



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

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

MONDAY, JUNE 2, 2025 AT 6:45 PM

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

AGENDA

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

I. Village Board Committee of the Whole

- a. Call to Order
- b. Roll Call
- c. 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.*
- d. Joint Village Board Committee of the Whole & Committee Meeting Minutes of May 5, 2025

II. Streets & Highways Committee – Bartholomew, Vlach, Wright

- a. Call to Order
- b. Roll Call
- c. Streets & Highways Committee Meeting Minutes of January 22, 2025
- d. Adjourn

III. Water & Sewer Committee – Umans, Russell, Bartholomew

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action On Establishing A Water & Sewer Credit Policy
- d. Discussion and Possible Action on a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies
- e. Village Engineers Report
- f. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on a Request to Place a 26' Boat in a Boat Slip with a Maximum 25' Boat Length
- d. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach
- e. Discussion and Possible Action on A Policy for Annual Fireworks Show Day of Event Protocol and Authority
- f. Adjourn

V. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order
- b. Roll Call
- c. Protective Service Committee Meeting Minutes
 - 1. January 30, 2025
 - 2. February 11, 2025
 - 3. April 21, 2025
 - 4. May 20, 2025
- d. Discussion and Possible Action on a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies.
- e. Discussion and Possible Action on Application for Temporary Class "B" Retailer's License for Williams Bay Fire Department for Chicken Roast July 19, 2025
- f. Discussion and Possible Action on Application for Temporary Class "B" Retailer's License for Williams Bay Cultural Arts Alliance for Fine Art Fest July 26 & 27, 2025
- g. Fontana Emergency Medical Services (EMS) Monthly Numbers
- h. Williams Bay Police Department Monthly Numbers
- i. Williams Bay Chief's Monthly Report
- j. Adjourn

VI. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Amending Ordinance 110-5 Village Board Bylaws (D) Amending the Order of Business During Village Board Meetings Re: Moving Public Comment Up On Village Board Agendas Immediately Following Approval of Meeting Minutes
- d. Discussion and Possible Action on An Ordinance Amending the Village Code Chapter 281 Public Waters and Beaches, Article I. General Regulations Establishing Article I. General Regulations Paragraph 281-12. Launch Area Use
- e. *Informational Purposes Only.* Chair Susan Franzen has scheduled a meeting with the Village Administrator and Zoning Administrator to develop a process and schedule for code maintenance, including establishing a code review schedule, prioritization for review, standards for evaluating codes, and level of community engagement. Please submit requests for code amendments to Chair Susan Franzen.

- f. Adjourn

VII. Finance & Personnel Committee – Wright, Umans, Bartholomew

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes
 - 1. February 17, 2025
 - 2. February 25, 2025
- d. Discussion and Possible Action on Authorizing a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies.
- e. Discussion and Possible Action on Authorizing A Memorandum Of Understanding (MOU) Between the Village of Williams Bay and Walworth County for Storm Sirens Upgrades
- f. Discussion and Possible Action on Amendments to the Village Fee Schedule Re: Boat Launch Fees
- g. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach
- h. Discussion and Possible Action on A Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter.
- i. Draft 2025 Village Budget Schedule
- j. *Informational Purposes Only* (Trustees). Village Administrator Lothspeich's Annual Performance Review 2024
- k. Monthly Borrowings Status Report
- l. Adjourn

VIII. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
 - 1. Discussion and Possible Action on A Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter.
 - 2. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach
- b. Adjournment

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

Posted: 05/30/2025 5:00 PM



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

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

**MONDAY, MAY 5, 2025 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 07:25pm.

b. Roll Call

Present: President Jaramillo, Trustees Vlach, Wright, Umans, Russell, Bartholomew, Franzen

Also Present: Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c. 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.*

d. Joint Village Board Committee of the Whole & Committee Meeting Minutes of April 7, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committee Meeting Minutes of April 7, 2025 as corrected was initiated by Trustee Russell and seconded by Trustee Bartholomew. Trustees Umans, Franzen and Bartholomew abstained. Motion carries.

II. Streets & Highways Committee – Bartholomew, Vlach, Wright

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 07:27pm.

b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Consideration and Possible Action on Possible Variance in the Low Speed Vehicle Ordinance

The motion to recommend Village Board denial of the Variance in the Low Speed Vehicle Ordinance was initiated by Trustee Wright and seconded by Trustee Vlach. Unanimously carried.

d. Downtown Master Plan - Status Update

Trustee Bartholomew gave an update on the status of the Downtown Master Plan which included the following:

- There will be more conversations in the future regarding the Downtown Master Plan
- The proposed start date for the next section of Hwy 67 construction is 2031
- There is a need for an economic plan

e. Adjourn

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Vlach at 07:33pm. Unanimously carried.

III. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:33pm.

b. Roll Call

Present: Trustees Franzen, Vlach and Russell

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Wright, Administrator Lothspeich, Police Chief Timm, Luiteman Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c.** Discussion regarding the possible development of a process and schedule for code maintenance, including establishing a code review schedule, prioritization for review, standards for evaluating codes, and level of community engagement.

The Committee discussed the possible development of a process and schedule for code maintenance, including the possibility of establishing a code review schedule, prioritization for review, standards for evaluating codes, and the level of community engagement.

d. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:34pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:34pm.

b. Roll Call

Present: Trustees Russell, Wright, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Vlach, Administrator Lothspeich, Police Chief Timm, Luiteman Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c.** Parks & Lakefront Committee Meeting Minutes of April 14, 2025

The motion to approve the Parks & Lakefront Committee Meeting Minutes of April 14, 2025 was initiated by Trustee Franzen and seconded by Trustee Wright. Trustee Franzen abstained. Motion Carries.

- d.** Consideration and Possible Action on Establishing Day of Event Authorization to Proceed Protocol and Authority for the Annual Village Fireworks Show

The motion to recommend Village Board approval of Establishing Day of Event Authorization to Proceed Protocol and Authority for the Annual Village Fireworks Show was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 07:38pm. Unanimously carried.

V. Water & Sewer Committee – Umans, Russell, Bartholomew

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:38pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

Also Present: President Jaramillo, Trustees Wright, Vlach, and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to recommend Finance & Personnel Committee approval of the Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

d. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware changes; (2) Two additional Windows; (3) Asbestos and Lead Testing

The motion to recommend Finance & Personnel Committee approval of the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware changes; (2) Two additional Windows; (3) Asbestos and Lead Testing was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

e. Discussion and Possible Action on Village Replacement of Lead Pipe Water Service Lines for Four (4) Homes

The motion to request Odling Construction test both sides of the Buffalo Box for Lead for Four (4) Homes for a cost not to exceed \$3,800 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

f. Village Engineers Report

Village Engineer Snyder gave the Engineer's Report. The highlights included brief updates on:

- STH 67 Reconstruction East-West Section
- Women's Leadership Center
- Corrosion Control Study - Improvements to Water Plant
- Theatre Road Restroom Remodel
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement
- Well 3 Maintenance Inspection
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar

g. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:06pm. Unanimously carried.

VI. Protective Services Committee – Vlach, Umans, Franzen

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:06pm.

b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Wright, and Russell, Administrator Lothspeich, Police Chief

Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Fontana Emergency Medical Services (EMS) Monthly Numbers

The Committee reviewed the Fontana Emergency Medical Services (EMS) Monthly Numbers.

d. Emergency Medical Services - Williams Bay Staffing Update

The Committee received a Staffing Update from Fontana Assistant Chief

e. Discussion and Possible Action on Williams Bay Fire Hydrant/Water Use for Walworth Township fires.

The motion to direct staff to create an MOU for Williams Bay Fire Hydrant/Water Use for Walworth Township fires was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

f. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

g. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report as well as his 2024 Annual Report. The highlights were:

- Thank you to everyone involved for a great Truck-a-Polluza event
- Fisharee is coming up at the end of the month
- Defensive Tactics training event is coming up

h. Introduction of new Police Chaplain

Police Chief Timm introduced Chaplain Hendrychs as the new Chaplain for the Village of Williams Bay Police Department.

i. Storm Siren Upgrade

The motion to recommend Finance & Personnel approval of the Storm Siren Upgrade was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

j. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:32pm. Unanimously carried.

VII. Finance & Personnel Committee – Wright, Umans, Bartholomew

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:32pm.

b. Roll Call

Present: Trustees Wright, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to recommend Village Board approval of the Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC to be funded out of Clean Water borrowed funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

d. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing

The motion to recommend Village Board approval of the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing to be funded from safe water borrowed funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on Temporary Drainage and Grading Easement Agreement between SG2

Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006.

North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191

The motion to recommend Village Board approval of the Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006. North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. Storm Siren Upgrade

The motion to recommend Village Board approval of the Storm Siren Upgrade was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Union Contract Negotiation

The Committee acknowledged that Police Union Contract Negotiation would begin soon.

h. Monthly Borrowings Status Report

The Monthly Borrowings Status Report was provided for information only.

i. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:38pm. Unanimously carried.

VIII. Village Board Committee of the Whole

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

1. Lift Station #3 - Change Order 2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to the Lift Station #3 - Change Order 2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC was made by Committee, no second required. Unanimously carried.

2. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing

The motion to the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing was made by Committee, no second required. Unanimously carried.

3. Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006

The motion to the Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006 was made by Committee, no second required. Unanimously carried.

b. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 08:39pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING 01/22/2025 MEETING WEDNESDAY, JANUARY 22, 2025 AT 9:00 AM

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 09:00am.

II. Roll Call

Present: Trustees D'Alessandro, Vlach, and Russell

Also Present: Administrator David Lothspeich, Trustee Umans

III. Discussion and Possible Action on GFL Contract

The Committee discussed the GFL Contract.

IV. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 09:54am. 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-34-25**

A RESOLUTION ESTABLISHING A WATER & SEWER CREDIT POLICY

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage facilities of the Village responsibly; and

WHEREAS, on June 2, 2025, the Water & Sewer Committee recommended approval for the proposed Water & Sewer Credit Policy; and

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Water & Sewer Committee, has determined that it is in the best interests of the Village and its residents to approve the Water & Sewer Credit Policy as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby approves the recommended Water & Sewer Credit Policy, therefore.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

VILLAGE WATER & SEWER CREDIT POLICY

DRAFT



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 |

vi.williamsbay.wi.gov Phone: 262-245-2700

Water and Sewer Credit Policy

The Village of Williams Bay does hereby establish the following Water and Sewer Credit policies.

POLICY: The Village of Williams Bay will consider water and sewer credits on a case-by-case basis. The Village of Williams Bay is responsible for maintenance and repair of water mains and water service lines to the curb stop, and the sewer main piping. Customers are responsible for the maintenance and repair of the water service line from the curb stop to the building and all plumbing in the building and sewer lateral from the connection, including the connection, to the building and all plumbing inside the building. This Policy is intended to address high water or sewer usage charges caused by pipe breakages, water meter failures, leaks or appliance failures, but only per the terms of this policy. This policy is not extended to swimming pools; irrigation systems or large water uses.

It is the responsibility of the customer to ensure that their plumbing, fixtures and appliances are maintained and in proper operating condition. The Village is not responsible for notification of a suspected leak or high usage. The Village may not issue credits to customers because of the lack of proper maintenance or care.

A: Water Credit Policy

1. The Village of Williams Bay shall not approve a water credit for water use that registered on the Village water meter. If a customer's water meter is tested by the Village pursuant to PSC 185.77(1) and is found to have malfunctioned, a water credit may be approved on a case-by-case basis, subject to this application process.

B: Sewer Credit Policy

1. The Village of Williams Bay may approve a sewer credit upon receipt of adequate visual evidence by a Village utility employee that proves, in its sole discretion, that the water went through the meter and was not discharged into the sanitary sewer system.

C. Application

1. The customer must request a credit in writing on a form provided by the Village.
2. The customer must request a credit per this policy within 90 days of first receiving the high water and sewer bill that is the basis for this request. Such bill is deemed received upon mailing by the Village, including E Bills as notified by email.
3. A customer may only receive one such utility charge credit from the Village in any 3-year period



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 |

vi.williamsbay.wi.gov Phone: 262-245-2700

Water/Sewer Leak Credit Application

Name: _____

Property Address: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Account Number: _____

Billing Date Related to Incident: _____

Cause of Leak: _____

Date Leak Found: _____ Date Leak Repaired: _____

Has Any Water or Sewer Credits Been Given in the Last 3 Years? _____

I acknowledge that the information given above is true and correct to the best of my knowledge. I have read and understand the Village of Williams Bay's water and sewer leak policy. Understanding that I am not eligible for another leak credit until 3 years from the granting of this credit, I still wish to make this application for credit.

Signature

Date

(Village Office use):

Village Utility Official Authorizing Credit: _____

Date of Inspection: _____

Notes:

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

**AUTHORIZING APPROVAL OF MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage facilities of the Village responsibly; and

WHEREAS, on June 2, 2025, the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee recommended approval for the proposed Memorandum Of Understanding (MOU) For The Use Of Village Of Williams Bay Hydrants by The Town Of Walworth; And

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee has determined that it is in the best interests of the Village and its residents to approve the MOU with the Town of Walworth as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby approves the recommended Non-Village User Water System Policy, therefore.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

**MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

DRAFT

Memorandum Of Understanding for Use of Village of Williams Bay Hydrants by the Town of Walworth

This Memorandum of Understanding (MOU) is entered into on the 16th day of *June* in 2025 (herein referred to as the "Effective Date") by and between the Village of Williams Bay, WI and the Town of Walworth, WI.

PURPOSE

For the protection of the Village of Williams Bay Water System and users, all Non-Village Outside Users ("Outside Users") using the Village of Williams Bay hydrant system are required to enter into a MOU with the Village. This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not bind Parties to any legal obligations.

DURATION OF MOU

This MOU becomes effective on the date it is signed by both parties. It remains in force unless explicitly terminated, in writing, by either party. Failure to follow these procedures will result in the loss of use of the Village hydrant system.

RESPONSIBILITIES

All Outside Users using the Village of Williams Bay hydrant system will follow these rules when operating the Village of Williams Bay hydrant system. Failure to follow these rules will result in termination of the MOU.

1. Immediately call the Williams Bay Police Department (262-245-2710) prior to use, or as soon as reasonably possible, of the Village Water system.
2. Inform the Village of Williams Bay of all hydrants used during an emergency and the Village of Williams Bay shall have 72 hours to inspect such hydrants for any damage. Any damage to the Village of Williams Bay water system will be the responsibility of the Outside User.
3. Sign an agreement acknowledging these regulations.
4. Provide a signed indemnification agreement, holding the Village harmless for any injuries or damages incurred while using the Village system.
5. Provide proof of insurance with the Village of Williams Bay named as an additional insured each year.
6. All water usage will be billed at the Williams Bay Water Utilities bulk water rate. Bills will be sent out Monthly and are due 30 days from the date of invoice.

AMENDMENTS

The terms of this MOU may be amended upon written approval by both [all] original parties and their designated representatives.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by both [all] parties. It remains in force unless explicitly terminated, in writing, by either party or parties.

Both Parties [any Party] may terminate this MOU by means of signing a termination addendum upon 30 days written notice to the other party or parties.

The undersigned Parties acknowledge and agree to this MOU:

Outside User:

Date: _____

By: _____

Signed: _____

Position: _____

Phone: _____

Billing Address:

Village of Williams Bay:

Date: _____

By: _____

Signed: _____

Position: _____

VILLAGE OF WILLIAMS BAY
Engineer's Report
May 30, 2025

STH 67 Reconstruction: East – West Section – Project No. 230260

- This is the section between Elkhorn Road and Theatre Road.
- The WDOT is requesting a decision from the Village about requiring the burial of the electric in this section of roadway. Alliant appears willing to bury the electric lines if the line to the individual home is paid either by the homeowner or Village, which is estimated at \$400,000. Alliant's decision will not occur prior to the upcoming meeting this summer.
- Next steps: Receive the preliminary survey from the WDOT and attend the Operational Planning Meeting early this summer.

Women's Leadership Center – Project Number 222626

- The water main is installed and operational; we will issue a punch list just before they are ready to pave the parking lot and driveway located over water main, which is planned for later in 2025. We will recommend abandonment of the easement over the former water main following approval of the new water main.
- They are currently preparing a submittal for the exterior walkway for Village review. We are also expecting to see approved submittals for the fire protection.

Corrosion Control Study – Improvements to Water Plant —Project No. 211778

- The Contractor is August Winter and Sons.
- The second phase of the filter building rehabilitation is underway
- The new pump installation should occur in June.

Theatre Road Restroom Remodel – Project No. 2401158

- Glen Fern Construction is the Contractor; Odling is the sitework subcontractor.
- They met this week to punch list the work; we expect final payment in June.

Water Plant Letter Flood Map Revision (LOMR) Assistance—Project No. 2325347

- WDNR reviewed and approved the revised SEWRPC calculations.
- SEWRPC prepared the LOMR and submitted to FEMA. The public hearing and notice to impacted residents will be sent following initial FEMA review.

Street Rehabilitation Program – Project No. 2400607.00

- Rock Road is the Contractor.
- Most of the work is complete; some areas need milling and resurfacing to improve drainage. Also, the area adjacent to the pavement needs restoration. We expect final payment in June.

VILLAGE OF WILLIAMS BAY
Engineer's Report
May 30, 2025

Harris Road Lift Station (LS 3) Replacement – Project No. 211304

- The Contractor is Staab Construction Company.
- The generator and transfer switch are installed they are waiting for Cummins to start the generator.
- Site restoration will include the KNC seed mixture with a cover of oats.
- We expect final payment in June.

Well 2 Pump Replacement /Well 3 Pump Replacement– Project Nos. 201436 / 221236

- The Contractor is Water Well Solutions, Inc.
- This pump is operating and reviewed by the WDNR area engineer.
- They are providing pricing and schedule for replacement of the pump in Well 3.
- Public works is coordinating the replacement of the valve outside of Well 2

Preserve Development – Former GW College – Project No. 2326581

- We are still waiting for the FDP submittal; it appears to be about two weeks away.
- We provided a preliminary plan for the water station that matches the appearance of the building at the boat launch.

Park Place CSM – Project No. 2400339

- The developer is Jack Pease/Super-Mix Aggregates
- We are waiting for the final development, which the developer appears to be refusing to provide at this time.

East Geneva Street Canyon Development – Former Levar – Project No. 2326015

- The Village wants the final plans prior to allowing the street vacation; these plans are about two weeks away from review.
- The Village should wait with the developer agreement until the County approves the vacation documents.

Q:\WLMSV\Admin\Monthly Reports\2025\05-2025\05-30-2025.docx

From: Jim Thomas <jthomas@radiuspkg.com>
Sent: Wednesday, May 14, 2025 1:30 PM
To: David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: JTHOMAS10G@GMAIL.COM
Subject: boat slip lease - Thomas

David,

Sorry to hear that you are under the weather today.

I have been speaking with Cynthia about a boat slip lease for slip 39, this is the far west slip facing the lake.

I see that the length limit on the slip is 25' and that the slip itself is 28' long.

My wooden lyman boat shows it is 26' long.

Cynthia recommended that I speak with you about a variance or exception for the additional 12 inches as I would prefer not to have to go get a different boat as I have taken care and refinished this boat.

If I am not allowed to keep my lyman in the slip, how would I go about the lease while I find a different boat that meets the length requirement?

I am looking for guidance and direction.

Thank you.

I have included my registration as well for your review.

Jim Thomas
Engineering Manager

jthomas@radiuspkg.com



2160 South 170th Street
New Berlin, WI 53151

2425 Hobbs Drive
Dlelavan, WI 53115
Cell: 262-903-5280

Radiuspkg.com

MUNICIPAL BUSINESS LEASE

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

1. This lease is made this ____th day of _____, 2025, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center herein called the Renter.
2. The Municipality, in consideration of the agreements with the Renter herein set forth, hereby leases to the Renter, to occupy Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.
3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 2025. There shall be no automatic renewal of this agreement.

SECTION II. Rental Payments.

1. Amount of Rent: The monthly rental payment owed by the Renter shall be \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2025. The Renter shall provide verification of the gross sales to the Municipality along with their payment.
2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2025. This will be a lump-sum payment for the entire season and length of the contract.
3. Overdue rental payments shall bear interest at the rate of 10% per annum.

SECTION III. The Renter Agrees as Follows:

1. It is the responsibility of the Renter to obtain and hold all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, and to comply with all requirements of said licenses and permits and provide copies of the same to the Village Administrator.
2. Renter agrees to not interfere with beach cleaning operations by Village Staff.
3. Premises herein leased and every part thereof, during said term, shall be used only for the lawful business purposes of the Renter.
4. Renter shall not alter or redecorate said premises without prior written consent of Municipality. Renter agrees to maintain the area in a neat, clean, and orderly manner.

5. Renter agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.

6. Renter agrees not to assign this lease or sublease the premises without the consent of the Municipality.

7. Renter agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center and Nikelle Burrough agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Nikelle Burrough, Crescent Moon Massage Therapy,
DBA Crescent Moon Wellness Center

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2025.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

Adam Jaramillo, President

ATTEST:

Tina Kolls, Clerk

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

**APPROVING THE POLICY ESTABLISHING DAY OF EVENT PROTOCOL AND AUTHORITY
FOR THE ANNUAL VILLAGE FIREWORKS SHOW**

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage the annual fireworks show operations and costs; and

WHEREAS, on June 2, 2025, the Parks & Lakefront Committee recommended approval for the proposed Policy Establishing Day of Event Protocol and Authority for the Annual Village Fireworks Show; and

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Parks & Lakefront Committee has determined that it is in the best interests of the Village and its residents to approve the Policy Establishing Day of Event Protocol and Authority for the Annual Village Fireworks Show as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby approves the recommended Non-Village User Water System Policy, therefore.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

**POLICY ESTABLISHING DAY OF EVENT PROTOCOL AND AUTHORITY FOR
THE ANNUAL VILLAGE FIREWORKS SHOW**

DRAFT



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 |
vi.williamsbay.wi.gov Phone: 262-245-2700

Establishing Day of Event Protocol and Authority for the Annual Village Fireworks Show

The Village of Williams Bay does hereby establish the following Day of Event Fireworks policy.

POLICY: The Annual Fireworks Show during Corn and Brat Fest is paid for through community donations, however, the Village of Williams Bay awards the contract annually and is financially responsible. The fireworks vendor contract includes an additional charge based upon a percentage of the total contract price if the event is rescheduled on an alternate date due to weather. The vendor will not impose this additional charge if the decision to reschedule the fireworks show is made by 9:30 am on the scheduled date for the fireworks show. This Policy is intended to establish protocol to manage risk of additional expenses and have a well-defined decision protocol and authority.

FIREWORKS SHOW DAY OF EVENT PROTOCOL & AUTHORITY:

1. Day of Fireworks Meeting/Call at 9:00 am – Police Chief, Fire Chief, Lions Club Representative, Fireworks Representative.
2. Confirm weather forecast with Walworth County's Emergency Management Lieutenant
3. Decision on “go or no go” for the fireworks that evening based upon weather forecast, etc.
4. Consultation with Village Administrator if desired.
5. Fire Chief, or designee, notifies Village Board and Village Administrator of decision.



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MEETING 01/30/2025 MEETING

THURSDAY, JANUARY 30, 2025 AT 8:30 AM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191

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

I. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:35am.

II. Roll Call

Present: Trustees Vlach, Russell & Jaramillo

Also Present: Administrator Lothspeich, Clerk Kolls, Fontana Fire Chief Manthy, Fontana Village Treasurer Baumann

III. Discussion and Possible Action on Intergovernmental Agreement (IGA) Updates Re: Walworth Township Agreement, Including Williams Bay Leasing the Retired Ambulance to the Village of Fontana Until Fontana Receives Their New Ambulance

The motion to direct staff and Village Legal to create an Intergovernmental Agreement (IGA) for Walworth Township to lease the Williams Bay Retired Ambulance to the Town of Walworth for \$10 was initiated by Trustee Russell and seconded by Trustee Jaramillo. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 09:37am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MEETING MEETING TUESDAY, FEBRUARY 11, 2025 AT 9:30 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Vlach called the meeting to order at 09:30am.

II. Roll Call

Present: Trustees Vlach, Russell & Jaramillo

Also Present: Administrator Lothspeich, Fontana Fire Chief Rick Manthy

III. Discussion and Possible Action on IGA with the Village of Walworth for the Village of Williams Bay Ambulance

The motion to recommend Village Board approval of the IGA with the Village of Walworth for the Village of Williams Bay Ambulance was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

IV. Discussion and Possible Action on Amendments to the Intergovernmental Agreement (IGA) with the Village of Fontana for the Village of Williams Bay for Emergency Medical Services (EMS)

The motion to recommend Village Board approval of the Intergovernmental Agreement (IGA) with the Village of Fontana for the Village of Williams Bay for Emergency Medical Services (EMS) was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Jaramillo at 10:24am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MEETING MEETING MONDAY, APRIL 21, 2025 AT 6:15 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

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

I. Call to Order

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

II. Roll Call

Present: Trustees Vlach, Umans, & Franzen

Also Present: Police Chief Timm, Attorney Schroeder, Treasurer Wiese, Clerk Kolls

III. Discussion and Possible Action on Temporary Class "B" and "Class B" Retailer's License for Williams Bay Business Association for the Cinco De Mayo Event May 3 & 4, 2025

The motion to recommend Village Board approval of a Temporary Class "B" and "Class B" Retailer's License for Williams Bay Business Association for the Cinco De Mayo Event May 3, 2025 from 12:00pm to 6:00pm was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 06:22pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MEETING 5/20/2025 MEETING

**TUESDAY, MAY 20, 2025 AT 3:30 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

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

I. Call to Order

Chairman Trustee Vlach called the meeting to order at 03:30pm.

II. Roll Call

Present: Trustees George Vlach, Robert Umans, Susan Franzen

Also Present: President Adam Jaramillo, Administrator David Lothspeich, Police Chief Justin Timm, Fire Chief Doug Smith, Assistant Fire Chief Sean McKean, Clerk Tina Kolls

III. Discussion and Possible Recommendation on Liquor License Applications for Green Grocer and Clear Water Salon Spa LLC

The motion to recommend Village Board approval of the "Class C" Liquor (Wine Only) and Class "B" Beer Alcohol License Application for Clear Water Salon Spa LLC was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

The motion to recommend Village Board approval of the "Class B" Liquor and Class "B" Beer Alcohol License Application for Green Grocer Inc was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

IV. Discussion and Possible Action on the Williams Bay Fire Department Operations

The Committee discussed with Fire Chief Smith and Assistant Fire Chief McKean the current state of the Williams Bay Fire Department Operations. The highlights were:

- The average age of the current volunteers is 60+.
- The average number of volunteers that answer calls is 3-6.
- The quality of training held is hard with the volunteers who show up due to the inability to wear the gear.
- There is a lack of new volunteers.
- There is a lack of amenities to bring in the younger volunteers that other municipalities are able to attract.
- The Fire Department needs to be part of the Village so that the personnel is properly covered in case of an accident.

V. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 04:37pm. 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-XX-25**

**AUTHORIZING APPROVAL OF MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage facilities of the Village responsibly; and

WHEREAS, on June 2, 2025, the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee recommended approval for the proposed Memorandum Of Understanding (MOU) For The Use Of Village Of Williams Bay Hydrants by The Town Of Walworth; And

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee has determined that it is in the best interests of the Village and its residents to approve the MOU with the Town of Walworth as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby approves the recommended Non-Village User Water System Policy, therefore.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

**MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

DRAFT

Memorandum Of Understanding for Use of Village of Williams Bay Hydrants by the Town of Walworth

This Memorandum of Understanding (MOU) is entered into on the 16th day of *June* in 2025 (herein referred to as the "Effective Date") by and between the Village of Williams Bay, WI and the Town of Walworth, WI.

PURPOSE

For the protection of the Village of Williams Bay Water System and users, all Non-Village Outside Users ("Outside Users") using the Village of Williams Bay hydrant system are required to enter into a MOU with the Village. This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not bind Parties to any legal obligations.

DURATION OF MOU

This MOU becomes effective on the date it is signed by both parties. It remains in force unless explicitly terminated, in writing, by either party. Failure to follow these procedures will result in the loss of use of the Village hydrant system.

RESPONSIBILITIES

All Outside Users using the Village of Williams Bay hydrant system will follow these rules when operating the Village of Williams Bay hydrant system. Failure to follow these rules will result in termination of the MOU.

1. Immediately call the Williams Bay Police Department (262-245-2710) prior to use, or as soon as reasonably possible, of the Village Water system.
2. Inform the Village of Williams Bay of all hydrants used during an emergency and the Village of Williams Bay shall have 72 hours to inspect such hydrants for any damage. Any damage to the Village of Williams Bay water system will be the responsibility of the Outside User.
3. Sign an agreement acknowledging these regulations.
4. Provide a signed indemnification agreement, holding the Village harmless for any injuries or damages incurred while using the Village system.
5. Provide proof of insurance with the Village of Williams Bay named as an additional insured each year.
6. All water usage will be billed at the Williams Bay Water Utilities bulk water rate. Bills will be sent out Monthly and are due 30 days from the date of invoice.

AMENDMENTS

The terms of this MOU may be amended upon written approval by both [all] original parties and their designated representatives.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by both [all] parties. It remains in force unless explicitly terminated, in writing, by either party or parties.

Both Parties [any Party] may terminate this MOU by means of signing a termination addendum upon 30 days written notice to the other party or parties.

The undersigned Parties acknowledge and agree to this MOU:

Outside User:

Date: _____

By: _____

Signed: _____

Position: _____

Phone: _____

Billing Address:

Village of Williams Bay:

Date: _____

By: _____

Signed: _____

Position: _____

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

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

FEE \$ _____

Application Date: 5/12/25

☐ Town ☒ Village ☐ City of WILLIAMS BAY

County of WALWORTH

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

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

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

at the premises described below during a special event beginning JULY 19th and ending JULY 19th and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

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

(a) Name WILLIAMS BAY FIRE DEPT

(b) Address 5 GENEVA ST
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President DAVE SMITH

Vice President SEAN MCKEON

Secretary DAVE SWANBERG

Treasurer JIM LOWELL

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

EDGEWATER PARK JIM LOWELL

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

(a) Street number EDGEWATER PARK

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event CHICKEN ROAST

(b) Dates of event JULY 19th 2023

DECLARATION

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

Officer Douglas A Smith 5/12/25
(Signature / Date)

WILLIAMS BAY FIRE DEPT
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

FEE \$ _____

Application Date: 5. . 25

☐ Town ☒ Village ☐ City of Williams Bay

County of Walworth

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

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

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

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

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Williams Bay Cultural Arts Alliance

(b) Address Po Box 314 Williams Bay, WI 53191
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 2013

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Sandra Johnson, 2327 Theatre Rd. WB 53191

Vice President Ray Ring, 951 S Lakeshore Dr. LG 53147

Secretary Shelli Rye Love, 408 2nd St. Walworth 53184

Treasurer Ray Ring, 951 S Lakeshore Dr. LG 53147

(g) Name and address of manager or person in charge of affair: Sandra Johnson
2327 Theatre Rd. Williams Bay, WI 53191

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

(a) Street number Edgewater Park

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Fine Art Fest

(b) Dates of event July 26 + 27, 2025

DECLARATION

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

Officer [Signature]
(Signature / Date)

WB Cultural Arts Alliance
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



FONTANA FIRE DEPARTMENT MONTHLY REPORT – APRIL 2025



RESPONSE DATA

APRIL 2025

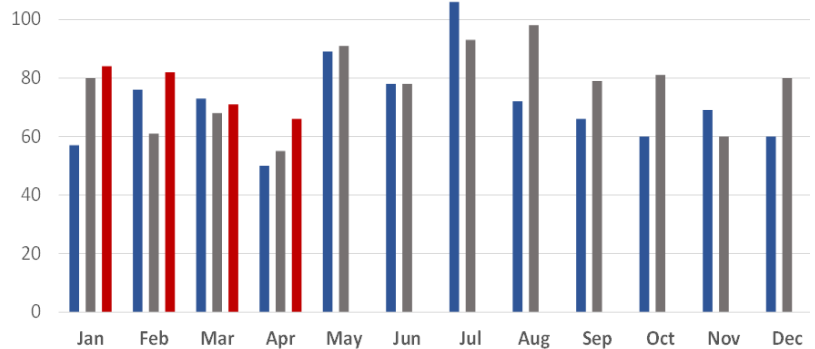
INCIDENT TYPE	Total	Percent
Williams Bay	26	39%
Fontana	20	30%
Walworth Township	8	12%
Mutual Aid Responses	12	18%
TOTAL RESPONSES	66	

Response Time Report

Average Dispatched to Arrival on Scene

Williams Bay	6:17
Fontana	4:27
Walworth Township	6:39

3 YEAR TRENDS



TRAINING & CERTIFICATIONS

6 Personnel - Fire Department Instructors Conference
 Captain Budill – Imagetrend Reporting Conference
 FF/EMT Smith – Rope Operations
 FF/PM Olsen – Fire Officer 1
 Downed Firefighter Training – Acquired Structure
 Water Supply

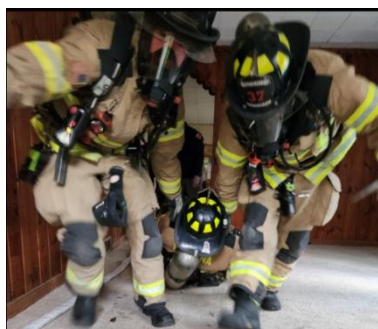
Advanced Airway Techniques
 Mercy EMS – Head Injuries
 4 Personnel – Midwest Dive Conference
 Vehicle Extrication
 3 personnel – Thermal Imaging Class
 Delavan Twp. – Hazardous Materials

PUBLIC EDUCATION & EVENTS

- Easter Bunny at Duck Pond
- Williams Bay Truck-a-Palooza
- Faith Cristian School and Inspiration Ministries Walkthrough
- Firetruck Ride to School

OPERATIONS

- Delavan Township Intergovernmental Agreement entered for a portion of Walworth Township
- 28 Fire Inspections and 6 Short-time rental inspections completed
- Employee Information sharing meeting
- Promotion of Jon Kemmett from interim to permanent Deputy Chief
- Fireboat placed in the Harbor
- 16 Fire Inspections Completed



ORDINANCE #2025-O-XX

AN ORDINANCE AMENDING CHAPTER 110 SECTION 5D VILLAGE BOARD BYLAWS ORDER OF BUSINESS OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

WHEREAS, the Village of Williams Bay Board of Trustees encourages public input during Village Board meetings through establishing two (2) opportunities for "Public Comments" on Village Board Agendas; and

WHEREAS, the Village of Williams Bay wishes to improve the public's ability to provide comments to the Village Board prior to action on any substantive agenda items; and

WHEREAS, the Building, Zoning and Ordinance Committee having recommended to the Village Board the adoption of an ordinance amending Chapter 110 modifying the Order of Business of Section 110-5D; and

WHEREAS, the Village Board having considered the recommendation of the Building, Zoning and Ordinance Committee and having determined that it is appropriate to amend Chapter 110 modifying the Order of Business of Section 110-5D of the Code of Ordinances.

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

Section I. Section 110-5D of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

§110-5D. Order of business.

D. Order of business. The business of the Board shall be transacted in the following order:

~~[Amended 6-16-2025 by Ord. No. 2025-O-XX 6-6-2016 by Ord. No. 2016-6]~~

- (1) Roll call.
- (2) Reading the minutes of the preceding meeting and approving same if correct, correcting mistakes if any occur.
- (3) Public comments. 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.
- (4) Consent agenda.
- (5) Presentation of accounts and petitions.
- (6) Plan Commission.
- ~~(7) Public comments. 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.~~

- (8) President's remarks.
- (9) Ordinances and resolutions.
- (10) Committee reports.
- (11) Public comments.
- (12) Adjournment.

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

Approved by the Village Board of the Village of Williams Bay this _____ day of June, 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

First Reading: 06/16/2025
Second Reading: _____
Date Adopted: _____
Date Published: _____

*Village of Williams Bay, WI
Tuesday, April 29, 2025*

Chapter 110. Village Board

§ 110-5. Village Board bylaws.

- A. Regular meetings. The regular meetings of the Village Board shall be held in the Village Hall on the first and third Mondays of each month at 6:30 p.m., unless noticed otherwise. The Board may adjourn any regular meeting to any future date at which new business may be introduced as well as unfinished business completed.
[Amended 7-5-2022 by Ord. No. 2022-11]
- B. Presiding officer. The President or presiding officer shall preside at all meetings and preserve order, deciding all questions of order, subject to an appeal to the Board.
- C. Calling meetings to order. The President shall take the chair at the hour appointed and immediately call the meeting to order. In the absence of the President, the Clerk or, in the Clerk's absence, any member of the Board may call the meeting to order, and thereupon the Board shall appoint one of its members President Pro Tempore. In the absence of the Clerk, the Board may appoint one of the members present to serve as Clerk during the session. The Chair shall confirm public notice compliance with the Clerk or other Village staff representative.
[Amended 1-15-2018 by Ord. No. 2018-1]
- D. Order of business. The business of the Board shall be transacted in the following order:
[Amended 6-6-2016 by Ord. No. 2016-6]
- (1) Roll call.
 - (2) Reading the minutes of the preceding meeting and approving same if correct, correcting mistakes if any occur.
 - (3) Consent agenda.
 - (4) Presentation of accounts and petitions.
 - (5) Plan Commission.
 - (6) Public comments. 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.
 - (7) President's remarks.
 - (8) Ordinances and resolutions.
 - (9) Committee reports.
 - (10) Public comments.
 - (11) Adjournment.

E. Passage of ordinances.

- (1) Every proposed ordinance shall have two separate readings previous to its passage but shall not be read at any other time than regular sessions except by unanimous consent. The second reading may be waived by vote of the Board.
- (2) The second reading of an ordinance shall be by section at which time amendments may be offered. If no amendments are made, the question shall be, "Shall the ordinance pass?" If amendments are offered and made, the chair shall so report and the ordinance shall be so read as amended before the question of its passage is taken.

F. Rules of procedure. The rules of parliamentary practice embraced in Robert's Rules of Order, Newly Revised, shall govern the Board where applicable and where not inconsistent with the standing rules, bylaws and order of the Board.

G. Special meetings.

- (1) How called. Special meetings may be called by the President or any two trustees in writing filed with the Clerk. If at least 24 hours remain before such meeting, the Clerk shall notify each member of the Board of the time, place and purpose of such special meeting by mailing a written notice thereof to each member of the Board and by telephoning him, if possible. If less than 24 hours but at least six hours remain before such meeting, the Clerk shall give notice to each trustee by personal service and by telephone, if possible. No special meeting shall be called upon less than six hours' notice except with the unanimous consent of all members of the Board expressed orally or in writing.
- (2) Statutes adopted. Section 19.85, Wis. Stats., is hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by the provisions of any statute incorporated by reference herein is required or prohibited by this section.

H. Business to be presented by Trustee. No business shall be considered by the Board unless presented by a member of the Board.

I. Approval of claims. Every account presented to the Board shall, if required, be verified by affidavit as provided by law and shall not be allowed or directed to be passed until it shall have been examined and certified as correct by the proper committee and reported to and audited by the Board.

J. Amendment of bylaws. These bylaws may be amended, stricken out or added to at any regular meeting of the Board upon a majority vote of all the members, provided that notice thereof shall be given at the regular meeting of the Board immediately preceding the one in which such amendment is to be acted upon.

K. Consent agenda.

[Added 6-6-2016 by Ord. No. 2016-6]

- (1) Criteria. The Village Clerk may create a subsection on any Board agenda entitled "consent agenda." In a consent agenda, the Clerk shall place matters that, in the Clerk's judgment, are routine and noncontroversial and do not require a super majority vote or separate action by the Board.
- (2) Procedure. The following procedure shall apply when a consent agenda is used:
 - (a) No separate discussion or debate may be permitted on any matter listed on the consent agenda except as provided in Subsection **K(2)(b)**.
 - (b) A single motion, seconded and adopted by a majority vote of the Board shall be required to approve, adopt, enact or otherwise favorably resolve all matters listed on the consent agenda.

- (c) Any member of the Board may request removal of any item included in the consent agenda. At the time the consent agenda is considered, any such item shall be removed without debate or vote.
- (d) If any item has been removed from the consent agenda in accordance with this subsection, that item shall be considered by the Board under the appropriate heading of the regular agenda of the Board.

ORDINANCE #2025-_____

**AN ORDINANCE CREATING SECTION 281-2E. REGARDING BOAT LAUNCH PERMITS AND
SECTION 281-12 REGARDING COMMERCIAL USE OF BOAT LAUNCH AREA**

WHEREAS, the Village of Williams Bay maintains a boat launch area for residents and nonresidents to launch their boats and other watercraft onto the waters of Geneva Lake; and

WHEREAS, the Village incurs maintenance and repair expenses and other various expenses in connection with the boat launch area, including not only the ramp but also the boat launch parking lot, on-site public facilities and attendants; and

WHEREAS, the boat launch area is used not only for recreational purposes but also for commercial purposes which involve utilizing the boat launch area for the loading and unloading of construction materials onto watercraft from or to locations on Geneva Lake, which use requires restriction on the timing of commercial uses in order to allow for the continued use of the boat launch area for recreational purposes, given the heavy use of the boat launch area, which use varies during the boating season; and

WHEREAS, the commercial use of the boat launch area for the loading and unloading of commercial watercraft that does not involve the launching of commercial watercraft still utilizes the boat launch facilities, resulting in wear and tear on same, as well as restricting others from the use of the boat launch facilities, necessitating a fee for said use of the boat launch area; and

WHEREAS, the Village wishes to more clearly address the permit fee structure for use of the boat launch facility.

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

Section I. §281-2E. of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

§281-2E. Boat launch permit. The purchase of a permit is required for each boat or other watercraft, including each commercial watercraft, to be launched from the Village boat launch. The categories of permits and their cost are as follows:

(1) Daily permit. A daily permit shall be in effect for the date of issuance.

- a. The cost of a resident permit shall be as established by the Village Board as specified on a schedule on file in the office of the Village Clerk and as listed at the Village boat launch.
- b. The cost of a non-resident permit shall be as established by the Village Board as specified on a schedule on file in the office of the Village Clerk and as listed at the Village boat launch.

- (2) Annual permit. An annual permit shall be in effect from the date of issuance through the following December 31.
 - a. The cost of a resident permit shall be as established by the Village Board as specified on a schedule on file in the office of the Village Clerk and as listed at the Village boat launch.
 - b. The cost of a non-resident permit shall be as established by the Village Board as specified on a schedule on file in the office of the Village Clerk and as listed at the Village boat launch.
- (3) Damage. Permit holders shall be responsible for any damage sustained by the Village boat launch area including the pier, parking lot and ramp, as a result of the actions of a permit holder or anyone assisting the permit holder in connection with the launching of a boat or other watercraft or otherwise utilizing the boat launch area. The permit holder shall be required to reimburse the Village for any such damage within thirty (30) days of the date of demand by the Village.

Section II. §281-12 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

281-12 Commercial use of boat launch area.

A. Definitions. As used in this chapter, the following terms shall have the meanings indicated.

- (1) Commercial use. A person, company, corporation, LLC or sole proprietor using the Village boat launch, parking area, ramp or Village lakefront property as a bulk handling area for the loading or unloading of construction materials from or onto watercraft from or to locations on Geneva Lake. Such construction materials include building materials, landscaping materials, earth, stone, timbers and pier lumber.
- (2) Commercial watercraft. A boat, barge, floating platform (powered or not) used for moving construction material from the Village boat launch area to a work location.
- (3) Commercial vehicle. A truck or trailer used for hauling construction material to the Village boat launch area.

B. Hours of operation. The permitted hours for commercial use of the boat launch area are as follows:

- (1) February 1 through April 30: 7:00 AM to 6:00 PM
- (2) May 1 through Labor Day: Monday through Thursday 6:00 AM to 10:00 AM. Friday through Sunday: 6:00 AM to 8:00 AM
- (3) First Tuesday in September through December 31: 7:00 AM to 6:00 PM

- C. Commercial use permit. Each commercial vehicle not launching a commercial watercraft, but is otherwise utilizing the boat launch area for a commercial use, shall be treated as a boat launch and must purchase a boat launch permit as required in §281-2E.
- D. Rental fees. The following activities shall result in the imposition of a rental fee, the cost of which shall be as established by the Village Board as specified on a schedule on file in the office of the Village Clerk:
- (1) Overnight mooring of a commercial watercraft to Village property.
 - (2) Parking of construction vehicles or trailers in the boat launch parking lot in connection with their commercial use of the boat launch area.
 - (3) Use of the boat launch ramp and/or pier in excess of 20 consecutive minutes which prohibits use of the boat launch area by others.

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

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

First Reading: _____

Second Reading: _____

Date Adopted: _____

Date Published: _____

DRAFT



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING MEETING MONDAY, FEBRUARY 17, 2025 AT 6:15 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

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

I. Call to Order

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

II. Roll Call

Present: Wright, Umans,& D'Alessandro

Also Present: Administrator Lothspeich, Fontana Fire Chief Manthy

III. Discussion and Possible Action on Intergovernmental Agreement (IGA) with the Village of Walworth for the Village of Williams Bay Ambulance

The motion to recommend Village Board approval of the Intergovernmental Agreement (IGA) with the Village of Walworth for the Village of Williams Bay Ambulance was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 06:20pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 02/25/2025 MEETING

TUESDAY, FEBRUARY 25, 2025 AT 9:30 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:30 am.

II. Roll Call

Present: Trustees Wright and Umans

Also Present: Administrator Lothspeich

Excused: Trustee D'Alessandro

III. Discussion and Possible Action on Amendments to the Intergovernmental Agreement (IGA) with the Village of Fontana for the Village of Williams Bay for Emergency Medical Services (EMS)

The motion to recommend Village Board approval of the Intergovernmental Agreement (IGA) with the Village of Fontana for the Village of Williams Bay for Emergency Medical Services (EMS) was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

IV. Consideration of a Proposal to Transfer of Village Court Records from the Village to the Clerk of Courts

The motion to recommend Village Board approval of the Transfer of Village Court Records from the Village to the Clerk of Courts for a one time fee of \$3,000 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

V. Village Reserve Balances

The Committee reviewed the Village Reserve Balance.

VI. Financial Recap Year 2024

The Committee reviewed the Financial Recap of Year 2024.

VII. Borrowed Funds Status Report

The Committee reviewed the Borrowed Funds Status Report.

VIII. 2025 Capital Improvements Plan (CIP) Review and Update

The Committee reviewed the 2025 Capital Improvement Plan (CIP) and made the following updates:

-

IX. Consider a Motion to Convene Into Closed Session

The Motion to Convene Into Closed Session was initiated by Trustee Wright and seconded by Trustee Umans at 10:26am.

Votes:

Yes: Trustees Wright and Umans

No: None

Abstain: None

Result: Passes

- A. Pursuant to the exemption contained in Wis. Stats. § 19.55(l)(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.

- Village Administrator Annual Performance Evaluation for Year 2024

- B. Motion to reconvene into open session

The motion to reconvene into open session was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- X.** Possible discussion of/action for those items discussed in closed session

There was no action taken.

- XI.** Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 10:41am. 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-XX-25**

**AUTHORIZING APPROVAL OF MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage facilities of the Village responsibly; and

WHEREAS, on June 2, 2025, the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee recommended approval for the proposed Memorandum Of Understanding (MOU) For The Use Of Village Of Williams Bay Hydrants by The Town Of Walworth; And

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Water & Sewer Committee; Protective Services Committee and Finance & Personnel Committee has determined that it is in the best interests of the Village and its residents to approve the MOU with the Town of Walworth as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby approves the recommended Non-Village User Water System Policy, therefore.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

**MEMORANDUM OF UNDERSTANDING
FOR THE USE OF VILLAGE OF WILLIAMS BAY HYDRANTS
BY THE TOWN OF WALWORTH**

DRAFT

Memorandum Of Understanding for Use of Village of Williams Bay Hydrants by the Town of Walworth

This Memorandum of Understanding (MOU) is entered into on the 16th day of *June* in 2025 (herein referred to as the "Effective Date") by and between the Village of Williams Bay, WI and the Town of Walworth, WI.

PURPOSE

For the protection of the Village of Williams Bay Water System and users, all Non-Village Outside Users ("Outside Users") using the Village of Williams Bay hydrant system are required to enter into a MOU with the Village. This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not bind Parties to any legal obligations.

DURATION OF MOU

This MOU becomes effective on the date it is signed by both parties. It remains in force unless explicitly terminated, in writing, by either party. Failure to follow these procedures will result in the loss of use of the Village hydrant system.

RESPONSIBILITIES

All Outside Users using the Village of Williams Bay hydrant system will follow these rules when operating the Village of Williams Bay hydrant system. Failure to follow these rules will result in termination of the MOU.

1. Immediately call the Williams Bay Police Department (262-245-2710) prior to use, or as soon as reasonably possible, of the Village Water system.
2. Inform the Village of Williams Bay of all hydrants used during an emergency and the Village of Williams Bay shall have 72 hours to inspect such hydrants for any damage. Any damage to the Village of Williams Bay water system will be the responsibility of the Outside User.
3. Sign an agreement acknowledging these regulations.
4. Provide a signed indemnification agreement, holding the Village harmless for any injuries or damages incurred while using the Village system.
5. Provide proof of insurance with the Village of Williams Bay named as an additional insured each year.
6. All water usage will be billed at the Williams Bay Water Utilities bulk water rate. Bills will be sent out Monthly and are due 30 days from the date of invoice.

AMENDMENTS

The terms of this MOU may be amended upon written approval by both [all] original parties and their designated representatives.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by both [all] parties. It remains in force unless explicitly terminated, in writing, by either party or parties.

Both Parties [any Party] may terminate this MOU by means of signing a termination addendum upon 30 days written notice to the other party or parties.

The undersigned Parties acknowledge and agree to this MOU:

Outside User:

Date: _____

By: _____

Signed: _____

Position: _____

Phone: _____

Billing Address:

Village of Williams Bay:

Date: _____

By: _____

Signed: _____

Position: _____

Memorandum of Understanding Between the Walworth County Sheriff's Office and Walworth County Entities for Storm Siren Upgrades

PARTICIPANTS

This Memorandum of Understanding (hereinafter referred to as "MOU") involves the Walworth County Sheriff's Office (hereinafter referred to as "WCSO") and all Walworth County municipalities/entities (hereinafter referred to as "the Entities") who currently have storm siren sites that need to be upgraded. The specific fifteen entities subject to this agreement include:

- Village of Darien
- Town of Delavan
- City of Delavan
- Village of East Troy
- City of Elkhorn
- Village of Fontana
- City of Lake Geneva
- Village of Genoa City
- Town of Linn
- Country Estates Association
- Town of Geneva
- Village of Sharon
- City of Whitewater
- Village of Walworth
- Village of Williams Bay

PROJECT PURPOSE AND KEY DETAILS

The purpose of this MOU is to set guidelines related to funding and facilitating an upgrade to emergency storm sirens throughout Walworth County and to clarify future responsibilities for siren sites post-upgrade.

The Walworth County Sheriff's Office has funds available as part of the 911 Center Radio System Replacement Project (hereinafter "the Radio System Project"). The Radio System Project will enhance interoperability and continuity of operations between police, fire, and emergency medical services in Walworth County. The project will enhance overall safety.

The storm siren upgrade will implement the use of the same technology countywide to make all Walworth County sirens compatible with the existing warning systems in use by Delavan, Lake Geneva, and Whitewater. The system queries every siren in the county daily. The query asks about battery health, AC power, and provides a report. The same technology then communicates with the National Weather Service when warnings are issued. When warnings are received, the system controller determines which sirens fall within the areas to be warned and activates those sirens. This is an automated siren activation. This siren upgrade will enhance repair identification, ensure correct siren activation in designated areas, and improve the overall system and community safety.

WCSO proposes to pay the cost of outfitting the sirens with the compatible equipment. To finance the upgrade, WCSO has \$452,198.77 available. The cost per siren site is approximately \$7,300.00. The Entities have no financial responsibility for the storm siren upgrade. Through this Memorandum of Understanding, WCSO proposes to facilitate and fund the improvement of 59 emergency siren sites and 3 base stations in Walworth County, as well as to upgrade the central control system and backup system for the sirens. For this project, WCSO will facilitate, manage, and fund the countywide emergency siren site updates, central control system and backup system updates. During the upgrade, the Entities will maintain any insurance coverage related to their respective siren sites.

Siren Services, the company who services the Federal Signal Commander Systems in Lake Geneva, Delavan, and Whitewater, will be the company conducting the upgrade. Lieutenant Jason Rowland (hereinafter "Lt. Rowland"), from the Walworth County Sheriff's Office, is the project coordinator for the storm siren project. Lt. Rowland will manage the storm siren upgrade and will be the primary point of contact for Siren Services and will also be the point of contact for the Entities during the upgrade.

After the storm siren upgrade is complete, the Entities will resume all responsibility for maintenance, communication, and improvements to the siren sites located in their respective jurisdictions.

AGREEMENT PERIOD

The term of the agreement for this MOU shall begin when the upgrade of the shared siren system starts in the Spring of 2025 and will end upon completion of the installation of the upgrades to the siren sites, central control system, and backup system. Once the upgrade is complete, WCSO will no longer provide any funding for the siren sites, central control system or backup system, or any other components, nor will WCSO be responsible for any maintenance or service fees, nor will WCSO be responsible for any future communication or contracts regarding the Entities siren sites, unless a future agreement is entered into.

PARTY INDEPENDENCE

Each party to this MOU is a separate and independent entity. As such, each party retains its own identity in providing services, and each entity is responsible for establishing its own policies and financing its own projects and activities beyond this agreement.

FUTURE RESPONSIBILITY FOR MAINTENANCE

Following the completion of the countywide siren upgrade pursuant to this MOU, each entity will resume all responsibility for their own sirens, as well as any other prior obligations related to the sirens. Resuming responsibility for the sirens, siren sites, and systems includes any operation, maintenance, communication, and financial responsibility.

The current yearly recurring cost for maintaining the overall system will be \$16,411.00. Each of the sites will therefore be responsible for approximately \$280.00 per site for yearly maintenance and subscription costs. Yearly maintenance costs will be billed directly to the municipality/entity by Siren Services. Following the completion of the term of this MOU, WCSO will not be involved in anyway in the payment of yearly maintenance costs and all communications regarding the siren sites will be directly between the Entities and Siren Services.

COOPERATION

Each of the above listed Entities will cooperate with Lt. Rowland, Siren Services, and any other person who needs information or access to the siren system equipment and components to facilitate the storm siren upgrade.

Lt. Rowland will inform the Entities upon completion of the storm siren upgrade. Siren Services will notify the Entities when they will be responsible for payment of the yearly maintenance and subscription costs.

INDEMNIFICATION

The Entities are responsible for the insurance, operation, maintenance, and costs of their sirens, siren sites, and any equipment beyond the improvements proposed by this agreement. The Entities agree to fully indemnify and hold harmless Walworth County and the WCSO from all claims related to the siren sites and the siren site upgrades during the term of the MOU.

AMENDMENTS

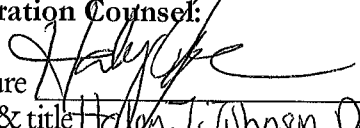
This agreement may be supplemented, amended, or revised in writing by agreement of the parties.

Dated this _____ of _____, 2025

Representative from Walworth County

Signature _____
Name & title _____
Date _____

Approved as to form by Walworth County Corporation Counsel:

Signature 
Name & title Helen J. Johnson, Deputy
Date 4/4/2025 Corporation
Counsel

Representative from Village of Darien

Signature _____
Name & title _____
Date _____

Representative from Village of Genoa City

Signature _____
Name & title _____
Date _____

Representative from Town of Linn

Signature _____
Name & title _____
Date _____

Representative from Country Estates Association

Signature _____
Name & title _____
Date _____

Representative from Town of Delavan

Signature _____
Name & title _____
Date _____

Representative from City of Delavan

Signature _____
Name & title _____
Date _____

Representative from Village of East Troy

Signature _____
Name & title _____
Date _____

Representative from City of Elkhorn

Signature _____
Name & title _____
Date _____

Representative from Village of Fontana

Signature _____
Name & title _____
Date _____

Representative from City of Lake Geneva

Signature _____
Name & title _____
Date _____

Representative from Town of Geneva

Signature _____
Name & title _____
Date _____

Representative from Village of Sharon

Signature _____
Name & title _____
Date _____

Representative from City of Whitewater

Signature _____
Name & title _____
Date _____

Representative from Village of Walworth

Signature _____
Name & title _____
Date _____

Representative from Village of Williams Bay

Signature _____
Name & title _____
Date _____



Radio Project & Storm Siren Upgrade

From Rowland, Jason <jrowland@co.walworth.wi.us>

Date Thu 10-Apr-25 16:15

To 'cwalters@burlington-wi.gov' <'cwalters@burlington-wi.gov'; 'pdchief@ci.delavan.wi.us' <'pdchief@ci.delavan.wi.us'; Gritzner, Ed <chief@cityoflakegeneva.gov>; Todd Lindert <TLindert@whitewater-wi.gov>; chiefschalow@bgcfire.org <chiefschalow@bgcfire.org>; Bob Williams <dariengarage@sharontelephone.com>; cwales@townofeasttroy.com <cwales@townofeasttroy.com>; 'Frank162@centurytel.net' <'Frank162@centurytel.net'; Chairman Township Linn James Weiss James Weiss <jweiss@townoflinn.com>; Chairman Township Richmond Jeffrey Karbash Jeffrey Karbash <theduckinn@att.net>; 'richbrandl@sharontelephone.com' <'richbrandl@sharontelephone.com'; 'lynn@yuppiehillpoultry.com' <'lynn@yuppiehillpoultry.com'; Chairman Township Sugar Creek Dale Wuttke Dale Wuttke <townsugarcreek@elknet.net>; Chairman Town of Troy John Kendall John Kendall <chair@townoftroy.com>; 'klsr@hotmail.com' <'klsr@hotmail.com'; 'lowelhagen@idc.net' <'lowelhagen@idc.net'; Swendrowski, Jeremy <jswendrowski@easttroywi.gov>; Cates, Jeff <jcates@vi.fontana.wi.gov>; Balog, Joe <balog@genoacitypolice.org>; Jeffrey R. Stien Mukwonago Fire Department Chief <chiefstien@mukwonagofire.org>

Cc Rowland, Jason <jrowland@co.walworth.wi.us>; Neumann, Todd <tneumann@co.walworth.wi.us>

2 attachments (407 KB)

CommanderOne Info.pdf; Storm Siren MOU.pdf;

Good afternoon, Local Emergency Managers,

I am writing you this afternoon to ask for your assistance in moving forward with a project to upgrade of your community's storm sirens.

The county board has approved funding to update the countywide storm siren alerting system as part of the new radio system. We intend to fund the cost of upgrading the alerting technology at all 59 siren sites to an automated control system.

Our proposition is to upgrade all 62 sites with the Federal Signal CommanderOne alerting system. This system is a cloud-based system that will allow remote activation via cellular service, with radio frequency as a backup, and provide real time diagnostics for you to ensure your sirens are operating at peak performance. Please see attached documentation about what the CommanderOne is all about. Let me be clear, we are not replacing the sirens themselves. We are upgrading the "guts" of the sirens, so they can "speak" with the new radio system. As with the radios, we are looking to bring our storm alerting systems into the next generation! With that being said, you may be asking, "Why do we need this upgraded system?" We have all heard the storm sirens go off just to look out and see clear blue skies and wonder, "Why are the sirens going off?!" With the CommanderOne system this will no longer happen. This system uses the polygons that are sent by National Weather Service, so only the sirens within the polygon will go off during a severe weather event. Our current system only allows us to activate all sirens or no sirens.

This entire project is slated to cost of approximately \$452,199.00. This cost, again, is going to be covered by the county using funds from the radio project. During the project, it became clear

that an upgrade was needed, and we determined that funding was available to use for this purpose. These funds will cover an upgrade to the 3 base stations that are needed for the system to run properly. City of Lake Geneva, City of Delavan, and City of Whitewater already have the CommanderOne system as part of their storm alerting systems. The City of Lake Geneva has agreed to be the host as the primary system that makes the system work, and the City of Delavan has agreed to be the backup.

As you are all aware, the maintenance of the storm sirens is your responsibility, and that will continue during and after the upgrade. The county will cover the \$452,199.00 to perform the upgrade, but ongoing maintenance continues to be the owner's responsibility. With the upgrade comes a bit of a yearly cost for your community. Because the system runs on a cellular system, there is a yearly fee that you will need to be a part of for each site you own and operate. According to Federal Signal Manufacturer, the yearly recurring cost county wide is \$16,411.00. When that number is split between each siren site, 59 in total, that comes out to approximately \$278.15 per siren site, per year. If your community has only 1 site, it will cost you \$278.15 per year for upkeep. If your community has 2 sites, it will cost you \$550.03, etc. These costs will not take effect until 2026, and your agreement will be with Federal Signal Manufacturer.

The agreement you sign with Federal Signal Manufacturer, you will have the ability receive daily diagnostic updates from the siren system to ensure it is working properly. The information you will receive includes, but is not limited to, battery life, connectivity issues, etc. The daily diagnostics will be sent to two (2) people in your community, of your choosing, so that if there is an issue reported, immediate action can be taken. This will assist your community in cost reductions when a problem is known sooner than later, and it will assist in ensuring the siren goes off when it is needed.

Attached you will also find a Memorandum of Understanding drafted and signed by one of the county's attorneys, Haley Johnson. We have been working on this for the last few months, and I believe it explains the same information as above. The next step for you is, if you do not have anything to do with the storm sirens in your community, please pass this on to whomever does. Either way, please try and get this on your community's board agenda as soon as you possibly can so we can keep this project moving forward. If you should have any questions, or need any assistance in some way, please do not hesitate to reach out.

Thank you for your time and patience. I am looking forward to working with you on this project!

Stay safe!

Jason

Jason W. Rowland #6300
Lieutenant
Walworth County Emergency Management Director
WCEM-P
FBI NA Session 291
Cell: 262-903-2740
Office: 262-741-4616
Walworth County Sheriff's Office
1770 Cty Hwy NN
Elkhorn, WI 53121
jrowland@co.walworth.wi.us
ONE TEAM, ONE MISSION



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

**A RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH WALWORTH
COUNTY SHERIFF RE: STORM SIRENS UPGRADES**

WHEREAS, the Village of Williams Bay (the “Village”) is a Wisconsin municipality; and

WHEREAS, in furtherance of its duty to manage facilities of the Village responsibly and protect life and safety; and

WHEREAS, on May 5, 2025, the Village Protective Services Committee and Finance & Personnel Committee recommended approval of a Memorandum (MOU) between the Walworth County Sheriff’s Department and the Village of Williams Bay (among other Walworth County municipalities); and

WHEREAS, on June 16, 2025, the Village of Williams Village Board, as recommended by the Protective Services Committee, has determined that it is in the best interests of the Village and its residents to approve the Memorandum of Understanding with the Walworth County Sheriff: re: Storm Sirens Upgrades as set forth in Exhibit A to this Resolution.

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

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

Section II: Approval. The Board of Trustees hereby authorizes the MOU, therefore.

Approved by the Village Board of the Village of Williams Bay this 19th day of May 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

**MEMORANDUM OF UNDERSTANDING WITH WALWORTH COUNTY SHERIFF
RE: STORM SIRENS UPGRADES**

DRAFT

RESOLUTION R-XX-25

**A RESOLUTION APPROVING THE SECOND AMENDMENT TO THE
ADOPTED VILLAGE FEE SCHEDULE FOR YEAR 2025
(Boat Launch Fees)**

WHEREAS, the Village of Williams Bay Village Board, Walworth County, State of Wisconsin has determined that it is prudent that fees be reviewed for cost effectiveness; and,

WHEREAS, the Village of Williams Bay desires to not reference specific dollar amounts within the Village Ordinances and instead, will provide a Resolution setting fees for passage; and

WHEREAS, on December 18, 2024, the Williams Bay Village Board, as recommended for approval by the Finance and Personnel Committee, approved the 2025 Fee Schedule; and

WHEREAS, in February 2025, the Village of Williams Bay Board of Trustees approved the First Amendment to the Fee Schedule for year 2025 increasing the sewer rates; and

WHEREAS, in May 2025, the Wisconsin Department of Natural Resources notified the Village that having separate Commercial Boat Launch Fees are not permitted; and

WHEREAS, on May 19, 2025, the Village of Williams Bay Board of Trustees approved Ordinance 2025-O-25 Repealing Section 281-12 of the Code of Ordinances of the Village of Williams Bay Regarding Launch Area Use; and

WHEREAS, on June 2, 2025, the Finance and Personnel Committee recommended approval of the Second Amendment to the 2025 Fee Schedule eliminating the Village Commercial Boat Launch Fees.

THEREFORE, BE IT RESOLVED that the Village of Williams Bay, Walworth County, Wisconsin by this resolution approves the amended fee schedule for year 2025 as attached Exhibit A.

Approved by the Village Board of the Village of Williams Bay this 16th day of June 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A
Village of Williams Bay
Amended Fee Schedule for Year 2025
(Attached Following Pages)

DRAFT



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

FINANCE AND TAXATION

Fee Type	Fee	Resolution	Chapter
Room Tax Permit	\$25	R-9-18	46

ALARM SYSTEMS

Fee Type	Fee	Resolution	Chapter
Alarm Permit	\$10 annually	R-8-21	125

ALCOHOL BEVERAGES

Fee Type	Fee	Resolution	Chapter
Alcohol Beverages - "Class A" intoxicating liquor	\$500 per year	R-8-21	128
Alcohol Beverages - "Class B" intoxicating liquor	\$500 per year	R-8-21	128
Alcohol Beverages - "Class A" fermented malt beverage	\$25 per year	R-8-21	128
Alcohol Beverages - "Class B" fermented malt beverage	\$100 per year	R-8-21	128
Class "B" picnic	\$10 per license	R-8-21	128
Reserve "Class B"	\$10,000 for initial issuance or \$500 if a bona fide club or lodge situated and incorporated in the state for at least six years. After initial issuance, \$500 per year	R-8-21	128
Class "C" wine license	\$100 per year	R-8-21	128
Publication fee	\$50	R-8-21	128
Operator's license	\$40 per two years	R-8-21	128
Provisional operator license	\$15	R-9-21	128
Temporary operator license	\$10	R-9-21	128

AMUSEMENTS

Fee Type	Fee	Resolution	Chapter
Amusement permit	\$5	R-8-21	132

ANIMALS

Fee Type	Fee	Resolution	Chapter
Dog License fees - Altered (spayed/neutered) dog	\$15	R-8-21	136
Dog license fees - Unaltered dog	\$30	R-8-21	136
Kennel license (under 174.053(1), Wis. Stats.	\$35	R-8-21	136
Late dog license fee - April 1st or later	\$5	R-8-21	136
Riding or livery stable license, each horse kept or boarded	\$10	R-8-21	136

BICYCLES AND PLAY VEHICLES

Fee Type	Fee	Resolution	Chapter
Bicycle registration fee	\$2	R-8-21	145

CIGARETTES AND TOBACCO PRODUCTS



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Fee Type	Fee		Resolution	Chapter
Cigarette/tobacco license	\$100		R-8-21	164

EXPLOSIVES

Fee Type	Fee		Resolution	Chapter
Explosives - license fee	\$10 annually		R-8-21	182
Explosives - Fee per tree blasted	\$1		R-8-21	182
Explosives - More than one charge of explosive	\$1 for each charge		R-8-21	182
Fireworks	\$100		R-15-22	264

HOUSING STANDARDS AND RENTAL PROPERTY

Fee Type	Fee		Resolution	Chapter
Property Registration	\$10 per building		R-12-18	205
Initial Inspection Fee	\$75 per unit		R-12-18	205
Reinspection Fee	\$150 per unit		R-12-18	205
Voluntary inspection Fee	\$90 per unit		R-12-18	205

MOBILE HOMES, RECREATIONAL AND COMMERCIAL MOTOR VEHICLES AND TENTS

Fee Type	Fee		Resolution	Chapter
Mobile home park license or renewal	\$2 for each space		R-8-21	242
Mobile home park license transfer	\$10 each transfer		R-8-21	242

NUISANCES

Fee Type	Fee		Resolution	Chapter
Noxious Weed Removal	\$200/hour or fraction thereof and \$100 for the next half hour or fraction thereof, plus a \$50 administrative fee.		R-8-21	253

Peace & Good Order

Fee Type	Fee		Resolution	Chapter
Edgewater Rental Deposit (non-profit Williams Bay organizations only)	\$500 refundable deposit		R-8-21	264
Lions Field House - Resident homeowner	\$200		R-9-21	264
Lions Field House - Resident renter	deposit		R-9-21	264



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

PUBLIC WATER AND BEACHES

Fee Type	Fee		Resolution	Chapter
Commercial Launch fee – Daily	\$90		R-XX-25	281
Commercial Launch fee – Annual	\$900		R-XX-25	281
Fishing Tournament fees:				281
1 to 10 boats	\$25 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281
11 to 25 boats	\$75 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281
26 to 50 boats	\$250 flat fee plus launch fee for each boat	effective 1/1/23	R-27-22	281
51 or more boats	Fee determined on a case by case basis - Need approval of Village Board	effective 1/1/23	R-27-22	281
Waterway Markers	\$7 each		R-9-21	281
Beach Tags (kids 5 and under free)				
Resident (<i>limited to those living in household</i>)	\$5 each	effective 1/1/23	R-27-22	N/A
Non-Resident:			R-4-19	N/A
Children (Age 6-11)	\$50 each		R-4-19	N/A
Adult (Age 12 and up)	\$70 each		R-4-19	N/A
Family	\$180 each, up to 4 tags		R-4-19	N/A
Non-Resident students of Williams Bay School District and Faith Christian Schools	\$25 each		R-4-19	N/A
Lost Tags	\$25 each		R-4-19	N/A
Guest Pass (<i>Residents only</i>)	\$10 each; limit 3 per household		R-4-22	N/A
Daily Fees (kids 5 and under free)				
Daily passes purchased at beach			R-4-19	N/A
Children (Ages 6-11)	\$5		R-4-19	N/A
Adult (Age 12 and up)	\$10		R-4-22	N/A
Parking pass (<i>Residents only</i>)	\$3 each; limit 3 per household	effective 1/1/23	R-27-22	N/A
Annual Boat slip lease				
Municipal slip	\$2,379.30		R-94-24	N/A
24' slip	\$2,656.50		R-94-24	N/A
26' slip	\$2,852.85		R-94-24	N/A
28' slip	\$2,945.25		R-94-24	N/A
Boat lift installation	\$236.25		R-69-23	N/A
Boat lift removal	\$236.25		R-69-23	N/A
Boat lift storage	\$131.25		R-69-23	N/A
Municipal Ramp	\$315.00		R-69-23	N/A
Municipal Rack	\$126.00		R-69-23	N/A
Annual Horvath Storage	\$759.60		R-4-19	N/A



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Launch Frees-Resident	Daily	Annual		
Non-Motorized (East Launch)	\$2	\$20.00	R-5-20	N/A
Non-Motorized (West Launch)	\$13.00	\$130.00	R-XX-25	N/A
19'11" or less	\$19.00	\$190.00	R-XX-25	N/A
20' to 25'11"	\$23.00	\$230.00	R-XX-25	N/A
26' or greater	\$27.00	\$275.00	R-XX-25	N/A
Launch Fees- Non Resident	Daily	Annual		
Non-Motorized (East Launch)	\$2	\$20.00	R-5-20	N/A
Non-Motorized (West Launch)	\$13.00	\$130.00	R-XX-25	N/A
19'11" or less	\$19.00	\$190.00	R-XX-25	N/A
20' to 25'11"	\$35.00	\$350.00	R-XX-25	N/A
26' or greater	\$41.00	\$410.00	R-XX-25	N/A
Kayak and Paddleboard rental fees				
<u>Resident Rates</u>				
Kayak Tandem - 1 hour	\$20		R-7-22	N/A
Kayak Tandem - 2 hours	\$40		R-7-22	N/A
Kayak Tandem - 4 hours	\$55		R-7-22	N/A
Kayak Tandem - Day	\$90		R-7-22	N/A
Kayak Single - 1 hour	\$15		R-7-22	N/A
Kayak Single - 2 hours	\$25		R-7-22	N/A
Kayak Single - 4 hours	\$45		R-7-22	N/A
Kayak Single - Day	\$80		R-7-22	N/A
Stand Up Paddle Board - 1 hour	\$15		R-7-22	N/A
Stand Up Paddle Board - 2 hours	\$25		R-7-22	N/A
Stand Up Paddle Board - 4 hours	\$45		R-7-22	N/A
Stand Up Paddle Board - Day	\$80		R-7-22	N/A
<u>Non- Resident Rates</u>				
Kayak Tandem - 1 hour	\$30		R-7-22	N/A
Kayak Tandem - 2 hours	\$55		R-7-22	N/A
Kayak Tandem - 4 hours	\$80		R-7-22	N/A
Kayak Tandem - Day	\$130		R-7-22	N/A
Kayak Single - 1 hour	\$25		R-7-22	N/A
Kayak Single - 2 hours	\$40		R-7-22	N/A
Kayak Single - 4 hours	\$55		R-7-22	N/A
Kayak Single - Day	\$105		R-7-22	N/A
Stand Up Paddle Board - 1 hour	\$25		R-7-22	N/A
Stand Up Paddle Board - 2 hours	\$40		R-7-22	N/A
Stand Up Paddle Board - 4 hours	\$55		R-7-22	N/A
Stand Up Paddle Board - Day	\$105		R-7-22	N/A



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Financial				
Photocopies Wis. Stats. 19.3 (3) (a)	\$.25 per side of page		R-11-19	N/A
Incident Reports	\$2.00 for reports 5 pages or less; \$3.00 for 6-10 pages; \$4.00 for 11-15 pages, .25 pp thereafter		R-11-19	N/A
Accident Reports	\$6.00 per report		R-11-19	N/A
CD/DVD	\$5.00 per CD/\$10 per DVD		R-11-19	N/A
Photographs	\$2.00 each 3X5 / \$3.00 each 5X7 / \$5.00 each 8X10		R-11-19	N/A
Transcription Fees	\$20 per page for a transcript of a recording if transcription is required		R-11-19	N/A
Mailing Fees Wis. Stats. 19.35 (3) (d)	Actual, Necessary, and Direct Cost		R-11-19	N/A
Locating Fees Wis.Stats. 19.35(3) (c)	Actual current hourly rate of employee locating record, if in excess of \$50		R-11-19	N/A
Special Assessment Letters	\$40.00		R-8-18	N/A
Return Check Fee	\$35.00		R-8-18	N/A
SEWER USE FEES				
Fee Type	Fee		Resolution	Chapter
Sewer Base Rate Fee	\$96.17/Qtr		R-10-25	295
Sewer Use Rate Fee	\$4.40 per 1,000 Gallons		R-10-25	295
STREETS AND SIDEWALKS				
Fee Type	Fee		Resolution	Chapter
Snow Removal	\$200/hour or fraction thereof and \$100 for the next half hour or fraction thereof, plus a \$50 administrative fee.		R-8-18	314
Street Opening Permit	\$50 each opening		R-9-21	314
TRANSIENT MERCHANTS				
Fee Type	Fee		Resolution	Chapter
Peddlers & Transient Merchant Registration Fee	\$50 Non Refundable		R-8-21	327



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

VEHICLES, ABANDONED AND JUNKED

Fee Type	Fee		Resolution	Chapter
or auction sale, storage fee	\$10 per day		R-8-21	342
Abandoned and junked vehicles - List of vehicles to be sold	\$10		R-8-21	342
junking charges	\$10		R-8-21	342

VEHICLES AND TRAFFIC

Fee Type	Fee		Resolution	Chapter
Snowmobile renter's license application fee	\$25		R-8-21	345
Motor-driven cycles rental license fee - Four or fewer vehicles	\$50		R-8-21	345
fewer than nine vehicles	\$100		R-8-21	345
Motor-driven cycles rental license fee - Nine or more vehicles	\$125		R-8-21	345

BUILDING CONSTRUCTION

Fee Type	Fee		Resolution	Chapter
<u>RESIDENTIAL BUILDING (1 and 2 FAMILY)</u>				
	Minimum \$70		R-20-22	153
1. New Construction	\$0.34 per square ft.		R-20-22	153
2. Additions	\$0.34 per square foot		R-20-22	153
3. Remodels, repairs, alterations	\$8 per \$1000 valuation		R-20-22	153
4. Accessory Structures	\$0.27 per square foot		R-20-22	153
5. Decks	\$120		R-20-22	153
6. Pools, above ground	\$100		R-20-22	153
7. Pools, in ground	\$150		R-20-22	153
8. Siding	\$72		R-20-22	153
9. Re-roof	\$72		R-20-22	153
10. Re-inspection	\$75 per inspection		R-20-22	153
11. Early start permit	\$180.00		R-20-22	153
12. Occupancy Permit	\$85.00		R-20-22	153
13. Temporary Occupancy Permit	\$96.00		R-20-22	153
14. WI UDC Decal	\$43.00		R-20-22	153
15. Raze/Demolition	\$120 plus \$0.07 per square foot (may be waived if condemned)		R-20-22	153
16. Moving of buildings	\$190 plus \$0.07 per square foot		R-20-22	153
17. Permit to begin construction of footings and foundations	\$192		R-20-22	153
18. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation		R-20-22	153



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

COMMERCIAL BUILDINGS – ALL NON-RESIDENTIAL AND MULTI-FAMILY RESIDENTIAL				
1, New Construction	New Residential: \$0.34 per square foot		R-20-22	153
	New Business: \$0.31 per square foot		R-20-22	153
	New Manufacturing/industrial: \$0.21 per square foot		R-20-22	153
2. New Construction, Agricultural	\$0.28 per square foot		R-20-22	153
3. Additions	\$0.31 per square foot		R-20-22	153
4. Remodel (Levels 1 and 2) Up to \$10,000 cost	\$8 per \$1,000 valuation		R-20-22	153
5. Remodel (Level 3)	\$0.34		R-20-22	153
6. Re-roof	\$120		R-20-22	153
7. Re-inspection	\$75 per inspection		R-20-22	153
8. Early start permit	\$252		R-20-22	153
9. Occupancy Permit	Commercial: \$190 per unit		R-20-22	153
	Industrial, Institutional: \$180 per unit		R-20-22	153
10. Temporary Occupancy Permit	\$192.00		R-20-22	153
11. Raze/Demolition	\$100 plus \$0.07 per square foot		R-20-22	153
12. Moving	\$175 plus \$0.07 per square foot		R-20-22	153
13. All other buildings where square footage cannot be determined	\$11 per \$1,000 valuation		R-20-22	153
14. Commercial and Industrial exhaust hoods and systems	\$132		R-20-22	153
15. Fuel Tanks	Installation: \$8 per 1,000 gallons		R-20-22	153
	Removal, repairs, alterations: \$100 per tank		R-20-22	153
LAND DISTURBANCE AND EROSION CONTROL				
1. 1 and 2 Family Residences	\$156		R-20-22	153
	\$192 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre		R-20-22	153
2. Multi-family Residences				
	\$192 for 1 st 15,000 sq ft, \$15/1000 square feet up to 1 acre		R-20-22	153
3. Commercial, Industrial			R-20-22	153
4. Accessory Buildings	\$120		R-20-22	153
5. Decks, patios, retaining walls, pools	\$120		R-20-22	153
6. Additions	\$120		R-20-22	153



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

PLAN REVIEW FEES				
1. 1 and 2 Family Residence	\$240		R-20-22	153
2. 1 and 2 Family Addition	\$102		R-20-22	153
3. 1 and 2 Family Alteration	\$78		R-20-22	153
4. Multi-Family Residence	\$270 plus \$43 per unit		R-20-22	153
5. Commercial/Industrial New, Alteration or Addition	any state review is per SBD 118		R-20-22	153
6. Accessory Building over 120 square feet	\$90		R-20-22	153
7. Decks	\$67		R-20-22	153
8. Swimming pools	\$120		R-20-22	153
9. Mechanical Plans	\$84 per page		R-20-22	153
10. Revisions	\$84 per page		R-20-22	153
ELECTRICAL				
1. New Building	foot		R-20-22	153
2. Service Upgrades, Rewire, Temp	\$90		R-20-22	153
3. Generator, Transfer Switch	\$120		R-20-22	153
4. Remodel, Replacement	foot		R-20-22	153
5. Commercial, Level 2 alteration	foot		R-20-22	153
6. Commercial, Level 3 Alteration	foot		R-20-22	153
7. Replacement	\$90		R-20-22	153
HVAC				
1, New Building	foot		R-20-22	153
2. Commercial Level 2 Alteration	foot		R-20-22	153
3. Commercial Level 3 Alteration	foot		R-20-22	153
4. Replacement	\$90.00		R-20-22	153
OTHER NOTES				
Special Inspections, complaints, pre-existing permits, others	Hourly Rate, one hour minimum		R-20-22	153
Failure to obtain permit before starting work	Double fee		R-20-22	153
Determining Square Footage	Include all floor levels, crawl spaces, basements, decks and porches, based on outside dimensions. Building Inspector responsible for final calculations		R-20-22	153
Failure to call for final inspection	\$60		R-20-22	153
Tree Permit	\$50/ for 1-5 trees, and \$10/tree above that OR \$250 donation to Friends of Kishwaukee for each tree not being replaced		R-15-22	331



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

PLUMBING STANDARDS

Fee Type	Fee	Resolution	Chapter
PLUMBING			
1. New Building	foot	R-20-22	270
2. Sanitary Building Sewer	\$90 1 st 100 feet and \$0.05 per foot thereafter	R-20-22	270
3. Sanitary Sewer Connection Fee	\$4,860.00	R-XX-25	295-6
4. Storm Building Sewer	\$90 1 st 100 feet and \$0.05 per foot thereafter	R-20-22	270
5. Manholes/Catch Basins	\$90 each	R-20-22	270
6. Water Service	\$75 1 st 100 feet and \$0.35 per foot thereafter	R-20-22	270
7. Fire Sprinkler System	\$95 base fee, plus \$0.05 per square foot thereafter	R-20-22	270
8. Replacement	\$90.00	R-20-22	270
9. Plumbing Permit - Connection to sanitary sewer	\$500 plus Walcomet charges	R-8-21	270

LAND DIVISION

Fee Type	Fee	Resolution	Chapter
Subdivider fee in lieu of planting street trees	\$100	R-8-21	375
Reapplication fee for any preliminary plat previously reviewed	\$200	R-8-21	375
Reapplication fee for any final plat previously reviewed	\$200	R-8-21	375

ZONING

Fee Type	Fee	Resolution	Chapter
Residential Principal Use - Single Family	\$175	R-5-18	390
Residential Principal Use - Two Family	\$175	R-5-18	390
Residential Principal Use - Multiple Family/Condos	\$225 plus \$20/unit	R-5-18	390
Residential Accessory Use	\$75	R-5-18	390
Residential Addition/Alteration	\$75	R-5-18	390
Residential Deck	\$75	R-5-18	390
Swimming Pool	\$100	R-5-18	390
Commercial, Business, Institutional & Industrial Principal Use	\$150	R-5-18	390
Commercial, Business, Institutional & Industrial Addition	\$100	R-5-18	390
Telecommunication Towers	\$100	R-5-18	390
Signs - New	\$150	R-5-18	390
Signs - Refacing	\$75	R-5-18	390
Fences	\$75	R-5-18	390
Written Zoning Verification	\$75	R-5-18	390
Permit Revision Fee	\$50	R-5-18	390
Certified Survey Map	\$200 plus \$20/lot	R-5-18	390
Preliminary Plat	\$200 plus \$20/lot	R-5-18	390
Final Plat	\$100 plus \$10/lot	R-5-18	390



**Village of Williams Bay
Amended Fee Schedule for 2025
Adopted 06/16/2025**

Fees are changed by resolution of the Village Board of the Village of Williams Bay.

Planned Development	\$500		R-5-18	390
Interpretation	\$200		R-5-18	390
Certificate of Compliance	\$200		R-5-18	390
Temporary Use Permit	\$200		R-5-18	390
Project Concept Review	\$200		R-5-18	390
Site Plan Review	\$200 plus .04/sf floor area		R-5-18	390
Zoning Map/Text Amendment	\$500		R-5-18	390
Conditional Use Permit	\$500		R-5-18	390
Variance	\$500		R-5-18	390
Appeal	\$500		R-5-18	390
Land Use Plan Amendment	\$500		R-5-18	390
Tourist Rooming House Permit	\$450	effective 1/1/23	R-28-22	390
<u>FIRE/EMS DEPARTMENT</u>				
Resident				
BLS Transport	\$1500/\$20 per mile		R-94-24	
ALS Transport	\$1500/\$20 per mile		R-94-24	
Non-Transport	No Fee		R-94-24	
Non-Resident			R-94-24	
BLS Transport	\$1500/\$20 per mile		R-94-24	
ALS Transport	\$1500/\$20 per mile		R-94-24	
BLS Non-Transport	\$200.00		R-94-24	
ALS Non-Transport	\$400.00		R-94-24	
Paramedic Intercept			R-94-24	
ALS Transport	\$500.00		R-94-24	
Non-Transport - Cardiac Arrest	\$500.00		R-94-24	
Repeat Non-Transport Fees			R-94-24	
Up to Three Per Year	Standard Fees		R-94-24	
4th Response	\$200.00		R-94-24	
5th Response & Above	\$400.00		R-94-24	
2024 Standby Fees			R-94-24	
One Apparatus - Up to 8 Hours	\$500.00		R-94-24	
Paramedic Per Hour	\$46.00		R-94-24	
Firefighter/EMT Per Hour	\$38.00		R-94-24	

MUNICIPAL BUSINESS LEASE

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

1. This lease is made this ____th day of _____, 2025, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center herein called the Renter.

2. The Municipality, in consideration of the agreements with the Renter herein set forth, hereby leases to the Renter, to occupy Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.

3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 2025. There shall be no automatic renewal of this agreement.

SECTION II. Rental Payments.

1. Amount of Rent: The monthly rental payment owed by the Renter shall be \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2025. The Renter shall provide verification of the gross sales to the Municipality along with their payment.

2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2025. This will be a lump-sum payment for the entire season and length of the contract.

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

SECTION III. The Renter Agrees as Follows:

1. It is the responsibility of the Renter to obtain and hold all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, and to comply with all requirements of said licenses and permits and provide copies of the same to the Village Administrator.

2. Renter agrees to not interfere with beach cleaning operations by Village Staff.

3. Premises herein leased and every part thereof, during said term, shall be used only for the lawful business purposes of the Renter.

4. Renter shall not alter or redecorate said premises without prior written consent of Municipality. Renter agrees to maintain the area in a neat, clean, and orderly manner.

5. Renter agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.

6. Renter agrees not to assign this lease or sublease the premises without the consent of the Municipality.

7. Renter agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center and Nikelle Burrough agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Nikelle Burrough, Crescent Moon Massage Therapy,
DBA Crescent Moon Wellness Center

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2025.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

Adam Jaramillo, President

ATTEST:

Tina Kolls, Clerk

DRAFT



First National Bank and Trust Company
345 East Grand Avenue
Beloit, WI 53511
Tel: 800.667.4401
Fax: 608.363.8174
www.bankatfirstnational.com

April 3, 2025

Ms. Jennifer Wise
Village Treasurer
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

Re: Bank Service Agreement

Dear Jennifer,

Thank you for your continued business with First National Bank and Trust Company. We appreciate the opportunity to continue offering financial services to the Village of Williams Bay (The Village). The services are outlined below and will be in effect with the Village of Williams Bay and First National Bank and Trust Company (FNBT) for an additional two-year period ending June 6, 2027, with the option of extensions thereafter.

The structure and services are outlined as follows:

- The Village shall maintain a balance of \$500,000 in a non-interest-bearing account and excess funds above this will continue to be automatically swept to an interest-bearing account, "Insured Cash Sweep".
- Interest bearing accounts under The Village's Tax Identification number will be tied to the Weekly Federal Funds Effective Rate (as published in the Wall Street Journal) minus 0.60%. The current Federal Funds Effective rate as of April 2, 2025, is 4.33%.
- By meeting the balance requirements above, The Village's Municipal Checking accounts' maintenance and transaction service fees will continue to be waived. Cash Management services consisting of ACH Origination; Target Balance Sweep (ICS), Remote Deposit Capture; Positive Pay, ACH Filter exception items and Online Banking Fees will continue to be waived. The waiver of services provided to The Village has an average annual savings or value to The Village of approximately \$8,300 a year.
- Wire Transfer fees, Non-sufficient funds (NSF) fees, and Stop Payment fees will be charged at the time of occurrence. Fraud Management - ACH Filter was placed on eleven accounts in 2024, The Village will be charged \$25 a month for this service, (the fees are reduced from \$132 to \$25).
- FNBT will continue to collateralize The Village's available balances over the FDIC limits and State of Wisconsin coverage for those balances under The Village's Tax Identification number. FNBT will collateralize via the use of Federal Home Loan Bank Letter of Credit(s) and or an Insured Cash Sweep (ICS) product, or something similar. To assist in making sure we have adequate collateral coverage, FNBT asks to be notified of changes in funds/balances.

- FNBT also asks for the opportunity to bid on any additional financing in which the Village may need now, or in the future.

Thank you for the opportunity to continue providing banking services to the Village of Williams Bay. I welcome your call with any questions and can be reached at 262-427-9955 or email at amber.frantz@bankatfirstnational.com with questions.

Sincerely,

Amber Frantz
V.P., Cash Management Officer

Service Agreement

We agree to the Banking Services Agreement above dated June 6, 2025 until June 6, 2027, with the option of extensions thereafter.

Village of Williams Bay

Signed by: _____
William Duncan, Village President

Date: _____

Attest by: _____
Jennifer Wise, Village Treasurer

Date: _____

First National Bank and Trust Company

Signed by: _____
Amber Frantz, V.P., Cash Management Officer

Date: _____

Hello Jennifer,

I hope this email finds you well! I'm writing to you regarding the Bank Service Agreement we have in place, we are looking to renew our agreement for another two years. I attached the Draft for the 2025-2027 upcoming agreement as well as the 2023-2025 agreement that is expiring; below I've outlined the differences between the two and the changes we are proposing:

1. 2025 Agreement, 1st Bullet Point / 2023 Agreement, 1st and 2nd Bullet Points – Since you established the target balance sweep/Insured Cash Sweep (ICS) there are no changes, the language is combined into one bullet point.
2. 2025 Agreement, 2nd Bullet Point / 2023 Agreement, 3rd Bullet Point – We are proposing to change the rate to Fed Funds Effective Rate minus 0.60%; a change of 0.10% basis points.
3. 2025 Agreement, 3rd Bullet Point / 2023 Agreement, 4th Bullet Point - This section covers what the bank is waiving in fees, the Target Balance Sweep (ICS) was added to show it is waived.
4. 2025 Agreement, 4th Bullet Point / 2023 Agreement, 4th Bullet Point – This section covers what fees will be charged to the Village. I added language regarding the \$25 monthly fee for having ACH Filter on all eleven accounts.
5. 2025 Agreement, 5th Bullet Point / 2023 Agreement, 5th Bullet Point – The product “Insured Cash Sweep” was added as an option for collateral coverage.
6. 2023 Agreement, 6th Bullet Point – This was language regarding adding fraud tools, since the Village has done this, this section has been removed.
7. 2025 Agreement, 6th Bullet Point / 2023 Agreement, 7th Bullet Point – No changes.

Once you've had an opportunity to review the Draft, please let me know if you have any questions or if would like to schedule a time to visit and discuss in more detail.

Thanks much!

Amber

Amber Frantz

Vice President | Cash Management Officer

amber.frantz@bankatfirstnational.com

Direct: 262.427.9955 | Internal Ext: 8912

Cell: 608.447.1802

First National Bank and Trust

105 State Road 67

Walworth, Wisconsin 53184

www.bankatfirstnational.com

Williams Bay 2026 Budget Time-line

DRAFT

5/28/2025

Date	Meeting	Times:	Budget Items
6/2/2025	F&P COW	6:30 PM	FP Meeting Set budget review schedule
6/09/2025 (Week Of)	Finance & Personnel - CIP Review with Department Heads and Baird		2026 CIP Projects and Borrowings
6/17/2025	Department Heads Meeting #1 - Call for Draft Departmental Budgets by July 31st		
7/21/2025 (Week Of)	Finance & Personnel	9:00 AM	FP Meeting Set budget salary increase parameters
7/31/2025	Departmental Draft Budgets Due		
8/04/2025 (week of)	Department Heads Meetings #2 - Review Draft Department Budgets & Draft CIP		
8/15/2025	State of Wisconsin - Net New Construction amount published		
8/18/2025 (week of)	Department Heads Meetings #3 - Final Draft Budget & CIP. Net New Construction to set allowable levy limits		
<i>Village Code Deadline - September 15th</i>			
09/01/2025 (week of)	Protective Services	9:00 AM	Rescue, Dive, Police Fire
Committee Budgets and CIP Reviews	Parks and Lakefront	10:00 AM	Recreation, Parks
	Water & Sewer	11:00 AM	Water & Sewer
	Streets & Highways	12:00 PM	Public Works
9/08/2025 (week of)	Finance & Personnel Individual Departments Meeting		
9/08/2025 (Mon)	Finance & Personnel	9:30 AM	Water
		:	Sewer
		:	Public Works
		11:00 AM	CIP and Debt Service (Baird and Village Engineer)
9/09/2025 (Tues)	Finance & Personnel	9:00 AM	Lakefront
		:	Parks
		:	Recreation
		11:00 AM	General Administration
9/10/2025 (Wed)	Finance & Personnel	9:00 AM	Library
		:	Rescue
		:	Dive
		:	Fire
		11:30 AM	Police
9/22/2025 (week of)	Finance & Personnel	09:00 AM to 11:00 AM	Draft Budget Review (revenues and expenses)
9/30/2025	State of Wisconsin - State Aid \$ published		
10/01/2025 (Wed)	Finance & Personnel	9:00 AM to 11:00 AM	Draft Budgets Review
			2025 Salaries and Wages
			Commitment of Fund Balance 2025
			Levy Limit
			*Public Hearing Notice - publish by Nov 4 for VB 11/18 Public Hearing
10/06/2025 (Mon)	Finance & Personnel - Presentation to Village Board		F&P Presentation of Draft Budget & Draft Appropriations
<i>Village Code Deadline - October 28th</i>			
10/27/2025	Village Staff - publish public hearing notice		Resolution to the Village Board
11/17/2025 (Mon)	Village Board		Public Hearing
			Budget Presentation
			Resolution Adopting Budget and Tax Levy
*Tax Bills mailed by 12/1			

Borrowed Funds Status Reports -- 5/28/2025

Balances

	Fund Allocations			
	Levy			
	Supported	Sewer	Water	Total
Initial 2022 Borrowing	\$3,735,000	\$2,800,000	\$5,600,000	\$12,135,000
Projects Completed	\$1,648,334	\$623,529	\$1,658,143	
Balance	\$2,086,666	\$2,176,471	\$3,941,857	
Projects in Process	\$1,837,875	\$2,087,520	\$4,443,252	
ARPA Funds Added	\$189,035			
Ambulance Grant	\$89,005			
Balance	\$526,831	\$88,951	-\$501,395	
New Loans		\$2,026,050	\$4,542,950	
Balance		\$2,115,001	\$4,041,555	
Transfers from Water		\$1,704,529	-\$1,704,529	
Balance		\$3,819,530	\$2,337,026	
2025 CIP Projects	\$289,844	\$495,000	\$238,600	
Balance	\$236,987	\$3,324,530	\$2,098,426	
2026 CIP Projects	\$1,248,822	\$872,000	\$0	
Balance	-\$1,011,835	\$2,452,530	\$2,098,426	
Projects: 2027-2031		\$4,481,000	\$8,619,500	

2026 General Fund CIP Projects

Public Wks Bldg Furnace	\$12,000
Utility Vehicle	\$28,000
Mower	\$28,000
DPW Truck	\$45,000
Plow truck	\$125,000
Library flooring	\$10,000
Library bathrooms	\$6,000
Lions Park Walking Path	\$65,000
Axon Body Cams	\$8,886
Axon taser	\$6,436
Space Needs Assessment, PD	\$12,000
Pickelball windscreens	\$7,500
Main/Emergency Entries Library	\$125,000
Pine Tree Removal/Replacement	\$30,000
Landscaping upgrades	\$25,000
Document Scanning	\$15,000
Walworth Avenue Paving	\$700,000
Subtotal	\$1,248,822

Hello Jennifer,

I hope this email finds you well! I'm writing to you regarding the Bank Service Agreement we have in place, we are looking to renew our agreement for another two years. I attached the Draft for the 2025-2027 upcoming agreement as well as the 2023-2025 agreement that is expiring; below I've outlined the differences between the two and the changes we are proposing:

1. 2025 Agreement, 1st Bullet Point / 2023 Agreement, 1st and 2nd Bullet Points – Since you established the target balance sweep/Insured Cash Sweep (ICS) there are no changes, the language is combined into one bullet point.
2. 2025 Agreement, 2nd Bullet Point / 2023 Agreement, 3rd Bullet Point – We are proposing to change the rate to Fed Funds Effective Rate minus 0.60%; a change of 0.10% basis points.
3. 2025 Agreement, 3rd Bullet Point / 2023 Agreement, 4th Bullet Point - This section covers what the bank is waiving in fees, the Target Balance Sweep (ICS) was added to show it is waived.
4. 2025 Agreement, 4th Bullet Point / 2023 Agreement, 4th Bullet Point – This section covers what fees will be charged to the Village. I added language regarding the \$25 monthly fee for having ACH Filter on all eleven accounts.
5. 2025 Agreement, 5th Bullet Point / 2023 Agreement, 5th Bullet Point – The product “Insured Cash Sweep” was added as an option for collateral coverage.
6. 2023 Agreement, 6th Bullet Point – This was language regarding adding fraud tools, since the Village has done this, this section has been removed.
7. 2025 Agreement, 6th Bullet Point / 2023 Agreement, 7th Bullet Point – No changes.

Once you've had an opportunity to review the Draft, please let me know if you have any questions or if would like to schedule a time to visit and discuss in more detail.

Thanks much!

Amber

Amber Frantz

Vice President | Cash Management Officer

amber.frantz@bankatfirstnational.com

Direct: 262.427.9955 | Internal Ext: 8912

Cell: 608.447.1802

First National Bank and Trust

105 State Road 67

Walworth, Wisconsin 53184

www.bankatfirstnational.com

DRAFT



First National Bank and Trust Company
345 East Grand Avenue
Beloit, WI 53511
Tel: 800.667.4401
Fax: 608.363.8174
www.bankatfirstnational.com

April 3, 2025

Ms. Jennifer Wise
Village Treasurer
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

Re: Bank Service Agreement

Dear Jennifer,

Thank you for your continued business with First National Bank and Trust Company. We appreciate the opportunity to continue offering financial services to the Village of Williams Bay (The Village). The services are outlined below and will be in effect with the Village of Williams Bay and First National Bank and Trust Company (FNBT) for an additional two-year period ending June 6, 2027, with the option of extensions thereafter.

The structure and services are outlined as follows:

- The Village shall maintain a balance of \$500,000 in a non-interest-bearing account and excess funds above this will continue to be automatically swept to an interest-bearing account, "Insured Cash Sweep".
- Interest bearing accounts under The Village's Tax Identification number will be tied to the Weekly Federal Funds Effective Rate (as published in the Wall Street Journal) minus 0.60%. The current Federal Funds Effective rate as of April 2, 2025, is 4.33%.
- By meeting the balance requirements above, The Village's Municipal Checking accounts' maintenance and transaction service fees will continue to be waived. Cash Management services consisting of ACH Origination; Target Balance Sweep (ICS), Remote Deposit Capture; Positive Pay, ACH Filter exception items and Online Banking Fees will continue to be waived. The waiver of services provided to The Village has an average annual savings or value to The Village of approximately \$8,300 a year.
- Wire Transfer fees, Non-sufficient funds (NSF) fees, and Stop Payment fees will be charged at the time of occurrence. Fraud Management - ACH Filter was placed on eleven accounts in 2024, The Village will be charged \$25 a month for this service, (the fees are reduced from \$132 to \$25).
- FNBT will continue to collateralize The Village's available balances over the FDIC limits and State of Wisconsin coverage for those balances under The Village's Tax Identification number. FNBT will collateralize via the use of Federal Home Loan Bank Letter of Credit(s) and or an Insured Cash Sweep (ICS) product, or something similar. To assist in making sure we have adequate collateral coverage, FNBT asks to be notified of changes in funds/balances.

- FNBT also asks for the opportunity to bid on any additional financing in which the Village may need now, or in the future.

Thank you for the opportunity to continue providing banking services to the Village of Williams Bay. I welcome your call with any questions and can be reached at 262-427-9955 or email at amber.frantz@bankatfirstnational.com with questions.

Sincerely,

Amber Frantz
V.P., Cash Management Officer

Service Agreement

We agree to the Banking Services Agreement above dated June 6, 2025 until June 6, 2027, with the option of extensions thereafter.

Village of Williams Bay

Signed by: _____
William Duncan, Village President

Date: _____

Attest by: _____
Jennifer Wise, Village Treasurer

Date: _____

First National Bank and Trust Company

Signed by: _____
Amber Frantz, V.P., Cash Management Officer

Date: _____



First National Bank and Trust Company
345 East Grand Avenue
Beloit, WI 53511
Tel: 800.667.4401
Fax: 608.363.8174
www.bankatfirstnational.com

April 24, 2023

Village of Williams Bay
Attn: Lori Peternell, Village Administrator
250 Williams St.
Williams Bay, WI 53191

Re: Banking Service Agreement

Dear Lori,

Thank you for your continued business with First National Bank and Trust Company. We appreciate the opportunity to continue offering financial services to the Village of Williams Bay (The Village). The services are outlined below and will be in effect with the Village of Williams Bay and First National Bank and Trust Company (FNBT) for an additional two year period ending June 6, 2025, with the option of extensions thereafter.

The structure and services are outlined as follows:

- The Village shall maintain a balance of \$500,000 in a non-interest bearing account and excess funds above this will continue to be automatically swept to an interest bearing account, "General Funds Savings", ending in 5228.
- In order to assist the Village in maintaining the \$500,000 target balance, FNBT will establish the Target Balance Sweep between the General Fund account and General Funds Savings account at no charge (\$75/mo waiver).
- Interest bearing accounts under the Village's EIN # will be tied to the Weekly Federal Funds rate (as published in the Wall Street Journal) minus 0.50%. (The current FFR as of April 11, 2023 is approximately 4.85%).
- By meeting the balance requirements above, the Municipal checking account service fees will continue to be waived with the exceptions of Incoming and Outgoing Wire Transfers, NSF and stop payment items and would be charged at time of occurrence. Cash Management services consisting of ACH Origination; Remote Deposit Capture; per item fees of checks written and deposited and Online Banking Fees will continue to be waived. This is an average savings to the Village of approximately \$4,500 a year, plus an additional cost savings of \$5,300 to insure \$5MM in deposits thru the Federal Home Loan Bank Letter(s) of Credit as noted below.
- FNBT will continue to collateralize the Village's available balances over the FDIC limits and State of WI coverage for those balances under the Village's Tax Identification number. FNBT will collateralize via the use of Federal Home Loan Bank Letter of Credit(s). To assist in making sure we have adequate collateral coverage, FNBT asks to be notified of changes in funds/balances.

- FNBt highly recommends the Village consider adding additional services to protect from account fraud, by adding Check Positive Pay and ACH Filters on additional accounts. FNBt will provide Check Positive Pay at no charge on all/any accounts and ACH Blocks & Filters at \$12 per additional account, with all training and set up fees provided at no additional charge. There is a \$1.80 per exception item fee, but no fee for first 60-day grace period. In addition, FNBt recommends consideration be given to the use of Dual Control for ACH. (Online Wires does have Dual Control).
- FNBt also asks for the opportunity to bid on any additional financing in which the Village may need now, or in the future.

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

Sincerely,

Susan Starr

Susan Starr
Cash Management Officer

Service Agreement

We agree to the Banking Services Agreement above dated June 6, 2023 until June 6, 2025, with the option of extensions thereafter.

Village of Williams Bay

Signed by: *William Duncan*
William Duncan, Village President

Date: 5-16-2023

Attest by: *Tina Kolls*
Tina Kolls, Village Clerk

Date: 5-16-2023

First National Bank and Trust Company

Signed by: *Susan Starr*
Susan Starr, Cash Management Officer

Date: 5/16/2023

MUNICIPAL BUSINESS LEASE

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

1. This lease is made this ____th day of _____, 2025, between The Village of Williams Bay, Wisconsin, herein called the Municipality, and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center herein called the Renter.

2. The Municipality, in consideration of the agreements with the Renter herein set forth, hereby leases to the Renter, to occupy Williams Bay beach (west of the beach house) from 7:00 a.m.- 8:15 a.m. on Saturdays and Sundays between Memorial Day weekend and Labor Day weekend. Classes will also be offered on Memorial Day, July 4th, and Labor Day at 7:00 a.m.

3. This lease shall be for the following specified period: effective upon execution of this contract and shall continue in force through Labor Day 2025. There shall be no automatic renewal of this agreement.

SECTION II. Rental Payments.

1. Amount of Rent: The monthly rental payment owed by the Renter shall be \$1.00 per student, per class. That amount shall be calculated from the start of this lease through Labor Day 2025. The Renter shall provide verification of the gross sales to the Municipality along with their payment.

2. Time of Payment: Renter shall pay the Municipality no later than September 30, 2025. This will be a lump-sum payment for the entire season and length of the contract.

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

SECTION III. The Renter Agrees as Follows:

1. It is the responsibility of the Renter to obtain and hold all necessary licenses and permits from the State of Wisconsin and Department of Agriculture, Trade & Consumer Protection, and to comply with all requirements of said licenses and permits and provide copies of the same to the Village Administrator.

2. Renter agrees to not interfere with beach cleaning operations by Village Staff.

3. Premises herein leased and every part thereof, during said term, shall be used only for the lawful business purposes of the Renter.

4. Renter shall not alter or redecorate said premises without prior written consent of Municipality. Renter agrees to maintain the area in a neat, clean, and orderly manner.

5. Renter agrees to pay all reasonable costs, attorneys' fees, and expenses that shall be paid or incurred by Municipality in enforcing this lease.

6. Renter agrees not to assign this lease or sublease the premises without the consent of the Municipality.

7. Renter agrees to indemnify and hold harmless the Municipality from any and all liability, loss, or damage the Municipality may suffer as a result of claims, demands, costs, or judgments against it arising from the Renter's activities with this agreement. All yoga instructors shall supply the Municipality with a certificate of insurance naming the Village of Williams Bay an additional insured.

8. Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center and Nikelle Burrough agree to personally guarantee the debts from Section II only of the Renter for this agreement.

SECTION IV. Termination of Agreement:

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

SECTION V. Signatures:

RENTER:

Nikelle Burrough, Crescent Moon Massage Therapy,
DBA Crescent Moon Wellness Center

Approved by Village Board of the Village of Williams Bay this _____ day of _____, 2025.

MUNICIPALITY:
VILLAGE OF WILLIAMS BAY

Adam Jaramillo, President

ATTEST:

Tina Kolls, Clerk