



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

FINANCE & PERSONNEL (F&P) COMMITTEE MEETING

THURSDAY, MAY 1, 2025 AT 9:30 AM

Village Hall Council Room

250 Williams Street

Williams Bay, WI 53191

There may be a quorum of Village Trustees present, no board business will be conducted.

AGENDA

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

- I. Call to Order
- II. Roll Call
- III. Discussion and Possible Action on Zoning Administrator Position
- IV. Discussion and Possible Action on the Draft Finance and Personnel Committee Workplan 2025
- V. Discussion and Possible Action on Village Financial Systems, including: (1) Inventory; (2) Assure Coordination, eliminate need to re-enter information.
- VI. **Closed Session.** Closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility re: Village Administrator Annual Performance Review.
- VII. Motion to reconvene into open session.
- VIII. Possible discussion of/action for those items discussed in closed session
- IX. Adjourn

Lowell Wright
Finance & Personnel Chair

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: 04/29/2025 5:00 PM



VILLAGE OF WILLIAMS BAY

TO: VILLAGE PRESIDENT JARAMILLO AND TRUSTEES

FROM: DAVID A. LOTH SPEICH, VILLAGE ADMINISTRATOR

DATE: APRIL 29, 2025

RE: ZONING ADMINISTRATOR POSITION

Zoning Administrator Bonnie Schaeffer submitted the enclosed March 5th notice of retirement with her final day being June 4, 2025. In an effort to ensure a smooth transition without gaps in service, it is important that this position be filled sooner than later. The Zoning Administrator position was advertised on April 11 and closed on April 29.

The position advertisement was posted on the Village Website on April 11 and the following professional associations job boards on April 14, 2025: (1) Wisconsin City Managers Association; (2) Illinois City Managers Association; (3) League of Wisconsin Municipalities and (4) MGT Impact Solutions (formerly GovHR)

In addition, the following zoning companies were directly sent the advertisement: (1) Civi Tek Consulting; (2) Vandewalle Associates; (3) Vierbicher Associates; (4) En Code Plus and (5) Teska. The position was also posted on Indeed but was withdrawn after two days after receiving many “clicks” and five applications from individuals with no zoning experience or education.

The Village received the following four qualified applications:

(1) Allison Schawk (Municipal Code Enforcement, LLC)

Delavan WI (8 miles, 16 min)
\$52/hr

(2) Matt Ziska (Willdan Engineering)

Madison WI (69 miles, 1hr. 15 min)
\$140 hr

(3) Pat Gorski

Chicago IL (80+ miles, 1 hr. 45 min+)
\$ Unknown

(4) Nic Miles

Stoughton WI (54 miles, 1 hr.+)
\$45/hr

Code Enforcement Officer Allison Schwark (Municipal Code Enforcement, LLC) has previous experience as zoning administrator for the communities of Elkhorn, Whitewater and Fontana. Zoning Administrator Bonnie Schaeffer has experience in working with Allison in this role and has favorable recommendation and in my experience in working with Allison she has the technical knowledge and experience to fill this position.

Based upon review of the applications received, Staff recommends the selection of Allison Schwark. Allison has confirmed her attendance for interview at the BZO (8:30 am) and FP (9:30 am) Committee meetings on Thursday, April 30, 2025. Procedurally, BZO will review and make recommendation on the selection to FP for review of the financial impact and terms of the Agreement for recommendation to the Village Board. Village Board will then consider the recommendations on May 5 or May 19 if needed. Ideally this position would be filled at least 2 weeks prior to Bonnie's retirement, which is May 21st.

Zoning Administration Services Request for Proposal

To Whom it May Concern:

Thank you for taking Municipal Code Enforcement, LLC into consideration for your zoning administration needs. We believe our services would be truly beneficial to the Village of Williams Bay, and our agency would be a great asset to your team.

We are a smaller, family owned and operated agency, that has provided building inspection, code enforcement, and zoning administration services to a variety of municipalities in Southern Wisconsin for many years. We currently provide code enforcement services to the Village of Williams Bay, while also acting as the Tree and Weed Commissioner. We have worked alongside the Village since 2019 and we are very excited for the opportunity to expand our services and continue our professional development within the Village. With our dedicated team of inspectors, we provide reliable services, while making it a priority to understand the specific needs within each community. Communication and prompt response times with residents, builders, architects, developers, and all Village of Williams Bay staff will be our highest priority.

With board approval, we would be able to immediately start working alongside the current zoning administrator, Bonnie Schaeffer, until her retirement date, to provide a smooth and efficient transition in services.

Please see below each municipality that we currently provide services for:

- Town of Delavan- Code Enforcement
- Town of Linn- Code Enforcement
- Town of Koshkonong- Code Enforcement
- City of Elkhorn- Zoning Administration and Code Enforcement
- City of Burlington- Code Enforcement
- City of Whitewater- Zoning Administration, Building Inspection, and Code Enforcement
- City of Pewaukee- Code Enforcement
- City of Edgerton- Code Enforcement
- City of South Beloit- Code Enforcement
- City of Elroy- Code Enforcement
- Village of Sharon- Code Enforcement
- Village of East Troy- Code Enforcement
- Village of Yorkville- Code Enforcement
- Village of Fontana- Zoning Administration and Code Enforcement
- Village of Williams Bay- Code Enforcement
- Village of Windsor- Code Enforcement
- Village of Waunakee- Code Enforcement
- Village of Pewaukee- Code Enforcement
- Village of Twin Lakes- Code Enforcement
- Village of Sturtevant- Code Enforcement
- Village of Raymond- Code Enforcement

- Village of Merton- Code Enforcement
- Village of Lannon- Code Enforcement

We are grateful and very much looking forward to the opportunity of continuing to serve the Village of Williams Bay and its residents with our zoning administration services.

Thank you for your careful consideration.



Allison Schwark

Municipal Code Enforcement
mcodeenforcement@gmail.com
262-249-6701

April 29, 2025

Village of Williams Bay
P.O. Box 580
250 Williams Street
Williams Bay, WI 53191

Attention: David Lothspeich, Village Administrator

Re: Proposal for Zoning Administrator Consultant Services

Dear Mr. Lothspeich,

On behalf of **Willdan Engineering**, I am pleased to submit my proposal to serve as the Zoning Administrator Consultant for the Village of Williams Bay. As a seasoned municipal planning and building professional with over 17 years of zoning experience, I am passionate about helping communities like Williams Bay manage growth thoughtfully, preserve their natural character, and maintain the high quality of service residents expect.

Throughout my career, which includes leadership roles as Community & Economic Development Director and Building & Planning Director for the Village of Mokena, Illinois (pop. 20,000), I have overseen zoning administration, plan review, code enforcement, and customer service operations with a commitment to responsiveness, professionalism, and public engagement. I have extensive experience in the following areas:

- ✓ Administering zoning codes and interpreting local ordinances.
- ✓ Guiding development proposals through municipal review and approval processes.
- ✓ Working collaboratively with Plan Commissions, Zoning Boards of Appeals, and Village Boards.
- ✓ Investigating zoning and land use complaints, resolving violations, and maintaining consistent code compliance.

I understand the importance of being accessible to residents, applicants, staff, and elected officials to ensure smooth operations and effective communication and am committed to maintaining regular in-office availability **at least two days per week for a minimum of 5 hours each week** and attending all monthly meetings of the Village Plan Commission, Zoning Board of Appeals, and ETZ (Extraterritorial Zoning) Joint Committee.

In consideration of the Village's budget and to simplify invoicing, I am proposing an **all-inclusive consulting rate of \$140 per hour**, which includes professional services, travel expenses, and all incidental costs, ensuring straightforward and predictable monthly invoices.

Williams Bay's lakeside setting, small-town charm, and commitment to thoughtful development strongly align with my passion for supporting vibrant and sustainable communities. I am dedicated to providing professional, proactive zoning administration services that help protect and enhance the Village's unique character.

I would be honored to assist the Village in this important role and am happy to provide any additional information you may need. Thank you for your time and consideration.

Sincerely,



Matthew R. Ziska
Midwest Project Manager | Willdan Engineering
312-209-8619
mziska@willdan.com



EDUCATION

*MPA, Master of Public Administration
University of Illinois at Chicago*

BA, Urban & Regional Planning, University of Illinois at Urbana-Champaign

PROFESSIONAL CERTIFICATIONS

Residential Building Inspector, International Code Council (2010-Present)

Commercial/Industrial Building Inspector, International Code Council (2011-Present)

Commercial/Industrial Building Inspector, International Code Council (2011-Present)

General Building Inspector International Code Council (2015 - Present)

AWARDS

Recipient of the Military Order of the Purple Hearts' Distinguished Leadership Award

Two-time recipient of Homer Glen's Community and Nature in Harmony Award

**17 YEARS OF
PROFESSIONAL
EXPERIENCE**

Matthew R. Ziska

Project Manager

Matthew Ziska is the Project Manager for Willdan's Midwest Building & Safety team, and a seasoned community and economic development professional with over 17 years of public sector experience in municipal planning, zoning, and building services. He has led cross-functional teams, guided complex land use and zoning requests, and worked closely with boards, commissions, and local residents to support smart, sustainable growth. Mr. Ziska's background includes overseeing building, planning, and code enforcement divisions; presenting development proposals; and managing annexations, special uses, and site plan reviews. As a certified building inspector, distinguished Planner, and Master of Public Administration, Matthew brings a deep understanding of municipal operations, regulatory compliance, and community engagement. Whether reviewing zoning applications or resolving code-related inquiries, he approaches every project with professionalism, collaboration, and a strong commitment to public service.

Relevant Experience

Community & Economic Development Director - Village of Mokena, IL (2021-2023)

- Served as the primary liaison to the Village Board, Plan Commission, and Zoning Board of Appeals, and attended and presented at Village Plan Commission, Zoning Board, and Committee meetings.
- Developed and implemented strategies to promote economic growth and community revitalization.
- Oversaw planning, zoning, and land use activities to ensure alignment with municipal goals.
- Managed staff across planning, building, zoning, and code enforcement divisions.
- Fostered partnerships with businesses, developers, and community organizations.
- Led efforts to attract and retain businesses, including incentive programs and marketing.
- Guided comprehensive planning efforts and updates to zoning codes and development policies.

Building & Planning Director - Village of Mokena, IL (2015-2021)

- Oversaw the day-to-day operations of the Building and Planning Departments, and directed the activities of all department personnel, including the Chief Building Official, Village Planner, Code Enforcement Officer, administrative assistants, part-time inspectors, and outside consultants.
- Directed and coordinated the review of development applications, zoning requests, and building permits.
- Lead updates to zoning codes, comprehensive plans, and development-related ordinances.
- Responded to escalated inquiries, resolved disputes, and ensured a high level of customer service and transparency.
- Coordinated interdepartmental efforts on large-scale developments and infrastructure planning.

CORE COMPETENCIES

Urban & Regional Planning

Community Engagement & Public Speaking

Zoning and Land Use Management

Building Code Compliance & Inspection

Economic Development Strategy

Public Administration & Municipal Policy

Staff Supervision & Cross-Functional Leadership

Digital Communications & Branding Strategy

Regulatory Compliance & Permitting

Project & Program Management

Data-driven Decision Making

Building, Planning, & Econ. Development Specialist – Village of Mokena, IL (2012-2015)

- Served as the Chief Building Official and primary building department contact.
- Conducted plan reviews, performed field inspections, and provided solutions to technical, logistical, and architectural issues encountered during construction.
- Oversaw the successful completion of several large-scale projects, including:
 - New Meijer store (200,000 sq./ft.)
 - Clarendale Senior Living Facility (180,000 sq./ft.)
 - Accelerate Indoor Raceway (75,000 sq./ft.)
 - Holiday Inn Express (55,000 sq./ft.)
- Responsible for tracking and promoting local development opportunities.
- Attended and presented at Village Plan Commission, Zoning Board, and Site Plan & Architectural Review Committee meetings.

Planning Technician - Village of Mokena, IL (2008-2012)

- Reviewed permit applications and development proposals for zoning and code compliance.
- Assisted in preparing staff reports, maps, and visual aids for planning commission or zoning board meetings.
- Responded to public inquiries regarding zoning regulations, land use, and permitting procedures.
- Conducted field inspections to verify compliance with approved site plans and ordinances.
- Supported senior planning staff with research, data collection, and long-range planning projects.
- Assisted in organizing and documenting public meetings, hearings, and community outreach events.

Additional Civic & Advisory Roles

- **Portfolio Reviewer, Master of Urban Planning and Policy (MUPP) – University of Illinois Chicago (2022-Present)**

Provide practical feedback to graduating MUPP students to strengthen portfolio quality, industry relevance, and career readiness.

- **Board Member, Homer Glen Foundation (2011–2023)**

Served on the Board of Directors for a 501(c)(3) nonprofit organization based in Homer Glen, IL, that was dedicated to enhancing the local community by supporting the acquisition and improvement of public parks, trails, and open spaces. Efforts focused on fundraising and local partnerships that preserve the village's natural character and foster community engagement.

- **Member, Community & Economic Development Committee - Village of Homer Glen, IL (2011–2015)**

Advised the Village Board on policies and initiatives supporting local growth, land use planning, and economic development.



**Proposal for Zoning
Administrator
Consultant Services**
*Williams Bay,
Wisconsin*

PROFESSIONAL REFERENCES

Doug Heathcock

Former Chairman (1999-2019)

Planning Commission & Zoning Board of Appeals

Village of Mokena, IL

Phone: 708-995-1978

Email: Doug@HeathcockLaw.com

Deborah Luzier

Executive Director / Current Willdan Client (2021-2023)

Boone County Planning Commission

Boone County, IN

Phone: 317-258-8046

Email: dsluzier@yahoo.com

Joe Cirelli

Current Member | Chairmen Pro-Tem (2007-Present)

Planning Commission & Zoning Board of Appeals

Village of Mokena, IL

Phone: 708-932-3889

Email: jcirelli@mokenafire.org

Patrick M. Gorski
3739 North Kostner Avenue
Chicago, IL 60641
(773) 580-5063
patrickgorski25@yahoo.com
[LinkedIn Profile](#)

April 14, 2025

David Lothspeich
Village Administrator
Village of Williams Bay
P.O. Box 580
250 Williams Street
Williams Bay, WI 53191
admin@vi.williamsbay.wi.gov

Dear Mr. Lothspeich,

I am writing to express my strong interest in the Zoning Administrator Consultant role with the Village of Williams Bay. With extensive municipal government experience—including leadership roles as Building Commissioner in Norridge, Building Division Manager in Libertyville, and zoning/code consultant for various Illinois localities—I bring a practical and policy-driven approach to zoning administration, site plan review, and municipal collaboration.

Throughout my career, I have served as the chief enforcement officer for zoning, building, and property maintenance codes, coordinated with Plan Commissions and Zoning Boards of Appeal, and ensured consistent compliance with local ordinances and state law. I have managed hearings, drafted staff recommendations, fielded resident complaints, and reviewed applications and site plans with a detail-oriented yet customer-focused mindset. My ability to balance code enforcement with community development and to navigate sensitive issues with discretion and professionalism would allow me to serve Williams Bay effectively in this highly visible, part-time consulting capacity.

My academic credentials include a Master of Public Administration from Southern Illinois University and a B.A. in Communication from the University of Illinois Urbana-Champaign, supported by extensive certifications in zoning, code enforcement, planning, and emergency management from the International Code Council, FEMA, and the Illinois Attorney General's Office. As a current consultant to multiple municipalities, I understand the importance of providing efficient, accessible support that strengthens administrative operations without burdening staff or residents.

Williams Bay's location and commitment to responsible land use make this opportunity especially appealing. I am confident in my ability to integrate quickly, maintain office hours, provide timely reviews and enforcement, and be a consistent presence at required meetings. I am open to flexible scheduling and rate arrangements that support your operational needs.

Patrick M. Gorski

3739 North Kostner Avenue Chicago, IL 60641 • (773) 580-5063 • patrickgorski25@yahoo.com • LinkedIn

EDUCATION

Southern Illinois University Edwardsville

Master of Public Administration

GPA: 4.00/4.00

- Pi Alpha Alpha scholar, Phi Kappa Phi member

University of Illinois at Urbana-Champaign

Bachelor of Arts in Liberal Arts and Sciences, Communication, with a Minor in Journalism Cumulative GPA: 3.88/4.00

- Honors: Tau Sigma Transfer, Lambda Pi Eta Communication Studies, Major GPA: 3.81/4.00
Illinois Promise scholarship, Dean's List, Office of Undergraduate Research Intern

Triton College, River Grove, IL

Associate of Arts in General Studies

GPA: 3.45/4.00

- President's Honor List

EXPERIENCE

Consultant – Government Operations & Policy

Various Public Agencies – Illinois

Independent Contractor

part-time

December 2024 – Current

- Provide consulting services to local governments and public agencies on policy development, organizational efficiency, and regulatory compliance.
- Advise departments on best practices in municipal operations, public safety, community development, and administrative procedures
- Support short-term projects and staffing transitions through policy guidance, workflow evaluation, and strategic planning
- Deliver actionable recommendations aligned with local, state, and federal requirements to enhance service delivery and accountability

Patrick Gorski Photography LLC

Chicago, IL

Owner/Photographer/Editor/Assigning Editor/Writer

part-time

February 2014 - current

- Provide professional photography and videography on a local to an international level artistically and authentically, supply photos of professional and collegiate sporting events to Associated Press, Getty Images, and USA Today, management of analytics, marketing, sales, finance, captioned journalistic database photos entail 50,000+ images, published works includes Chicago Tribune, The Irish Times, National Geographic, Smithsonian, Special Olympics Sports Illustrated, Rolling Stone, TIME magazine, The New York Times, and the Wall Street Journal
- Manage, assign, and subcontract a team of photographers, artists, and editors, up to 12 simultaneous projects

Village of Libertyville

Libertyville, IL

Building Division Manager (Building Commissioner) *full-time*

October 2024 – November 2024

- Serve as the Village's Building Official, overseeing plan reviews, inspections, code enforcement, and occupancy permits while ensuring compliance with local, state, and federal regulations.
- Lead division operations, manage staff performance and implement policies, budgets, and construction standards aligned with evolving development needs
- Collaborate with architects, engineers, developers, and legal counsel to resolve complex code and zoning issues, and to draft ordinance updates

- Chair internal development meetings, represent the Village at public hearings, and monitor legislative trends impacting building and zoning practices
- Support safe, sustainable development and responsive service delivery through proactive leadership and continuous process improvement

Village of Norridge

Norridge, IL

Building Commissioner

full-time

June 2023 – October 2024

- Chief authority and department head of the Building Department, oversee a team of seven inspectors, code enforcement officers, a coordinator, and a supervisor; ensure adherence to building and municipal codes in line with county, state, and federal regulations.
- Lead the management of architectural and construction aspects in the village, fosters a customer-centric environment to attract businesses and families, and manages the Health Department and Code Enforcement.
- Coordinates with the Zoning Board of Appeals and the Advisory Review Committee/Plan Commission, including legal collaboration for zoning hearings, budgeting for heads departments, and expenditure management.
- Supervise and mentor staff in the Building Department, address grievances from residents and contractors, and approve residential construction, commercial remodels, and plan review projects. Implements updates and improvements to codes, ordinances, and permitting processes; act as a primary information source for citizens and attends key meetings of the Village Board and other relevant committees.

Village of Beach Park

Beach Park, IL

Management Support Analyst

full-time

August 2022 – June 2023

- Assist Village Administrator with code/zoning compliance, permits, business/liquor licenses, special projects, accounts payable/receivable, general ledger, human resources, newsletter, board/committee material, and IT
- Manage and organize village events, collaborate with contractors and vendors, handle budgetary allocations
- Utilize software programs such as Building Department (BS&A) and LOCiS to ensure records and billing

Chicago Fire Department – Public Safety - Office of Fire Investigation

Chicago, IL

Photographic Specialist

full-time

December 2021 – July 2022

- Travel to emergency incidents (fire scenes, hazardous incidents) to photograph/video departmental response for historical, training, and safety best practices including coverage of graduations, promotion, memorial services
- Process incoming new hires of firefighters and paramedics in assisting the human resources department
- Archival data entry and transfer fire investigation reports into modernized database, assist in investigation
- Manages a file storage and digital imaging system to catalog, retrieve and archive photographic evidence, in addition testifies in court as an expert witness, office staff: answer phones, assist in FOIA, send ATF fire or explosive reports

Village of Northfield

Northfield, IL

Public Works Operator

part-time

October 2021 – December 2021

- Maintain and provide potable water services via the infrastructure system entailing maintenance for 5,420 residents. Duties: service turn-ons/off, water plant and process operations, domestic/commercial/industrial water meter readings
- Completes other public work duties and maintenance such as tree trimming, sign repair, storm and sewer drainage control and maintenance, underground utility locating, equipment operation: hedge trimmers, rototiller, M-B Multi-Service Vehicle (MSV), pick-up and dump truck, warning/emergency lighting systems

University of Illinois at Urbana-Champaign Office of Undergraduate Research

Champaign, IL

Photo Intern

part-time

August 2019 – May 2020

- Curate a collection of high-quality photographs that showcase the breadth and depth of undergraduate research
- Collaborate and communicate with student researchers to best showcase, depict, and understand their findings

LEADERSHIP DEVELOPMENT

Illini 4000 - University of Illinois at Urbana-Champaign Registered Student Organization

Champaign, IL

Spread awareness for the fight against cancer advocate / bicycle rider

- Raised \$4,500 by seeking donations that support cancer patients, research, and patient support services
- Obtain sponsors to fund 4,000-mile bicycle group ride across the country and fund donation efforts
- Coordinate logistics regarding lodging, schedules, and cuisine for riders and organize additional events

SKILLS, ADDITIONAL EDUCATION AND MEMBERSHIPS

- Proficient in Microsoft Office and Adobe Suite computer software programs and website management
- Preeminent interpersonal to mass communication abilities along with project and operations management
- Journalistic foundation, knowledge in natural and environmental sciences, communication expert in writing ordinances, resolutions, complying packets for committees and elected official meetings
- Former member of Illinois City County Management Association, International City/County Management Association, International Code Council, and American Planning Association member
- Various certifications from the National Fire Protection Association, Illinois Fire Service Institute, National Wildfire Coordinating Group, UL Firefighter Safety Research Institute, and Department of Children and Family Services in emergency management and fire science behavior
- Certifications also from the U.S. Department of Homeland Security/Federal Emergency Management Association/Emergency Management Institute in the National Incident Management System, Incident Command System, Emergency Planning, Public Information Officer, Social Media in Emergency Management, Public Works Role in Emergency Management, Emergency Planning for Public Works, Geospatial Information Infrastructure (GII), Code Specialist from International Code Council
- Certificates from Illinois Attorney General in Open Meetings Act, and Freedom of Information Act, Servsafe Manager Certification for health establishment inspecting, the University of Illinois at Urbana-Champaign online Master of Business Administration program include Projection Initiation and Planning, Project Execution and Control, Operations and Supply Chain Decisions and Metrics, Operations Management Strategy and Quality Management, Designing the Organization, Managing the Organization, and Data Visualization
- Certified Food Protection Manager (CFPM) from SafeServ and Code Specialist from International Code Council

April 9, 2024

Dawn Peters, ILCMA Executive Director
NIU Center for Governmental Studies
DeKalb, IL 60115

Dear Ms. Peters,

With considerable enthusiasm, I recommend Patrick Gorski for the James M. Banovetz Annual Fellowship Program. Patrick has exhibited a dedication to service and education in the field of public administration that reflects Dr. Banovetz's passion for the effective administration of local governments and the training of professional administrators.

Patrick is a student who has exhibited genuine enthusiasm and motivation for serving in local government while earning his MPA degree. Patrick began working in local government after completing his bachelor's degree and has been pursuing the MPA while continuing to work full-time in local government. When Patrick started the program, he was a Management Support Analyst for the Village of Beach Park, IL. To Patrick's credit, he advanced this past summer to become a Building Commissioner for the Village of Norridge, IL, while maintaining a 4.0 grade point average (on a 4.0 scale) in the SIUE MPA program.

Patrick has integrated his professional experiences into the classroom through discussions and assignments to benefit his fellow students and our program. He has excelled in his coursework and consistently sought additional information to contribute to his professional tasks. In addition to the administrative training gained through the MPA program, he has added courses building leadership skills and numerous certifications (as evidenced in his resume) that will significantly add to his local government role.

Patrick has exhibited an enthusiasm for academic training and professional local government administration. I am impressed and enthused by Patrick's desire to continue his educational training to support his professional career in local government and his willingness to share his experiences with his fellow students. His efforts reflect well on the purpose of the James M. Banovetz Annual Fellowship.

Respectfully,

Drew A. Dolan

Drew A. Dolan, MPA, Ph.D.
PAPA Professor and Program Director

Patrick M. Gorski
Updated: March 31, 2025
References

Occupational:

Christopher Holmes, PhD
University of Illinois at Urbana-Champaign Office of Undergraduate Research
Associate Director
Illini Union Bookstore Room
525 807 S Wright M/C 317
Champaign, IL 61820
cholmes4@illinois.edu
Direct cell: (217) 300-2324
Office: (217) 300-5453

Jerry Lai
USA TODAY NETWORK (Imagn Content Services)
Sr. Director of Content
535 Madison Ave. 20th Fl, New York City, New York 10022
jlai@usatoday.com
(847) 924-5595

Mike Nystrand
Village of Northfield - Public Works Department
Fire Chief / Director of Public Works
1800 Winnetka Avenue Northfield, IL 60093
MNystrand@northfieldil.org
(847) 441-3810

Bradley Batka
City of Chicago - Chicago Fire Department
Commander – Assistant Commanding Fire Marshal – Office of Fire Investigation
53 E Pershing Rd Chicago, IL 60653
bradley.batka@cityofchicago.org
(312) 259-5081 (cell phone)

Marc Huber
Village of Beach Park
Village Administrator
11270 W Wadsworth Rd, Beach Park, IL 60099
marc.huber@villageofbeachpark.com
(847) 746-1770

Jason Garmoe, CBO, MCP
Village of Beach Park
Former Community Development Director
11270 W Wadsworth Rd, Beach Park, IL 60099
jason.garmoe@villageofbeachpark.com
(319) 270-9336 (cell phone)

Joanna Skupien (**see letter of support attached below, but confirm directly with me before contacting Mrs. Skupien**)

Village of Norridge
Village Administrator
4000 N. Olcott Ave., Norridge, IL 60706
jskupien@villageofnorridge.com
(708) 453-0800 ext. 5752

Direct Reports (Subordinate employees):

Richard Thompson
Village of Norridge
Health Inspector
4000 N. Olcott Ave., Norridge, IL 60706
jskupien@villageofnorridge.com
(708) 453-0800
Cell phone: (708) 370-5347

Kathryn Tomaszewski
Village of Norridge
Building Department Supervisor
4000 N. Olcott Ave., Norridge, IL 60706
jskupien@villageofnorridge.com
(708) 453-0800
Cell phone: (708) 906-4351

Personal (Colleagues/Lateral):

Melissa Tamez
Chicago, Illinois
Independent Freelance Photographer
melissantamez@gmail.com
(773) 208-4707

Nam Huh
Associated Press
Staff Photographer
2012 W St Paul Ave, Chicago, IL 60647
nhuh@ap.org
(312) 415-6565

Cynthia Jimenez
Village of Beach Park
Management Support Analyst (successor)
11270 W Wadsworth Rd, Beach Park, IL 60099
(847) 746-1770
Cell phone: (224) 399-6590

Academic:

Cara A. Finnegan, PhD (**contact directly for written reference**)
University of Illinois Urbana-Champaign
Associate Head, Professor - Department of Communication
3001 Lincoln Hall, MC-456
702 S. Wright Street
Urbana, IL 61801
caraf@illinois.edu
(217) 333-1855

Nancy Huyck, D.P.A., M.P.A. (**contact directly through authorization from me prior for written reference**)
Southern Illinois University Edwardsville
Chair of the Department of Public Administration and Policy Analysis and Associate Professor
Public Administration & Policy Analysis
Campus Box 1457
Edwardsville, Illinois 62026
nelling@siue.edu
(618) 650-3762

Drew A. Dolan, MPA, Ph.D. (**written reference attached below, scholarship recommendation letter reach out directly for specific letter**)
Southern Illinois University Edwardsville
Department of Public Administration and Policy Analysis Program Director and Professor
Public Administration & Policy Analysis
Campus Box 1457
Edwardsville, Illinois 62026
ddolan@siue.edu
(618) 650-3762

David A Felix, J.D., M.S. (**written reference attached below**)
Triton College
Adjunct Professor - Visual, Performing and Communication Arts Department
2000 5th Ave
River Grove, IL 60171
davidfelix@triton.edu
(312) 282-7626



April 13, 2022

To whom it may concern,

I am writing this letter in support of Patrick Gorski as his professor. At the time of drafting this letter, Patrick had completed three of my communication courses. Patrick gained knowledge and an understanding of the entire communication process in many areas. The courses he completed are wide-ranging, encapsulating the basic side of human relations to the functions and role of the mass media in society. The work produced in these courses is deadline driven and must be creative, clearly composed, prepared and, ultimately, delivered effectively. Students enrolled in my courses gain strong writing skills and speaking skills. They begin to lay the groundwork for careers that will constantly evolve with emerging technologies. Ultimately students increase their critical thinking skills, media literacy and communication competence.

Class was always improved by Patrick's presence. He was constantly professional, enthusiastic, prompt, hardworking and very enjoyable to be with. His understanding of theoretical aspects of communication surpassed most of his classmates. Furthermore, Patrick proved that he could immediately implement this knowledge and achieve successful results. He took my criticism and feedback, learned from it and improved his performance. His performance on his news writing and reporting assignments was impressive for a beginner. Patrick's stories were developed and insightful. In his analysis papers, he clearly and concisely broke down complex and technical information and applied it effectively to specific communication situations.

Patrick is genuinely a creative, inquisitive and motivated man. He has an understanding of effective communication strategies that will make him an asset to your organization. If I can be of any further help in your consideration of Patrick, please do not hesitate to contact me.

Truly Yours,

A handwritten signature in black ink, appearing to read 'david felix', written over a horizontal line.

David A Felix, J.D., M.S.

Adjunct Professor

Triton College - Visual, Performing and Communication Arts Department

Direct: 312/282-7626

davidfelix@triton.edu

Rebecca Fournier (**written reference attached below**)
Triton College
Professor Full Time Faculty – English Department
2000 5th Ave
River Grove, IL 60171
Office: E-102G
rebeccafournier@triton.edu
(708) 456-0300, Ext. 3293

July 4, 2022

To Whom it may concern,

I would like to recommend Mr. Patrick Gorski to your business. Mr. Gorski was a student in my Rhetoric 101 and 102 classes. He was a memorable and diligent student, always punctual and eager to learn. While at times my class did not seem to challenge him since his writing skills were exemplary, he seemed to push himself even more in terms of research. His grasp of literature was interesting as he brought a unique perspective to the class. It was wonderful to watch him excel in confidence. He was always quick to volunteer and motivate his classmates. During group projects, he brought an optimism that was contagious. It was a pleasure having him in my class and any place of work would be lucky to have him.

If you have any questions, please do not hesitate to contact me at rebeccafournier@triton.edu.

Ms. Rebecca Fournier

Triton College



VILLAGE OF BEACH PARK

11270 W. Wadsworth Road
Beach Park, IL 60099
847-746-1770/villageofbeachpark.com

Jason Garmoe
Community Development Department
Village of Beach Park
11270 West Wadsworth Road
Beach Park, Illinois 60099-3358
Jason.Garmoe@villageofbeachpark.com
(319) 270-9336
May 30, 2023

Subject: Reference for Patrick Gorski

To whom this may concern,

I am writing this letter to provide a strong recommendation for Patrick Gorski, whom I had the pleasure of working with during his tenure as a Management Support Analyst at the Village of Beach Park, where I serve as the Community Development Director. I have had the opportunity to closely observe Patrick's professional abilities and personal qualities, and I am confident that he would be a valuable asset to any organization.

Patrick consistently displayed exceptional dedication and commitment to his work throughout his time with our organization. He possesses a strong analytical mindset and an impressive attention to detail, which enabled him to effectively handle complex projects and deliver high-quality results within tight deadlines. Patrick consistently demonstrated a meticulous approach to his tasks, ensuring accuracy and precision in all his deliverables.

One of Patrick's notable strengths is his exceptional organizational skills. He has a remarkable ability to prioritize tasks, manage multiple projects simultaneously, and ensure that all aspects are executed efficiently. He consistently demonstrated excellent time management abilities, which allowed him to complete assignments promptly while maintaining a high level of quality.

Moreover, Patrick's exceptional communication skills greatly contributed to his effectiveness in his role. He actively listened to his colleagues, superiors, and external stakeholders, and consistently conveyed his thoughts and ideas with clarity and professionalism. His collaborative nature and willingness to engage in meaningful discussions made him an invaluable team member, fostering a positive and productive work environment.

Patrick's strong work ethic, reliability, and adaptability are further testament to his professional character. He consistently approached his responsibilities with a positive attitude, and his flexibility allowed him to handle unexpected challenges with composure and resourcefulness. His willingness to go above and beyond to ensure the success of a project made him a trusted and respected member of our team.



VILLAGE OF BEACH PARK

11270 W. Wadsworth Road
Beach Park, IL 60099
847-746-1770/villageofbeachpark.com

In summary, I wholeheartedly recommend Patrick Gorski for any future employment opportunities. His impressive skill set, unwavering work ethic, and exceptional interpersonal abilities make him an ideal candidate for roles that require analytical thinking, organizational proficiency, and effective communication.

Should you require any further information or clarification, please feel free to contact me at Jason.Garmoe@villageofbeachpark.com or (319) 270-9336. Thank you for considering Patrick's application, and I am confident that he will make a significant contribution to your organization.

Sincerely,

Jason Garmoe
Community Development Director
Village of Beach Park



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

PRESIDENT

Daniel Tannhauser

February 26, 2024

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

RE: Letter in support of **Patrick Gorski** for the James M. Banovetz
Illinois Local Government Fellowship

To Whom It May Concern:

This letter is in support of Village of Norridge Building Commissioner, Patrick Gorski, for the James M. Banovetz Illinois Local Government Fellowship.

Patrick is currently in his final semester of studies at Southern Illinois University in Edwardsville, and on his way to obtaining a Master of Public Administration.

Although he started working for the Village of Norridge June 19, 2023 and has only been a part of our organization for 8 months, Patrick has already demonstrated great performance. In my observations and interactions with Patrick, I see that he embodies the characteristics of a public servant. Patrick is not only dedicated to his career but also to the residents of our Village.

Patrick takes his job very seriously and possesses the knowledge and skills needed to succeed at his job. He understands the importance of education, training and development and continually looks for opportunities to gain additional knowledge and resources in order to advance himself in his career.

In summary, Patrick has what it takes to become successful in the local government management profession and I recommend him for this scholarship.

Sincerely,

Joanna Skupien
Village Administrator



Thank you for considering my application. I welcome the opportunity to support your continued success and would be honored to bring my expertise to Williams Bay.

Sincerely,
Patrick M. Gorski

Village of Williams Bay
Attn: Village Administrator David Lothspeich
250 Williams Street
P.O. Box 580
Williams Bay, WI 53191

Dear Mr. Lothspeich,

Please accept my application for the Zoning Administrator Position with the Village of Williams Bay. I am confident my experience and skills would make me an excellent and unique fit for this role. I am currently employed by the City of Stoughton, where I serve as the Zoning Administrator within the planning department. Under the supervision of the planning director, I review all building and zoning applications for compliance with our local municipal code. This work requires frequent interactions with applicants to request further application material or information, draft reports, provide feedback and coordinate participation and committee review meetings as applicable.

I have a high degree of skill and comfort guiding applicants through a process that can seem daunting and endless on paper, while maintaining expectations and communicating what is required along the way for an application to receive final approval. Coworkers and customers often comment on my timely, articulate and concise responses to inquiries and questions. I find it highly satisfying to work in a capacity where I can translate, or be the ambassador for the municipal code, and represent it as something that provides opportunities rather than limitations.

Prior to joining the City of Stoughton, I worked in a similar role with the City of McMinnville, OR. During my 5.5 years with that jurisdiction, I was exposed to all levels of compliance and was heavily involved in enforcement and non-compliance. This work required me to reverse-engineer the code to better understand how to best resolve sensitive and potentially costly compliance violations. Over the years, I grew within the department to provide greater planning assistance to the community. Much of my compliance work required violators to navigate some sort of retroactive review process, such as requiring approval for altering historic structure or opening a business and installing signage without proper permits.

I enjoy the level of autonomy and ownership that zoning and compliance work has provided throughout my career, and I thrive to provide a presence that looks and feels like a larger team although much of my work is self-directed and independent.

Along with my full-time work with the City of Stoughton, I also operate my own zoning consultation company (Community Blueprint, LLC). I am currently seeking supplementary employment with a neighboring municipality such as the Village of Williams Bay while maintaining my current position with the City of Stoughton. My current employment schedule provides for flexibility that would allow for additional employment in a remote environment. I look forward to the opportunity to discuss the position as well as my qualifications and interest in greater detail.

Sincerely,

A handwritten signature in cursive script that reads "Nic Miles".

Nic Miles

Nic Miles

Contact Information

nicmiles123@gmail.com
(503) 857-6494

EDUCATION

Linfield University, McMinnville, OR
Bachelor of Arts, Mass Communication
May 2013

CERTIFICATIONS

Property Maintenance and Housing Inspector - *International Code Council*
Zoning Inspector - *International Code Council*
Certified Code Enforcement Officer - *International Code Council*
Intermediate Code Enforcement - *Oregon Code Enforcement Association (80+ training credits)*

MEMBERSHIPS

Wisconsin Planning Association - *Member*
American Association of Code Enforcement - *Member*
Oregon Code Enforcement Association - *Past Member and Executive Board Member*

WORK EXPERIENCE

Zoning Administrator - *City of Stoughton. Stoughton, WI*
April 2024 - Present

- Primary reviewer of all planning and zoning applications, including new residential and commercial construction, additions, accessory structures, wireless communication facilities and signage
- Facilitate reviews with other agencies such as Dane County Land and Water Resources and WI DSPS
- Interface with applicants to understand project goals, and if those can be met within existing code
- Represent department at all committee review meetings, including Historic Landmarks, Downtown Design Review, Planning Commission and City Council to provide reports on applicable permit applications
- Issue zoning permits, collect fees and handle all clerical and procedural steps necessary to maintain clear and accurate records of each application and the steps within each review

Code Compliance Officer II/Assistant Planner - *City of McMinnville. McMinnville, OR*
January 2020 - March 2024

- Manage code compliance staff and response to complaints regarding violations of the McMinnville Municipal Code; Assign and manage staff caseloads, review work and provide feedback and guidance on sensitive and complex issues
- Develop and revise municipal code language to better serve community and address current and future issues
- Represent code compliance office at legal hearings, City Council meetings and other public and community events
- Solicit abatement bids, manage cleanup projects on public and private property, and generate final reports
- Guide applicants through necessary permitting process to resolve code violations, and assist in review of

applications for completeness

Code Compliance Officer I - *City of McMinnville. McMinnville, OR*

September 2018 - January 2020

- Responded to citizen and staff complaints regarding public health and safety code violations
- Conducted inspections and work with property owners to resolve any code violations
- Submitted reports and findings to supervisor and hearings officers as required
- Maintained highly organized records, correspondences, photographs and inspection reports

Project Manager - *Rogers Construction. McMinnville, OR*

April 2017 - August 2018

- Assisted with creating weekly crew and equipment schedules
- Coordinated with on-site crew, sub-contractors and clients to monitor and adjust timelines as needed
- Inventoried and organized raw material deliveries both at shop and on-site
- Traveled between multiple job sites to deliver supplies or meet with crew
- Monitored each project to ensure all aspects were completed per proposal specifications

Village of Williams Bay
Attn: Village Administrator David Lothspeich
250 Williams Street
P.O. Box 580
Williams Bay, WI 53191

Dear Mr. Lothspeich,

Below is a list of professional references; please notify me if my application makes it far enough along in the interview process for references to be contacted, so I can make them all aware:

Heather Richards
Planning Director
City of McMinnville, OR
503-474-5107
503-434-7311
heather.richards@mcminnvilleoregon.gov

Chuck Darnell
Principal Planner
City of Lone Tree, CO
720-509-1180
chuck.darnell@cityoflonetree.com

Ryan Lindsey
Owner
3C Inspect LLC
Monroe, WI
608-558-0815
3cinspect@gmail.com

Chris Rogers
Owner
Rogers Construction, McMinnville, OR
541-915-1223
crogs1@comcast.net

Sincerely,

Nic Miles

Finance and Personnel Committee 2025 Workplan

- 2023 Audit Correction Plan
- 2024 Audit
- Financial Systems
 - Inventory
 - Assure Coordination, eliminate need to re-enter information
 - Boat launch cashless system (with Parks and Lakefront Committee)
 - Billing/accounting procedures for Building Inspections
- TID Accounting
 - Capturing and reporting on revenue
 - Capturing and using the 10%
- Police referendum accounting
- 2025 budget
 - Identify incremental revenue
 - Identify contingencies
 - Communicate re choices
 - Develop balanced budget
- Update CIP
 - 2025 projects
 - Funding for General Fund projects past 2025
 - Additional projects ??
 - Board room AV
 - Streaming
 - Re-do Village website
 - Re-do of fire station
 - Project future lending scenarios
- Village financial policies
 - Complete draft
 - Adopt
- Administrator Performance Review
 - Complete 2024 review
 - Agree on key metrics for 2025
- Reduce Number of checking accounts
- Communicate with residents re property re-assessment in 2025
- Arbitrage
 - Assess status and recommend reserves
- Borrowed Funds Status report
 - Audit?
 - Best practices to maintain
- Protective Services
 - Status/future of EMS referendum revenue
- Employee Benefits: are there lower cost options?

From: Williams Bay Treasurer
Sent: Friday, April 25, 2025 4:09 PM
To: David Lothspeich
Subject: Payment Processing

Dave,

In regards to the payment system questions that we've been talking about for the last few months (nothing to do with the Safebuilt topic) I did a little summary with a snapshot of the transactions of each of the payment processors the Village uses now - attached. I think at least Lowell should see this. I also found out just today we pay an annual fee to MBS credit card processor. This is the credit card processor the County uses for property tax collection that the Village agreed to use in 2022. Maybe we want to talk to them about getting a quote from them too since we already pay an annual fee and compare it to Xpress and the PSN quote.

Caselle is what the Village, Water/Sewer, Rec, and Lakefront uses for cash and checks. No fees.

Checkpoint is what the Rec Dept uses for credit cards, echecks, and debit cards. Every payment needs a journal entry. They charge us between 6.3% - 11.7%. They take that fee from our revenue shorting our revenue.

Stripe is what the Short Term Rental uses by our Code Enforcers for credit cards. No cash or checks are accepted. Every payment needs a journal entry. They charge us 2.9% + \$0.30. They take that fee out on top of our revenue, so our revenue is never short.

Square is what the Lakefront uses to accept credit/debit cards. Every payment needs a journal entry. They charge 2.6% + \$0.15. They take the fee from our revenue shorting our revenue.

Stripe for Tree Donations in credit cards. Every payment needs a journal entry. They charge 2.9% + \$0.30 (in 2024). They take out the fee from our revenue, shorting our revenue.

Xpress is for Village and Water/Sewer payments by credit card, debit card, and echeck. No journal entries need to be made, however every entry needs to be checked as we found some Village payments randomly going into the Water/Sewer bank. They have a more detailed fee schedule. They take that fee out on top of our revenue so our revenues are never short. We also have to keep \$25,000 of our revenue in their bank or we get charged.

Jennifer Wiese, CMTW

STRIPE PROCESSOR

DESCRIPTION	GROSS REV	FEE	NET REV	% VILLAGE PAYS IN FEES FOR USING STRIPE
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	980.00	5.00	975.00	\$0.50
Short Term Rental	980.00	5.00	975.00	\$0.50
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	980.00	5.00	975.00	\$0.50
Short Term Rental	980.00	5.00	975.00	\$0.50
Short Term Rental	980.00	5.00	975.00	\$0.50
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
Short Term Rental	1,004.43	29.43	975.00	2.9% + \$0.30
	15,948.73	348.73	15,600.00	

OTHER:

Stripe deposits every few days.

Fee taken out in addition to our revenue ensuring the Village gets their full revenue

Every transaction has to be individually journal entried.

SQUARE PROCESSOR - APRIL REVENUE/DEPOSITED IN APRIL

DATE	DESCRIPTION	GROSS REV	FEE	NET REV	% VILLAGE PAYS IN FEES FOR USING SQUARE
4/3/2025	Launch Passes	117.50	3.21	114.29	2.60% + 0.15
4/4/2025	Launch Passes	283.50	7.99	275.51	2.60% + 0.15
4/5/2025	Launch Passes	755.00	20.56	734.44	2.60% + 0.15
4/6/2025	Launch Passes	520.00	14.14	505.86	2.60% + 0.15
4/10/2025	Launch Passes	117.50	3.21	114.29	2.60% + 0.15
4/11/2025	Launch Passes	352.50	9.63	342.87	2.60% + 0.15
4/12/2025	Launch Passes	1,301.00	35.53	1,265.47	2.60% + 0.15
4/13/2025	Launch Passes	1,070.00	28.90	1,041.10	2.60% + 0.15
4/14/2025	Launch Passes	117.50	3.21	114.29	2.60% + 0.15
4/15/2025	Launch Passes	235.00	6.42	228.58	2.60% + 0.15
4/18/2025	Launch Passes	516.50	14.03	502.47	2.60% + 0.15
4/19/2025	Launch Passes	578.00	15.62	562.38	2.60% + 0.15
4/20/2025	Launch Passes	352.50	9.63	342.87	2.60% + 0.15
4/22/2025	Launch Passes	142.50	3.86	138.64	2.60% + 0.15
		6,459.00	175.94	6,283.06	

OTHER:

Square deposits daily

Fees taken out of revenue shorting revenue.

Every transaction has to be individually journal entried.

CHECKFRONT PROCESSOR

DESCRIPTION	GROSS REV	FEE	NET REV	% VILLAGE PAYS IN FEES
TAI CHI	20.00	1.47	18.53	7.30%
CHAIR YOGA	50.00	3.25	46.75	6.50%
COMM GARDEN	30.00	2.07	27.93	6.90%
COMM GARDEN	30.00	2.07	27.93	6.90%
COMM GARDEN	20.00	1.47	18.53	7.30%
COMM GARDEN	30.00	2.07	27.93	6.90%
TAI CHI	75.00	4.72	70.28	6.30%
COMM GARDEN	60.00	3.84	56.16	6.40%
TAI CHI	25.00	1.78	23.22	7.10%
TAI CHI	20.00	1.47	18.53	7.30%
COMM GARDEN	30.00	2.07	27.93	6.90%
ADULT PAINT	35.00	2.36	32.64	6.75%
ADULT PAINT	35.00	2.54	32.46	7.20%
COMM GARDEN	60.00	3.84	56.16	6.40%
COMM GARDEN	30.00	2.07	27.93	6.90%
ADULT PAINT	35.00	2.36	32.64	6.75%
COMM GARDEN	20.00	1.47	18.53	7.30%
TAI CHI	10.00	0.88	9.12	8.80%
ADULT PAINT	75.00	4.72	70.28	6.30%
COMM GARDEN	30.00	2.07	27.93	6.90%
TAI CHI	50.00	3.25	46.75	6.50%
ADULT ACTIVITY	10.00	0.88	9.12	8.80%
COMM GARDEN	20.00	1.47	18.53	7.30%
ADULT ACTIVITY	12.00	1.00	11.00	8.30%
ADULT ACTIVITY	5.00	0.59	4.41	11.70%
ADULT ACTIVITY	10.00	0.88	9.12	8.80%
MISC USER FEES		2.11	-2.11	
			768.23	

OTHER:

Checkfront deposits 1 lump sum payout the month after they collect the revenue.

Fees taken out of revenue shorting our revenue

Every transaction has to be individually journal entried.

STRIPE PROCESSOR - SEPT/OCT REVENUE/DEPOSITED IN NOV

DATE OF DONATION	GROSS REV	FEE	NET REV	% FOR USING STRIPE
9/28/2028	25.00	1.03	23.97	2.9% + \$0.30
9/30/2025	100.00	3.20	96.80	2.9% + \$0.30
9/30/2024	50.00	1.75	48.25	2.9% + \$0.30
10/1/2024	30.00	1.17	28.83	2.9% + \$0.30
10/1/2024	200.00	6.10	193.90	2.9% + \$0.30
10/1/2024	25.00	1.03	23.97	2.9% + \$0.30
10/1/2024	100.00	3.20	96.80	2.9% + \$0.30
10/2/2024	20.00	0.88	19.12	2.9% + \$0.30
10/2/2024	50.00	1.75	48.25	2.9% + \$0.30
10/3/2024	100.00	3.20	96.80	2.9% + \$0.30
10/3/2024	50.00	1.75	48.25	2.9% + \$0.30
10/5/2024	150.00	4.65	145.35	2.9% + \$0.30
10/6/2024	100.00	3.20	96.80	2.9% + \$0.30
10/7/2024	20.00	0.88	19.12	2.9% + \$0.30
10/10/2024	25.00	1.03	23.97	2.9% + \$0.30
10/11/2024	50.00	1.75	48.25	2.9% + \$0.30
10/21/2024	100.00	3.20	96.80	2.9% + \$0.30
10/21/2024	100.00	3.20	96.80	2.9% + \$0.30
10/25/2024	100.00	3.20	96.80	2.9% + \$0.30
10/26/2024	100.00	3.20	96.80	2.9% + \$0.30
10/27/2027	25.00	1.03	23.97	2.9% + \$0.30
10/27/2027	50.00	1.75	48.25	2.9% + \$0.30
10/28/2024	50.00	1.75	48.25	2.9% + \$0.30
	1,620.00	53.90	1,566.10	

OTHER:

Stripe deposits once a month.

Fees taken out of revenue shorting our revenue

Every transaction has to be individually journal entried.

XPRESS PROCESSOR - APRIL REVENUE/DEPOSITED IN APRIL

Date	Description	Amount	Payment Method	Place Paid
4/21/2025	Utility Bill	161.10	eCheck/FiServe	FiServe
4/21/2025	Utility Bill	152.93	MC	Online
4/21/2025	Utility Bill	256.57	eCheck	Online
4/21/2025	Utility Bill	275.48	Visa	Village Hall
4/21/2025	Utility Bill	177.44	Visa	Online
4/21/2025	Beach Tags	36.00	Visa	Village Hall
4/21/2025	Utility Bill	332.67	eCheck	Online
4/21/2025	Utility Bill	210.12	Visa	Village Hall
4/21/2025	Beach Tags	13.00	Visa	Village Hall
4/21/2025	Utility Bill	169.27	MC	Village Hall
4/21/2025	Lauch	117.50	MC	Village Hall
4/21/2025	Lauch	142.50	Visa	Village Hall
4/21/2025	Boat Slip	277.00	Amx	Village Hall
4/21/2025	Utility Bill	401.36	Visa	Auto Pay
4/21/2025	Zoning/Planning	61.00	MC	Village Hall
4/21/2025	Beach Tags	46.00	AMX	Village Hall
4/21/2025	Utility Bill	161.10	eCheck	Online
4/21/2025	Parking Pass	6.00	Visa	Village Hall
4/21/2025	Utility Bill	59.35	Amx	Auto Pay
4/21/2025	Beach Tags	69.00	Visa	Village Hall
4/21/2025	Utility Bill	226.46	Disc	Online
4/21/2025	Utility Bill	210.12	Visa	XBP Phone Payment
4/21/2025	Utility Bill	267.31	MC	Online
4/21/2025	Utility Bill	161.10	MC	Village Hall
4/21/2025	Utility Bill	250.97	eCheck	Online
4/21/2025	Utility Bill	242.80	MC	Online
4/21/2025	Utility Bill	177.44	Visa	Online
4/21/2025	Utility Bill	177.44	eChecking/ACT	ACI
4/22/2025	Utility Bill	201.96	eCheck/FiServe	FiServe
4/22/2025	Utility Bill	365.35	eCheck/FiServe	FiServe
4/22/2025	Utility Bill	210.12	eCheck	Online
4/22/2025	Utility Bill	267.31	Visa	Online
4/22/2025	Lauch	117.50	Visa	Village Hall
4/22/2025	Beach Tags	21.00	Visa	Village Hall
4/22/2025	Zoning/Planning	75.00	MC	Village Hall
4/22/2025	Beach Tags	44.00	MC	Village Hall
4/22/2025	Beach Tags	30.00	Visa	Village Hall
4/22/2025	Utility Bill	185.61	Visa	Online
4/22/2025	Utility Bill	169.27	AMX	Online

OTHER:

Xpress deposits daily

Fee taken out in addition to our revenue ensuring the Village gets their full revenue

Every transaction **doesn't** have to be journal entried, however each transaction needs to be checked after it was found some Village payments are going into the Water/Sewer Bank.

Xpress **fees** are hard to break apart because they come through as 1 lump sum a month from MC/Visa/Disc and 1 lump sum a month from AMX. There is also 1 lump sum a month from Xpress fees.

Fees:	\$ Village Pays for Using Xpress Bill Pay
Credit Card Processing	0.74
ETF Online Transaction	0.74
Bank Bill Pay	0.25
Integrated Remote Deposit	0.74
Toll Free Operation Assisted	2
Toll Free IVR Assisted	1.25
Monthly Support	\$0.02 per billing statement hosted

Other:	\$ Village Pays
1	Must keep \$25,000 of Village money in an account with Xpress or we are charged \$29.00/month.
2	Village may withdraw their money 6 times a month. More than 6 times in one month is \$6.25 per withdraw.

		Xpress (Current)	PSN
Payment Methods	Credit/Debit Card Checking/Savings	\$0.74 per Transaction \$0.74 per Transaction	No Charge to Village No Charge to Village
Payment Channels	Online Mobile App Virtual Terminal Automated Phone (IVR) Operator Assisted Phone	\$0.25 per Transaction \$0.25 per Transaction \$0.74 per Transaction \$1.25 per Transaction \$2.00 per Transaction	No Charge to Village No Charge to Village No Charge to Village No Charge to Village
Setup/Training Fee		N/A	Fee Waived
Paperless Billing		N/A	\$0.25 per Customer When No Paper Bill is Mailed
Support/Maintenance/Hosting		\$0.02 per Billing Statement Hosted	Fee Waived
PCI Security Compliance Fee		Unknown	Fee Waived
Transaction Fees Paid by Customers	Online/Mobil/Virtual IVR - Automated Phone Payment Live Call	No Charge to Customer at Village Request No Charge to Customer at Village Request No Charge to Customer at Village Request	3% 3% + \$0.95 3% + \$2.95
NSF Fees	To Customer To Village	\$0 \$7.00 = Invalid Account; \$14.00 NSF; \$30.00 Customer Stop Payment Village Goes After Repayment	\$35.00 \$15.00 PSN Goes After Repayment
Fee to Withdraw Our Money		6 Free Withdraws per Month; then \$6.25 per Withdrawal	No Charge
Minimum Balance Left at Provider		\$25,000 \$29.00 per month if minimum is it not met	None
Interfaces with Caselle as a Preferred Provider		No	Yes



Payment Service Network, Inc.

Simplifying your customer's life and your business day

Pricing Proposal for Williams Bay, WI

Payment Service Network, Inc.
2901 International Lane
Madison Wisconsin 53704

www.PaymentServiceNetwork.com

Nick Photos

Phone: 203-305-1127

nphotos@invoicecloud.com



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

PAYMENT METHODS

Included	Not Included	
✓		Credit and Debit Card Payments
✓		Checking and Savings Payments

PAYMENT CHANNELS

Included	Not Included	
✓		Online
✓		Customer Mobile App*
✓		Virtual Terminal (any Internet-connected device)*
✓		Automated Phone (IVR) and PSN Call Center
	x	Credit Card Terminal
	x	Backoffice Auto-Pay (recurring set up by staff)
	x	Customers' Banks' Bill Payment System

**Come standard with Online payment services*

ADDITIONAL SERVICES

Included	Not Included	
✓		Web Customization with your Logo
✓		Data Sharing (System Integration)

Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

Service Implementation Fee Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Customer Payment App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • Marketing Support	One-time fee	\$3,000 Waived
Paperless Billing — per paperless bill per cycle Note: Only when paper is suppressed, and a paper invoice is not mailed	Per Billing Cycle	\$0.25
Support, Maintenance Fee Includes, as applicable: Online Portal, Standard Customer Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More	Monthly fee	\$500 Waived
PCI Security Compliance Fee Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing	Annual fee Charged each December	\$89.95 Waived

Transaction Fees Paid by Customers

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card, cash) and/or how the payment is made.

<i>Payment Channel</i>	<i>Check/Savings</i>	<i>Credit/Debit Card*</i>
Online • Mobile • Virtual	\$2.00	3.00%
IVR – Automated Phone Payments (Optional)	\$2.95	3.00% + \$0.95
Live Call Center Payments(Optional)	\$4.95	3.00% + \$2.95

**Credit cards include your choice of VISA, MasterCard, Discover and American Express*

NOTE: A \$15 fee is charged to you for any disputed credit/debit card.

The Customer is charged \$35 for NSF returns.

**If payment is less than \$100, the Customer will be charged 3.00% plus 50¢.*