



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, FEBRUARY 2, 2026 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 & Committees Meeting Minutes of January 5, 2026

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

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Amending Ordinance Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties
- d. Discussion and Possible Action on Amendments to Chapter 390-1204. Zoning Ordinance Text Amendment Limiting the Initiation of Requests to Amend the Text of this Chapter by Action of the Village Board. *Eliminating recommendation by the Plan Commission or initiation by any member of the general public.*
- e. Discussion and Possible Action on Code Review/Maintenance Plan
- f. Adjourn

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

- a. Call to Order
- b. Roll Call

- c. Discussion About an End of Year Summary To Include in March Issue of Bay Quarterly
- d. Discussion About Parking Issues in the Central Business District
- e. Highway 67 Intersection with Geneva St. *Discussion and possible action on commissioning SEWRPC to study the Highway 67 T-intersection where Elkhorn Rd ends at Geneva St.*
- f. Discussion and Possible Action on Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026
- g. Adjourn

IV. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina)
- d. Discussion and Possible Action on the Application for Class "B" Beer and "Class C" Liquor (Wine Only) Liquor License for Women's Leadership Center at Williams Bay NFP
- e. Fontana Emergency Medical (EMS) Monthly Numbers
- f. Williams Bay Police Chief's Monthly Report
- g. Williams Bay Police Department Monthly Numbers
- h. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Edgewater Use and Policy Contracts for the Williams Bay Businesses Association (WBBA):
 1. For an event TBD on June 19, 2026 through June 21, 2026
 2. For the Williams Bay Farmers Market for: May 22 & 29, 2026; June 5, 12, 19, & 26, 2026; July 3, 10, 17, 24 & 31, 2026; August 7, 21 & 28, 2026, and September 4 from 6:00 am until 2:00 pm
- d. Discussion and Possible Action on Edgewater Park Use and Policy Contract for the Williams Bay Lions Club for July 4, 2026 for Pancake Day, August 5-9, 2026 for Corn and Brat Fest and October 10, 2026 for the Car Show
- e. Discussion and Possible Action on Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs
- f. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. For Information - Annual Report Water Sold in Williams Bay in Millions of Gallons
- d. Discussion and Possible Action of Williams Bay Historical Water main Breaks Report
- e. Discussion and Possible Action on Update on Projects and Financial Status of Borrowed Water Funds
- f. Discussion and Possible Action on Update of Projects and Financial Status of Borrowed Sewer Funds
- g. 2025 Annual Report from the Water & Sewer Committee
- h. Village Engineers Report

- i. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position
- j. Adjourn

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

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026
- d. Discussion and Possible Action on Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs
- e. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position
- f. Adjourn

VIII. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
- 1. Resolution R-12-26 Authorizing Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026
- 2. Resolution R-13-26 Authorizing Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs
- 3. Discussion and Possible Action on the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina)
- 4. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position
- b. Adjourn

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

Posted: 01/30/2026 5:00 PM



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

MONDAY, JANUARY 5, 2026 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191

THE MEETING WILL BE LIVE-STREAMED ON THE VILLAGE OF WILLIAMS BAY'S YOUTUBE, WHICH CAN BE FOUND HERE: [HTTPS://YOUTUBE.COM/LIVE/3LV-SZ9GRFO?FEATURE=SHARE](https://youtube.com/live/3LV-SZ9GRFO?feature=share)

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 06:56pm.

b. Roll Call

Present: President Adam Jaramillo, Trustees Lowell Wright, Robert Umans, Adam Jaramillo, Mary Bartholomew, Susan Franzen and Steven Russell (via Teams)

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fontana Fire Chief Rick Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Zoning Administrator Allison Schwark, Recreation Director Ryan Knop, Treasurer Jennifer Thiele, Clerk Tina Kolls

Excused: Trustee George Vlach

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 & Committees Meeting Minutes of December 1, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of December 1, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

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

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:58pm.

b. Roll Call

Present: Trustees Bartholomew and Wright

Also Present: President Jaramillo, Trustees Umans, Franzen and Russell (via Teams), Administrator Lothspeich,

Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls

Excused: Trustee Vlach

- c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026

There was no action taken on this item. The applicant withdrew their application.

- d. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

The Committee gave direction to Village Engineer Snyder to follow up on Option 1.

- e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 07:09 pm. Unanimously carried.

III. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order

Trustee Umans called the meeting to order at 07:10 pm.

- b. Roll Call

Present: Trustees Umans & Franzen

Also Present: President Jaramillo, Trustees Wright, Bartholomew and Russell (via Teams), Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls

Excused: Trustee Vlach

- c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026

There was no action taken on this item. The applicant withdrew their application.

- d. Discussion and Possible Action on the Village of Williams Bay Election Day Emergency Preparedness and Contingency Plan

The motion to recommend Village Board approval of the Village of Williams Bay Election Day Emergency Preparedness and Contingency Plan was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

- e. Fontana Emergency Medical (EMS) Monthly Numbers

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

- f. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report. The highlights were:

- Williams Bay Police Department worked with the Fontana Fire for Cold Water Rescue Training.
- Lieutenant Hammett will go through on-boarding to ensure a smooth transition.
- Police officer candidate Ms. Liedle's background check should be complete so that she can take her oath at the next Village Board meeting.

- g. Williams Bay Police Department Monthly Numbers

The committee reviewed the Williams Bay Police Department Monthly Numbers.

- h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 07:19 pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:20 pm.

b. Roll Call

Present: Trustees Umans, Bartholomew, and Russell (via Teams)

Also Present: President Jaramillo, Trustees Wright and Franzen, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls
Excused: Trustee Vlach

- c. Discussion and Potential Action on an Exclusive Easement By the Village of Williams Bay Land Lease and TDS Metrocom, LLC for Fiber Optics Lease on Village Water Well Pump House Property Located at Southeast Corner of Williams Street and Olive Street (WOP 00108)**

The motion to recommend Finance & Personnel Committee approval of an Exclusive Easement By the Village of Williams Bay Land Lease and TDS Metrocom, LLC for Fiber Optics Lease on Village Water Well Pump House Property Located at Southeast Corner of Williams Street and Olive Street (WOP 00108) was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- d. Discussion and Possible Action on Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement**

The motion to recommend Finance & Personnel Committee approval of Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement for Well 2 Contract was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- e. Discussion and Possible Action on Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *Water Fund = \$173,881 and Sewer Fund = \$87,308***

The motion to recommend Finance and Personnel Committee approval of the Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *Water Fund = \$173,881 and Sewer Fund = \$87,308* was initiated by Trustee Umans and seconded by Trustee Bartholomew. 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
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Corrosion Control Study - Improvements to Water Plant
- Street Rehabilitation Program
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Park Place CSM
- Preserve Development - Former GW College
- East Geneva Street Canyon Development - Former Levar
- Former Elementary School Development - Jack Pease
- Sanitary Sewer Replacement
- Navillo Development West of Green Grocer
- Bailey Estates - Drainage Dedication and Phase 6 - Phase 7

g. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:50 pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:50 pm.

b. Roll Call

Present: Trustees Franzen and Russell (via Teams)

Also Present: President Jaramillo, Trustees Umans, Bartholomew and Wright, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls
Excused: Trustee Vlach

- c. Discussion and Possible Action on Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House , Including Fees, Enforcement and Penalties

The motion to recommend Village Board approval of Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House, Including Fees, Enforcement and Penalties was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- d. Discussion and Possible Action on Amending Ordinance Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties

The motion to recommend Village Board approval of Amending Ordinance Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC

The motion to recommend Finance & Personnel Committee approval of the Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- f. Discussion and Possible Action on An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes.*

The motion to recommend Finance & Personnel Committee approval of an Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- g. Discussion and Possible Action on An Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission*

The motion to recommend Finance & Personnel Committee approval of an Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

The motion to withdraw the previous motion was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- h. Discussion and Possible Action on the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00108), Located Immediately East of the Williams Bay Fire Department

The motion to recommend Finance & Personnel Approval of the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00108), Located Immediately East of the Williams Bay Fire Department was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- i. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Russell at 08:55 pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:56 pm.

b. Roll Call

Present: Trustees Wright, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Franzen and Russell (via Teams), Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls
Excused: Trustee Vlach

c. Finance & Personnel Committee Meeting Minutes of December 16, 2025

The motion to approve the Finance & Personnel Committee Meeting Minutes of December 16, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

d. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

There was no action taken on this item.

e. Discussion and Possible Action on Change Order No. 3 for Water Well Solutions Group for the Well 2 Pump Replacement

The motion to recommend Village Board approval of Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement on well 2 contract was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

f. Discussion and Potential Action on an Exclusive Easement By the Village of Williams Bay Land Lease and TDS Metrocom, LLC for Fiber Optics Lease on Village Water Well Pump House Property Located at Southeast Corner of Williams Street and Olive Street (WOP 00108)

The motion to recommend Village Board approval of an Exclusive Easement By the Village of Williams Bay Land Lease and TDS Metrocom, LLC for Fiber Optics Lease on Village Water Well Pump House Property Located at Southeast Corner of Williams Street and Olive Street (WOP 00108) was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

g. Discussion and Possible Action on An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes.*

The motion to recommend Village Board approval of An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes* was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

h. Discussion and Possible Action on An Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission*

There was no action taken on this item.

i. Discussion and Possible Action on Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *General Fund = \$113,083*

The motion to recommend Village Board approval of the Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *General Fund = \$113,083* as corrected was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

j. Discussion and Possible Action on Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC

The motion to recommend Village Board approval of the Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

k. Review, Discussion and Possible Action on the Draft Five (5) Year Capital Improvements Program 2026 - 2030

There was no action taken on this item.

l. Discussion and Possible Action on Proposed Capital Improvements Borrowings

The proposed Capital Improvements Borrowings was discussed by the Committee.

- m. Discussion and Possible Action on the First Amendment to the Village Administrator Employment Agreement. *Three-year (3) Term Extension from March 19, 2026 to March 19, 2029*

The motion to recommend Village Board approval of the First Amendment to the Village Administrator Employment Agreement. *Three-year (3) Term Extension from March 19, 2026 to March 19, 2029* was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- n. Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions

The motion to recommend Village Board approval of a Caselle Software & Services Proposal for Cloud Hosted Solutions was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- o. Discussion and Possible Action on Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road

The motion to recommend Village Board approval of Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road not to exceed \$9,000.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- p. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 09:35 pm. Unanimously carried.

VII. 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 Request for Temporary Road Closures for The Lake Geneva Marathon October 2026

There was no action taken on this item.

- 2. Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions

The motion to the Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions was made by Committee, no second required. Unanimously carried.

- 3. Discussion and Possible Action on Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road

The motion to approve a Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road not to exceed \$9,000.00 was made by Committee, no second required. Unanimously carried.

- 4. Discussion and Possible Action on the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00085), Located Immediately East of the Williams Bay Fire Department

The motion to approve the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00085), Located Immediately East of the Williams Bay Fire Department was made by Committee, no second required. Unanimously carried.

- b. Closed Session. Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition. There will be no action taken or discussion following Open Session. The earliest that any action will be taken on this item will be the next regularly scheduled Village Board Meeting on Tuesday January 20, 2025.

The motion to move into closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition was initiated by Trustee Wright and seconded by Trustee Bartholomew at 09:40PM.

Votes:

Yes: President Jaramillo, Trustees Bartholomew, Umans, Wright, Franzen, and Russell (via Teams)

No: None

Abstain: None

Result: Passes

- c.** Open Session. Return to Open Session. *There will be no action taken or discussion following Open Session. The earliest that any action will be taken on this item will be the next regularly scheduled Village Board Meeting on Tuesday, January 20, 2025*

The motion to return to Open Session was initiated by Trustee Wright and seconded by Trustee Umans at 10:04 pm. Unanimously carried.

- d.** Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 10:04 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Village of Williams Bay, WI

Chapter 205. Housing Standards and Rental Property

Article III. Short-Term Rental of Residential Dwellings

[Adopted as § 2.12 of the 2011 Code; amended in its entirety 8-20-2018 by Ord. No. 2018-8]

§ 205-25. Definitions.

As used in this article, the following terms shall have the meanings indicated:

DESIGNATED OPERATOR

An individual who is available to respond to the Police Department or Village Hall within one hour and resolve issues within two hours in the event of an emergency or complaint to the Village Police Department. The designated operator must reside within 30 miles of the property.

OCCUPANT

A person who rents a short-term rental.

RENTAL BOOKING PERIOD

The date between one rental and the next rental.

RESIDENTIAL DWELLING

Any building, structure or part of the building or structure that is used or intended to be used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others.

SHORT-TERM RENTAL

A residential dwelling offered or occupied for rent for a fee or similar consideration for more than six but fewer than 30 consecutive days.

§ 205-26. License required.

Any person who maintains, manages, or operates a short-term rental for more than 10 nights in a calendar year shall obtain a license under this article. No such person shall advertise, market, or list a property as a short-term rental prior to obtaining a license. All advertisements and listings must display the Village short-term rental license number and include the name and contact information of the property owner or designated agent. The license holder shall provide the Village with a list of all websites, platforms, and publications where the property is advertised. Proof of the license and property rules shall be posted conspicuously near the front door at all times while the property is rented and made available upon request for inspection.

§ 205-27. Applicability.

This article shall apply to all short-term rentals but shall not apply to a full month rental in the month of February. In addition, this article shall not apply to facilities approved as a hotel, motel, rooming house, lodging, lodging house or bed-and-breakfast.

§ 205-28. Occupancy.

Occupancy is limited to the number of occupants authorized by the state tourist rooming house license issued by the State of Wisconsin, Department of Agriculture, Trade and Consumer Protection, in accordance with Wisconsin Administrative Code Chapter ATCP 72 and all successor regulations.

§ 205-29. Booking Period.

A rental booking period cannot begin less than eight days from the beginning of the previous rental booking period, nor less than one day from the end of the previous rental booking period. For example, if a rental begins on July 1, the earliest the next rental could begin is July 8.

§ 205-30. Parking.

A minimum of two parking spaces shall be provided for each short-term rental. No more than one vehicle per bedroom shall be permitted. No parking is permitted on lawns. No on-street parking for renters will be allowed. Parking may be provided off site. Parking spaces must meet the standards set forth in Chapter 390, Zoning, of the Code of the Village of Williams Bay. No recreational vehicle, camper, tent, or other temporary lodging arrangement to accommodate guests shall be permitted.

§ 205-31. Solid waste disposal.

Solid waste disposal practices must meet the standards set forth in Chapter 308 Solid Waste and Recycling, of the Code of the Village of Williams Bay with specific attention to §308-22 A and B regarding collection carts and C which states that “No solid waste and recyclables shall be placed as herein required at the specified collection point sooner than 24 hours prior to the regularly scheduled collection time or be allowed to remain at the curb longer than 12 hours thereafter.

§ 205-32. Guest registry.

Each license holder shall keep a registry of all guests including their names, addresses, phone numbers, and dates of stay. The registry shall be submitted quarterly to the Clerk with written certification by the property owner of guest registration and compliance (even if no room tax form is submitted for that quarter). The registry shall also be made available upon request by the Code Enforcement Officer or Clerk. The license holder shall maintain the above stated information for a period of not less than two years (current year and prior year).

§ 205-33. Events and parties.

No outdoor events, parties, gatherings, or celebrations (including but not limited to weddings, graduations, reunions, bachelor parties, etc.) beyond the normal occupancy of the property shall be permitted at any short-term rental.

§ 205-34. Insurance.

All short-term rental properties must maintain valid property and liability insurance. Proof of insurance must be provided with the initial license application and updated annually upon renewal.

§ 205-35. Property rules.

A list of property rules must be posted at the property near the front door and provided to the occupants and a copy submitted with the application for a license. The property owner must also share property rules with all property owners within 500 feet of the short-term rental property. Property rules must include the following minimum information:

- A. Maximum occupancy of the property.
- B. Contact information for the designated operator.
- C. Where to park.
- D. Quiet hours of 10:00 p.m. to 7:00 a.m.
- E. Pet policy: no more than three pets are allowed at the property.
- F. No outdoor events as described in §205-33.
- G. Outdoor burning regulations.
- H. Non-emergency contact information for law enforcement and fire.
- I. What to do with the garbage after the rental period is ended.
- J. Copy of the State of Wisconsin tourist rooming house license.
- K. Copy of the Village short-term rental license.
- L. Copy of the boating regulations if the property is located adjacent to a lakeshore.

§ 205-36. License application and fees.

Any property owner or person having a contractual interest in any residential dwelling in the Village must file an application for a license to offer for rent a short-term rental with the Clerk at least 45 days in advance of the date the property is first offered for rent on forms furnished by the Clerk.

- A. The application shall include the following:
 - (1) Address and tax key of the residential dwelling.
 - (2) Names and addresses of the applicant, owner of the dwelling, or promoter or sponsor.
 - (3) Copy of State of Wisconsin tourist rooming house license.
 - (4) Copy of Wisconsin Department of Revenue Seller's Permit.
 - (5) Name, address, and 24-hour phone number of a designated operator for the property, along with a copy of the management contract.
 - (6) Proposed occupancy for the dwelling as approved by State of Wisconsin tourist rooming house license.
 - (7) Floor plan of all floors to be occupied in the dwelling, drawn neatly and accurately with dimensions clearly shown.
 - (8) Site plan drawn neatly and accurately of the parcel including, but not limited to, lot lines, parking, and location of garbage collection areas.
 - (9) Copy of property rules.
 - (10) Schedule for refuse pickup and name of refuse hauler if other than refuse hauler retained by the Village.
 - (11) Proof of adequate sanitation facilities.
 - (12) Proof of valid property and liability insurance.
 - (13) Mandatory building and fire inspection report showing compliance with all applicable codes.
 - (14) Confirmation of KNOX box installation for emergency entry by fire and police personnel.
- B. Any changes in ownership of the property or designated operator shall be forwarded to the Clerk within 10 days of the change.
- C. Once approved, each license shall be valid for up to one year from July 1 until the following June 30. If a license is granted after April 1 of a license year, the license will be valid until June 30 of the following year. The license renewal application

and fees are due 45 days before the license expires. A late fee of \$250 shall be assessed for any renewal application submitted after the 45-day deadline.

D. Annual inspections are required for license renewal.

§ 205-37. License fee schedule.

The license application fees shall be established by resolution of the Village Board in a fee schedule, which may be modified from time to time. The fees shall be related to costs involved in the processing of license applications, reviewing plans, conducting inspections and documentation. A schedule of the fees shall be on file with the office of the Clerk.

§ 205-38. Penalties for violations.

A. Operating without a license.

Any person operating a short-term rental without a valid license shall be subject to a forfeiture of \$1,000, plus all past due room taxes for prior rentals if not yet paid. Each day of operation without a license constitutes a separate offense. Compliance with this Article will be the responsibility of the property owner.

B. Major violations of are subject to forfeitures and license revocation.

Major violations include:

- [1] Rental marketing that does not include the license number or falsely advertises the property;
- [2] No designated operator within 30 miles of the property;
- [3] Failure to display the license number as required;
- [4] Failure to pay room tax and submit timely reporting;
- [5] Failure to pay annual license fees;
- [6] Failure to report rentals from all forms of advertising in conjunction with room tax payment;
- [7] A violation of §205-29;
- [8] Illegal activity on the property;
- [9] A violation of §205-32.

C. Each day a major violation exists constitutes a separation violation. Penalties for major violations are based on the number of major violations in a rolling 12-month period as follows:

- [1] First offense: \$250 forfeiture per day of violation plus court costs until rectified;
- [2] Second offense: \$500 forfeiture per day of violation plus court costs until rectified; 3-month suspension of license;
- [3] Third offense: \$1,000 forfeiture per day of violation plus court costs until rectified; Permanent revocation of license and no future ability to obtain a license for the property.

A reinspection by the Code Enforcement Officer and payment of the reinspection fee shall be required after any major violation before the license can be reinstated.

D. Minor violations may be caused by renters or guests of a rental.

Minor violations include noise complaints, disruptive behavior by occupants, refuse container placement or removal violations, or incident requiring law enforcement response at the scene. The first two minor violations within a 12-month period shall be upgraded to constitute one major violation. Each additional minor violation within the same 12-month period shall constitute an additional major violation.

§ 205-39. Revocation process.

- A. In addition to the penalties described in § 205-38, revocation of the license may commence when the owner of the property fails to comply with the requirements of this article and/or § 46-11, Room tax. The owner of the property shall be notified of any noncompliance by the Village Administrator or his/her designee.
- B. The owner shall correct the violation within 24 hours to the satisfaction of the Village Administrator or designee.
- C. The Village Administrator or designee may notify the Village Board of noncompliance and request permission to proceed with the revocation process.
- D. Upon scheduling of a hearing before the Village Board concerning the possible revocation, the Village Administrator or designee will notify the owner of the property at least two weeks prior to the hearing date.
- E. The Village Administrator or designee will attempt to notify all property owners located within 150 feet of the property at least two weeks prior to the public hearing.
- F. A representative of the Village shall appear at the hearing before the Village Board to present the evidence of noncompliance. All other interested parties may also give testimony to the Village Board.
- G. A written decision of the Village Board will be made and will be provided to the owner.
- H. If a license is revoked, the owner may apply for a new license after a twelve-month revocation period, except as provided by §205-38C.(3).

Village of Williams Bay, WI

Chapter 205. Housing Standards and Rental Property

Article III. Short-Term Rental of Residential Dwellings

[Adopted as § 2.12 of the 2011 Code; amended in its entirety 8-20-2018 by Ord. No. 2018-8]

NOTE: ~~Deleted text appears in red with strikethrough.~~ Inserted text appears in blue and underlined.

§ 205-25. Definitions.

As used in this article, the following terms shall have the meanings indicated:

DESIGNATED OPERATOR

An individual who is available to respond to the Police Department or Village Hall within one hour and resolve issues within two hours in the event of an emergency or complaint to the Village Police Department. The designated operator must reside within 30 miles of the property.

OCCUPANT

A person who rents a short-term rental.

RENTAL BOOKING PERIOD

The date between one rental and the next rental .

RESIDENTIAL DWELLING

Any building, structure or part of the building or structure that is used or intended to be used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others.

SHORT-TERM RENTAL

A residential dwelling offered or occupied for rent for a fee or similar consideration for more than six but fewer than 30 consecutive days.

§ 205-26. License required.

Any person who maintains, manages, or operates a short-term rental for more than 10 nights in a calendar year shall obtain a license under this article. No such person shall advertise, market, or list a property as a short-term rental prior to obtaining a license. All advertisements and listings must display the Village short-term rental license number and include the name and contact information of the property owner or designated agent. The license holder shall provide the Village with a list of all websites, platforms, and publications where the property is advertised. Proof of the license and property rules shall be posted conspicuously near the front door ~~in a conspicuous location~~ at all times while the property is rented and made available upon request for inspection.

§ 205-27. Applicability.

This article shall apply to all short-term rentals but shall not apply to a full month rental in the month of February. In addition, this article shall not apply to facilities approved as a hotel, motel, rooming house, lodging, lodging house or bed-and-breakfast.

§ 205-28. Occupancy.

Occupancy is limited to the number of occupants authorized by the state tourist rooming house license issued by the State of Wisconsin, Department of Agriculture, Trade and Consumer Protection, in accordance with Wisconsin Administrative Code Chapter ATCP 72 and all successor regulations.

§ 205-29. Booking Period.

. A rental booking period cannot begin less than eight days from the beginning of the previous rental booking period, nor less than one day from the end of the previous rental booking period. For example, if a rental begins on July 1, the earliest the next rental could begin is July 8.

§ 205-~~29~~30. Parking.

A minimum of two parking spaces shall be provided for each short-term rental. No more than one vehicle per bedroom shall be permitted. No parking is permitted on lawns. No on-street parking for renters will be allowed. Parking may be provided off site. Parking spaces must meet the standards set forth in Chapter 390, Zoning, of the Code of the Village of Williams Bay. No recreational vehicle, camper, tent, or other temporary lodging arrangement to accommodate guests shall be permitted.

§ 205-~~30~~31. Solid waste disposal.

Solid waste disposal practices must meet the standards set forth in Chapter 308 Solid Waste and Recycling, of the Code of the Village of Williams Bay with specific attention to §308-22 A and B regarding collection carts and C which states that “No solid waste and recyclables shall be placed as herein required at the specified collection point sooner than 24 hours prior to the regularly scheduled collection time or be allowed to remain at the curb longer than 12 hours thereafter. Adequate refuse containers shall be available to prevent accumulation or scattering of solid waste, garbage and rubbish on the ground. Refuse containers shall be no larger than two cubic yards. Refuse must be removed from the property not less than one time per week and within 24 hours of placement for pickup. Containers for refuse larger than two cubic yards which have been located on the premises prior to obtaining a license under this article may remain in place, provided that such containers are enclosed by screening which visually shields the containers from neighboring properties.

§ 205-~~31~~32. Guest registry.

Each license holder shall keep a registry of ~~the party responsible for securing the rental~~all guests including their name~~s~~, addresses, phone numbers~~s~~, and dates of stay ~~and number of occupants in the party~~. The registry shall be submitted quarterly to the Clerk with written certification by the property owner of guest registration and compliance (even if no room tax form is submitted for that quarter). The registry shall also be made available upon request by the Code Enforcement Officer or Clerk. The license holder shall maintain the above stated information for a period of not less than ~~one~~two years (current year and prior year) ~~from the last date of stay of the occupants.~~

§ 205-33. Events and parties.

No outdoor events, parties, gatherings, or celebrations (including but not limited to weddings, graduations, reunions, bachelor parties, etc.) beyond the normal occupancy of the property shall be permitted at any short-term rental.

§ 205-34. Insurance.

All short-term rental properties must maintain valid property and liability insurance. Proof of insurance must be provided with the initial license application and updated annually upon renewal.

§ 205-~~32~~35. Property rules.

A list of property rules must be posted at the property near the front door and provided to the occupants and a copy submitted with the application for a license. The property owner must also share property rules with all property owners within 500 feet of the short-term rental property. Property rules must include the following minimum information:

- A. Maximum occupancy of the property.
- B. Contact information for the designated operator.
- C. Where to park.
- D. Quiet hours of 10:00 p.m. to 7:00 a.m.
- E. Pet policy: no more than three pets are allowed at the property.
- F. No outdoor events as described in §205-33.
- ~~F. G.~~ Outdoor burning regulations.
- ~~G. H.~~ Non-emergency contact information for law enforcement and fire.
- ~~H. I.~~ What to do with the garbage after the rental period is ended.
- ~~I. J.~~ Copy of the State of Wisconsin tourist rooming house license.
- ~~J. K.~~ Copy of the Village short-term rental license.
- ~~K. L.~~ Copy of the boating regulations if the property is located adjacent to a lakeshore.

§ 205-~~333~~6. License application and fees.

Any property owner or person having a contractual interest in any residential dwelling in the Village ~~may~~ must file an application for a license to offer for rent a short-term rental with the Clerk at least ~~30~~45 days in advance of the date the property is first offered for rent on forms furnished by the Clerk.

- A. The application shall include the following:
 - (1) Address and tax key of the residential dwelling.
 - (2) Names and addresses of the applicant, owner of the dwelling, or promoter or sponsor.
 - (3) Copy of State of Wisconsin tourist rooming house license.
 - (4) Copy of Wisconsin Department of Revenue Seller's Permit.
 - (5) Name, address, and 24-hour phone number of a designated operator for the property, along with a copy of the management contract.
 - (6) Proposed occupancy for the dwelling as approved by State of Wisconsin tourist rooming house license.
 - (7) Floor plan of all floors to be occupied in the dwelling, drawn neatly and accurately with dimensions clearly shown.
 - (8) Site plan drawn neatly and accurately of the parcel including, but not limited to, lot lines, parking, and location of garbage collection areas.
 - (9) Copy of property rules.
 - (10) Schedule for refuse pickup and name of refuse hauler if other than refuse hauler retained by the Village.
 - (11) Proof of adequate sanitation facilities.
 - (12) Proof of valid property and liability insurance.
 - (13) Mandatory building and fire inspection report showing compliance with all applicable codes.
 - (14) Confirmation of KNOX box installation for emergency entry by fire and police personnel.
- B. Any changes in ownership of the property or designated operator shall be forwarded to the Clerk within 10 days of the change.
- C. Once approved, each license shall be valid for up to one year from July 1 until the following June 30. If a license is granted after April 1 of a license year, the license will be valid until June 30 of the following year. The license renewal application and fees are due 45 days before the license expires. A late fee of \$250 shall be assessed for any renewal application submitted after the 45-day deadline.
- D. Annual inspections are required for license renewal.

§ 205-~~34~~37. License fee schedule.

The license application fees shall be established by resolution of the Village Board in a fee schedule, which may be modified from time to time. The fees shall be related to costs involved in the processing of license applications, reviewing plans, conducting inspections and documentation. A schedule of the fees shall be on file with the office of the Clerk.

§ 205-~~35~~38. ~~Revocation~~Penalties for violations.

A. Operating without a license.

Any person operating a short-term rental without a valid license shall be subject to a forfeiture of \$1,000 , plus all past due room taxes for prior rentals if not yet paid. Each day of operation without a license constitutes a separate offense. Compliance with this Article will be the responsibility of the property owner.

B. Major violations of are subject to forfeitures and license revocation.

Major violations include:

- [1] Rental marketing that does not include the license number or falsely advertises the property;
- [2] No designated operator within 30 miles of the property;
- [3] Failure to display the license number as required;
- [4] Failure to pay room tax and submit timely reporting;
- [5] Failure to pay annual license fees;
- [6] Failure to report rentals from all forms of advertising in conjunction with room tax payment;
- [7] A violation of §205-29;
- [8] Illegal activity on the property;
- [9] A violation of §205-32.

C. Each day a major violation exists constitutes a separation violation. Penalties for major violations are based on the number of major violations in a rolling 12-month period as follows:

- [1] First offense: \$250 forfeiture per day of violation plus court costs until rectified;
- [2] Second offense: \$500 forfeiture per day of violation plus court costs until rectified; 3-month suspension of license;
- [3] Third offense: \$1,000 forfeiture per day of violation plus court costs until rectified; Permanent revocation of license and no future ability to obtain a license for the property.

A respection by the Code Enforcement Officer and payment of the reinspection fee shall be required after any major violation before the license can be reinstated. .

D. Minor violations may be caused by renters or guests of a rental.

Minor violations include noise complaints, disruptive behavior by occupants, refuse container placement or removal violations, or incident requiring law enforcement response at the scene . The first two minor violations within a 12-month period shall be upgraded to constitute one major violation. Each additional minor violation within the same 12-month period shall constitute an additional major violation.

~~Revocation of the license shall commence when the owner of the property fails to comply with the requirements of this article and/or § 46-11, Room tax, as they existed at the time of the issuance of the license.~~

§ 205-~~36~~39. Revocation process.

- A. In addition to the penalties described in § 205-38, revocation of the license may commence when the owner of the property fails to comply with the requirements of this article and/or § 46-11, Room tax. The owner of the property shall be notified of any noncompliance by the Village Administrator or his/her designee.
- B. The owner shall correct the violation within 24 hours to the satisfaction of the Village Administrator or designee.
- C. The Village Administrator or designee may notify the Village Board of noncompliance and request permission to proceed with the revocation process.
- D. Upon scheduling of a hearing before the Village Board concerning the possible revocation, the Village Administrator or designee will notify the owner of the property at least two weeks prior to the hearing date.
- E. The Village Administrator or designee will attempt to notify all property owners located within 150 feet of the property at least two weeks prior to the public hearing.
- F. A representative of the Village shall appear at the hearing before the Village Board to present the evidence of noncompliance. All other interested parties may also give testimony to the Village Board.
- G. A written decision of the Village Board will be made and will be provided to the owner.
- H. If a license is revoked, the owner may apply for a new license after a twelve-month revocation period, except as provided by §205-38C.(3).

Chapter 390. Zoning

Article 12. Procedures

§390-1204. Zoning Ordinance text amendment.

- A. Purpose. Pursuant to the provisions of § 62.23(7), Wis. Stats., the purpose of this section is to provide regulations that govern the procedure and requirements for the review and approval or denial of proposed amendments to the provisions of this chapter.
- B. Initiation of request. A proposal to amend the text of this chapter may be initiated by ~~an application by any member of the general public, a recommendation by the Plan Commission, or by~~ action of the Village Board.
- C. Application. Amendment requests initiated by the general public shall be printed on an application form provided for the purpose and filed with the Village Clerk. Said application shall be accompanied by a fee as specified in §§ **390-1106** and **390-1107**. In addition to all information required on the application form, the petitioner shall supply the following:
 - (1) A copy of the portion of the current provisions of this chapter that is proposed to be amended.
 - (2) A copy of the text that is proposed to replace the current text.
 - (3) Written justification for the proposed text amendment.
 - (4) Any further information that may be required by the Plan Commission to facilitate the making of a comprehensive report to the Village Board.
- D. Review by the Zoning Administrator.
 - (1) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the petitioner.
 - (2) The Zoning Administrator shall review the application and evaluate whether the proposed amendment meets the following criteria:
 - (a) Advances the purposes of this chapter as outlined in § **390-0103**.
 - (b) Advances the purposes of the general section in which the amendment is proposed to be located.
 - (c) Advances the purposes of the specific section in which the amendment is proposed to be located.
 - (d) Is in harmony with the recommendations of the Comprehensive Plan.
 - (e) Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning district(s).
 - (f) The amendment may also address any of the following factors that may not be addressed in the current zoning text:
 - [1] A change in the land market, or other factors that suggest the need for a new form of development, a new type of land use, or a new procedure to meet said change(s).
 - [2] New methods of development or types of infrastructure.
 - [3] Changing governmental finances to meet the needs of the government in terms of providing and affording public services.

- (3) The Zoning Administrator shall prepare a written report addressing items in Subsection **D(2)(a)** through (f) above and forward said report to the Plan Commission for the Commission's review and use in making its recommendation to the Village Board. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of this chapter or the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
- E. Public hearing. Within 45 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with § **390-1203** to consider the request.
 - F. Review and recommendation by Plan Commission.
 - (1) Within 60 days of the public hearing, the Plan Commission may make a written report to the Village Board and/or may state in the minutes its findings regarding § **390-1204D(2)(a)** through (f) above and its recommendations regarding the application as a whole. Said report and/or minutes may include formal findings of fact developed and approved by the Plan Commission concerning the requirements of § **390-1204D(2)(a)** through (f) above and that the public benefits outweigh any and all potential adverse impacts of the proposed amendment.
 - G. If the Plan Commission fails to make a report within 60 days after the filing of a complete application, the Village Board may hold a public hearing within 30 days after the expiration of said sixty-day period. Failure to receive said written report from the Plan Commission shall not invalidate the proceedings or actions of the Village Board. If a public hearing is necessary, the Village Board shall provide notice per the requirements so § **390-1203**.
 - H. Review and action by Village Board.
 - (1) The Village Board shall consider the Plan Commission's recommendation regarding the proposed amendment. The Village Board may request additional information and/or reports from the Plan Commission, Zoning Administrator, and/or the petitioner. The Board may take final action on the application at the time of its initial meeting or may continue the proceedings.
 - (2) The Village Board may approve the amendment as originally proposed, may approve the proposed amendment with modifications (per the recommendations of the Zoning Administrator, the Plan Commission, authorized outside experts, or its own members), or may deny approval of the proposed amendment.
 - (3) Any action to amend the provisions of the proposed amendment requires a majority vote of the Board. The Village Board's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment.
 - (4) If the Village Board wishes to make significant changes in the proposed text amendment, as recommended by the Plan Commission, then the procedure set forth in § 62.23(7)(d), Wis. Stats., shall be followed prior to Board action.
 - I. Effect of denial. No petition that has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.

Village of Williams Bay Ordinance / Code Review Priorities

Code #	Code Name	Date last amr	Reason for Review	Status	Notes
Ch 205, Article III	Housing Standards and Rental Property. Short-Term Rental of Residential Dwellings	8/20/2018	Consider amending based on effective, enforceable codes from other Wisconsin municipalities. Consider options for effectively managing STRs within the Village. Consider how to address large-scale home building solely for STR purposes. Consider STR license application to camp entities, e.g. Holiday Home's use of AirBnB and VRBO. (resident and Code Enforcement Officer concerns)	IN PROGRESS	01/05/2026 redlines approved by BZO. Heads to Board on 02/20/2026.
390-0310M	Tourist Rooming House		Adjust for consistency to Ch. 205 Article III STRs	IN PROGRESS	01/05/2026 redlines approved by BZO. Heads to Plan Commission. If approved would go to Board on 2/20/2026.
229-3, 229-8, 390-0807	Lighting Outdoor>Shielding of outdoor light fixtures and Architectural lighting		Review lighting ordinance with Yerkes Observatory and revise with "dark skies" in mind. (Yerkes concern)		
276-4, 276-7	Property Maintenance>Exterior Premises		Furniture on curb or items accumulating in front, side, or back yards. Review to ensure ability to enforce (resident concerns)		Raised at Board meetings and 6/7/25 library listening session. Primary concerns on Geneva St. and Clover. Notes by Allison- We already have an ordinance section regarding this, and we enforce it. Notes by Allison- Per ordinance we currently allow a certain amount of boats/trailers to be parked on site (2). Will need more information about types of storage.
390-0312	Zoning>Land Use Regulations>Storage Land Uses		Review for enforceability of item storage in yards to ensure yards do not become overloaded with items. (resident concern)		
	327 Transient Merchant		Review and consider revising to change "eleemosynary" to "charitable" or similar. Review and consider whether food trucks might fall under the definition of Transient Merchant. Ensure clarity as to registration for all employees or contractors of Transient Merchant, versus the company. Review current relevance of health certification 327-4 (B3). Provide a process for code enforcement?		
390-0316	Zoning>Land Use Regulations>Temporary Land Uses		Review B for potential revision to address food trucks – do these need their own ordinance? Identify allowable location(s), events & permits, and commercial food trucks on private (residential) property. Clerk receives 1-2 requests/month.		Notes by Allison- This should be its own ordinance, and should be in our licensing code.
331-2 (D3), E, F)	Trees>Tree Removal>Replacement Trees, Tree Protection, Fee Required		Review for enforceability of replacement trees or donation to KNC. Cite recent pictures and complaints received. Address how to handle situations where residents resist Village requests to cut down dead trees.		Notes by Allison- This code was more recently updated and has been working well for us.
345-10	Mirroring county fee schedule for police fees		Consider revising this code to indicate that applicable fees will "mirror" the Walworth County Fee. Work with Chief Timm on this.		
Article 10: 390-1012 and 390-1212	Signs		Discuss with Zoning Administrator about potential issues / enforcement with signage.		Notes by Allison- Need a full sign code re-write (TOP PRIORITY ITEM FOR ZONING)
390-0809	Fencing Standards		Review and consideration of any updates. Review number and type of requested variances to fencing code. How many have been approved? Denied?		Notes by Allison- Need a full re-write on this section. (TOP PRIORITY ITEM FOR ZONING)

Code?	Waterway Structure permits	Village Administrator identified this potential issue. More research is needed.	
Code?	Delivery trucks	Loading zones for delivery trucks in the business district where residential homes exist.	For GG - could remove three parallel parking spots on West side of South Walworth St.
NEW	Business license	Require business license with annual inspections (requested by Code Enforcement Officer as need - Heat Wave Yoga signage issue). Review Fontana & Elkhorn license code as reference. Consider bundling annual business license with alarm permit fees and annual inspection fees. If ordinance is created, would need form, fee structure, and coordination process with Building Inspector and Village admin. Consider shifting process so that building occupancy permits go to zoning to issue the business license to ensure compliance.	Notes by Allison- This was discussed in our last meeting, we need to develop an ordinance to allow us to request business/occupancy licenses to all commercially zoned property.
125-6	Alarm permits	Review and revise with enforceable language to ensure alarm permits are paid annually.	
Code?	Text amendments - zoning	Change language for text amendments so that Board initiation of request is required for zoning text amendments.	IN PROGRESS Notes by Allison- Currently working on this one. Will likely be on March PC
390 Article 6	Non-conforming structures	Code Enforcement Officer requested review as Village code seems outdated. Other communities have more detailed code. Need to review state statute. Village is currently issuing permits that don't comply with code.	Notes by Allison- This was discussed in our last meeting, this section needs a full update. (TOP PRIORITY ITEM FOR ZONING)
390-0213	Cedar Point Park Zoning Code	Code has several discrepancies from every other residential zoning district, such as maximum lot coverage, landscape surface ratio, lake setbacks etc. There are many grey areas and missing items in this code. CCP is willing to work together with us on a re-write. Our ordinance does not address the definition of an alley, the setback requirements from an alley, or garage construction off an alley. This needs to be clarified for all residential properties that have an alleyway.	Notes by Allison- There is so much ongoing construction in CCP this is a (TOP PRIORITY ITEM FOR ZONING) because the construction is not going to slow down.
No section	Overall zoning code update		

Village of Williams Bay Ordinance / Code - Completed Revisions

Code?	Code Name	Date last amended	Reason for Review	Revision Date*	Notes
280-12	Commercial use of launch area		DNR required repeal of current ordinance as commercial fees are not allowed; Trustee Russell has proposed potential new language after meeting with Harbormaster Asta and Administrator Lothspeich.	COMPLETE	
308-5+	Solid Waste and Recycling – waste hauling		Consider revisions for picking up and disposing of used motor oil or other items relative to current waste hauling agreement. Address other changes as needed to align with current waste hauler contract, including waste and recycling bin size and weight.	COMPLETE	
145-3	Skateboards, bicycles, in-line skates and similar devices		Consider potential revision regarding scooters/electric scooters on streets and sidewalks to address safety issues.	CLOSED	Addressed at July 7, 2025 Joint Board and Committee of the Whole meeting – no change as current code aligns with Wisconsin State Statute.
Code?	Children using chalk to create messages on Village streets.		Residents at 06/16/25 Board meeting requested allowing this to occur.	CLOSED	Addressed at July 7, 2025 Joint Board and Committee of the Whole meeting – Village attorney confirmed that chalk qualifies under WI State Statute 943.017 Graffiti and children writing with chalk in the street is a safety hazard. Alternative options include a ‘summer kickoff’ with the WB police blocking sections of the road for chalking, chalking at the Village parking lot, or potentially coordinating with the school administrator to host something there.
128-3(J)	Alcohol Beverages>Operator’s License	3/2/2020	Consider adding surrender clause such as, “or after XX days after operator ceases operations / sales.”	COMPLETE	
189-19	Fires and Fire Prevention>Open Burning	5/16/2016	Review B.2.4 for potential modification to ‘nature conservancy’ instead of specific to KNC to allow for controlled burns at the Preserve also. Review D for potential revision for Fire Chief to approve special exceptions, not the Building Inspector.	COMPLETE	
281-5	Public Waters and Beaches>General Regulations>Slips not in cribs, shore stations, ramps, and mooring whips		Amend to align with DNR; consistency in fees	COMPLETE	Spoke with DNR.

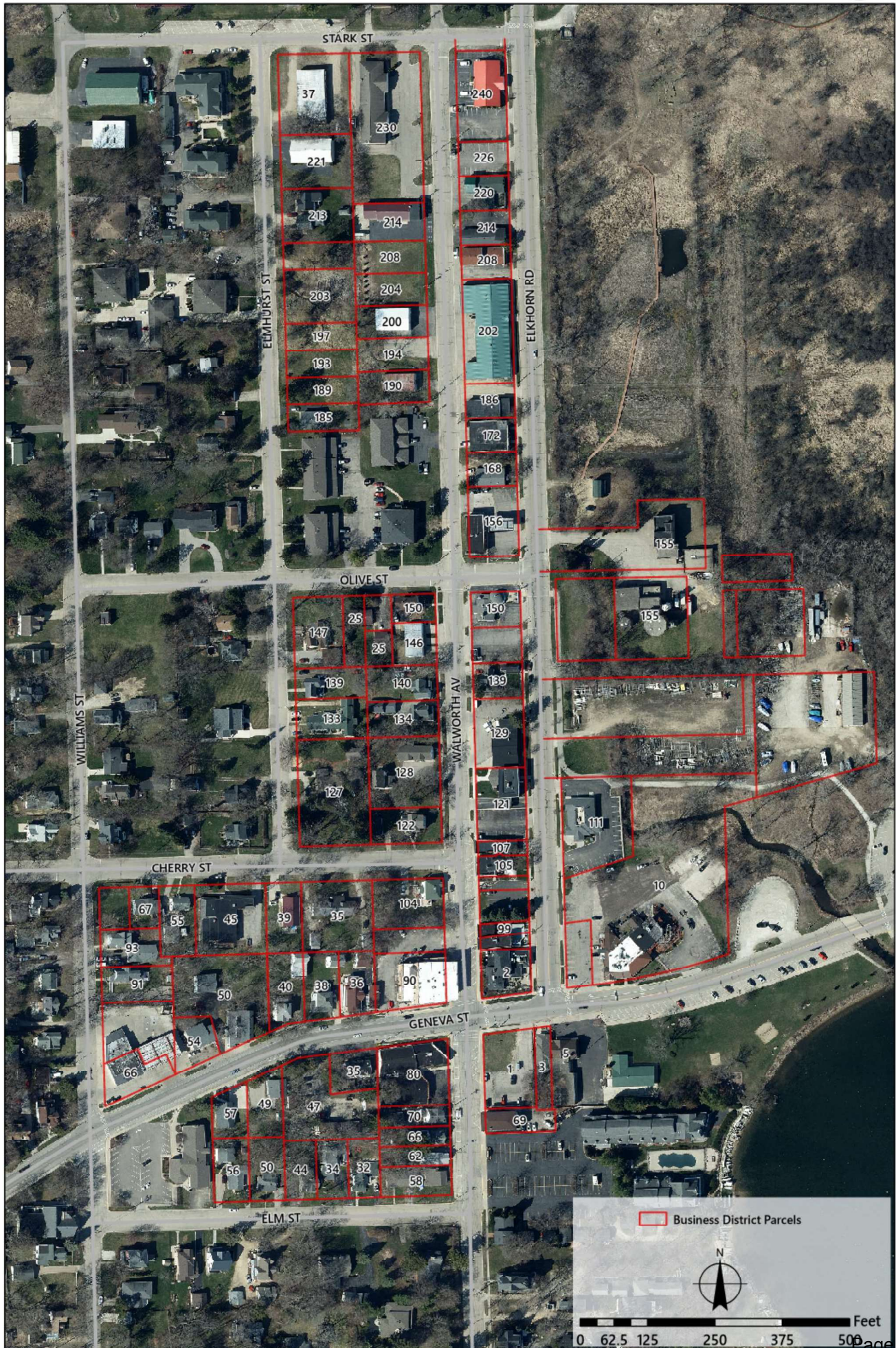
Your Streets and Highway Committee consists of Mary Bartholomew (Chair), George Vlach and Lowell Wright. Over the past year it has been our privilege to serve you and to try and help resolve the issues and concerns that we have heard expressed. Thank you to all that have spoken during our Village Board meetings and to all that have e-mailed. Here is a summary of the various issues we are working on. Some have been completed and others are ongoing or as of yet still in the planning phase.

PROJECT	BACKGROUND	STATUS
1. GFL Garbage Bins	Residents expressed a need for a smaller size bin stating that the 95-gal is too difficult to maneuver and store. GFL contract runs through 2027.	GFL agreed to replace large bins with smaller 65-gallon bins, free of charge for Seniors the cost otherwise is \$40.
2. Crosswalks	The Village commissioned the Southeast Wisconsin Regional Planning Committee (SEWRP) to conduct a study for three potential crosswalks (1) Boat Launch across E Geneva St (2) Frost Park across W Geneva St (3) Potawatomi across E Geneva St.	(1) Boat launch parking lot and boat ramp area is currently being studied for improvement. Crosswalk is on hold pending the outcome. (2) W Geneva St is to be reconstructed in 2031. Crosswalk is on hold pending the outcome. (3) Crosswalk is slated to be installed 2026.
3. Speeding	Resident complaints concern (1) Liechty Dr (2) W Geneva St.	(1) A flashing stop sign was installed at the corner of Liechty Dr and S Walworth Ave (2) Portable electronic speeding notification sign to be purchased in 2026.
4. Cedar Point Drive Centerline	Rock Road Construction was commissioned in 2024 to patch Cedar Point Dr, but with more work needed on the centerline than anticipated	Centerline was re-striped Fall of 2025.
5. Lakewood Trails Shoulder Work	Rock Road Construction was commissioned in 2024 to mill and re-pave streets in the Lakewood Trails Subdivision	Shoulder work was not completed on time and should be finished Spring 2026.

<p>6. Downtown Master Plan</p>	<p>Listed as a “top priority” in the 2023 Comprehensive Plan as the first step toward revitalizing the Central Business District (CBD)</p>	<p>The Village commissioned Vandewalle to complete the Plan in 2024. Other priorities intervened and the Plan is now on the agenda for 2026. Look for more updates and ways to get involved in the coming months.</p>
<p>7. Parking in the Central Business District (CBD)</p>	<p>New and expanding businesses in the CBD necessitate an analysis of the parking situation and enforcement to accommodate both patrons and employees of the businesses</p>	<p>Baxter & Woodman conducted a survey of CBD parking stalls in 2023. An analysis of existing parking -vs- needed parking will be included in the Vandewalle Plan.</p>
<p>8. Highway 67 (W Geneva St)</p>	<p>In 2031 the Wisconsin Department of Transportation will reconstruct our main thoroughfare (W Geneva St).</p>	<p>The Village Engineer is monitoring the process and updating Village Staff as the project moves forward. Improvements to pedestrian safety including crosswalk islands are being studied. Burying utility lines is also being studied. Look for more updates on this major project as it moves forward.</p>
<p>9. Theatre Rd Pedestrian/Bike Path</p>	<p>A plan was developed and approved in the Spring of 2020 but due to reallocation of state money for Covid, the funding was rescinded</p>	<p>Money is currently being set aside in the Capital Improvement Plan budget. Look for more updates on this over-due project in the coming year.</p>
<p>10. Constance Blvd Bike Route</p>	<p>An on-street bike route along Constance Blvd is included in our 2024 Comprehensive Plan.</p>	<p>In the early stages of development. Look for more updates as this project comes together.</p>
<p>11. Yerkes Observatory Master Plan</p>	<p>Yerkes Future Foundation unveiled their Site Development Plan in the summer of 2025. Several projects are proposed.</p>	<p>The Plan Commission is taking this under review. Look for more updates as these projects move forward.</p>



PRELIMINARY



PRELIMINARY

Parking Stall Estimate - Central Business District (CBD)						
Village of Williams Bay						
Building Number	Named Street	Estimated Stalls on Named Street	Stalls on Adjacent Property Not in CBD	Estimated Stalls in Parcel	Area Vacant on property (sf)	
35	CHERRY ST	3	0	0	0	
39	CHERRY ST	1	0	0	0	
45/53	CHERRY ST	2	0	0	0	
55	CHERRY ST	1	0	0	0	
67	CHERRY ST	4	0	0	0	
111	ELKHORN RD	3	0	21	880	
150	ELKHORN RD	0	0	10	0	
155	ELKHORN RD	5	0	0	0	
156	ELKHORN RD	0	2	11	500	
168	ELKHORN RD	2	2	0	0	
170/172	ELKHORN RD	2	2	0	0	
186	ELKHORN RD	1	2	3	285	
202	ELKHORN RD	4	5	0	0	
208	ELKHORN RD	1	2	0	850	
214	ELKHORN RD	1	2	2	0	
220	ELKHORN RD	0	2	3	0	
226	ELKHORN RD	0	2	18	0	
230/240	ELKHORN RD	3	6	30	0	
32	ELM ST	1	2	0	0	
34	ELM ST	2	1	0	0	
44	ELM ST	1	1	0	0	
46/50	ELM ST	1	1	0	0	
54/56	ELM ST	1	1	0	0	
127	ELMHURST CT	4	4	0	0	
133	ELMHURST CT	0	1	0	0	
139	ELMHURST CT	0	1	0	0	
147	ELMHURST CT / OLIVE	5	3	0	0	
185	ELMHURST CT	1	1	0	0	
189	ELMHURST CT	1	0	0	0	
193	ELMHURST CT	2	2	0	0	

PRELIMINARY

Parking Stall Estimate - Central Business District (CBD)						
Village of Williams Bay						
Building Number	Named Street	Estimated Stalls on Named Street	Stalls on Adjacent Property Not in CBD	Estimated Stalls in Parcel	Area Vacant on property (sf)	
197	ELMHURST CT	2	2	0	0	
203	ELMHURST CT	2	2	0	0	
213	ELMHURST CT	2	2	0	0	
221	ELMHURST CT	2	2	0	0	
1	GENEVA	6	0	13	0	
10	GENEVA ST	4	0	56	2450	
3	GENEVA ST	0	0	0	0	
35	GENEVA ST	0	0	8	0	
32/36	GENEVA ST	0	0	0	0	
38	GENEVA ST	0	0	0	0	
40	GENEVA ST	0	0	0	0	
47	GENEVA ST	0	0	17	1030	
49	GENEVA ST	0	0	4	400	
46/50	GENEVA ST	1	0	8	300	
54	GENEVA ST	0	0	0	960	
57	GENEVA ST	0	0	3	212	
66	GENEVA ST	0	0	11	1640	
214	WALWORTH AVE	0	0	0	1395	
25	OLIVE ST	2	0	0	0	
2	W GENEVA ST	1	0	0	0	
104	WALWORTH AVE / CHERRY	4	0	0	0	
105/108	WALWORTH AVE	1	1	10	0	
107	WALWORTH AVE	0	0	0	0	
120/121	WALWORTH AVE	0	0	17	0	
122	WALWORTH AVE / CHERRY	6	0	0	0	
128	WALWORTH AVE	4	0	0	0	
129	WALWORTH AVE	0	0	10	0	
134	WALWORTH AVE	1	0	0	0	
139/140	WALWORTH AVE	1	0	6	0	
140	WALWORTH AVE	1	0	0	0	

PRELIMINARY

Parking Stall Estimate - Central Business District (CBD)					
Village of Williams Bay					
Building Number	Named Street	Estimated Stalls on Named Street	Stalls on Adjacent Property Not in CBD	Estimated Stalls in Parcel	Area Vacant on property (sf)
146	WALWORTH AVE	0	0	0	350
150	WALWORTH AVE / OLIVE	4	0	10	0
190	WALWORTH AVE	0	0	0	360
194	WALWORTH AVE	0	0	8	0
200	WALWORTH AVE	0	0	0	530
204	WALWORTH AVE	2	0	0	0
208	WALWORTH AVE	2	0	0	0
230	WALWORTH AVE / STARK	8	0	29	355
58	WALWORTH AVE	2	2	0	0
62	WALWORTH AVE	1	1	0	0
66	WALWORTH AVE	2	2	0	0
69	WALWORTH AVE	2	0	4	0
70	WALWORTH AVE	1	0	0	0
80	WALWORTH AVE	4	0	9	0
90	WALWORTH AVE / GENEVA	3	3	11	800
99	WALWORTH AVE	4	0	0	0
91	WILLIAMS ST	0	2	0	0
93	WILLIAMS ST	0	1	0	0
Parking Stall Breakdown in CBD		127	65	332	

CBD Total Parking Stalls =	524
Horseshoe Drive Parking Stalls =	76
Geneva Street Parking Stalls =	43
Total Stalls Available to CBD	643

City of Lake Geneva, WI
Wednesday, January 28, 2026

Chapter 74. Traffic and Vehicles

ARTICLE VI.. TRAFFIC CODE

Sec. 74-213. Unattended vehicles.

[Ord. No. 07-08, § 1, 11-12-2007]

- (a) Prohibited. No person shall leave an automobile unattended on any street, parking lot, public ground or alley while the motor is running. No person shall permit a motor vehicle in his or her custody to stand or remain unattended upon any street, alley or public place in the City without first stopping the engine, locking the ignition, removing the key and taking it with him or her.
- (b) Officer to remove key. Whenever any police officer finds any motor vehicle standing in violation of the provisions in Subsection (a), the officer shall remove the key and deliver the same to the Police Department. Upon so doing, the officer shall attach to the vehicle a notice that the keys will be returned upon presentation of the notice and proof of ownership of the vehicle.
- (c) Motor vehicles weighing more than 6,000 pounds or exceeding 23 feet.
 - (1) No person shall park for any period of time leave standing for any period of time any motor vehicle weighing more than 6,000 pounds or exceeding 23 feet in length on any public street in a residentially zoned district, public parking lot or property.
 - (2) The operator or owner of any truck weighing more than 6,000 pounds or any truck tractor, motor bus, trailer or semitrailer exceeding 23 feet shall not park the same on any street in the City longer than 30 minutes, except for loading and unloading.
 - (3) In commercial and industrially zoned districts where such parking is not otherwise prohibited or restricted, this section shall not prohibit any owner or operator of any of the above mentioned vehicles from parking such vehicles for longer than 30 minutes between the hours of 6:00 p.m. and 6:00 a.m. A commercial vehicle in excess of 23 feet in length may be parked on any public street in any district for a temporary period of time necessary to make a pickup or delivery from a building fronting on that street between the hours of 6:00 a.m. and 5:00 p.m., provided further that such pickup or delivery shall commence immediately upon parking the vehicle and continue without interruption until completed and in no circumstance shall such vehicle park on any public street in excess of 30 minutes.

The Streets and Highway committee intends to help resolve the parking and delivery issues that have cropped up as a result of a new business in our Central Business District (CBD). Even though the new business went through all zoning and code requirements, neighbors are unhappy and asking for our input. Here is a sample of the questions/issues we have been asked to consider.

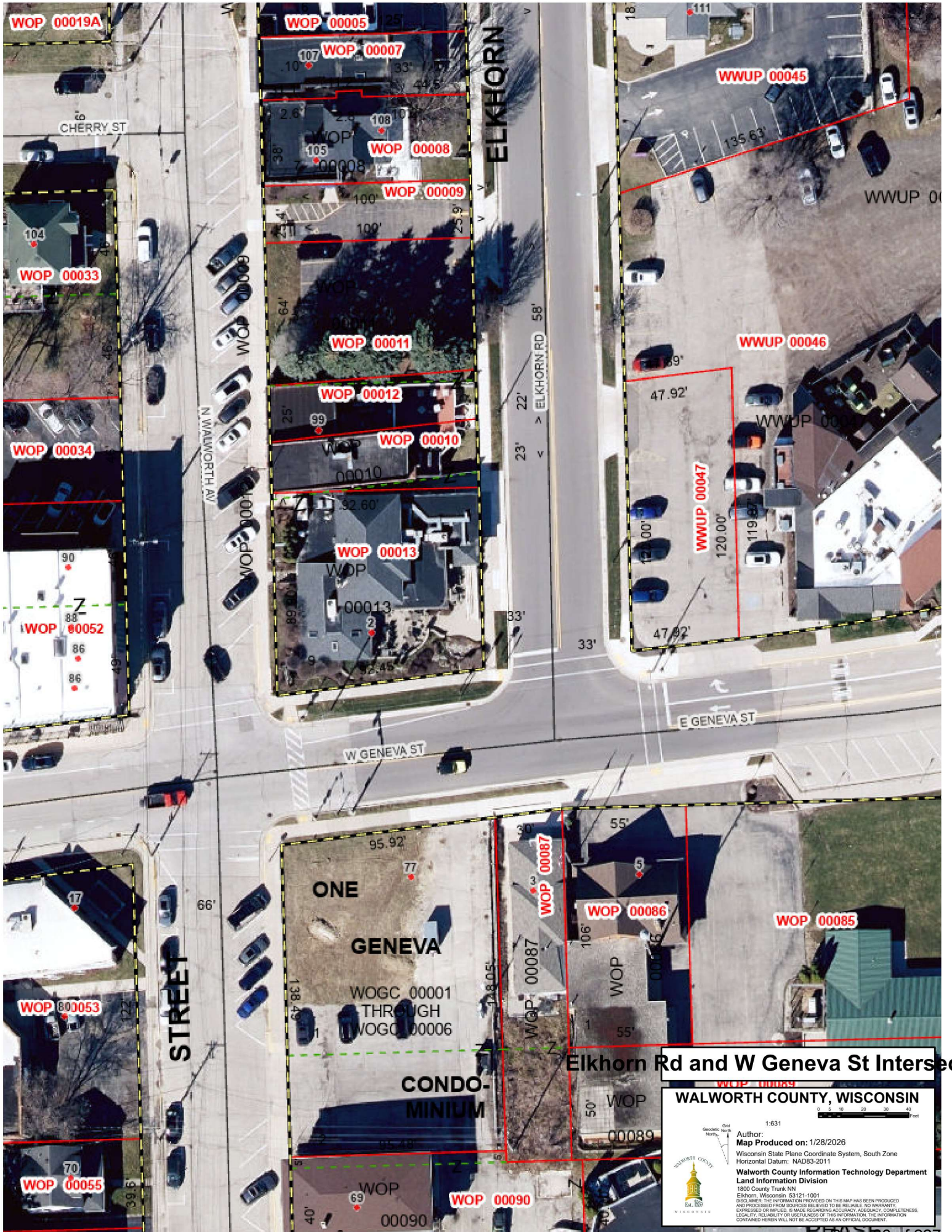
TOPIC	ISSUE / QUESTION
Customer Parking	Is there a clear understanding of available parking spaces in the CBD?
	Can parking restrictions be enforced?
	Can resident-only parking be enforced?
	Is the village interested in revitalizing its downtown?
	Are current residents in the CBD aware of the impact that they may be asked to absorb if our downtown is revitalized?
	Can current codes be modified to address neighbor concerns?
	Should newly constructed businesses be required to anticipate and solve related parking issues?
	How many parking spaces does the CBD require?
Employee Parking	Is there a clear understanding of available parking for employees working 8-hour shifts in the CBD? How many spaces are needed?
	Can the Village help facilitate between adjacent property owners to accommodate employee parking?
Delivery	Should the Village restrict hours for deliveries?
	Should the Village require that newly constructed businesses plan for deliveries?
	Is the Village willing to allow for delivery trucks to double-park or park along yellow curb?

In the past year, the Streets and Highway Committee has been asked to consider the safety and logic of our downtown intersection at the bend of Highway 67. We have also found many comments and concerns in the 2022 WBBA survey. Currently it is a 3-way intersection with right-of-way for east-bound traffic. Here is a summary of concerns and solutions that we hear.

CONCERN

SUGGESTED SOLUTION

Left-turning vehicle from Elkhorn Rd onto E Geneva St have obstructed view when there is a vehicle in the right lane	Eliminate the right turn lane on Elkhorn Rd
West-bound traffic at the stop sign doesn't know the intention of east-bound traffic	Make east-bound 67 two lanes at the intersection, one straight and one left-turn only
East-bound traffic is undelineated and pavement lacks lane markers	Paint traffic restrictions on the pavement and designate a left turn lane
General confusion for drivers and a dangerous intersection for pedestrians and bicyclists	Put in a 3-way stop
	Put in a traffic light



Elkhorn Rd and W Geneva St Intersection

WALWORTH COUNTY, WISCONSIN

1:631

Author: **Map Produced on: 1/28/2026**

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

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

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

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-12-26**

**A RESOLUTION AUTHORIZING WORK ORDER NUMBER ONE (1)
FOR THE EXTENSION OF THE CONTRACT TERM FOR CREATING
A DOWNTOWN MASTER PLAN FROM VANDEWALLE & ASSOCIATES, LLC.**

WHEREAS, the Village of Williams Bay (“*Village*”) updated and adopted the Village of Williams Bay Comprehensive Plan in 2023 which included the recommendation of creating a Downtown Master Plan; and

WHEREAS, in furtherance of this recommendation, on April 15, 2024 the Village Board, as recommended by the Streets & Highway Committee and the Finance & Personnel Committee authorized the selection of the Downtown Master Plan proposal from Vandewalle & Associates, Inc. (Exhibit A); and

WHEREAS, on February 2, 2026 the Streets & Highway Committee and the Finance & Personnel Committee recommended authorizing Work Order Number One (1) extending the term of the authorized contract with Vandewalle & Associates, Inc. until December 31, 2026; and

WHEREAS, the President and Village Board have determined that it is in the best interests of the Village and its residents to authorize the Work Order Number One (1) extending the term of the contract with Vandewalle & Associates, Inc. to create a Downtown Master Plan (Exhibit B);

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Work Order Number One (1) submitted by Vandewalle & Associates, Inc. is hereby authorized in substantially the form attached hereto as Exhibit B. The Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Proposal in its final form on behalf of the Village.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A – AUTHORIZED CONTRACT 2024
(Vandewalle & Associates, Inc)

DRAFT

EXHIBIT B – WORK ORDER NUMBER ONE - EXTENSION OF TERM 2026
(Vandewalle & Associates, Inc)

DRAFT

David Lothspeich

To: Sonja Kruesel
Subject: RE: Downtown Plan - Updated Work Order

From: Sonja Kruesel <skruesel@vandewalle.com>
Sent: Wednesday, December 17, 2025 1:36 PM
To: Mary Bartholomew <mbartholomew@vi.williamsbay.wi.gov>; David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: Jeff Maloney <jmaloney@vandewalle.com>
Subject: Downtown Plan - Updated Work Order

Hi Dave and Mary,

Thank you for meeting with us on December 5 to discuss restarting the Downtown Plan.

It sounds like we are aligned that the existing scope of work continues to match the Village's goals for this project. During the meeting, you also asked about the possibility of adding a market analysis component to help identify commercial businesses or land uses that may be most appropriate for the downtown. While we are not a market analysis firm, we can provide high-level, planning-based guidance. This would focus on general land use patterns and character rather than detailed, data-driven market metrics such as income analysis, demographics, or business viability modeling (like a gap analysis). For example, we could offer general guidance on how different areas of the downtown may function - such as the north end primarily serving Village resident-oriented services, while the southern intersection may be better suited for visitor or tourism-oriented uses.

Because the prior contract expiration date has passed, we will need to update the contract in order to move forward. Attached is a work order extending the project timeline through the end of 2026. Please let us know if you have any questions. Otherwise, we ask that you review the attached work order and return a signed copy. Once received, we can plan to resume work on the project after the New Year.

Thank you!
Sonja

Sonja Kruesel, AICP
Associate Planner
Vandewalle & Associates, Inc.

Madison Office
120 E. Lakeside Street
Madison, WI 53715
Cell 920-988-2327

www.vandewalle.com
Shaping Places Shaping Change



VANDEWALLE & ASSOCIATES INC.

December 17, 2025

Work Order Number 0001; Williams Bay Downtown Master Plan Services – Contract Extension

This Work Order is made under the terms and conditions established in the Agreement for Williams Bay Downtown Master Plan Services (Agreement), dated April 26, 2024, between “Client”, Village of Williams Bay, Wisconsin, and VANDEWALLE & ASSOCIATES, INC. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

VANDEWALLE & ASSOCIATES agrees to continue to provide Services as defined in the Agreement identified above.

Section B Schedule

This Work Order shall extend the term of the Agreement through December 31, 2026.

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247 Freshwater Way • Milwaukee, Wisconsin 53204
www.vandewalle.com

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Except to the extent modified herein, all terms and conditions of the original Agreement shall continue in full force and effect.

Village of Williams Bay, Wisconsin

By:

Signature of Authorized Representative

Date

Printed Name

Title

VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson

Nonna Anderson, Business Manager

Date



VANDEWALLE & ASSOCIATES INC.

April 26, 2024

Agreement for Downtown Master Plan Services

THIS AGREEMENT is made and entered into by and between the “Client” Village of Williams Bay, Wisconsin, and VANDEWALLE & ASSOCIATES, Inc., Madison, Wisconsin, a professional planning and design firm. For purposes of this Agreement, the “Project” is defined as preparing the Downtown Master Plan for the Village of Williams Bay.

Article I Scope of Work

A. VANDEWALLE & ASSOCIATES agrees to provide the following “Services”:

Work Element One: Community Engagement & Meeting Attendance

- Village Staff Meetings and Project Communications: Facilitate and attend regularly scheduled check-in calls/meetings and ongoing email correspondence with Village representatives. (five virtual meetings)
- Stakeholder Focus Group Meeting: Develop materials and facilitate a meeting with stakeholders to gather site-specific information on existing conditions and on a future vision for the planning area. (one in-person meeting)

Work Element Two: Existing Conditions & Opportunity Analysis

- Review and Summarize Existing Plans & Recommendations: Review and summarize relevant plans including recently completed and/or ongoing Village-led and private sector-led projects. Identify key recommendations that remain relevant to the planning study.

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342 North Water Street • Milwaukee, Wisconsin 53202 • 414.421.2001 • 414.732.2035 Fax
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- Conduct an Existing Conditions Inventory & Analysis: Inventory existing conditions using aerial photographs, County and Village planning and land records.
- Identify Parking & Circulation Opportunities: Conduct a high-level parking analysis using aerial photographs to identify existing off-street parking spots in the downtown area, existing street parking spots in the downtown area, and identify priority locations for increasing or reorganizing parking capacity near key destinations.
- Identify Redevelopment Site Opportunities: Review properties within the planning area to identify potential redevelopment site opportunities.
- Develop an Opportunity Analysis Graphic with Summary Text: Utilize data and analysis gathered in this Element to produce a deliverable “Opportunity Analysis Graphic” with summary text identifying existing conditions, parking and circulation opportunities, and redevelopment opportunities.

Work Element Three: Streetscape Design Layout

- Develop Streetscape Cross Section and Plan View: Provide a plan view and a typical cross section version of a streetscape design for the planning area which can be used to inform elements for consideration ahead of the Phase 2 State Hwy 67 reconstruction.
- Develop Streetscape Amenities Palette: Provide graphic images as recommendations for a unified streetscape amenities palette to include features such as street lighting, street furniture and other decorative and wayfinding elements.
- Develop Parking and Circulation Concept: Provide a parking and circulation concept that identifies priority locations for increasing or reorganizing parking capacity near key destinations.

Work Element Four: Document Completion & Adoption

- Create Implementation Action Plan: Develop a tabular summary of recommended implementation action steps.
- Complete Final Report: Develop a final report with graphic analysis and supporting text to convey all information developed through the

course of the project in an easy-to-digest document. The final report will include products developed in Work Elements One through Four.

- Joint Plan Commission & Village Board Adoption Plan Meeting: Attend one in-person meeting held jointly between the Plan Commission and Village Board to review findings of the report and to consider final acceptance of the project document.

Optional Tasks

As directed by the Village, VANDEWALLE & ASSOCIATES can undertake optional tasks for an additional cost.

- Joint Plan Commission & Village Board Draft Plan Meeting (in-person): A review of the draft plan to provide additional comments and direction prior to the final approval.
- Concept Redevelopment Site Plan and Visual Rendering Sketch: Selection of a priority redevelopment site and creation of a concept site plan and visual rendering sketch to provide an inspiring vision for a catalytic development in the planning area.
- Attend Property Owner Meeting with Village Representative (in-person): Attend 1 in-person meeting with downtown property owners in a meeting coordinated by the Village.

- B. Additional Services, beyond those stated in Article I.A., may be provided through a “Work Order”.
- C. VANDEWALLE & ASSOCIATES agrees to provide its professional Services in accordance with generally accepted standards of its profession.

Article II Client’s Responsibilities

- A. Client agrees to provide VANDEWALLE & ASSOCIATES with all base maps, blueprints, aerial photos, studies, reports, and ordinances needed to complete these Services. VANDEWALLE & ASSOCIATES may reasonably rely on the

accuracy and completeness of these items. Client agrees to provide these items and to render decisions in a timely manner so as not to delay the orderly and sequential progress of VANDEWALLE & ASSOCIATES Services.

- B. The administrative liaison between VANDEWALLE & ASSOCIATES and the Client will be David Lothspeich, Village Administrator.
- C. Client agrees that the following individuals are approved to authorize Additional Services via a Work Order:

Name	Title
------	-------

Name	Title
------	-------

- D. Client understands that any work product delivered in electronic form under this Agreement may require Client to use certain third-party hardware and/or software products. Client shall be solely responsible for obtaining licenses to use such third-party software. VANDEWALLE & ASSOCIATES makes no warranties or representations as to the quality, capabilities, operations, performance or suitability of any third-party hardware or software including the ability to integrate with any software currently in use by the Client. Client acknowledges that the quality, capabilities, operations, performance, and suitability of any third-party hardware or software lies solely with Client and the vendor or supplier of that hardware or software.
- E. If Client makes any modifications to Deliverables, Client shall either 1) obtain the prior written consent of VANDEWALLE & ASSOCIATES; or 2) remove VANDEWALLE & ASSOCIATES name from the Deliverables. In the event that Client selects option #2, VANDEWALLE & ASSOCIATES shall not be liable or otherwise responsible for such modifications or their effect on the results of the implementation of the recommendations contained in such Deliverables.

Article III Estimated Schedule

- A. Services in this Agreement shall commence from the date of execution, and be in effect through December 31, 2024, unless the parties agree otherwise.
- B. VANDEWALLE & ASSOCIATES shall render its Services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact the Project schedule and VANDEWALLE & ASSOCIATES shall not be responsible for any delays caused by factors beyond its reasonable control.

Article IV Costs and Payment

- A. All work will be completed on a time and materials basis with the budget for not to exceed \$29,000.
- B. Client acknowledges that significant changes to the Project schedule, budget or Project's scope may require Additional Services for which the parties may (but are not required to) enter into a separate Work Order (see Article I.B.).
- C. Invoice charges to the Client are divided into these two elements:
 - 1. Professional Fees.
Charged for all Services rendered at current billing rates as listed in Attachment One.
 - 2. Reimbursable Expenses.
 - a. Most will be invoiced at cost, including travel and all in-house charges.
 - b. Some Reimbursable Expenses will be charged at cost multiplied by 1.1. These are limited to items charged through a third-party vendor. Examples of these would include: printing, reproduction, and delivery charges.

- D. VANDEWALLE & ASSOCIATES shall send Client an invoice for Professional Fees and Reimbursable Expenses once a month. Client shall pay VANDEWALLE & ASSOCIATES the amounts due under such invoice upon receipt of such invoice. A service charge of 1% per month may be charged on all amounts more than 30 days after date of invoice.

Article V Termination

- A. Either Client or VANDEWALLE & ASSOCIATES may terminate this Agreement upon seven days written notice.
- B. If terminated, Client agrees to pay VANDEWALLE & ASSOCIATES the hourly rates for all Services rendered and Reimbursable Expenses incurred, up to the date of termination.
- C. Upon not less than seven days' written notice, VANDEWALLE & ASSOCIATES may suspend the performance of its Services if Client fails to pay VANDEWALLE & ASSOCIATES in full for Services rendered or Reimbursable Expenses incurred. VANDEWALLE & ASSOCIATES shall have no liability because of such suspension of service or termination due to nonpayment.

Article VI Dispute Resolution

VANDEWALLE & ASSOCIATES and Client agree to mediate claims or disputes arising out of or relating to the Agreement. The mediation shall be conducted by a mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

Article VII Intellectual Property; Confidentiality

- A. Except as otherwise provided by law: upon payment in full by Client to VANDEWALLE & ASSOCIATES for Services rendered and Reimbursable

Expenses incurred pursuant to this Agreement, VANDEWALLE & ASSOCIATES shall grant Client a non-transferable, non-exclusive, perpetual license to use any and all Work Product developed or produced by VANDEWALLE & ASSOCIATES pursuant to this Agreement. As used in this Agreement, “Work Product” means all inventions, processes, data, documents, drawings, records, and works of authorship, whether or not copyrightable or patentable, that are originated or prepared by VANDEWALLE & ASSOCIATES in the course of rendering the Services under this Agreement. Until Client pays VANDEWALLE & ASSOCIATES in full for Services rendered and expenses incurred pursuant to this Agreement, Client may not use any Work Product to complete the Project with others unless VANDEWALLE & ASSOCIATES is in material breach of this Agreement.

- B. Except as otherwise provided by law: Client shall not communicate, publish, or otherwise disclose to a third party or authorize or induce anyone else to use, communicate, publish, or otherwise disclose, any nonpublic information pertaining to VANDEWALLE & ASSOCIATES, including, without limitation, any information relating to pricing, products, or ideas of VANDEWALLE & ASSOCIATES. Until VANDEWALLE & ASSOCIATES is paid in full by Client for Services rendered and expenses incurred pursuant to this Agreement, Client shall not communicate, publish, or otherwise disclose to any third party, any information pertaining to or summaries of the Work Product.

Article VIII Miscellaneous Provisions

- A. Wisconsin law governs this Agreement (without regard to its conflict of law principles or rules of construction concerning the draftsman hereof).
- B. This Agreement is the entire and integrated agreement between the Client and VANDEWALLE & ASSOCIATES, and supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. This Agreement may be amended only by written instrument signed by both Client and VANDEWALLE & ASSOCIATES. Neither party can assign this Agreement without the other party’s prior written permission.

- C. Notwithstanding any other term in this Agreement, VANDEWALLE & ASSOCIATES shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.
- D. Client and VANDEWALLE & ASSOCIATES agree to indemnify, defend and hold one another, their agents and employees harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses (including reasonable attorneys' fees) to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are directly caused by either's gross negligence or willful misconduct.
- E. In the event that any suit or action is instituted to enforce any provision in this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party all fees (including legal and accounting fees), costs and expenses of enforcing any right of such prevailing party under or with respect to this Agreement, including without limitation, all costs of appeals. For purposes of this provision, "prevailing party" shall include a party that dismisses an action in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.
- F. VANDEWALLE & ASSOCIATES reserves the right to include representations of the Project in its promotional and professional materials.
- G. In order for VANDEWALLE & ASSOCIATES' to provide cost effective services, the parties agree that VANDEWALLE & ASSOCIATES shall not be liable to client or any third party for any losses, lost profits, lost data, consequential, special, incidental, or punitive damages, delays, or interruptions arising out of or related to this Agreement, regardless of the basis of the claim. VANDEWALLE & ASSOCIATES' aggregate liability (including attorneys' fees) to Client shall not exceed the amount of fees actually paid to VANDEWALLE & ASSOCIATES by Client with regard to the Services or the Work Order for which liability has been asserted.

IN WITNESS WHEREOF, the parties hereto entered into this Agreement as of the latest date noted, below.

Village of Williams Bay

By:



5/10/24

Signature of Authorized Representative

Date

David Lothspeter

Village Administrator

Printed Name

Title

VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson, Business Manager

Date

ATTACHMENT ONE
FEE SCHEDULE

	<u>Hourly Rates</u>
Company President	\$220 to \$300
Principal	\$200 to \$280
Associate	\$110 to \$160
Assistant	\$85 to \$100
GIS Analyst/Cartographer	\$105 to \$120
Communications Specialist	\$70 to \$150
Project Assistant	\$40 to \$65



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls; Village Clerk
From: Justin P Timm; Chief of Police

Reference: Unhinged and Reckless LLC DBA The Cantina

Ms. Kolls,

I received the Liquor License applications from Unhinged and Reckless LLC DBA The Cantina. Our department has conducted background investigations as well as an on-site visit.

Based on the findings of these evaluations, I can confirm that there are no known issues or concerns that would preclude the applicants from obtaining the requested liquor license. All aspects of the review process, including compliance with applicable regulations and background requirements, have been satisfactorily addressed.

Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

Lucke Enterprises Inc.

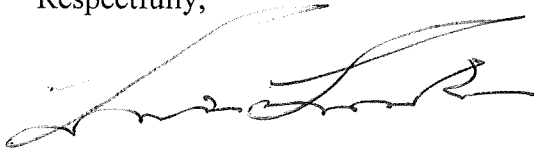
321 South Jackson Street
Elkhorn, WI. 53121

To whom it may concern,

01-08-2026

This letter is to inform the village of Williams Bay, Wisconsin. Lucke Enterprises, Inc. DBA "Lucke's Cantina" 220 Elkhorn RD. Williams Bay, WI. 53191 (262) 245-6666. That the liquor license NO.BB2026-004 Granted to Lucke Enterprises will be available if only and only Unhinged and Reckless, LLC is Granted said license. If there are any questions please call Laine Lucke (262) 903-3391

Respectfully,

A handwritten signature in black ink, appearing to read "Laine Lucke", written in a cursive style.

Laine Lucke
Owner/President

VILLAGE OF WILLIAMS BAY ALCOHOL LICENSE CHECKLIST

Checklist must be submitted by each applicant seeking an Alcohol License. Incomplete applications will be rejected.

Business Name & Street Address: The Cantina

220 Elkhorn Rd. Williams Bay, WI 53191

Applicant Name: Kaitlin Lentz

Type of Alcohol License(s) Sought: Class "B" Liquor + Beer

Applicant	Office Use	Item
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Form AB-200 Alcohol Beverage License Application – Thoroughly complete Sections A-D and complete the box in the upper right corner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-101 Alcohol Beverage Appointment of Agent – Thoroughly complete Sections A-E and the top Agent Type section.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-100 Alcohol Beverage Individual Questionnaire – Thoroughly complete Sections A-E. All individuals, partners, officers and directors, the agent of the corporation and members or managers and agent of limited liability companies must fill out this form.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Completing Responsible Beverage Server Training Course. Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. Does not apply to individuals who held or were an agent of a corporation or LLC that held a liquor license within the past two years.
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Residency. Applicants must have continuously resided in the State of Wisconsin for 90 days prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Wisconsin Seller's Permit. Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Map of Premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should include a small compass arrow showing which direction is north. Any gates leading outside of the premises must have a lock installed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	License Fees are due prior to issuance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Publication Fees: a \$50.00 publication fee is due upon application.

For Office Use Only

Date Filed with Clerk: _____	
License Fee Receipt: _____	Amount Paid: _____
Date Published in Newspaper: _____	
Publication Fee Receipt: _____	Amount Paid: _____
Date forwarded to Police Chief: _____	
Village Board Approval: _____	
License Issued Date: _____	License Number: _____

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ _____
 "Class A" Liquor \$ _____ "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>Unhinged & Reckless LLC</i>			
2. Business Trade Name or DBA <i>The Cantina</i>			
3. FEIN <i>39-4994419</i>		4. Wisconsin Seller's Permit Number <i>456-1032209572-04</i>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>WI</i>		7. Date of Organization <i>10-21-25</i>	8. Wisconsin DFI Registration Number
9. Premises Address <i>220 Elkhorn Rd</i>			
10. City <i>Williams Bay</i>		11. State <i>WI</i>	12. Zip Code <i>53191</i>
13. County <i>Walworth</i>		14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>Williams Bay</i>	15. Aldermanic District
16. Premises Phone <i>262-245-6666</i>		17. Premises Email <i>Unhinged.and.Reckless@gmail.com</i>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>All Floors, All Rooms to include Patio/Deck/</i>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. Yes No
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity Unhinged & Reckless LLC	4b. Business Entity FEIN 39-4994419
---	---

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.


Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Lentz	Kaitlin	owner	608-728-2230
Michaels	Elisabeth	owner	262-374-9030

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz	First Name Kaitlin	M.I. L.
Title owner	Email Unhinged_and_Reckless@gmail.com	Phone 608-728-2230
Signature 		Date 1-4-26

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <u>Unhinged 3 Reckless LLC</u>	
2. Business Trade Name or DBA <u>The Curtin</u>	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	


Part B: Agent Information			
1. Last Name <u>Lentz</u>	2. First Name <u>Kaitlin</u>	3. M.I. <u>L.</u>	
4. Email <u>Unhinged.and.Reckless@gmail.com</u>		5. Phone <u>262-728-2230</u>	
6. Home Address [REDACTED]			
8. State <u>WI</u>		9. Zip Code <u>53545</u>	10. Date of Birth <u>12-24-1986</u>
11. Drivers License/State ID Number [REDACTED]		12. Drivers License/State ID State of Issuance <u>Wisconsin</u>	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
See instructions for exceptions.	

Continued →

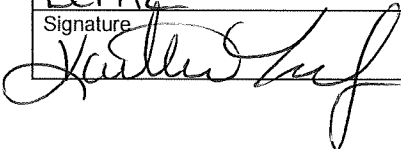
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz		First Name Kaitlin	M.I. L.
Title owner	Email Unhinged.and.Reckless@gmail.com	Phone 608-728-2230	
Signature 		Date 1-4-26	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz		First Name Kaitlin	M.I. L.
Signature 		Date 1-4-26	

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) Unhinged & Reckless LLC	
2. Business Trade Name or DBA The Cantina	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name Lentz	2. First Name Kaitlin	3. M.I. L	
4. Relationship to Business (Title) Owner	5. Email Unhinged.and.Reckless@gmail.com	6. Phone 608-728-7230	
7. Home Address <div style="background-color: black; width: 100%; height: 20px;"></div>			
9. State WI	10. Zip Code 53545	11. Date of Birth 12-24-86	
12. Drivers License/State ID Number <div style="background-color: black; width: 100%; height: 20px;"></div>		13. Drivers License/State ID State of Issuance Wisconsin	

Part C: Address History							
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) 12/1986				
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 1319 North Pontiac Dr	City Janesville	State WI	Zip Code 53545				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

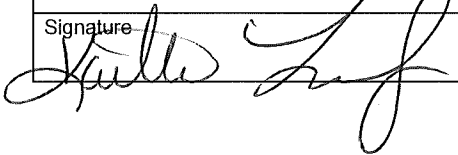
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 1-4-26
---	----------------

DRIVER LICENSE
REGULAR

USA
WISCONSIN



CLASS DM

1 LENTZ
2 KAITLIN LORRAINE

15 SEX F 16 HGT 5'-02" 17 WGT 150 lb
18 EYES BLU 19 HAIR BLD

END NONE

DEC 06
5 DD DTJW 932504231310940 4

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) UNHINGED & RECKLESS LLC	
2. Business Trade Name or DBA THE CANTINA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name MICHAELS		2. First Name ELISABETH	
3. M.I. LM		4. Relationship to Business (Title) OWNER	
5. Email Unhinged.and.reckless@gmail.com		6. Phone 262 374 9030	
7. Home Address [REDACTED]			
9. State WI		10. Zip Code 53184	11. Date of Birth
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Address History			
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) DOB
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1	City	State	Zip Code
104 WEBER ST, APT 4B	WALWORTH	WI	53184
Previous Address 2	City	State	Zip Code
504 WESTVIEW AVE.	CLINTON	WI	53525
Previous Address 3	City	State	Zip Code
NA	NA	NA	NA
Previous Address 4	City	State	Zip Code
NA	NA	NA	NA
Previous Address 5	City	State	Zip Code
NA	NA	NA	NA
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State	County	State	County
WI	WALWORTH	WI	ROCK
State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated <i>OWI (misdemeanor)</i>	Location <i>DELAWARE / WI</i>	Conviction Date <i>2013?</i>
Penalty Imposed <i>license revocation & marks - fee</i>	Was sentence completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated <i>SHOPLIFTING (EXPUNDED)</i>	Location <i>DELAWARE</i>	Conviction Date <i>2009? 2010?</i>
Penalty Imposed <i>community service hours</i>	Was sentence completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature *[Handwritten Signature]* Date *1/5/20*



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000024

Letter ID L0605702576

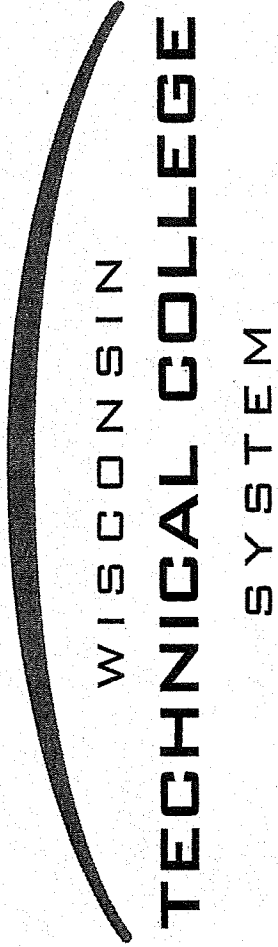
UNHINGED & RECKLESS
1319 N PONTIAC DR
JANESVILLE WI 53545-1378

Wisconsin Department of Revenue Seller's Permit

Legal/real name: UNHINGED & RECKLESS
Business name: THE CANTINA
220 ELKHORN RD
WILLIAMS BAY WI 53191-9514

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1032209572-04



Responsible Beverage Service
Course Completion Certificate

KAITLIN LENTZ

Name of student

Has successfully completed the responsible beverage service course which complies with Wisconsin Statutes 125.04(5) 125.17(6) and 134.66(2m) related to retail tobacco sales.

Date of course completion OCTOBER 7, 2006

Name of instructor Raymond J. Hadley

Wisconsin Technical College issuing certificate BLACKHAWK TECHNICAL COLLEGE

WISCONSIN
TECHNICAL COLLEGE
Daniel Clancy

Wisconsin Technical College System President

Eric A. Larson

Wisconsin Technical College President

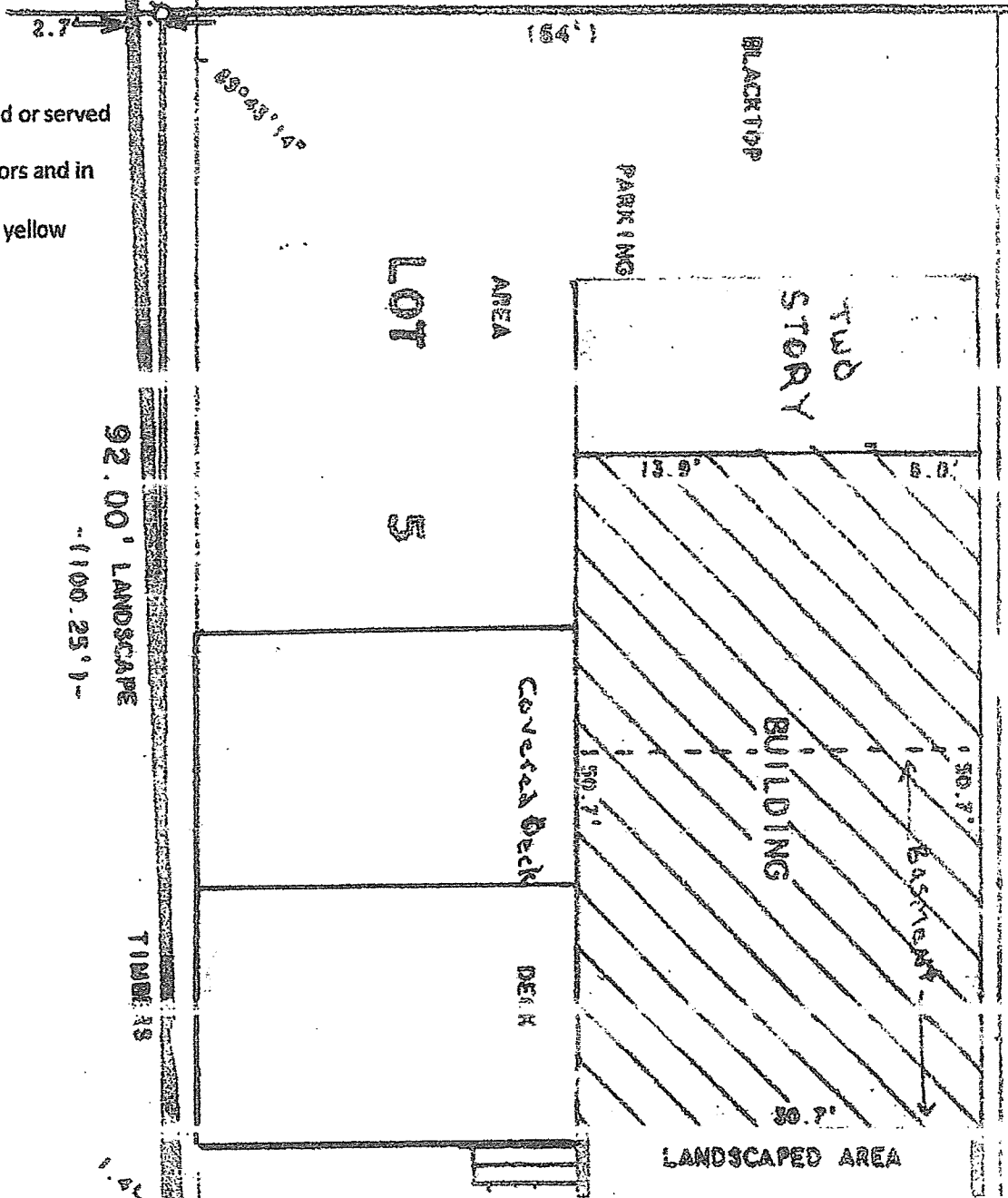


Liquor to be stored and or served
On all levels, on all floors and in
All rooms bordered in yellow

AREA 0.27 ACRES

LOT 5
LOT 6

PLAT OF SURVEY



SIDE WALK

HWY 67 NORTH



Village of Williams Bay
250 Williams Street | P.O. Box 580
Williams Bay, WI 53191
(262) 245-2700

XBP Confirmation Number: 300330292

Transaction detail for payment to Village of Williams Bay.		Date: 01/05/2026 - 8:10:47 AM MT	
Transaction Number: 260063510 Mastercard — XXXX-XXXX-XXXX-6856 Status: Successful			
Account #	Item	Quantity	Item Amount
Class B Beer	LiquorBeer License Class B Beer	1	\$100.00
Class B Liquor	LiquorBeer License Class B Liquor	1	\$500.00
Publication Fee	LiquorBeer License Publication Fee	1	\$50.00

TOTAL: \$650.00

Billing Information
KAITLIN LENTZ
53191

Transaction taken by: Admin TKolls



Village of Williams Bay
Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls; Village Clerk
From: Justin P Timm; Chief of Police

Reference: Women's Leadership Center at Williams Bay Liquor License

Ms. Kolls,

I have received the Liquor License application from the Women's Leadership Center at Williams Bay. Our department has completed the background investigations; however, a site visit will need to be scheduled once construction is finished.

Should the board approve the Liquor License, I would recommend that approval be contingent upon a site visit by the police department following the completion of construction.

Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

VILLAGE OF WILLIAMS BAY ALCOHOL LICENSE CHECKLIST

Checklist must be submitted by each applicant seeking an Alcohol License. Incomplete applications will be rejected.

Business Name & Street Address: Women's Leadership Center at Williams Bay NFP
333 Constance Blvd. Williams Bay, WI 53191

Applicant Name: Donna de St. Arbin

Type of Alcohol License(s) Sought: Class "B" Beer, Class "C" Liquor (wine only)

Applicant	Office Use	Item
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-200 Alcohol Beverage License Application – Thoroughly complete Sections A-D and complete the box in the upper right corner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-101 Alcohol Beverage Appointment of Agent – Thoroughly complete Sections A-E and the top Agent Type section.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-100 Alcohol Beverage Individual Questionnaire – Thoroughly complete Sections A-E. All individuals, partners, officers and directors, the agent of the corporation and members or managers and agent of limited liability companies must fill out this form.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of Completing Responsible Beverage Server Training Course. Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. Does not apply to individuals who held or were an agent of a corporation or LLC that held a liquor license within the past two years.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of Residency. Applicants must have continuously resided in the State of Wisconsin for 90 days prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of Wisconsin Seller's Permit. Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Map of Premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should include a small compass arrow showing which direction is north. Any gates leading outside of the premises must have a lock installed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	License Fees are due prior to issuance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Publication Fees: a \$50.00 publication fee is due upon application.

For Office Use Only

Date Filed with Clerk: _____	
License Fee Receipt: _____	Amount Paid: _____

Date Published in Newspaper: _____	
Publication Fee Receipt: _____	Amount Paid: _____

Date forwarded to Police Chief: _____	
Village Board Approval: _____	

License Issued Date: _____	License Number: _____



Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality
License Period

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
 Class "B" Beer \$ 100.00
 "Class A" Liquor \$ _____
 "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____
 Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ 100.00

Fees	
License Fees	\$ <u>200.00</u>
Background Check Fee	\$ _____
Publication Fee	\$ <u>50.00</u>
Total Fees	\$ _____

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>Womens Leadership Center at Williams Bay NFP</i>			
2. Business Trade Name or DBA			
3. FEIN <i>87-3532190</i>	4. Wisconsin Seller's Permit Number <i>456-10311512883-03</i>		
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>Wi</i>	7. Date of Organization <i>11/17/2021</i>	8. Wisconsin DFI Registration Number	
9. Premises Address <i>333 Constance Blvd.</i>			
10. City <i>Williams Bay</i>	11. State <i>WI</i>	12. Zip Code <i>53191</i>	
13. County <i>Walworth</i>	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <i>Williams Bay</i>		15. Aldermanic District
16. Premises Phone <i>262-903-6483</i>	17. Premises Email <i>Yvette@lincoln-road.com</i>	18. Website	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>Lodge - kitchen, Dining room, alcohol storage outside terrace (TBD) Council - gathering space, sm. kitchen cabin - gathering space, sm. kitchen</i>			
20. Mailing Address (if different from premises address) <i>P.O. Box 1350</i>			
21. City <i>Williams Bay</i>	22. State <i>WI</i>	23. Zip Code <i>53191</i>	

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Howard	Yvette	Vice President	262 903 6483
Drake	Ann	President & Chair	708 416 6224
de St. Aubin	Donna	Board Director	847 846 7421
Copeland	Dave	Attorney	224 292 8812

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Howard	First Name Yvette	M.I. M
Title Vice President	Email Yvette@lincoln-road.com	Phone 262 903 6483
Signature Yvette Howard	Date 11/20/26	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Agent Type (check one)

Original (no fee) Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Women's Leadership Center at Williams Bay NFP

2. Business Trade Name or DBA

3. Entity Type (check one) Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one) 5. If successor agent, provide State Permit or Municipal Retail License Number
 Municipal Retail License State Permit

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name 2. First Name 3. M.I.
de St. Aubin *Donna*

4. Email 5. Phone
dstaubin@staubin.net *847-846-7421*

6. Home Address

7. City 8. State 9. Zip Code 10. Date of Birth
Wi *53147* *2-1-50*

11. Drivers License/State ID Number 12. Drivers License/State ID State of Issuance
Wi

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Yes No
Submit proof of completion.

2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? Yes No

3. Have you been a Wisconsin resident for at least 90 continuous days? Yes No
See instructions for exceptions.

Continued →

Part D: Business Attestation			
<p>READ CAREFULLY BEFORE SIGNING: I, the Undersigned, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name	First Name	M.I.	
Howard	Yvette	M	
Title	Email	Phone	
Vice President	yvette@lincoln-road.com	262 903 6483	
Signature		Date	
Yvette Howard		1/20/26	

Part E: Agent Attestation			
<p>READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name	First Name	M.I.	
DE ST AUBIN	DONNA		
Signature		Date	
Donna de St Aubin		1/20/26	

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <i>Women's Leadership Center at Williams Bay NFP</i>	
2. Business Trade Name or DBA	
3. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization	

Part B: Individual Information				
1. Last Name <i>de St. Aubin</i>		2. First Name <i>Donna</i>		3. M.I.
4. Relationship to Business (Title) <i>Board member IHR</i>		5. Email <i>dstaubin@staubin.net</i>		6. Phone <i>847-846-7421</i>
7. Home Address [REDACTED]				
8. City [REDACTED]	9. State <i>WI</i>	10. Zip Code <i>53147</i>	11. Date of Birth <i>2/1/50</i>	
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance <i>WI</i>		

Part C: Address History			
1. Do you currently live in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) <i>06/2024</i>
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 <i>9509 Anters Ave</i>	City <i>Evanston</i>	State <i>IL</i>	Zip Code <i>60203</i>
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State <i>IL</i>	County <i>DuPage</i>	State <i>IL</i>	County <i>Cook</i>
State <i>CA</i>	County <i>Orange</i>	State <i>WI</i>	County <i>Walworth</i>
State	County	State	County

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature <i>Donna de St Aubin</i>	Date <i>01/20/26</i>

DRIVER LICENSE REGULAR WISCONSIN USA

40 [REDACTED] 06 CLASS D

1 DE ST AUBIN
2 DONNA

8 [REDACTED]

15 SEX F 16 HGT 5'-06" 17 WGT 139 lb
18 EYES BLUE 19 HAIR BROWN

3 [REDACTED] NONE

4a [REDACTED]

5 DD OTKUBI:24091015222493 4b EX

FEB 50

FEB 50



DRIVER LICENSE REGULAR WISCONSIN USA

40 [REDACTED] 06 CLASS D

1 DE ST AUBIN
2 DONNA

8 [REDACTED]

15 SEX F 16 HGT 5'-06" 17 WGT 139 lb
18 EYES BLUE 19 HAIR BROWN

3 [REDACTED] NONE

4a [REDACTED]

5 DD OTKUBI:24091015222493 4b EX

FEB 50

FEB 50

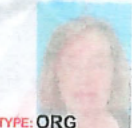


ILLINOIS

Jesse White • Secretary of State

USA

DRIVER'S LICENSE



4d LIC N [REDACTED]
 3 DOB: [REDACTED]
 4b EXP: [REDACTED] 4a ISS: [REDACTED]
 1 DRAKE
 2 ANN M
 8 [REDACTED]
 9 CLASS: D 9a END: NONE
 12 REST: B
 15 SEX: F 16 HGT: 5'-07"
 17 WGT: 135 lbs 18 EYES: BRN TYPE: ORG
 5 DD 20221028306CC4011

A. M. Drake

ILLINOIS Alexi Giannoulias • Secretary of State USA
DRIVER'S LICENSE ★




4a LIC. N. [REDACTED]
3 DC [REDACTED]
4b EX [REDACTED]
1 HOWARD
2 YVETTE MARY
[REDACTED]

9 CLASS: DM 9a END: NONE
12 REST: NONE

15 SEX: F 16 HGT: 5'-07"
17 WGT: 135 lbs 18 EYES: BLUE TYPE: ORG

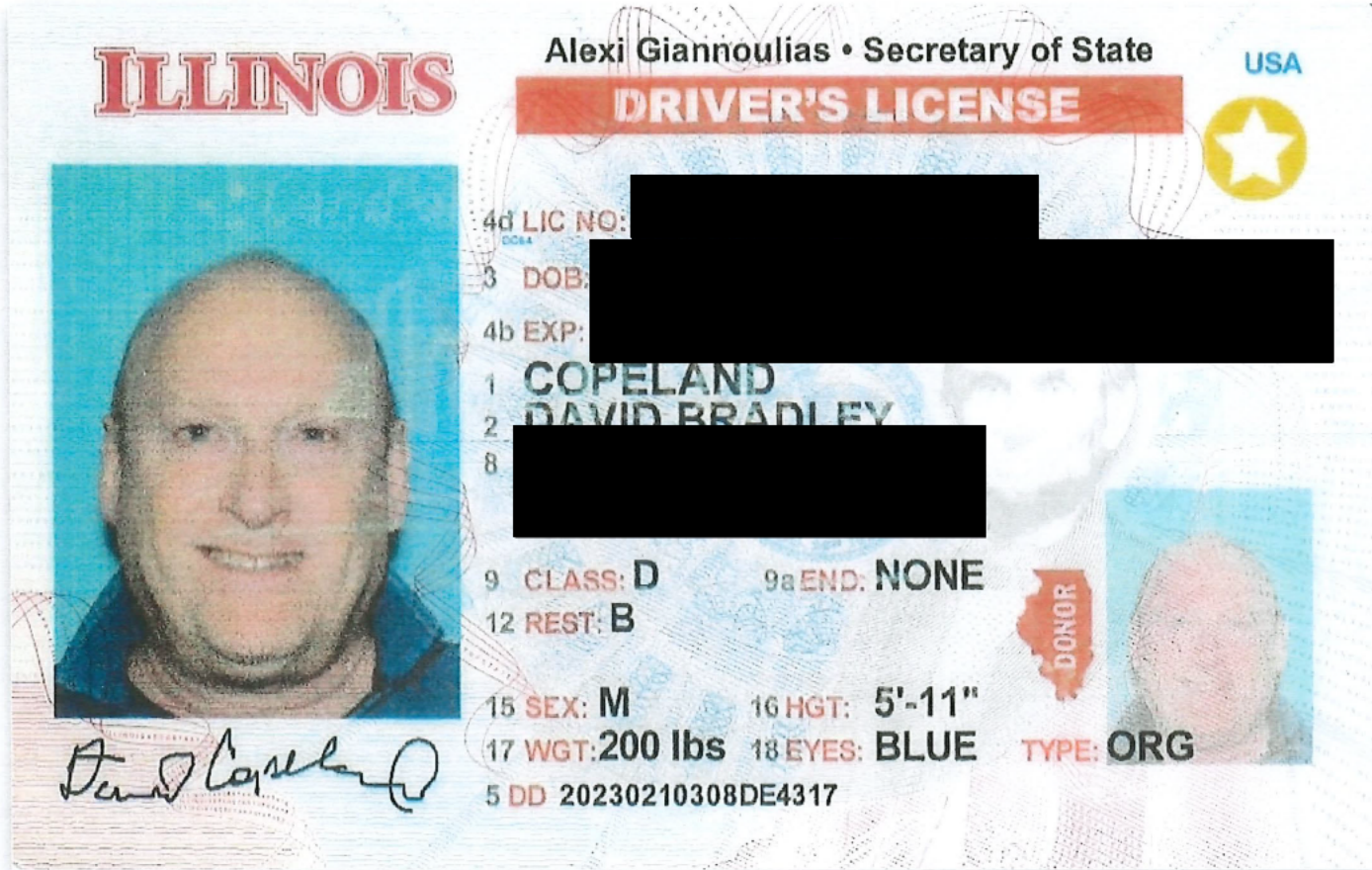
5 DD 34232024501D10182

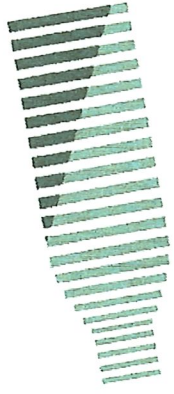
Yvette Howard



× dbc licence.jpg

Open with





LIQUORexam.com

Where Knowledge Meets Responsibility

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

CERTIFICATE OF COMPLETION

This is to certify that

Donna De St Aubin

Has Successfully Completed the Following Course and Examination

Wisconsin Alcohol Server and Seller Certification

Edward D McLean

Edward D. McLean, Program Director
www.LIQUORexam.com



Date: 11/11/2025
Expiration: 24 Months
Certificate #: 246143
Birth Date: 02/01/1950

**EMPLOYEE TRAINING ACKNOWLEDGEMENT
LEGAL RESTRICTION ON TOBACCO SALES TO MINORS**

Use of form: This is a required form. Personally identifiable information on this form is collected to determine compliance with the statutes and will only be used for that purpose.

Instructions: Sign form and retain on premises in personnel file.

Employee - Name (print) Donna De St Aubin		Driver's License Number [REDACTED]
Address [REDACTED]	City, State, Zip LAKE GEORGE Statewide, WI 53147	
Home Telephone 847-846-7421	Date of Birth (Day, Month, Year) 01/2/1950	
Store Name Affordable Alcohol Training dba LIQUORexam.com		Store Number (if applicable)

Name - Supervisor

I acknowledge (Choose one):

- I have successfully completed a responsible beverage server training course at a technical college that conforms to curriculum guidelines specified by the technical college system board or a comparable training course that is approved by the department or the educational approval board. (Wis. Stat. § 125.04)
- I have received training from my employer on compliance with Wis. Stat. § 134.66.

I further acknowledge:

- I understand that federal law prohibits selling tobacco products to any person under the age of 21. Failure to comply with these restrictions may result in a citation.

Donna de St. Aubin
SIGNATURE - Employee

11/11/25
Date Signed

SIGNATURE - Supervisor

Date Signed



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-224-5761
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

000322

Letter ID L1047794096

WOMENS LEADERSHIP CENTER AT WILLIAMS BAY NFP
 303 E WACKER DR STE 315
 CHICAGO IL 60601-5218

Wisconsin Department of Revenue Seller's Permit

Legal/real name: WOMENS LEADERSHIP CENTER AT WILLIAMS BAY NFP
Business name: WOMENS LEADERSHIP CENTER AT WILLIAMS BAY NFP
 333 CONSTANCE BLVD
 WILLIAMS BAY WI 53191-9547

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1031512883-03



CONSTANCE BLVD

SHED

PARKING

OAK SAVANNA
KNOLL

WOODLAND
CLEARING

COUNCIL

BASE CAMP

DROP OFF

LODGE

TERRACE
GARDEN

CABIN

BOARDWALK

GENEVA LAKE



Village of Williams Bay
250 Williams Street | P.O. Box 580
Williams Bay, WI 53191
(262) 245-2700

XBP Confirmation Number: 248827820

Transaction detail for payment to Village of Williams Bay. Date: 11/14/2025 - 8:51:01 AM MT
Transaction Number: 256294825
Visa — XXXX-XXXX-XXXX-2291
Status: Successful

Account #	Item	Quantity	Item Amount
Class B Beer	LiquorBeer License Class B Beer	1	\$100.00
Class B Liquor	LiquorBeer License Class B Liquor	1	\$500.00
Publication Fee	LiquorBeer License Publication Fee	1	\$50.00

TOTAL: \$650.00

Billing Information
Yvette Howard
53191

Transaction taken by: Admin TKolls



FONTANA FIRE DEPARTMENT MONTHLY REPORT - DECEMBER 2025



RESPONSE DATA

December 2025

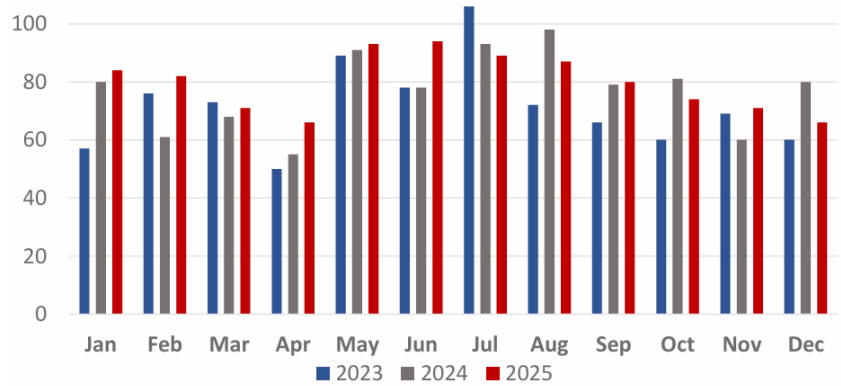
RESPONSE AREA	Total	Percent
Williams Bay	22	33%
Fontana	20	30%
Walworth Township	13	20%
Mutual Aid Responses	11	17%
TOTAL RESPONSES	66	

Response Time Report

Average Dispatched to Arrival on Scene

Williams Bay	6:24
Fontana	5:21
Walworth Township	6:45

3 YEAR TRENDS



TRAINING & CERTIFICATIONS

Ground Ladders Fireground Policies Airboat Training	Zoll Cardiac Monitor Use Mercy EMS Monthly Continuing Education Vehicle Extrication
---	---

PUBLIC EDUCATION & EVENTS

- Chucks Fire Party
- Williams Bay Lunch with Santa

OPERATIONS

- Formal swearing in of Lieutenant Heindl, Lieutenant Olsen, and Deputy Chief Kemmett
- Swearing in of new Paid-on-Call Firefighter EMT – Patrick Koutnik
- 10Fire Inspections & 1 Short Term Rental Inspections





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

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

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

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

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

Indemnification:

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

General Information

Name: Leticia Green Organization: WPPA
Address: 230 N. WALTON AVE Unit C Williams Bay WI 53191
Phone: 262-729-6505 Email: leticiagreen.beautyartist@gmail.com

Title of Event: _____

Date(s) requested: June 14th - 21st Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

We plan to host a cultural event later in the summer in addition to our Cinco de Mayo celebration to promote broader community engagement and participation

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____

Applicant initials [Signature]



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

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



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.

2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.

3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.

4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.

5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.

7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.

8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.

- a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
- b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
- c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
- d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
- e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
- f) A list of those serving alcoholic beverages at this event must accompany this contract.



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

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

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

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

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

Indemnification:

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

General Information

Name: Leticia Green Organization: WBBPA

Address: 230 N. WALNUT AVE UNIT C WILLIAMS BAY WI

Phone: 262-729-6505 Email: leticiagreen-beautyartist@gmail.com

Title of Event: 4th annual Cinco de Mayo (May 1st - 3rd)

Date(s) requested: May 1st - 3rd Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

4th annual Cinco de Mayo event
Food entertainment approximate 150-250 people
certificate of insurance will follow

Contact Information (if different than above)

Name: Organization:

Address:

[Handwritten initials]



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____



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

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

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

DATED this 27 day of Dec., 2025

Group or organization WVBA

Our liability insurance provided by: _____
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: [Signature]
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

Applicant initials [Signature]



EDGEWATER PARK USE AND POLICY CONTRACT

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

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.

2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.

3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.

4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.

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7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.

8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.

a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.

b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.

c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.

d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.

e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.

f) A list of those serving alcoholic beverages at this event must accompany this contract.

HM (BBA) need to give this fee.

N/A



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

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

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

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

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

Indemnification:

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

General Information

Name: Kimberly Voller Organization: Williams Bay Business Association
Address: P.O. Box 788 Williams Bay, WI 53191
Phone: 815-354-2619 Email: williamsbayfarmersmarket@gmail.com
Title of Event: William's Bay Farmers Market
Date(s) requested: Please attached Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Blank lines for event summary

Contact Information (if different than above)

Name: Organization: Address:

Applicant initials [Signature]



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____



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

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

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

DATED this 28 day of December, 2025

Group or organization WBBA

Our liability insurance provided by: West Bend Mutual Insurance

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

Signed by: Hendry Moller - Market Manager
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:



Name: Kimberly Voller

Organization: Williams Bay Business Association (WBBA)

Address: PO Box 788 | Williams Bay, WI 53191

email: WilliamsBayFarmersMarket@gmail.com

Title of Event: Williams Bay Farmers Market

2026 Dates Requested:

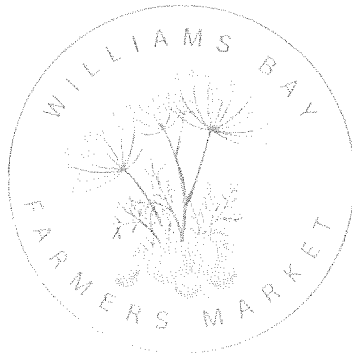
- MAY: 22, 29
- JUNE: 5, 12, 19, 26
- JULY: 3, 10, 17, 24, 31
- AUGUST: 7, 21, 28
 - No Market: August 14 (Corn & Brat Festival)
- SEPTEMBER: 4

Times: 6 am - 2 pm (Market to run 8:00 am - 1 pm)

Electricity is requested to be turned on each week, please.

Notes:

- Jim D'Alessandro mentioned that the \$500 deposit has been waived in the past.
- The Certificate of Liability will be submitted closer to the market dates.



Name: Kimberly Voller

Organization: Williams Bay Business Association (WBBA)

Address: PO Box 788 | Williams Bay, WI 53191

email: WilliamsBayFarmersMarket@gmail.com

Title of Event: Williams Bay Farmers Market

2026 Dates Requested:

- MAY: 22, 29
- JUNE: 5, 12, 19, 26
- JULY: 3, 10, 17, 24, 31
- AUGUST: 7, 21, 28
 - No Market: August 14 (Corn & Brat Festival)
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Times: 6 am - 2 pm (Market to run 8:00 am - 1 pm)

Electricity is requested to be turned on each week, please.

Notes:

- Jim D'Alessandro mentioned that the \$500 deposit has been waived in the past.
- The Certificate of Liability will be submitted closer to the market dates.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. 5320 Green Bay Road Kenosha WI 53144	CONTACT NAME: Karri Moore	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS: karri.moore@m3ins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Secura Insurance Company		22543
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED TWOOREE-01 Two Creek Farms, LLC 2815 Waukesha Road Franksville WI 53126

COVERAGES CERTIFICATE NUMBER: 336676718 REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP3358562	1/5/2026	1/5/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 * MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC3358563	1/5/2026	1/5/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Williams Bay Farmers Market and Village of Williams Bay are an Additional Insured with respect to General Liability when required by written contract.

CERTIFICATE HOLDER Williams Bay Farmers Market Edge Water Park East Geneva St Williams Bay WI 53191	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Karri Moore</i>

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10z - #10 - C91462
626 - 750 - F1 P755



M3 Insurance - Kenosha
 5320 Green Bay Road
 Kenosha WI 53144



1oz - #10 - Q91462 - 626 - 749 - F1 P754 - 00074

WILLIAMS BAY FARMERS MARKET
 EDGE WATER PARK
 EAST GENEVA ST
 WILLIAMS BAY WI 53191



1oz - #10 - Q91462
 626 - 749 - F1 P754



EDGEWATER PARK USE AND POLICY CONTRACT

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

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- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
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General Information

Name: Dan Anderson Organization: Williams Bay Lions Club

Address: PO Box 550 Williams Bay, WI 53191

Phone: 262-203-2714 Email: ibdanomite@gmail.com

Title of Event: Pancake Day; Corn and Brat Fest; Nick Caselli Rocking Car Show

Date(s) requested: July 4, 2026; Aug 5-9, 2026; Oct 10, 2026 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Pancake Day: 700
Corn and Brat: 2,000
Car show: 300

Contact Information (if different than above)

Name: Organization:

Address:



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____



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

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

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DATED this 26 day of January, 2026

Group or organization Williams Bay Lions Club

Our liability insurance provided by: ON FILE

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

Signed by: [Signature]
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-13-26**

**A RESOLUTION AUTHORIZING VILLAGE PIERS REPAIR ESTIMATES FROM
LAKE GENEVA PIER COMPANY**

WHEREAS, the Village of Williams Bay piers consist of: (1) Municipal Pier, Launch Piers and Swim Piers (“Project A”) and (2) East and West Boat Slip Piers (“Project B”); and

WHEREAS, on December 15, 2025 the Village Board approved the bids from and awarded the contract to the Lake Geneva Pier Co., LLC (LGPC) for the annual installation of piers in early Spring, removal of piers in the Fall, repairs of pier components during the boating season and necessary repairs after removal of the piers and prior to Spring installation for three (3) years 2026, 2027 and 2028; and

WHEREAS, the awarded contract was broken out into two projects as follows:

- (1) Project A. Includes the Village of Williams Bay Municipal Pier, two (2) Swim Piers located at the Williams Bay beach, two (2) Boat Launch Piers and miscellaneous marker buoys and
- (2) Project B. Includes the Village of Williams Bay East and West Boat Slip Piers, five (5) Ramps located along the Edgewater Park shoreline, installation/removal and transportation of boat lifts that are placed in the East, West and Municipal Piers.

WHEREAS, LGPC submitted quotes totaling \$44,021.56 for both Project A and Project B as follows:

- (1) Project A in the amount of \$30,775.28
- (2) Project B in the amount of \$13,246.28

TOTAL \$44,021.56

WHEREAS, on February 2, 2026 the Parks & Lakefront Committee and Finance and Personnel Committee reviewed the quotes and recommended approval of the quotes from Lake Geneva Pier Company Co., LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Pier Quotes from Lake Geneva Pier Company Co., LLC, are authorized. The Village Administrator and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Quotes on behalf of the Village.

SECTION THREE: **Effective Date.** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

Exhibit A

**Lake Geneva Pier Co, LLC Repair Quotes for Project A and Project B
(Attached Following Pages)**

DRAFT

Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: MUNICIPAL PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	6	\$972.00	\$648.00	\$1620.00
6x6 Doug Fir - 14 ft	2	\$378.00	\$216.00	\$594.00
6x6 Doug Fir - 12 ft	7	\$1134.00	\$756.00	\$1890.00
6x6 Doug Fir - 10 ft	1	\$135.00	\$108.00	\$243.00
6x6 Doug Fir - 20 ft	2	\$540.00	\$216.00	\$756.00
Stringers Subtotal:				\$5103.00

☐ Decking

Description	Qty	Materials	Labor	Total
23" x 8 boards (SLIP DECKING)	6	\$190.65	\$330.00	\$520.65
120" x 4 boards (SINGLE DECKING)	20	\$1616.00	\$1100.00	\$2716.00
Decking Subtotal:				\$3236.65

↔ **H-Frames**

Description	Qty	Materials	Labor	Total
14' x 12' H-Frame	8	\$4312.80	\$1600.00	\$5912.80
H-Frames Subtotal:				\$5912.80

Subtotal:	\$14252.45
Disposal Fee (4%):	\$570.10
<hr/>	
Total:	\$14822.55

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick

Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: Ryan@lakespropertymgmt.com
Phone: (262) 806-0356
Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST LAUNCH PIER
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFFSEASON REPAIRS

⌵ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 16 ft	1	\$216.00	\$108.00	\$324.00
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$729.00

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal: **\$1360.10**

Disposal Fee (4%): \$54.40

Total: \$1414.50

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenepiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: EAST LAUNCH PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$405.00

☐ Decking

Description	Qty	Materials	Labor	Total
53" × 5 boards	1	\$44.65	\$55.00	\$99.65
Decking Subtotal:				\$99.65

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal:	\$1135.75
Disposal Fee (4%):	\$45.43
<hr/>	
Total:	\$1181.18

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
 Email: Ryan@lakespropertymgt.com
 Phone: (262) 806-0356
 Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST SIM PIER
 Preferred Date: To be determined
 Tax Status: Tax Exempt (Township)
 Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	2	\$324.00	\$216.00	\$540.00
6x6 Doug Fir - 18 ft	3	\$729.00	\$324.00	\$1053.00
Stringers Subtotal:				\$1593.00

☐ Decking

Description	Qty	Materials	Labor	Total
88" × 4 boards	4	\$238.93	\$220.00	\$458.93
Decking Subtotal:				\$458.93

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' × 8' H-Frame	2	\$790.20	\$400.00	\$1190.20
H-Frames Subtotal:				\$1190.20

🔧 Miscellaneous Items

Description	Qty	Unit Price	Total
Slow No Wake Buoy - NEW BUOYS	6	\$800.00	\$4800.00
Misc Items Subtotal:			\$4800.00

Subtotal: \$8042.13

Disposal Fee (4%): \$129.69

Total: \$8171.82

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.

- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenepiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
 Email: ryan@lakespropertymgmt.com
 Phone: (262) 249-1922
 Address: 700 Veterans Pkwy., Suite 204
 Suite 204

Project Details

Pier Location: EAST SWIM PIER.
 Preferred Date: To be determined
 Tax Status: Tax Exempt (Township)
 Notes: OFF SEASON REPAIRS.

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	1	\$162.00	\$108.00	\$270.00
6x6 Doug Fir - 14 ft	1	\$189.00	\$108.00	\$297.00
6x6 Doug Fir - 16 ft	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 18 ft	2	\$486.00	\$216.00	\$702.00
Stringers Subtotal:				\$1917.00

Decking

Description	Qty	Materials	Labor	Total
88" x 4 boards (DECKING SECTIONS SWIM PIER)	6	\$358.40	\$330.00	\$688.40
Decking Subtotal:				\$688.40

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' x 8' H-Frame (HORSES SWIM PIER)	4	\$1580.40	\$800.00	\$2380.40
H-Frames Subtotal:				\$2380.40

Subtotal: **\$4985.80**

Disposal Fee (4%): \$199.43

Total: \$5185.23

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260126-254

Date Prepared
1/26/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: Main Boat Piers

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: Sample parts

Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 18 ft (East/West Main Stringers)	12	\$2916.00	\$1296.00	\$4212.00
6x6 Doug Fir - 16 ft (East/West Crosswalk)	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 30 ft (East West Slip Stringers)	1	\$405.00	\$108.00	\$513.00
6x6 Doug Fir - 28 ft (East/West Slip Stringers)	2	\$756.00	\$216.00	\$972.00
6x6 Doug Fir - 24 ft (East/West Slip Stringers)	2	\$648.00	\$216.00	\$864.00
Stringers Subtotal:				\$7209.00

Decking

Description	Qty	Materials	Labor	Total
77" × 4 boards (Boat Piers- L Decking)	5	\$262.46	\$275.00	\$537.46
53" × 5 boards (Crosswalk decking)	5	\$223.25	\$275.00	\$498.25
23" × 11 boards (slip decking)	5	\$214.50	\$275.00	\$489.50
Decking Subtotal:				\$1525.21

H-Frames

Description	Qty	Materials	Labor	Total
12' × 6' H-Frame (Cross walk H Frames)	2	\$862.20	\$400.00	\$1262.20
14' × 4' H-Frame (Slip H Frames)	2	\$934.20	\$400.00	\$1334.20
14' × 8' H-Frame (Main H Frames)	2	\$1006.20	\$400.00	\$1406.20
H-Frames Subtotal:				\$4002.60

Subtotal: **\$12736.81**

Disposal Fee (4%): \$509.47

Total: \$13246.28

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.

- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

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Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

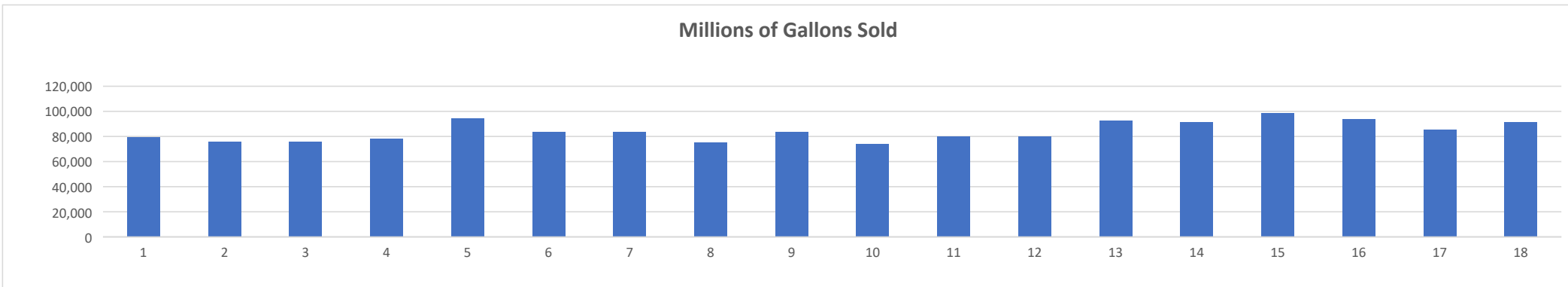
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Williams Bay - Water sold per PSC annual reports

01/07/2026

All in millions of gallons

Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Gallons	79,616	76,148	76,125	78,121	94,519	83,653	83,552	75,335	83,617	73,897	79,936	80,109	92,436	91,568	98,399	94,025	85,675	91,423



From	To	Ave/5 yr	3 yr/ave
2023	2025	90,374	3 yr/ave
2018	2023	88,490	
2013	2018	80,011	
2008	2013	80,906	

Williams Bay - History Water Main breaks

01/05/2026

2026 through 01/04/26

Date	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Total	10	5	6	6	4	9	3	5	14	4
01/01/26										544 Wiswell (2 breaks)
01/01/26										Menominee & Geneva
02/01/26										57 N Walworth
01/20/22						630 Cedar Point Dr.				
01/29/24								65 Menominee	Liechty/Conference Pt	
01/30/17	647 Geneva								335 Frost Dr.	
02/01/19			Fair Oaks (at hill)						95 N Walworth Ave	
02/02/23							153 Oakwood street			
02/07/22						62 Hill Street				
02/13/22						47 Menomonee			E Geneva /Conference	
02/14/16										
02/15/19			95 Liechty							
02/17/21					213 Vernon Street					
02/18/17	14 Liechty dr.									
02/24/19			345 Forest Dr.						55 N. Walworth Ave.	
03/06/18		61 Highland								
03/12/16									56 Hill Str.	
03/18/21					316 Washington Pkwy					
03/21/21					Walworth at Congress					
03/25/22						115 Elkhorn Rd. (wtr plt)				
04/04/20				191 Lincoln Pkwy						
05/14/19			65 Starck							101 Cherry Str.
05/29/24								141 Cherry		
05/30/22						15 N. Walworth Ave				
06/10/24								Constance blvd (WLC)		
06/13/17	500 Wisswell									
06/16/18		57 N.Walworth								
06/21/17	62 Clover									
06/22/20				80 Williams						
06/24/17	Collie & Hickory									
06/30/21					Cleveland & Garfield					
07/11/17	W Geneva & Congress									
07/16/24								80 N. Walworth	278 Circle Pkwy	
07/20/22						236 N. Walworth Ave.				
08/02/22						200 Stan Street			170 Cherry Str	
08/20/19			121 Birch Walnut						155 Elkhorn Rd low	
09/06/16									155 Elkhorn Rd High	
10/01/16										
10/17/18		8 Dartmouth								146 Cherry Street
10/21/24								694 Jackson Pkwy		
11/01/22						240 Elkhorn rd/Stark Str.				
11/01/22						Across from 220 Elkhorn Rd.				
11/19/25									544 Wisswell	
11/10/17	6 Potawatomi									
11/24/23							76 Potawatomi			
12/07/17	194 williams									
12/10/18		80 Hill Street								
12/14/20				U.L.V.						
12/14/20				Darthmouth Woods						
12/15/20				150 Orchard						
12/17/18		72 Potawatomi					85 Highland		60 Johnson Terrace	
12/20/20				Lakefront by Boat launch						
12/22/17	110 Liechty									
12/27/17	254 Center Street									
12/30/19			545 Free Church							

History Williams Bay water main breaks by location

01/05/26

through 01/04/26

Address	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total	Perct
Birch Walnut				1								1	1.43%
Cedar Point Dr							1					1	1.43%
Center Str		1										1	1.43%
Cherry street									1	3		4	5.71%
Circle Pkwy										1		1	1.43%
Cleveland/Garfield						1						1	1.43%
Clover		1										1	1.43%
Collie		1										1	1.43%
Constance Woods WLC									1			1	1.43%
Darthmouth			1		1							2	2.86%
Elkhorn Rd.	1						3			2		6	8.57%
E Geneva / Conference Pt.										1		1	1.43%
Fair Oaks				1								1	1.43%
Forest				1								1	1.43%
Frost Dr.										1		1	1.43%
Free Church				1								1	1.43%
Geneva street	1	2										3	4.29%
Highland			1					1				2	2.86%
Hill			1				1			1		3	4.29%
Jackson Pkwy									1			1	1.43%
Johnson Terrace	1									1		2	2.86%
Lake by b launch					1							1	1.43%
Liechty Dr		2		1						1		4	5.71%
Lincoln Pkwy					1							1	1.43%
Menomonee							1		1		1	3	4.29%
Oakwood street								1				1	1.43%
Orchard					1							1	1.43%
Potawatomi		1	1					1				3	4.29%
Stan street							1					1	1.43%
Stark				1								1	1.43%
U.L.V					1							1	1.43%
Vernon						1						1	1.43%
Walworth ave	1		1			1	2		1	2	1	9	12.86%
Washington Pkwy						1						1	1.43%
Williams		1			1							2	2.86%
Wiswell		1								1	2	4	5.71%
Total	4	10	5	6	6	4	9	3	5	14	4	70	100.00%

Williams Bay – Water Fund Borrowing and Projects Costs status

01/07/26	Year	Borrowed	Costs	Actual	Bid \$\$\$
Borrowed funds 2021		\$5,600,000			
Interest income borrowed funds		\$0			
Total		\$5,600,000			
Finished Projects					
Elkhorn Road new water main			\$720,006		
Cleaned & Repaired lime reactor			\$370,932		
Water plant out of floodzone			\$42,000		
Clover Street water main			\$61,936		
Theatre Road Water tower – Pay off balloon balance 12/15/2025	2025		\$323,521		
Well 2 new pump \$153,169 bid + \$52,035 + \$15,800 ad on	2024		\$221,004		
Available Borrowed Funds after Finished Projects		\$3,860,601	\$1,739,399		
Starting Projects 2024–2025–2026					
Geneva Street East West engineering cost due in 2025	2025		\$195,000		
Well 3 pump new pump (orig est. \$120,000 revised 01/05/26)	2025		\$165,000		
Public Works new W&S utility truck	2025		\$25,000		
Lead pipes water lines service (2 homes) public sections	2025		\$18,900		
Available Borrowed Funds after Starting Projects		\$3,456,701	\$403,900		
Pending Future Projects					
Walworth Ave – W.geneva street to Liechty	2028		\$596,500		
Elementary school project	2028		\$1,500,000		
Future Street Improvements – Water Mains relay's			\$800,000		
Available Borrowed Funds after Pending Future Projects		\$560,201	\$2,896,500		
Long Term Projects					
Upper & Lower Loch Vista new water mains/hydrants	2030		\$1,100,000		
Geneva Street East West new water mains per WDOT project	2031		\$4,100,000		
East Geneva street – Firestation to Potawatomi Road	2031		\$2,823,000		
Well #4 Olive and Williams Street	2035		\$1,500,000		
Water Plant expansion			\$2,500,000		
New Water Tower design & permitting			\$250,000		
New Water Tower			\$2,500,000		
Water Tower (3) removal cost			\$250,000		
Well 2 new Roof			\$30,000		
Well 3 new Roof and Generator			\$300,000		
Long Term Projects total		-\$14,792,799	\$15,353,000		
Safe Water Loan 2024 (pay back \$3,683K, after \$860K PF)		\$4,542,950			
Starting Project 2024–2025 Safe Water Loan Only					
Projected transfer switch savings (use current 2 yr old switch)			-\$25,000		
05/05/25 Change order 1			\$44,734		
Optimize Corrosion Control Study B\$W through 2026, phase 1			\$120,000		
Optimize Corrosion Control Study design,perpitting, phase 2			\$300,000		
Chorination water plant improvement			\$3,979,000		
Water plant improvement proj.cst overrun \$198,950 Balance			\$124,216		
Available Borrowed Funds after Starting Projects		\$0	\$4,542,950		



Williams Bay - Sewer Fund Borrowing and Projects Costs status

01/07/26	Year	Borrowed	Costs	Actual	Bid \$\$\$
Borrowed funds 2021		\$2,800,000			
Interest income borrowed funds		\$0			
Total		\$2,800,000			
Finished Projects					
Elkhorn Road North/South new 12" sewer pipes			\$423,529		
Sewer linings			\$200,000		
Available Borrowed Funds after Finished Projects		\$2,176,471	\$623,529		
Starting Projects 2024-2025-2026					
Public Works new W&S utility truck	2025		\$25,000		
Oakwood / Orchard. Sewer repair. Project 1 from 6" to new 8"	2025		\$288,000		
Lift Station 4 Gravity Sewer replacement Project # 3	2025		\$673,250		
B&W engineering cost Project 1 & 3	2025		\$288,750		
		\$901,471	\$1,275,000		
Pending Future Projects					
Elementary school project	2028		\$600,000		
Walworth Ave Televising and Sewer Repair	2028		\$311,000		
STH 67 Sanitary Sewer Replacement per WDOT Project	2030		\$695,000		
Available Borrowed Funds after Pending Future Projects		-\$704,529	\$1,606,000		
Long Term Projects					
B&W engineering cost LS 5 system	2027		\$80,000		
Liftstation 5 remodel and Discharge Force Main Rehabilitation	2028		\$2,203,000		
Lift station 5 Gravity Sewer Relining	2030		\$421,000		
East Geneva Street Force Main Replacement	2031		\$851,000		
Replace LS # 1 Circle Parkway			\$810,000		
Replace LS # 2 Washington Parkway			\$810,000		
Sanitary Sewer replacement - Future street projects			\$800,000		
Improve remaining four (4) lift stations			\$1,170,000		
Long term projects total		-\$7,849,529	\$7,145,000		
Clean Water Loan 2024		\$2,026,050			
Starting Projects 2024-2025					
Revised Construction (Building) Change order #1			-\$23,944		
05/05/25 Change order #2			\$14,778		
Harris Road Lift Station Planning and Design			\$200,000		
Harris Road Lift Station Replace old with new station			\$1,827,000		
Harris Road Lift Station cost overrun (Projected \$93,600) Balance			\$8,216		
Available Borrowed Funds after Starting Projects		\$0	\$2,026,050		

Williams Bay – Water Fund Borrowing and Projects Costs status

01/07/26	Year	Borrowed	Costs	Actual	Bid \$\$\$
Borrowed funds 2021		\$5,600,000			
Interest income borrowed funds		\$0			
Total		\$5,600,000			
Finished Projects					
Elkhorn Road new water main			\$720,006		
Cleaned & Repaired lime reactor			\$370,932		
Water plant out of floodzone			\$42,000		
Clover Street water main			\$61,936		
Theatre Road Water tower – Pay off balloon balance 12/15/2025	2025		\$323,521		
Well 2 new pump \$153,169 bid + \$52,035 + \$15,800 ad on	2024		\$221,004		
Available Borrowed Funds after Finished Projects		\$3,860,601	\$1,739,399		
Starting Projects 2024–2025–2026					
Geneva Street East West engineering cost due in 2025	2025		\$195,000		
Well 3 pump new pump (orig est. \$120,000 revised 01/05/26)	2025		\$165,000		
Public Works new W&S utility truck	2025		\$25,000		
Lead pipes water lines service (2 homes) public sections	2025		\$18,900		
Available Borrowed Funds after Starting Projects		\$3,456,701	\$403,900		
Pending Future Projects					
Walworth Ave – W.geneva street to Liechty	2028		\$596,500		
Elementary school project	2028		\$1,500,000		
Future Street Improvements – Water Mains relay's			\$800,000		
Available Borrowed Funds after Pending Future Projects		\$560,201	\$2,896,500		
Long Term Projects					
Upper & Lower Loch Vista new water mains/hydrants	2030		\$1,100,000		
Geneva Street East West new water mains per WDOT project	2031		\$4,100,000		
East Geneva street – Firestation to Potawatomi Road	2031		\$2,823,000		
Well #4 Olive and Williams Street	2035		\$1,500,000		
Water Plant expansion			\$2,500,000		
New Water Tower design & permitting			\$250,000		
New Water Tower			\$2,500,000		
Water Tower (3) removal cost			\$250,000		
Well 2 new Roof			\$30,000		
Well 3 new Roof and Generator			\$300,000		
Long Term Projects total		-\$14,792,799	\$15,353,000		
Safe Water Loan 2024 (pay back \$3,683K, after \$860K PF)		\$4,542,950			
Starting Project 2024–2025 Safe Water Loan Only					
Projected transfer switch savings (use current 2 yr old switch)			-\$25,000		
05/05/25 Change order 1			\$44,734		
Optimize Corrosion Control Study B\$W through 2026, phase 1			\$120,000		
Optimize Corrosion Control Study design,perpitting, phase 2			\$300,000		
Chorination water plant improvement			\$3,979,000		
Water plant improvement proj.cst overrun \$198,950 Balance			\$124,216		
Available Borrowed Funds after Starting Projects		\$0	\$4,542,950		



Williams Bay - Sewer Fund Borrowing and Projects Costs status

01/07/26	Year	Borrowed	Costs	Actual	Bid \$\$\$
Borrowed funds 2021		\$2,800,000			
Interest income borrowed funds		\$0			
Total		\$2,800,000			
Finished Projects					
Elkhorn Road North/South new 12" sewer pipes			\$423,529		
Sewer linings			\$200,000		
Available Borrowed Funds after Finished Projects		\$2,176,471	\$623,529		
Starting Projects 2024-2025-2026					
Public Works new W&S utility truck	2025		\$25,000		
Oakwood / Orchard. Sewer repair. Project 1 from 6" to new 8"	2025		\$288,000		
Lift Station 4 Gravity Sewer replacement Project # 3	2025		\$673,250		
B&W engineering cost Project 1 & 3	2025		\$288,750		
		\$901,471	\$1,275,000		
Pending Future Projects					
Elementary school project	2028		\$600,000		
Walworth Ave Televising and Sewer Repair	2028		\$311,000		
STH 67 Sanitary Sewer Replacement per WDOT Project	2030		\$695,000		
Available Borrowed Funds after Pending Future Projects		-\$704,529	\$1,606,000		
Long Term Projects					
B&W engineering cost LS 5 system	2027		\$80,000		
Liftstation 5 remodel and Discharge Force Main Rehabilitation	2028		\$2,203,000		
Lift station 5 Gravity Sewer Relining	2030		\$421,000		
East Geneva Street Force Main Replacement	2031		\$851,000		
Replace LS # 1 Circle Parkway			\$810,000		
Replace LS # 2 Washington Parkway			\$810,000		
Sanitary Sewer replacement - Future street projects			\$800,000		
Improve remaining four (4) lift stations			\$1,170,000		
Long term projects total		-\$7,849,529	\$7,145,000		
Clean Water Loan 2024		\$2,026,050			
Starting Projects 2024-2025					
Revised Construction (Building) Change order #1			-\$23,944		
05/05/25 Change order #2			\$14,778		
Harris Road Lift Station Planning and Design			\$200,000		
Harris Road Lift Station Replace old with new station			\$1,827,000		
Harris Road Lift Station cost overrun (Projected \$93,600) Balance			\$8,216		
Available Borrowed Funds after Starting Projects		\$0	\$2,026,050		

2025 Annual Report from the Water & Sewer Committee

Dear Williams Bay residents,

Last year 2025 certainly was one to remember. We had some great accomplishments, and we made progress fixing our Williams Bay water and sewer infrastructure. On the other hand, we also had some concerning setbacks.

Water

Last November we finished a complete overhaul of our water plant on Elkhorn Road. This water plant dates to 1930 and needed new pumps and other mechanical equipment. We also installed new automatic chlorine injection equipment to eliminate the ammonia which naturally gets pumped from the aquifer. The filters were rehabbed and the plant also received a new roof, rafters and windows. We paid for these updates with a Safe Water Loan, which had an \$860,000 principal forgiveness.

Well 2 received a brand-new pump in 2025. We also needed a new shaft that holds the pump. The new pump in well 2 was an important job, because it allowed us to replace the pump in well 3 in the next couple of weeks. The well 3 pump was last refurbished in 2007 and will now be new. Roughly 85% of our water comes from this 1400 ft deep well. The annual 2025 water volume used in Williams Bay was 91,423,000 million gallons of water.

On the downside, we had fourteen (14) water main breaks in 2025. This is six (6) more than the combined 2023 and 2024 total of eight (8) breaks. This is concerning since we also started with four (4) water main breaks just in the first two days of 2026.

Now that we are on water, I want to express my thanks for the help we received when we had the unexpected DNR issued Do Not Drink water order. We could not have done all we did without all the volunteers, the Williams Bay school, our police chief and police department, Village staff, the Fontana EMS department, The Preserve and other companies for their generous donations and so many more helping organizing in getting and then handing out water bottles. It truly shows what Williams Bay is all about, in a time of need.

Sewer

Of course, the best 2025 news from the sewer department is that we completely replaced the Harris Road lift station. This lift station serves the entire East side of the Village. The old lift station was an original structure more than 50+ years old and had capacity issues when we had heavier than normal precipitation events, or when spring snow melts occurred.

In 2025 we set the wheels in motion to replace this year the last 6" sewer pipe sections in Oakwood and Orchard Street. We also approved the work for 2026 replacement of the sewer pipe from basically Pier 290 to the Fire station downtown. This project will greatly help reduce water infiltration.

We are on the right track. We fix our utility infrastructure one step at a time, and we thank you for your support and encouragement.

Sincerely,

Rob Umans

Chair – Water & Sewer Committee.

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-73-25**

A RESOLUTION AUTHORIZING CREATING WATER & SEWER SUPERVISOR POSITION

WHEREAS, the Director of Public Works position has included being responsible for public works activities along with all aspects of managing the Village’s public water and sewer operations; and

WHEREAS, over the years the level of regulations and requirements for the operations of the public water and sewer systems has increased substantially; and

WHEREAS, the Director of Public Works recognized that the operations of the public water and sewer systems has evolved into requiring a full-time Water and Sewer Supervisor to effectively manage the system under the guidance and supervision of the Director of Public Works; and

WHEREAS, on November 3, 2025, the Water & Sewer Committee recommended approval of creating the position of Water & Sewer Supervisor Position as described in the Water & Sewer Supervisor Job Description “Attachment A” funded entirely by the Water & Sewer Fund and authorizing recruiting to fill the position; and

WHEREAS, on November 10, 2025, the Finance & Personnel Committee recommended approval of creating the position of Water & Sewer Supervisor Position as described in the Water & Sewer Supervisor Job Description “Attachment A” funded entirely by the Water & Sewer Fund and authorizing recruiting to fill the position; and

WHEREAS, on November 17, 2025, the Village Board, as recommended by the Water & Sewer Committee and Finance & Personnel Committee, approve creating the position funded entirely by the Water & Sewer Fund and recruiting to fill the Water & Sewer Supervisor position.

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 President and Board of Trustees hereby establishing the position and authorizes the recruitment to fill the position, therefore.

Approved by the Village Board of the Village of Williams Bay this 17th day of November 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A

VILLAGE OF WILLIAMS BAY WATER & SEWER SUPERVISOR JOB DESCRIPTION

VILLAGE OF WILLIAMS BAY POSITION VACANCY

POSITION TITLE: Utilities Supervisor (Williams Bay Utilities)

DESCRIPTION OF DUTIES: The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members. The Utilities Supervisor reports to the Director of Public Works.

Applicants should have a strong understanding of safety procedures. Applicant should have ability to work in all types of weather conditions and perform strenuous physical labor including heavy lifting and climbing. This position will occasionally require working outside normal working hours for on-call and emergency situations.

MINIMUM REQUIREMENTS:

- Preferred minimum of 5 years' experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.

RESPONSE TIME REQUIREMENT:

Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.

METHOD USED TO FILL POSITION: Candidate selection will be by open competitive process. A full position description is available on the Village's website at: <https://www.williamsbay.org/> or at Village Hall, located at 250 Williams Street, Williams Bay, WI 53191.

HOW TO APPLY: Application materials, including resume, cover letter, and three (3) references should be emailed to Director of Public Works Wayne Edwards at wedwards@vi.williamsbay.wi.gov or dropped off a Village Hall located at located 250 Williams Street, Williams Bay, WI 53191.

COMPENSATION: Starting salary range will be \$35.00 to \$38.00 per hour, based on experience, plus excellent benefits, including participation in the State of Wisconsin Retirement System and Employee Trust Fund Medical/Dental/Vision Insurance.

CLOSING DATE: Position open until filled; review begins upon submittal.

THE VILLAGE OF WILLIAMS BAY IS AN EQUAL OPPORTUNITY EMPLOYER

Water and Sewer Utilities Supervisor

Dept/Div: Williams Bay Utilities

FLSA Status: Exempt

General Definition of Work

The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members.

The Utilities Supervisor reports to the Director of Public Works.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Manages daily operations of the municipal waterworks systems (water treatment plant and distribution system) sanitary collector system and storm sewer collector system, assigns and performs work duties with various crew members.
- Inspects waterworks systems and equipment regularly to identify and address maintenance needs.
- Ensures compliance with all regulatory and safety codes related to municipal waterworks systems, sanitary and storm sewer collection systems.
- Oversee the regular testing of water quality and compliance with public water safety standards.
- Implement and monitor preventative maintenance programs from waterworks and sewer and equipment.
- Assist in preparation and management of annual budgets for water systems operations, maintenance and replacement.
- Respond to and resolve customer complaints.
- Train and mentor staff on water treatment operations and safety procedures.
- Develop and implement operational procedures and emergency response plans.
- Coordinate with other departments and agencies to ensure the smooth operation of the waterworks and sewer systems.
- Keeps inventory records, tracks materials used and maintenance records.
- Regularly updates the Village Director of Public Works on the progress and status of assigned projects and assists with operations and distribution planning.
- Prepare reports and presentations on the status of waterworks systems operations for management and stakeholders.
- Reviews of various alarms and reports.
- Updates and maintains water system and sewer mapping.
- Works with other department supervisors, agencies and employees as needed.
- Operates various construction equipment, dump trucks, sewer jetter, pick-up, and other equipment.
- Maintains a safe work environment.
- Other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of waterworks systems (water treatment plant and distribution system) operations and sewer (sanitary and stormwater) collector systems.
- Strong ability to read utility maps and schematics.
- Effectively and consistently maintains strong working relationships with employees and the public.
- Ability to perform calculations related to the water utility.
- Must be familiar with layout of the water treatment plant and water distribution and sewer collection systems.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge and experience with personal computers are required.

Water and Sewer Utilities Supervisor

Education, Experience and Special Requirements

- Preferred minimum of 5 years experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Ability to read and interpret technical manuals and blueprints.
- Problem-solving and decision-making skills.
- Excellent interpersonal and communication skills, written and verbal.
- Project management experience is a plus.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.
- Project management experience.
- First Aid and CPR certified is a plus.

Physical Requirements

- Work is primarily performed in field, near moving parts and in the outside weather conditions. The employee will be exposed to wet and/or humid conditions, extreme heat, extreme cold and vibration.
- Requires ability to perform heavy manual labor for extended periods under unfavorable weather conditions.
- The employee may occasionally lift and/or move objects up to 100 pounds.
- The noise level in the work environment, on occasion, may exceed 85 decibels and requires hearing protection.
- Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-12-26**

**A RESOLUTION AUTHORIZING WORK ORDER NUMBER ONE (1)
FOR THE EXTENSION OF THE CONTRACT TERM FOR CREATING
A DOWNTOWN MASTER PLAN FROM VANDEWALLE & ASSOCIATES, LLC.**

WHEREAS, the Village of Williams Bay (“*Village*”) updated and adopted the Village of Williams Bay Comprehensive Plan in 2023 which included the recommendation of creating a Downtown Master Plan; and

WHEREAS, in furtherance of this recommendation, on April 15, 2024 the Village Board, as recommended by the Streets & Highway Committee and the Finance & Personnel Committee authorized the selection of the Downtown Master Plan proposal from Vandewalle & Associates, Inc. (Exhibit A); and

WHEREAS, on February 2, 2026 the Streets & Highway Committee and the Finance & Personnel Committee recommended authorizing Work Order Number One (1) extending the term of the authorized contract with Vandewalle & Associates, Inc. until December 31, 2026; and

WHEREAS, the President and Village Board have determined that it is in the best interests of the Village and its residents to authorize the Work Order Number One (1) extending the term of the contract with Vandewalle & Associates, Inc. to create a Downtown Master Plan (Exhibit B);

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Work Order Number One (1) submitted by Vandewalle & Associates, Inc. is hereby authorized in substantially the form attached hereto as Exhibit B. The Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Proposal in its final form on behalf of the Village.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A – AUTHORIZED CONTRACT 2024
(Vandewalle & Associates, Inc)

DRAFT

EXHIBIT B – WORK ORDER NUMBER ONE - EXTENSION OF TERM 2026
(Vandewalle & Associates, Inc)

DRAFT

David Lothspeich

To: Sonja Kruesel
Subject: RE: Downtown Plan - Updated Work Order

From: Sonja Kruesel <skruesel@vandewalle.com>
Sent: Wednesday, December 17, 2025 1:36 PM
To: Mary Bartholomew <mbartholomew@vi.williamsbay.wi.gov>; David Lothspeich <admin@vi.williamsbay.wi.gov>
Cc: Jeff Maloney <jmaloney@vandewalle.com>
Subject: Downtown Plan - Updated Work Order

Hi Dave and Mary,

Thank you for meeting with us on December 5 to discuss restarting the Downtown Plan.

It sounds like we are aligned that the existing scope of work continues to match the Village's goals for this project. During the meeting, you also asked about the possibility of adding a market analysis component to help identify commercial businesses or land uses that may be most appropriate for the downtown. While we are not a market analysis firm, we can provide high-level, planning-based guidance. This would focus on general land use patterns and character rather than detailed, data-driven market metrics such as income analysis, demographics, or business viability modeling (like a gap analysis). For example, we could offer general guidance on how different areas of the downtown may function - such as the north end primarily serving Village resident-oriented services, while the southern intersection may be better suited for visitor or tourism-oriented uses.

Because the prior contract expiration date has passed, we will need to update the contract in order to move forward. Attached is a work order extending the project timeline through the end of 2026. Please let us know if you have any questions. Otherwise, we ask that you review the attached work order and return a signed copy. Once received, we can plan to resume work on the project after the New Year.

Thank you!
Sonja

Sonja Kruesel, AICP
Associate Planner
Vandewalle & Associates, Inc.

Madison Office
120 E. Lakeside Street
Madison, WI 53715
Cell 920-988-2327

www.vandewalle.com
Shaping Places Shaping Change



VANDEWALLE & ASSOCIATES INC.

December 17, 2025

Work Order Number 0001; Williams Bay Downtown Master Plan Services – Contract Extension

This Work Order is made under the terms and conditions established in the Agreement for Williams Bay Downtown Master Plan Services (Agreement), dated April 26, 2024, between “Client”, Village of Williams Bay, Wisconsin, and VANDEWALLE & ASSOCIATES, INC. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

VANDEWALLE & ASSOCIATES agrees to continue to provide Services as defined in the Agreement identified above.

Section B Schedule

This Work Order shall extend the term of the Agreement through December 31, 2026.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Milwaukee, Wisconsin 53204
www.vandewalle.com

Shaping places, shaping change

Except to the extent modified herein, all terms and conditions of the original Agreement shall continue in full force and effect.

Village of Williams Bay, Wisconsin

By:

Signature of Authorized Representative Date

Printed Name Title

VANDEWALLE & ASSOCIATES, INC.

By: *Nonna Anderson*

Nonna Anderson, Business Manager Date

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-13-26**

**A RESOLUTION AUTHORIZING VILLAGE PIERS REPAIR ESTIMATES FROM
LAKE GENEVA PIER COMPANY**

WHEREAS, the Village of Williams Bay piers consist of: (1) Municipal Pier, Launch Piers and Swim Piers (“Project A”) and (2) East and West Boat Slip Piers (“Project B”); and

WHEREAS, on December 15, 2025 the Village Board approved the bids from and awarded the contract to the Lake Geneva Pier Co., LLC (LGPC) for the annual installation of piers in early Spring, removal of piers in the Fall, repairs of pier components during the boating season and necessary repairs after removal of the piers and prior to Spring installation for three (3) years 2026, 2027 and 2028; and

WHEREAS, the awarded contract was broken out into two projects as follows:

- (1) Project A. Includes the Village of Williams Bay Municipal Pier, two (2) Swim Piers located at the Williams Bay beach, two (2) Boat Launch Piers and miscellaneous marker buoys and
- (2) Project B. Includes the Village of Williams Bay East and West Boat Slip Piers, five (5) Ramps located along the Edgewater Park shoreline, installation/removal and transportation of boat lifts that are placed in the East, West and Municipal Piers.

WHEREAS, LGPC submitted quotes totaling \$44,021.56 for both Project A and Project B as follows:

- (1) Project A in the amount of \$30,775.28
- (2) Project B in the amount of \$13,246.28

TOTAL \$44,021.56

WHEREAS, on February 2, 2026 the Parks & Lakefront Committee and Finance and Personnel Committee reviewed the quotes and recommended approval of the quotes from Lake Geneva Pier Company Co., LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Pier Quotes from Lake Geneva Pier Company Co., LLC, are authorized. The Village Administrator and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Quotes on behalf of the Village.

SECTION THREE: **Effective Date.** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

Exhibit A

**Lake Geneva Pier Co, LLC Repair Quotes for Project A and Project B
(Attached Following Pages)**

DRAFT

Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: MUNICIPAL PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	6	\$972.00	\$648.00	\$1620.00
6x6 Doug Fir - 14 ft	2	\$378.00	\$216.00	\$594.00
6x6 Doug Fir - 12 ft	7	\$1134.00	\$756.00	\$1890.00
6x6 Doug Fir - 10 ft	1	\$135.00	\$108.00	\$243.00
6x6 Doug Fir - 20 ft	2	\$540.00	\$216.00	\$756.00
Stringers Subtotal:				\$5103.00

☐ Decking

Description	Qty	Materials	Labor	Total
23" x 8 boards (SLIP DECKING)	6	\$190.65	\$330.00	\$520.65
120" x 4 boards (SINGLE DECKING)	20	\$1616.00	\$1100.00	\$2716.00
Decking Subtotal:				\$3236.65

↔ **H-Frames**

Description	Qty	Materials	Labor	Total
14' x 12' H-Frame	8	\$4312.80	\$1600.00	\$5912.80
H-Frames Subtotal:				\$5912.80

Subtotal:	\$14252.45
Disposal Fee (4%):	\$570.10
<hr/>	
Total:	\$14822.55

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick

Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: Ryan@lakespropertymgmt.com
Phone: (262) 806-0356
Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST LAUNCH PIER
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFFSEASON REPAIRS

⋮ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 16 ft	1	\$216.00	\$108.00	\$324.00
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$729.00

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal: **\$1360.10**

Disposal Fee (4%): \$54.40

Total: \$1414.50

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: Ryan@lakespropertymgmt.com
Phone: (262) 806-0356
Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: EAST LAUNCH PIER
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$405.00

☐ Decking

Description	Qty	Materials	Labor	Total
53" x 5 boards	1	\$44.65	\$55.00	\$99.65
Decking Subtotal:				\$99.65

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal:	\$1135.75
Disposal Fee (4%):	\$45.43
<hr/>	
Total:	\$1181.18

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapierscompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: Ryan@lakespropertymgt.com
Phone: (262) 806-0356
Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST SIM PIER
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	2	\$324.00	\$216.00	\$540.00
6x6 Doug Fir - 18 ft	3	\$729.00	\$324.00	\$1053.00
Stringers Subtotal:				\$1593.00

☐ Decking

Description	Qty	Materials	Labor	Total
88" × 4 boards	4	\$238.93	\$220.00	\$458.93
Decking Subtotal:				\$458.93

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' × 8' H-Frame	2	\$790.20	\$400.00	\$1190.20
H-Frames Subtotal:				\$1190.20

🔧 Miscellaneous Items

Description	Qty	Unit Price	Total
Slow No Wake Buoy - NEW BUOYS	6	\$800.00	\$4800.00
Misc Items Subtotal:			\$4800.00

Subtotal: \$8042.13

Disposal Fee (4%): \$129.69

Total: \$8171.82

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.

- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: ryan@lakespropertymgmt.com
Phone: (262) 249-1922
Address: 700 Veterans Pkwy., Suite 204
Suite 204

Project Details

Pier Location: EAST SWIM PIER.
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFF SEASON REPAIRS.

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	1	\$162.00	\$108.00	\$270.00
6x6 Doug Fir - 14 ft	1	\$189.00	\$108.00	\$297.00
6x6 Doug Fir - 16 ft	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 18 ft	2	\$486.00	\$216.00	\$702.00
Stringers Subtotal:				\$1917.00

Decking

Description	Qty	Materials	Labor	Total
88" x 4 boards (DECKING SECTIONS SWIM PIER)	6	\$358.40	\$330.00	\$688.40
Decking Subtotal:				\$688.40

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' x 8' H-Frame (HORSES SWIM PIER)	4	\$1580.40	\$800.00	\$2380.40
H-Frames Subtotal:				\$2380.40

Subtotal: **\$4985.80**

Disposal Fee (4%): \$199.43

Total: \$5185.23

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260126-254

Date Prepared
1/26/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: Main Boat Piers

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: Sample parts

Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 18 ft (East/West Main Stringers)	12	\$2916.00	\$1296.00	\$4212.00
6x6 Doug Fir - 16 ft (East/West Crosswalk)	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 30 ft (East West Slip Stringers)	1	\$405.00	\$108.00	\$513.00
6x6 Doug Fir - 28 ft (East/West Slip Stringers)	2	\$756.00	\$216.00	\$972.00
6x6 Doug Fir - 24 ft (East/West Slip Stringers)	2	\$648.00	\$216.00	\$864.00
Stringers Subtotal:				\$7209.00

Decking

Description	Qty	Materials	Labor	Total
77" × 4 boards (Boat Piers- L Decking)	5	\$262.46	\$275.00	\$537.46
53" × 5 boards (Crosswalk decking)	5	\$223.25	\$275.00	\$498.25
23" × 11 boards (slip decking)	5	\$214.50	\$275.00	\$489.50
Decking Subtotal:				\$1525.21

H-Frames

Description	Qty	Materials	Labor	Total
12' × 6' H-Frame (Cross walk H Frames)	2	\$862.20	\$400.00	\$1262.20
14' × 4' H-Frame (Slip H Frames)	2	\$934.20	\$400.00	\$1334.20
14' × 8' H-Frame (Main H Frames)	2	\$1006.20	\$400.00	\$1406.20
H-Frames Subtotal:				\$4002.60

Subtotal: **\$12736.81**

Disposal Fee (4%): \$509.47

Total: \$13246.28

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
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Ryan Southwick
Lake Geneva Pier Co

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VILLAGE OF WILLIAMS BAY POSITION VACANCY

POSITION TITLE: Utilities Supervisor (Williams Bay Utilities)

DESCRIPTION OF DUTIES: The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members. The Utilities Supervisor reports to the Director of Public Works.

Applicants should have a strong understanding of safety procedures. Applicant should have ability to work in all types of weather conditions and perform strenuous physical labor including heavy lifting and climbing. This position will occasionally require working outside normal working hours for on-call and emergency situations.

MINIMUM REQUIREMENTS:

- Preferred minimum of 5 years' experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.

RESPONSE TIME REQUIREMENT:

Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.

METHOD USED TO FILL POSITION: Candidate selection will be by open competitive process. A full position description is available on the Village's website at: <https://www.williamsbay.org/> or at Village Hall, located at 250 Williams Street, Williams Bay, WI 53191.

HOW TO APPLY: Application materials, including resume, cover letter, and three (3) references should be emailed to Director of Public Works Wayne Edwards at wedwards@vi.williamsbay.wi.gov or dropped off a Village Hall located at 250 Williams Street, Williams Bay, WI 53191.

COMPENSATION: Starting salary range will be \$35.00 to \$38.00 per hour, based on experience, plus excellent benefits, including participation in the State of Wisconsin Retirement System and Employee Trust Fund Medical/Dental/Vision Insurance.

CLOSING DATE: Position open until filled; review begins upon submittal.

THE VILLAGE OF WILLIAMS BAY IS AN EQUAL OPPORTUNITY EMPLOYER

Water and Sewer Utilities Supervisor

Dept/Div: Williams Bay Utilities

FLSA Status: Exempt

General Definition of Work

The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members.

The Utilities Supervisor reports to the Director of Public Works.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Manages daily operations of the municipal waterworks systems (water treatment plant and distribution system) sanitary collector system and storm sewer collector system, assigns and performs work duties with various crew members.
- Inspects waterworks systems and equipment regularly to identify and address maintenance needs.
- Ensures compliance with all regulatory and safety codes related to municipal waterworks systems, sanitary and storm sewer collection systems.
- Oversee the regular testing of water quality and compliance with public water safety standards.
- Implement and monitor preventative maintenance programs from waterworks and sewer and equipment.
- Assist in preparation and management of annual budgets for water systems operations, maintenance and replacement.
- Respond to and resolve customer complaints.
- Train and mentor staff on water treatment operations and safety procedures.
- Develop and implement operational procedures and emergency response plans.
- Coordinate with other departments and agencies to ensure the smooth operation of the waterworks and sewer systems.
- Keeps inventory records, tracks materials used and maintenance records.
- Regularly updates the Village Director of Public Works on the progress and status of assigned projects and assists with operations and distribution planning.
- Prepare reports and presentations on the status of waterworks systems operations for management and stakeholders.
- Reviews of various alarms and reports.
- Updates and maintains water system and sewer mapping.
- Works with other department supervisors, agencies and employees as needed.
- Operates various construction equipment, dump trucks, sewer jetter, pick-up, and other equipment.
- Maintains a safe work environment.
- Other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of waterworks systems (water treatment plant and distribution system) operations and sewer (sanitary and stormwater) collector systems.
- Strong ability to read utility maps and schematics.
- Effectively and consistently maintains strong working relationships with employees and the public.
- Ability to perform calculations related to the water utility.
- Must be familiar with layout of the water treatment plant and water distribution and sewer collection systems.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge and experience with personal computers are required.

Water and Sewer Utilities Supervisor

Education, Experience and Special Requirements

- Preferred minimum of 5 years experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Ability to read and interpret technical manuals and blueprints.
- Problem-solving and decision-making skills.
- Excellent interpersonal and communication skills, written and verbal.
- Project management experience is a plus.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.
- Project management experience.
- First Aid and CPR certified is a plus.

Physical Requirements

- Work is primarily performed in field, near moving parts and in the outside weather conditions. The employee will be exposed to wet and/or humid conditions, extreme heat, extreme cold and vibration.
- Requires ability to perform heavy manual labor for extended periods under unfavorable weather conditions.
- The employee may occasionally lift and/or move objects up to 100 pounds.
- The noise level in the work environment, on occasion, may exceed 85 decibels and requires hearing protection.
- Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-12-26**

**A RESOLUTION AUTHORIZING WORK ORDER NUMBER ONE (1)
FOR THE EXTENSION OF THE CONTRACT TERM FOR CREATING
A DOWNTOWN MASTER PLAN FROM VANDEWALLE & ASSOCIATES, LLC.**

WHEREAS, the Village of Williams Bay (“*Village*”) updated and adopted the Village of Williams Bay Comprehensive Plan in 2023 which included the recommendation of creating a Downtown Master Plan; and

WHEREAS, in furtherance of this recommendation, on April 15, 2024 the Village Board, as recommended by the Streets & Highway Committee and the Finance & Personnel Committee authorized the selection of the Downtown Master Plan proposal from Vandewalle & Associates, Inc. (Exhibit A); and

WHEREAS, on February 2, 2026 the Streets & Highway Committee and the Finance & Personnel Committee recommended authorizing Work Order Number One (1) extending the term of the authorized contract with Vandewalle & Associates, Inc. until December 31, 2026; and

WHEREAS, the President and Village Board have determined that it is in the best interests of the Village and its residents to authorize the Work Order Number One (1) extending the term of the contract with Vandewalle & Associates, Inc. to create a Downtown Master Plan (Exhibit B);

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Work Order Number One (1) submitted by Vandewalle & Associates, Inc. is hereby authorized in substantially the form attached hereto as Exhibit B. The Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Proposal in its final form on behalf of the Village.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

EXHIBIT A – AUTHORIZED CONTRACT 2024
(Vandewalle & Associates, Inc)

DRAFT

EXHIBIT B – WORK ORDER NUMBER ONE - EXTENSION OF TERM 2026
(Vandewalle & Associates, Inc)

DRAFT



VANDEWALLE & ASSOCIATES INC.

December 17, 2025

Work Order Number 0001; Williams Bay Downtown Master Plan Services – Contract Extension

This Work Order is made under the terms and conditions established in the Agreement for Williams Bay Downtown Master Plan Services (Agreement), dated April 26, 2024, between “Client”, Village of Williams Bay, Wisconsin, and VANDEWALLE & ASSOCIATES, INC. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

VANDEWALLE & ASSOCIATES agrees to continue to provide Services as defined in the Agreement identified above.

Section B Schedule

This Work Order shall extend the term of the Agreement through December 31, 2026.

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way • Milwaukee, Wisconsin 53204
www.vandewalle.com

Shaping places, shaping change

Except to the extent modified herein, all terms and conditions of the original Agreement shall continue in full force and effect.

Village of Williams Bay, Wisconsin

By:

Signature of Authorized Representative

Date

Printed Name

Title

VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson

Nonna Anderson, Business Manager

Date

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. R-13-26**

**A RESOLUTION AUTHORIZING VILLAGE PIERS REPAIR ESTIMATES FROM
LAKE GENEVA PIER COMPANY**

WHEREAS, the Village of Williams Bay piers consist of: (1) Municipal Pier, Launch Piers and Swim Piers (“Project A”) and (2) East and West Boat Slip Piers (“Project B”); and

WHEREAS, on December 15, 2025 the Village Board approved the bids from and awarded the contract to the Lake Geneva Pier Co., LLC (LGPC) for the annual installation of piers in early Spring, removal of piers in the Fall, repairs of pier components during the boating season and necessary repairs after removal of the piers and prior to Spring installation for three (3) years 2026, 2027 and 2028; and

WHEREAS, the awarded contract was broken out into two projects as follows:

- (1) Project A. Includes the Village of Williams Bay Municipal Pier, two (2) Swim Piers located at the Williams Bay beach, two (2) Boat Launch Piers and miscellaneous marker buoys and
- (2) Project B. Includes the Village of Williams Bay East and West Boat Slip Piers, five (5) Ramps located along the Edgewater Park shoreline, installation/removal and transportation of boat lifts that are placed in the East, West and Municipal Piers.

WHEREAS, LGPC submitted quotes totaling \$44,021.56 for both Project A and Project B as follows:

- (1) Project A in the amount of \$30,775.28
- (2) Project B in the amount of \$13,246.28

TOTAL \$44,021.56

WHEREAS, on February 2, 2026 the Parks & Lakefront Committee and Finance and Personnel Committee reviewed the quotes and recommended approval of the quotes from Lake Geneva Pier Company Co., LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLIAMS BAY, WALWORTH COUNTY, WISCONSIN, as follows:

SECTION ONE: **Recitals.** The foregoing recitals are incorporated herein as if fully set forth.

SECTION TWO: **Approval; Authorization.** The Pier Quotes from Lake Geneva Pier Company Co., LLC, are authorized. The Village Administrator and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Quotes on behalf of the Village.

SECTION THREE: **Effective Date.** This Resolution shall be in full force and effect upon its passage and approval in the manner provided by law.

Approved by the Village Board of the Village of Williams Bay this 2nd day of February 2026.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

Exhibit A

**Lake Geneva Pier Co, LLC Repair Quotes for Project A and Project B
(Attached Following Pages)**

DRAFT

Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: MUNICIPAL PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	6	\$972.00	\$648.00	\$1620.00
6x6 Doug Fir - 14 ft	2	\$378.00	\$216.00	\$594.00
6x6 Doug Fir - 12 ft	7	\$1134.00	\$756.00	\$1890.00
6x6 Doug Fir - 10 ft	1	\$135.00	\$108.00	\$243.00
6x6 Doug Fir - 20 ft	2	\$540.00	\$216.00	\$756.00
Stringers Subtotal:				\$5103.00

☐ Decking

Description	Qty	Materials	Labor	Total
23" x 8 boards (SLIP DECKING)	6	\$190.65	\$330.00	\$520.65
120" x 4 boards (SINGLE DECKING)	20	\$1616.00	\$1100.00	\$2716.00
Decking Subtotal:				\$3236.65

↔ H-Frames

Description	Qty	Materials	Labor	Total
14' x 12' H-Frame	8	\$4312.80	\$1600.00	\$5912.80
H-Frames Subtotal:				\$5912.80

Subtotal:	\$14252.45
Disposal Fee (4%):	\$570.10
<hr/>	
Total:	\$14822.55

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick

Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: Ryan@lakespropertymgmt.com
Phone: (262) 806-0356
Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST LAUNCH PIER
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFFSEASON REPAIRS

⋮ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 16 ft	1	\$216.00	\$108.00	\$324.00
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$729.00

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal: **\$1360.10**

Disposal Fee (4%): \$54.40

Total: \$1414.50

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: EAST LAUNCH PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 22 ft	1	\$297.00	\$108.00	\$405.00
Stringers Subtotal:				\$405.00

☐ Decking

Description	Qty	Materials	Labor	Total
53" × 5 boards	1	\$44.65	\$55.00	\$99.65
Decking Subtotal:				\$99.65

↔ H-Frames

Description	Qty	Materials	Labor	Total
12' x 6' H-Frame	1	\$431.10	\$200.00	\$631.10
H-Frames Subtotal:				\$631.10

Subtotal:	\$1135.75
Disposal Fee (4%):	\$45.43
<hr/>	
Total:	\$1181.18

Terms & Conditions

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: WEST SIM PIER

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: OFFSEASON REPAIRS

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	2	\$324.00	\$216.00	\$540.00
6x6 Doug Fir - 18 ft	3	\$729.00	\$324.00	\$1053.00
Stringers Subtotal:				\$1593.00

☐ Decking

Description	Qty	Materials	Labor	Total
88" × 4 boards	4	\$238.93	\$220.00	\$458.93
Decking Subtotal:				\$458.93

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' × 8' H-Frame	2	\$790.20	\$400.00	\$1190.20
H-Frames Subtotal:				\$1190.20

🔧 Miscellaneous Items

Description	Qty	Unit Price	Total
Slow No Wake Buoy - NEW BUOYS	6	\$800.00	\$4800.00
Misc Items Subtotal:			\$4800.00

Subtotal: \$8042.13

Disposal Fee (4%): \$129.69

Total: \$8171.82

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
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Email: ryan@lakegenevapiercompany.com

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Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260113-197

Date Prepared
1/13/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY
Email: ryan@lakespropertymgmt.com
Phone: (262) 249-1922
Address: 700 Veterans Pkwy., Suite 204
Suite 204

Project Details

Pier Location: EAST SWIM PIER.
Preferred Date: To be determined
Tax Status: Tax Exempt (Township)
Notes: OFF SEASON REPAIRS.

☐ Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 12 ft	1	\$162.00	\$108.00	\$270.00
6x6 Doug Fir - 14 ft	1	\$189.00	\$108.00	\$297.00
6x6 Doug Fir - 16 ft	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 18 ft	2	\$486.00	\$216.00	\$702.00
Stringers Subtotal:				\$1917.00

Decking

Description	Qty	Materials	Labor	Total
88" x 4 boards (DECKING SECTIONS SWIM PIER)	6	\$358.40	\$330.00	\$688.40
Decking Subtotal:				\$688.40

↔ H-Frames

Description	Qty	Materials	Labor	Total
10' x 8' H-Frame (HORSES SWIM PIER)	4	\$1580.40	\$800.00	\$2380.40
H-Frames Subtotal:				\$2380.40

Subtotal: **\$4985.80**

Disposal Fee (4%): \$199.43

Total: \$5185.23

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.
- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Pier Repair Quote

Professional marine construction estimate

Quote Number
20260126-254

Date Prepared
1/26/2026

Client Information

Name: VILLAGE OF WILLIAMS BAY

Email: Ryan@lakespropertymgmt.com

Phone: (262) 806-0356

Address: 700 VETERANS PKWY UNIT 204 STE 204

Project Details

Pier Location: Main Boat Piers

Preferred Date: To be determined

Tax Status: Tax Exempt (Township)

Notes: Sample parts

Stringers

Description	Qty	Materials	Labor	Total
6x6 Doug Fir - 18 ft (East/West Main Stringers)	12	\$2916.00	\$1296.00	\$4212.00
6x6 Doug Fir - 16 ft (East/West Crosswalk)	2	\$432.00	\$216.00	\$648.00
6x6 Doug Fir - 30 ft (East West Slip Stringers)	1	\$405.00	\$108.00	\$513.00
6x6 Doug Fir - 28 ft (East/West Slip Stringers)	2	\$756.00	\$216.00	\$972.00
6x6 Doug Fir - 24 ft (East/West Slip Stringers)	2	\$648.00	\$216.00	\$864.00
Stringers Subtotal:				\$7209.00

Decking

Description	Qty	Materials	Labor	Total
77" × 4 boards (Boat Piers- L Decking)	5	\$262.46	\$275.00	\$537.46
53" × 5 boards (Crosswalk decking)	5	\$223.25	\$275.00	\$498.25
23" × 11 boards (slip decking)	5	\$214.50	\$275.00	\$489.50
Decking Subtotal:				\$1525.21

H-Frames

Description	Qty	Materials	Labor	Total
12' × 6' H-Frame (Cross walk H Frames)	2	\$862.20	\$400.00	\$1262.20
14' × 4' H-Frame (Slip H Frames)	2	\$934.20	\$400.00	\$1334.20
14' × 8' H-Frame (Main H Frames)	2	\$1006.20	\$400.00	\$1406.20
H-Frames Subtotal:				\$4002.60

Subtotal: **\$12736.81**

Disposal Fee (4%): \$509.47

Total: \$13246.28

Terms & Conditions

- Owner/association is responsible for removing any boats or watercraft while work is being completed.
- This estimate does not include any boat or canopy removals if necessary.
- A comprehensive summary of all cribs at your pier was provided to the board in January of 2025.

- All terms and conditions from the Installation Contract are made part of this repair proposal.
- Pricing includes delivery and painting charges where applicable.
- Quote valid for 30 days from date of proposal.

Thank you for considering Lake Geneva Pier Co for your pier repair needs.

For questions or to schedule, please contact us at 262.275.2600.

Email: ryan@lakegenevapiercompany.com

Respectfully submitted,

Ryan Southwick
Lake Geneva Pier Co

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Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

To: Tina Kolls; Village Clerk
From: Justin P Timm; Chief of Police

Reference: Unhinged and Reckless LLC DBA The Cantina

Ms. Kolls,

I received the Liquor License applications from Unhinged and Reckless LLC DBA The Cantina. Our department has conducted background investigations as well as an on-site visit.

Based on the findings of these evaluations, I can confirm that there are no known issues or concerns that would preclude the applicants from obtaining the requested liquor license. All aspects of the review process, including compliance with applicable regulations and background requirements, have been satisfactorily addressed.

Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

Lucke Enterprises Inc.

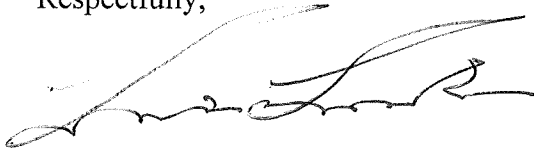
321 South Jackson Street
Elkhorn, WI. 53121

To whom it may concern,

01-08-2026

This letter is to inform the village of Williams Bay, Wisconsin. Lucke Enterprises, Inc. DBA "Lucke's Cantina" 220 Elkhorn RD. Williams Bay, WI. 53191 (262) 245-6666. That the liquor license NO.BB2026-004 Granted to Lucke Enterprises will be available if only and only Unhinged and Reckless, LLC is Granted said license. If there are any questions please call Laine Lucke (262) 903-3391

Respectfully,

A handwritten signature in black ink, appearing to read 'Laine Lucke', written in a cursive style.

Laine Lucke
Owner/President

VILLAGE OF WILLIAMS BAY ALCOHOL LICENSE CHECKLIST

Checklist must be submitted by each applicant seeking an Alcohol License. Incomplete applications will be rejected.

Business Name & Street Address: The Cantina

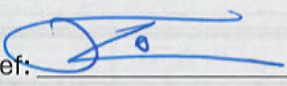
220 Elkhorn Rd. Williams Bay, WI 53191

Applicant Name: Kaitlin Lentz

Type of Alcohol License(s) Sought: Class "B" Liquor + Beer

Applicant	Office Use	Item
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Form AB-200 Alcohol Beverage License Application – Thoroughly complete Sections A-D and complete the box in the upper right corner.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-101 Alcohol Beverage Appointment of Agent – Thoroughly complete Sections A-E and the top Agent Type section.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form AB-100 Alcohol Beverage Individual Questionnaire – Thoroughly complete Sections A-E. All individuals, partners, officers and directors, the agent of the corporation and members or managers and agent of limited liability companies must fill out this form.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Completing Responsible Beverage Server Training Course. Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. Does not apply to individuals who held or were an agent of a corporation or LLC that held a liquor license within the past two years.
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Residency. Applicants must have continuously resided in the State of Wisconsin for 90 days prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of Wisconsin Seller's Permit. Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Map of Premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should include a small compass arrow showing which direction is north. Any gates leading outside of the premises must have a lock installed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	License Fees are due prior to issuance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Publication Fees: a \$50.00 publication fee is due upon application.

For Office Use Only

Date Filed with Clerk: _____	
License Fee Receipt: _____	Amount Paid: _____
Date Published in Newspaper: _____	
Publication Fee Receipt: _____	Amount Paid: _____
Date forwarded to Police Chief:  _____	
Village Board Approval: _____	
License Issued Date: _____	License Number: _____

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____ Class "B" Beer \$ _____
 "Class A" Liquor \$ _____ "Class B" Liquor \$ _____
 "Class A" Liquor (cider only) \$ _____ Reserve "Class B" Liquor \$ _____
 "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>Unhinged & Reckless LLC</i>			
2. Business Trade Name or DBA <i>The Cantina</i>			
3. FEIN <i>39-4994419</i>		4. Wisconsin Seller's Permit Number <i>456-1032209572-04</i>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>WI</i>		7. Date of Organization <i>10-21-25</i>	8. Wisconsin DFI Registration Number
9. Premises Address <i>220 Elkhorn Rd</i>			
10. City <i>Williams Bay</i>		11. State <i>WI</i>	12. Zip Code <i>53191</i>
13. County <i>Walworth</i>		14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>Williams Bay</i>	15. Aldermanic District
16. Premises Phone <i>262-245-6666</i>		17. Premises Email <i>Unhinged.and.Reckless@gmail.com</i>	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>All Floors, All Rooms to include Patio/Deck/</i>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. Yes No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. Yes No
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity Unhinged & Reckless LLC	4b. Business Entity FEIN 39-4994419
---	---

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.


Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Lentz	Kaitlin	owner	608-728-2230
Michaels	Elisabeth	owner	262-374-9030

Part D: Attestation

One of the following must sign and attest to this application:
 sole proprietor one general partner of a partnership one corporate officer one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz	First Name Kaitlin	M.I. L.
Title owner	Email Unhinged.and.Reckless@gmail.com	Phone 608-728-2236
Signature 		Date 1-4-26

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)	
<input checked="" type="checkbox"/> Original (no fee)	<input type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) <u>Unhinged 3 Reckless LLC</u>	
2. Business Trade Name or DBA <u>The Curtin</u>	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

Part B: Agent Information			
1. Last Name <u>Lentz</u>	2. First Name <u>Kaitlin</u>	3. M.I. <u>L.</u>	
4. Email <u>Unhinged.and.Reckless@gmail.com</u>		5. Phone <u>262-728-2230</u>	
6. Home Address [REDACTED]			
8. State <u>WI</u>		9. Zip Code <u>53545</u>	10. Date of Birth <u>12-24-1986</u>
11. Drivers License/State ID Number [REDACTED]		12. Drivers License/State ID State of Issuance <u>Wisconsin</u>	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
See instructions for exceptions.	


Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz	First Name Kaitlin	M.I. L.
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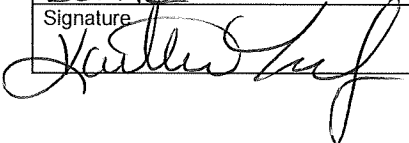
Title owner	Email Unhinged.and.Reckless@gmail.com	Phone 608-728-2230
-----------------------	---	------------------------------

Signature 	Date 1-4-26
--	-----------------------

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lentz	First Name Kaitlin	M.I. L.
---------------------------	------------------------------	-------------------

Signature 	Date 1-4-26
--	-----------------------

Alcohol Beverage Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	Unhinged's Reckless LLC
2. Business Trade Name or DBA	The Cantina
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name	2. First Name	3. M.I.	
Lentz	Kaitlin	L	
4. Relationship to Business (Title)	5. Email	6. Phone	
Owner	Unhinged.and.Reckless@gmail.com	608-728-7230	
7. Home Address			
9. State	10. Zip Code	11. Date of Birth	
WI	53545	12-24-86	
12. Drivers License/State ID Number		13. Drivers License/State ID State of Issuance	
		Wisconsin	

Part C: Address History							
1. Do you currently live in Wisconsin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) 12/1986				
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1	City	State	Zip Code				
1319 North Pontiac Dr	Janesville	WI	53545				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

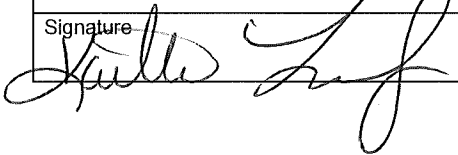
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 1-4-26
---	----------------

DRIVER LICENSE
REGULAR

USA
WISCONSIN



CLASS DM
1 LENTZ
2 KAITLIN LORRAINE

15 SEX F 16 HGT 5'-02" 17 WGT 150 lb
18 EYES BLU 19 HAIR BLD
END NONE

DEC 06
5 DD DTJW 932504231310940 4

Alcohol Beverage Individual Questionnaire

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) UNHINGED & RECKLESS LLC	
2. Business Trade Name or DBA THE CANTINA	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name MICHAELS		2. First Name ELISABETH	
		3. M.I. LM	
4. Relationship to Business (Title) OWNER		5. Email Unhinged.and.reckless@gmail.com	
		6. Phone 262 374 9030	
7. Home Address <div style="background-color: black; height: 20px; width: 100%;"></div>			
		9. State WI	10. Zip Code 53184
		11. Date of Birth	
12. Drivers License/State ID Number <div style="background-color: black; height: 20px; width: 100%;"></div>		13. Drivers License/State ID State of Issuance WI	

Part C: Address History			
1. Do you currently live in Wisconsin?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) DOB
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1 104 WEBER ST, APT 4B	City WALWORTH	State WI	Zip Code 53184
Previous Address 2 504 WESTVIEW AVE.	City CLINTON	State WI	Zip Code 53525
Previous Address 3 NA	City NA	State NA	Zip Code NA
Previous Address 4 NA	City NA	State NA	Zip Code NA
Previous Address 5 NA	City NA	State NA	Zip Code NA
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State WI	County WALWORTH	State WI	County ROCK
State	County	State	County
State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated <i>OWI (misdemeanor)</i>	Location <i>DELAWARE / WI</i>	Conviction Date <i>2013?</i>
Penalty Imposed <i>license revocation & marks - fee</i>	Was sentence completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated <i>SHOPLIFTING (EXPUNDED)</i>	Location <i>DELAWARE</i>	Conviction Date <i>2009? 2010?</i>
Penalty Imposed <i>community service hours</i>	Was sentence completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature *[Handwritten Signature]* Date *1/5/20*





WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000024

Letter ID L0605702576

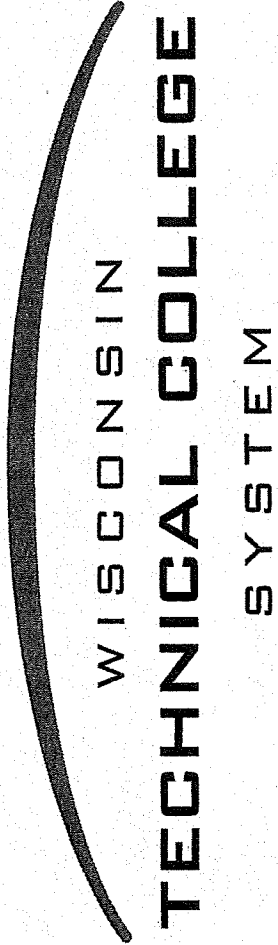
UNHINGED & RECKLESS
1319 N PONTIAC DR
JANESVILLE WI 53545-1378

Wisconsin Department of Revenue Seller's Permit

Legal/real name: UNHINGED & RECKLESS
Business name: THE CANTINA
220 ELKHORN RD
WILLIAMS BAY WI 53191-9514

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1032209572-04



Responsible Beverage Service
Course Completion Certificate

KAITLIN LENTZ

Name of student

Has successfully completed the responsible beverage service course which complies with Wisconsin Statutes 125.04(5) 125.17(6) and 134.66(2m) related to retail tobacco sales.

Date of course completion OCTOBER 7, 2006

Name of instructor Raymond J. Hadley

Wisconsin Technical College issuing certificate BLACKHAWK TECHNICAL COLLEGE

WISCONSIN
TECHNICAL COLLEGE
Daniel Clancy

Wisconsin Technical College System President

Eric A. Larson

Wisconsin Technical College President



Village of Williams Bay
250 Williams Street | P.O. Box 580
Williams Bay, WI 53191
(262) 245-2700

XBP Confirmation Number: 300330292

Transaction detail for payment to Village of Williams Bay.		Date: 01/05/2026 - 8:10:47 AM MT	
Transaction Number: 260063510 Mastercard — XXXX-XXXX-XXXX-6856 Status: Successful			
Account #	Item	Quantity	Item Amount
Class B Beer	LiquorBeer License Class B Beer	1	\$100.00
Class B Liquor	LiquorBeer License Class B Liquor	1	\$500.00
Publication Fee	LiquorBeer License Publication Fee	1	\$50.00

TOTAL: \$650.00

Billing Information
KAITLIN LENTZ
53191

Transaction taken by: Admin TKolls

VILLAGE OF WILLIAMS BAY POSITION VACANCY

POSITION TITLE: Utilities Supervisor (Williams Bay Utilities)

DESCRIPTION OF DUTIES: The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members. The Utilities Supervisor reports to the Director of Public Works.

Applicants should have a strong understanding of safety procedures. Applicant should have ability to work in all types of weather conditions and perform strenuous physical labor including heavy lifting and climbing. This position will occasionally require working outside normal working hours for on-call and emergency situations.

MINIMUM REQUIREMENTS:

- Preferred minimum of 5 years' experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.

RESPONSE TIME REQUIREMENT:

Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.

METHOD USED TO FILL POSITION: Candidate selection will be by open competitive process. A full position description is available on the Village's website at: <https://www.williamsbay.org/> or at Village Hall, located at 250 Williams Street, Williams Bay, WI 53191.

HOW TO APPLY: Application materials, including resume, cover letter, and three (3) references should be emailed to Director of Public Works Wayne Edwards at wedwards@vi.williamsbay.wi.gov or dropped off a Village Hall located at located 250 Williams Street, Williams Bay, WI 53191.

COMPENSATION: Starting salary range will be \$35.00 to \$38.00 per hour, based on experience, plus excellent benefits, including participation in the State of Wisconsin Retirement System and Employee Trust Fund Medical/Dental/Vision Insurance.

CLOSING DATE: Position open until filled; review begins upon submittal.

THE VILLAGE OF WILLIAMS BAY IS AN EQUAL OPPORTUNITY EMPLOYER

Water and Sewer Utilities Supervisor

Dept/Div: Williams Bay Utilities

FLSA Status: Exempt

General Definition of Work

The Water and Sewer Utilities Supervisor (Utilities Supervisor) oversees the operations, maintenance and construction of the Village of Williams Bay municipal waterworks systems (water treatment plant and distribution system) and sanitary and storm sewer collection systems. This is a working position and is responsible for daily operations, work scheduling, and water and sewer crew leadership. The position supervises up to 4 full-time staff members.

The Utilities Supervisor reports to the Director of Public Works.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Manages daily operations of the municipal waterworks systems (water treatment plant and distribution system) sanitary collector system and storm sewer collector system, assigns and performs work duties with various crew members.
- Inspects waterworks systems and equipment regularly to identify and address maintenance needs.
- Ensures compliance with all regulatory and safety codes related to municipal waterworks systems, sanitary and storm sewer collection systems.
- Oversee the regular testing of water quality and compliance with public water safety standards.
- Implement and monitor preventative maintenance programs from waterworks and sewer and equipment.
- Assist in preparation and management of annual budgets for water systems operations, maintenance and replacement.
- Respond to and resolve customer complaints.
- Train and mentor staff on water treatment operations and safety procedures.
- Develop and implement operational procedures and emergency response plans.
- Coordinate with other departments and agencies to ensure the smooth operation of the waterworks and sewer systems.
- Keeps inventory records, tracks materials used and maintenance records.
- Regularly updates the Village Director of Public Works on the progress and status of assigned projects and assists with operations and distribution planning.
- Prepare reports and presentations on the status of waterworks systems operations for management and stakeholders.
- Reviews of various alarms and reports.
- Updates and maintains water system and sewer mapping.
- Works with other department supervisors, agencies and employees as needed.
- Operates various construction equipment, dump trucks, sewer jetter, pick-up, and other equipment.
- Maintains a safe work environment.
- Other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of waterworks systems (water treatment plant and distribution system) operations and sewer (sanitary and stormwater) collector systems.
- Strong ability to read utility maps and schematics.
- Effectively and consistently maintains strong working relationships with employees and the public.
- Ability to perform calculations related to the water utility.
- Must be familiar with layout of the water treatment plant and water distribution and sewer collection systems.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Knowledge and experience with personal computers are required.

Water and Sewer Utilities Supervisor

Education, Experience and Special Requirements

- Preferred minimum of 5 years experience in managing waterworks systems (water treatment plant and distribution system) and facilities with supervisory experience.
- Minimum required high school diploma or GED with preference for water related certificate, associates degree, or higher education.
- Obtain relevant State of Wisconsin Department of Natural Resources (DNR) Water Operators certification within three (3) years of hire.
- Strong understanding of drinking water quality standards and regulatory requirements.
- Experience in the maintenance and repairs of waterworks systems and sewer systems.
- Proficient with waterworks operations software and technology.
- Ability to read and interpret technical manuals and blueprints.
- Problem-solving and decision-making skills.
- Excellent interpersonal and communication skills, written and verbal.
- Project management experience is a plus.
- Valid Wisconsin Commercial Driver's License - class A and class B-CDL.
- Project management experience.
- First Aid and CPR certified is a plus.

Physical Requirements

- Work is primarily performed in field, near moving parts and in the outside weather conditions. The employee will be exposed to wet and/or humid conditions, extreme heat, extreme cold and vibration.
- Requires ability to perform heavy manual labor for extended periods under unfavorable weather conditions.
- The employee may occasionally lift and/or move objects up to 100 pounds.
- The noise level in the work environment, on occasion, may exceed 85 decibels and requires hearing protection.
- Employee is required to be on rotating stand-by call and report to the Williams Bay Utilities facility within 30 minutes of notification when needed.