



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

VILLAGE BOARD OF TRUSTEES MEETING

MONDAY, NOVEMBER 4, 2024 AT 6:30 PM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

AGENDA

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

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance**
- IV. Minutes**
 - A. Village Board Meeting Minutes of October 21, 2024**
- V. Presentation of accounts and petitions**
 - A. Payroll ending 10-18-2024 in the amount of \$50,279.88**
 - B. Accounts Payable Unpaid dated 11-01-2024 in the amount of \$61,250.81**
 - C. Library Accounts Payable Pre-pays dated 10-30-2024 in the amount of \$525.00**
- VI. Action Items**
 - A. Ordinance #2024-05 Creating Section 46-15 and Amending Section 128-4 of the Code of Ordinances of the Village of Williams Bay Regarding Payment of Delinquent Financial Obligations as Related to Village Liquor Licenses (2nd Reading)**
- VII. Public Comments**
- VIII. Committee Report**
 - A. Protective Services, Chair - Trustee Vlach**
 - 1. Original, Renewal, or Temporary Operator License Applications**
- IX. President's Remarks**
 - A. Kudos to all involved in Boo in the Bay**
 - B. Congratulations to scarecrow participants**
- X. Adjournment**

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 11/01/2024 5:00 PM



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE BOARD MEETING 10/21/2024 MEETING MONDAY, OCTOBER 21, 2024 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

Clerk Kolls called the meeting to order at 06:30pm.

II. Roll Call

Present: Trustees Jim D'Alessandro, Lowell Wright, Robert Umans, Adam Jaramillo, Steven Russell

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Library Director Joy Schnupp, Clerk Tina Kolls

Excused: President Bill Duncan, Trustee George Vlach

The motion to nominate Trustee Wright to chair the remainder of the Meeting was initiated by Trustee Umans and seconded by Trustee D' Alessandro . Unanimously carried.

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Village Board Meeting Minutes of October 7, 2024

The motion to approve the Village Board Meeting Minutes of October 7, 2024 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

V. Consent Agenda

The motion to approve the Consent Agenda as presented was initiated by Trustee Russell and seconded by Trustee Jaramillo. Unanimously carried.

- A. Resolution R-78-24 Approving the Placement of a Commemorative Plaque on Edgewater Park Restroom Exterior Wall by the Williams Bay Lions Club
- B. Resolution R-79-24 Approving the Addition of A Life Jacket Loaner Board at the Lakefront
- C. Resolution R-80-24 Granting Temporary Class "B" Fermented Malt Beverage and "Class B" Wine License to Mack Glass Community DBA World's Tallest Glass Tree for the World's Tallest Glass Tree December 6-8, 2024 and December 12-15, 2024 from 11:00am to 8:00pm
- D. Resolution R-81-24 Approving the Annual Update of the Child Safety Zone Map as Required by Ordinance 299
- E. Resolution R-82-24 Authorizing the Purchase of Badger Books

VI. Presentation of Accounts and Petitions

A. Payroll ending 10-04-2024 in the amount of \$57,698.44

The motion to approve the Payroll ending 10-04-2024 in the amount of \$57,698.44 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Accounts Payable Prepays dated 10-08-2024 in the amount of \$500.00

The motion to approve the Accounts Payable Prepays dated 10-08-2024 in the amount of \$500.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

C. Accounts Payable Unpays dated 10-18-2024 in the amount of \$504,840.74

The motion to approve the Accounts Payable Unpays dated 10-18-2024 in the amount of \$504,840.74 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

D. Library Accounts Prepays dated 10-11-2024 in the amount of \$2,077.70

The motion to approve the Library Accounts Prepays dated 10-11-2024 in the amount of \$2,077.70 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

E. 3rd Quarter Legal Fees

The presented for Information only.

F. Monthly EFT Payments for September 2024 in the amount of \$185,959.62

The motion to approve the Monthly EFT Payments for September 2024 in the amount of \$185,959.62 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

G. September 2024 Financial Statement

The motion to approve the September 2024 Financial Statement was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VII. Action Item

A. Resolution R-83-24 Approving Restated Intergovernmental Agreement, Amending the Existing Intergovernmental Agreement (IGA) with the Village of Fontana for Emergency Medical Services (EMS)

The motion to agree to move forward with Resolution R-83-24 Approving Restated Intergovernmental Agreement, Amending the Existing Intergovernmental Agreement (IGA) with the Village of Fontana for Emergency Medical Services (EMS) subject to the changes to be made was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

VIII. Public Comments

There were no public comments.

IX. Ordinances and Resolutions

A. Ordinance #2024-05 Creating Section 46-15 and Amending Section 128-4 of the Code of Ordinances of the Village of Williams Bay Regarding Payment of Delinquent Financial Obligations as Related to Village Liquor Licenses (1st Reading)

The motion to approve the first reading of Ordinance #2024-05 Creating Section 46-15 and Amending Section 128-4 of the Code of Ordinances of the Village of Williams Bay Regarding Payment of Delinquent Financial Obligations as Related to Village Liquor Licenses was made by Committee, no second required. Unanimously carried.

X. Committee Reports

A. Protective Services, Chair - Trustee Vlach

1. Class C Liquor (Wine Only) Liquor License Application for Clear Water Salon & Day Spa Inc. DBA, Clear Waters Salon Spa

The motion to approve the Class C Liquor (Wine Only) Liquor License Application for Clear Water Salon & Day Spa Inc. DBA, Clear Waters Salon Spa was made by Committee, no second required. Unanimously carried.

B. Finance & Personnel, Chair - Trustee Wright

1. Presentation of Proposed Budget 2025 - Public Hearing Scheduled for the Village Board Meeting on November 18, 2025.

Trustee Wright presented the draft proposed budget for 2025 and Public Hearing Schedule to the Village Board.

XI. Public Comments

There were no public comments.

XII. Adjournment

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

Clerk Kolls requested the Board re-adjourn at 07:40 pm

Roll Call:

Present: Trustees Jim D'Alessandro, Lowell Wright, Robert Umans, Adam Jaramillo, Steven Russell

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works

Director Wayne Edwards, Library Director Joy Schnupp, Clerk Tina Kolls

Excused: President Bill Duncan, Trustee George Vlach

Clerk Kolls asked for a Motion to approve the Consent Agenda as presented. Motion as above.

The Motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Russell at 07:41pm. Unanimously Carried.

/s/ Tina Kolls, Village Clerk

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

Pay Period Date: 10/05/2024 - 10/18/2024
 Pay Date: 10/25/2024

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$761.40	\$0.00	\$62.10	\$699.30
General Administration	\$12,599.83	\$0.00	\$5,526.16	\$7,073.67
KNC	\$3,038.40	\$0.00	\$891.13	\$2,147.27
Lakefront/Beach	\$5,561.53	\$0.00	\$1,471.99	\$4,089.54
Library	\$8,208.37	\$0.00	\$2,932.36	\$5,276.01
Municipal Court	\$1,457.35	\$0.00	\$209.45	\$1,247.90
Parks	\$1,948.72	\$0.00	\$255.64	\$1,693.08
Police	\$25,447.15	\$899.17	\$8,652.25	\$17,694.07
Protective Services (F&R)	\$0.00	\$0.00	\$0.00	\$0.00
Public Works/W&S	\$12,299.13	\$0.00	\$4,442.98	\$7,856.15
Recreation Department	\$3,576.53	\$0.00	\$1,073.64	\$2,502.89
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$50,279.88

Payroll Register - Detail by Department

GL Account and Title		Description	Amount	GL Period
1024				
AFLAC				
100-21259	AFLAC PAYABLE	EMPLOYEE VOLUNTARY INSUR	327.63	1024
Total AFLAC:			327.63	
ASSOCIATED BANK				
100-51610-000	LEGAL SERVICES	ANNUALFEE - GO REFUNDING	158.33	1024
200-57945-000	WATER DEBT SERVICE MISC EXP	ANNUAL FEE - GO REFUNDING	158.33	1024
300-58965-000	SEWER DEBT SERVICE MISC EXP	ANNUAL FEE- GO REFUNDING	158.33	1024
Total ASSOCIATED BANK:			474.99	
AT&T MOBILITY				
100-52320-200	FIRE DEPT TELEPHONE	FIRE DEPT PHONE	35.81	1024
Total AT&T MOBILITY:			35.81	
BAXTER WOODMAN				
500-54310-140	STREETS/HIGHWAYS	2024 ROADWAY IMPROVEMENT	3,207.50	1024
Total BAXTER WOODMAN:			3,207.50	
BURLINGTON WASTEWATER UTILITY				
200-57623-170	WATER TESTING	MONTHLY BILLING	60.00	1024
Total BURLINGTON WASTEWATER UTILITY:			60.00	
DEPARTMENT OF ADMINISTRATION				
100-51414-000	SOFTWARE LICENSE & IT SUPPORT	MONTHLY EMAIL FILTERING NO	18.80	1024
Total DEPARTMENT OF ADMINISTRATION:			18.80	
EAGLE EYE TREE SERVICE				
100-56130-000	TREE ENHANCEMENT	STUMP GRINGING	2,350.00	1024
Total EAGLE EYE TREE SERVICE:			2,350.00	
ELKHORN NAPA AUTO PARTS				
100-54310-150	STREETS EQUIP REPAIRS/MAINT	BATTERY	140.61	1024
100-54310-150	STREETS EQUIP REPAIRS/MAINT	ADAPTER PLUG	21.98	1024
Total ELKHORN NAPA AUTO PARTS:			162.59	
FREEDOM MAILING				
200-57921-160	WATER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	116.47	1024
300-58969-160	SEWER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	116.47	1024
Total FREEDOM MAILING:			232.94	
GENEVA LAKE LEVEL CORPORATION				
500-50000-140	Capital Improvements	SPILLWAY REPAIRS COMPLETE	19,314.75	1024
Total GENEVA LAKE LEVEL CORPORATION:			19,314.75	
GRAINGER INC.				
100-54310-160	STREETS SUPPLIES	BATTERIES	18.26	1024
100-52320-160	FIRE DEPT SUPPLIES	BATTERIES	45.48	1024

GL Account and Title	Description	Amount	GL Period
Total GRAINGER INC.:		63.74	
GUNNAR OLSEN LANDSCAPING			
100-55410-115 PARKS CONTRACT LABOR	CUTTING WEEDS 171 WILLABA	46.00	1024
100-55410-115 PARKS CONTRACT LABOR	WEEDING	690.00	1024
Total GUNNAR OLSEN LANDSCAPING:		736.00	
JANESVILLE INDUSTRIAL SUPPLY			
100-51730-175 JANITORIAL SERVICES	OCT 2024 CLEANING SERVICE	675.00	1024
100-51720-175 JANITORIAL SERVICES	OCT 2024 CLEANING SERVICE -	435.74	1024
400-58100-175 JANITORIAL SERVICES	OCT 2024 CLEANING SERVICE	675.00	1024
Total JANESVILLE INDUSTRIAL SUPPLY:		1,785.74	
JEFFERSON FIRE & SAFETY			
215-52320-165 FIRE DUES 2% EXPENDITURES	SUPPLIES	150.45	1024
215-52320-165 FIRE DUES 2% EXPENDITURES	FIRE ARMOUR GLOVES	564.76	1024
Total JEFFERSON FIRE & SAFETY:		715.21	
KOLTZ, SCOTT			
100-55210-278 EVENT EXPENSES	BOO IN THE BAY SUPPLIES	13.20	1024
Total KOLTZ, SCOTT:		13.20	
KUNES COUNTRY CHEVROLET GMC BUICK			
100-52120-150 POLICE REPAIRS/MAINT	VEHICLE REPAIRS & MAINTENA	1,026.80	1024
Total KUNES COUNTRY CHEVROLET GMC BUICK:		1,026.80	
LAKES PROPERTY MANAGEMENT			
001-15100 UTILITY CASH CLEARING	REFUND OF OVERPAYMENT O	153.28	1024
Total LAKES PROPERTY MANAGEMENT:		153.28	
LAKESIDE INTERNATIONAL TRUCKS			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	MAINTENANCE/ REPIAR	1,047.88	1024
100-54310-150 STREETS EQUIP REPAIRS/MAINT	FUEL FILTER	71.26	1024
Total LAKESIDE INTERNATIONAL TRUCKS:		1,119.14	
MILPORT ENTERPRISES INC			
200-57631-160 WATER TREATMENT CHEMICALS	ALUMINUM SULFATE	1,564.50	1024
Total MILPORT ENTERPRISES INC:		1,564.50	
NFPA			
100-52320-150 FIRE DEPT REPAIRS/MAINT	ANNUAL MEMBERSHIP	225.00	1024
Total NFPA:		225.00	
ODLING CONSTRUCTION INC.			
500-55411-140 BEACH/LAUNCH/LAKEFRONT/CAPITAL	EDGEWATER PARK - SOUTHWI	16,000.00	1024
Total ODLING CONSTRUCTION INC.:		16,000.00	

GL Account and Title	Description	Amount	GL Period
OFFICE FURNITURE WAREHOUSE			
100-55410-160 PARKS SUPPLIES	SUPPLIES	534.78	1024
Total OFFICE FURNITURE WAREHOUSE:		534.78	
PUBLIC SERVICE COMMISSION			
200-57925-100 WATER RATE STUDY EXPENSE	NOTICE OF ASSESSMENT SEP	283.00	1024
Total PUBLIC SERVICE COMMISSION:		283.00	
R.C. PORTABLE WELDING			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	PLOW REPAIR	621.70	1024
Total R.C. PORTABLE WELDING:		621.70	
REYNOLDS, JIM			
200-57903-125 WATER METER READING - UNIFORMS	REIMBURSEMENT FOR WORK	115.00	1024
Total REYNOLDS, JIM:		115.00	
SANCHEZ, MARIA CRISTINA			
100-44107 FACILITY RENTAL REVENUE	LIONS FIELD HOUSE RENTAL D	200.00	1024
Total SANCHEZ, MARIA CRISTINA:		200.00	
SIREN SERVICES			
100-52320-150 FIRE DEPT REPAIRS/MAINT	FIRE DEPT REPAIRS	1,012.64	1024
Total SIREN SERVICES:		1,012.64	
THE PARTS PLACE			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	GREASE	16.40	1024
Total THE PARTS PLACE:		16.40	
TOP PACK DEFENSE LLC			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORM	116.24	1024
100-52120-125 POLICE UNIFORMS	POLICE UNIFORM	497.98	1024
Total TOP PACK DEFENSE LLC:		614.22	
UMANS, ROB			
125-52320-165 TREE ENHANCEMENT EXPENDITURES	REIMBURSE FOR PURCHASE -	146.84	1024
Total UMANS, ROB:		146.84	
UW MADISON-LOCAL GOVERNMENT CENTER			
100-52120-190 POLICE TRAINING	POLICE TRAINING	4,400.00	1024
Total UW MADISON-LOCAL GOVERNMENT CENTER:		4,400.00	
VANDEWALLE & ASSOCIATES			
500-55410-140 PARKS/CAPITAL OUTLAY	COMPREHENSIVE PLANNING S	2,497.50	1024
115-52320-165 ARPA LOCAL RECOV EXPENDITURES	DOWNTOWN MASTER PLAN	150.00	1024
Total VANDEWALLE & ASSOCIATES:		2,647.50	

GL Account and Title	Description	Amount	GL Period
VON BERGEN'S COUNTRY MARKET			
100-55210-278 EVENT EXPENSES	PUMPKIN BINS	280.00	1024
Total VON BERGEN'S COUNTRY MARKET:		280.00	
WALWORTH COUNTY ECONOMIC DEVELOPEMENT			
100-51410-190 GEN ADMIN TRAINING	ANNUAL MEETING ATTENDANC	45.00	1024
Total WALWORTH COUNTY ECONOMIC DEVELOPEMENT:		45.00	
WELDERS SUPPLY CO.			
100-54310-160 STREETS SUPPLIES	AG25, ACETYLENE	289.45	1024
100-54310-160 STREETS SUPPLIES	SUPPLIES	111.54	1024
Total WELDERS SUPPLY CO.:		400.99	
WIL-KIL PEST CONTROL			
100-51720-150 LIONS FIELD HOUSE REPAIR/MAINT	LIONS FIELD HOUSE	65.97	1024
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	BARRETT MEMORIAL LIBRARY	65.97	1024
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	BATH HOUSE/MARINA SHACK	67.38	1024
100-51730-150 VH BLDG REPAIRS/MAINT	VILLAGE HALL	72.21	1024
Total WIL-KIL PEST CONTROL:		271.53	
WISCONSIN DEPT OF REVENUE			
100-51520-000 ASSESSOR CONTRACT	2024 MANUFACTURING ASSES	14.59	1024
Total WISCONSIN DEPT OF REVENUE:		14.59	
WITTE SUPPLY COMPANY			
100-55410-150 PARKS REPAIRS/MAINT	TOPSOIL	59.00	1024
Total WITTE SUPPLY COMPANY:		59.00	
Total 1024:		61,250.81	
Grand Totals:		61,250.81	

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
1024			
ACCESS ELEVATOR INC			
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	LIBRARY ELEVATOR INSPECTI	525.00	1024
Total ACCESS ELEVATOR INC:		525.00	
Total 1024:		525.00	
Grand Totals:		525.00	

Village Board Approval Date: _____

ORDINANCE #2024-_____
AN ORDINANCE CREATING SECTION 46-15 AND AMENDING SECTION 128-4
OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY
REGARDING PAYMENT OF DELINQUENT FINANCIAL OBLIGATIONS

WHEREAS, the Village of Williams Bay wishes to ensure that all financial obligations to the Village are paid before a Village license, registration or permit is issued or renewed by the Village; and

WHEREAS, the Village of Williams Bay wishes to ensure that all applicants for a Village license, registration or permit, including those applying for alcohol beverage licenses or permits, are aware of the requirement that they are required to pay their financial obligations to the Village before their application for issuance or renewal of a Village license, registration or permit is granted; and

WHEREAS, the Building, Zoning and Ordinance Committee having recommended to the Village Board the adoption of an ordinance creating Section 46-15 concerning payment of delinquent obligations and amending Section 128-4 to incorporate the restrictions of Section 46-15 into Chapter 128 regulating alcohol beverages; and

WHEREAS, the Village Board having considered the recommendation of the Building, Zoning and Ordinance Committee and having determined that it is appropriate to so create Section 46-15 of the Code of Ordinances and amend Section 128-4 of the Code of Ordinances.

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

Section I. Section 46-15 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

§ 46-15. Payment of delinquent financial obligations.

A. No license, registration or permit in the Village shall be issued to or renewed for an applicant until all delinquent Village taxes, assessments and forfeitures from Village ordinance violations and all due bills of any Village utility or other billings for Village services are paid in full.

B. The Village Board of the Village shall provide the licensee, registrant or permittee the opportunity for a hearing prior to nonrenewal of a license, permit or registration. The notice to the licensee, registrant or permittee shall be in writing prior to the nonrenewal and state the reasons for the intended action by the Village Board.

Section II. Section 128-4 of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

§128-4. Delinquent financial obligations.

No alcohol beverage or license permit related to alcohol beverages will be issued or renewed for any premises or person which is not in compliance with requirements of §46-15 of this Municipal Code.

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 _____, 2024.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

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

DRAFT



MEMORANDUM

DATE: NOVEMBER 4, 2024
TO: VILLAGE TRUSTEES
FROM: TINA KOLLS, VILLAGE CLERK
RE: OPERATOR LICENSE APPLICATIONS

The following License applications have been filed with the Village Clerk.

All applications have completed a records check, and PASS/FAIL suggestions have been made by the Williams Bay Police Department based on their findings.

Original/ Renewal	Name	Address	Establishment	Record Check
O	Dawn Marie Mancuso	Lake Geneva, WI	Clear Water Salon Spa	P
O	Katherine L Culp	Elkhorn, WI	Clear Water Salon Spa	P