
 - Current Census-defined UA boundary
 - Differences between the two boundaries highlighted
- 3a. BPED sends initial individual overlay map to each **MPO** (UA w/population = 50,000+)
 - Coordinate initial proposed boundary adjustments with MPO, Region, and FHWA via virtual meeting(s), as often as needed
 - Inform (cc: on communication) Planning Section MPO Liaisons
 - BPED reaches concurrence with MPO and respective Region and create final proposed adjusted UA boundary map
 - MPO (Transportation Advisory Committee and/or Policy Board) reviews proposed adjusted UA boundaries
 - MPO Policy Board approves adjusted UA boundary map
- 3b. BPED sends draft individual adjusted UA map to the other **UAs** (population = 5,000 to 49,999)
 - Coordinate with Region staff and FHWA on initial proposed boundary adjustments
 - Region sends initial communication to Municipal Clerk (or other official) for UAs in their region
 - For new UAs, Region schedules (virtual) meetings to explain the concept/process
 - Affected City/Village boards, designated Urban Area committee, or elected official(s) review proposed adjusted UA boundaries
 - BPED discusses comments/suggestions from municipality with Region (and respective local officials if warranted) and makes any revisions to draft UA map.
 - Affected City/Village boards or designated Urban Area committee reviews and approves proposed adjusted UA boundaries
4. Upon receipt of approval/concurrence from MPOs and other UAs, WisDOT sends maps to SO (as Governor's designee) for approval
5. Upon receipt of approved maps from SO, BPED sends approval packet to FHWA for approval
6. Upon receipt of approval letter from FHWA, BPED creates final UAB maps and posts on WisDOT's internet site
7. Deadline for approval of all adjusted UA Boundary maps is June 30, 2024

* Steps 3a and 3b can occur simultaneously.



CONSTANCE BLVD.
EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.

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CONSTANCE BLVD
Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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

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

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

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

Indemnification:

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

General Information

Name: JENNIFER NIX Organization: Women's Leadership Center at Williams Bay

Address: 303 E Wacker Dr., Suite 339, Chicago, IL 60601

Phone: (312) 402-0740 Email: jen@lincoln-road.com

Title of Event: Women's Leadership Center at Williams Bay Groundbreaking Celebration

Date(s) requested: July 19, 2024 Is event open to public? (circle one) YES ☐ NO ☒

Summary of Event including the approximate number of attendees:

The event will be "block party" format, with casual food and beverage, catered. We are proposing street barriers as diagrammed on the attachments. The event will take place from 4pm to 7pm, with a brief symbolic ceremony around 5-6 pm. We anticipate about 100-150 attendees; invitations will be sent via email and we will capture RSVPs. Please see additional details, attached.

Contact Information (if different than above)

Name: Jennifer Nix Organization: Women's Leadership Center at Williams Bay NFP

Address: 303 E Wacker Dr, Ste 339, Chicago, IL 60601

Revised 11/21/2022

Applicant initials JN



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 312-402-0740 Email: jen@lincoln-road.com



STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF
~~EDGEWATER PARK~~ CONSTANCE BLUD

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

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

DATED this 29 day of April, 2024

Group or organization Women's Leadership Center of Williams Bay NFP

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

Signed by: [Signature]
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

GROUND BREAKING CELEBRATION

Celebration Elements

- Proposed date: 7/19/24
- Time: 4pm – 7pm
- At approx 5pm: Brief symbolic ceremony with shovels, Ann, SG, WB official(s)
- Casual food and beverage, catered by Celebration on Wells
- Music
- Anticipated attendance: 100 -150 guests



Women's Leadership Center at Williams Bay



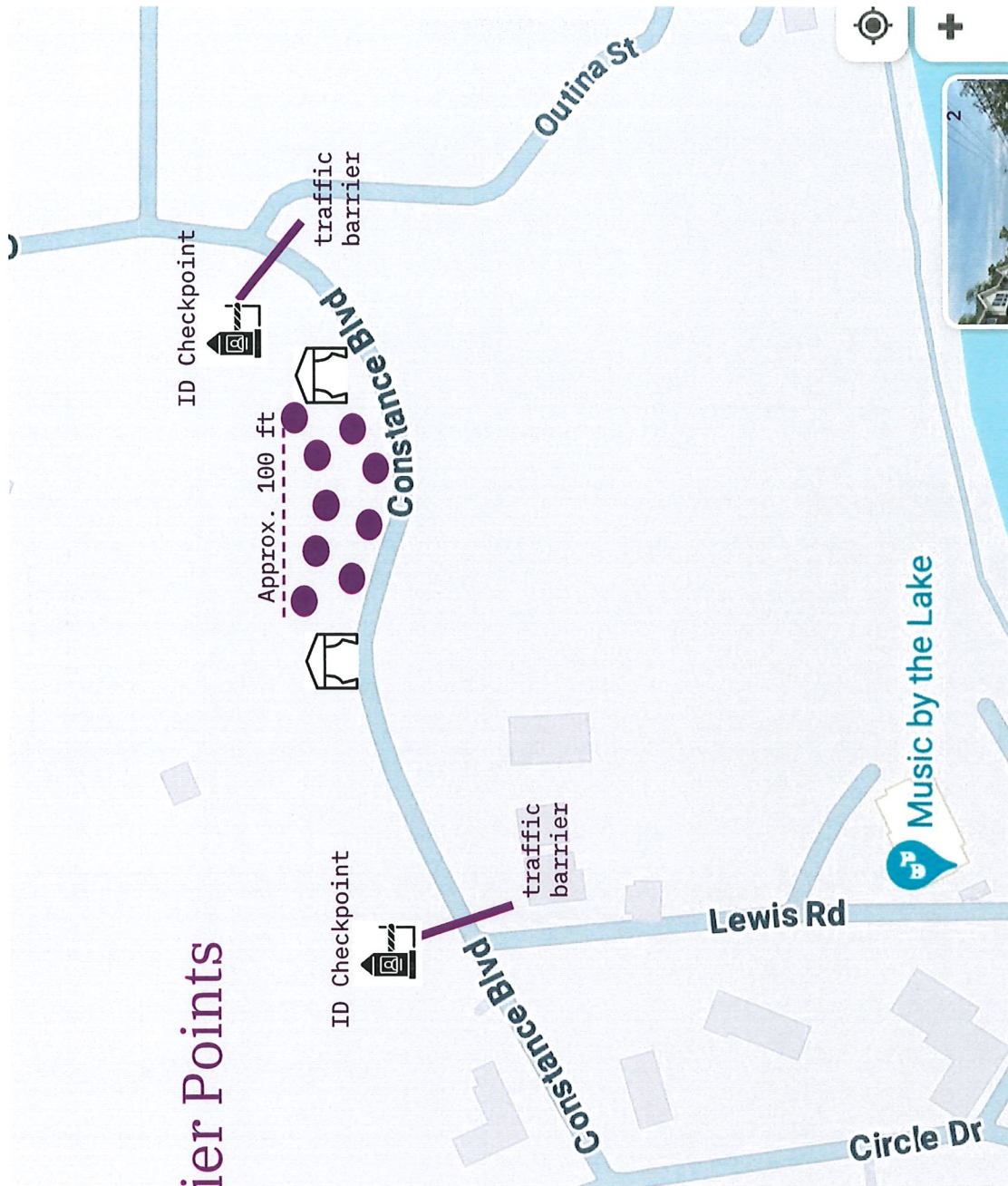
GROUNDBREAKING CELEBRATION

Proposed Road Barrier Points

If alcohol permit is approved, we will:

- Use email invitation w/ RSVP functionality to monitor projected attendance
- Monitor entrance and exit points to ensure no alcohol is taken from the premises
- Hire security personnel (qty TBD based on projected attendance)

Women's Leadership Center at Williams Bay



GROUNDBREAKING CELEBRATION

Event Catering

We plan to use a reputable local caterer, who will serve beer and wine to guests over 21 years of age:

Celebration on Wells

422 S Wells St.

Lake Geneva, WI 53147

(262) 248-2555

celebrationonwells.com

celebrationonwells@gmail.com

Women's Leadership Center at Williams Bay

Event Parking

- GWC campus parking would be ideal, but may not be likely due to property status
- A possible alternative is Yerkes Observatory, where we can run shuttles back and forth
- Another alternative is Williams Bay High School, with shuttle service

Upon approval of our applications, we will solidify parking plans.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH & MCLENNAN AGENCY, LLC
7015 College Boulevard Suite 400
Overland Park, KS 66211-1617

CONTACT NAME

PHONE (A/C No, Ext):

FAX (A/C No):

EMAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY NFP
303 E WACKER DR
STE 339
CHICAGO, IL 60601

INSURER A: United States Liability Insurance Company

25895

INSUREB B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			SE 1112646	07/19/2024	07/21/2024	EACH OCCURRENCE	\$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person)	\$1,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS-COMP/OP AGG	See L-535
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$
							E.L. DISEASE-POLICY LIMIT	\$
A	Liquor Liability			SE 1112646	07/19/2024	07/21/2024	LIQ EA COMMON CAUSE	\$1,000,000
							LIQUOR AGGREGATE	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See attached Acord 101 for additional liability limits)

Village of Williams Bay and all of its officials, agents and employees is an additional insured per L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.

CERTIFICATE HOLDER

CANCELLATION

Village of Williams Bay and all of its officials, agents and employees
PO Box 580
250 Williams Street
Williams Bay, WI 53191

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: **4448**LOC #: **All****ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY MARSH & MCLENNAN AGENCY, LLC		INSURED WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY NFP 303 E WACKER DR STE 339 CHICAGO, IL 60601
POLICY NUMBER SE 1112646		
CARRIER United States Liability Insurance Company	NAIC CODE 25895	EFFECTIVE DATE: 7/19/2024

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: **ACORD 25** FORM TITLE: **CERTIFICATE OF LIABILITY INSURANCE**

COVERAGE PART	LIMITS
Commercial Liability	
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See L-535
General Aggregate Limit	\$2,000,000
Liquor Liability	
Each Common Cause Limit	\$1,000,000
Aggregate Limit	\$2,000,000

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-25-24**

**A RESOLUTION APPROVING THE REQUEST FOR THE CLOSURE OF CONSTANCE BLVD
FROM LEWIS RD TO OUTING STREET FOR THE WOMEN'S LEADERSHIP CENTER AT
WILLIAMS BAY GROUNDBREAKING CELEBRATION EVENT JULY 19, 2024**

WHEREAS, on May 6, 2024, the Village of Williams Bay Streets & Highways Committee determined that it is in the best interests of the Village and its residents to authorize approval of the Request for the closure of Constance Blvd to vehicular traffic from Lewis Rd to Outing St for the Women's Leadership Center at Williams Bay Groundbreaking Celebration Event to be held July 19, 2024; and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended request for the closure of Constance Blvd to vehicular traffic from Lewis Rd to Outing streets for the Women's Leadership Center at Williams Bay Groundbreaking Celebration Event to be held July 19, 2024.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, upon recommendation by the Streets & Highways Committee, do hereby ordain approval of this request for the closure of Constance Blvd to vehicular traffic from Lewis Rd to Outing streets for the Women's Leadership Center at Williams Bay Groundbreaking Celebration Event to be held July 19, 2024:

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

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

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



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 MEETING 4/10/2024 MEETING WEDNESDAY, APRIL 10, 2024 AT 8:30 AM VILLAGE HALL BOARD ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

Chairman Trustee Russell called the meeting to order at 08:30am.

II. Roll Call

Present: Trustees Steven Russell, Lowell Wright, Robert Umans

Also Present: Administrator Lothspeich, Recreation Director Knop, Clerk Kolls

III. Consideration and Possible Action on Quote for Annual Fireworks Show 2024

The motion to recommend Finance & Personnel Committee approval of a Quote for Annual Fireworks Show 2024 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

IV. Consideration and Possible Action on Quote for Additional Pickleball Courts Striping on Theater Road

The motion to recommend Finance & Personnel Committee approval of a Quote for Additional Pickleball Courts Striping not to exceed \$6800 on Theater Road was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

V. Consideration and Possible Action on Park Use Policy

The motion to refer the Park Use Policy to legal for review was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VI. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 08:55am. Unanimously carried.

/s/ Tina Kolls, Village Clerk carried.

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



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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

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

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

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

Indemnification:

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

General Information

Name: Marla Schrager Organization: William Guy Forbeck Research Foundation
Registered: PO Box 1033, Carbondale, CO 81623 LOCAL: 160 Palmer Place, LG 53147
Address: _____
Phone: 312-420-6846 Email: marla@wgfrf.org
Title of Event: Yoga and Family Fun in the Park

Date(s) requested: June 22 Is event open to public? (circle one) ☒ YES ☐ NO

Summary of Event including the approximate number of attendees:

Partnering with Yoga Lake Geneva and Green Grocer (pending) once again, the Foundation with roots in Lake Geneva, Colorado and South Carolina, will host a family friendly yoga class for donors (40% in the WI/IL area), survivors, family members and the general population in Williams Bay. We are anticipating 20-30 participants. Coffee, non-alcoholic beverages and snacks will be provided. The event will be held from 8a - 10a. Kids activities will also be incorporated.

Contact Information (if different than above)

Name: Marla Schrager Organization: William Guy Forbeck Research Foundation
Address: 160 Palmer Place, Lake Geneva, WI 53147

Revised 11/21/2022

Applicant initials MS



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 312-420-6846 Email: marla@wgfrf.org



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

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

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

DATED this 1 day of April, 2024

Group or organization William Guy Forbeck Research Foundation

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

Signed by: Marla Schrage
President or other authorized signatory



VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-29-24**

**A RESOLUTION APPROVING EDGEWATER PARK USE AND POLICY CONTRACT
(William Guy Forbeck Research Foundation Yoga Class and Family Fun)**

WHEREAS, on May 6, 2024, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use Application for William Guy Forbeck Research Foundation Yoga Class and Family Fun on June 22, 2024:

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

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

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

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

Approved by the Village Board of the Village of Williams Bay this ____ day of _____ 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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

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

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

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

Indemnification:

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

General Information

Name: JIM LOVELL Organization: WILLIAMS BAY FIRE DEPT.

Address: 5 GENEVA WILLIAMS BAY

Phone: 262 203 4171 Email: CDRJEL@YAHOO.COM

Title of Event: WILLIAMS BAY FIRE DEPT CHICKEN ROAST

Date(s) requested: JULY 18 THRU JULY 21st 2024 Is event open to public? (circle one) ☒ YES ☐ NO

Summary of Event including the approximate number of attendees:

± 1500 ANNUAL CHICKEN ROAST

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____



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

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

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

DATED this _____ day of _____, 20____

Group or organization _____

Our liability insurance provided by: _____

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

Signed by: _____

President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-27-24**

**A RESOLUTION APPROVING EDGEWATER PARK USE AND POLICY CONTRACT
(Williams Bay Fire Department 58th Annual Chicken Roast)**

WHEREAS, on May 6, 2024, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use Application for the Williams Bay Fire Department 58th Annual Chicken Roast July 18 through 21, 2024:

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

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

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

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

Approved by the Village Board of the Village of Williams Bay this ____ day of _____ 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

MUNICIPAL BUSINESS LEASE

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

1. This lease is made this _____ day of _____, 2024, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Yoga Lake Geneva, 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 the Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.
3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 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 \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2024. The Renter shall provide verification of the gross sales to the Municipality along with their payment.
2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2024. This will be a lump-sum payment for the entire season and length of the contract.
3. Overdue rental payments shall bear interest at the rate of 10% per annum.

SECTION III. 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 with beach cleaning operations by Village Staff.
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. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Yoga Lake Geneva, LLC and Frank Whiting agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Frank Whiting, Yoga Lake Geneva, LLC

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2024.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

William B. Duncan, President

ATTEST:

Tina Kolls, Clerk

Village of Williams Bay Field Usage Agreement and Reservation Form



Village of Williams Bay will provide basic maintenance to fields owned by the Village that are used for organization league play including mowing grassy areas once per week, emptying garbage M-F, cleaning washroom facilities here provided M-F, and any general maintenance or capital repairs when required. The Village of Williams Bay cannot provide equipment or supplies for game day field preparations; each league is responsible for preparing their own fields for game day use.

Each league will provide a certificate of insurance naming the Village of Williams Bay as an additional insured, a contact person who is responsible for all communications between their organization and Village of Williams Bay staff, and a schedule of games to be played on Village of Williams Bay fields.

All fields are owned by the Village of Williams Bay and are open to the public when games are not scheduled. Organization and league games will take precedence over general usage.

Field usage fees have been set by _____

Resident Rate Non-Lighted Field: \$5.00 Per hour

Resident Rate Lighted Field: at \$10.00 Per hour

Non-Resident Rate Non-Lighted Field: \$10.00 Per Hour

Non-Resident Rate Lighted Field: \$15.00 Per Hour

A league or organization may request their fees be waived for three years by filling out the Village of Williams Bay Fee Waiver Request Form. Each request will be reviewed by the Parks and Lakefront Committee with final approval from the Village Board. Please see that waiver for any additional information.

Applicant Information:

Organization/Individual Name: _____

Contact Person: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Facility Requested:

Name of Facility: _____

Purpose of Usage: _____

Date(s) Requested: _____ **Time(s) Requested:** _____

Expected Number of Participants: _____

Signature: _____ **Date:** _____

Village of Williams Bay Field Usage Agreement Terms:

1. Facility Availability and Reservation:
 - a. To inquire about facility availability for rental, please contact the Village of Williams Bay.
2. Rental Application:
 - a. To secure a facility rental, you are required to complete a rental application form. This form will gather event details including event type, date, time, and any specific requirements or information needed.
3. Rental Fees and Deposits:
 - a. Facility rental fees are applicable and may vary based on factors such as facility type, rental duration, and residency status.
 - b. A deposit might be necessary to cover potential damage or additional cleaning costs.
4. Insurance and Liability:
 - a. Proof of liability insurance covering the rental period is mandatory for all reservations. This safeguards both parties in the event of accidents or damage.
5. Rules and Regulations:
 - a. The Village of Williams Bay enforces specific rules and regulations governing your rental event. These encompass noise levels, alcohol use, decorations, and other aspects. Please refer to local ordinances for details.
6. Setup and Cleanup:
 - a. You are responsible for both setting up the facility before the event and ensuring thorough cleanup afterward. The facility should be left in the same condition it was found.
7. Security and Supervision:
 - a. Depending on the event's nature and facility, you may need to provide security personnel or supervision to ensure safety and order.
8. Special Permits:
 - a. If your event involves amplified music, alcohol, or other special activities, you will need to secure additional permits from the village.
9. Communication:
 - a. Maintain regular communication with the Village of Williams Bay's Parks and Recreation Department to confirm details and address any inquiries.
10. Weather Contingencies:
 - a. In case of inclement weather, it is recommended to have a contingency plan. The village might have specific guidelines for weather-related rescheduling or cancellations.
11. Environmental Preservation:
 - a. Any alteration of the natural environment, such as digging or landscaping, requires prior approval.
 - b. Please ensure no harm is caused to plants, trees, or wildlife in the vicinity.
12. Wildlife Interaction:
 - a. Disturbing or feeding wildlife is strictly prohibited.
13. Litter and Waste:
 - a. Dispose of all event-generated trash and waste properly in designated receptacles or remove them from the premises.
14. Pets:
 - a. Pets are not permitted in parks unless they are on a leash or within designated areas.
15. Noise Control:
 - a. Adhere to noise ordinances and respect the natural environment. Amplified music and loudspeakers should be used considerately.
16. Accessibility and Pathways:
 - a. Keep pathways accessible and clear for safe movement, including provisions for attendees with disabilities.
17. Parking and Traffic Flow:

- a. Park vehicles only in designated areas and avoid blocking pathways or parking on grass.
18. Site Cleanup:
- a. After your event, ensure all items and decorations are removed, leaving the facility in its original state.
19. Alcohol and Glass Containers:
- a. Alcohol consumption is strictly prohibited on the premises unless you possess a valid, approved special event liquor license.
 - b. Display the special event liquor license prominently during the event.
20. Permitted Activities:
- a. Clearly define allowed activities within the outdoor facility. Prohibit any potentially harmful or damaging actions.
21. Emergency Access:
- a. Keep emergency routes and exits unobstructed.
22. Sports and Recreational Equipment:
- a. If you bring sports or recreational equipment, ensure safe usage and proper storage.
23. Indemnification and Liability:
- a. You are required to indemnify and hold harmless the Village of Williams Bay from any claims, liabilities, losses, or expenses stemming from your facility use.
 - b. The Village of Williams Bay assumes no responsibility for accidents, injuries, damages, or losses during your rental event.
24. Right to Cancel:
- a. The Village of Williams Bay retains the right to cancel or reschedule facility reservations due to unforeseen circumstances, including emergencies or maintenance requirements.
 - b. If cancellation is initiated by the Village of Williams Bay, reasonable efforts will be made to provide advanced notice, and any applicable rental fees will be refunded or credited.
25. Payment and Late Fee:
- a. Organization and League fee payments are due within 60 days (about 2 months) after the end of the season or last requested date.
 - b. A \$100 late fee will be applied after the 60-day period.
26. Fee Waiver Request:
- a. Organizations may request fee waivers for up to three years by submitting the Village of Williams Bay Fee Waiver Request Form.
 - b. Each request will be reviewed by the Parks and Lakefront Committee and approved by the Village Board.
27. Failure to Comply:
- a. Failure to adhere to established rules and regulations may result in penalties, fines, or additional charges.
 - b. The renting party is accountable for any damage to the facility, natural environment, or other property due to non-compliance.
 - c. In case of non-compliance, the Village of Williams Bay reserves the right to terminate the event, revoke the rental permit, and deny future rental requests.
 - d. Repeated instances of non-compliance may lead to legal action and involvement of law enforcement authorities.
 - e. The Village of Williams Bay is authorized to withhold applicable security deposits or fees in cases of non-compliance or damages.



Attn: Village Board, Parks and Lakefront Committee, and Village Administrator David Lothspeich

Date: March 21, 2024

Movie Night on the Beach Proposal

Overview: The Barrett Memorial Library and the Recreation Department are excited to announce a partnership event - Movie Night on the Beach! Join us for an unforgettable evening featuring the iconic film "Jaws" to celebrate its release anniversary on June 20th, 1975. This proposal outlines the concept, logistics, and benefits of this collaborative community event that combines entertainment, nostalgia, and outdoor leisure.

Event Details:

- **Date:** June 20th, 2024
- **Movie:** "Jaws" (Released on June 20th, 1975)
- **Location:** Beachfront area
- **Time:** Evening, starting at sunset

Concept: Together, we'll bring the magic of cinema to the beach with a large outdoor screen set against the backdrop of the ocean waves. Families, friends, and community members can gather on the sandy shores to enjoy a classic film under the stars. "Jaws," a timeless thriller, is the perfect choice to evoke nostalgia and excitement among viewers of all ages.

Logistics:

1. **Equipment:** We'll arrange for a high-quality outdoor projector, inflatable screen, and sound system capable of delivering clear audiovisuals in an open-air setting.
2. **Permits:** Our team will obtain the necessary permits and permissions from local authorities to host the event on the beach, ensuring compliance with noise regulations and environmental guidelines.
3. **Seating:** Attendees are encouraged to bring their own seating for a cozy viewing experience.
4. **Concessions (TO BE DETERMINED):** A concession stand will be set up offering popcorn, snacks, and beverages for sale. We'll consider partnering with local vendors to provide a variety of food options for attendees.

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(262) 245-2700

5. **Safety Measures:** We'll implement safety measures such as signage, and designated pathways to ensure the well-being of participants during the event.
6. **Weather Contingency:** In case of inclement weather, we'll have a backup plan such as rescheduling the event or relocating to an indoor venue.

Promotion:

1. **Marketing Materials:** Our team will collaborate to create eye-catching posters, flyers, and social media graphics to promote the movie night. We'll highlight the nostalgic appeal of "Jaws" and the unique experience of watching it on the beach.
2. **Online Promotion:** Utilizing social media platforms, community websites, and local event calendars, we'll spread the word about the event. Attendees will be encouraged to RSVP online for better planning.
3. **Community Outreach:** We'll engage with local businesses, schools, and community organizations to enlist their support in promoting the event to their networks.

Benefits:

- **Community Bonding:** This partnership event fosters a sense of unity and collaboration between the Barrett Memorial Library and the Recreation Department, strengthening community ties and fostering positive relationships.
- **Organizational Collaboration:** By joining forces, the library and the recreation department demonstrate the power of collaboration in organizing impactful community events. This collaborative effort sets a precedent for future joint initiatives, promoting teamwork and synergy among local organizations.
- **Entertainment:** Offering free entertainment enhances the quality of life for residents and visitors alike, contributing to the vibrancy of the community. Movie night on the beach provides an opportunity for attendees to relax, unwind, and enjoy a shared experience in a picturesque setting.
- **Nostalgia:** Screening "Jaws" on its release anniversary taps into nostalgia for a classic film, appealing to both fans and newcomers. The event allows attendees to reminisce about the movie's cultural significance while creating new memories with friends and family.
- **Promotion of Local Amenities:** Hosting events like Movie Night on the Beach promotes the natural beauty and recreational opportunities of the local area. By showcasing the beachfront as a venue for entertainment and leisure activities, the event encourages residents and visitors to explore and appreciate the amenities offered by the community.
- **Tourism:** Attract visitors to the area by promoting the event as a unique attraction, potentially boosting local tourism and economic activity. Movie night on the beach serves as a draw for tourists seeking memorable experiences, thereby supporting local businesses, and stimulating economic growth.

Additional Details:

- **Licensing:** A one-day Public Performance License for "Jaws" will be acquired for this event, ensuring compliance with copyright laws. The licensing fee for this movie event, catering to an anticipated crowd size of less than 50 people, ranges from \$300 to \$350. A rental copy of the movie can be shipped for an additional \$30 charge, which includes round-trip shipping and will arrive a few days prior to the event date.
- **Event Location:** The event will be held at the lake on the beach, making it an outdoor event.
- **Anticipated Attendance:** We anticipate between 25-75 people at the showing.

- **Admission Fee:** We would like to have this event free to the public.
- **Frequency:** This event is a one-time occurrence but would like to explore the possibility of being a monthly event.
- **Date and Movie Selection:** We have selected June 20th, 2024, to host the event in celebration of the anniversary of the release of "Jaws."

Conclusion: The partnership between the Barrett Memorial Library and the Recreation Department presents an exciting opportunity to create lasting memories and foster community engagement. By carefully planning the logistics, promoting the event effectively, and ensuring a safe and enjoyable experience for attendees, this initiative promises to be a memorable celebration of cinema under the stars. Let's make June 20th, 2024, a night to remember with "Jaws" on the beach.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Knop', is positioned above the typed name.

Ryan Knop
Village of Williams Bay
Recreation Director
rec@vi.williamsbay.wi.gov



Attn: Village Board, Parks and Lakefront Committee, and Village Administrator David Lothspeich

Date: March 21st, 2024

I would like to explore and consider the purchase of CivicRec software for our community of Williams Bay. After careful consideration and evaluation of our recreation management needs, I believe that CivicRec offers the comprehensive solution required to streamline our operations, enhance efficiency, and improve the overall experience for our residents.

Integration with CivicPlus Website Hosting:

One of the significant advantages of choosing CivicRec is its seamless integration with our current website hosting provider, CivicPlus. This integration ensures a smooth transition and allows for a unified platform for managing both our website and recreational programs, ultimately enhancing user experience and administrative efficiency.

Cost Analysis:

The initial cost for implementing CivicRec is \$8,000 for the first year, followed by an annual fee of \$4,725. This expenditure provides us with unlimited usage of the software, comprehensive technical support, unlimited SMS messaging capabilities, access to 24/7 emergency technical support, a dedicated client success member, and all future updates. This pricing structure ensures transparency and predictability in our budgeting process, while also potentially offering excellent value for the features and support provided.

Key Features and Benefits:

CivicRec offers a range of features tailored to meet the unique needs of our community, including:

1. **Instructor and Coach Portals:** The software includes dedicated portals for instructors and coaches, allowing us to efficiently manage their schedules, compensation, and communication. The instructor portal enables us to set compensation rates based on factors such as a percentage of program cost, hourly rates, or a fixed amount per participant, ensuring fair and transparent payment practices.
2. **Enhanced User Experience:** CivicRec's user-friendly interface and online registration capabilities will enhance the experience for both staff and residents, making it easier to find and register for programs and facilities.
3. **Efficient Program Management:** The software streamlines program management tasks such as registration, scheduling, and communication, allowing our staff to focus on delivering high-quality recreational programs and services to our community.
4. **Comprehensive Support and Updates:** With access to unlimited technical support, 24/7 emergency assistance, and regular updates, we can ensure that our staff receives the assistance and resources they need to maximize the benefits of CivicRec.

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Data Collection Initiative:

To further support our decision-making process, I propose conducting a comprehensive data collection and analysis over the next six months. This initiative aims to quantify the potential benefits and efficiencies that CivicRec could bring to our operations by collecting data on metrics such as paper registrations, program phone calls, registration processing, and program and activity registration processing. By analyzing this data, we will be better positioned to evaluate the impact of CivicRec on staff hours and operational efficiency.

Future Growth of Recreation Programs:

As the community develops, so does the demand for diverse and engaging recreational programs and activities. CivicRec not only addresses our current needs but also provides a scalable solution that can accommodate future growth and expansion of our recreation offerings. With its intuitive features and robust capabilities, CivicRec will enable us to efficiently manage a wide range of programs and activities, from youth sports leagues to adult fitness classes, ensuring that we can continue to meet the evolving needs and preferences of our residents.

Next Steps:

1. Initiate discussions with CivicRec representatives to finalize pricing, contract terms, and implementation timelines. (Completed 3/21/2024)
2. Develop a detailed implementation plan, including staff training and data migration strategies.
3. Secure necessary approvals and budget allocations from the Village Board.
4. Begin the implementation process, with support from CivicRec's implementation team.
5. Monitor progress and evaluate the effectiveness of CivicRec in achieving our community's recreation goals and objectives.
6. Conduct a comprehensive data analysis to quantify the potential benefits and efficiencies of CivicRec on staff hours and operational processes.

Conclusion:

Investing in CivicRec software will enable us to enhance the delivery of recreational programs and services to our residents, while also improving operational efficiency and administrative effectiveness. We believe that this investment aligns with our commitment to serving the needs of our community and enhancing the overall quality of life for our residents.

Thank you for considering this recommendation. We look forward to your support and guidance as we move forward with this initiative.

Respectfully submitted,



Ryan Knop
Village of Williams Bay
Recreation Director
rec@vi.williamsbay.wi.gov



Attn: Village Board, Parks and Lakefront Committee, and Village Administrator David Lothspeich

Date: March 21st, 2024

Kayak Rental Kiosk Proposal

Overview: Introduce a kayak rental kiosk to enhance the accessibility and convenience of renting kayaks at your lakefront area. This proposal outlines the benefits, features, and implementation plan for installing a kayak rental kiosk, providing patrons with easy access to kayak rentals for recreational use.

Features:

- **User-Friendly Interface:** Intuitive touchscreen interface for easy navigation and rental process.
- **Secure Payment Options:** Accepts various payment methods including credit/debit cards and contactless payments for convenience.
- **Inventory Management:** Tracks available kayaks and rental durations to ensure efficient allocation and scheduling.
- **Rental Agreements:** Digital rental agreements with terms and conditions for user acknowledgment and compliance.
- **Safety Information:** Provides safety guidelines, rules, and regulations for safe kayaking practices.
- **Customer Support:** Access to customer support for assistance with rentals, inquiries, and technical issues.
- **Weather Updates:** Display real-time weather updates and forecasts to help patrons make informed rental decisions.

Implementation:

1. **Kiosk Selection:** Choose a robust and weather-resistant kiosk suitable for outdoor installation.
2. **Location:** Identify optimal location near the waterfront with high foot traffic and visibility.
3. **Installation:** Install the kiosk securely, ensuring power supply and internet connectivity.
4. **Software Integration:** Configure rental management software with inventory tracking, payment processing, and customer support features.
5. **Testing:** Conduct thorough testing to ensure functionality, usability, and reliability.
6. **Launch:** Promote the launch of the kayak rental kiosk through signage, announcements, and promotional materials.

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(262) 245-2700

Cost Analysis:

- **Kiosk Purchase:** \$10,500 (8-place unit)
- **Remote Operation Add-On:** \$900
- **Deposit:** 20% of total cost (\$2,280)
- **Lead Time:** Approximately 6 weeks for manufacturing and delivery.
- **Shipping:** To Be Determined. Product ships from Texas.

Financial Projections (Based Only Off CC Transactions)

- **Memorial Day-Labor Day:** 93 Total Days
 - 6 hours per day (8am-2pm)
 - 558 Payroll Hours
 - Payroll: \$6,138.00

Year	2022	2023	2024	2025	2026	2027	2028
Number of Rentals	327	274	-	-	-	-	-
Total Gross Revenue Amount	\$11,582.00	\$10,185.00	\$11,203.50	\$11,203.50	\$12,323.85	\$12,323.85	\$13,556.24
Payroll @ \$11 an hour	\$6,138.00	\$6,291.45	\$-	\$-	\$-	\$-	\$-
Equipment	\$-	\$-	\$12,500.00	\$500.00	\$500.00	\$500.00	\$500.00
Total Net	\$5,444.00	\$3,893.55	\$(1,296.50)	\$10,703.50	\$11,823.85	\$11,823.85	\$13,056.24

Additional Information:

- **Age Verification:** Liability waivers are signed by customers prior to equipment unlocking, including consent to terms and conditions such as age requirements. The system vends only between dawn and dusk to comply with safe boating regulations.
- **On-Site Assistance:** As Muskego is nearby, installation and future assistance can be easily provided. Solar options are available if electricity is not accessible.
- **No Nearby Demo Units:** Unfortunately, there are no units nearby for in-person viewing.

Benefits:

- **Enhanced Accessibility:** Sunrise to Sunset access to kayak rentals, increasing availability for patrons.
- **Convenience:** Streamlined rental process with self-service kiosk, reducing wait times and paperwork.
- **Improved Efficiency:** Automated inventory management and rental agreements for efficient operations.



- **Safety Awareness:** Promotes safety through accessible information and guidelines.
- **Revenue Generation:** Additional revenue stream through kayak rental fees.
- **Customer Satisfaction:** Enhanced user experience with convenient rental options and support services.

Conclusion:

Introducing a kayak rental kiosk into our recreation ecosystem offers a convenient and efficient solution for patrons to access kayak rentals at our lakefront area. By providing 24/7 remote access, sunrise to sunset streamlined rental processes, and safety information, the kiosk enhances the overall experience for users while generating additional revenue for the Recreation Department, while also reducing expenses. I recommend considering this proposal to improve accessibility and rental services at the Village of Williams Bay lakefront.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ryan Knop".

Ryan Knop
Village of Williams Bay
Recreation Director
rec@vi.williamsbay.wi.gov

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

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Aurora University

Reason for Cancellation of Appointed Agent

Current agent will be leaving the employment of the university.

The undersigned appoints _____ as
agent in accordance with sec. 125.04(6), Wis. Stats.

Shaaron Gulhaug

Signature of President / Member

3.20.2024

Date

Section 2: Agent Information and Acknowledgement

Agent Name

JOHN C. HARBECK

Mailing Address

City or Post Office

State

Zip Code

WI

53156

Agent Questions

	Yes	No
1. Are you of legal drinking age?	☒	☐
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?	☒	☐
3. Have you ever been convicted of a federal law violation?	☐	☒
4. Have you ever been convicted of a state law violation?	☐	☒
5. Have you ever been convicted of a local ordinance violation?	☐	☒
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ...	☒	☐

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for GEORGE WILLIAMS COLLEGE OF AURORA UNIVERSITY and
assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent

Date

MARCH 6, 2024

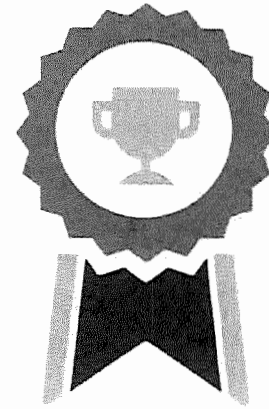
Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official



Certificate

RESPONSIBLE BEVERAGE SERVER

awarded to

John Harbeck

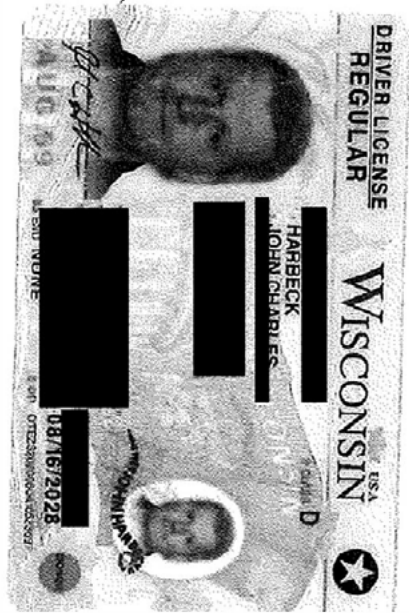
This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

www.Wisconsin-Bartending.com

Training Provider

03/01/2024

Training Date



**EMPLOYEE TRAINING ACKNOWLEDGEMENT
LEGAL RESTRICTION ON TOBACCO SALES TO MINORS**

Use of form: This is a required form. Personally identifiable information on this form is collected to determine compliance with the statutes and will only be used for that purpose.

Instructions: Sign form and retain on premises in personnel file.

Employee - Name (print) John Harbeck		Driver's License Number 
Address Online	City, State, Zip Statewide, WI	
Home Telephone 262- 	Date of Birth (Day, Month, Year)  1959	
Store Name Wisconsin Bartending	Store Number (if applicable)	
Name - Supervisor		

I acknowledge (Choose one):

- ☐ I have successfully completed a responsible beverage server training course at a technical college that conforms to curriculum guidelines specified by the technical college system board or a comparable training course that is approved by the department or the educational approval board. (Wis. Stat. § 125.04)
- ☐ I have received training from my employer on compliance with Wis. Stat. § 134.66.

I further acknowledge:

- ☒ I understand that federal law prohibits selling tobacco products to any person under the age of 21. Failure to comply with these restrictions may result in a citation.



SIGNATURE - Employee

3.19.2024

Date Signed



SIGNATURE - Supervisor

3.19.2024

Date Signed



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls, Village Clerk
From: Justin P Timm, Chief of Police

REF: John Harbeck's Background check for Aurora University

Ms. Kolls,

On April 1st, 2024, the Village Board requested me to complete a background investigation on John Harbeck, due to a change of "agent" for Aurora University's liquor license.

On April 4th, 2024, I completed the background on Mr. Harbeck. With the information provided I do not see any issues with him being the "agent" for Aurora University.

Please let me know if you have any questions.

Sincerely,

Justin P Timm
Chief of Polce
Village of Williams Bay Police Department



MEMORANDUM

DATE: MAY 6, 2024
TO: COMMITTEE MEETINGS
FROM: TINA KOLLS, VILLAGE CLERK
RE: CONSIDERATION AND POSSIBLE ACTION ON A TEMPORARY CLASS "B"
RETAILER'S LICENSE FOR THE WILLIAMS BAY FIRE DEPARTMENT FOR THE
CHICKEN ROAST JULY 18 - JULY 21, 2024

The Williams Bay Volunteer Fire Department has been made aware that they need to submit applications for Operator's Licenses for their beverage servers. The Williams Bay Volunteer Fire Department has in the past completed a Temporary Operator's License application prior to their event.

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

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

FEE \$ _____

Application Date: 4/12/24

☐ Town ☒ Village ☐ City of WILLIAMS BAY

County of WALWORTH

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

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

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

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

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name WILLIAMS BAY FIRE DEPT

(b) Address 5 GENEVA ST
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 1936

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President CHIEF DOUG SMITH

Vice President ASST CHIEF JOE BALSINS

Secretary DOUG SWANBREW

Treasurer JIM LOVELL

(g) Name and address of manager or person in charge of affair: JIM LOVELL P.O. Box 1107
Williams Bay

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

(a) Street number EDGEWATER PARK

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

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

3. Name of Event

(a) List name of the event WILLIAMS FIRE DEPT CHICKEN ROAST

(b) Dates of event JULY 18th THRU JULY 21st

DECLARATION

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

Officer

Doug Smith 4/12/24
(Signature / Date)

WILLIAMS BAY FIRE DEPT
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-28-24**

**A RESOLUTION GRANTING TEMPORARY “CLASS B” FERMENTED MALT BEVERAGE LICENSE TO
WILLIAMS BAY FIRE DEPARTMENT FOR THE 58th ANNUAL CHICKEN ROAST**

WHEREAS, on May 6, 2024 the Village of Williams Bay Protective Services Committee determined that it is in the best interests of the Village and its residents to recommend approval of the Special Permit Application for Temporary Class “B” Retailers License by the Williams Bay Volunteer Fire Department for the 58th Annual Chicken Roast on July 18, 2024 and July 21, 2024; and

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

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

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

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

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

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

Section II: Approval. The President and Board of Trustees hereby approves the recommended application and authorizes the temporary retailers license, therefore.

Approved by the Village Board of the Village of Williams Bay this ____ day of _____ 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



MEMORANDUM

DATE: MAY 6, 2024
TO: COMMITTEE MEETINGS
FROM: TINA KOLLS, VILLAGE CLERK
RE: CONSIDERATION AND POSSIBLE ACTION ON A TEMPORARY CLASS "B" AND "CLASS B" RETAILER'S LICENSE FOR THE WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY FOR THE GROUNDBREAKING CELEBRATION JULY 19, 2024

The Women's Leadership Center at Williams Bay has been made aware that they need to submit applications for Operator's Licenses for their beverage servers as the Liquor License for the caterer which was provided is not applicable to this license request. The Women's Leadership Center at Williams Bay has indicated that the Operator's License applications will be provided in time for approval, prior to the event.

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

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

FEE \$ _____

Application Date: 4/29/2024

☐ Town ☒ Village ☐ City of _____

County of _____

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

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

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

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

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY NFP

(b) Address 303 E WACKER DR. STE 339, CHICAGO, IL 60601
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 11/17/2021

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President ANN DRAKE

Vice President DAVID COPELAND

Secretary DAVID COPELAND

Treasurer DAVID COPELAND

(g) Name and address of manager or person in charge of affair: JENNIFER NIX
1502 SUMTER DR, LONG GROVE, IL 60047

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

(a) Street number 333 W. CONSTANCE BLVD., WILLIAMS BAY, WI 53191

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? EVENT WILL TAKE PLACE ON CONSTANCE BLVD

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: PLEASE SEE ATTACHED DIAGRAM

3. Name of Event

(a) List name of the event WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY CELEBRATI GROUND BRE

(b) Dates of event FRIDAY, JULY 19, 2024

DECLARATION

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

Officer David Copeland
(Signature / Date)

Women's Leadership Center at Williams Bay NFP
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

GROUNDBREAKING CELEBRATION

Celebration Elements

- Proposed date: 7/19/24
- Time: 4pm – 7pm
- At approx 5pm: Brief symbolic ceremony with shovels, Ann, SG, WB official(s)
- Casual food and beverage, catered by Celebration on Wells
- Music
- Anticipated attendance: 100 -150 guests



Women's Leadership Center at Williams Bay



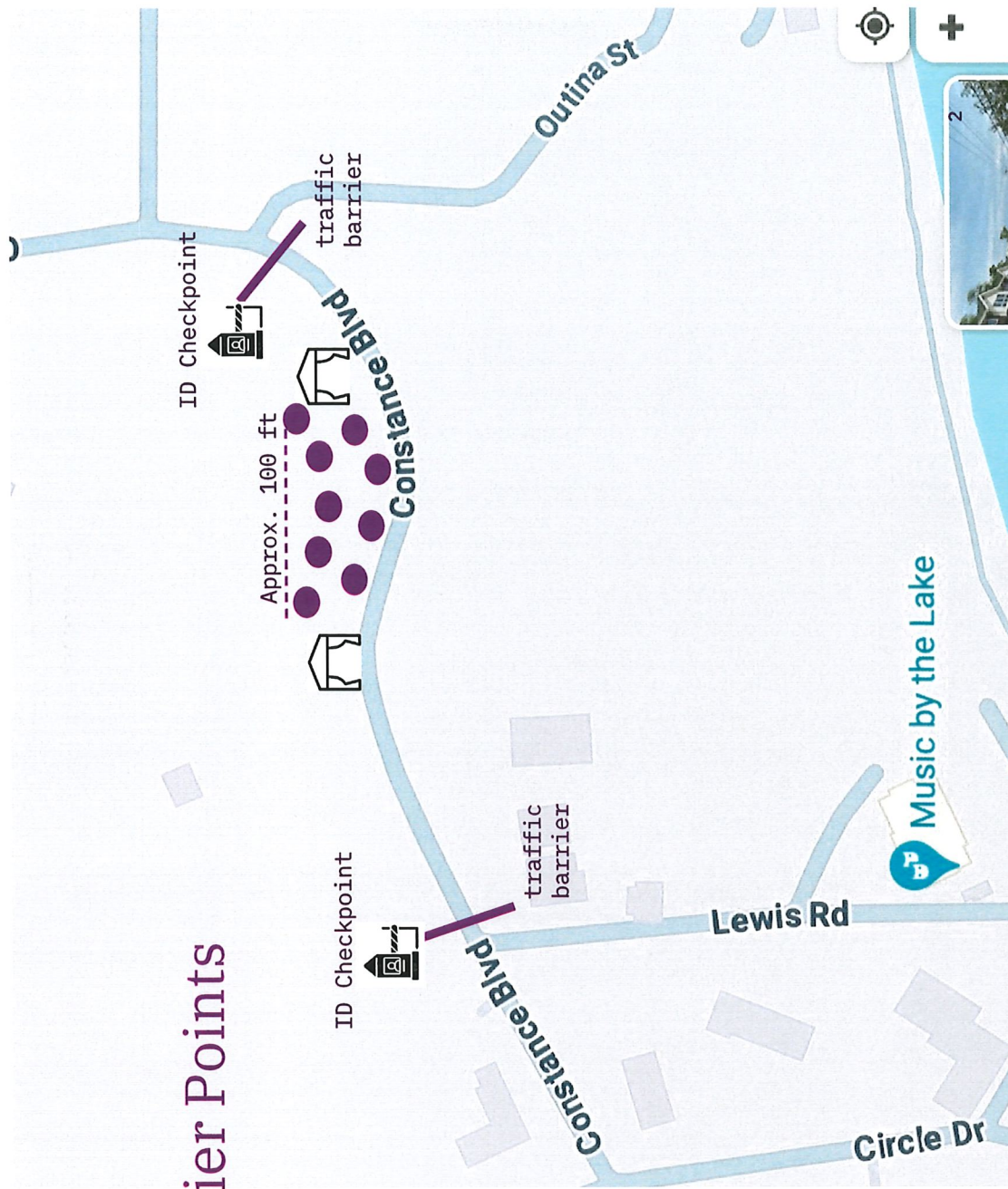
GROUNDBREAKING CELEBRATION

Proposed Road Barrier Points

If alcohol permit is approved, we will:

- Use email invitation w/ RSVP functionality to monitor projected attendance
- Monitor entrance and exit points to ensure no alcohol is taken from the premises
- Hire security personnel (qty TBD based on projected attendance)

Women's Leadership Center at Williams Bay



GROUNDBREAKING CELEBRATION

Event Catering

We plan to use a reputable local caterer, who will serve beer and wine to guests over 21 years of age:

Celebration on Wells

422 S Wells St.

Lake Geneva, WI 53147

(262) 248-2555

celebrationonwells.com

celebrationonwells@gmail.com

Women's Leadership Center at Williams Bay

GROUNDBREAKING CELEBRATION

Event Parking

- GWC campus parking would be ideal, but may not be likely due to property status
- A possible alternative is Yerkes Observatory, where we can run shuttles back and forth
- Another alternative is Williams Bay High School, with shuttle service

Upon approval of our applications, we will solidify parking plans.

Women's Leadership Center at Williams Bay



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MARSH & MCLENNAN AGENCY, LLC
7015 College Boulevard Suite 400
Overland Park, KS 66211-1617

CONTACT NAME

PHONE (A/C No, Ext):

FAX (A/C No):

EMAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY NFP
303 E WACKER DR
STE 339
CHICAGO, IL 60601

INSURER A: United States Liability Insurance Company

25895

INSUREB B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			SE 1112646	07/19/2024	07/21/2024	EACH OCCURRENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$1,000
							PERSONAL & ADV INJURY \$1,000,000
							GENERAL AGGREGATE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS-COMP/OP AGG See L-535
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$
	AUTOMOBILIE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	☐ OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	☐ CLAIMS-MADE						\$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE \$
							E.L. DISEASE-POLICY LIMIT \$
A	Liquor Liability			SE 1112646	07/19/2024	07/21/2024	LIQ EA COMMON CAUSE \$1,000,000
							LIQUOR AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See attached Acord 101 for additional liability limits)

Village of Williams Bay and all of its officials, agents and employees is an additional insured per L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.L-820 12/18 Special Events Blanket Additional Insured Endorsement is part of this policy.

CERTIFICATE HOLDER

CANCELLATION

Village of Williams Bay and all of its officials, agents and employees
PO Box 580
250 Williams Street
Williams Bay, WI 53191

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: **4448**LOC #: **All****ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY MARSH & MCLENNAN AGENCY, LLC		INSURED WOMEN'S LEADERSHIP CENTER AT WILLIAMS BAY NFP 303 E WACKER DR STE 339 CHICAGO, IL 60601
POLICY NUMBER SE 1112646		
CARRIER United States Liability Insurance Company	NAIC CODE 25895	EFFECTIVE DATE: 7/19/2024

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: **ACORD 25** FORM TITLE: **CERTIFICATE OF LIABILITY INSURANCE**

COVERAGE PART	LIMITS
Commercial Liability	
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000
Medical Expense Limit (Any One Person)	\$1,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	See L-535
General Aggregate Limit	\$2,000,000
Liquor Liability	
Each Common Cause Limit	\$1,000,000
Aggregate Limit	\$2,000,000

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-26-24**

**A RESOLUTION GRANTING TEMPORARY “CLASS B” FERMENTED MALT BEVERAGE AND
TEMPORARY “CLASS B” WINE LICENSE TO
WOMEN’S LEADERSHIP CENTER AT WILLIAMS BAY NFP**

WHEREAS, on May 6, 2024 the Village of Williams Bay Protective Services Committee determined that it is in the best interests of the Village and its residents to recommend approval of the Special Permit Application for Temporary Class “B”/“Class B” Retailers License by Women’s Leadership Center at Williams Bay NFP for Women’s Leadership Center of Williams Bay Groundbreaking Celebration on July 19, 2024; and

WHEREAS, the area for fermented malt beverages and wine will encompass the entirety of the closed off section of Constance Blvd between Lewis Rd and Outing Street with entry monitored and limited to individuals that are a minimum of 21 years old; and

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

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

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

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

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

Section II: Approval. The President and Board of Trustees hereby approves the recommended application and authorizes the temporary retailers license, therefore.

Approved by the Village Board of the Village of Williams Bay this ____ day of _____ 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-30-24**

**A RESOLUTION AUTHORIZING THE
DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY
OWNED BY THE VILLAGE OF WILLIAMS BAY
(Fire & Rescue)**

WHEREAS, the Village of Williams Bay (the "Village") is the owner of the personal property listed on **Exhibit A** attached hereto, and by this reference incorporated herein (the "Property"); and.

WHEREAS, the Village desires to sell the Property; and

WHEREAS, pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay find that the Property is no longer necessary or useful to the Village of Williams Bay, and the best interests of the Village of Williams Bay will be served by its sale or disposal;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

SECTION TWO: Transfer & Disposal of Property. Pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay authorize the sale or disposal of the Property.

SECTION THREE: Authority of the Village Administrator. The Village Administrator is hereby authorized and directed to sell the Property by means of sealed or open bids, auction, or any other lawful means. Upon the sale of the Property, the Village Manager is authorized and directed to convey and transfer the Property to the purchasers.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 6th day of May 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

(Surplus Property)

(Surplus Property)



Stryker Stair Chair Model 6252

Your Price: \$4,855.00

Product Code: STPDKR STAMP CHAMP 4252

[Add To Cart](#)

From: Sean M <seanmckean641@gmail.com>
Sent: Monday, April 1, 2024 3:39 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: George Vlach <gvlach@vi.williamsbay.wi.gov>; Rich Gluth <rgluth@yahoo.com>; DALE VAVRA <dalevavra@gmail.com>
Subject: Rescue squad stair chair

Good afternoon,

I am trying to get a stair chair declared as surplus. Years ago when the Bay had 2 ambulances, we had a stair chair on each ambulance, We got rid of one of those ambulances years ago and the stair chair came off of it and it has been sitting, literally, in a corner of the fire station since then. I am also an EMT with the City of Delavan and they just purchased a new ambulance. They were looking to buy a new stair chair for this ambulance. New chairs go for \$4 - \$5,000. We were hoping to kill two birds with one stone by getting rid of something we don't use for some money and helping out a neighboring community. Dale Vavra, Rich Gluth, and myself came up with \$1,500 for a sale price. Please let me know if you need any more explanations or have any questions. I have attached a picture of what a stair chair looks like and also a picture of the current stair chair in the location it has been for quite some time.



Stryker Stair Chair Model 6252

Your Price: \$4,855.00

Product Code: STRYKER STAIR CHAIR 6252

Add To Cart



--
Sean McKean
WBFD Captain
262-949-416



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 MEETING TUESDAY, MARCH 26, 2024 AT 3:00 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191 THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

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

II. Roll Call

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

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese

III. Consideration and Possible Action on Charles Pearce Farms LLC Agreement for Farmland Lease Renewal

The Committee gave direction to Village Staff to research the current farmland lease rates compared to other similar properties.

IV. Consideration and Possible Action on Proposed Waste Hauling Agreement Amendments: (1) Extending Current Term for an Additional 3 years (from 2028 to 2031) and (2) Adding Garbage and Recycling Pick-up Carts for Certain Routes.

The Committee has no interest in extending the agreement at this time.

The Committee had concerns about communication of plans to customers prior to changing from bins to carts.

V. Consideration and Possible Action on Village Engineer Work Order for the Womens Leadership Center (WLC)

The motion to recommend Village Board approval of the Village Engineer Work Order for the Womens Leadership Center (WLC), as reimbursable, was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

VI. Report on the Completed Arbitrage Rebate Report for the 2022 Borrowed Funds

The Arbitrage Rebate Report for the 2022 Borrowed funds was briefly discussed by the committee.

VII. Monthly Borrowings Status Report

The monthly borrowing status report was briefly discussed by the committee.

VIII. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 4:17pm. 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 4/11/2024 MEETING

THURSDAY, APRIL 11, 2024 AT 10:30 AM
VILLAGE HALL BOARD ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191

THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

Chairman Trustee Wright called the meeting to order at 10:30am.

II. Roll Call

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

Also Present: President Bill Duncan, Administrator David Lothspeich, Treasurer Jennifer Wiese, Clerk Tina Kolls

III. Consideration and Possible Action on Quote for Annual Fireworks Show 2024

The motion to recommend Village Board approval of the Quote for Annual Fireworks Show 2024 not to exceed \$25,000 with funding to be from donations was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Consideration and Possible Action on Quote for Additional Pickleball Courts Striping on Theater Road

The motion to recommend Village Board approval of the Quote for Additional Pickleball Courts Striping on Theater Road not to exceed \$6500 to be funded from Borrowed funds was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

V. Consideration and Possible Action on A Resolution Expressing Official Intent Concerning The Establishment of a Tax Increment Finance (TIF) District

The motion to recommend Village Board approval of the Resolution Expressing Official Intent Concerning The Establishment of a Tax Increment Finance (TIF) District was initiated by Trustee Wright and seconded by Trustee Umans. Trustee D'Alessandro No. Motion carries.

VI. Review of 2022 Borrowed Funds Status Report

The Committee discussed the Borrowed Funds Status Report.

VII. Review of Village Financials 12/31/2023

The Committee discussed the Village Financials 12/31/2023.

VIII. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 11:23am. 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 AND PERSONNEL MEETING 4/15/2024 MEETING MONDAY, APRIL 15, 2024 AT 6:15 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD BUSINESS WILL BE CONDUCTED.

I. Call to Order

Chairman Trustee Wright called the meeting to order at 06:15pm.

II. Roll Call

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

Also Present: Administrator Lothspeich, Trustees Jaramillo and Russell, Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Treasurer Wiese, Clerk Kolls

III. Consideration and Possible Action on Proposals for Downtown Master Plan

The motion to recommend Village Board approval of the proposal for a Downtown Master Plan not to exceed \$40,000.00 with the funds to come from the ARPA funds was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 06:18pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

VILLAGE OF WILLIAMS BAY
2024 Street Program
Revised - April 15, 2024

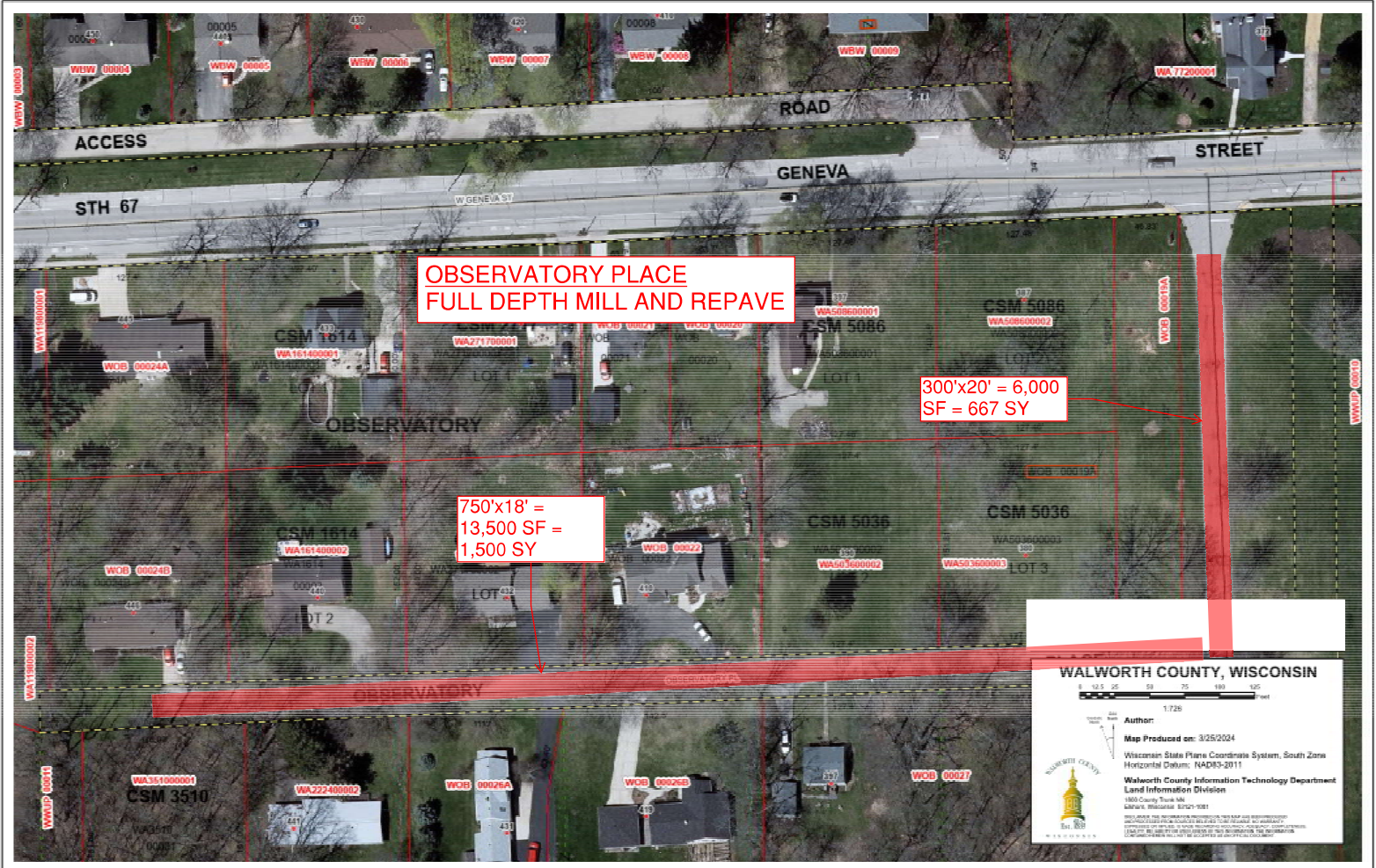
4/15/24 - Revised to add pavement widening on East Geneva Street.

- See the attached opinion of probable cost (OPC) and sketches for each of the proposed roadway sections further described below.
 - Observatory Place: Remove the existing asphalt pavement by milling, proof roll the base and repair soft spots, repave with 4-inches of hot mix asphalt, and install 2-ft wide gravel shoulders.
 - Clover Street: Remove the existing asphalt pavement by milling, proof roll the base and repair soft spots, repave with 4-inches of hot mix asphalt, and install 2-ft wide gravel shoulders.
 - Lakewood Trails: Repair deteriorated pavement areas by removing the asphalt, repairing the stone base, and repaving with hot mix asphalt. The water main valve repair areas will also be repaved.
 - East Geneva Street: Reconstruct the east bound lane and install storm sewer, and remove / trim trees within the right-of-way to prevent deterioration of the pavement.
 - East Geneva Street: Widen the north side pavement by 3-feet from Willabay Drive to Potawatomi Road.
 - Cedar Point Drive: Repair deteriorated pavement areas.
- We worked with Village staff to scope a street rehabilitation project to meet a budget of \$1.6M. The budget will need confirmation by the finance committee.
- The bid opening is planned for late June with construction starting after Labor Day but before Memorial Day of 2025. The work in Lakewood Trails will occur in 2024.
- The bid form will allow removal of a section if the bid price is over budget; currently, a pay item in the Lakewood Trails section will allow the Village to full depth mill and repave additional areas if bid prices are lower than expected.
- Once approved, we will provide an engineering work order and a proposal from a testing company to perform pavement cores and soil testing of the road sub-base. These costs are included in the line item for contingency & engineering in the OPC.

P:\WLM\SV\2400607-2024 Roadway Improvements\00-Design\07-OPC-Quantities-Estimates\2024 Street Program Engineer Report REV 04-15-24.docx

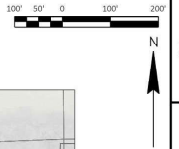
Opinion of Probable Cost
2024 Roadway Improvements
Village of Williams Bay

Section	Quantity		Amount	
<u>Observatory Place</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALTIC SURFACE REMOVAL, 4-INCH DEPTH	2,200	SY	\$	13,000
HMA, 4-INCHES	2,200	SY	\$	56,000
GRAVEL SHOULDERS	2,100	LF	\$	8,000
TRAFFIC, LAWN, EROSION	1	LS	\$	6,000
Observatory Place Construction Cost			\$	91,000
<u>Clover Street</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALTIC SURFACE REMOVAL, 4-INCH DEPTH	2,300	SY	\$	14,000
HMA, 4-INCHES	2,300	SY	\$	58,000
GRAVEL SHOULDERS	1,340	LF	\$	5,000
TRAFFIC, LAWN, EROSION	1	LS	\$	6,000
Clover Steet Construction Cost			\$	91,000
<u>Lakewood Trails</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALT PATCHING, INCLUDES VALVE REPAIR AREAS	3,400	SY	\$	170,000
TRAFFIC CONTROL	1	LS	\$	2,000
Lakewood Trails Construction Cost			\$	180,000
<u>East Geneva Street (Eastbound Lane and Storm Sewer)</u>				
MOBILIZATION	1	LS	\$	12,000
PAVEMENT REMOVAL / SAW CUTTING	3,600	SY	\$	50,000
BASE AGGREGATE, 1-1/4-INCH	1,600	TON	\$	29,000
HMA, 4-INCHES	3,600	SY	\$	91,000
GRAVEL SHOULDERS	600	LF	\$	2,000
TRAFFIC, LAWN, EROSION, MARKING, LAYOUT	1	LS	\$	28,000
STORM SEWER, 18-INCH RCP, GRANULAR BACKFILL	2,100	LF	\$	420,000
STORM MANHOLE, 48-INCH DIA.	10	EA	\$	100,000
STORM INLET, 2x3 AND CURB REPLACEMENT	7	EA	\$	50,000
TREE REMOVAL / TRIMMING	1	LS	\$	40,000
East Geneva Steet (Eastbound Lane) Construction Cost			\$	822,000
<u>East Geneva Street Widening (Willabay Dr. to Potawatomi Rd.)</u>	1	LS	\$	46,000
<u>Cedar Point Drive Spot Repairs</u>	1	LS	\$	75,000
CONSTRUCTION COST			\$	1,305,000
30% Contingency & Engineering			\$	392,000
PROJECT COST			\$	1,697,000





LAKEWOOD TRAILS PATCH DETERIORATED PAVEMENT AREAS AND VALVE REPAIRS



REPLACE 8" VALVE.
NOTE: VALVE CURRENTLY DOESN'T OPERATE.
CONTACT VILLAGIC PRIOR TO REPLACING
AND VERIFY IT CAN'T BE REPAIRED IN PLACE.

SAWCUT PAVEMENT. MINIMIZE TRENCH WIDTH.
FINISHED SURFACE SHALL BE 4" OF 3/4"
CRUSHED BASE AGGREGATE DENSE OVER 8" OF
1-1/4" CRUSHED BASE AGGREGATE DENSE.

NOTE: VERIFY OPERATION OF VALVES PRIOR TO REPLACING
EXTENSIONS. REPLACE NON-OPERATIONAL VALVES AT THE
BID PRICE FOR 8" AND 12" VALVE REPLACEMENT.

LEGEND

- WV REPLACE BROKEN VALVE EXTENSION
- WV EXISTING VALVE

PROJECT NO: 2325721

VILLAGE OF WILLIAMS BAY
CLOVER STREET TO WILLIAMS STREET WATER MAIN

COUNTY: WALWORTH

WATER VALVE EXTENSION REPLACEMENT

SHEET 8 OF 8

BALTIMORE E

FILE NAME: P:\WILMSV\2325722 CLOVER WILLIAMS WTM\CAD\01_CIVIL\30\01_SHTS\PLANS\023001-UP.DWG
LAYOUT NAME: 1 IN 200 FT

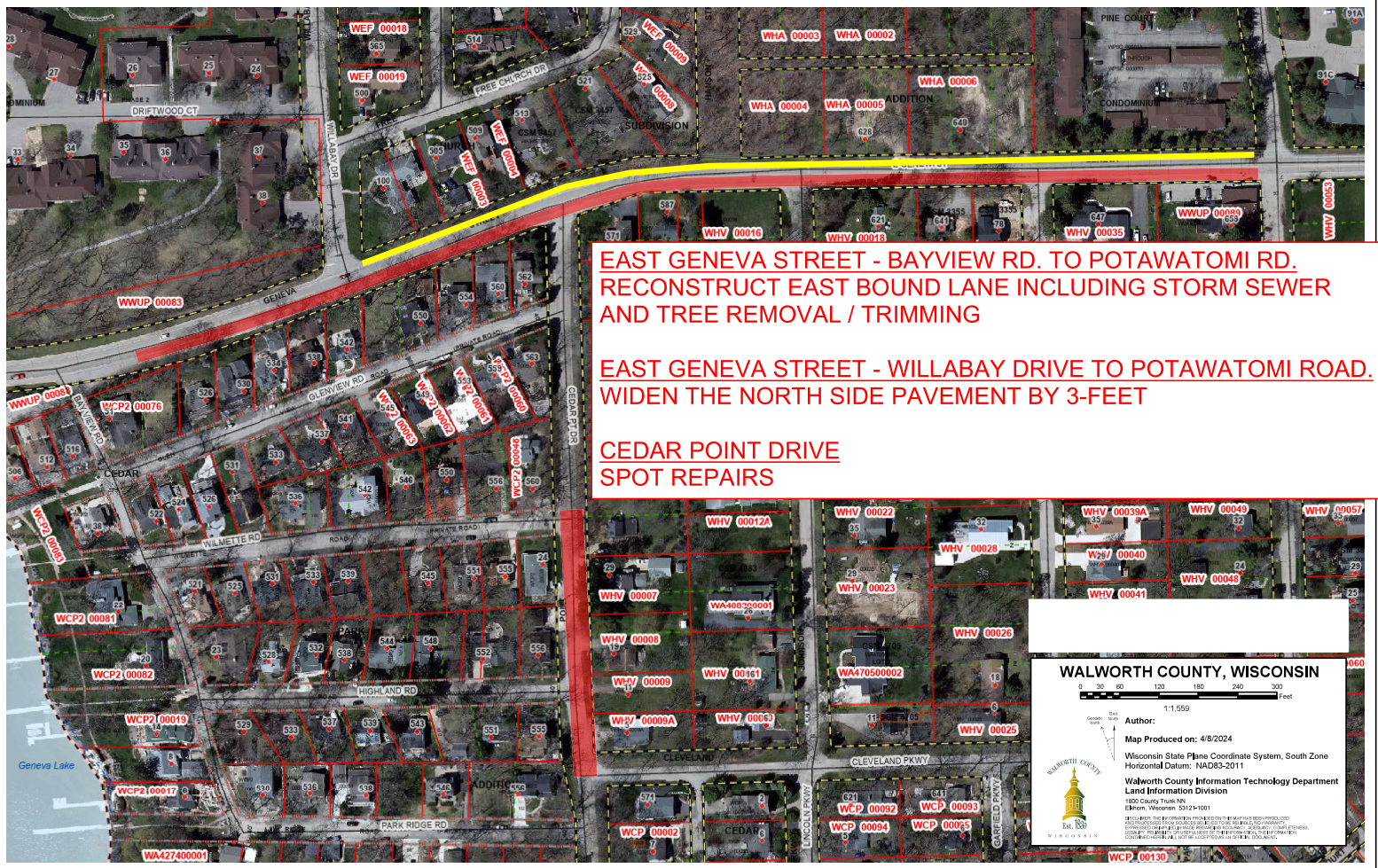
PLOT DATE: 11/27/2023 11:34 AM

PLOT BY: JORDAN SHARPE

PLOT NAME:

PLOT SCALE: 1 IN 200 FT

W00001/CAD001/2/E001-41



MUNICIPAL BUSINESS LEASE

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

1. This lease is made this _____ day of _____, 2024, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Yoga Lake Geneva, 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 the Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.

3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 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 \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2024. The Renter shall provide verification of the gross sales to the Municipality along with their payment.

2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2024. This will be a lump-sum payment for the entire season and length of the contract.

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

SECTION III. 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 with beach cleaning operations by Village Staff.

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. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Yoga Lake Geneva, LLC and Frank Whiting agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Frank Whiting, Yoga Lake Geneva, LLC

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2024.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

William B. Duncan, President

ATTEST:

Tina Kolls, Clerk

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-30-24**

**A RESOLUTION AUTHORIZING THE
DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY
OWNED BY THE VILLAGE OF WILLIAMS BAY
(Fire & Rescue)**

WHEREAS, the Village of Williams Bay (the "Village") is the owner of the personal property listed on **Exhibit A** attached hereto, and by this reference incorporated herein (the "Property"); and.

WHEREAS, the Village desires to sell the Property; and

WHEREAS, pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay find that the Property is no longer necessary or useful to the Village of Williams Bay, and the best interests of the Village of Williams Bay will be served by its sale or disposal;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

SECTION TWO: Transfer & Disposal of Property. Pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay authorize the sale or disposal of the Property.

SECTION THREE: Authority of the Village Administrator. The Village Administrator is hereby authorized and directed to sell the Property by means of sealed or open bids, auction, or any other lawful means. Upon the sale of the Property, the Village Manager is authorized and directed to convey and transfer the Property to the purchasers.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 6th day of May 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

From: Sean M <seanmckean641@gmail.com>
Sent: Monday, April 1, 2024 3:39 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: George Vlach <gvlach@vi.williamsbay.wi.gov>; Rich Gluth <rgluth@yahoo.com>; DALE VAVRA <dalevavra@gmail.com>
Subject: Rescue squad stair chair

Good afternoon,

I am trying to get a stair chair declared as surplus. Years ago when the Bay had 2 ambulances, we had a stair chair on each ambulance, We got rid of one of those ambulances years ago and the stair chair came off of it and it has been sitting, literally, in a corner of the fire station since then. I am also an EMT with the City of Delavan and they just purchased a new ambulance. They were looking to buy a new stair chair for this ambulance. New chairs go for \$4 - \$5,000. We were hoping to kill two birds with one stone by getting rid of something we don't use for some money and helping out a neighboring community. Dale Vavra, Rich Gluth, and myself came up with \$1,500 for a sale price. Please let me know if you need any more explanations or have any questions. I have attached a picture of what a stair chair looks like and also a picture of the current stair chair in the location it has been for quite some time.



Stryker Stair Chair Model 6252

Your Price: \$4,855.00

Product Code: STRYKER STAIR CHAIR 6252

Add To Cart



--
Sean McKean
WBFD Captain
262-949-416

ARPA FUNDS SUMMARY

05/02/2024

\$276,220 Total American Rescue Plan Act (ARPA) Funds

2024 ARPA Funds

As part of approved 2024 Village Budget, the Village Board authorized \$100,000 of the \$276,220 Village American Rescue Plan Act (ARPA) funds by the following five (5) projects:

	Budgeted	Spent/Actual	Difference	Description
1	\$20,000	\$9,040	(\$10,960)	Southwick Creek Pedestrian Bridge
2	\$15,000	\$14,145	(\$855)	Lakefront Timbers removal and replacement (\$45,000 budgeted)
3	\$30,000	\$12,500	(\$17,500)	TIF Study (The Preserve)
4	\$20,000	\$40,000	\$20,000	Downtown Master Plan
5	\$15,000	\$11,500	(\$3,500)	Fire Department Study
Total	\$100,000	\$87,185	(\$12,815)	

TOTAL ARPA FUNDS AVAILABLE	\$276,220
TOTAL ARPA FUNDS SPENT/ACTUAL	\$87,185
ARPA FUNDS REMAINING	\$189,035

ARPA PROJECTS FUNDING REQUESTS:			
	Project:	Cost (Estimate):	Description:
1	Beach Brick walkway & trash recyclables	XXXX	Address flooding of brick pathway between beach house and boat ramp
2	Baily Estates playground	\$100,000	
3	Auto Kayak System	\$16,000	Automated system with 1-year ROI
4	Edgewater Park playground	\$100,000	
5	Building Water and Sewer Lines	\$66,000	Theater Road bathrooms and concession bldg - SEE NOTE #1 BELOW
6	Library Bldg Front Entryway	\$122,000	Plans = \$12,000 + Remodel = \$76,000 + Option = \$34,000
7	Lakefront Electric Upgrades	\$10,000	Electric service upgrade at lakefront beach for event lighting
8	Village Hall Audio & Visual	XXXXXX	Sound (microphones) and screens for Village Hall meetings
TOTAL		\$414,000	

Note #1: APRA project #5 "Theater Road building water and sewer lines" \$66,000 cost estimate is from 2019 and will need to be increased. There are also \$103,000 in necessary building repairs, again in 2019 costs.



General Contractor
Serving the Walworth County Area since 1995
N3219 Hwy. -H- Lake Geneva, WI. 53147
Phone: 262-248-0261 www.rjamannbuilders.com

Date: 4/1/2024 **Prepared By:** Brett Stanczak 262-949-1240

Proposal Prepared For: **Work to be performed at:**
Barrett Memorial Library Same
65 W. Geneva St
Williams Bay, WI. 53191
Attn Joy

PRELIMINARY PROJECT PROPOSAL

Project Description: Remodel to Front Entrance

Scope of Work:

- Note: All pricing is preliminary until final design and specifications have been completed.
- Plans, Engineering, Surveying, & Permits Allowance \$ 12,000.00
 (Needed prior to establishing a Final Price)
- Remodel of Front Entrance Allowance \$ 76,000.00
 - Removal of Existing Front Door and 2nd Interior Door
 - Rework of Space to allow for Double Glass Commercial Entry Door
 - Installation fo Door to Exterior
 - Installation of 2nd Interior Entrance Door
 - Rework of all necessary Drywall and Flooring
 - Rework Of Electrical
 - Relocate of Book Drop Area.
 - All Necessary Clean-up and Trash Removal
- Option to Add 3ft Addition under Existing Overhang for larger entry Allowance \$ 34,000.00

Final Engineered State Approved Plans are needed prior to finalizing specs and detailed pricing.

To start plans and engineering a \$12,000 non-refunable deposit is required

Allowance items only, shall be arranged for by builder and billed to buyer on a basis of builders cost plus 18%. Allowance items maybe greater than or lesser than amounts listed below. Allowance items are those items that are not known of as of this time due to selections still to be made by buyer, specific site conditions, or other conditions as noted. Whenever possible, pricing will be reviewed prior to ordering materials or scheduling of work.

Terms: 50% Down, Balance on Completion

Total of Page #1: \$ 122,000.00

{Continued}

R.J. Amann Builders, LLC

Proposal Continued

Thank you for the opportunity to quote this project for you! Please feel free to call or email if you have any questions or would like to schedule another meeting. We welcome any chance to further discuss this proposal with you.

Note: Any delinquent charges and collections fees, including attorney fees, will be paid by Owner/Buyer. A late fee of 1.5% per month will be charged on all invoices not paid within 30 days of invoice date. Any alteration or deviation from above proposal specifications involving extra costs will be executed on a time and material basis plus 18%, billed at \$80.00 per man hour. Owner/Buyer is also aware that many of the materials being ordered are custom for the above proposal and can not be returned. Owner/Buyer is to carry fire, tornado, and other necessary

'Builders Risk' insurance. Our employees are fully covered by Workman's Compensation Insurance.

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. All labor and material provided by builder and hired subcontractors are warranted for a period of 12 months from date of occupancy/completion of project. Builder and hired subcontractors do not guarantee the physical condition and/or operational capabilities of any materials supplied by Owner/Buyer. All Owner/Buyer supplied materials requiring return/exchange are to be handled by Owner/Buyer. Builder cannot be held responsible for construction delays related to Owner/Buyer supplied materials. Although Every precaution is taken to produce a flawless final result when

pouring cement flatwork, it cannot be guaranteed against cracking, chipping, surface defects, etc.

As requested by the Wisconsin Construction Lien Law, Builder hereby notifies Owner/Buyer that persons or companies furnishing labor and/or materials for the construction on an Owners/Buyers land may have lien rights on Owners/Buyers land and buildings if not paid. Those entitled lien rights, in addition to the undersigned Builder, are those who contract directly with the Owner/Buyer or those who give the Owner/Buyer notice within 60 days after they furnish labor and/or materials for the construction. Accordingly, Owner/Buyer probably will receive notices from those who furnish labor and/or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the Owner/Buyer and their lender, if any, to see that all potential lien claimants are duly paid.

All agreements are contingent upon strikes, accidents, weather conditions, or delays beyond our control.

NOTICE CONCERNING CONSTRUCTION DEFECTS: Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against window or door suppliers. For example, section 895.07(2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you provide must your contractor or window or door suppliers with the opportunity to make an offer to repair or pay for the construction defects. You are not obligated to accept any offers made by the contractor or window or door suppliers, but failure to accept a reasonable offer may limit your recoverable damages. All parties are bound by applicable warranty provisions.

Acceptance of Proposal Dated: 4/1/2024

Project: Remodel to Front Entrance

Owner / Buyer: Barrett Memorial Library

Project Amount: \$ 122,000.00

The Above prices, specifications and conditions are satisfactory and hereby accepted.

We hereby authorize you to do the work as specified.

Signature:

R.J. Amann Builders L.L.C. - Ronald J. Amann Member

Date:

Signature:

Customer - Buyer - Owner*

Date:

By signing above, customer acknowledges receipt of attached 'Right to Cure Law' brochure

This proposal may be withdrawn if not accepted within 30 days

2022 Borrowing
Tracking Projects and Balances

Updated 4/17/2024 DL

LEVY SUPPORTED PROJECTS

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
New Police Squad	\$65,000	Outfitting Purchase	\$22,000		
New Emergency Vehicle	\$85,000	Purchase Outfitting	\$34,310		
New Police Squad	\$65,000	Purchase Outfitting			
Police Squad Computers	\$15,000	County Grant Reallocate to Gun Sites	-\$15,000 \$6,500	-\$15,000 \$6,500 -\$8,500	\$23,500
Axon Fleet Cameras	\$45,000	Purchase			
Village Server/IT Upgrades	\$20,000	Purchase	\$15,765	\$17,356	\$2,644
Laserfiche Software	\$10,000	Purchase	\$9,993	\$9,100	\$900
Beach Cleaner	\$75,000	Beach Cleaner Tractor	\$75,000 \$0	\$29,354 \$34,409	\$11,237

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Fire/EMS Equipment	\$200,000				
		Purchase Ambulance	\$200,000	\$198,980	\$1,020
		Grant Income ??			
Teatre Road Baseball Fence	\$15,000				
		Purchase	\$13,530	\$13,530	\$1,470
Theater Rd. Restrooms	\$100,000				
		Reallocate to Tennis Courts	\$0	\$100,000	\$0
Theatre Rd Tennis Courts	\$250,000				
		Purchase	\$361,904	\$374,054	
		Engineering	\$12,150	\$12,150	
		Reallocate from Restrooms	-\$100,000	-\$100,000	
		Reallocate from E Geneva Proj	-\$11,904	-\$11,904	
		Reallocate from E Geneva Proj	-\$12,150	-\$12,150	
		Striping for additional Tennis Courts	-\$6,500	-\$6,500	
				\$255,650	-\$5,650
Upgrades to Theatre Rd Fields	\$25,000				
		Grass infield, dugouts, warning track			
Remove Old Tennis Courts	\$30,000				
		Purchase - will have updated quote soon			
Remodel Lions Field House	\$100,000				
		Purchase			
		Hand dryers/electric, auto door opeer	\$7,100	\$7,100	\$92,900
Three Playgrounds	\$200,000				
		Baywood Heights		\$42,023	
		Lions Field		\$78,619	
		Edgewater Park			\$79,358

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Streets Repaving	\$900,000	Observatory Place	\$91,000		
		Walworth Avenue Clover Street and Cedar Point Drive	\$166,000		
		Lakewood Trails	\$180,000		
		Contingency and Engineering	\$378,000		
			\$815,000		\$85,000
East Geneva Street	\$1,035,000	Reallocate to Southwick Creek		\$176,000	
		Reallocate to Tennis Courts		\$11,904	
		Reallocate to Tennis Courts		\$12,150	
		Reallocate to Lake Gen Dam		\$75,000	
		Eastbound Rebuild	\$822,000		
				\$1,097,054	-\$62,054
Highway 67 North Rebuild	\$500,000	Engineering			
		Share for Parking Lanes	\$29,000	\$29,003	
		Construction	\$369,648	\$569,192	
				\$598,195	-\$98,195
Update Beach House	\$15,000	Construction			
Added Projects					
Lake Geneva Dam Repair	\$0	Assessment	\$75,000		
		Reallocate from E Geneva St.	-\$75,000		\$0

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Southwick Creek Dredging	\$0	Engineering	\$11,100	\$2,145	
		Permits	\$5,878	\$5,878	
		Dredging	\$160,000	\$160,000	
		Hauling	\$16,000	\$16,000	
		Reallocate from E Geneve St Project	-\$176,000	-\$176,000	
				\$8,023	-\$8,023
Accrue for Arbitrage				??	
SEWER PROJECTS					
Mainline Sewer Repairs	\$200,000	Sewer Lining	\$100,000	\$104,548	\$95,453
		Visg Sewer Lining 2023	\$4,548		
State Rd 67 Sewer Rebuild	\$600,000	Engineering	\$26,700	\$26,700	
		Payne and Dolan Bid	\$280,989	\$307,323	
		Engineering and Contingency (DOT)	\$42,148	\$0	
		Core and Main Materials	\$54,543	\$53,961	
		Design and Supervision	\$50,847	\$0	\$212,016
Harris Rd Lift Station	\$1,000,000	Engineering	\$92,700	\$92,700	
		Construction	\$1,827,000	\$1,827,000	
		Federal Loan (Clean)	-\$1,540,000	-\$1,540,000	
				\$379,700	\$620,300
Harris Rd Force Main	\$1,000,000	Engineering	\$0	\$0	\$1,000,000
		Construction			
		Will not be completed with this borrowing			
Accrue for Arbitrage				??	

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
WATER PROJECTS					
Reactor Cleaning/Repair	\$200,000				
		Engineering	\$15,500	\$5,580	
		Construction		\$343,000	
		Reallocate from Southwick Creek	-\$143,000	-\$143,000	
				\$205,580	-\$5,580
State Rd 67 N Water Rebuild	\$1,000,000				
		Engineering	\$26,700	\$26,700	
		Construction (Payne & Dolan)	\$415,776	\$393,351	
		Engineering & Contingency (DOT)	\$62,366	\$0	
		Core and Main Materials	\$243,182	\$279,545	
		Design and Supervision	\$75,324	\$0	
				\$699,596	\$300,404
Loch Vista Water Main	\$1,100,000				
		Engineering			
		Construction			
Chlorination Improvements (Water Plan incl Corrosion Control)	\$2,800,000				
		Engineering	\$205,000		
		Construction	\$3,979,000	\$4,085,186	
		Repair			
		Federal Loan			
		Reallocate to 67 West Engineering	\$195,000	\$195,000	
		Reallocate to Clover St Water Main	\$23,946	\$23,946	
		Federal Loan (Safe) \$860,000 Principal Forgiveness	-\$3,440,000	-\$3,440,000	
				\$864,132	\$1,935,868

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Southwick Creek Realignment	\$500,000				
		Reallocate to Chlorination Improvement project	\$143,000	\$143,000	
		Reallocate to Well 3 Pump	\$153,169	\$153,169	
		Reallocate to SEWPC Flood Study	\$42,000	\$42,000	
		Reallocate to Well 3 Pump Engineering	\$18,600	\$18,600	
		Reallocate to Southwick Creek Dredging	\$16,978	\$16,978	\$126,253
Added Projects					
Clover Street Water Main	\$0				
		Contract Amount	\$155,462	\$155,462	
		Benefitted Properties (3) Payments	-\$89,114	-\$89,114	
		Village Payment	\$66,348		
		Reallocate from Chlorination Project	-\$23,946	-\$23,946	
				\$42,402	-\$42,402
Well 2 Pump Replacement					
		Engineering		\$9,370	
		Construction			
		Reallocated from Southwick Creek Realign?			
Well 3 Pump Replacement	\$0				
		Engineering			
		Construction			
Water Plant Flood Plain	\$0				
		Engineering	\$8,000	\$8,000	
		SEWRPC Study	\$28,000	\$28,000	
		Reallocate from Southwick Creek Realign	-\$42,000	-\$42,000	
				-\$6,000	\$6,000
Highway 67 West Rebuild	\$0				
		Engineering	\$195,000	\$195,000	
		Reallocate from Chlorination Project	-\$195,000	-\$195,000	
				\$0	\$0
Totals	\$12,150,000		\$6,555,090	\$8,855,784	\$4,372,419

2022 Borrowing
Tracking Projects and Balances

DL 04052024.1

Status

Complete
Complete

2022 Borrowing
Tracking Projects and Balances

Status

Added striping and net

2022 Borrowing
Tracking Projects and Balances

Status

2022 Borrowing
Tracking Projects and Balances

Status

2022 Borrowing
Tracking Projects and Balances

Status

\$2,800,000
\$3,440,000
\$6,240,000
\$0
\$6,240,000

2022 Borrowing
Tracking Projects and Balances

Status

EASEMENT UNDERGROUND ELECTRIC AND COMMUNICATION

The undersigned **Grantor (s) Village of Williams Bay, (hereinafter called the "Grantor")**, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto **Wisconsin Power and Light Company, a Wisconsin corporation (hereinafter called the "Grantee")**, the Grantee's successors and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect, replace, add, relocate and remove the Designated Facilities, as indicated below, upon, in, over, through and across lands owned by the Grantor **in the Village of Williams Bay, County of Walworth, State of Wisconsin**, said Easement Area to be **16.5** feet in width and described as follows:

See EXHIBIT "A" attached hereto and made a part hereof.

Name and Return Address

Alliant Energy
Attn: Real Estate Department
4902 North Biltmore Lane
Madison, WI 53718

Parcel Identification Number(s)

WWUP 00081; WWUP 00100; WWUP 00104

This Easement is subject to the following conditions:

1. **Designated Facilities:** This easement is for underground electric line and underground communication line facilities, including but not limited to conduit, cables, above ground electric pad-mount transformers, secondary pedestals, riser equipment and other appurtenant equipment associated with underground electric line and communication line facilities.
2. **Access:** The Grantee and its agents shall have the right of reasonable ingress and egress to, over and across the Grantor's land adjacent to the Easement Area.
3. **Buildings and Structures:** The Grantor agrees within the Easement Area not to construct or place buildings, structures, or other improvements, or place water, sewer or drainage facilities; all without the express written consent of the Grantee.
4. **Exercise of Caution:** Because the Grantor's land is designated as a Nature Conservancy, Grantee and its agents shall exercise caution while working in the Easement Area so as to not disturb adjacent land and native plantings.
5. **Tree Trimming:** The Grantee has the right to trim or remove trees, bushes and brush within the Easement Area. If the Grantee or its agents remove any native trees or woody bushes within the Easement Area or damage adjacent plantings, Grantee shall replace and replant similar and the same number of woody species on the land adjacent to the Easement Area.
6. **Restoration and Damages:** The Grantee shall restore or cause to have restored Grantor's land, as nearly as reasonably possible, to the condition existing prior to the construction, maintenance or removal of said Designated Facilities by Grantee or its agents, and will utilize only native plantings in the restoration of the disturbed Easement Area. This shall include, but is not limited to, the following:
 - (a) The Grantee shall remove all overhead transmission lines which are no longer in service, and the accompanying power poles or cut the power poles flush with ground-level.
 - (b) The Grantee shall remove all trimmed and cut woody debris from the Easement Area.
7. **Reservation of Use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns, of every use and enjoyment of said land within the Easement Area consistent with rights herein granted.
8. **Binding Effect:** This Agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.
9. **Easement Brochure:** As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five day review period or acknowledges that they have had at least five days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 2024.

VILLAGE OF WILLIAMS BAY

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name and Title

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) SS

Personally came before me _____, 2024, the above-named _____,

The _____ of the Village of Williams Bay to me known to be the person who executed the foregoing document and acknowledged that they executed the foregoing document as on behalf of said entity by its authority.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

This instrument was drafted by:

Attorney Mark A. Schroeder
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

AGREEMENT FOR ISSUANCE OF UTILITY CONSTRUCTION PERMIT

WHEREAS, Wisconsin Power & Light Company (WP & L) is seeking to remove certain overhead power cables located on land of the Village of Williams Bay (Village) and replace them with buried power cables, also on Village land (the Project); and

WHEREAS, the land in which the buried power cables are to be located include property within the Kishwaukee Nature Conservancy (KNC); and

WHEREAS, the process for removing the overhead power cables and installing the underground power cables will require accessing the transformer at Well 3 in order to connect the underground power cables to the transformer; and

WHEREAS, the above-described process will require overhead power cables to remain in place until the designated switchover date to the underground power cables; and

WHEREAS, WP & L desires a Utility Construction Permit from the Village to allow said Project to take place on Village property.

NOW, THEREFORE, the Village and WP & L agree as follows:

1. The Village shall grant to WP & L an easement to permit the installation of underground power cables and communication utilities in the form attached in Exhibit A.
2. The Village shall issue to WP & L a Utility Construction Permit to allow for the installation of underground power cable and the removal of overhead power cable as well as the connection of underground 3PH power cables from the north to connect to the transformer at Well 3. It is represented by WP & L that so long as the connection goes without incident, there will be no outage of power at that location.
3. The WP & L contact person for the Project shall be Jeff Weeden of Intercon Construction, phone number 608-405-0390.
4. The contact person for the Village and KNC for the Project shall be Wayne Edwards, Village Department of Public Works, phone number 262-903-1764.
5. WP & L represents that the Project will begin not before March 2024. The overhead power cables will remain in place until the underground power cables are activated, at which time the overhead power cables and poles supporting them will be removed. The time period between the beginning of installation of the underground power cables and the removal of the overhead power cables and poles shall be several months, but will be concluded in 2024.
6. In consideration of the above approvals, WP & L agrees to grant to the Village an easement for pedestrian use to provide access to and from the KNC on the following described property which is also shown graphically on Exhibit B:

THE NORTH 20 FEET OF PT NW ¼ SEC 6 T1N R17E DESC AS STRIP 15' IN WIDTH LYING BETW 2 LNS DRAWN PAR WITH & DISTANCE OF 35' & 50' SLY RESPECTIVELY AS MEAS AT R.A. FROM C/L MAIN TRACK OF C & N W RY CO AS SD MAIN TRACK IS NOW LOC & ESTABLISHED, SE 15' STRIP OF LAND EXTENDING NELY FROM SLY LN OF CENTER ST EXT. ELY AS SD ST IS NOW LOC & ESTABLISHED OVER & ACROSS NW ¼ NE ¼ W SEC 6 VILLAGE OF WILLIAMS BAY.

Dated: _____, 2024.

WISCONSIN POWER AND LIGHT COMPANY

By: _____
Signature of Designated Representative

Printed Name and Title

Subscribed and sworn to before me this
_____ day of _____, 2024.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, Village President

ATTEST

By: _____
Tina Kolls, Clerk

Subscribed and sworn to before me this
_____ day of _____, 2024.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

EASEMENT UNDERGROUND ELECTRIC AND COMMUNICATION

The undersigned **Grantor (s) Village of Williams Bay, (hereinafter called the "Grantor")**, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto **Wisconsin Power and Light Company, a Wisconsin corporation (hereinafter called the "Grantee")**, the Grantee's successors and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect, replace, add, relocate and remove the Designated Facilities, as indicated below, upon, in, over, through and across lands owned by the Grantor **in the Village of Williams Bay, County of Walworth, State of Wisconsin**, said Easement Area to be **16.5** feet in width and described as follows:

See EXHIBIT "A" attached hereto and made a part hereof.

Name and Return Address

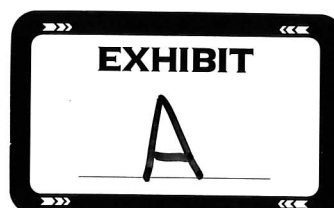
Alliant Energy
Attn: Real Estate Department
4902 North Biltmore Lane
Madison, WI 53718

Parcel Identification Number(s)

WWUP 00081; WWUP 00100; WWUP 00104

This Easement is subject to the following conditions:

1. **Designated Facilities:** This easement is for underground electric line and underground communication line facilities, including but not limited to conduit, cables, above ground electric pad-mount transformers, secondary pedestals, riser equipment and other appurtenant equipment associated with underground electric line and communication line facilities.
2. **Access:** The Grantee and its agents shall have the right of reasonable ingress and egress to, over and across the Grantor's land adjacent to the Easement Area.
3. **Buildings and Structures:** The Grantor agrees within the Easement Area not to construct or place buildings, structures, or other improvements, or place water, sewer or drainage facilities; all without the express written consent of the Grantee.
4. **Exercise of Caution:** Because the Grantor's land is designated as a Nature Conservancy, Grantee and its agents shall exercise caution while working in the Easement Area so as to not disturb adjacent land and native plantings.
5. **Tree Trimming:** The Grantee has the right to trim or remove trees, bushes and brush within the Easement Area. If the Grantee or its agents remove any native trees or woody bushes within the Easement Area or damage adjacent plantings, Grantee shall replace and replant similar and the same number of woody species on the land adjacent to the Easement Area.
6. **Restoration and Damages:** The Grantee shall restore or cause to have restored Grantor's land, as nearly as reasonably possible, to the condition existing prior to the construction, maintenance or removal of said Designated Facilities by Grantee or its agents, and will utilize only native plantings in the restoration of the disturbed Easement Area. This shall include, but is not limited to, the following:
 - (a) The Grantee shall remove all overhead transmission lines which are no longer in service, and the accompanying power poles or cut the power poles flush with ground-level.
 - (b) The Grantee shall remove all trimmed and cut woody debris from the Easement Area.
7. **Reservation of Use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns, of every use and enjoyment of said land within the Easement Area consistent with rights herein granted.
8. **Binding Effect:** This Agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.
9. **Easement Brochure:** As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five day review period or acknowledges that they have had at least five days to review such materials.



WITNESS the signature(s) of the Grantor this _____ day of _____, 2024.

VILLAGE OF WILLIAMS BAY

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name and Title

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) SS

Personally came before me _____, 2024, the above-named _____,

The _____ of the Village of Williams Bay to me known to be the person who executed the foregoing document and acknowledged that they executed the foregoing document as on behalf of said entity by its authority.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

This instrument was drafted by:

Attorney Mark A. Schroeder
Consigny Law Firm, S.C.
303 East Court Street
Janesville, WI 53545

Exhibit "A"

Lands owned by Grantor:

Located in the North Half (N½) of Section 6, Township 1 North, AND the South Half (S½) of Section 31, Township 2 North, all in Range 17 East, Village of Williams Bay, Walworth County, Wisconsin.

Parcel A: A parcel of land located in the South ½ of Section 31, T2N, R17E and the North ½ of Section 6, T1N, R17E and part of Williams Bay Land Company Subdivision located in said Section 6, Walworth County, Wisconsin and described as follows: Commencing at the Northwest corner of said Section 6, thence S 89° 29' 45" E along the North line of said Section 6, 33.00 feet to the place of beginning; thence continue S 89° 29' 45" E 279.62 feet; thence S 0° 01' 05" E along the West line of Williams Bay Land Company Subdivision, 940.57 feet; thence S 89° 27' 20" E 30.77 feet; thence S 0° 21' 05" W 54.60 feet; thence S 89° 45' 30" E along the South line of Lots 30 and 14, Block 9 of said Subdivision, 307.75 feet; thence S 0° 16' 20" W 222.95 feet to the South line of said Subdivision; thence S 89° 46' 25" E along said South line 390.17 feet; thence S 89° 46' 20" E along said South line, 640.65 feet; thence N 0° 18' 20" E along said Southerly boundary line 181.29 feet; thence N 89° 55' 20" E along said Southerly line 923.14 feet to a point on the North-South ¼ line of said Section 6; thence S 0° 02' 20" E along said ¼ line 245.88 feet to a point on the Northeasterly right of way line of the Chicago and Northwestern Railway Company; thence along said right of way line on the arc of a curve to the left 357.20 feet, the radius being 714.49 feet and the chord bearing N 36° 34' 25" E 353.40 feet; thence N 22° 12' 50" E 650.47 feet along said right of way line; thence along said right of way line on the arc of a curve to the right 512.82 feet, the radius being 2072.41 feet and the chord bearing N 29° 19' 15" E 511.51 feet; thence along said right of way line of the arc of a curve to the right 512.37 feet, the radius being 2072.41 feet and the chord bearing N 43° 30' 05" E 511.07 feet; thence along said right of way line on the arc of a curve to the right 309.88 feet, the radius being 2072.41 feet and the chord bearing N 54° 53' 40" E 309.66 feet to a point on the Southwesterly right of way line of State Trunk Highway 50; thence N 51° 33' 30" W along said right of way line, 670.55 feet; thence S 75° 53' 50" W 830.84 feet; thence N 0° 20' 25" E 337.17 feet; thence N 12° 14' 25" E 319.80 feet; thence N 73° 45' 30" E 231.73 feet; thence S 29° 20' 00" E 16.00 feet; thence N 60° 39' 50" E 65.00 feet to the centerline of State Trunk Highway 50; thence N 29° 23' 00" W along said centerline 1243.27 feet to the East-West ¼ line of Section 31, T2N, R17E; thence N 89° 25' 35" W along said ¼ line 2085.81 feet; thence S 1° 04' 15" W 660.00 feet; thence N 89° 25' 35" W 133.00 feet to the Easterly right of way line of State Trunk Highway 67; thence S 1° 04' 15" W along said right of way line 114.32 feet; thence S 3° 56' 00" W along said right of way line 100.13 feet; thence S 1° 04' 15" W along said right of way line 1740.01 feet; thence N 89° 29' 45" W 27.00 feet; thence S 1° 04' 15" W 30.00 feet to the place of beginning.

EXCEPTING THEREFROM Lots 17 and 18, Block 11, Williams Bay Land Subdivision.

ALSO EXCEPTING THEREFROM the following described parcel of land: A parcel of land located in the Southwest ¼ and the Southeast ¼ of Section 31, T2N, R17E, Walworth County, Wisconsin and described as follows: Commencing at the South ¼ corner of said Section 31, thence N 0° 20' 25" E 416.72 feet to the place of beginning; thence N 89° 39' 35" W 492.60 feet; thence N 4° 35' 15" W 97.50 feet; thence S 80° 56' 10" W 15.00 feet; thence N 31° 10' 20" W 102.33 feet; thence N 28° 48' 10" W 148.86 feet; thence N 22° 12' 00" W 331.61 feet; thence N 0° 56' 50" W 329.72 feet; thence N 68° 30' 05" E 367.77 feet; thence S 82° 32' 45" E 233.68 feet; thence N 7° 27' 15" E 117.18 feet; thence S 82° 32' 45" E 239.62 feet; thence S 12° 14' 25" W 398.93 feet; thence S 0° 20' 25" W 570.04 feet; thence S 89° 39' 35" E 33.00 feet; thence S 0° 20' 25" W 181.83 feet to the place of beginning.

ALSO EXCEPTING THEREFROM Part of the Southeast ¼ of Section 31, Town 2 North, Range 17 East, Walworth County, Wisconsin: Commencing at the South ¼ section corner of said Section 31; thence N 0° 21' 20" E 222.87 feet; thence East 33.00 feet to the point of beginning in the Easterly right of way of Harris Road; thence continue East 825.49 feet to the Westerly right of way of what was once a railroad; thence Northeasterly 308.02 feet along said right of way being the arc of a curve to the right having a radius of 2072.41 feet and chord N 46° 22' 48" E 307.74 feet to an iron stake in said right of way; thence continue Northeasterly along said right of way 309.86 feet along the arc of a curve to the right having a radius of 2072.41 feet and chord N 54° 58' 35" E 309.57 feet to a concrete monument in the Southwesterly right of way of Highway 50; thence N 51° 31' 45" W 670.91 feet along the right of way of said Highway 50 to an iron stake at

the Southeast corner of lands owned by a church; thence S 75° 54' 35" W 796.68 feet along the boundary of said church lands to the Easterly right of way of Harris Road; thence S 0° 21' 20" W 613.40 feet along said Easterly right of way to the point of beginning.

PARCEL B: ALSO beginning at the Northwest corner of Section 6, Town 1 North, Range 17 East of the 4th p.m. in the Village of Williams Bay in said County, and running thence South on the West line of Section 6, 1219.43 feet to a point, which point marks the place of beginning of the land hereinafter described; run thence South 89° 44' East 25 feet to the former East line of the highway once known as County Trunk "H" (now known as State Highway #67), thence continue South 89° 44' East along the South line of Bayview Avenue, 1014.60 feet to a concrete monument; thence South 61.30 feet to a concrete monument; thence South 75° 45' 39" West 1046.94 feet to a point in said former East line of said highway; thence continue South 75° 45' 39" West 25.79 feet to a point in the West line of said Section 6; thence North on the West line of said Section 6, 330.00 feet to the place of beginning. EXCEPTING THEREFROM the West 619.57 (being measured along the South line of Bayview Avenue) feet thereof.

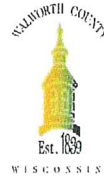
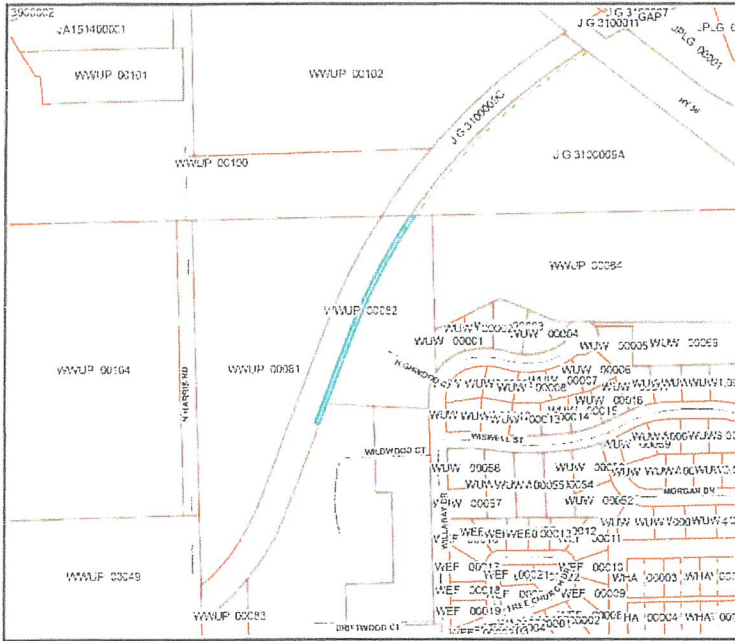
FURTHER EXCEPTING THEREFROM

A parcel of land to become appurtenant to Lot 4 of Certified Survey Map No. 2439 recorded in Volume No. 12, on Page No. 96, as Document No. 284493 of Walworth County Certified Surveys. Located in the NE ¼ of the SW ¼ of Section 31, Town 2 North, Range 17 East, Walworth County, Wisconsin, described as: Commencing at the most northerly corner of said Lot 4; thence S 07DEG 27MIN W, 65.18 feet along said Lot 4 to the point of beginning; thence continue along said Lot 4, S 07DEG 27MIN W 52.00 feet; thence continue along said Lot 4, N 82DEG 31MIN 46SEC W 233.79 feet; thence S 68DEG 28MIN 26SEC W, 102.80 feet to the West corner of said Lot 4; thence N 29DEG 24MIN 10SEC W, 52.50 feet; thence N 68DEG 28MIN 26SEC E, 123.45 feet; thence S 82DEG 31MIN 46SEC E, 247.21 feet to the point of beginning. Containing 18,400 square feet of land (0.42 acres) more or less.

Grantor's deed being recorded on May 3, 1990, as Document Number 193498 in the office of the Register of Deeds for Walworth County, Wisconsin.

Easement area:

An Easement Area Sixteen and one-half (16.5) feet in width, having Eight and one-quarter (8.25) feet of such width on either side of the following described centerline: The centerline of Grantee's Designated Facilities as constructed, to be constructed, extended, or relocated lying within the above-described real property.



Walworth County, WI Land Information Division

Property Details

Municipality: VILLAGE OF WILLIAMS BAY
Parcel Number: WWUP 00082
School District: 6482-WILLIAMS BAY SCHOOL DISTF
Zoning District:

Owner Information

Owner Name: WISCONSIN POWER & LIGHT COMPANY
Owner Name 2: ATTN REAL ESTATE DEPT
Mailing Address: PO BOX 77007

MADISON WI, 537071007

2023 Valuation Information

Land: \$0.00
Improvements: \$0.00
Total: \$0.00
Acres: 0.2740
Fair Market Value: \$0.00
Assessment Ratio: 0.8191651190
Mill Rate: 0.0119971350

Tax Information

First Dollar Credit: \$0.00
Special Assessment: \$0.00
Delinquent Utility Charge: \$0.00
Managed Forest Land Taxes: \$0.00
Total Billed: \$0.00
Net Tax: \$0.00
School Credit: \$0.00
Lottery Credit: \$0.00
Special Charges: \$0.00
Private Forest Crop Taxes: \$0.00
Woodland Tax Law Taxes: \$0.00

Tax Jurisdictions

WILLIAMS BAY SCHOOL DISTRICT \$0.00
GATEWAY TECHNICAL \$0.00
WALWORTH COUNTY \$0.00
WAL CTY METRO SEWER \$0.00
VILLAGE OF WILLIAMS BAY \$0.00

Elected Officials / Voting Districts

Supervisory District: Joanne Laufenberg (D7)
State Representative: Tyler August (R) (Wisconsin's 32nd Assembly District)
State Senator: Stephen Nass (R) (Wisconsin's 11th Senate District)
US Representative: Bryan Steil (R) (Wisconsin's 1st District)
US Senator: Ron Johnson (R), Tammy Baldwin (D)

Special Assessments / Charges

Soil Classification

Soil Type	Soil Name	Acres
Ht	HOUGHTON MUCK	0.1231
MyC	MIAMI SILT LOAM, 6 TO 12 PERCENT SLOPES	0.1060
Mx2	SANDY LOAM SUBSTRATUM, 20 TO 35 PERCENT SLOP	0.0313
RaA	RADFORD SILT LOAM, 0 TO 3 PERCENT SLOPES	0.0132

Property Address

Legal Description

PT NW 1/4 SEC 6 T1N R17E DESC AS STRIP 15' IN WIDTH LYING BETW 2 LNS DRAWN PAR WITH & DISTANCE OF 35' & 50" SLY RESPECTIVELY AS MEAS AT R.A. FROM C/L MAIN TRACK OF C & N W RY CO AS SD MAIN TRACK IS NOW LOC & ESTABLISHED, SE 15' STRIP OF LAND EXTENDING NELY FROM SLY LN OF CENTER ST EXT. ELY AS SD ST IS NOW LOC & ESTABLISHED OVER & ACROSS NW 1/4 NE 1/4 W SEC 6 VILLAGE OF WILLIAMS BAY

EXHIBIT

B

The information provided in this property information page is for informational purposes only. For more information, contact the Walworth County Treasurer's Office. To verify tax payment/payer information, contact the Walworth County Treasurer's Office at 262-741-4251.

For more information, contact the Walworth County Treasurer's Office at 262-741-4251.

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Aurora University

Reason for Cancellation of Appointed Agent

Current agent will be leaving the employment of the university.

The undersigned appoints _____ as
agent in accordance with sec. 125.04(6), Wis. Stats.

Shaun Gulhaug

Signature of President / Member

3.20.2024

Date

Section 2: Agent Information and Acknowledgement

Agent Name

JOHN C. HARBECK

Mailing Address

City or Post Office

State

Zip Code

WI 53156

Agent Questions

	Yes	No
1. Are you of legal drinking age?	☒	☐
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?	☒	☐
3. Have you ever been convicted of a federal law violation?	☐	☒
4. Have you ever been convicted of a state law violation?	☐	☒
5. Have you ever been convicted of a local ordinance violation?	☐	☒
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ...	☒	☐

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for GEORGE WILLIAMS COLLEGE OF AURORA UNIVERSITY and
assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

[Redacted Signature]

Signature of Agent

MARCH 6, 2024

Date

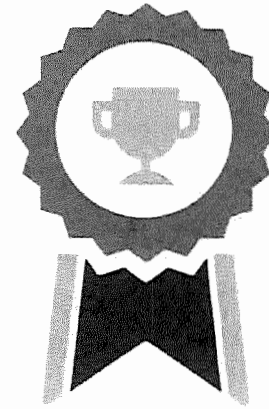
Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official



Certificate

RESPONSIBLE BEVERAGE SERVER

awarded to

John Harbeck

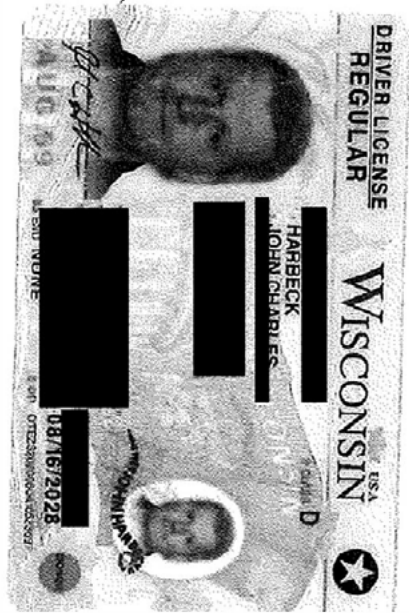
This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

www.Wisconsin-Bartending.com

Training Provider

03/01/2024

Training Date



**EMPLOYEE TRAINING ACKNOWLEDGEMENT
LEGAL RESTRICTION ON TOBACCO SALES TO MINORS**

Use of form: This is a required form. Personally identifiable information on this form is collected to determine compliance with the statutes and will only be used for that purpose.

Instructions: Sign form and retain on premises in personnel file.

Employee - Name (print) John Harbeck		Driver's License Number 
Address Online	City, State, Zip Statewide, WI	
Home Telephone 262- 	Date of Birth (Day, Month, Year)  /1959	
Store Name Wisconsin Bartending	Store Number (if applicable)	
Name - Supervisor		

I acknowledge (Choose one):

- ☐ I have successfully completed a responsible beverage server training course at a technical college that conforms to curriculum guidelines specified by the technical college system board or a comparable training course that is approved by the department or the educational approval board. (Wis. Stat. § 125.04)
- ☐ I have received training from my employer on compliance with Wis. Stat. § 134.66.

I further acknowledge:

- ☒ I understand that federal law prohibits selling tobacco products to any person under the age of 21. Failure to comply with these restrictions may result in a citation.



SIGNATURE - Employee

3.19.2024

Date Signed



SIGNATURE - Supervisor

3.19.2024

Date Signed



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls, Village Clerk
From: Justin P Timm, Chief of Police

REF: John Harbeck's Background check for Aurora University

Ms. Kolls,

On April 1st, 2024, the Village Board requested me to complete a background investigation on John Harbeck, due to a change of "agent" for Aurora University's liquor license.

On April 4th, 2024, I completed the background on Mr. Harbeck. With the information provided I do not see any issues with him being the "agent" for Aurora University.

Please let me know if you have any questions.

Sincerely,

Justin P Timm
Chief of Polce
Village of Williams Bay Police Department

MUNICIPAL BUSINESS LEASE

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

1. This lease is made this _____ day of _____, 2024, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Yoga Lake Geneva, 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 the Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.
3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 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 \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2024. The Renter shall provide verification of the gross sales to the Municipality along with their payment.
2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2024. This will be a lump-sum payment for the entire season and length of the contract.
3. Overdue rental payments shall bear interest at the rate of 10% per annum.

SECTION III. 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 with beach cleaning operations by Village Staff.
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. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Yoga Lake Geneva, LLC and Frank Whiting agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Frank Whiting, Yoga Lake Geneva, LLC

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2024.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

William B. Duncan, President

ATTEST:

Tina Kolls, Clerk

VILLAGE OF WILLIAMS BAY
2024 Street Program
Revised - April 15, 2024

4/15/24 - Revised to add pavement widening on East Geneva Street.

- See the attached opinion of probable cost (OPC) and sketches for each of the proposed roadway sections further described below.
 - Observatory Place: Remove the existing asphalt pavement by milling, proof roll the base and repair soft spots, repave with 4-inches of hot mix asphalt, and install 2-ft wide gravel shoulders.
 - Clover Street: Remove the existing asphalt pavement by milling, proof roll the base and repair soft spots, repave with 4-inches of hot mix asphalt, and install 2-ft wide gravel shoulders.
 - Lakewood Trails: Repair deteriorated pavement areas by removing the asphalt, repairing the stone base, and repaving with hot mix asphalt. The water main valve repair areas will also be repaved.
 - East Geneva Street: Reconstruct the east bound lane and install storm sewer, and remove / trim trees within the right-of-way to prevent deterioration of the pavement.
 - East Geneva Street: Widen the north side pavement by 3-feet from Willabay Drive to Potawatomi Road.
 - Cedar Point Drive: Repair deteriorated pavement areas.
- We worked with Village staff to scope a street rehabilitation project to meet a budget of \$1.6M. The budget will need confirmation by the finance committee.
- The bid opening is planned for late June with construction starting after Labor Day but before Memorial Day of 2025. The work in Lakewood Trails will occur in 2024.
- The bid form will allow removal of a section if the bid price is over budget; currently, a pay item in the Lakewood Trails section will allow the Village to full depth mill and repave additional areas if bid prices are lower than expected.
- Once approved, we will provide an engineering work order and a proposal from a testing company to perform pavement cores and soil testing of the road sub-base. These costs are included in the line item for contingency & engineering in the OPC.

P:\WLM\SV\2400607-2024 Roadway Improvements\00-Design\07-OPC-Quantities-Estimates\2024 Street Program Engineer Report REV 04-15-24.docx

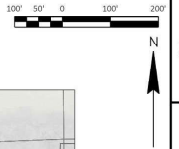
Opinion of Probable Cost
2024 Roadway Improvements
Village of Williams Bay

Section	Quantity		Amount	
<u>Observatory Place</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALTIC SURFACE REMOVAL, 4-INCH DEPTH	2,200	SY	\$	13,000
HMA, 4-INCHES	2,200	SY	\$	56,000
GRAVEL SHOULDERS	2,100	LF	\$	8,000
TRAFFIC, LAWN, EROSION	1	LS	\$	6,000
Observatory Place Construction Cost			\$	91,000
<u>Clover Street</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALTIC SURFACE REMOVAL, 4-INCH DEPTH	2,300	SY	\$	14,000
HMA, 4-INCHES	2,300	SY	\$	58,000
GRAVEL SHOULDERS	1,340	LF	\$	5,000
TRAFFIC, LAWN, EROSION	1	LS	\$	6,000
Clover Steet Construction Cost			\$	91,000
<u>Lakewood Trails</u>				
MOBILIZATION	1	LS	\$	8,000
ASPHALT PATCHING, INCLUDES VALVE REPAIR AREAS	3,400	SY	\$	170,000
TRAFFIC CONTROL	1	LS	\$	2,000
Lakewood Trails Construction Cost			\$	180,000
<u>East Geneva Street (Eastbound Lane and Storm Sewer)</u>				
MOBILIZATION	1	LS	\$	12,000
PAVEMENT REMOVAL / SAW CUTTING	3,600	SY	\$	50,000
BASE AGGREGATE, 1-1/4-INCH	1,600	TON	\$	29,000
HMA, 4-INCHES	3,600	SY	\$	91,000
GRAVEL SHOULDERS	600	LF	\$	2,000
TRAFFIC, LAWN, EROSION, MARKING, LAYOUT	1	LS	\$	28,000
STORM SEWER, 18-INCH RCP, GRANULAR BACKFILL	2,100	LF	\$	420,000
STORM MANHOLE, 48-INCH DIA.	10	EA	\$	100,000
STORM INLET, 2x3 AND CURB REPLACEMENT	7	EA	\$	50,000
TREE REMOVAL / TRIMMING	1	LS	\$	40,000
East Geneva Steet (Eastbound Lane) Construction Cost			\$	822,000
<u>East Geneva Street Widening (Willabay Dr. to Potawatomi Rd.)</u>	1	LS	\$	46,000
<u>Cedar Point Drive Spot Repairs</u>	1	LS	\$	75,000
CONSTRUCTION COST			\$	1,305,000
30% Contingency & Engineering			\$	392,000
PROJECT COST			\$	1,697,000





LAKEWOOD TRAILS PATCH DETERIORATED PAVEMENT AREAS AND VALVE REPAIRS



REPLACE 8" VALVE.
NOTE: VALVE CURRENTLY DOESN'T OPERATE.
CONTACT VILLAGIC PRIOR TO REPLACING
AND VERIFY IT CAN'T BE REPAIRED IN PLACE.

SAWCUT PAVEMENT. MINIMIZE TRENCH WIDTH.
FINISHED SURFACE SHALL BE 4" OF 3/4"
CRUSHED BASE AGGREGATE DENSE OVER 8" OF
1-1/4" CRUSHED BASE AGGREGATE DENSE.

NOTE: VERIFY OPERATION OF VALVES PRIOR TO REPLACING
EXTENSIONS. REPLACE NON-OPERATIONAL VALVES AT THE
BID PRICE FOR 8" AND 12" VALVE REPLACEMENT.

LEGEND

- WV REPLACE BROKEN VALVE EXTENSION
- WV EXISTING VALVE

PROJECT NO: 2325721

VILLAGE OF WILLIAMS BAY
CLOVER STREET TO WILLIAMS STREET WATER MAIN

COUNTY: WALWORTH

WATER VALVE EXTENSION REPLACEMENT

SHEET 8 OF 8

BALTIMORE E

FILE NAME: P:\WILMSV\2325722 CLOVER WILLIAMS WTM\CAD\01_CIVIL\30\01_SHTS\PLANS\023001-UP.DWG
LAYOUT NAME: 1 IN 200 FT

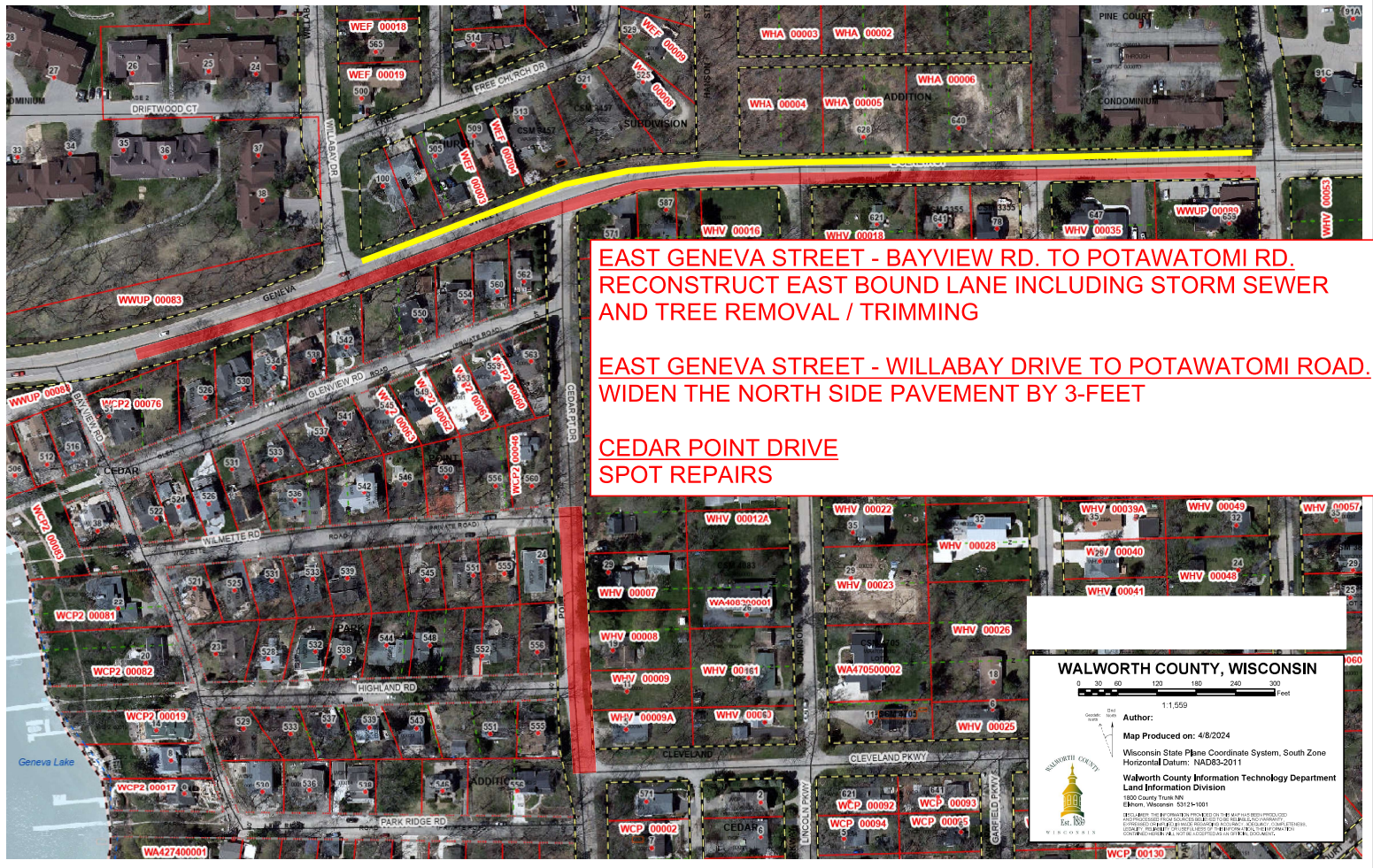
PLOT DATE: 11/27/2023 11:34 AM

PLOT BY: JORDAN SHARPE

PLOT NAME:

PLOT SCALE: 1 IN 200 FT

W00001/CAD001/2/E001-41



**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-30-24**

**A RESOLUTION AUTHORIZING THE
DISPOSAL OF CERTAIN SURPLUS PERSONAL PROPERTY
OWNED BY THE VILLAGE OF WILLIAMS BAY
(Fire & Rescue)**

WHEREAS, the Village of Williams Bay (the "Village") is the owner of the personal property listed on **Exhibit A** attached hereto, and by this reference incorporated herein (the "Property"); and.

WHEREAS, the Village desires to sell the Property; and

WHEREAS, pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay find that the Property is no longer necessary or useful to the Village of Williams Bay, and the best interests of the Village of Williams Bay will be served by its sale or disposal;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated into and made a part of this Resolution by this reference.

SECTION TWO: Transfer & Disposal of Property. Pursuant to Wisconsin Statutes Chapter 61.34, the President and Board of Trustees of the Village of Williams Bay authorize the sale or disposal of the Property.

SECTION THREE: Authority of the Village Administrator. The Village Administrator is hereby authorized and directed to sell the Property by means of sealed or open bids, auction, or any other lawful means. Upon the sale of the Property, the Village Manager is authorized and directed to convey and transfer the Property to the purchasers.

SECTION FOUR: Effective Date. This Resolution shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 6th day of May 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

From: Sean M <seanmckean641@gmail.com>
Sent: Monday, April 1, 2024 3:39 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: George Vlach <gvlach@vi.williamsbay.wi.gov>; Rich Gluth <rgluth@yahoo.com>; DALE VAVRA <dalevavra@gmail.com>
Subject: Rescue squad stair chair

Good afternoon,

I am trying to get a stair chair declared as surplus. Years ago when the Bay had 2 ambulances, we had a stair chair on each ambulance, We got rid of one of those ambulances years ago and the stair chair came off of it and it has been sitting, literally, in a corner of the fire station since then. I am also an EMT with the City of Delavan and they just purchased a new ambulance. They were looking to buy a new stair chair for this ambulance. New chairs go for \$4 - \$5,000. We were hoping to kill two birds with one stone by getting rid of something we don't use for some money and helping out a neighboring community. Dale Vavra, Rich Gluth, and myself came up with \$1,500 for a sale price. Please let me know if you need any more explanations or have any questions. I have attached a picture of what a stair chair looks like and also a picture of the current stair chair in the location it has been for quite some time.



Stryker Stair Chair Model 6252

Your Price: \$4,855.00

Product Code: STRYKER STAIR CHAIR 6252

Add To Cart



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Sean McKean
WBFD Captain
262-949-416