



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

TUESDAY, JANUARY 21, 2025 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. Meeting Decorum

- A.** Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

V. Minutes

- A.** Joint Village Board and Plan Commission Meeting Minutes of December 9, 2024
B. Village Board Meeting Minutes of January 6, 2025

VI. Consent Agenda

- A.** Resolution R-02-25 Approving Edgewater Park Use and Policy Contract for the 3rd Annual Cinco de Mayo Event to be held May 2 - 4, 2025

VII. Presentation of accounts and petitions

- A.** Payroll ending 01-10-2025 in the amount of \$53,284.86
B. Accounts Payable Prepays dated 01-09-2025 in the amount of \$2,370,190.58
C. Accounts Payable Unpays dated 01-17-2025 in the amount of \$156,754.74
D. Library Accounts Payable Unpays Dated 01-16-2025 in the Amount of \$1,599.77
E. Monthly EFT Payments for December 2024 in the amount of \$146,279.51
F. 2024 Legal Fees

VIII. Plan Commission

- A.** APPLICANT: Village of Williams Bay (Owner), TowerCom V-B, LLC (Applicant)
TAX KEY: WHA 00001 – WWUP 00021 and WWUP 00021A

STREET ADDRESS: West of Village Hall, Williams Bay, WI 53191

Applicant requests a conditional use permit per Section 390-0811 *Communication Tower Standards* to develop and construct a 250' self-support tower and associated antenna, radio, and equipment enclosures.

- B.** APPLICANT: Yerkes Future Foundation, Inc. (Owner) TAX KEY: WWUP 00010, WOB 00027A and WOB 00019A

STREET ADDRESS: South of Geneva St. along Observatory Place, Williams Bay, WI 53191

Applicant requests a zoning map amendment per Section 390-1205 *Zoning Map Amendments* to rezone approximately 4.5 acres from SF-3 Suburban Residential District to P & I Public and Institutional District.

IX. Public Comments

- A.** *The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

X. President's Remarks

XI. Ordinances and Resolutions

- A.** Consideration and Possible Action of Resolution R-1-25 International Migratory Bird Day

XII. Public Comments

- A.** *The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

XIII. Other Items for Discussion, Consideration, or Action

- A.** Discussion and Possible Action on an Appeal of Tree Removal Filed by Jack Lothian and Erin Creed in Regard to 556 Park Ridge Rd per 331-2 Section J. (2)
- B.** Resident(s) Concerns About Yerkes Traffic on Parkhurst Place
- C.** Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Topography Hospitality, LLC Development Agreement commonly known as *The Preserve Project*, including appointment of Village Board negotiation representatives.
- D.** Possible Action on Matters Discussed in Closed Session

XIV. 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: 01/17/2025 5:00 PM
Amended 01/20/2025 12:00 PM
Posted: 01/20/2025 1:00 PM



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Phone: 262-245-2700

UNOFFICIAL MINUTES JOINT VILLAGE BOARD AND PLAN COMMISSION MEETING MONDAY, DECEMBER 9, 2024 AT 7:00 PM WILLIAMS BAY SCHOOL - AUDITORIUM (SOUTH PARKING LOT & ENTRANCE) 250 THEATRE ROAD WILLIAMS BAY, WI 53191

I. Call to Order

President Duncan called the Village Board Meeting to order at 07:04pm.

President Duncan called the Plan Commission Meeting to order at 07:04pm.

II. Roll Call

A. Village Board

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

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Police Chief Justin Timm, Village Engineer Doug Snyder, Village Planner Sonja Kruesel, Vandewalle & Associates, Inc., Village Financial Advisor Adam Ruechel, Baird, Village Financial Advisor Kevin Mullen, Baird, Clerk Tina Kolls

B. Plan Commission

Present: President Bill Duncan, Trustee Lowell Wright, Commissioners Matt Robbins, Maggie Gage, Jess Haak, Marianne Klemke, James Killian

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Police Chief Justin Timm, Village Engineer, Village Planner Sonja Kruesel, Vandewalle & Associates, Inc., Village Financial Advisor Adam Ruechel, Baird, Village Financial Advisor Kevin Mullen, Baird, Clerk Tina Kolls

Excused: Commissioner Pat Watts

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Meeting Protocol Summary - Village President/Chair Bill Duncan

President Duncan reviewed the Meeting Protocol.

A. Presentations - Village of Williams Bay support staff, Topography representatives

B. Plan Commission Discussion concerning presentations

C. Village Board Discussion concerning presentations

D. Public Hearing Opened

1. Acknowledgment of written comments received to date and make part of the meeting record

2. Those wishing to make Public Comments, please use the sign-in sheet with your name and address

3. Village Clerk Tina Kolls will announce who is up now and on-deck for public comments from the sign-in sheet
- E. Individual public comment is limited to a maximum of five (5) minutes. If your comments align with other comments before you please consider stating that you are in agreement with those comments
- F. This is an opportunity to provide comments to the Village Board and Plan Commission (not a discussion)
- G. Courteous manner is expected by all attendees and speakers
- H. Public Hearing Closed
- I. Plan Commission Discussion
- J. Plan Commission Vote - Consideration of Approval Resolution (The following steps will only be taken if the Plan Commission recommends approval of Comprehensive Plan Amendments)
- K. Village Board Discussion
- L. Village Board Vote - Consideration of Approval Ordinance
- M. Next Steps - Village Board and Plan Commission consideration of the following as future public meetings: (1) Annexation (former golf course property on west side of N. Lakeshore Drive); (2) Planned Development Overlay (PDO) - General Development Plan (GDP); (3) Planned Development Overlay (PDO) - Final Development Plan (FDP; and (4) Developers Agreement

V. Topography Application For Text Amendments & Map Amendment (former golf course property located in Township) To The Village of Williams Bay Comprehensive Plan For The Preserve Development

- A. Village Financial Advisor Kevin Mullen, Baird Financial Advisors - Overview of Williams Bay TID #1
 - Timeline, Establishment Process, Purpose and Projected Financial Impacts on Taxing Bodies and Taxpayers

Village Financial Advisors Kevin Mullen and Adam Ruechel of Baird presented a review of information on the TID including the timeline, establishment process, purpose and projected financial impacts on taxing bodies and taxpayers.

- B. Village Planner Sonja Kruesel, Vandewalle Associates - Project Overview and Comprehensive Plan Amendments Application
 - Timeline, Proposed Comprehensive Plan Amendments, Analysis and Next Steps

Village Planner Sonja Kruesel, Vandewalle & Associates presented a review of the Project Overview and Comprehensive Plan Amendment including the timeline, proposed comprehensive plan amendments, analysis and next steps.

- C. Village Engineer Doug Snyder, Baxter & Woodman, Inc. - Village Infrastructure within Project Limits
 - Proposed: (1) Public Roadway and Multi-use Path; (2) Public Sanitary Sewer; (3) Public Water Main and (4) Public Storm Sewer

Village Engineer Doug Snyder, Baxter & Woodman, Inc. presented a review of the Village infrastructure within the project limits including potential changes to public roadways, public sanitary sewer, public water main and public storm sewer.

- D. Applicant Topography - Presentation of Application Requesting Text Amendments and Map Amendment to the Village of Williams Bay Comprehensive Plan for The Preserve Development

Attorney Nick Egert gave a brief overview of the steps that have already been taken by Topography to get to this meeting.

Dr. Susana Rivera-Mills, President, Aurora University, spoke about the property and how it ended up for sale.

Mike Buttry, Cherry Tree, gave a brief overview of the process taken to find a buyer for the Aurora Property.

Liam Krehbiel, Topography, gave a presentation of the application for the Comprehensive Plan Text Amendment and Map Amendment as well as a brief description of the proposed plan for the property.

VI. Village Plan Commission discussion concerning presentations

Chairman Duncan at the request of the Plan Commission Members skipped this item.

VII. Village Board Discussion concerning presentations

President Duncan at the request of the Village Trustees skipped this item.

VIII. Open Public Hearing - Village President Bill Duncan Annoucement of Opening of the Public Hearing for the Topography Application for Text Amendments & Map Amendment to the Village of Williams Bay Comprehensive Plan for The Preserve Development

President Duncan opened the public hearing at 08:43 pm.

Name	Address	Position
Cynthia Rosenthal	440 Park Lane, Williams Bay	Opposed
Bill Schuberth	70 Cedar Point Dr, Williams Bay	Opposed
Gene Freitag	122 N Walworth, Williams Bay	Opposed
Pamela Russell	24 Lower Loch Vista, Williams Bay	In Favor
Karen Altergott	28 Lower Loch Vista, Williams Bay	In Favor
Marnie Stanley	295 W. Geneva St., Williams Bay	Opposed
Patrick O'Brien	60 Garfield Pkwy, Williams Bay	Opposed
Gerry Taplin	25 Constance Blvd, Williams Bay	Opposed
Bill Landwehr	531 Park Ridge Rd, Williams Bay	In Favor
Harold Friestad	355 Frost Dr, Williams Bay	Spoke about KNC
Jeff Feedar	180 Cherry St, Williams Bay	Opposed
Beth Wasni	73 Oakwood St, Williams Bay	Opposed
Richard Jais	6 Lackey Dr, Williams Bay	In Favor
James Cudworth	410 Observatory Pl, Williams Bay	Opposed
Frost Williams	45 Parkhurst, Williams Bay	In Favor
Karen Reinhardt	208 Oak Hill Rd, Williams Bay	Opposed
Sonette Tippens	N1524 Wildwood Rd, Lake Geneva	Spoke about Comprehensive Plans in general
Susan Franzen	372 W Geneva St, Williams Bay	Opposed
Mary Bartholomew	397 Observatory Pl, Williams Bay	Opposed
Stphanie Morrison	82 Highland St, Williams Bay	Opposed
Wendy Dury	542 Wilmette Rd, Williams Bay	Opposed
Rachel Rockwell	81 Upper Loch Vista, Williams Bay	In Favor
Ted Pankau	Water Safety Patrol	In Favor

Ann Drake	333 Constance Blvd, Williams Bay	Opposed
Elizabeth Marie	PO Box 132	Opposed
Linda Tonge	146 Circle Pkwy, Williams Bay	Opposed
Cathleen Johnson	Geneva Lake Conservancy 1020 Crane Ct, Lake Geneva	Opposed
Dennis Muller	54 Highland St, Williams Bay	Opposed
Brett Cripe	Holiday Home Camp 100 Holiday Home Camp Rd, Williams Bay	In Favor
Sandra Johnson	2327 Theatre Rd, Williams Bay	Opposed
Larry Chapman	257 Constance Blvd, Williams Bay	In Favor
Sheri Fieweger	55 Dartmouth Rd, Williams Bay	Opposed
Dave Freese	4 Lackey Dr, Williams Bay	In Favor
Bill Gage	747 Cedar Pt Dr, Williams Bay	In Favor
Debbie Mc Goldrick	545 Glenview Rd, Williams Bay	Opposed
Denise Cardosi	12 Wildwood Ct, Williams Bay	Opposed
Sheila Mason	508 Wiswell, Williams Bay	In Favor
Vickie Gillio	33 Williams St, Williams Bay	Opposed
Donald Skalla	266 Frost, Williams Bay	Opposed
Linda Curry	19 Upper Loch Vista Dr, Williams Bay	In Favor
Craig Curry	19 Upper Loch Vista Dr, Williams Bay	In Favor
Chester & Michele Olszewski	176 W Geneva St, Williams Bay	Opposed
Mike O'Brien	415 Grandview, Williams Bay	In Favor
Jesse Adams	801 N Wisconsin St, Elkhorn	In Favor
Tom Lothian	539 Park Ridge Rd, Williams Bay	In Favor
Molly Keller	Holiday Home Camp	In Favor
Tom McGreevy	897 Tarrant Dr, Fontana	In Favor
Brian McPartlin	1707 Woodland Dr, Lake Geneva	Opposed

- A. Acknowledgment of written comments received through November 25, 2024
- B. Village Clerk Tina Kolls will announce each speaker's turn from the sign-in sheet
- C. Individual public comment is limited to five (5) minutes maximum

- D. If your comments align with other comments before you please consider stating that you are in agreement with those comments

IX. Close Public Hearing - Village President Bill Duncan Announcement of the closing of the Public Hearing

President Duncan closed the public hearing at 11:24 pm.

X. Plan Commission - Discussion and Consideration of Resolution Approving The Topography Application for Village of Williams Bay Comprehensive Plan Text Amendments and Map Amendment for The Preserve Development

XI. Plan Commission - Discussion and Consideration of Resolution Approving The Topography Application for Village of Williams Bay Comprehensive Plan Text Amendments and Map Amendment for The Preserve Development (Village Board action is dependent upon approval of the resolution recommending to approval by the Plan Commission)

- A. Plan Commission Resolution 2024-02 Recommending Amendments to the Village of Williams Bay Comprehensive Plan

The motion to Approve the Plan Commission Resolution 2024-02 Recommending Amendments to the Village of Williams Bay Comprehensive Plan

was initiated by Trustee Wright and seconded by Commissioner Haak. Motion Carried.

Votes:

Yes: President Duncan, Trustee Wright, Commissioners Robbins, Gage and Haak

No: Commissioners Klemke and Killian

Abstain: None

Result: Passes

The motion to adjourn the Plan Commission was initiated by Commissioner Haak and seconded by Commissioner Klemke at 12:15am. Unanimously carried.

XII. Village Board - Discussion and Consideration of Ordinance Approving The Topography Application for Village of Williams Bay Comprehensive Plan Text Amendments and Map Amendment for The Preserve Development

- A. Ordinance 2024-06 Adopting Amendments to the Village of Williams Bay Comprehensive Plan

The motion to recommend Village Board Approval of Ordinance 2024-06 Adopting Amendments to the Village of Williams Bay Comprehensive Plan was initiated by Lowell Wright and seconded by Adam Jaramillo. Motion Carried.

Votes:

Yes: President William Duncan, Trustees, Lowell Wright, Robert Umans, George Vlach, Adam Jaramillo and Steven Russell

No: Trustee Jim D'Alessandro

Abstain: None

Result: Passes

XIII. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Russell at 12:59am. Unanimously carried.

/s/ Tina Kolls, Village Clerk



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Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE BOARD MEETING MEETING MONDAY, JANUARY 6, 2025 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

President Duncan called the meeting to order at 06:30pm.

II. Roll Call

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

Also Present: Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Meeting Decorum

- A. Robert's Rule of Orders Re: Meeting Decorum.** *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

V. Minutes

- A. Village Board Meeting Minutes of December 16, 2024**

The motion to approve the Village Board Meeting Minutes of December 16, 2024 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

VI. Presentation of accounts and petitions

- A. Payroll ending 12-13-2024 in the amount of \$47,074.36**

The motion to approve the Payroll ending 12-13-2024 in the amount of \$47,074.36 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B. Payroll ending 12-27-2024 in the amount \$46,562.12**

The motion to approve the Payroll ending 12-27-2024 in the amount \$46,562.12 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

C. Accounts Payable Unpays dated 01-03-2025 in the amount of \$781,593.42

The motion to approve the Accounts Payable Unpays dated 01-03-2025 in the amount of \$781,593.42 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

D. Library Accounts Payable Prepays Dated 12-27-2024 in the Amount of \$260.00

The motion to approve the Library Accounts Payable Prepays Dated 12-27-2024 in the Amount of \$260.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VII. Public Comments.

There were no public comments.

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VIII. President's Remarks

A. Reflections on Recent Public Comments and Social Media Posts

President Duncan commented on refuted allegation within recent public comments and social media posts.

IX. Public Comments

Sandra Johnson, 2327 Theatre Rd, Opposed to changes to the comprehensive plan.

Mary Bartholomew, 397 Observatory Pl, Spoke regarding her count of the Public Comments in regard to the December 9 Joint Meeting, She counted 172 letters with 82 in favor and 90 opposed.

- A.** *The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

X. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 07:02 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-02-25**

**A RESOLUTION APPROVING EDGEWATER PARK USE AND POLICY CONTRACT
(Williams Bay Business Association – Cinco de Mayo Event)**

WHEREAS, on January 6, 2025, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the attached Edgewater Park Use Application for the Williams Bay Business Association Third Annual Cinco de Mayo Event on May 2, 2025 through May 5, 2025: and

WHEREAS, the Village of Williams Bay Parks and Lakefront Committee recommended the following conditions: **(1)** Friday, May 2nd for setup between 1:00 pm - 6:00 pm; **(2)** Saturday, May 3rd hours limited to 8:00 am - 7:00 pm and **(3)** Rain Date for Saturday, May 3rd is Sunday, May 4 during hours of 8:00 am - 7:00 pm

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

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

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

Approved by the Village Board of the Village of Williams Bay this 21st day of January 2025.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

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



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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

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

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

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

Indemnification:

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

General Information

Name: Leticia Green Organization: WBPA / Discover Williams Bay
Address: 230 N. Walworth Ave. Unit 3 Williams Bay WI 53191
Phone: 262 729-4505 Email: leticia.green.beautyartist@gmail.com
Title of Event: 3rd Annual Cinco de Mayo Event
Date(s) requested: Friday May 2nd - 3rd & 4th Is event open to public? (circle one) ☒ YES ☐ NO

Summary of Event including the approximate number of attendees:

3rd Annual Cinco de Mayo Event -
Food and Entertainment. Approximate
number of people 150-250

Contact Information (if different than above)

Name: Jim Alessandro Organization: WBPA / Discover Williams Bay
Address: 60 Johnson Ter Williams Bay WI 53191
Revised 11/21/2022 Applicant initials JD.



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 262-903-9806 Email: harborview-wb@yahoo.com



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

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

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

DATED this _____ day of _____, 20____

Group or organization _____

Our liability insurance provided by: _____

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

Signed by: _____

President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

Pay Period Date: 12/28/2024 - 01/10/2025
 Pay Date: 1/17/2025

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$338.40	\$0.00	\$29.30	\$309.10
General Administration	\$12,161.31	\$0.00	\$4,996.12	\$7,165.19
KNC	\$3,988.40	\$0.00	\$1,000.82	\$2,987.58
Lakefront/Beach	\$0.00	\$0.00	\$0.00	\$0.00
Library	\$7,366.25	\$0.00	\$2,702.00	\$4,664.25
Municipal Court	\$1,457.35	\$0.00	\$209.45	\$1,247.90
Parks	\$0.00	\$0.00	\$0.00	\$0.00
Police	\$29,260.99	\$2,998.78	\$10,461.85	\$21,797.92
Protective Services (F&R)	\$5,621.62	\$0.00	\$849.71	\$4,771.91
Public Works/W&S	\$12,664.63	\$198.18	\$4,940.48	\$7,922.33
Recreation Department	\$3,542.85	\$0.00	\$1,124.17	\$2,418.68
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$53,284.86

GL Account and Title	Description	Amount	Date Paid	GL Period
GATEWAY TECHNICAL COLLEGE				
100-24004 DUE TO VTAE DIST.	2024 PROPERTY TAXES -	180,545.35		125
Total GATEWAY TECHNICAL COLLEGE:		180,545.35		
WALWORTH COUNTY TREASURER				
100-24002 DUE TO COUNTY GOVT.	2024 PROPERTY TAXES -	740,482.80		125
Total WALWORTH COUNTY TREASURER:		740,482.80		
WILLIAMS BAY SCHOOL DISTRICT				
100-24003 DUE TO SCHOOL DIST.	2024 PROPERTY TAXES -	1,449,162.43		125
Total WILLIAMS BAY SCHOOL DISTRICT:		1,449,162.43		
Grand Totals:		2,370,190.58		

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
125			
ADORAMA			
550-52120-140 POLICE CAPITAL OUTLAY	POLICE DEPT CAPITAL OUTLAY	6,961.00	125
Total ADORAMA:		6,961.00	
AXON ENTERPRISE INC			
100-52120-130 POLICE IT EXPENSE	POLICE IT	5,880.04	125
Total AXON ENTERPRISE INC:		5,880.04	
CORNERSTONE BJJ-DELAN			
100-52120-190 POLICE TRAINING	TRAINING EXPENSE	2,600.00	125
Total CORNERSTONE BJJ-DELAN:		2,600.00	
DK CONTRACTORS			
500-54310-131 CAPITAL PROJECT - TR TENNIS CT	TENNIS & BASKETBALL COURT	53,987.36	125
Total DK CONTRACTORS:		53,987.36	
EMPLOYEE BENEFITS CORP			
100-51510-000 INSURANCE EXPENSE	ANNUAL RENEWAL FEE	275.00	125
Total EMPLOYEE BENEFITS CORP:		275.00	
GORDON FLESCHE			
100-55210-220 REC DEPT SOFTWARE/SUBSCRIPTION	REC DEPT COPIER CHARGES	48.46	125
100-51410-162 GEN ADMIN COPIER EXPENSE	VH COPIER CHARGES	181.47	125
Total GORDON FLESCHE:		229.93	
IWM CORPORATION			
200-57631-160 WATER TREATMENT CHEMICALS	CHEMICALS	245.54	125
Total IWM CORPORATION:		245.54	
LAKESIDE INTERNATIONAL TRUCKS			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	PARTS	1,602.39	125
100-54310-150 STREETS EQUIP REPAIRS/MAINT	CREDIT CORE FEE	734.83	125
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS EQUIP REPAIRS/MAINT	99.23	125
Total LAKESIDE INTERNATIONAL TRUCKS:		966.79	
LEXIPOL LLC			
100-52120-130 POLICE IT EXPENSE	IT/MISC	7,970.48	125
Total LEXIPOL LLC:		7,970.48	
MILPORT ENTERPRISES INC			
200-57631-160 WATER TREATMENT CHEMICALS	ALUMINUM SULFATE	2,044.50	125
Total MILPORT ENTERPRISES INC:		2,044.50	
ODLING CONSTRUCTION INC.			
100-54310-280 SNOW/ICE CONTROL MATERIALS	SAND	135.14	125

GL Account and Title	Description	Amount	GL Period
Total ODLING CONSTRUCTION INC.:		135.14	
PRO PHOENIX CORP			
100-52320-160 FIRE DEPT SUPPLIES	IT/MISC	5,930.52	125
Total PRO PHOENIX CORP:		5,930.52	
USA BLUE BOOK			
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	WATER TREATMENT SUPPLIES	344.50	125
Total USA BLUE BOOK:		344.50	
VELOCITY			
100-52120-130 POLICE IT EXPENSE	POLICE IT SERVICES	184.47	125
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	GENERAL GOVT IT SERVICES	415.00	125
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS IT	18.00	125
200-57921-130 WATER IT EXPENSE	WATER DEPT IT	18.74	125
100-52320-130 FIRE DEPT IT	FIRE DEPT IT	15.75	125
100-55210-130 REC DEPT TECHNOLOGY/IT	REC DEPT IT	57.75	125
100-55411-130 LAKEFRONT IT	BEACH/LAKEFRONT IT	11.25	125
100-52120-130 POLICE IT EXPENSE	MUNICIPAL COURT IT	19.50	125
100-52360-130 RESCUE DEPT IT EXPENSE	RESCUE DEPT IT	12.00	125
Total VELOCITY:		752.46	
WI DEPT OF JUSTICE - TIME			
100-52120-130 POLICE IT EXPENSE	IT/MISC	307.50	125
Total WI DEPT OF JUSTICE - TIME:		307.50	
WILLIAMS BAY AUTOMOTIVE			
100-52120-150 POLICE REPAIRS/MAINT	VEHICLE REPAIRS AND MAINTENANCE	359.76	125
Total WILLIAMS BAY AUTOMOTIVE:		359.76	
WISCONSIN DNR			
200-57930-190 WATER TRAINING EXPENSE	JOSH WATERWORKS CERTIFIC	45.00	125
Total WISCONSIN DNR:		45.00	
WISCONSIN PROFESSIONAL POLICE			
100-21262 UNION DUES PAYABLE	JANUARY 2025 DUES	274.20	125
Total WISCONSIN PROFESSIONAL POLICE:		274.20	
Total 125:		89,309.72	
1224			
AMAZON CAPITAL SERVICES			
200-57951-000 WATER SHOP TOOLS	CONNECTOR	6.98	1224
200-57951-000 WATER SHOP TOOLS	SUPPLIES	37.30	1224
200-57951-000 WATER SHOP TOOLS	WTAER HOSE	36.69	1224
200-57951-000 WATER SHOP TOOLS	TRANSFER PUMP	142.95	1224
100-55410-150 PARKS REPAIRS/MAINT	COUPLER SET	155.85	1224
200-57951-000 WATER SHOP TOOLS	BATTERY PACK	87.40	1224
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	342.74	1224
100-51410-160 GEN ADMIN SUPPLIES	WITE OUT	13.78	1224

GL Account and Title	Description	Amount	GL Period
100-51410-160 GEN ADMIN SUPPLIES	CASH BOX	22.99	1224
Total AMAZON CAPITAL SERVICES:		846.68	
AMERICAN RED CROSS			
100-52120-190 POLICE TRAINING	POLICE TRAINING	315.00	1224
Total AMERICAN RED CROSS:		315.00	
B.L.G. SERVICE			
100-51405-000 BILLABLE SERVICES	MOWING WED CUTTING - 115	100.00	1224
Total B.L.G. SERVICE:		100.00	
BURLINGTON WASTEWATER UTILITY			
200-57623-170 WATER TESTING	MONTHLY BILLING	60.00	1224
Total BURLINGTON WASTEWATER UTILITY:		60.00	
CHILDS PhD, CRAIG D			
100-52120-190 POLICE TRAINING	TRAINING EXPENSES	500.00	1224
Total CHILDS PhD, CRAIG D:		500.00	
CINTAS OH			
200-57935-150 WATER PLANT REPAIRS/MAINT	SUPPLIES	69.81	1224
100-54310-160 STREETS SUPPLIES	SUPPLIES	88.84	1224
Total CINTAS OH:		158.65	
CONSIGNY LAW FIRM			
100-51610-000 LEGAL SERVICES	PROTECTIVE SERVICES ATTO	1,188.00	1224
100-51610-000 LEGAL SERVICES	MUNICIPAL COURT ATTORNEY	4,394.10	1224
100-51610-000 LEGAL SERVICES	FINANCE & PERSONNEL ATTO	858.00	1224
100-51610-000 LEGAL SERVICES	BUILDING & ZONING ATTORNE	396.00	1224
100-51610-000 LEGAL SERVICES	GENERAL ATTORNEY EXPENS	5,704.80	1224
100-51610-000 LEGAL SERVICES	HARBOR COMMISSION	82.50	1224
100-51405-000 BILLABLE SERVICES	BILLABLE SERVICES-WILLABAY	363.00	1224
100-51405-000 BILLABLE SERVICES	PARK PLACE CSM	66.00	1224
100-51405-000 BILLABLE SERVICES	BILLABLE SERVICES-THE PRES	8,398.50	1224
Total CONSIGNY LAW FIRM:		21,450.90	
CORE & MAIN			
200-57641-160 WATER DISTRIBUTION SUPPLIES	SUPPLIES	347.82	1224
Total CORE & MAIN:		347.82	
DIGGER'S HOTLINE INC.			
200-57930-140 WATER DIGGERS HOTLINE EXPENSE	DEC 2024 ACTIVITY	73.85	1224
Total DIGGER'S HOTLINE INC.:		73.85	
FOREMOST ELECTRIC			
200-57935-150 WATER PLANT REPAIRS/MAINT	LIFT STATION REPAIRS	1,348.95	1224
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	VFD REPAIR	1,891.74	1224

GL Account and Title	Description	Amount	GL Period
Total FOREMOST ELECTRIC:		3,240.69	
FREEDOM MAILING			
200-57921-160 WATER OFFICE SUPPLIES	QUARTERLY BILLING PROCES	542.37	1224
300-58969-160 SEWER OFFICE SUPPLIES	QUARTERLY BILLING PROCES	542.36	1224
200-57921-160 WATER OFFICE SUPPLIES	AUTO PAY NOTICE	12.86	1224
300-58969-160 SEWER OFFICE SUPPLIES	AUTO PAY NOTICE	12.85	1224
100-51410-210 GEN ADMIN PUBLICATIONS	WEBSITE FLYER	25.71	1224
Total FREEDOM MAILING:		1,136.15	
GUNNAR OLSEN LANDSCAPING			
100-55410-115 PARKS CONTRACT LABOR	FALL CLEAN UP & MULCHING	4,500.00	1224
100-55410-150 PARKS REPAIRS/MAINT	FALL CLEAN UP AND MULCHIN	3,811.00	1224
Total GUNNAR OLSEN LANDSCAPING:		8,311.00	
HEYER TRUE VALUE HARDWARE			
200-57935-150 WATER PLANT REPAIRS/MAINT	SUMP PUMP, FILTER	161.47	1224
100-55410-150 PARKS REPAIRS/MAINT	HEX BUSHING	13.47	1224
100-55410-150 PARKS REPAIRS/MAINT	SUPPLIES	32.37	1224
Total HEYER TRUE VALUE HARDWARE:		207.31	
HILL, GRAHAM			
001-15100 UTILITY CASH CLEARING	REFUND FOR OVERPAYMENT	796.48	1224
Total HILL, GRAHAM:		796.48	
HYDRO CORP			
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	1,351.00	1224
200-57656-150 CROSS CONNECTION INSPECTION	CROSS CONNECTION PROGRA	459.00	1224
Total HYDRO CORP:		1,810.00	
MERCY HEALTH SYSTEM			
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	111.00	1224
100-52120-190 POLICE TRAINING	TRAINING EXPENSE	222.00	1224
Total MERCY HEALTH SYSTEM:		333.00	
MIDWEST DOOR COMPANY			
100-51730-150 VH BLDG REPAIRS/MAINT	VILLAGE HALL REPAIRS	715.00	1224
Total MIDWEST DOOR COMPANY:		715.00	
MONROE TRUCK EQUIPMENT			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS EQUIP REPAIRS/MAI	1,118.64	1224
Total MONROE TRUCK EQUIPMENT:		1,118.64	
MUNICIPAL CODE ENFORCEMENT LLC			
100-53100-215 CODE ENFORCEMENT CONTRACT	CODE ENFORCEMENT DEC 202	3,875.00	1224
Total MUNICIPAL CODE ENFORCEMENT LLC:		3,875.00	

GL Account and Title	Description	Amount	GL Period
ODLING CONSTRUCTION INC.			
300-58968-150 SEWER COLLECTION SYSTEM MAINT	MAIN REPAIR	5,973.32	1224
200-57652-150 WATER SERVICES REPAIRS/ MAINT	REPAIR OF VALVE BOX	875.00	1224
Total ODLING CONSTRUCTION INC.:		6,848.32	
PACKARD, JOHN S			
100-55210-275 REC DEPT PROGRAM EXPENSES	SEPT & OCT TAI CHI	720.00	1224
Total PACKARD, JOHN S:		720.00	
PATS SERVICES INC			
200-57631-160 WATER TREATMENT CHEMICALS	LIME SLUDGE	1,220.00	1224
Total PATS SERVICES INC:		1,220.00	
PREMIUM WATERS INC			
100-51730-160 VH BLDG SUPPLIES	VH WATER DELIVERY	33.24	1224
Total PREMIUM WATERS INC:		33.24	
REVELS TURF & TRACTOR			
100-55410-150 PARKS REPAIRS/MAINT	PARKS REPAIRS/MAINT	360.59	1224
Total REVELS TURF & TRACTOR:		360.59	
SAFEBUILT LLC			
100-53100-211 BLDG INSPECTION CONTRACT	DECEMBER BUILDING PERMIT	8,108.82	1224
Total SAFEBUILT LLC:		8,108.82	
SJE			
300-58968-150 SEWER COLLECTION SYSTEM MAINT	REPAIRS	1,248.00	1224
Total SJE:		1,248.00	
THE POLICE AND SHERIFFS PRESS			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	17.60	1224
Total THE POLICE AND SHERIFFS PRESS:		17.60	
UPPER CASE PRINTING			
100-51410-210 GEN ADMIN PUBLICATIONS	WEBSITE FLYER	48.45	1224
200-57921-160 WATER OFFICE SUPPLIES	AUTO PAY FLYER	260.02	1224
300-58969-160 SEWER OFFICE SUPPLIES	AUTO PAY FLYER	260.01	1224
Total UPPER CASE PRINTING:		568.48	
USA BLUE BOOK			
200-57632-160 WATER TREATMENT SUPPLIES	FLOURIDE	150.50	1224
Total USA BLUE BOOK:		150.50	
VANGUARD COMPUTERS INC.			
100-51560-000 CONTINGENCY	2 HP ELITE COMPUTERS	1,576.22	1224
Total VANGUARD COMPUTERS INC.:		1,576.22	

GL Account and Title	Description	Amount	GL Period
VELOCITY			
100-52120-130 POLICE IT EXPENSE	POLICE IT SERVICES	183.78	1224
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	GENERAL GOVT IT SERVICES	415.00	1224
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS IT	17.32	1224
200-57921-130 WATER IT EXPENSE	WATER DEPT IT	19.53	1224
100-52320-130 FIRE DEPT IT	FIRE DEPT IT	15.90	1224
100-55210-130 REC DEPT TECHNOLOGY/IT	REC DEPT IT	57.77	1224
100-55411-130 LAKEFRONT IT	BEACH/LAKEFRONT IT	11.25	1224
100-52120-130 POLICE IT EXPENSE	MUNICIPAL COURT IT	19.50	1224
100-52360-130 RESCUE DEPT IT EXPENSE	RESCUE DEPT IT	12.00	1224
100-52320-130 FIRE DEPT IT	FIRE DEPT IT	300.00	1224
100-55210-130 REC DEPT TECHNOLOGY/IT	REC DEPT IT	95.00	1224
Total VELOCITY:		1,147.05	
ZANDER,STEPHANIE			
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	50.03	1224
Total ZANDER,STEPHANIE:		50.03	
Total 1224:		67,445.02	
Grand Totals:		156,754.74	

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
125			
DEPARTMENT OF ADMINISTRATION			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	600.00	125
Total DEPARTMENT OF ADMINISTRATION:		600.00	
PRAIRIE LAKES LIBRARY SYSTEM			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSE/CONTRACTED SER	261.12	125
Total PRAIRIE LAKES LIBRARY SYSTEM:		261.12	
THE GAZETTE			
400-58280-000 LIBRARY PERIODICALS	PERIODICALS	506.84	125
Total THE GAZETTE:		506.84	
Total 125:		1,367.96	
1224			
BAKER & TAYLOR			
400-58200-000 ADULT PRINT	ADULT PRINT/ BOOK	59.87	1224
Total BAKER & TAYLOR:		59.87	
MIDWEST TAPE			
410-58255-000 LIB FRIENDS EXPENDITURE	FRIENDS (MEDIA)	111.94	1224
Total MIDWEST TAPE:		111.94	
SCHNUPP, JOY			
410-58255-000 LIB FRIENDS EXPENDITURE	FRIENDS EXPENSE	10.00	1224
Total SCHNUPP, JOY:		10.00	
UNIQUE SERVICES			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	50.00	1224
Total UNIQUE SERVICES:		50.00	
Total 1224:		231.81	
Grand Totals:		1,599.77	

Village Board Approval Date: _____

Monthly EFT Payments

Month: December 2024			
Vendor	Amount		Purpose
Alliant	9,686.35	12/30/2024	Monthly Street Light Charges
Alliant	3,058.91	12/13/2024	Monthly Village Owned Electric
Associated Bank	416.66	12/10/2024	Monthly HSA Contributions
AT&T Mobility	156.98	12/17/2024	Monthly charges for Street Dept Tablets, HarborMaster Cell phone, & Court Cell Phone
AT&T Mobility	837.40	12/17/2024	Monthly Charges for Police, Fire, Rescue & Administrator Cell Phones
AT&T	899.72	12/27/2024	Monthly Landline Charges
Delta Delta/Vision	881.92	12/2/2024	November Dental & Vision Insurance Premium
Employee Trust Funds	33,358.88	12/19/2024	January Health Insurance Premium
Employee Trust Funds	21,504.48	12/31/2024	November 2024 Retirement
Exxon	1,688.79	12/13/2024	Fuel
First National Bank & Trust	7,521.96	12/9/2024	Monthly Credit Card Charges
First National Bank & Trust	5,260.33	12/6/2024	Monthly HSA Contributions
GFL	19,922.08	12/5/2024	Monthly Garbage & Recycling
IRS	16,708.89	12/6/2024	Payroll Withholding Taxes
IRS	17,571.59	12/20/2024	Payroll Withholding Taxes
Spectrum	159.98	12/10/2024	Monthly Village Hall Internet
WE Energies	461.90	12/12/2024	Monthly Gas Charges
WI DOR	2,839.00	12/6/2024	Payroll Withholding Taxes
WI DOR	3,082.41	12/23/2024	Payroll Withholding Taxes
WI DOR	258.28	12/13/2024	November Sales Tax
WI DOT	3.00	12/26/2024	License Plate Suspension
	\$ 146,279.51		

**Consigny Law Firm
2024 Legal Fees**

	A	B	C	D	E	F	G
1	Category	Q1/2024	Q2/2024	Q3/2024	Q4/2024		YTD Total
2	General	\$2,703.90	\$1,452.00	\$429.00	\$5,704.80		\$10,289.70
3	Building & Zoning	\$1,732.50	\$1,930.50	\$3,993.00	\$396.00		\$8,052.00
4	Board of Review	\$0.00	\$0.00	\$594.00	\$0.00		\$594.00
5	Finance & Personnel	\$693.00	\$1,584.00	\$1,617.00	\$858.00		\$4,752.00
6	Protective Services	\$0.00	\$165.00	\$775.50	\$1,188.00		\$2,128.50
7	Streets & Highways	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
8	Plan Commission	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
9	Municipal Court	\$6,086.40	\$3,998.10	\$4,542.60	\$4,394.10		\$19,021.20
10	Parks and Lakefront	\$759.00	\$214.50	\$511.50	\$0.00		\$1,485.00
11	Water & Sewer	\$396.00	\$478.50	\$0.00	\$0.00		\$874.50
12	Harbor Commissions	\$0.00	\$232.50	\$2,079.00	\$82.50		\$2,394.00
13	Personnel Atty - Gardiner Koch Weisberg	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
14	Personnel Atty - VonBriesen	\$0.00	\$276.00	\$276.00	\$0.00		\$552.00
15	Police Dept-VonBriesen	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
16	TOTAL VILLAGE LEGAL FEES	\$12,370.80	\$10,331.10	\$14,817.60	\$12,623.40		\$50,142.90
17							
18	Budget Amount - General Fund						\$60,000.00
19	Budget Amount - Water Fund						\$1,000.00
20	Budget Amount - Sewer Fund						\$926.00
21	Total Budget						\$61,926.00
22							
23	226 Circle Parkway	\$0.00	\$66.00	\$0.00	\$0.00		\$66.00
24	Park Place CMS	\$0.00	\$0.00	\$0.00	\$66.00		\$66.00
25	Reimbursement Agreement-Sherwood Condos	\$445.50	\$0.00	\$0.00	\$0.00		\$445.50
26	Reimbursement Agreement-Willabay Meadows	\$2,577.50	\$2,970.00	\$2,376.00	\$363.00		\$8,286.50
27	Reimbursement Agreement-Women's Leadership Proj	\$2,333.70	\$0.00	\$66.00	\$0.00		\$2,399.70
28	Reimbursement Agreement-The Preserve Development	\$3,125.70	\$1,353.00	\$4,422.00	\$8,398.50		\$17,299.20
29	TOTAL REIMBURSEABLE LEGAL FEES	\$8,482.40	\$4,389.00	\$6,864.00	\$66.00		\$28,562.90

OFFICIAL PUBLICATION
FOR THE
VILLAGE OF WILLIAMS BAY
Walworth County, Wisconsin

NOTICE OF PUBLIC HEARING
FOR A
CONDITIONAL USE PERMIT
BEFORE THE
PLAN COMMISSION

January 14, 2025 at 6:30 PM

Village Hall Council Room
250 Williams Street

APPLICANT(S): Village of Williams Bay (Owner), TowerCom V-B, LLC (Applicant)

TAX KEY NUMBER: WWUP 00021 and WWUP 00021A

STREET ADDRESS: West of Village Hall, Williams Bay, WI 53191

Applicant requests a conditional use permit per Section 390-0811 *Communication Tower Standards* to develop and construct a 250' self-support tower and associated antenna, radio, and equipment enclosures.

All interested in the above matter are invited to attend. Copies of the application are on file at the Village Hall and are available for public inspection during regular office hours on Monday, Tuesday, Wednesday, Friday from 8:30 am – 5:00 pm and Thursday 8:30 am – 12:00 pm.

Tina Kolls
Village Clerk
Published December 26, 2024 and January 2, 2025



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Plan Commission Meeting January 14, 2025

January 7, 2025

APPLICANT: Village of Williams Bay (Owner), TowerCom V-B, LLC (Applicant)

TAX KEY: WWUP 00021 and WWUP 00021A

STREET ADDRESS: West of Village Hall, Williams Bay, Wisconsin

Applicant requests a conditional use permit per Section 390-0811 *Communication Tower Standards* to develop and construct a 250' self-support tower and associated antenna, radio, and equipment enclosures.

Per Section 390.1207.E.(2), when reviewing a conditional use permit application, it shall be determined if the application meets the following criteria:

- a) Is in harmony with the recommendations of the Comprehensive Plan.
- b) Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of this Chapter, the Comprehensive Plan, or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the Village or other governmental agency having jurisdiction to guide development.
- c) Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
- d) The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities, or services provided by public agencies serving the subject property.
- e) The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.

The applicant has addressed the following Per Section 390-0811.F(4)(b) in their application documents:

The Plan Commission shall review a conditional use permit application for compliance with this section at a public hearing within 90 days of receipt of a complete application, in accordance with Subsection F(3) above, to ensure said application is in accordance with the following requirements:

- [1] Siting and construction of towers and antennas, and necessary associated buildings, structures, and equipment (hereafter, collectively "appurtenances") shall balance the federal interest (Sec. 704 Telecommunications Act of 1996) regarding telecommunications towers and antennas with the Village interest in regulating land uses within its borders;
- [2] Siting and construction of towers, antennas, and appurtenances shall be done in a manner so as to protect other uses from the potential adverse impacts of said antennas, towers, and appurtenances, encourage co-location, minimize adverse visual impact through design, landscaping, visual screening and camouflaging techniques, consider the health and safety of antennas, towers, and appurtenances, and avoid potential damage to property or individuals due to tower/antenna mechanical failure;
- [3] Siting and construction of towers, antennas, and appurtenances shall comply with all applicable Walworth County, state, and federal building codes, as well as applicable standards for towers and antennas published by the Electronic Industries Association;
- [4] Siting and construction of towers, antennas, and appurtenances shall be in a manner so as to blend in, to the fullest extent possible, with the character of adjacent and proximate lands and not be readily visible, except as may be required by the Federal Aeronautics Administration or Federal Communications Commission;
- [5] Towers shall be monopole design unless recommended otherwise by the Village Engineer. Options for alternate designs shall be reviewed by the Planning Commission. Towers utilizing guy wires are not allowed;
- [6] Towers shall be designed structurally, electronically, and in all respects to accommodate the applicant's antenna and comparable antenna for up to two additional uses, to allow for future rearrangement of antennas upon the tower and to accept antennas mounted at varying heights;
- [7] Towers shall not be artificially lighted unless required by the Federal Aeronautics Administration or other applicable authority and, if lighting is required, it shall be designed in a manner so as to cause the least amount of disturbance as possible to any affected viewshed or property owners;
- [8] Towers shall comply with the obstruction and marking requirements of the Federal Aeronautics Administration in cooperation with the Federal Communications Commission and if dual lighting systems are proposed for use, white strobe lighting only shall be used during daylight hours and red strobe lighting only shall be utilized during night hours;
- [9] No signs, other than warning or equipment information signs, shall be located on a tower;
- [10] Towers shall be set back from lot lines, easements, and streets (roads) a minimum of 105% of the tower's height, including antennas and lights, except as modified by § 66.0404(2)(g), Wis. Stats. If any portion of a lot is being leased for the tower, the boundary of the leased area shall be considered the lot line. Appurtenances shall comply with the requirements of the zoning district in which they are located;
- [11] A tower's minimum and maximum height shall be as follows:
- [a] Monopole: 200 feet or more;
 - [b] Monopole and self-support: 201 feet to 300 feet;
 - [c] Monopole and guy wire: 301 feet or greater;
- [12] A tower shall be sited not less than 5,280 feet from another, whether located in the Village or an adjacent local government unit, unless for reasons beyond the applicant's control, such as unusual or unique topography, with distances between towers measured by a straight line between the base of the towers;
- [13] Towers and antennas shall be shielded, filtered, and grounded in a manner consistent with Federal Communications Commission and the Electronic Industries Association guidelines so as to minimize the possibility of interference with locally received transmissions;
- [14] Appurtenances shall be placed underground if feasible given site conditions and screened from view by suitable vegetation, except where a design of nonvegetative screening better reflects and complements the character of the surrounding area. The tower base and appurtenances shall be fenced with materials impervious to sight and secured so as to make the site inaccessible to the general public.

Fencing shall not exceed six feet in height and shall be painted or coated in nonreflective material;

[15] The applicant shall demonstrate that the equipment planned for the proposed tower cannot be accommodated on an existing tower. The Village may determine that it is necessary to consult with a third party considering the feasibility of accommodating said equipment on an existing tower, with all reasonable costs and expenses associated with such consultation borne by the applicant. The applicant may provide names to the Village of qualified third-party consultants. The consultant shall undertake due diligence and provide a report with sufficient data to substantiate all of the following:

[a] No existing towers are located within the geographic region required to meet the applicant's engineering requirements;

[b] Existing towers are not of sufficient height to meet the engineering requirements;

[c] Existing towers do not have the structural capacity to support the applicant's proposed equipment, and the existing tower cannot be reinforced, modified, or replaced to accommodate said equipment at a reasonable cost;

[d] Locating new equipment on an existing tower would cause interference affecting the usability of the other existing or planned equipment at the tower, or the existing equipment would cause interference with the applicant's proposed equipment and the interference cannot be prevented at a reasonable cost; and

[e] The fees, cost, or contractual provisions required to share an existing tower are cost prohibitive;

[16] Antennas mounted on buildings or structures not built specifically for the purpose of mounting said antennas shall meet all of the following:

[a] No antenna, including all mounting structures, lights, and any additional equipment, shall exceed 10 feet above the roof surface upon which it is mounted;

[b] No more than four nonreflective panel antennas shall be installed, with the total area of antennas per provider not to exceed 1,440 square inches, and no single antenna to exceed 480 square inches;

[c] All antennas and support buildings/structures shall be screened from view and architecturally compatible with the building or structure on which it is mounted; and

[d] All equipment enclosures shall be located underground, if site conditions permit, or located within the building/structure on which the antenna is mounted, and said equipment shall be architecturally compatible with the building/structure;

[17] The tower owner shall offer space for additional antennas at current market rates, if co-location is undertaken; and

[18] The application shall comply with all applicable aspects of the Village's Building Code and Zoning Ordinances.

CONCLUSIONS:

1. The applicant shall agree to meet all the conditions listed in the Village Engineer memo dated December 3, 2024.
2. A performance bond in the amount of \$20,000 to guarantee that the tower/antenna and appurtenances will be removed when no longer in operation. The Village will be named as obligee in the bond and must approve the bonding company.
3. Stipulation of submittal of a "Tower/Antenna Annual Information Review Report" (hereafter, "report"), on a form provided by the Village, on or before January 31 of each year. The purpose of the report is to provide the Village with accurate current information concerning the tower/antenna owner(s) and provider(s) offering or providing wireless communication services within the Village and information on the wireless communication tower facilities so operated or utilized so as to assist the Village in administration and enforcement of this section and ensure Village compliance with Village, Walworth County, state and federal standards and requirements. The report shall include all of the following: tower/antenna owner and operator name(s), address(es), phone number(s), and relevant contact person(s); proof of bond and proof

of insurance; and number of co-location positions designated, occupied, or vacant in the Village and evidence of compliance with this section.

Respectfully submitted,

Bonnie Schaeffer
Zoning Administrator

Bonnie Schaeffer

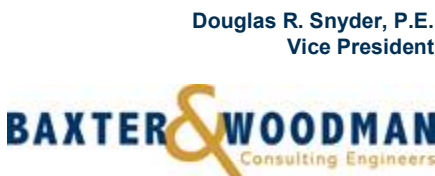
From: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Sent: Tuesday, December 3, 2024 9:39 AM
To: Bonnie Schaeffer
Cc: Wayne Edwards; David Lothspeich; Shaun Hemsted; Thaddeus Johnson
Subject: Proposed Lease Area - Engineer Recommendation of Approval
Attachments: Williams Bay_(786567)_Survey_11-14-2024.pdf

Bonnie,

We recommend approval of the location of the proposed leased area for the shown on the attached Survey for Tower Com dated November 14, 2024 as prepared by Craig A. Keach with the following conditions:

- The utility identified in Document 167113 should be sanitary force main.
- Revise the site plan to include this information.
- Provide digital data for suitable for upload into the Village GIS for the located utilities as part of the site plan approval.

Our review did not include in depth field verification of existing conditions, elevations, grades and/or topography as shown on the plans. The developer and their consultants have the ultimate responsibility for the correct representation of existing field conditions, as well as providing a design that complies with Village Ordinances and Standards.



Douglas R. Snyder, P.E.
Vice President

direct: 815.444.3349 | mobile: 262.492.1462
email: dsnyder@baxterwoodman.com
www.baxterwoodman.com
256 S. Pine St., Burlington, WI 53105

This email and any attachments are confidential and are intended solely for the use of the intended addressee(s). If you have received this email in error, please notify the sender immediately or call 262-763-7834 and delete this email. If you are not the intended recipient(s), any use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. The integrity and security of this message cannot be guaranteed on the Internet. Thank You.

From: Douglas R. Snyder
Sent: Tuesday, November 19, 2024 10:56 AM
To: Thaddeus Johnson <TJohnson@gssmidwest.com>
Cc: Bonnie Schaeffer <zoning@vi.williamsbay.wi.gov>; Wayne Edwards <wedwards@vi.williamsbay.wi.gov>; David Lothspeich - Administrator <admin@vi.williamsbay.wi.gov>; Shaun Hemsted <SHemsted@gssmidwest.com>
Subject: RE: TowerCom - Location Proposal - Finalizing Survey - Engineer

Received. I will review –hopefully yet this week. Thanks.

Doug

From: Thaddeus Johnson <TJohnson@gssmidwest.com>
Sent: Tuesday, November 19, 2024 9:45 AM



Planning Request Application Village of Williams Bay

250 Williams Street • PO Box 580 • Williams Bay, WI 53191
Phone: 262-245-2700 • Fax: 262-245-2705

Request:

Please check all that apply.

- ☐ Site Plan [§390.1206] - \$200.00 plus \$.04/sf floor area
- ☒ Conditional Use Permit (CUP) [§390.1207] - \$500.00
- ☐ Certificate of Compliance [§390.1211] - \$200.00
- ☐ Temporary Use Permit [§390.1208] - \$200.00
- ☐ Preliminary Plat - \$200.00 plus \$20.00 per lot
- ☐ Certified Survey Map (CSM) - \$200.00 plus \$20.00 per lot
- ☐ Final Plat - \$100.00 plus \$10.00 per lot
- ☐ Planned Development Overlay (PDO) [§390.0709] - \$500.00
- ☐ Planned Development Amendment - \$500.00
- ☐ Zoning Text or Map Amendment [§390.1204] - \$500.00
- ☐ Project Concept Review - \$200.00
- ☐ Land Use Plan Amendment - \$500.00
- ☐ Interpretation [§390.1216] - \$200.00
- ☐ Appeal [§390.1217] - \$500.00
- ☐ Other: _____ Fee: _____

Date application was received:

Fee Paid:

Physical Address of Site: TBD, Village of Williams Bay, WI 53191

Tax Parcel Number: WWUP 00021 & WWUP 00021A

Project or Development Name: Williams Bay - Communications Tower

Applicant

Name: TowerCom V-B, LLC - by Shaun Hemsted Agent, GSS, Inc.
Mailing Address: 241 Atlantic Blvd, Suite 201, Neptune Beach, FL 32266
Attn: Jinay Vascocu
eMail: Shemsted@gssmidwest.com
Phone: 515-707-0137

Owner of Site

Name: Village of Williams Bay
Mailing Address: 250 Williams Street, PO Box 580
Williams Bay, WI 53191
eMail: _____
Phone: 262-245-2700

Legal Representative

Name: _____
Mailing Address: _____
eMail: _____
Phone: _____

Architect, Engineer, Contractor

Name: Edge Consulting Engineers, Inc. - Dave Lyshek
Mailing Address: 624 Water Street, Prairie du Sac, WI 53578
eMail: dlyshek@edgeconsult.com
Phone: 608-644-1449

Legal Description of Site (Attach separate sheet if additional space is needed):
See CUP - Exhibit 1

Please answer all applicable. Missing or incomplete information may deem this application "incomplete,"
delaying or prohibiting a review.

Current Zoning of Site: P&I / AH **Current Overlay Districts of Site:** _____

Proposed Zoning of Site: Same

Proposed type of structure of use: 250' Self Supporting Communications Tower and Associated Antenna,
Radio and Equipment Enclosures

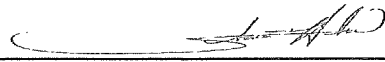
Proposed use of structure or site: Wireless Telecommunications

**Statement of proposed use of property, with pertinent facts regarding the size of area involved, extent
of development, type of operation, etc.** (Attach separate sheet if additional space is needed):
See CUP - Exhibit 2

**Statement showing compatibility of proposed zoning district and/or proposed use to the Village
Comprehensive Plan:** (Attach separate sheet if additional space is needed)
See CUP - Exhibit 3

**Statement showing compatibility of proposed zoning district and/or proposed use with adjacent
properties and neighborhoods** (Attach separate sheet if additional space is needed):
See CUP - Exhibit 4

Print Applicant's Name: Shaun Hemsted - Agent for TowerCom V-B, LLC **Date:** 11, 26, 2021

Signature of Applicant: 

CUP - EXHIBIT 1

Village of Williams Bay TowerCom Proposed – 250' Self Support Communications Tower

PARENT PARCEL

PARCEL 1 (WWUP 00021A)

The following described real estate, situated in the County of Walworth and State of Wisconsin, to-wit: The East 264 feet of the West 10 acres of the South Half of the South Half of the Southeast Quarter (S½S½SE¼) of Section Thirty-six (36), Township Two (2) North, Range Sixteen (16) East, containing 4 acres, more or less; more particularly described as follows, to-wit: A part of the West Ten (10) acres of the South Half (S½) of the South Half (S½) of the Southeast Quarter (SE¼) of Section Thirty-six (36), Township Two North (T2N), Range Sixteen East (R 16 E) in the Township of Delavan, described as follows, to-wit: Commencing at the Northeast (NE) corner of said ten (10) acres, run thence West Two Hundred Sixty-four Feet (264') to a point, thence South Six Hundred Sixty Feet (660') to the North limits of the Village of Williams Bay, thence East Two Hundred Sixty-four Feet (264') to the East limits of said piece, thence North in the East limits to the place of beginning.

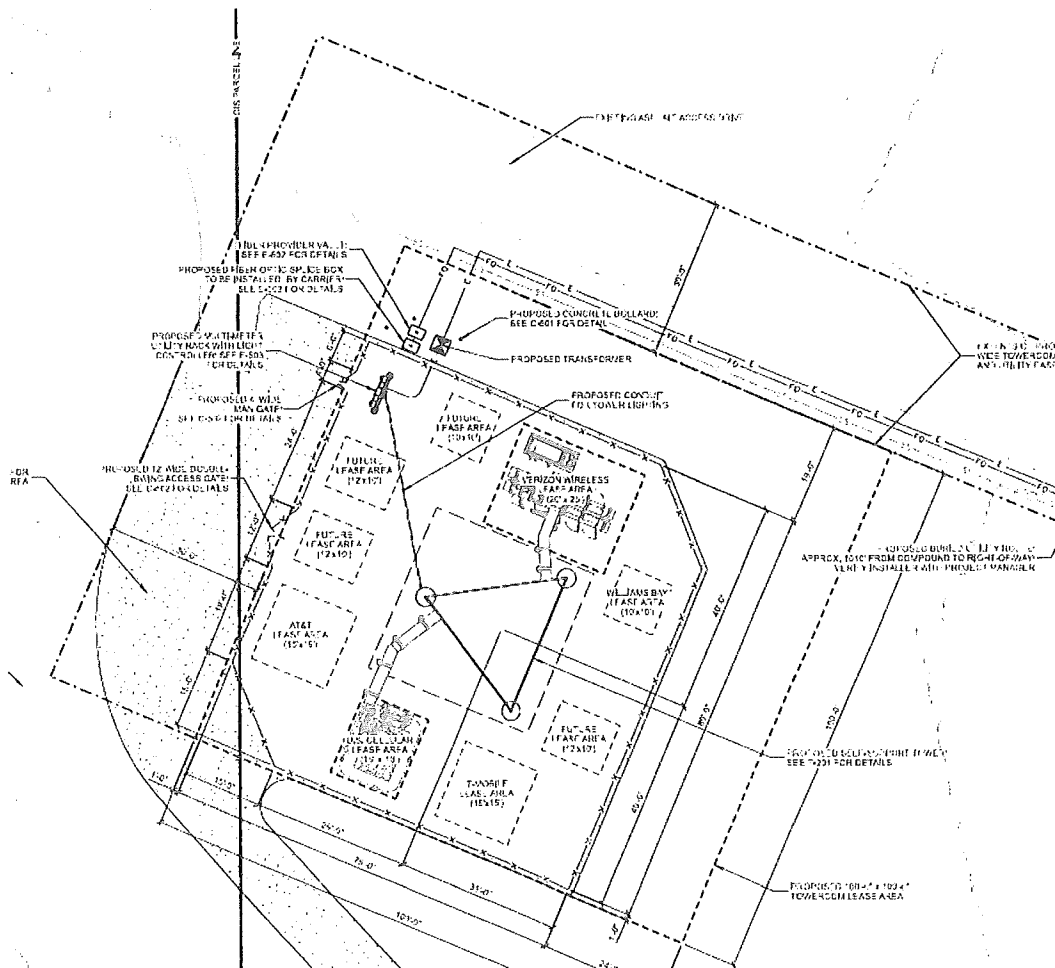
PARCEL 2 (WWUP 00021)

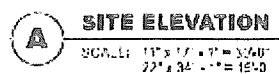
A portion of the following described real estate, situated in the County of Walworth and State of Wisconsin, to-wit:

The East thirty (30) acres of the South one-half of the South one-half of the Southeast Quarter, Section Thirty-six (36), Town Two (2) North, Range Sixteen (16) East.

Village of Williams Bay
TowerCom Proposed – 250' Self Support Communications Tower

TowerCom V-B, LLC, in responding to and being awarded an RFP from the Village of Williams Bay, is proposing to lease a 100' x 100' property and associated Access & Utility Easements on Parcels WWUP 00021 & WWUP 00021A which are owned by the Village of Williams Bay. This proposed lease area is to develop and construct a 250' Self-Support tower that will allow the three (3) carriers that are currently on Village of Williams Bay Water Tanks and one (1) new carrier an acceptable alternative location to broadcast their signals as the Village is requesting them to vacate the Water Tank locations. The Village of Williams Bay will also have the right to install their Public Service Antennas on the tower as well. This proposed tower location is being designed for a minimum of Seven (7) tenants so that additional wireless carriers may co-locate on the tower as well (see attached images from the Construction Drawings).

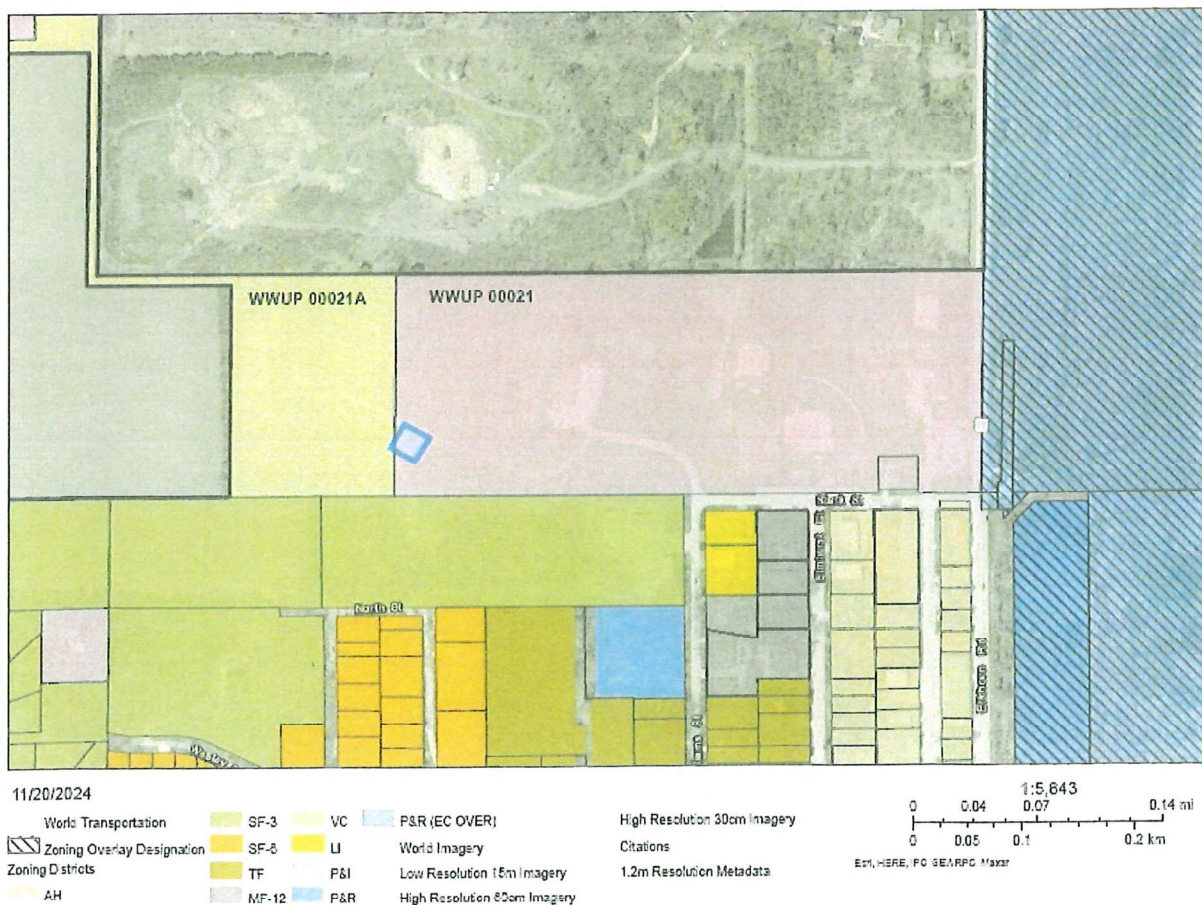




Village of Williams Bay
TowerCom Proposed – 250' Self Support Communications Tower

TowerCom V-B, LLC, in responding to and being awarded an RFP from the Village of Williams Bay, is proposing to lease a 100' x 100' property and associated Access & Utility Easements on Parcels WWUP 00021 & WWUP 00021A which are owned by the Village of Williams Bay. These parcels (WWUP 00021 Zoned P&I and WWUP 00021A Zoned AH) were identified in the RFP as locations that the Village of Williams Bay thought would best serve the community while placing the proposed Tower on Publicly owned land.

Village of Williams Bay WI - Zoning Map



CUP - EXHIBIT 4

Village of Williams Bay TowerCom Proposed – 250' Self Support Communications Tower

Statement of Compatibility of Zoning District / Adjacent Properties

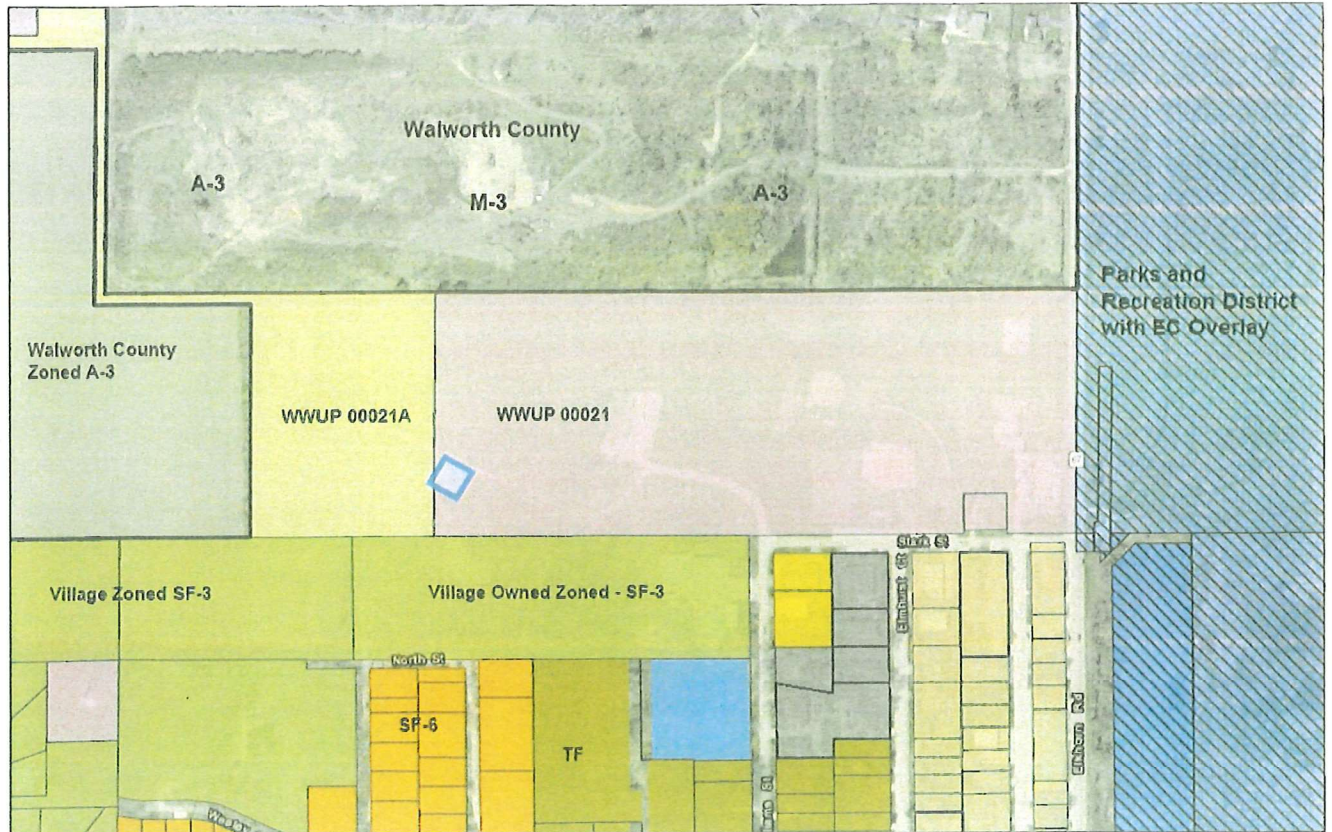
As stated in CUP – Exhibit 3, TowerCom V-B, LLC, in responding to and being awarded an RFP from the Village of Williams Bay, is proposing to lease a 100' x 100' property and associated Access & Utility Easements on Parcels WWUP 00021 & WWUP 00021A which are owned by the Village of Williams Bay. These parcels (WWUP 00021 Zoned P&I and WWUP 00021A Zoned AH) were identified in the RFP as locations that the Village of Williams Bay thought would best serve the community while placing the proposed Tower on Publicly owned land.

Adjacent Properties & Neighborhoods:

- The property to the North is in Walworth County and the Parcel is Zoned both A-3 & M-3. The property is currently owned by OCI Enterprises, which self identifies on their website as being in the Innovative Energy & Chemical Solutions Industry. This property is "Terrain Driven" and has an abundance of trees (vegetation) to assist in the shielding the tower from view.
- The closest Property to the East is ~1,750' away and is Zoned P&R.
- The closest property to the South is a Village owned Property that is zoned SF-3, there are residential Neighborhoods (SF-6 & TF) that are a distance of 485' and 650' from the proposed tower location respectively and well shielded visually from existing tree lines.
- The property to the West is a County Zoned Property (A-3) that is currently being used for Agricultural Uses.

Please see attached Map.

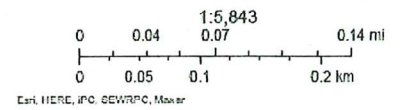
Village of Williams Bay WI - Zoning Map



11/20/2024

World Transportation	SF-3	VC	P&R (EC OVER)
Zoning Overlay Designation	SF-6	LI	World Imagery
Zoning Districts	TF	P&I	Low Resolution 15m Imagery
AH	MF-12	P&R	High Resolution 60cm Imagery

High Resolution 30cm Imagery
Citations
1.2m Resolution Metadata



TowerCom V-B, LLC – Williams Bay
Zoning Ordinance Supplemental Responses
Section F (2-6)

Section F

- (2)(a) On Application
- (2)(b) On Application and Construction Drawings (CD's) provided
- (2)(c) On Application and Construction Drawings (CD's) provided
- (2)(d) Provider is a Tower Management Company installing a multi-Tenant tower at the RFP request of the Village of Williams Bay.
- Village of Williams Bay – Public Service
 - Verizon Wireless
 - UScellular
 - AT&T
 - T-Mobile
- (2)(e) Please see enclosed Construction Drawings (CD's) and Stamped Fall Zone and Tower Design Letter provided from Sabre Industries.
- (2)(f) N/A
- (2)(g) Please see enclosed Construction Drawings (CD's) provided
- (2)(h) There is not a Search Ring or Search Area that can be provided as TowerCom V-B, LLC participated in an RFP to build a multi-Tenant tower that would accommodate the commercial wireless providers that were being asked to relocate off the Village of Williams Bay Water Tanks (T-Mobile, UScellular & AT&T) and/or new wireless providers looking for a place to co-locate (VZW & Village of Williams Bay). There are no other structures within 1 mile of the proposed tower that are co-locatable.
- (2)(i) Application Check of \$500 included in Zoning Application
- (3) No Action Required by TowerCom
- (4)(a) No Action Required by TowerCom
- (4)(b)(1-4) No Action Required by TowerCom
- (4)(b)(5) Village of Williams Bay approved a Self-Support Tower as an option within the RFP that TowerCom V-B, LLC participated in.
- (4)(b)(6) The proposed TowerCom V-b, LLC tower and Lease Area is designed to accommodate up to Six (6) plus tenants to include the Village, Wireless Mobile Carriers and WISPs.
- (4)(b)(7-8) TowerCom V-B, LLC will comply with all FAA Lighting requirements and utilize a Dual Lighting System as required by the Village Zoning Ordinance.
- (4)(b)(9) TowerCom V-B, LLC will comply with the Village Zoning Ordinance - No signs, other than warning or equipment information signs, shall be located on a tower
- (4)(b)(10) In accordance with § 66.0404(2)(g), Wis. Stats, TowerCom V-B, LLC will provide a 50% Fall Radius Letter (Fall Zone) to comply with this requirement.
- (4)(b)(11) TowerCom V-B, LLC is proposing a 250' Self-Supporting tower with a 5' Lighting Rod Appurtenance.

- (4)(b)(12) Please see enclosed Section (4)(b)(12) ASR Tower Check
- (4)(b)(13) Please see enclosed Construction Drawings (CD's) – Page E-101
- (4)(b)(14) It is not feasible to place the appurtenances underground. TowerCom V-B, LLC is not proposing any Vegetation Screening as the proposed site location is surrounded by mature vegetation/trees. TowerCom V-B, LLC is open to other impervious screening if required by the Village. The proposed fencing is Six (6') feet in height with One (1') foot of 3-Strand Barbed Wire to secure the facility and make the site inaccessible to the General Public.
- (4)(b)(15) a, b, c, d & e - There are no other structures in the area that can accommodate the wireless providers except for the Village of Williams Bay Water Tanks in which the wireless providers are being asked to vacate.
- (4)(b)(16) N/A
- (4)(b)(17) TowerCom V-B, LLC agrees to offer space to additional future tenants at current Fair Market rates
- (4)(b)(18) TowerCom V-B, LLC ensures the application shall comply with all applicable aspects of the Village's Building Code and Zoning Ordinances.
- (5) No Action Required by TowerCom
- (6) No Action Required by TowerCom
- (6)(b)(1) TowerCom V-b, LLC will provide the Village with a performance bond in the amount of \$20,000 to guarantee that the tower/antenna and appurtenances will be removed when no longer in operation. The Village will be named as "obligee" in the bond and must approve the bonding company
- (6)(b)(2) TowerCom V-B, LLC agrees to submit a "Tower/Antenna Annual Information Review Report" (hereafter, "report"), on a form provided by the Village, on or before January 31 of each year. The purpose of the report is to provide the Village with accurate current information concerning the tower/antenna owner(s) and provider(s) offering or providing wireless communication services within the Village and information on the wireless communication tower facilities so operated or utilized so as to assist the Village in administration and enforcement of this section and ensure Village compliance with Village, Walworth County, state and federal standards and requirements. The report shall include all of the following: tower/antenna owner and operator name(s), address(es), phone number(s), and relevant contact person(s); proof of bond and proof of insurance; and number of co-location positions designated, occupied, or vacant in the Village and evidence of compliance with this section

Section G

TowerCom V-B, LLC understands the Abandonment provision in the Village Ordinance and will abide by its requirements.

Section H

TowerCom V-B, LLC understands the Inspection provision in the Village Ordinance and will abide by its requirements.

Section (4)(b)(12) - 5,280' ASR Tower Radius Check



- ASR 1057901 is a Village of Williams Bay Water Tank that UScellular is Co-Located on

November 25, 2024

Jinay Vascocu
TowerCom
241 Atlantic Blvd. Ste. 201
Neptune Beach, FL 32266

RE: Proposed 250' Sabre Self-Supporting Tower for Williams Bay, WI

Dear Jinay,

Upon receipt of order, we propose to design and supply a tower for the above referenced project for an Ultimate Basic Wind Speed of 107 mph with no ice and 40 mph with 1-1/2" radial ice, Risk Category II, Exposure Category C, and Topographic Category 2 in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Steel Antenna Towers and Antenna Supporting Structures". The tower will be designed to support the following:

- 15,000 sq.in loading and 1,500 lbs (Village of Williams Bay) at 230', with (6) 1-5/8" lines
- 30,000 sq.in. loading and 8,000 lbs at 220', with (18) 1-5/8" lines
- 25,000 sq.in. loading and 5,000 lbs at 205', with (18) 1-5/8" lines
- 288 sq.ft. loading and 3,000 lbs (US Cellular) at 185', with (18) 1-5/8" lines
- 20,000 sq.in. loading and 5,000 lbs at 170', with (12) 1-5/8" lines
- 15,000 sq.in. loading and 5,000 lbs (Verizon) at 150', with (9) 1-5/8" lines
- Emergency tornado siren (Village of Williams Bay) at 95'
- 15,000 sq.in. loading and 5,000 lbs (Verizon) at 80', with (9) 1-5/8" lines

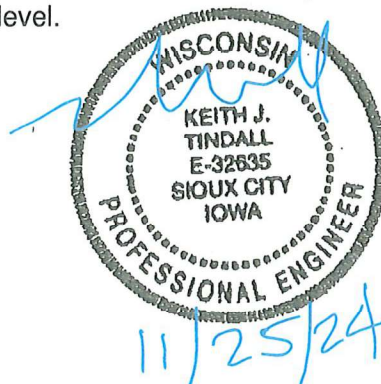
When designed according to this standard, the wind pressures and steel strength capacities include several safety factors. Therefore, it is highly unlikely that the tower will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within one or more of the tower members in the upper portion. This would result in a buckling failure mode, where the loaded member would bend beyond its elastic limit (beyond the point where the member would return to its original shape upon removal of the wind load).

Therefore, it is likely that the overall effect of such an extreme wind event would be localized buckling of a tower section. Assuming that the wind pressure profile is similar to that used to design the tower, the tower is most likely to buckle at the location of the highest combined stress ratio in the upper portion of the tower. This would result in the portion of the tower above the failure location "folding over" onto the portion of the tower below the failure location. *Please note that this letter only applies to the above referenced tower designed and manufactured by Sabre Industries.* In the unlikely event of total separation, this would result in a fall radius of 125' or less at ground level.

Sincerely,

Keith J. Tindall, P.E., S.E.
Vice President, Telecom Engineering



OFFICIAL PUBLICATION
FOR THE
VILLAGE OF WILLIAMS BAY
Walworth County, Wisconsin

NOTICE OF PUBLIC HEARING
FOR A
ZONING MAP AMENDMENT
BEFORE THE
PLAN COMMISSION
January 14, 2025 at 6:30 PM
Village Hall Council Room
250 Williams Street

APPLICANT(S): Yerkes Future Foundation, Inc. (Owner)

TAX KEY NUMBER: WWUP 00010, WOB 00027A and WOB 00019A

STREET ADDRESS: South of Geneva St. along Observatory Place, Williams Bay, WI 53191

Applicant requests a zoning map amendment per Section 390-1205 *Zoning Map Amendments* to rezone approximately 4.5 acres from SF-3 Suburban Residential District to P & I Public and Institutional District.

All interested in the above matter are invited to attend. Copies of the application are on file at the Village Hall and are available for public inspection during regular office hours on Monday, Tuesday, Wednesday, Friday from 8:30 am – 5:00 pm and Thursday 8:30 am – 12:00 pm.

Tina Kolls
Village Clerk
Published December 26, 2024 and January 2, 2025



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Plan Commission Meeting January 14, 2025

January 7, 2025

APPLICANT: Yerkes Future Foundation, Inc. (Owner)

TAX KEY: WWUP 00010, WOB 00027A and WOB 00019A

STREET ADDRESS: South of Geneva St. along Observatory Place, Williams Bay, Wisconsin

Applicant requests a zoning map amendment per Section 390-1205 *Zoning Map Amendments* to rezone approximately 4.5 acres from SF-3 Suburban Residential District to P & I Public and Institutional District.

ORDINANCE REFERENCES

The Zoning Administrator shall review the application and evaluate whether the proposed amendment meets the following criteria:

(a) Advances the purposes of this chapter as outlined in § 390-0103 and the applicable rules of Wisconsin Department of Administration and the Federal Emergency Management Agency (FEMA).

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)] **YES**

(b) Is in harmony with the recommendations of the Comprehensive Plan. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report. **YES**

(c) Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning district(s). **YES**

(d) The amendment may also address any of the following situations that may not be properly addressed on the current Official Zoning Map:

[1] The designations of the Official Zoning Map are not in conformance with the Comprehensive Plan and the amendment is being requested to make the zoning district consistent with the Comprehensive Plan.

[2] A mapping mistake was made. If this reason is cited, it must be demonstrated that the discussed inconsistency between actual land use and designated zoning is not intended, as the Village may intend to stop an undesirable land use pattern from spreading.

[3] Factors have changed (such as new data, infrastructure, development, annexation, or other zoning changes), making the subject property more appropriate for a different zoning district.

[4] Growth patterns or rates have changed, creating the need for an amendment to the Official Zoning Map.

CONCLUSIONS:

The zoning map amendment is necessary to bring the zoning into conformance with the existing use and the comprehensive land use plan map.

Respectfully submitted,

Bonnie Schaeffer
Zoning Administrator



Planning Request Application Village of Williams Bay

250 Williams Street • PO Box 580 • Williams Bay, WI 53191
Phone: 262-245-2700 • Fax: 262-245-2705

Request:

Please check all that apply.

- ☐ **Site Plan** [§390.1206] - \$200.00 plus \$.04/sf floor area
- ☐ **Conditional Use Permit (CUP)** [§390.1207] - \$500.00
- ☐ **Certificate of Compliance** [§390.1211] - \$200.00
- ☐ **Temporary Use Permit** [§390.1208] - \$200.00
- ☐ **Preliminary Plat** - \$200.00 plus \$20.00 per lot
- ☐ **Certified Survey Map (CSM)** - \$200.00 plus \$20.00 per lot
- ☐ **Final Plat** - \$100.00 plus \$10.00 per lot
- ☐ **Planned Development Overlay (PDO)** [§390.0709] - \$500.00
- ☐ **Planned Development Amendment** - \$500.00
- ☒ **Zoning Text or Map Amendment** [§390.1204] - \$500.00
- ☐ **Project Concept Review** - \$200.00
- ☐ **Land Use Plan Amendment** - \$500.00
- ☐ **Interpretation** [§390.1216] - \$200.00
- ☐ **Appeal** [§390.1217] - \$500.00
- ☐ **Other:** _____ Fee: _____

Date application was received:

Fee Paid:

Physical Address of Site: S of Geneva Street, Williams Bay 53191

Tax Parcel Number: WWUP 00010, WOB 00027A, WOB 00019A

Project or Development Name: Yerkes Observatory

Applicant

Name: Yerkes Future Foundation
Mailing Address: 373 W Geneva Street, Williams Bay 53191
eMail: dkois@yerkesobservatory.org
Phone: 262-245-5555

Owner of Site

Name: (same)
Mailing Address: _____
eMail: _____
Phone: _____

Legal Representative

Name: n/a
Mailing Address: _____
eMail: _____
Phone: _____

Architect, Engineer, Contractor

Name: n/a
Mailing Address: _____
eMail: _____
Phone: _____

Legal Description of Site (Attach separate sheet if additional space is needed):

Tax Key Numbers WWUP 00010, WOB 00027A, WOB 00019A, approx 4.5 acres owned by Yerkes Future Foundation.

Please answer all applicable. Missing or incomplete information may deem this application "incomplete," delaying or prohibiting a review.

Current Zoning of Site: SF-3 Residential

Current Overlay Districts of Site: _____

Proposed Zoning of Site: P&I Public and Institutional

Proposed type of structure of use: No change of use

Proposed use of structure or site: No change of use

Statement of proposed use of property, with pertinent facts regarding the size of area involved, extent of development, type of operation, etc. (Attach separate sheet if additional space is needed):

Rezoning request submitted at the request of the Village of Williams Bay, so that all parcels owned by Yerkes Future Foundation that are a part of the Yerkes property are properly zoned P&I. There is no change of use, construction, or alteration to these parcels planned or proposed.

Statement showing compatibility of proposed zoning district and/or proposed use to the Village Comprehensive Plan: (Attach separate sheet if additional space is needed)

Submitted at the request of the Village of Williams Bay to ensure Yerkes property matches the comprehensive plan.

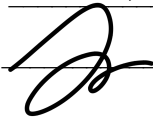
Statement showing compatibility of proposed zoning district and/or proposed use with adjacent properties and neighborhoods (Attach separate sheet if additional space is needed):

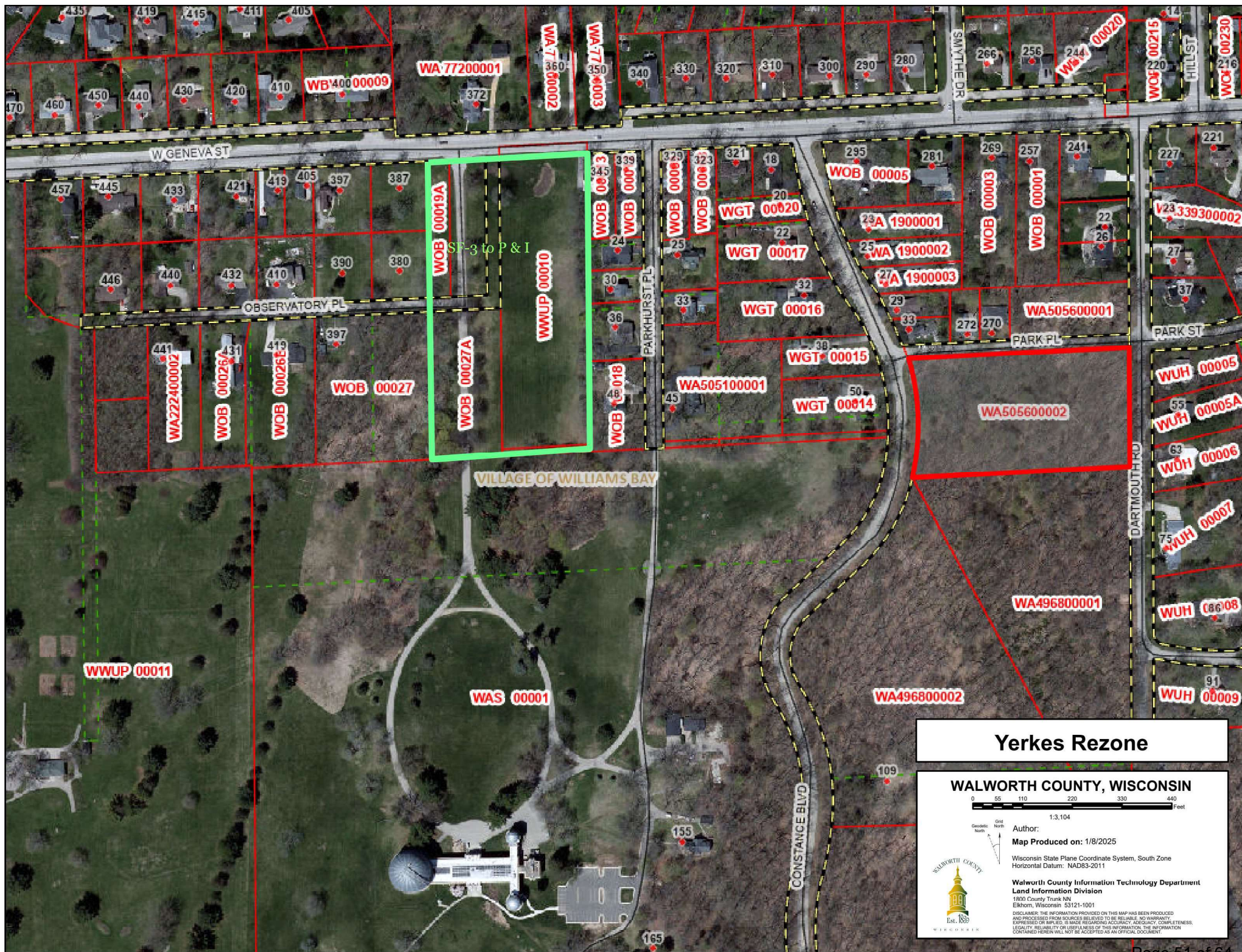
There is no intended change of use from the prior 127 years for these parcels. The request is simply to correct the zoning to match the rest of Yerkes and align with the comprehensive plan.

Print Applicant's Name: Dennis Kois, Executive Director, YFF

Date: 1/8/25

Signature of Applicant: _____





Yerkes Rezone

WALWORTH COUNTY, WISCONSIN

0 55 110 220 330 440 Feet

1:3,104

Author:

Map Produced on: 1/8/2025

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011

Walworth County Information Technology Department
Land Information Division
1800 County Trunk NW
Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP HAS BEEN PRODUCED AND PROCESSED FROM SOURCES BELIEVED TO BE RELIABLE. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGIBILITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.





VILLAGE OF WILLIAMS BAY

RESOLUTION

R-1-25

A Resolution Proclaiming International Migratory Bird Day

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, *and*

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, *and*

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, *and*

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, *and*

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, *and*

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, *and*

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., *and*

WHEREAS, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, *and*

WHEREAS, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, *and*

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW THEREFORE I, William Duncan, as President of the Village of Williams Bay, Wisconsin, do hereby proclaim May 11, 2025 as International Migratory Bird Day in the Village of Williams Bay, and I urge all citizens to celebrate this observance and to support efforts to protect and

conserve migratory birds and their habitats in our community and the world at large.

Approved and adopted this _____ day of _____ 2025.

VILLAGE OF WILLIAMS BAY:

William Duncan, President

ATTEST:

Tina Kolls, Clerk

October 31, 2024

To the Williams Bay Village Board:

We received an Official Municipal Notice of Violation dated September 3, 2024 for our property at 556 Park Ridge Rd, Williams Bay, WI (Tax Key/Parcel No. WCP2 00011). The Notice was for the treatment or removal of dangerous or infected trees.

The tree in question had a canopy that hung over our neighbors garage. She decided to remove the canopy, including the portion that hung over our property, several years ago. The remaining portion of the tree has been standing undisturbed since then.

We inquired with the Code Enforcement office to find out our options. We were told that we could have a certified arborist inspect the tree and determine if it was a danger. We did reach out to B&J Tree Service, who sent out their in-house certified arborist. He told us that although the tree is dead, there is no chance of it falling over, therefore posing no danger to our property or our neighbors'.

We wrote a letter to Allison Schwark to appeal the Notice of Violation on October 1. The next correspondence was a Final Notice of the same Violation. I called the Code Enforcement again and was told that we would have to file a letter of appeal to the Village Board.

We would like to appeal this Notice of Violation to the Williams Bay Village Board and look forward to finding a suitable and timely resolution to this issue.

Thank you,

Jack Lothian

Erin Creed

Jack,

I have looked at the oak tree along the property line the hangs over address 546 Park Ridge Rd. The tree is sound and shows no evidence of hazardous decay. The tree measures 20.2" DBH and has sprout growth at the top meaning there is still live tissue within the tree, (see pic indication sprout growth). The tree will continue to decline, and it would be recommended to remove it in 12-16 months. The cause of the trees condition is due to over pruning and topping of the tree. It is recommended that a tree not to have 25% or more of the live canopy removed. In this case it looks as though 100% of the live canopy had been removed, (see before and after pics). At this time it is not recommended to perform an increment boring test into the tree due to fact that there is no visual or sound evidence of decay. This test is designed to measure the amount of decay in a trees trunk to establish how much decay is present. Without evidence of sufficient decay this test is not recommended at this time.

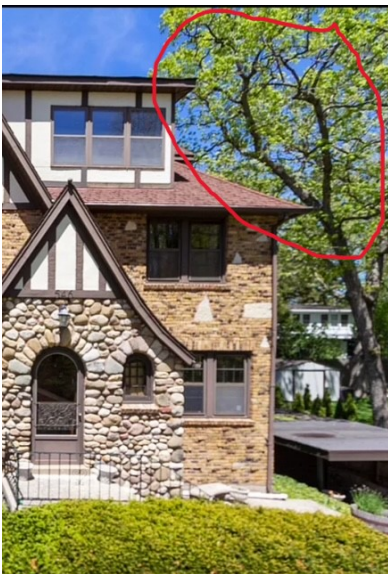
Adam Kaczmarek

Certified Arborist- IL 5101A

815-276-9963

adamjkacz@gmail.com

Before Topping



After Topping



Trunk Sprouts Post Topping





landscape design & installation "serving the lakes area since 1959", a complete tree & landscape service

a member of arborist association & landscape contractors association

December 12, 2024

RE: 556 Park Ridge Rd. Tree

To Whom It May Concern,,

We are writing this letter to provide you with some pertinent information regarding an oak tree at 556 Park Ridge Rd. Our certified arborist, Gregg Johnson, assessed the tree during a visit to the property on September 26, 2024. Unfortunately, Mr. Johnson does not work for us any longer so we have no further information to provide in regards to this tree.

Respectfully,

Robert D. Castleman, Jr.

President

B&J Tree and Landscape Service

Summary of interaction with Gregg Johnson, certified arborist formerly employed by B&J Tree Service.

Gregg Johnson came to our property after the first notice was received to assess whether or not the tree was alive or dead. He said it was dead, but that it was in no way a danger since the root ball was completely intact and the trunk was solid. It was basically just a standing log that was not a threat to collapsing.

I asked if he could write a letter to that effect and he said he would take it a step further and call Allison Schwark and talk to her directly. Of course, I was not involved in the call so I can only tell you what I recall from his conversation after talking with her. He said that she either wouldn't or couldn't rescind the Notice of Violation and that I would have to appeal to the Village Board.

On Thursday, December 12th, I received an email letting me know of the hearing/meeting scheduled for Monday, December 16th. It informed me that I had until noon on Friday, the 13th to submit any documentation I wanted to include in my appeal. Unfortunately, when I called B&J Tree Service to get a letter from Gregg Johnson, I was informed that he no longer works there and they did not have contact information for him. I have tried to track him online, but have been unsuccessful.

Jack Lothian Erin Creed



VILLAGE OF WILLIAMS BAY

Official Municipal Notice of Violation

Report Date: September 3, 2024

RESPONDENT INFO	SITE/PROJECT INFO
Name: JOHN M LOTHIAN ERIN ELISABETH CREED 556 PARK RIDGE RD WILLIAMS BAY, WI 53191	Complaint Location: 556 PARK RIDGE RD
Telephone Number (include area code): ()	Tax Key/Parcel No.: WCP2 00011
Nature of Complaint/Findings: -Sec. 331-1(E)(1) Treatment and removal of dangerous or infected trees - Any tree, plant, shrub or part thereof, which the Commissioner, upon examination, shall find to be infected or hazardous so as to endanger the safety, health or welfare of the public or other tree, plant or shrub, or shall be damaging or likely to damage sewers, curbs, sidewalks or other public premises, shall be treated or removed by the owner or by the abutting property owner if such tree, plant, shrub or part thereof is located upon public right-of-way upon which such owner's property abuts. If the owner or abutting owner shall fail to remedy the situation upon receipt of a fourteen-day written notice, either personal or by publication from the Commissioner, the Village shall treat or remove such tree or part thereof. The Village official or employee shall keep a strict and accurate record of the labor and cost of treatment or removal of the tree or part thereof and report the same to the Clerk, who shall thereupon enter the cost of such treatment or removal of the tree or part thereof and charge the same against the owner or abutting property owner and the cost thereof shall be entered as a special charge against the property.	
Action Required: -Please remove the dangerous tree, from your property, by October 3, 2024 . (Please see enclosed photos)	
Notice of Noncompliance: All cited violations shall be corrected within the time specified above <u>unless an extension of time has been granted</u> . Failure to do so shall result in daily citations being issued against the property owner. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. Failure to comply subjects you to applicable fines and penalties per the Village of Williams Bay Municipal Code, as well as all statutory relief available.	
Code Enforcement Officer: Allison Schwark Cell: 262-249-6701 Email: mcodeenforcement@gmail.com Please contact us with any questions or concerns.	

October 1, 2024

Ms. Allison Schwark:

This letter is in response to a notice of violation dated September 3, 2024, regarding a tree located at 556 Park Ridge Road (Tax Key/Parcel No. WCP2 00011).

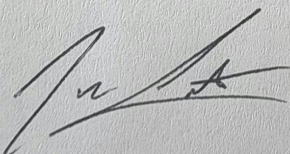
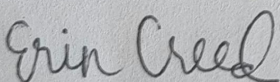
The notice is to remove a tree that has been deemed "dangerous" from our property. The code in question states that "any tree... which the Commissioner, upon examination, shall find to be... hazardous so as to endanger the safety, health, or welfare of the public... shall be treated or removed by the owner" (Sec. 331-1(E)(1)).

The tree in question was previously trimmed by the neighbor who submitted this complaint. She hired a tree service and trimmed off the entire top of the tree, not just the portion that overhung her property. The tree remained in this state for several years without complaint.

Upon receipt of this notice of violation, and in discussion with the inspector in question, we consulted with the certified arborist at B&J Tree and Landscape Service. His professional opinion, which he has shared with the Code Enforcement Officer, is that this tree is sound and does not pose any type of danger to our property or any of the abutting properties.

In light of this arborist's professional opinion, we would respectfully request that this notice of violation be rescinded. Thank you in advance for your consideration in this matter.

Sincerely,



Erin Creed and Jack Lothian
556 Park Ridge Road
Williams Bay, WI 53191



November 20, 2024
556 Park Ridge Rd, Williams Bay, WI



October 2, 2024
556 Park Ridge Rd, Williams Bay, WI



October 8, 2024
556 Park Ridge Rd, Williams Bay, WI



August 28, 2024
556 Park Ridge Rd, Williams Bay, WI