



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

COMMITTEE MEETINGS

WEDNESDAY, JUNE 16, 2021 AT 6:30 PM
VILLAGE HALL COUNCIL ROOM

AGENDA

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

I. Parks & Lakefront Committee – D'Alessandro, Stanek, Wright

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of May 12, 2021
- d. Parks & Lakefront Committee Meeting Minutes of June 7, 2021
- e. Geocaching Request
- f. Williams Bay Fine Art and Craft Fest Edgewater Park Use and Policy Contract for July 23rd - July 25th
- g. Chicken Roast Edgewater Park Use and Policy Contract for July 15th - 18th
- h. Your Beautiful Life activity in Edgewater Park
- i. Adjourn

II. Protective Services Committee – Vlach, Umans, D'Alessandro

- a. Call to Order
- b. Roll Call
- c. Protective Services Committee Meeting Minutes of May 12, 2021
- d. Williams Bay Fire Department Temporary Class "B" Retailer's License Application for July 15th - 18th
- e. Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Applications for July 1st and August 5th
- f. Alcohol License Renewals
- g. EMS Lift
- h. Fire Department Hire - Informational Only
- i. Protective Services Response to Complaint
- j. Police Department Staffing
- k. Scooter Parking Signs by Beach Area
- l. Monthly Reports
- m. Chief's Report

- n. Adjourn

III. Finance & Personnel Committee – Parker, D’Alessandro, Wright

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of May 12, 2021
- d. Finance & Personnel Committee Meeting Minutes of May 17, 2021
- e. Finance & Personnel Committee Meeting Minutes of June 7, 2021
- f. Dubin Dogs Permit
- g. WRS Unfunded Liability
- h. Capitalization Policy
- i. First National Bank & Trust Banking Agreement
- j. Agreement with Consultant Chris Severt
- k. Adjourn

IV. Building, Zoning & Ordinance Committee – Wright, Vlach, Parker

- a. Call to Order
- b. Roll Call
- c. Building, Zoning & Ordinance Committee Meeting Minutes of May 12, 2021
- d. Comprehensive Plan
- e. Ordinance 2021-05 An Ordinance Creating Section 10.11(2)(c) of the Code of Ordinances of the Village of Williams Bay
- f. Ordinance 2021-06 An Ordinance creating Section 2.12 of the Code of Ordinances of the Village of Williams Bay
- g. Ordinance 2021-07 An Ordinance renumbering Section 7.045 (5) through (8), and creating Section 7.045 (5) of the Code of Ordinances of the Village of Williams Bay
- h. Adjourn

V. Water & Sewer Committee – Umans, Parker, Stanek

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of May 12, 2021
- d. Resolution R-7-21 Resolution Permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report
- e. Southwick Creek Realignment
- f. Adjourn

VI. Streets & Highways Committee – Stanek, Umans, Vlach

- a. Call to Order
- b. Roll Call
- c. Streets & Highways Committee Meeting Minutes of May 12, 2021

- d. Streets & Highways Committee Meeting Minutes of June 9, 2021
- e. Adjourn

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: 06/15/2021 5:00 PM



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Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA ZOOM WEBINAR

Call to Order

Meeting was called to order by Chairman D'Alessandro at 6:54pm

Roll Call

Present: Trustees D'Alessandro, Stanek and Wright

Also Present: President Duncan, Trustees Parker and Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland, Library Director Schnupp and Terry Soltow from TLS WindSled Inc.

Meeting Minutes

Wright/Stanek motion to approve Joint Parks & Lakefront and Finance & Personnel meeting minutes of April 14, 2021. Unanimously carried.

Wright/Stanek motion to approve meeting minutes of April 14, 2021 with corrections. Unanimously carried.

Wright/Stanek motion to approve meeting minutes of April 27, 2021. Unanimously carried.

Barrett Library Report

Schnupp provided an updated on some of the activities happening at the Library. Emily Sanders has been promoted to Assistant Library Director and will continue to be Youth Services Librarian. Walworth County Health and Human Services will be distributing a limited amount of 50 COVID-19 vaccines at the Library on May 18th. Other events happening include bringing back the Story Walk in June; Library will be fine free for children and young adult items and a \$3,000 grant was received to promote community involvement initiatives.

Lions Park Playground

D'Alessandro stated that the Lions Club is interested in purchasing playground equipment at the Lions Field House. Parker stated that since the Lions Club has not worked out all the details yet and that it may be too early for the Village to discuss. No action taken.

Hovercraft Proposal

Terry Soltow presented a proposal for Hovercraft rides over the course of 6 weekends in the winter with operating hours of 11:00am to 5:00pm. Discussion was held regarding entering into a municipal lease agreement like what is in place with Red Dogs. It was the consensus of the Committee to draft a municipal lease agreement to be reviewed at the June Committee meeting.

Lakefront Building

Discussion was held regarding the following items:

- Sand for Kayak Launch
- Move Kayak Rack
- Tables in front of building

D'Alessandro will review these items and report findings to Committee.

- Ice, Beverage and Bait Machines

Discussion was held and it was determined that there wasn't much interest from Trustees in moving forward with providing these items.

Pier Usage for former Police boat parking spaces

Discussion was held regarding the boat parking spaces previously used by GLLEA. A concern regarding the safety of people launching kayaks in that area. D'Alessandro stated that the Harbormaster suggested keeping the 2-hour limit and moving the spaces further away from the shore. D'Alessandro/Stanek motion to recommend Village Board approval to allow 2-hour parking and moving the spaces 2 post lengths further away from original spots. Unanimously carried.

Adjourn

Wright/Stanek motion to adjourn at 7:56pm. Unanimously carried.

/s/ Lori Peterzell, Village Treasurer

These are not official minutes until approved by the Parks and Lakefront Committee



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UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE 06/07/21 MEETING MONDAY, JUNE 7, 2021 AT 6:40 PM Via Zoom Webinar

I. Call to Order

Trustee D'Alessandro called the meeting to order at 6:41pm.

II. Roll Call

Present: Trustees D'Alessandro, Stanek and Wright (6:42)

Also Present: President Duncan, Trustee Umans, Parker and Vlach (6:51), Administrator Tobin, Clerk Pankau, Rec. Dept. Director Rowland and DPW Director Edwards

III. Farmer's Market Edgewater Park Use and Policy Contract

The motion to Recommend Village Board Approval of the Farmer's Market Edgewater Park Use and Policy Contract was initiated by Lowell Wright and seconded by Matt Stanek. Unanimously carried.

IV. Dubin Dogs Vendor Request

Trustee D'Alessandro explained that the Dubin Dogs vendor has asked to start selling non-food items at his food cart such as sunscreen, t-shirts and hats. D'Alessandro stated that he does not want this to compete with the local businesses, but that he has mentioned this before at Business Association meetings and they seem to be in approval of it.

The motion to Recommend Village Board Approval of the Dubin Dogs Vendor Request was initiated by Jim D'Alessandro and seconded by Lowell Wright.

Trustee Parker asked if this is something that the Village should look into doing at the beach house with the Village staff to sell items like this. D'Alessandro stated that he has suggested that the Recreation Department sell these types of items at the new Recreation Department office by the Boat Launch, but that the Trustees felt like they should let the Recreation Department get their kayak rental business going for a year before adding on additional items to sell. Trustee Parker asked if his lease and application would need to be amended because of the extra space he would need to sell these extra items.

D'Alessandro withdrew his motion and Wright withdrew his second.

It was the consensus of the Committee to ask John Dwyer from Dubin Dogs to amend his application.

V. Adjourn

The motion to Adjourn was initiated by Jim D'Alessandro and seconded by Lowell Wright at 6:53pm. Unanimously carried.

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



Geocache Permission

1 message

Deb Soplanda <dsoplanda@williamsbayschools.org>
To: "admin@williamsbay.org" <admin@williamsbay.org>

Wed, May 12, 2021 at 9:23 AM

Weds. May 12, 2021

Hello!

It was nice meeting you yesterday. Here are the facts for the geocache placement at the Village Hall by the WBHS History Club:

- We have successfully placed our 1st geocache in Frost Park for 3 years with no issues.
- The location is just in the crevice of an old oak about 4 feet from the edge of the south lawn.
- We are part of the National Geocache Organization- for addtl. info please go to: www.geocaching.com
- Once we have completed the paperwork and placed the cache, before it is released to the public, a member of the Natl. Geocache organization will check the site to approve it. No approval, we will remove the cache.
- Size of the cache- It is 4.5" fake gray rock. If you need to see it, we would be happy to show it to you.
- What you are likely to see after it has been approved. Confused people wandering around with their cell phones out, checking their GPS co-ordinates. They may come in and ask where the Geocache is- please do not give them any hints or clues as to its location- technically, that's "cheating" in the geocache world.
- Once we receive approval, we will notify you when it goes "public".

We hope you will become part of our Geocache family. We wanted the public to enjoy the beauty of the Village Hall area while having a fun geocache experience. What we need from you is an official letter(email preferred) that you approve the placement of a geocache by us on Village of Williams Bay property.

We look forward to hearing from you and THANK YOU!!

Zach Malisow- Geocache Committee Rep (student)

Deb Soplanda
PO Box 1410

Williams Bay Middle/High School
Williams Bay, WI 53191
(262) 245-6224

Study Hall Supervisor
WBHS History Club Adviser
WBHS History Bowl Teams Coach
WBHS Community Day of Service Coordinator

Dream. Aspire. Achieve.



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.

Applicant initials



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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.

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

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: MARIO PETULLO Organization: WMS BAY FINE ART & CRAFT FEST

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Date requested: JULY 23-24-25 Is event open to public? (circle one) yes no
(3PM)

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____

Phone: _____ Email: _____

Applicant initials MP

**VILLAGE USE ONLY**Date application received: 5/25/2021 Received by: JackieAll documentation attached? (yes)Date and time of pre-event informational meeting: N/A - had one in 2020

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

**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 24th day of MAY, 2021Group or organization WMS BAY FINE ART & CRAFT FESTOur liability insurance provided by: JOHANNESSEN FARRAR, INC
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured) Math Becker, agentSigned by: M. Petullo
President or other authorized signatoryApplicant initials MP



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/09/2021

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 have ADDITIONAL INSURED provisions or 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 Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115	CONTACT NAME: Irina Ertl PHONE (A/C, No, Ext): (262) 728-2631 FAX (A/C, No): (262) 728-2312 E-MAIL ADDRESS: irinae@jfinurance.com														
INSURED Williams Bay Fine Art and Fine Craft Festival 49 Garfield Pkwy Williams Bay WI 53191-9674	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: West Bend Mutual Insurance</td><td>15350</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: West Bend Mutual Insurance	15350	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 2021-22 COI**REVISION NUMBER:**

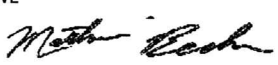
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y		A938352	07/23/2021	07/26/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY						\$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						\$
	EXCESS LIAB						EACH OCCURRENCE \$
	DED RETENTION \$						AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					PER STATUTE OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured: Village of Williams Bay

CERTIFICATE HOLDER**CANCELLATION**

Village of Williams Bay P.O. Box 186 Williams Bay WI 53191-0186	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 
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Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191

(262) 245-2700

Receipt No: 10.002558

Jun 14, 2021

WILLIAMS BAY FINE ART & CRAFT FEST INC

REC DEPARTMENT - EDGEWATER PARK DEPOSIT	500.00
FOR 7/23-7/25	
100-44108 EDGEWATER DEPOSIT	

Total:	500.00
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CHECKS	Check No: 1073	500.00
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Payor: WILLIAMS BAY FINE ART & CRAFT FEST

Total Applied:	500.00
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Change Tendered:	.00
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06/14/2021 10:32 AM



Page 1 EDGEWATER PARK USE AND POLICY CONTRACT

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.
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- 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.
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 - 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.

The handwritten initials "DS" are written in blue ink on a horizontal line.



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.

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: DAVID BURROUGH Organization: WILLIAMS BAY FIRE DEPT

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]

Title of Event: CHICKEN ROAST

Date(s) requested: JULY 15TH - 18TH Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

ANNUAL CHICKEN ROAST

1200-1500 ATTENDEES

Contact Information (if different than above)

Name: DAVID BURROUGH Organization: WBPD

Address: [REDACTED]

Phone: [REDACTED] Email: [REDACTED]



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 28 day of may, 2021

Group or organization VILLAGE OF WILLIAMS BAY FIRE DEPT

Our liability insurance provided by: LEAGUE OF WISCONSIN MUNICIPALITIES
(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: 5/28/2021 Received by: Jackie

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

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Trustee Umans at 6:37pm

Roll Call

Trustees D'Alessandro and Umans

Excused: Trustee Vlach

Also Present: President Duncan, Trustees Parker, Stanek and Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland and Library Director Schnupp

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of April 14, 2021. Unanimously carried.

Williams Bay Lioness Temporary Alcohol License Request for May 18, 2021

Umans/D'Alessandro motion to recommend Village Board approval of the Temporary Alcohol License request for May 18, 2021 contingent upon a map showing where the alcohol will be served and stored be submitted to the Village Clerk. Unanimously carried.

Monthly Police Report

Chief Timm presented the monthly report and answered any questions.

Police Chief's Report

Chief Timm provided an update on current activities including ongoing grant shifts through the County and working on community events with the Library for summer activities. Chief Timm stated that Officer Hammett will be returning to duty in June.

Adjourn

Umans/D'Alessandro motion to adjourn at 6:53pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



MEMORANDUM

DATE: JUNE 16, 2021
TO: PROTECTIVE SERVICES COMMITTEE
FROM: JACKIE PANKAU, VILLAGE CLERK
RE: WILLIAMS BAY FIRE DEPARTMENT TEMPORARY CLASS "B" RETAILER'S LICENSE APPLICATION FOR JULY 15TH - 18TH

Fire Department Member, Meghan Reetz, has applied for an Operator License to be up for approval at the June 21, 2021 Village Board meeting. If approved, Meghan will be the licensed operator at the Fire Department's Chicken Roast. The Fire Department is aware that if Meghan is not approved or cannot attend the event that one of them must apply for an Original or Temporary Operator License.

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: 5/7/21

☐ Town ☒ Village ☐ City of WILLIAMS BAY

County of WATKINS

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 JULY 15 and ending JULY 18 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

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name WILLIAMS BAY FIRE DEPT

(b) Address 5 GENEVA ST
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized _____

(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 DOUG SMITH

Vice President PAUL NIKOLSON

Secretary DOUG SWANBERG

Treasurer JIM LOWELL

(g) Name and address of manager or person in charge of affair: DAVE BURROUGH SR

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 Williams Bay

(b) Lot _____ Block _____

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

(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 FIRE DEPT CHICKEN ROAST

(b) Dates of event JULY 15 - JULY 18

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Doug Smith 5/7/21
(Signature/date)

Officer S. Paul Nicholson 5/13/21
(Signature/date)

Date Filed with Clerk 5/28/2021

Date Granted by Council _____

WILLIAMS BAY FIRE DEPT
(Name of Organization)

Officer [Signature] 5/7/21
(Signature/date)

Officer [Signature] 5/13/21
(Signature/date)

Date Reported to Council or Board 6/16/21 & 6/21/21

License No. _____

Café Calamari
Reserve on OpenTable



E Geneva St

E Geneva St

E Geneva St

7

15

Edgewater
Park

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 \$ _____

☐ Town ☒ Village ☐ City of Williams Bay

Application Date: 5-21-21
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 July 10 6:30pm and ending July 10 9:30pm 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
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Williams Bay Lions Club

(b) Address 372 Fair Oaks Dr. WMS. Bay, WI 53191
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized May 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 Jennifer Sternberg Vernon

Vice President _____

Secretary Kendra Jensen

Treasurer Rena Monroe 372 Fair Oaks Dr WB

(g) Name and address of manager or person in charge of affair: Rena Monroe
372 Fair Oaks Dr WMS. Bay, WI 53191

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

(a) Street number 3 Lions Field House WMS. Bay WI 53191

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Lioness Bingo Night

(b) Dates of event July 1, 2021

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Williams Bay Lions Club
(Name of Organization)

Officer J. Sternberg
(Signature/date)

Officer Rena Monroe
(Signature/date)

Date Reported to Council or Board _____

License No. _____

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 \$ _____

☐ Town ☒ Village ☐ City of Williams Bay

Application Date: 5.21.21
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 Aug 5 @ 6:30pm and ending Aug 5 @ 9:30pm 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
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name Williams Bay Lioness Lions Club

(b) Address 372 Fair Oaks Dr Wms-Bay, WI 53191
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized May 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 Jennifer Sternberg Vernon St. WB 53191

Vice President _____ WB 53191

Secretary Kendra Gnshe WB 53191

Treasurer Rena Monroe - 372 Fair Oaks Dr Wms-Bay 53191

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

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 Lions Field House Williams Bay, WI 53191

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Lioness Bingo Night

(b) Dates of event August 5, 2021

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Williams Bay Lioness Lions Club
(Name of Organization)

Officer Jennifer Sternberg
(Signature/date)

Officer Rena Monroe
(Signature/date)

Date Reported to Council or Board _____

License No. _____



SERVING INDOORS OF THE LIONS FIELD HOUSE ONLY



VILLAGE OF WILLIAMS BAY

OPERATOR'S LICENSE

LICENSE NO: 506

WHEREAS, the local governing body of the Village of Williams Bay, County of Walworth, State of Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

RITA PILARSKI

AND WHEREAS, the said applicant has paid to the Treasurer the sum of \$40.00 as required by the Municipal Ordinances, and has complied with all requirements necessary for obtaining said license;

NOW THEREFORE, An "Operator's License" pursuant to §125.32 (2) and 125.68 (2) of the Wisconsin State Statutes, and local ordinances, is hereby issued to said applicant,
FOR THE PERIOD OF July 1, 2021- June 30, 2023.

Given Under My hand and the Great Seal of the Village of Williams Bay, County of Walworth, State of Wisconsin, this 8th day of June, 2021.





Jackie Pankau, Village Clerk



MEMORANDUM

DATE: JUNE 16, 2021
TO: PROTECTIVE SERVICES COMMITTEE
FROM: JACKIE PANKAU, VILLAGE CLERK
RE: ALCOHOL LICENSE RENEWALS

Alcohol License approvals are contingent upon no outstanding liabilities with the Village, no delinquent wholesaler invoices, or Department of Revenue holds.

COMBINATION CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" INTOXICATING LIQUOR LICENSE RENEWAL APPLICATIONS:

1. Aurora University, d/b/a George Williams College, 350 Constance Blvd, Yvette Sommerville, Agent
2. Big Bay, LLC, d/b/a Harpoon Willies/Café Calamari, 10 E. Geneva St, Josh LaCroix, Agent
3. Green Grocer, Inc, d/b/a Green Grocer, 24 & 26 W. Geneva St, Dawn Marie Mancuso, Agent
4. Lucke Enterprises Inc, d/b/a Lucke's Cantina, 220 Elkhorn Rd, Laine Lucke, Agent
5. Privato, LLC, d/b/a Privato, 2 W. Geneva St, Sara J LaGroix, Agent

RESERVE COMBINATION CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" INTOXICATING LIQUOR LICENSE RENEWAL APPLICATIONS:

1. Gage Marine Corporation, d/b/a Pier 290, 1 Liechty Dr, William B. Gage, Agent

COMBINATION CLASS "A" FERMENTED MALT BEVERAGE AND "CLASS A" INTOXICATING LIQUOR LICENSE RENEWAL APPLICATIONS:

1. ARFM Energy, LLC, d/b/a Bayside 66, 156 Elkhorn Rd, Mishelle Kragenbrink, Agent
2. GLM Liquor and Grocery Inc, d/b/a Bell's Store, 659 E. Geneva St, Gurpeet Kaur, Agent
3. Williams Bay Mobil Mart, Inc, d/b/a Williams Bay Mobil Mart, 66 W. Geneva St, Gurdarshan Singh, Agent

CLASS "B" FERMENTED MALT BEVERAGE LICENSE RENEWAL APPLICATIONS:

1. Daddy Maxwell's Inc, d/b/a Daddy Maxwell's, 150 Elkhorn Rd, Janette Maxwell, Agent

COMBINATION CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS C" WINE LICENSE

RENEWAL APPLICATIONS:

1. La Fiesta Mexican Restaurant, LLC, d/b/a La Fiesta Mexican Restaurant, 99 N. Walworth Ave, Marisol Perez Torres, Agent

TOBACCO PRODUCTS LICENSE RENEWALS:

1. ARFM Energy, LLC, d/b/a Bayside 66, 156 Elkhorn Rd
2. GLM Liquor and Grocery Inc, d/b/a Bell's Store, 659 E. Geneva St
3. Williams Bay Mobil Mart, Inc, d/b/a Williams Bay Mobil Mart, 66 W. Geneva St

From: Rescue Squad <williamsbayems@gmail.com>
Date: June 2, 2021 at 11:46:58 AM CDT
To: George Vlach <gvlach@williamsbay.org>, Don Parker <dparker@williamsbay.org>, James Weiss <admin@williamsbay.org>
Subject: Re: Power loader for existing cot

George, Don

I just found out Stryker is offering a 3 year 0% interest payment schedule, 1st payment 30 days after delivery, then the next two years.

Wanted you to be aware of that option if that helps .

Rich

On Tue, Jun 1, 2021 at 1:58 PM George Vlach <gvlach@williamsbay.org> wrote:

Hi Rich can you give me a call anytime at your convenience. I'm down in Florida right now so I should be able to pick up the phone anytime. We'll figure out about getting the signed agenda and will have to determine whether we can get it through now or if we're going to have to put it into a capital expense.

Sent from my iPhone

On Jun 1, 2021, at 2:23 PM, Rescue Squad <williamsbayems@gmail.com> wrote:

George

We recently were able to get the first half a power cot, but we still need the power loader. As you know we are always short staffed and some members struggle with lifting a cot and patient

Some key features of the Power-LOAD that help with EMS members safety include:

- Only two operators needed for an occupied cot
- Raise/lower and load/unload with the touch of a button
- EMS members injury reduction
- Power-LOAD safe working load of 870 lbs

EMS members back injury reduction: Case studies showcase reduction in caregiver back-related injuries.

- 100% reduction in cot-related injuries saved one service \$545,000 in 4.5 years
- 96% reduction in adverse cot events after implementation of Power-PRO XT and Power-LOAD by one service

Safe working load of 870 lbs: The Power-LOAD system can support 870 lbs of working load (the total weight of the cot and patient).

As you know we are challenged to staff our calls so with less people it puts an additional strain on patient lifting/handling This lets ambulance

services potentially require less rescuers on scene to help load and unload patients in the back of the ambulance.

The total expenditure would be approximately \$25,000. We could save that with one back injury.

Here is manufacturer information: <https://www.stryker.com/us/en/emergency-care/products/power-load.html>

I would like to ask protective services to make a recommendation to approve this expense.

Thank you

Rich

--

Rich Gluth, FFIII, AEMT
Captain
Williams Bay Fire Rescue Department



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Parker at 7:57pm

Roll Call

Trustees Parker, D'Alessandro, and Wright.

Also Present: President Duncan, Trustees Stanek and Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm and Recreation Director Rowland.

Meeting Minutes

D'Alessandro/Wright motion to approve the Joint Parks & Lakefront and Finance & Personnel meeting minutes of April 14, 2021. Unanimously carried.

Wright/D'Alessandro motion to approve meeting minutes of April 14, 2021. Unanimously carried.

Administrator as an Authorized signer

Parker stated that Administrator Tobin needs to be added to the bank accounts at Advia and First National Bank & Trust as an authorized signer and an authorized representative to approve wire transfer for debt payments. D'Alessandro/Wright motion to recommend Village Board approval of designating Administrator Tobin as an authorized signer and approver of wire transfers for debt payments. Unanimously carried.

Bay Warehouse Storage Rental Agreement

Peternell stated that the 2019 rental agreement between the Village and Bay Warehouse was not provided to the Board for approval and therefore was not executed by either party.

Wright/D'Alessandro motion to recommend Village Board approval of the Bay Warehouse storage agreement. Unanimously carried.

Memorandum of Understanding with the Town of Linn regarding beach tags

The Committee reviewed the Memorandum of Understanding (MOU) with the Town of Linn to provide beach tags to their residents. Discussion was held regarding Item 1 of the MOU to include language stating the beach tags will be purchased at the non-resident rate. Wright/D'Alessandro motion to recommend Village Board approval of the Memorandum of Understanding. Unanimously carried.

Transfer of Village funds to Library for 2019 building expenses

Discussion was held regarding the 2019 building expenses for the Library. Parker stated that the building expenses were overbudget by \$4,095.50. The largest expense was for the temporary electric service during the expansion project. D'Alessandro/Wright motion to recommend Village Board approval of transferring \$4,095.50 from the General Fund to the Library for 2019 building expenses. Unanimously carried.

Adjourn

D'Alessandro/Wright motion to adjourn at 8:15pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Finance & Personnel Committee



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE 05/17/21 MEETING MONDAY, MAY 17, 2021 AT 6:15 PM Via Zoom Webinar

I. Call to Order

Trustee Parker called the meeting to order at 6:19 PM.

II. Roll Call

Present: Trustees Parker, Wright, and D'Alessandro

Also Present: President Duncan, Trustees Stanek and Umans, Administrator Tobin, Clerk Pankau, Dept. of Public Works Director Edwards and Village Engineer Snyder

III. 2021 Road Project Update

Village Engineer Snyder stated that the Streets and Highways Committee was asked to amend the request for the project on Hickory Street to add an additional \$60,000.00 and recommended that the Finance and Personnel Committee look into finding the funds out of the contingency borrowing for streets. Snyder stated that he believes the total cost will stay around \$40,000.00 in the end.

The motion to Recommend Village Board Approval to amend the contract to add an additional \$60,000.00 out of contingency for the road project on Hickory Street was initiated by Lowell Wright and seconded by Jim D'Alessandro. Unanimously carried.

IV. Municipal Services LLC Contract Amendment

Administrator Tobin explained that the contract with Municipal Services LLC has been updated to add tree permits and weed notices to their duties. Tobin stated that this will add two hours per week in the contract.

The motion to Recommend Village Board Approval to amend the Municipal Services LLC Contract was initiated by Jim D'Alessandro and seconded by Don Parker. Unanimously carried.

V. Adjourn

The motion to Adjourn was initiated by Jim D'Alessandro and seconded by Lowell Wright at 6:36 PM. Unanimously carried.

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 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE 06/07/21 MEETING MONDAY, JUNE 7, 2021 AT 6:50 PM Via Zoom Webinar

I. Call to Order

Trustee Parker called the meeting to order at 6:53pm.

II. Roll Call

Present: Trustees Parker, Wright and D'Alessandro

Also Present: President Duncan, Trustees Umans, Vlach and Stanek, Administrator Tobin, Clerk Pankau, Rec. Dept. Director Rowland,

III. Hiring of Recreation Department Summer Positions

The motion to Recommend Village Board Approval of the Hiring of Recreation Department Summer Positions for Charles Schultz and Peyton O'Laughlin was initiated by Jim D'Alessandro and seconded by Lowell Wright. Unanimously carried.

IV. Adjourn

The motion to Adjourn was initiated by Jim D'Alessandro and seconded by Lowell Wright at 6:56pm. Unanimously carried.

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

Dubin Dogs Mobile Food Cart, in conjunction with **Dip in the Bay** is seeking to amend our temporary use permit to allow for the sale of non-food items at the Williams Bay Beach during the 2021 season. This would be in addition to the food items we currently sell.

We are very grateful that the Williams Bay Board renewed our food and beverage permit for the 2021 season. We're excited to be back at the beach and look forward to a successful year.

We would like the opportunity to sell t-shirts, lake/beach souvenirs and various sundries that could be helpful to beachgoers and people who are out strolling, such as sunscreen and lip balm. From communicating with our customers, we feel there is a strong market for items that fall under these categories. We believe these items would be a welcome addition to what people have already come to appreciate and would further enhance their experience at the Williams Bay beach.

One example of items we would like to sell is the "I Conquered the Path" t-shirt. We see quite a few people who are doing the Shore Path walk, and this shirt would be a great souvenir to help them commemorate this fantastic feat. Another example is the 'Beach Dog' string doll, which is a cute souvenir that many people would enjoy. I have attached pictures of both of these examples.

In addition, we have communicated with The Cashmere Cape, a Williams Bay business, about the possibility of partnering up and selling some of their beach themed items.

We would not need any additional space to sell these items. We currently have ample space to add non-food items.

The sale of non-food items would be up for review each year that we apply for permit renewal. There would be no automatic renewal of this agreement.

Furthermore, due to our lease agreement, the sale of the non-food items would increase the revenue for the Village of Williams Bay, which is always welcome.

Our primary focus will always be our food and beverage sales. Ensuring that each of our customers receives the best quality hot dogs, ice cream and service is our main priority. If, at any point, we felt as though those priorities were hindered due to the sale of non-food items, we would halt or cut back the non-food items. We run a very efficient operation and are confident that adding more items would not get in the way.

Thank you very much for your time and consideration. Please feel free to contact me with any questions or concerns.

Sincerely,


John Dwyer

dubin@dubindogs.com

262-949-7550







STATE OF WISCONSIN
Department of Employee Trust Funds
A. John Voelker
SECRETARY

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

April 13, 2021

ER No.: 0111000

ADMINISTRATOR
WILLIAMS BAY, VILLAGE OF
250 WILLIAMS ST
WILLIAMS BAY, WI 53191-9510

Dear Employer,

Our records indicate the Village of Williams Bay has an Unfunded Actuarial Accrued Liability (UAAL) balance (also known as Prior Service Liability) of **\$50,257.91** with the Wisconsin Retirement System (WRS) as of April 1, 2021.

The information below may be helpful to understand this balance and actions you can take to minimize future interest charges.

What is an Unfunded Actuarial Accrued Liability (UAAL), also known as Prior Service Liability, and how is the balance calculated?

Prior Service Liability is the cost of providing benefits for service credit earned:

1. Prior to an employer joining the WRS (elected by employer upon joining the WRS), and
2. For providing benefit improvements based on service credit earned prior to the effective date of certain major benefit legislative changes.

Your current liability balance is calculated as follows:

1. Initial amount determined to fund your employees' service prior to the time under the WRS, plus
2. Amount to fund any statutory benefit changes, plus
3. Interest assessed on the liability balance, less
4. Payments made.

How is interest calculated?

Interest is assessed annually on the outstanding balance due. The WRS long-term investment return assumption is used, which is currently 7.0 percent.

For some employers, the interest charged may be greater than the amount paid each year, resulting in the balance due increasing rather than decreasing. Please be sure to review your balance history and payments on ETF's employer website (web address on next page).



How do Employers Pay the Prior Service Liability?

The Prior Service Liability is paid monthly, as a percentage of employer's payroll. Each monthly remittance by the employer includes a small rate for their respective prior service liability.

Employers can also make voluntary additional payments towards their liability by using "Line 4 – Other Payments" on their monthly remittance. ETF encourages employers to do so to minimize interest charges and/or avoid negative amortization on the liability balance.

Additionally, employers may pay off the Prior Service Liability balance at any time by making a one-time lump sum payment on "Line 4 – Other Payments".

ETF can provide a customized amortization schedule if requested.

A detailed breakdown of the Prior Service Balance as of the prior year end is available at <https://trust.etf.wi.gov/ETFAnnualReportsWeb/logon.html> (WRS Earnings Reports – Final > WRS Unfunded Actuarial Accrued Liability Statement).

For more information about the Prior Service Liability, please see Chapter 7 of the Wisconsin Retirement System Manual at <https://etf.wi.gov/publications/et1127/direct>.

If you have any questions, please log into your ONE account or contact the Employer Communications Center.

Employer Communications Center, ETF
1-877-533-5020 • etf.wi.gov



**Capital Asset Policy
For
The Village of Williams Bay**

Overview

The Village of Williams Bay is establishing a capitalization policy for accounting purposes and for the compliance with the Governmental Accounting Standards Board Statement No. 34. Assets under this classification follow specific accounting rules and are subject to annual audit requirements.

Capital Assets Definition

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than a single reporting period. They include land, land improvements, buildings, building improvements, machinery and equipment, vehicles and infrastructure. Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly great number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, drainage systems, water systems, and sewer systems.

The following capitalization policy is established:

Land	\$1- Capitalize only
Land Improvements	\$5,000
Building	\$5,000
Building Improvements	\$5,000
Machinery and Equipment	\$5,000
Vehicles (passenger and heavy duty)	\$5,000
Infrastructure	\$10,000

The following depreciation methods are established with straight-line methodology:

Land	Non-depreciable
Land Improvements	5 – 20 years
Buildings	40 years
Building Improvements	5 – 25 years
Machinery and Equipment	5-10 years
Vehicles (passenger)	5 years
Vehicles (heavy duty)	15-20 years
Infrastructure	20 - 50 years

June 6, 2021

Village of Williams Bay
Attn: Becky Tobin, Village Administrator
250 Williams St.
Williams Bay, WI 53191

Re: Banking Service Agreement

Dear Ms. Tobin:

Thank you for your continued business with First National Bank and Trust Company. We appreciate the opportunity to continue offering financial services to the Village of Williams Bay (The Village). The services are outlined below and will be in effect with the Village of Williams Bay and First National Bank and Trust Company (The Bank) for an additional two year period ending June 6, 2023, with the option of extensions thereafter.

The structure and services are outlined as follows:

- **The Village will keep a minimum of \$750,000 in available balances under the Village's tax identification number.**
- **The Village will maintain a balance of \$200,000 in a non interest account(s) and excess funds above this can be automatically sweep to an interest bearing account.**
- **By meeting balance requirements above, the checking account service fees will continue to be waived with the exceptions of NSF and stop payment items. There is also no charges for outgoing wires, remote deposit capture and the banks fraud management tools. This is an average savings to the Village of approximately \$2,800 a year.**
- **Interest bearing accounts will be tied to the Weekly Federal Funds rate (as published in the Wall Street Journal) minus 0.25%. The floating rate is currently under the actual index so the bank has decided to pay a rate of 0.05% at this time. Rate is subject to change at any time.**
- **The Bank will continue to collateralize the Village's available balances over the FDIC limits and State of WI coverage for those balances under the Village's tax identification number. The Bank will collateralize via the use of Federal Home Loan Bank Letter of Credit(s).**
- **The Bank highly recommends the Village consider additional services: Positive Pay, and ACH Filters. The Bank will provide these services and training at no charge. In addition the Village should consider the use of dual control for ACH and Online Wire Origination.**
- **Additional financial services or lending needs the Bank would welcome the opportunity to bid.**

Thank you again for the opportunity to continue providing banking services to the Village of Williams Bay. Please do not hesitate to call (608) 363-8015 or email me (julie.thornton@bankatfirstnational.com) with questions.

Sincerely,

Julie Thornton
Vice President, Cash Management Manager

Service Agreement

We agree to the Banking Services Agreement dated June 6, 2021 until June 6, 2023, with the option of extensions thereafter.

Village of Williams Bay

First National Bank and Trust Company

Signed by: _____
Becky Tobin,
Village Administrator

Signed by: _____
Julie Thornton, VP
Cash Management Manager

Date: _____

Date: _____

LIMITED TERM EMPLOYMENT AGREEMENT FOR CONSULTANT CHRIS F. SEVERT

This is an Agreement dated this 21st day of June, 2021, between the Village of Williams Bay, a municipal corporation, (hereinafter "Village"), and Chris F. Severt, (hereinafter "Limited Term Employee" or "LTE").

1. EMPLOYMENT.

Village hereby employs LTE and LTE accepts employment as the temporary part-time consultant with the Village of Williams Bay Police Department, upon the terms and conditions as hereinafter set forth.

2. TERM.

The term of this employment shall commence on June 21, 2021 and continue until December 31, 2021; provided that LTE and Village may, prior to the end of the term, mutually agree to extend this Agreement for an additional period. Said extension agreement shall be in writing and signed by each party.

3. DUTIES.

LTE shall consult with the Chief of Police and perform such other duties as assigned by The Village Administrator.

4. SCOPE OF POSITION.

LTE shall perform services for the Village on such days and during such hours as may be determined by The Village Administrator. Hours during which the LTE will be required to perform services for the Village will vary based upon the needs of the police department of the Village. There is no guarantee of any number of minimum hours per week, provided, that LTE shall not perform services for the Village in excess of 40 hours per week, or in excess of 1,200 hours per consecutive 12-month period.

5. COMPENSATION.

For all services rendered by LTE under this Agreement, the Village shall pay LTE \$50 per hour payable on a bi-weekly basis.

6. FRINGE BENEFITS.

LTE shall not be entitled to fringe benefits or other benefits from the Village.

7. TERMINATION.

A. The Village reserves the right to terminate the employment of LTE prior to the expiration of this Agreement consistent with the requirements of all applicable laws. It is the intent of the parties that this Agreement shall not provide a basis for LTE to receive unemployment compensation benefits. LTE agrees to waive the right, if any, to apply for unemployment compensation benefits in connection with the termination of the employment of LTE under this Agreement.

B. This Agreement may be terminated by LTE at any time without cause effective upon sixty (60) days written notice to the Village.

8. NO OTHER TERMS.

This Employment Agreement contains all the terms and conditions agreed upon by the Village and LTE. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist as to either the Village or LTE.

9. SEVERABILITY.

If any term of this Agreement shall, for any reason and to any extent, be invalid or unenforceable, the remaining terms shall remain in full force and effect.

Dated this 21st day of June 2021.

Accepted:

Chris F. Severt, LTE Employee

Approved by the Village Board of the Village of Williams Bay this 21st day of June 2021.

APPROVED

William B. Duncan
Village President

Attest:

Jackie Pankau
Village Clerk



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Wright at 8:21pm

Roll Call

Trustees Wright and Parker

Excused: Trustee Vlach

Also Present: President Duncan, Trustee D'Alessandro, Stanek and Vlach, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, and Recreation Director Rowland.

Meeting Minutes

Parker/Wright motion to approve the meeting minutes from April 14, 2021. Unanimously carried.

Recodification Update

Wright provided an update on the work that has been done to date on the recodification project. He stated that it should be compiled in a couple of weeks and then the Village will be able to adopt the new code.

Tree Permits and Weed/Tall Grass Violations

Tobin stated that the building inspector contract does not include issuing tree permits and is being done by the Director of Public Works. Tobin spoke with Municipal Services about them issuing tree permits and code enforcement for weed/tall grass violations. Municipal Services stated they would be able to provide these services at an estimated additional 2 hours/week. Discussion was held on what Municipal Code's process will be for tree removals. Parker/Wright motion to recommend Village Board approval of the Municipal Code Enforcement contract amendment adding tree permits and weed/tall grass violations at an additional 2 hours week subject to review of their tree removal process. Unanimously carried.

Adjourn

Parker/Wright motion to adjourn at 8:39pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the BZO Committee

Village of Williams Bay Comprehensive Plan 10-Year Update

This Scope of Services includes 12 optional tasks. These tasks are not mandatory to meet the minimum state requirements for a 10-year Comprehensive Plan update. However, they have been included as options for the Village to choose the level of public participation and advanced planning analysis sought through the process. Overall, the Scope of Services is broken down into three tiers*:

1. **Basic 10-Year Update (\$33,500).** This includes the minimum state required elements for a 10-year update (data, text, and maps), but does not solicit any substantial or meaningful public input or involve any greater in-depth planning analysis.
 - a. Includes Optional Tasks = None
2. **Standard 10-Year Update (\$45,000).** This includes all of the minimum state required elements from the option above, but contains multiple public participation events/opportunities throughout the process.
 - a. Includes Optional Tasks: 1.3, 1.6, 1.9, 2.13, and 3.8
3. **Advanced 10-Year Update (\$65,000).** This includes all of the minimum state required elements from the option above, in addition to all public participation opportunities and options for greater in-depth planning analysis.
 - a. Includes Optional Tasks: All

**To note, the Village can select any combination of optional tasks desired. The packages are recommended combinations of tasks, but can be customized in any way to best fit the Village's objectives, needs, and intended outcomes.*

Scope of Services

Work Element 1: Kickoff and Public Input

Task 1.1: Virtual Kick Off Meeting with Village Staff

V&A will facilitate a project kick off meeting with Village staff to review the existing plan, identify key areas of change, and establish a project schedule. (one 2 hour meeting)

Task 1.2: Prepare Public Participation Plan & Resolution

V&A will create the Public Participation Plan (PPP) for the project and associated Resolutions for both Plan Commission and Village Board Adoption. The PPP will be adopted by the Plan Commission and Village Board in Task 6.

Task 1.3: (OPTIONAL) Project Update Materials for Website or Social Media

Throughout the project, V&A will produce various summary materials at key milestones of the project that the Village can distribute via its website or social media accounts. This information will keep interested community members informed and updated throughout the process.

Task 1.4: Update Data and Projections

V&A will collect and update all required data sets and rerun population, housing, and land use projections to be used in the Plan.

Task 1.5: Joint Plan Commission and Village Board Kickoff Meeting

V&A will facilitate a Kickoff Meeting of the Plan Commission and Village Board to adopt the PPP, review the project schedule and process, identify key areas of change, and to gather input to help guide the

development of the Redline Draft Plan. Village Board members with a continued interest in the Plan will have an open invitation to participate in all participatory events and processes. (one 2 hour meeting)

Task 1.6: (OPTIONAL) Focus Group Interviews

V&A will facilitate in-person or virtual Focus Group Interviews with key stakeholders in the community on various subjects. Focus Group Interviews could focus on any of the following: economic development, racial/ethnic inclusion and equity, housing, education/workforce, employment, downtown, students, new residents, transportation, utilities, etc. Each Focus Group Interview will be 6-8 total participants. Village staff will help identify participants. All feedback will be used to guide the development of the Redline Draft Plan. Any number of Focus Groups can be conducted, as needed. Four Focus Group Meetings are shown in the Cost Estimate. (four 1 hour meetings)

Task 1.7: (OPTIONAL) Neighboring Jurisdictions Meeting

V&A will facilitate a meeting of all neighboring and overlapping governmental jurisdictions (School District, Towns, Walworth County, WisDOT, Wisconsin DNR, etc.) to gather input on regional planning, shared goals, and identify any possible conflicts or issues that could be addressed and resolved through the Comprehensive Plan process. (one 2 hour meeting)

Task 1.8: (OPTIONAL) Public Map Survey

V&A will create an online map-based survey to gather feedback from the entire community on geographical components of the Comprehensive Plan such as future growth areas, redevelopment opportunities, bike routes/trails, sidewalks, roads, crossings, parks, etc. The feedback will be used to guide the development of the Redline Draft Plan. <https://map.social/pages/sandbox/index.php> or <https://survey123.arcgis.com/share/889a9ac406a24421ae6229028a3651a9>

Task 1.9: (OPTIONAL) Public Visioning and Identity Workshop

V&A will facilitate one in-person or virtual Public Visioning and Identity Workshop to gather feedback from the entire community on the vision for the future, what makes the Village unique, and how to enhance community identity and character. The feedback will be used to guide the development of the Redline Draft Plan. (one 2 hour meeting)

Work Element 2: Draft Plan Development

Task 2.1: Prepare Draft Text Changes (Redline Draft)

V&A will prepare a Redline (track changes) Comprehensive Plan with appropriate updates to all text from the previous Comprehensive Plan, including all components necessary to meet State of Wisconsin planning standards. (in digital form)

Task 2.2: Prepare Draft Map Changes

V&A will prepare updated Draft versions of all Plan Maps based on the versions in the previous Comprehensive Plan. (in digital form)

Task 2.3: Virtual Redline Draft Review with Village Staff

V&A will send all materials produced in Tasks 2.1 and 2.2 to Village staff for review. V&A will facilitate a virtual meeting to review the Redline Draft and Maps with Village staff. (one -2 hour meeting)

Task 2.4: Prepare Plan Commission Draft #1

V&A will make Village staff's suggested changes to the Redline Draft (Task 2.3) and produce a "clean" version of the Plan (Draft #1) to be sent to and reviewed by the Plan Commission. (in digital form)

Task 2.5: Plan Commission Meeting to Review Draft #1

V&A will facilitate a virtual or in-person Plan Commission meeting to review and gather input on Draft #1. (one 1 hour meeting)

Task 2.6: (OPTIONAL) Scenario Planning

V&A will develop alternative growth and development scenarios for the Village over the next 20 years which will include up to three different scenarios. Alternative scenarios could include any of the following: no growth/stay the same, continuing with current growth practices, focused growth on greenfield development and municipal expansion, inner focus on infill and redevelopment, strategic growth through compact development and diversified housing, and others. Each scenario will include maps, data/projections, focus areas, and lists of the pros and cons to be utilized within the Plan. If this task is selected, public input can be gathered through any of the upfront public participation events (Tasks 1.6-1.9) to help guide the development of the alternative scenarios.

Task 2.7: (OPTIONAL) Economic Opportunity Analysis and Graphic

V&A will use the feedback gathered in any/all of the upfront public participation events (Tasks 1.6-1.9) and Village staff input to develop a Draft Economic Opportunity Analysis Graphic that will be inserted in Draft #2. An example of this graphic is attached.

Task 2.8: Prepare Draft #2 with Changes from Plan Commission

V&A will make the appropriate changes to Draft #1 based on Plan Commission feedback to produce Draft #2 of the Plan. (in digital form)

Task 2.9: Virtual Discussion on Draft #2 with Village Staff

V&A will send all materials produced in Task 2.8 to Village staff for review. V&A will facilitate a virtual meeting to review Draft #2 with Village staff. (one 2 hour meeting)

Task 2.10: Plan Commission Meeting to Review Draft #2

V&A will facilitate a virtual or in-person Plan Commission meeting to review and gather input on Draft #2. (one 1 hour meeting)

Task 2.11: Prepare Draft #3 with Changes from Plan Commission

V&A will make the appropriate changes to Draft #2 based on Plan Commission feedback to produce Draft #3 of the Plan. (in digital form)

Task 2.12: Virtual Discussion Draft #3 with Village Staff

V&A will send all materials produced in Task 2.11 to Village staff for review. V&A will facilitate a virtual meeting to review Draft #3 with Village staff. (one 2 hour meeting)

Task 2.13: (OPTIONAL) Public Open House to Review Draft #3

V&A will facilitate a virtual or in-person Public Open House to provide an opportunity for the community to review and give feedback on Draft #3 of the Plan. This could be a traditional in-person meeting where the public can come to view, ask questions, and provide feedback on different summary materials associated with Draft #3 OR, a modified virtual option with a plan summary recording, virtual [Idea Board](#) comment forum,

and virtual Q&A session with Village staff and V&A. (one 2 hour in-person meeting OR one 1 hour virtual meeting)

Task 2.14: Joint Plan Commission and Village Board Meeting to Review Draft #3 and Open House Results
V&A will facilitate a virtual or in-person Joint Plan Commission and Village Board meeting to review and provide feedback on Draft #3, in addition to reviewing summary materials from the Public Open House. (one 1 hour meeting)

Work Element 3: Final Draft Plan Development and Adoption

Task 3.1: Prepare Final Draft with Changes from Joint Meeting and Open House
V&A will make the appropriate changes to Draft #3 based on feedback from Task 2.14 to produce the Final Draft of the Plan. (in digital form)

Task 3.2: Mail Minimum 30-Day Public Hearing Notice
V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Public Hearing (Task 3.3) and Final Draft Plan, per state requirements.

Task 3.3: Joint Plan Commission and Village Board Meeting Public Hearing, Followed by Plan Commission Meeting to Recommend Final Draft for Adoption
V&A will facilitate a Joint Plan Commission and Village Board Public Hearing to gather public feedback on the Final Draft Plan and seek a formal Recommendation from the Plan Commission for Village Board Adoption. (one 1 hour meeting)

Task 3.4: Village Board Meeting to Adopt Plan
V&A will facilitate a Village Board Meeting to seek formal Adoption of the Final Draft Plan. (one 1 hour meeting)

Task 3.5: Mail Adoption Notice
V&A will prepare and send mailings to all neighboring and regional jurisdictions notifying them of the Adoption of the Plan, per state requirements.

Task 3.6: Prepare Adopted Plan
V&A will make the appropriate changes to the Final Draft Plan and produce the Adopted version. (in digital form)

Task 3.7: (OPTIONAL) Interactive Online Plan Map or Tourism Map
V&A will produce an interactive online map that either displays the maps produced in PDF form within the Plan or a Tourism-focused online map that combines the information from the Comprehensive Plan and Bike and Ped Plan to be utilized as a marketing and tourism tool. An example of the latter can be [found here](#).

Task 3.8: (OPTIONAL) Vision Summary Graphic
V&A will produce a Vision Summary Graphic that summarizes the key findings of the Plan and can be utilized at Village Hall, on the Village website, or as a marketing tool. (in digital form) An example of this is attached.

Village of Williams Bay Comprehensive Plan 10-Year Update			#####
V&A Staff:			TOTAL COST
Hourly Rate:			for PHASE
PHASES & TASKS:		Notes	
1. Kickoff and Public Input			
1.1	Virtual Project Kickoff Meeting with Village Staff	Virtual Meeting	\$595
1.2	Prepare Public Participation Plan & Resolution		\$200
1.3	(OPTIONAL) Project Update Materials for Website or Social Media	Ongoing throughout project	\$1,600
1.4	Update Data and Projections		\$2,000
1.5	Joint Plan Commission and Village Board Kickoff Meeting (in-person)	Joint PC + VB Meeting 1	\$1,695
1.6	(OPTIONAL) Focus Group Interviews (in-person)	4 Focus Group Meeting	\$3,285
1.7	(OPTIONAL) Neighboring Jurisdiction Meeting	1 Meeting	\$1,780
1.8	(OPTIONAL) Public Online Map Survey	Online Survey	\$3,795
1.9	(OPTIONAL) Public Visioning and Identity Workshop (in-person)	1 Workshop	\$2,225
2. Draft Plan Development			
2.1	Prepare Draft Text Changes (Redline Draft)		\$6,560
2.2	Prepare Draft Map Changes		\$4,570
2.3	Virtual Redline Draft Review with Village Staff	Virtual Meeting	\$395
2.4	Prepare Plan Commission Draft #1		\$3,410
2.5	Plan Commission Meeting to Review Draft #1 (in-person)	Plan Comm Mtg 1	\$1,495
2.6	(OPTIONAL) Scenario Planning		\$5,850
2.7	(OPTIONAL) Economic Opportunity Analysis and Graphic		\$3,140
2.8	Prepare Draft #2 with Changes from Plan Commission		\$2,490
2.9	Virtual Discussion on Draft #2 with Village Staff	Virtual Meeting	\$595
2.1	Plan Commission Meeting to Review Draft #2 (in-person)	Plan Comm Mtg 2	\$1,495
2.1	Prepare Draft #3 with Changes from Plan Commission		\$995
2.1	Virtual Discussion on Draft #3 with Village Staff	Virtual Meeting	\$795
2.1	(OPTIONAL) Public Open House to Review Draft #3 (virtual or in-person)	1 Open House	\$2,785
2.1	Joint Plan Commission and Village Board Meeting to Review Draft #3 and Open House Results (in-person)	Joint PC + VB Meeting 2	\$1,495
3. Final Draft Plan Development and Adoption			
3.1	Prepare Final Draft with Changes from Joint Meeting and Open House		\$595
3.2	Mail Minimum 30-Day Public Hearing Notice		\$390
3.3	Joint Plan Commission and Village Board Meeting Public Hearing, Followed by a Plan Commission Meeting to Recommend Final Draft for Adoption (in-person)	Joint PC + VB Meeting 3	\$1,495
3.4	Village Board Meeting to Adopt Plan (in-person)	Village Board Meeting 1	\$1,445
3.5	Mail Adoption Notice		\$390
3.6	Prepare Adopted Plan	Digital Version	\$540
3.7	(OPTIONAL) Interactive Online Plan Map or Tourism Map		\$5,995
3.8	(OPTIONAL) Vision Summary Graphic OR Economic Opportunity Analysis + Graphic	1 Graphic	\$1,420
OPTION 1 COSTS:			\$33,642
OPTION 2 COSTS:			\$44,959
OPTION 3 COSTS:			\$65,519

Village of Mount Horeb Comprehensive Plan 10-Year Update								March 18, 2021					
			HOURS BY POSITION					Total V&A Hours	Total V&A Labor	Printing Costs	48	TOTAL COST for PHASE	
			Principal Planner	Assistant Planner	G.I.S. Technician	Graphics Technician	Admin. Assistant				Round Trip Miles		
											\$/mile:		
											\$0.545		
V&A Staff:			Mike	Ben	Dan	Nema	Nicole						
Hourly Rate:			\$185	\$90	\$95	\$85	\$70						
PHASES & TASKS:			Notes										
A. Project Kickoff													
1	Project Kickoff Meeting with Village Staff		Virtual Meeting	1	4				5	\$545		\$545	
2	Prepare Public Participation Plan & Resolution				2				2	\$180		\$180	
3	(OPTIONAL) Project Update Materials for Website or Social Media		Ongoing throughout project		16				16	\$1,440		\$1,440	
4	Update Data and Projections			1	20				21	\$1,985		\$1,985	
5	(OPTIONAL) Update Data in Village Housing Study			2	12				14	\$1,450		\$1,450	
B. Upfront Public Input to Guide Plan Development													
6	Joint Plan Commission and Village Board Kickoff Meeting (virtual or in-person)		Joint PC + VB Meeting 1	4	8				12	\$1,460	\$50	\$26	\$1,536
7	(OPTIONAL) Focus Group Interviews (virtual or in-person)		8 Focus Group Meeting	10	20				30	\$3,650	\$50	\$26	\$3,726
8	(OPTIONAL) Neighboring Jurisdictions Meeting (virtual or in-person)		1 Meeting	4	8	2			14	\$1,650	\$50	\$26	\$1,726
9	(OPTIONAL) Public Online Visioning and Identity Survey		Online Survey	1	10			4	15	\$1,365			\$1,365
10	(OPTIONAL) Public Online Map Survey		Online Survey	1	10	8		4	23	\$2,125			\$2,125
11	(OPTIONAL) Public Visioning and Identity Workshop (virtual or in-person)		1 Workshop	4	8	2		4	18	\$1,930	\$100	\$26	\$2,056
B. Redline Draft and Plan Commssion Draft #1:													
12	TIF Check		FREE						0	\$0			\$0
13	(OPTIONAL) Alternative Scenario Planning		3 Alternative Scenarios	6	20	20	8		54	\$5,490	\$50		\$5,540
14	Prepare Draft Text Changes (Redline Draft)			8	50				58	\$5,980			\$5,980
15	Prepare Draft Map Changes			6	4	30			40	\$4,320			\$4,320
16	Redline Draft Review with Village Staff		Virtual Meeting	2	4				6	\$730			\$730
17	Prepare Plan Commission Draft #1			2	16	6	8	2	34	\$3,200			\$3,200
18	Plan Commission Meeting to Review Draft #1 (virtual or in-person)		Plan Comm Mtg 1	2	6				8	\$910	\$50	\$26	\$986
C. Draft #2													
19	(OPTIONAL) Economic Opportunity Analysis + Graphic		1 Graphic/Map	4	8	2	16		30	\$3,010	\$25		\$3,035
20	Prepare Draft #2 with Changes from Plan Commission			2	16	4	4	8	34	\$3,090			\$3,090
21	Discuss Draft #2 with Village Staff		Virtual Meeting	2	6				8	\$910			\$910
22	Plan Commission Meeting to Review Draft #2 (virtual or in-person)		Plan Comm Mtg 2	3	6				9	\$1,095	\$50	\$26	\$1,171
D. Draft #3													
23	Prepare Draft #3 with Changes from Plan Commission			2	6	2			10	\$1,100			\$1,100
24	Discuss Draft #3 with Village Staff		Virtual Meeting	2	6				8	\$910			\$910
25	(OPTIONAL) Public Open House to Review Draft #3 (virtual or in-person)		1 Open House	4	8	2	2	4	20	\$2,100	\$100	\$26	\$2,226
26	Joint Plan Commission and Village Board Meeting to Review Draft #3 and Open House Results (virtual or in-person)		Joint PC + VB Meeting 2	3	6				9	\$1,095	\$50	\$26	\$1,171
E. Final Draft													
27	Prepare Final Draft with Changes from Joint Meeting and Open House			1	4				5	\$545			\$545
28	Mail Minimum 30-Day Public Hearing Notice				2			2	4	\$320	\$50		\$370
F. Public Hearing													
29	Joint Plan Commission and Village Board Meeting Public Hearing, Follwed by a Plan Commission Meeting to Recommend Final Draft for Adoption (virtual or in-person)		Joint PC + VB Meeting 3	3	6				9	\$1,095	\$50	\$26	\$1,171
G. Plan Adoption													
30	Village Board Meeting to Adopt Plan (virtual or in-person)		Village Board Meeting 1	3	6				9	\$1,095		\$26	\$1,121
31	Mail Adoption Notice				2			2	4	\$320	\$50		\$370
32	Prepare Adopted Plan		Digital Version		2	2		2	6	\$510			\$510
33	(OPTIONAL) Interactive Online Plan Map or Tourism Map			1	8	50			59	\$5,655			\$5,655
34	(OPTIONAL) Vision Summary Graphic		1 Graphic		4		12		16	\$1,380			\$1,380
TOTAL PROJECT COSTS (Basic):				\$34,937									
TOTAL PROJECT COSTS (Standard):				\$47,215									
TOTAL PROJECT COSTS (Advanced):				\$63,627									

ORDINANCE #2021 – 05
AN ORDINANCE CREATING SECTION 10.11 (2) (c)
OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

WHEREAS, the open burning of combustible materials is governed by the provisions of Section 10.11 of the Code of Ordinances of the Village of Williams Bay which, under subpart (2), permits the burning of leaves and small sticks, and recreational campfires under certain conditions; and

WHEREAS, the Building, Zoning and Ordinance Committee having determined that it is appropriate to provide a mechanism for the village president to temporarily suspend the provisions of subpart (2) of Section 10.11 when, due to environmental conditions in the village, it is imprudent and unsafe to allow open burning, and further having recommended to the Village Board the creation of subpart (2) (c) of the ordinance in order to address such conditions on a temporary basis; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is best interests of the residents and property owners of the village to follow the recommendation of the Building, Zoning and Ordinance Committee in order to provide for a mechanism to temporarily suspend open burning in the village.

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

Section I. Section 10.11 (2) (c) of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

(c) The village president may issue an order suspending the provisions of sub. (2) (a) and (b) for up to 30 days whenever the village president deems it imprudent to allow open air burning within the village. The order of suspension, forbidding open fires within the village, shall be posted in five or more public places in the village or published once in the official village newspaper.

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

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

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

ORDINANCE #2021 – 06
AN ORDINANCE CREATING SECTION 2.12
OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

WHEREAS, it having been recommended to the Village of Williams Bay Personnel and Finance Committee and Building, Zoning and Ordinance Committee that it would be appropriate to enact a capital asset policy to standardize the capitalization of village assets; and

WHEREAS, the village Personnel and Finance Committee and Building, Zoning and Ordinance Committee having recommended to the Village Board of the Village of Williams Bay the adoption of a capital asset policy for the village in ordinance form as set forth below; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is in the best interests of the residents, property owners and taxpayers of the village to establish a capital asset policy for the capital assets of the village.

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

Section I. Section 2.12 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

2.12 CAPITAL ASSET POLICY

(1) **DECLARATION OF POLICY.** A capitalization policy is hereby established for accounting purposes and for compliance with the Governmental Accounting Standards Board Statement No. 34. Assets under this classification follows specific accounting rules and are subject to annual audit requirements.

(2) **DEFINITION OF CAPITAL ASSETS.** Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than a single reporting period. They include land, land improvements, buildings, building improvements, machinery and equipment, vehicles, and infrastructure. Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, drainage systems, water systems, and sewer systems.

(3) **CAPITALIZATION.** The following capitalization policy is established:

ASSET	CAPITALIZATION THRESHOLD
Land	\$1 – Capitalize only
Land Improvements	\$5,000
Building	\$5,000
Building Improvements	\$5,000
Machinery and Equipment	\$5,000
Vehicles (passenger and heavy duty)	\$5,000
Infrastructure	\$10,000

(4) DEPRECIATION METHOD. The following depreciation schedules are established with straight-line methodology:

ASSET	DEPRECIATION SCHEDULE
Land	Non-depreciable
Land Improvements	5-20 years
Building	40 years
Building Improvements	5-25 years
Machinery and Equipment	5-10 years
Vehicles (passenger)	5 years
Vehicles (heavy duty)	15-20 years
Infrastructure	20-50 years

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

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

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

ORDINANCE 2021-07
AN ORDINANCE RENUMBERING SECTION 7.045 (5) THROUGH (8), AND CREATING
SECTION 7.045 (5) OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

WHEREAS, Section 7.045 of the Code of Ordinances of the Village of Williams Bay was created in part to preserve the village's character as a natural vegetated and wooded community and to preserve the natural resources of the village; and

WHEREAS, as a means of accomplishing the purposes of the ordinance, tree removal is regulated in shoreland or steep slope areas as well as in tree preservation areas, which regulation may include a requirement for the planting of one or more replacement trees; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that the purpose of the ordinance can equally be met by a contribution to the Friends of Kishwauketoe, Ltd. to fund the preservation of and improvements to the woodlands and other vegetation of the Kishwauketoe Nature Conservancy.

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

Section I. Section 7.045 (5) through (8) of the Code of Ordinances of the Village of Williams Bay are hereby renumbered Section 7.045 (6) through (9) of the Code of Ordinances of the Village of Williams Bay.

Section II. Section 7.045 (5) of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

(5) Whenever in this section the planting of replacement trees is required, as an alternative, a donation in the amount of \$250 for each required replacement tree may be made to the Friends of Kishwauketoe, Ltd. Any donation shall be deposited with the Village Clerk who will make a record of the donation, notify the Tree Commissioner and forward the donation to the Friends of Kishwauketoe, Ltd.

Section III. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

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



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

UNOFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Umans at 8:15pm

Roll Call

Trustees Umans, Parker and Stanek

Also Present: President Duncan, Trustee D'Alessandro and Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Umans/Parker motion to approve the April 14, 2021 meeting minutes. Unanimously carried.

Proposal from ECS Midwest LLC for proposed sanitary and water lines (Highway 67)

Snyder reviewed the proposal for subsurface exploration and geotechnical engineering of the sanitary and water lines on Elkhorn Rd (Highway 67). The work is planned to be bid as part of the DOT roadway project. The fee of \$3710 will be reimbursed by the DOT and will be included in the State Municipal Agreement. Umans/Stanek motion to recommend Village Board approval of the proposal from ECS Midwest LLC. Unanimously carried.

Adjourn

Umans/Parker motion to adjourn at 8:21pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Water and Sewer Committee



Status of Final Design -- Southwick Creek

1 message

Douglas R. Snyder <dsnyder@baxterwoodman.com>

Thu, Jun 10, 2021 at 6:46 AM

To: Karen Yancey <kyancey@genevalakeconservancy.org>

Cc: Don Parker <DParker@clcm.com>, Bill Duncan <bduncan@williamsbay.org>, "Becky Tobin (admin@williamsbay.org)" <admin@williamsbay.org>

Hi Karen,

Thanks for the correspondence. What I would propose is to first ask for some discussion from the Village on the attached concept plan and it's alternates, and direction on how they want us to proceed. The WDNR has made us aware that they do not plan to perform the construction—hence, the Village is funding everything, except for donations to the Village. I want the Village to see some numbers and make some decisions before authorizing a large design—possibly authorize some estimates and alternates as described below.

What I would like to do is prepare an opinion of probable cost for each of the two alternates shown on the attached plan with additional alternates for:

- eliminating or moving Horvath Storage and Horvath road access and bike path access if the southern part of the creek is shifted east of Horvath.
- putting the creek between Horvath and Gage on in the southern stretch
- putting the creek alignment within Rohner property.
- removing the sediment from the creek at the entrance to the lake.
- Any others ...?

I am sure they will be looking to someone to quantify the amount of grant funding to offset the project cost. I plan to put this request in the upcoming monthly engineer's report to the Village.

Please forward a final geotechnical report from ECS, when it is available.

Thank you.

Douglas R. Snyder, P.E.
Wisconsin Manager

BAXTER & WOODMAN
Consulting Engineers

direct: 815.444.3349 | mobile: 262.492.1462

email: dsnyder@baxterwoodman.com

www.baxterwoodman.com

256 S. Pine St., Burlington, WI 53105

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From: Karen Yancey <kyancey@genevalakeconservancy.org>
Sent: Thursday, June 3, 2021 5:57 PM
To: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Cc: Don Parker <DParker@clcm.com>; Bill Duncan <bduncan@williamsbay.org>
Subject: Southwick Creek final engineering plans

Hi Doug: The next step in the Southwick Creek rerouting project is to have the Village of Williams Bay approve funds for the final engineering plans. I don't know how this is usually approved, but I would think that they need an estimate from your firm for those plans for approval at the next board meeting. Could you provide those based on the soil borings and our discussions with Travis indicating he supported the project.

I am copying Bill Duncan and Don Parker in case other information is needed. It looks like the next Committee of the Whole Meeting is June 16 at 6:30 p.m. but I am not clear whether this would need to go through a Subcommittee first. Hopefully they can clarify.

Thanks for all your assistance on this project. Karen

Karen Yancey
Executive Director
Geneva Lake Conservancy
398 Mill Street
Box 588
Fontana, WI 53125
1-262-325-4923 (cell)
1-262-275-5700 (office)



BORING LOCATION

GENEVA LAKE CONSERVANCY



**SOUTHWICK CREEK
REALIGNMENT**

**STH 67, WILLIAMS BAY,
WISCONSIN**

ENGINEER DM1
SCALE AS NOTED
PROJECT NO. 42:2054
SHEET 1 OF 1
DATE 5/14/2021



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, MAY 12, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Stanek at 8:39pm.

Roll Call

Trustees Stanek and Umans

Excused: Trustee Vlach

Also Present: President Duncan, Trustees D'Alessandro, Parker, Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Umans/Stanek motion to approve meeting minutes of April 14, 2021. Unanimously carried.

Veteran's Parking at Edgewater Park

Rowland discussed designating one to two parking spots for veteran parking to visit the Veteran Memorial at Edgewater Park. It was the consensus of the Committee to designate one parking spot at Edgewater Park for Veteran parking. Stanek/Wright motion to recommend Village Board approval of designating one parking spot at Edgewater Park for veteran parking. Unanimously carried.

Bailey Road Chip Sealing

Edwards stated that the Town of Delavan will be doing chip sealing on Hwy 67 which will include a small portion in the Village and are requesting the Village pay approximately \$2,060 for that portion. Edwards stated that he would be able to include this amount in his operational budget. Stanek/Umans motion to recommend Village Board approval of \$2,060 for chip sealing the Village's portion of road for Town of Delavan's road project. Unanimously carried.

2021 Road Project Update

Snyder provided an update on the Hickory Street road project, he stated that due to the poor condition of the street the pavement removal and replacement is closer to 4400 square yards rather than 3340 square yards and the base repair is closer to 1800 tons, rather than 500 tons. The final cost should be about \$40,000 higher than expected. Stanek/Umans motion to recommend Village Board approval of the additional cost based on Finance & Personnel's recommendation on funding source. Unanimously carried.

Adjourn

Stanek/Umans motion to adjourn at 9:17pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Streets & Highways Committee



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UNOFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, JUNE 10, 2021 AT 4:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Stanek at 4:30pm.

Roll Call

Trustees Stanek, Vlach and Umans

Also Present: Trustee Wright, Administrator Tobin, and Public Works Director Edwards.

Cedar Point Park Association streets

Bill Petullo, 49 Garfield Parkway was present to speak on behalf of the Cedar Point Park Association Board of Directors requesting Village assistance to keep Cedar Point private roads safe and serviceable. After lengthy discussion, it was the consensus to continue dialogue with Cedar Point to work with the Village regarding water/sewer infrastructure and street maintenance/improvements.

Acceptance of Outing Street improvements

Edwards stated that he has reviewed the street improvements and recommends the Village accept the improvements. Umans/Vlach motion to recommend Village Board approval of the Outing Street improvements. Unanimously carried.

Adjourn

Umans/Vlach motion to adjourn at 5:30pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Streets & Highways Committee