



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
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NOTICE

VILLAGE BOARD OF TRUSTEES MEETING MONDAY, SEPTEMBER 20, 2021 AT 7:00 PM VILLAGE HALL COUNCIL ROOM

AGENDA

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

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **Minutes**
 - A. Village Board Meeting Minutes of September 7, 2021
- V. **Consent Agenda**
 - A. None
- VI. **Presentation of accounts and petitions**
 - A. Payroll ending 09-10-2021 in the amount of \$48,147.98
 - B. Accounts Payable Unpaid dated 09-17-2021 in the amount of \$162,060.41
 - C. August Financial Statements
 - D. August EFT Payments in the amount of \$74,178.81
- VII. **Plan Commission**
 - A. APPLICANT: Jeffrey & Tara Rabenhorst (Owners)
TAX KEY: WUW 00012
STREET ADDRESS: Lot 12 Willabay Woods, Wiswell St, Williams Bay, Wisconsin 53191
The applicant requests a Conditional Use Permit per 18.1207, *Conditional Use Permit*, and 18.0315.I.(4), *Residential Garage or Shed* to construct a single-family home with the garage doors facing the street. Requesting garage to be located 17 feet in front of the street side facade of the house (setback of a minimum of two (2) feet behind the street side facade of the house required).

The Plan Commission recommended denial of this permit on a 4-2 vote.
 - B. APPLICANT: Joshua W. Staggs (Lessee)
TAX KEY: WFS 00001
STREET ADDRESS: 240 Elkhorn Road, Williams Bay, WI 53191
Applicant is requesting a Certificate of Compliance per Section 18.211.B(2) "New occupancy and use of an existing building when the new use is of a different land use classification".

The Plan Commission recommended approval of this Certificate unanimously.

VIII. Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)

- A. None

IX. PUBLIC COMMENTS

X. President's Remarks

- A. Appointments to open positions on Harbor Commission, Plan Commission, and Parks & Memorial
- B. GLLEA report

XI. Ordinances and Resolutions

- A. R-11-21 Directing Placement of Stop Sign on Liechty Drive

XII. Committee Reports

A. Finance & Personnel, Trustee Parker - Chair

- 1. US Cellular Lease Extension
- 2. Fire and EMS Stipends

B. Protective Services, Trustee Vlach - Chair

- 1. Original, Renewal, or Temporary Operator License Applications
- 2. Boat Launch Parking
- 3. Edgewater Park Use Application Addendum from the Lion's Club

C. Parks & Lakefront, Trustee D'Alessandro - Chair

- 1. Edgewater Park Use Application Addendum from the Lion's Club

D. Building, Zoning, & Ordinance, Trustee Wright - Chair

- 1. Adoption of the Wisconsin General Records Schedule

E. Water & Sewer, Trustee Umans - Chair

- 1. 2018 Water Impact Needs Assessment Study

F. Streets & Highways, Trustee Stanek - Chair

- 1. No Report

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

- A. Appointments to open positions on Harbor Commission, Plan Commission, and Parks & Memorial
- B. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 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.
 - 1. Municipal Court
 - 2. Building Inspector Contract
- C. Motion to reconvene into open session

D. Possible discussion of/action for those items discussed in closed session

XV. Adjournment

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

Posted: 09/17/2021 5:00 PM



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UNOFFICIAL MINUTES VILLAGE BOARD 09/07/21 MEETING TUESDAY, SEPTEMBER 7, 2021 AT 7:00 PM VILLAGE HALL COUNCIL ROOM

I. Call to Order

President Duncan called the meeting to order at 07:00pm.

II. Roll Call

Present: Bill Duncan, Don Parker, George Vlach, Jim D'Alessandro, Lowell Wright, Robert Umans, Matt Stanek
Also Present: Administrator Tobin, Clerk Pankau, Chief Timm, DPW Director Edwards

III. Pledge of Allegiance

IV. Minutes

A. Village Board Meeting Minutes of August 16, 2021

The motion to Approve the Village Board Meeting Minutes of August 16, 2021 was initiated by Robert Umans and seconded by George Vlach. Unanimously carried.

V. Recommendation for Re-codification of ETZ Zoning Ordinance

A. Open Public Hearing – All interested in this matter are invited to attend

President Duncan opened the Public Hearing at 7:02pm.

1. Re-codification including minor amendments necessary to update the Extraterritorial Zoning Ordinance, Chapter 18.17 of the Code of Ordinances of the Village of Williams Bay

Trustee Wright explained that this re-codification process has been a clean-up of the Village Ordinances where some are up to 100 years old. All of the changes at this time are minor and mainly grammatical.

No one spoke in favor or opposition.

B. Motion to Close Public Hearing

President Duncan closed the Public Hearing at 7:03pm.

VI. Recommendation for Re-codification of Land Division Ordinance

A. Open Public Hearing - All interested in this matter are invited to attend

President Duncan opened the Public Hearing at 7:03pm.

1. Re-codification including minor amendments necessary to update the Land Division Ordinance, Chapter 17 of the Code of Ordinances of the Village of Williams Bay

Trustee Wright said that the biggest change in this chapter at this time was defining the word "family".

No one spoke in favor or opposition.

B. Motion to Close Public Hearing

President Duncan closed the Public Hearing at 7:04pm.

VII. Consent Agenda

A. None

VIII. Presentation of accounts and petitions

A. Payroll ending 08-13-2021 in the amount of \$45,792.20

The motion to Approve the Payroll ending 08-13-2021 in the amount of \$45,792.20 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

B. Payroll ending 08-27-2021 in the amount of \$52,272.40

The motion to Approve the Payroll ending 08-27-2021 in the amount of \$52,272.40 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

C. Accounts Payable Unpays dated 09-03-2021 in the amount of \$143,056.28

The motion to Approve the Accounts Payable Unpays dated 09-03-2021 in the amount of \$143,056.28 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

D. Library Invoices dated 08-18-21 in the amount of \$2,661.66

The motion to Approve the Library Invoices dated 08-18-21 in the amount of \$2,661.66 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

IX. Plan Commission

A. None

X. Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)

A. None

XI. PUBLIC COMMENTS

Harold Friestad (Kishwauketoe Nature Conservancy) stated that he wanted to make the Village Board aware that there has been some vandalism in Kishwauketoe with money boxes being stolen off of the buildings and people picking the plants.

Juanita Trapp (179 Oakwood) presented more photos of her neighbor's property and the fence that he is building out of pallets. She stated she would reach out to Bonnie again tomorrow.

Jack Jones (address not given) stated that he backs up directly to the Bayside Motel and that he knows one or two guests have been living there for all of the seven years the Jones' have lived there. He stated that one of the residents in particular leaves her window open at all times and allows cats and squirrels to come into her room to feed them. He stated that these residents also have weekly barbecues which consist of swearing, garbage and loud noises until the middle of the night. He stated that the property owner of the motel needs to clean up the property and, at the very least, build a privacy fence to reduce the sight and noise. Jones stated that the Code Enforcement Team and Police Department have been responsive, but both have suggested bringing these issues to the Board's attention.

Tom Shaughnessy (45 Liechty Dr) stated that he would like a better clarification of what short-term rentals are as it is not clear. He stated that there is a house on his street that is rented out to someone new every weekend and they are loud and out all night. He stated that he lives in a residential neighborhood, not a commercial one.

XII. President's Remarks

A. Passing of long time Poll Worker George Tenyer

President Duncan noted that a long-time Pollworker, George Tenyer, passed away and thanked his wife, Kathy, for his years of service at the elections.

B. Passing of long time Village Administrator Bob Carlson

President Duncan stated that long-time Administrator Bob Carlson passed away and services are still yet to be announced.

C. Update on sale of U of C lakefront property

President Duncan stated that the University of Chicago is working with Anne Drake for the possible sale of the lakefront property.

D. Openings of Village Committees and Commissions

President Duncan stated that there are openings on the Parks and Memorial Board, Plan Commission and Harbor Commission and that if anyone is interested in joining, they should contact him.

E. Cross connection inspections

President Duncan stated that the Village contracts with a company called HydroCorp to do cross connection inspections in all of the residents' homes, so all residents will eventually need to have this inspection done.

XIII. Ordinances and Resolutions

A. Ordinance #2021-09 an Ordinance Adopting Revision and Codification of Ordinances

Trustee Wright explained Ordinance #2021-09 an Ordinance Adopting Revision and Codification of Ordinances and that it is the final step of the Codification process.

The motion to Approve the First Reading of the Ordinance #2021-09 an Ordinance Adopting Revision and Codification of Ordinances was initiated by Lowell Wright and seconded by George Vlach. Unanimously carried.

The motion to Approve the Second Reading of the Ordinance #2021-09 an Ordinance Adopting Revision and Codification of Ordinances was initiated by Matt Stanek and seconded by Lowell Wright. Unanimously carried.

The motion to Adopt the Ordinance #2021-09 an Ordinance Adopting Revision and Codification of Ordinances was initiated by George Vlach and seconded by Lowell Wright. Unanimously carried.

XIV. Committee Reports

A. Finance & Personnel, Trustee Parker - Chair

1. 2022 Budget meetings

Trustee Parker stated when the Department Budget Meetings are scheduled for general information, as they are open and public meetings.

B. Protective Services, Trustee Vlach - Chair

1. Original, Renewal, or Temporary Operator License Applications

The motion to Approve the Original Operator License Applications listed below was initiated by George Vlach and seconded by Robert Umans. Unanimously carried.

Original/ Renewal	Name	Establishment	Record Check
O	Jordane Torres-Raby	LG Cruise Line	PASS
O	Elena Gonzalez	LG Cruise Line	PASS
O	Robert J. Pollak	LG Cruise Line	PASS

2. Conditional Full - Time Offer - Police Officer

Trustee Vlach explained that the interview panel interviewed nine candidates and they have decided to make a conditional offer to one named Brian Bragowski.

Motion made by Committee, no second required. Unanimously carried.

The Committee also approved Chief Timm to re-advertise for a second full-time Police Officer position.

Motion made by Committee, no second required. Unanimously carried.

3. Fire and EMS Services

Trustee Vlach explained that the Committee and staff will be looking into partnering with a neighboring Community to help with response times, but in the meantime the Committee has approved an on-call stipend for two EMS personnel that would be on-call each night for a maximum of \$50/night. The Committee would refer this to the Finance & Personnel Committee to find funding.

Motion made by Committee, no second required. Unanimously carried.

C. Parks & Lakefront, Trustee D'Alessandro - Chair

1. Advertising for the Part-Time Recreation Specialist for the Recreation Department

Trustee D'Alessandro stated that Kendra Jensi is resigning from the Recreation Department, so the Recreation Department needs to advertise for a new part-time Specialist. The Committee approved the advertising of this position for \$14-\$16/hour.

Motion made by Committee, no second required. Unanimously carried.

D. Building, Zoning, & Ordinance, Trustee Wright - Chair

1. No Report

E. Water & Sewer, Trustee Umans - Chair

1. No Report

F. Streets & Highways, Trustee Stanek - Chair

1. No Report

XV. Public Comments

XVI. Other Items for Discussion, Consideration, or Action

A. None

XVII. Adjournment

The motion to adjourn was initiated by Robert Umans and seconded by Lowell Wright at 07:44pm. Unanimously carried.

/s/ Jackie Pankau, Village Clerk

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

Pay Period Date: 8/28/2021 - 9/10/2021
Pay Date: 9/17/2021

Department	Net Wages
Crossing Guard	\$527.35
General Administration	\$6,722.75
KNC	\$1,469.16
Lakefront/Beach	\$4,482.22
Library	\$4,812.82
Municipal Court	\$1,053.48
Parks	\$819.45
Police	\$14,316.13
Protective Services (F&R)	\$0.00
Public Works/W&S	\$7,290.63
Recreation Department	\$1,563.21
Village Board	\$5,090.78
 Total Net Wages	 \$48,147.98

Payroll Register - Single-line Summary - Payroll Register - Summary by Dept

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
09/17/2021					
ABRAHAM'S ON-SITE SHREDDING (514)					
6400	SHREDDING SERVICES	09/07/2021	59.00	100-51410-160	00/00
Total 6400:			59.00		
AIRGAS USA LLC (9)					
9117249022	CARBON DIOXIDE- BULK	09/07/2021	4,681.30	200-57631-160	00/00
Total 9117249022:			4,681.30		
AMAZON CAPITAL SERVICES (1256)					
1GCD-ML1D-MYC4	STREETS DEPT SUPPLIES - BATTERY JUMP STAR	09/01/2021	74.99-	100-54310-160	00/00
1GCD-ML1D-MYC4	CREDIT FOR PARKS - DUPLICATE ORDER PEST C	09/01/2021	51.99-	100-55410-150	00/00
Total 1GCD-ML1D-MYC4:			126.98-		
1TGK-NN-RL-KH77	STREETS DEPT SUPPLIES - BATTERY JUMP STAR	09/01/2021	149.98	100-54310-160	00/00
1TGK-NN-RL-KH77	PARKS DEPT SUPPLIES - PEST CONTROL INSECTI	09/01/2021	157.64	100-55410-150	00/00
Total 1TGK-NN-RL-KH77:			307.62		
1W3D-VJQV-LX37	CREDIT FOR PARKS - DUPLICATE ORDER PEST C	09/01/2021	53.93-	100-55410-150	00/00
Total 1W3D-VJQV-LX37:			53.93-		
ARAMARK (1206)					
610000181934	UNIFORMS-STREETS DEPT	09/03/2021	18.07	100-54310-125	00/00
610000181934	UNIFORMS-PARKS DEPT	09/03/2021	18.07	100-55410-125	00/00
Total 610000181934:			36.14		
610000181940	UNIFORMS-WATER DEPT	09/03/2021	124.29	200-57903-125	00/00
Total 610000181940:			124.29		
610000185080	UNIFORMS-STREETS DEPT	09/10/2021	32.20	100-54310-125	00/00
610000185080	UNIFORMS-PARKS DEPT	09/10/2021	32.20	100-55410-125	00/00
Total 610000185080:			64.40		
610000185082	UNIFORMS-WATER DEPT	09/10/2021	74.62	200-57903-125	00/00
Total 610000185082:			74.62		
BAKER TILLY VIRCHOW KRAUSE LLP (897)					
BT1895647	WATER RATE STUDY	08/31/2021	6,390.05	200-57925-100	00/00
Total BT1895647:			6,390.05		
BANDT COMMUNICATIONS INC. (34)					
211142	KENWOOD LITHIUM BATTERY	08/27/2021	110.00	100-52340-150	00/00
Total 211142:			110.00		
BUMPER TO BUMPER (1352)					
182237	INVOICE	08/18/2021	29.73	100-52320-150	00/00

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
Total 182237:			29.73		
CITY OF BURLINGTON DEPT OF PUBLIC WORKS (1348)					
9/17/2021	BACTERIOLOGICAL WATER TESTING - AUGUST	09/17/2021	80.00	200-57623-170	00/00
Total 9/17/2021:			80.00		
CIVIC SYSTEMS LLC (82)					
CVC21110	SERVER MIGRATION ASSISTANCE	08/30/2021	600.00	100-51414-000	00/00
Total CVC21110:			600.00		
CORE & MAIN (620)					
P481168	WATER METER CHANGEOUTS	08/27/2021	7,000.00	200-57346-100	00/00
Total P481168:			7,000.00		
P518060	CHLORINE TABLETS	09/03/2021	3,446.20	200-57631-160	00/00
Total P518060:			3,446.20		
DEPARTMENT OF WORKFORCE DEVELOPMENT (791)					
9/17/2021	UNEMPLOYMENT WAGES - BENSON 8/22/21 - 8/3	09/17/2021	46.65	100-51210-115	00/00
9/17/2021	UNEMPLOYMENT WAGES - REMINGTON 8/22/21 - 8	09/17/2021	174.00	230-58100-112	00/00
Total 9/17/2021:			220.65		
DUNN LUMBER AND TRUE VALUE (124)					
655677	PARKS REPAIRS/MAINT	02/04/2021	86.08	100-55410-150	00/00
Total 655677:			86.08		
671773	WATER SUPPLIES	03/01/2021	21.98	200-57635-150	00/00
Total 671773:			21.98		
ELKHORN CHEMICAL & PACKAGING (132)					
636749	PARKS REPAIRS/MAINT	09/10/2021	242.90	100-55410-150	00/00
Total 636749:			242.90		
ELKHORN NAPA AUTO PARTS (131)					
9/17/2021	SEWER COLLECTION SYSTEM MAINT	09/17/2021	32.99	300-58968-150	00/00
9/17/2021	STREETS EQUIP REPAIRS/MAINT	09/17/2021	316.99	100-54310-150	00/00
Total 9/17/2021:			349.98		
EMERGENCY MEDICAL PRODUCTS (137)					
2277439	ECG ADULT ELECTRODES	08/20/2021	149.82	100-52360-160	00/00
Total 2277439:			149.82		
2280239	DISPOSABLE MASKS, GRAHAM MEGA MOVER	09/01/2021	101.96	100-52360-160	00/00
Total 2280239:			101.96		

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
FASTENAL (147)					
9/17/2021	PARKS REPAIRS	09/17/2021	12.07	100-55410-150	00/00
Total 9/17/2021:			12.07		
GAGE MARINE CORPORATION (157)					
199909	PIER REPAIRS - WEST 18	09/11/2021	289.18	100-55411-153	00/00
Total 199909:			289.18		
90221	SPRING PIER INSTALLATION	09/02/2021	250.00	100-55411-154	00/00
Total 90221:			250.00		
GUNNAR OLSEN LANDSCAPING (179)					
43260	WEEDING	08/31/2021	382.50	100-55410-115	00/00
Total 43260:			382.50		
HEYER TRUE VALUE HARDWARE (191)					
9/17/2021	STREETS EQUIPMENT REPAIRS/MAINT	09/17/2021	36.98	100-54310-160	00/00
9/17/2021	SUPPLIES	09/17/2021	29.99	100-52360-160	00/00
9/17/2021	PARKS	09/17/2021	17.77	100-55410-150	00/00
9/17/2021	PARKS	09/17/2021	15.28	100-55410-150	00/00
Total 9/17/2021:			100.02		
HYDRO CORP (994)					
0063567-IN	CROSS CONNECTION PROGRAM-RESIDENTIAL	08/31/2021	1,242.00	200-57656-150	00/00
Total 0063567-IN:			1,242.00		
0063640-IN	CROSS CONNECTION PROGRAM-RESIDENTIAL	08/31/2021	348.00	200-57656-150	00/00
Total 0063640-IN:			348.00		
JANESVILLE INDUSTRIAL SUPPLY (115)					
137987	CLEANING SERVICES-LIBRARY	08/25/2021	675.00	400-58100-175	00/00
Total 137987:			675.00		
137988	CLEANING SERVICES-LIONS FIELD HOUSE	08/25/2021	435.74	100-51720-175	00/00
Total 137988:			435.74		
137989	CLEANING SERVICES-VILLAGE HALL & PD	08/25/2021	675.00	100-51730-175	00/00
Total 137989:			675.00		
JEFFERSON FIRE & SAFETY (212)					
IN132649	FIRE DEPT SUPPLIES	09/03/2021	4,284.25	100-52320-165	00/00
Total IN132649:			4,284.25		
MARKEE WATER CONDITIONING (979)					
56348	WATER DELIVERY	09/01/2021	41.00	100-55411-160	00/00

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
Total 56348:			41.00		
MERCY WALWORTH PHARMACY (1122)					
01457986	POLICE SUPPLIES	09/17/2021	270.00	100-52120-160	00/00
Total 01457986:			270.00		
MUNICIPAL CODE ENFORCEMENT LLC (1288)					
1027	CODE ENFORCEMENT	09/01/2021	1,978.00	100-53100-215	00/00
Total 1027:			1,978.00		
NIEUWENHUIS BROS. INC. (290)					
210831136507	RECYCLING CURBSIDE PICKUP	08/31/2021	6,451.25	225-54635-131	00/00
210831136507	REFUSE CURBSIDE PICKUP	08/31/2021	13,293.58	100-54710-000	00/00
Total 210831136507:			19,744.83		
PATS SERVICES INC (313)					
9/17/2021	LIME SLUDGE AUGUST	09/17/2021	1,880.00	200-57631-160	00/00
Total 9/17/2021:			1,880.00		
PROFESSIONAL BUILDING INSPECTIONS INC (932)					
9/17/2021	BUILDING CONTRACT FEES	09/02/2021	12,300.54	100-53100-211	00/00
Total 9/17/2021:			12,300.54		
PUBLIC SERVICE COMMISSION (329)					
2108-I-06540	PSC EXPENSES AUGUST 2021	09/14/2021	348.58	200-57925-100	00/00
Total 2108-I-06540:			348.58		
RENEWABLE FOREST PRODUCTS, INC (1222)					
1135	GRINDING SERVICES	09/17/2021	12,600.00	225-54635-130	00/00
Total 1135:			12,600.00		
SCHAEFFER MUNICIPAL SERVICES LLC (825)					
9/17/2021	ZONING CONTRACT FEES	09/17/2021	2,142.50	100-53100-210	00/00
Total 9/17/2021:			2,142.50		
SECURIAN FINANCIAL GROUP INC (364)					
100121	POLICE - LIFE INSURANCE	09/17/2021	52.68	100-52120-124	00/00
100121	STREETS LIFE INSURANCE	09/17/2021	20.01	100-54310-124	00/00
100121	PARKS LIFE INSURANCE	09/17/2021	1.79	100-55410-124	00/00
100121	WATER TREATMENT LIFE INSURANCE	09/17/2021	10.05	200-57630-124	00/00
100121	WATER DISTRIBUTION LIFE INSURANCE	09/17/2021	10.05	200-57640-124	00/00
100121	KNC LIFE INSURANCE	09/17/2021	3.53	230-58100-124	00/00
100121	GEN ADMIN LIFE INSURANCE	09/17/2021	38.04	100-51410-124	00/00
100121	REC DEPT. LIFE INSURANCE	09/17/2021	4.45	100-55210-124	00/00
100121	LIBRARY LIFE INSURANCE	09/17/2021	36.58	400-58100-123	00/00
100121	EMPLOYEE CONTRIBUTION	09/17/2021	183.68	100-21257	00/00
Total 100121:			360.86		

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
STATE OF WI - COURT FINES (400)					
9/17/2021	MONTHLY SHARE OF COURT FINES	09/17/2021	1,974.30	100-45001	00/00
Total 9/17/2021:			1,974.30		
THE BLUE LINE (1343)					
42140	POLICE TRAINING	09/15/2021	298.00	100-52120-190	00/00
Total 42140:			298.00		
THE PARTS PLACE (311)					
9/17/2021	STREETS SUPPLIES	09/17/2021	108.36	300-58968-150	00/00
Total 9/17/2021:			108.36		
VILLAGE OF FONTANA (976)					
9/10/2021	DPW LAPTOP	09/17/2021	1,244.22	100-54310-150	00/00
Total 9/10/2021:			1,244.22		
VP PLUS INC (440)					
13363	WATER PLANT	09/12/2021	230.50	200-57935-150	00/00
Total 13363:			230.50		
WALCOMET (450)					
9/17/2021	MONTHLY BILLING	09/17/2021	64,453.92	300-58980-300	00/00
Total 9/17/2021:			64,453.92		
WALWORTH COUNTY TREASURER-COURT FINES (451)					
9/17/2021	MONTHLY SHARE OF COURT FINES	09/17/2021	706.60	100-45001	00/00
Total 9/17/2021:			706.60		
WEDIGE RADIATOR & A/C INC. (475)					
189171	RADIATOR REPAIR	09/08/2021	1,228.00	100-54310-150	00/00
Total 189171:			1,228.00		
WESTECH (479)					
82888	REPLACEMENT DRIVE	08/26/2021	7,142.88	200-57935-150	00/00
Total 82888:			7,142.88		
WIL-KIL PEST CONTROL (488)					
4247523	THE REC OFFICE	09/01/2021	50.00	100-55411-150	00/00
Total 4247523:			50.00		
4247524	BATH HOUSE/MARINA SHACK	09/01/2021	60.00	100-55411-150	00/00
Total 4247524:			60.00		
4248217	VILLAGE HALL	09/01/2021	64.25	100-51730-150	00/00
Total 4248217:			64.25		

Invoice	Description	Invoice Date	Total Cost	GL Account	GL Period
4250607	LIONS FIELD HOUSE	09/01/2021	58.75	100-51720-150	00/00
Total 4250607:			58.75		
4250608	BARRETT MEMORIAL LIBRARY	09/01/2021	58.75	400-58100-150	00/00
Total 4250608:			58.75		
WISCONSIN STATE LABORATORY OF HYGIENE (501)					
686362	WATER TESTING	08/31/2021	26.00	200-57623-170	00/00
Total 686362:			26.00		
Total 09/17/2021:			162,060.41		

9/17/2021 GL Period Summary

GL Period	Amount
00/00	162,060.41
Grand Totals:	162,060.41

Grand Totals: 162,060.41

Report GL Period Summary

GL Period	Amount
00/00	162,060.41
Grand Totals:	162,060.41

Vendor number hash: 34950
 Vendor number hash - split: 44935
 Total number of invoices: 59
 Total number of transactions: 78

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	162,060.41	.00	162,060.41
Grand Totals:	162,060.41	.00	162,060.41

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
100-41100 GENERAL TAX LEVY	541,234.76	1,650,106.00	1,650,106.00	.00	100.0
100-41101 DELINQUENT PP TAX	.00	520.43	.00	(520.43)	.0
100-41104 TAX EQUIVALENT	81,750.00	109,000.00	109,000.00	.00	100.0
100-41105 ROOM TAX	622.10	31,068.50	20,000.00	(11,068.50)	155.3
100-41106 CABLE FRANCHISE FEES	13,131.25	25,103.49	75,596.00	50,492.51	33.2
100-41110 MERCY PILOT	.00	55,723.74	55,000.00	(723.74)	101.3
TOTAL TAXES	636,738.11	1,871,522.16	1,909,702.00	38,179.84	98.0
<u>INTERGOVERNMENTAL</u>					
100-42001 EXEMPT COMPUTER AID	.00	469.74	470.00	.26	99.9
100-42002 STATE SHARED REVENUE	.00	10,208.08	68,053.00	57,844.92	15.0
100-42006 TRANSPORTATION AID	.00	140,619.99	187,739.00	47,119.01	74.9
100-42007 POLICE TRAINING FROM STATE	.00	.00	1,120.00	1,120.00	.0
100-42008 OTHER STATE AIDS	.00	16,464.73	2,691.00	(13,773.73)	611.8
100-42009 POLICE GRANT FROM CTY	3,342.28	6,311.80	3,500.00	(2,811.80)	180.3
100-42010 POLICE SRO REVENUE	.00	63,792.91	66,352.00	2,559.09	96.1
TOTAL INTERGOVERNMENTAL	3,342.28	237,867.25	329,925.00	92,057.75	72.1
<u>LICENSES & PERMITS</u>					
100-43001 LIQUOR/BEER LICENSE	.00	5,750.00	5,725.00	(25.00)	100.4
100-43002 OPERATOR LICENSE	120.00	2,355.00	2,200.00	(155.00)	107.1
100-43006 BUILDING PERMITS	10,306.15	64,551.13	50,000.00	(14,551.13)	129.1
100-43007 ELECTRICAL PERMITS	2,382.36	12,572.92	8,000.00	(4,572.92)	157.2
100-43008 PLUMBING PERMITS	2,795.16	11,830.09	7,000.00	(4,830.09)	169.0
100-43009 ROOM TAX PERMIT	25.00	400.00	500.00	100.00	80.0
100-43013 RENTAL PROP ADMIN	10.00	10.00	50.00	40.00	20.0
100-43014 CIGARETTE LICENSE	.00	50.00	50.00	.00	100.0
100-43015 ZONING AND PLANNING FEES	2,850.00	16,925.00	22,000.00	5,075.00	76.9
100-43016 TREE PERMIT	500.00	1,200.00	.00	(1,200.00)	.0
100-43018 DOG LICENSE	71.00	1,943.00	20.00	(1,923.00)	9715.0
100-43021 TOURIST ROOMING HOUSE PERMIT	.00	450.00	1,750.00	1,300.00	25.7
100-43022 SHORT TERM RENTAL PERMIT	950.00	13,300.00	9,500.00	(3,800.00)	140.0
100-43025 TRANSIENT MERCHANT PERMIT	.00	150.00	.00	(150.00)	.0
100-43090 INVOICED SERVICE PAYMENTS	(2,924.15)	15,778.60	.00	(15,778.60)	.0
TOTAL LICENSES & PERMITS	17,085.52	147,265.74	106,795.00	(40,470.74)	137.9

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PUBLIC CHARGES FOR SERVICE</u>					
100-44040 POLICE GEN REVENUE	397.46	893.96	200.00	(693.96)	447.0
100-44043 POLICE ALARM PERMITS	10.00	30.00	100.00	70.00	30.0
100-44049 SPECIAL ASSESSMENT LETTERS	280.00	4,760.00	6,600.00	1,840.00	72.1
100-44050 FIRE DEPT CONTRACTS	.00	16,000.00	16,000.00	.00	100.0
100-44093 BASKETBALL CAMP REVENUES	.00	550.00	2,000.00	1,450.00	27.5
100-44096 GOLF REVENUES	.00	106.40	150.00	43.60	70.9
100-44097 BASKETBALL LEAGUE REVENUES	.00	.00	1,100.00	1,100.00	.0
100-44098 ZUMBA REVENUES	.00	586.57	3,500.00	2,913.43	16.8
100-44099 TAI CHI REVENUES	.00	.00	1,000.00	1,000.00	.0
100-44100 BASEBALL/SOFTBALL REG FEES	.00	5,662.38	3,000.00	(2,662.38)	188.8
100-44102 ADULT PROGRAM REVENUES	.00	1,227.28	1,000.00	(227.28)	122.7
100-44103 SUMMER PROGRAM REVENUES	.00	3,023.59	2,500.00	(523.59)	120.9
100-44106 DONATION FOR REC DEPT	.00	1,865.00	2,000.00	135.00	93.3
100-44107 FIELD HOUSE RENTALS	200.00	1,200.00	3,800.00	2,600.00	31.6
100-44108 EDGEWATER DEPOSIT	(500.00)	500.00	.00	(500.00)	.0
100-44301 WATERWAY MARKERS	308.00	6,174.00	6,000.00	(174.00)	102.9
100-44620 LAKEFRONT/SHORE INCOME	112.57	8,374.54	8,200.00	(174.54)	102.1
100-44621 BEACH REVENUE	19,145.42	83,770.08	66,000.00	(17,770.08)	126.9
100-44622 LAUNCH REVENUE	19,060.93	146,498.74	160,000.00	13,501.26	91.6
100-44623 HORVATH DRY STORAGE REVENUE	(71.21)	19,998.29	16,000.00	(3,998.29)	125.0
100-44625 TOWN OF LINN BEACH REVENUE	.00	.00	9,450.00	9,450.00	.0
100-44630 KAYAK/PADDLEBOARD RENTAL FEES	3,753.28	11,415.72	15,330.00	3,914.28	74.5
TOTAL PUBLIC CHARGES FOR SERVICE	42,696.45	312,636.55	323,930.00	11,293.45	96.5
<u>FINES & FORFEITURES</u>					
100-45001 COURT FINE REVENUE	2,573.00	35,227.08	48,000.00	12,772.92	73.4
100-45002 PARKING TICKET REVENUE	175.00	1,275.00	6,000.00	4,725.00	21.3
TOTAL FINES & FORFEITURES	2,748.00	36,502.08	54,000.00	17,497.92	67.6
<u>SOURCE 46</u>					
100-46000 WEED AND NUISANCE CONTROL	.00	.00	120.00	120.00	.0
100-46635 DOG PARK REVENUE	.00	.00	2,380.00	2,380.00	.0
TOTAL SOURCE 46	.00	.00	2,500.00	2,500.00	.0
<u>COMMERCIAL</u>					
100-48004 INTEREST ON INVESTMENTS	12.68	2,219.32	27,000.00	24,780.68	8.2
100-48005 GLLEA RENTAL INCOME	.00	.00	2,800.00	2,800.00	.0
100-48013 BOAT SLIP RENTAL	.00	232,213.79	227,100.00	(5,113.79)	102.3
100-48015 GENEVA LK LAW ENFORCEMENT AGCY	.00	32,045.92	25,000.00	(7,045.92)	128.2
TOTAL COMMERCIAL	12.68	266,479.03	281,900.00	15,420.97	94.5

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
100-49001 AURORA DONATION	.00	3,250.00	3,250.00	.00	100.0
100-49002 INSURANCE REBATE	6,186.00	19,956.00	8,000.00	(11,956.00)	249.5
100-49009 GENERAL MISC UNCLASS	301.06	1,613.26	1,000.00	(613.26)	161.3
	<u>6,487.06</u>	<u>24,819.26</u>	<u>12,250.00</u>	<u>(12,569.26)</u>	<u>202.6</u>
TOTAL MISCELLANEOUS					
	<u>6,487.06</u>	<u>24,819.26</u>	<u>12,250.00</u>	<u>(12,569.26)</u>	<u>202.6</u>
 TOTAL FUND REVENUE	 <u>709,110.10</u>	 <u>2,897,092.07</u>	 <u>3,021,002.00</u>	 <u>123,909.93</u>	 <u>95.9</u>

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENT</u>					
100-51110-110 VILLAGE BOARD WAGES	.00	10,779.17	22,050.00	11,270.83	48.9
100-51110-121 VILLAGE BOARD FICA	.00	824.63	1,687.00	862.37	48.9
100-51110-130 VILLAGE BOARD OTHER EXPENSE	.00	135.00	300.00	165.00	45.0
100-51120-240 BOARD OF REVIEW	.00	.00	60.00	60.00	.0
100-51210-110 MUNICIPAL COURT WAGES	2,300.37	20,478.23	29,905.00	9,426.77	68.5
100-51210-115 MUNICIPAL COURT UNEMPLOYMENT	81.64	81.64	.00	(81.64)	.0
100-51210-121 MUNICIPAL COURT FICA	175.98	1,566.59	2,288.00	721.41	68.5
100-51210-150 MUNICIPAL COURT IT FEES	20.50	4,098.31	7,000.00	2,901.69	58.6
100-51210-160 MUNICIPAL COURT SUPPLIES	.00	1,331.00	1,000.00	(331.00)	133.1
100-51210-161 MUNICIPAL COURT POSTAGE	.00	.00	500.00	500.00	.0
100-51210-190 MUNICIPAL COURT TRAINING	.00	1,345.00	2,000.00	655.00	67.3
100-51400-000 RECRUITING FEES	.00	36,480.32	.00	(36,480.32)	.0
100-51405-000 BILLABLE SERVICES	3,348.00	35,914.00	.00	(35,914.00)	.0
100-51410-110 GEN ADMIN WAGES	9,568.67	61,589.75	125,483.00	63,893.25	49.1
100-51410-115 GEN ADMIN UNEMPLOYMENT	3,689.00	9,620.00	.00	(9,620.00)	.0
100-51410-121 GEN ADMIN FICA	725.44	4,659.82	9,600.00	4,940.18	48.5
100-51410-122 GEN ADMIN RETIREMENT	742.11	4,755.19	9,725.00	4,969.81	48.9
100-51410-123 GEN ADMIN HEALTH INSURANCE	2,551.82	16,075.60	35,672.00	19,596.40	45.1
100-51410-124 GEN ADMIN LIFE INSURANCE	38.04	259.58	204.00	(55.58)	127.3
100-51410-127 GEN ADMIN HSA FUNDING	.00	8,000.00	9,250.00	1,250.00	86.5
100-51410-160 GEN ADMIN SUPPLIES	176.98	5,513.60	6,500.00	986.40	84.8
100-51410-161 GEN ADMIN POSTAGE	.00	5,630.33	4,400.00	(1,230.33)	128.0
100-51410-162 GEN ADMIN COPIER EXPENSE	295.66	2,012.88	5,000.00	2,987.12	40.3
100-51410-190 GEN ADMIN TRAINING	49.00	2,117.33	2,500.00	382.67	84.7
100-51410-200 GEN ADMIN TELEPHONE	1,569.21	8,972.91	7,000.00	(1,972.91)	128.2
100-51410-210 GEN ADMIN PUBLICATIONS	638.67	1,963.05	7,000.00	5,036.95	28.0
100-51410-300 GEN ADMIN CODIFICATION	1,787.00	8,559.70	6,100.00	(2,459.70)	140.3
100-51412-000 ELECTION EXPENSE	.00	5,338.37	7,500.00	2,161.63	71.2
100-51412-110 ELECTION WAGES	.00	6,191.25	.00	(6,191.25)	.0
100-51412-121 ELECTION FICA	.00	95.15	.00	(95.15)	.0
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	437.80	21,104.51	28,000.00	6,895.49	75.4
100-51415-000 LEAGUE EXPENSES/DUES	.00	2,567.19	2,568.00	.81	100.0
100-51420-110 VILLAGE ADMIN WAGES	.00	(15,700.98)	.00	15,700.98	.0
100-51510-000 INSURANCE EXPENSE	.00	62,766.00	65,000.00	2,234.00	96.6
100-51520-000 ASSESSOR CONTRACT	1,604.20	12,846.64	19,260.00	6,413.36	66.7
100-51550-000 COVID-19 EXPENSES	.00	107.61	.00	(107.61)	.0
100-51560-000 CONTINGENCY	163.72	513.72	31,269.00	30,755.28	1.6
100-51570-000 AUDIT EXPENSE	166.67	20,866.67	20,000.00	(866.67)	104.3
100-51610-000 LEGAL SERVICES	6,401.50	35,611.22	50,000.00	14,388.78	71.2
100-51720-150 LIONS FIELD HOUSE REPAIR/MAINT	764.00	1,329.21	1,200.00	(129.21)	110.8
100-51720-160 LIONS FIELD HOUSE SUPPLIES	.00	100.40	.00	(100.40)	.0
100-51720-170 LIONS FIELD HOUSE GAS	17.53	1,091.28	1,500.00	408.72	72.8
100-51720-171 LIONS FIELD HOUSE ELECTRIC	.00	878.24	1,400.00	521.76	62.7
100-51720-173 LIONS FIELD HOUSE W&S	.00	591.46	750.00	158.54	78.9
100-51720-175 JANITORIAL SERVICES	435.74	2,734.70	5,196.00	2,461.30	52.6
100-51730-150 VH BLDG REPAIRS/MAINT	64.25	1,007.04	1,200.00	192.96	83.9
100-51730-160 VH BLDG SUPPLIES	11.26	1,064.03	2,500.00	1,435.97	42.6
100-51730-170 VH BLDG GAS	11.22	1,370.38	1,700.00	329.62	80.6
100-51730-171 VH BLDG ELECTRIC	.00	5,252.98	7,500.00	2,247.02	70.0
100-51730-173 VH BLDG WATER & SEWER	.00	1,110.19	1,350.00	239.81	82.2
100-51730-175 JANITORIAL SERVICES	675.00	4,660.92	8,100.00	3,439.08	57.5
100-51965-000 WMS BAY BUSINESS ASSOC	15,697.92	21,197.92	14,000.00	(7,197.92)	151.4

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-51970-000 SHORT TERM RENTAL ADMIN	.00	8,343.00	8,343.00	.00	100.0
TOTAL GENERAL GOVERNMENT	54,208.90	455,802.73	573,560.00	117,757.27	79.5

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
100-52120-110 POLICE WAGES	48,816.97	401,886.34	590,520.00	188,633.66	68.1
100-52120-115 POLICE UNEMPLOYMENT	.00	4,845.30	.00	(4,845.30)	.0
100-52120-120 POLICE CONSULTANT WAGES	.00	1,750.00	5,000.00	3,250.00	35.0
100-52120-121 POLICE FICA	3,703.16	30,489.76	45,175.00	14,685.24	67.5
100-52120-122 POLICE RETIREMENT	5,256.64	45,605.95	68,984.00	23,378.05	66.1
100-52120-123 POLICE HEALTH INSURANCE	10,742.86	95,306.17	115,931.00	20,624.83	82.2
100-52120-124 POLICE LIFE INSURANCE	52.68	362.25	621.00	258.75	58.3
100-52120-125 POLICE UNIFORMS	607.43	1,837.32	7,700.00	5,862.68	23.9
100-52120-127 POLICE HSA FUNDING	.00	32,879.81	31,250.00	(1,629.81)	105.2
100-52120-130 POLICE IT EXPENSE	454.28	29,966.28	31,047.00	1,080.72	96.5
100-52120-150 POLICE REPAIRS/MAINT	2,099.05	4,367.74	7,000.00	2,632.26	62.4
100-52120-160 POLICE SUPPLIES	823.42	3,090.43	4,000.00	909.57	77.3
100-52120-161 POLICE POSTAGE/CONFINEMENT	.00	218.00	800.00	582.00	27.3
100-52120-180 POLICE FUEL	1,474.38	8,998.98	16,000.00	7,001.02	56.2
100-52120-190 POLICE TRAINING	2,508.94	15,283.29	22,355.00	7,071.71	68.4
100-52120-200 POLICE TELEPHONE	499.03	5,674.79	6,300.00	625.21	90.1
100-52120-210 POLICE COMMUNITY PROGRAMS	45.58	713.05	2,500.00	1,786.95	28.5
100-52120-300 STUDENT RESOURCE OFFICER	.00	49,912.38	88,469.00	38,556.62	56.4
100-52130-110 WATER SAFETY PATROL	.00	27,405.00	27,405.00	.00	100.0
100-52130-120 GENEVA LAKE ENVIRONMENTAL AGCY	.00	25,000.00	20,000.00	(5,000.00)	125.0
100-52130-130 GENEVA LAKE LAW ENFORCEMENT	.00	45,000.00	45,000.00	.00	100.0
100-52130-150 EMERGENCY MANAGEMENT	116.04	2,795.92	5,500.00	2,704.08	50.8
100-52320-106 FIRE DEPT OFFICER PAY	1,779.17	13,795.84	21,350.00	7,554.16	64.6
100-52320-107 FIRE DEPT MEETING PAY	216.00	2,176.00	3,000.00	824.00	72.5
100-52320-108 FIRE DEPT DRILL PAY	864.00	9,328.00	13,000.00	3,672.00	71.8
100-52320-109 FIRE DEPT CALLS PAY	2,560.00	11,806.72	20,000.00	8,193.28	59.0
100-52320-110 FIRE/RESCUE UNEMPLOYMENT	.00	138.86	.00	(138.86)	.0
100-52320-120 FIRE DEPT TRAINING PAY	.00	440.00	3,000.00	2,560.00	14.7
100-52320-121 FIRE DEPT FICA	379.72	2,592.09	4,617.00	2,024.91	56.1
100-52320-122 FIRE DEPT RETIREMENT	107.42	697.20	900.00	202.80	77.5
100-52320-150 FIRE DEPT REPAIRS/MAINT	764.50	3,621.16	16,000.00	12,378.84	22.6
100-52320-160 FIRE DEPT SUPPLIES	.00	4,356.19	5,000.00	643.81	87.1
100-52320-170 FIRE DEPT GAS	40.78	3,649.78	4,500.00	850.22	81.1
100-52320-171 FIRE DEPT ELECTRIC	.00	1,045.71	2,500.00	1,454.29	41.8
100-52320-173 FIRE DEPT WATER & SEWER	.00	432.62	500.00	67.38	86.5
100-52320-180 FIRE DEPT FUEL	.00	328.65	2,000.00	1,671.35	16.4
100-52320-190 FIRE DEPT TRAINING	.00	.00	5,500.00	5,500.00	.0
100-52320-200 FIRE DEPT TELEPHONE	511.80	3,785.49	2,000.00	(1,785.49)	189.3
100-52340-106 DIVE TEAM OFFICER PAY	66.00	528.00	800.00	272.00	66.0
100-52340-107 DIVE TEAM MEETING PAY	.00	48.00	160.00	112.00	30.0
100-52340-108 DIVE TEAM DRILL PAY	60.00	385.00	1,500.00	1,115.00	25.7
100-52340-121 DIVE TEAM FICA	9.64	59.17	189.00	129.83	31.3
100-52340-145 DIVE TEAM TANK MAINTENANCE	244.00	244.00	1,924.00	1,680.00	12.7
100-52340-150 DIVE TEAM REPAIRS/MAINT	.00	50.00	500.00	450.00	10.0
100-52340-190 DIVE TEAM TRAINING	.00	.00	1,000.00	1,000.00	.0
100-52360-106 RESCUE DEPT OFFICER PAY	250.00	1,969.00	3,000.00	1,031.00	65.6
100-52360-107 RESCUE DEPT MEETING PAY	72.00	424.00	2,500.00	2,076.00	17.0
100-52360-108 RESCUE DEPT TRAINING PAY	180.00	1,595.00	6,000.00	4,405.00	26.6
100-52360-109 RESCUE DEPT CALLS PAY	1,732.50	8,135.14	15,000.00	6,864.86	54.2
100-52360-121 RESCUE DEPT FICA	169.81	1,057.52	2,098.00	1,040.48	50.4
100-52360-122 RESCUE DEPT RETIREMENT	3.49	32.54	100.00	67.46	32.5
100-52360-130 RESCUE DEPT OTHER EXPENSE	13.27	309.52	.00	(309.52)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-52360-150 RESCUE DEPT REPAIRS/MAINT	24.51	1,682.58	2,000.00	317.42	84.1
100-52360-160 RESCUE DEPT SUPPLIES	71.99	1,070.55	4,000.00	2,929.45	26.8
100-52360-180 RESCUE DEPT FUEL	.00	295.59	800.00	504.41	37.0
100-52360-190 RESCUE DEPT TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL PUBLIC SAFETY	87,321.06	909,468.68	1,288,995.00	379,526.32	70.6

PUBLIC SAFETY

100-53100-160 BLDG INSP SUPPLIES	.00	445.09	1,000.00	554.91	44.5
100-53100-180 BLDG INSP FUEL	.00	30.47	.00	(30.47)	.0
100-53100-210 ZONING INSPECTION CONTRACT	1,290.00	14,107.50	22,800.00	8,692.50	61.9
100-53100-211 BLDG INSPECTION CONTRACT	9,770.05	58,239.79	52,000.00	(6,239.79)	112.0
100-53100-215 CODE ENFORCEMENT	1,771.00	10,566.00	5,400.00	(5,166.00)	195.7
TOTAL PUBLIC SAFETY	12,831.05	83,388.85	81,200.00	(2,188.85)	102.7

PUBLIC WORKS

100-54100-110 DPW ADMIN WAGES	2,889.45	24,523.70	37,199.00	12,675.30	65.9
100-54100-121 DPW ADMIN FICA	205.10	1,741.62	2,846.00	1,104.38	61.2
100-54100-122 DPW ADMIN RETIREMENT	221.76	1,883.21	2,883.00	999.79	65.3
100-54100-123 DPW ADMIN HEALTH INSURANCE	801.54	7,213.86	9,736.00	2,522.14	74.1
100-54100-124 DPW ADMIN LIFE INSURANCE	.00	.00	48.00	48.00	.0
100-54100-127 DPW HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
100-54100-300 ENGINEERING	315.00	6,540.00	15,000.00	8,460.00	43.6
100-54310-110 STREETS WAGES	7,111.97	61,155.76	90,945.00	29,789.24	67.2
100-54310-121 STREETS FICA	524.88	4,413.32	6,958.00	2,544.68	63.4
100-54310-122 STREETS RETIREMENT	475.45	4,285.07	6,046.00	1,760.93	70.9
100-54310-123 STREETS HEALTH INSURANCE	1,450.41	13,053.69	17,619.00	4,565.31	74.1
100-54310-124 STREETS LIFE INSURANCE	15.93	122.64	90.00	(32.64)	136.3
100-54310-125 STREETS UNIFORMS	92.34	1,082.33	2,500.00	1,417.67	43.3
100-54310-127 STREETS HSA FUNDING	.00	5,000.00	5,000.00	.00	100.0
100-54310-150 STREETS EQUIP REPAIRS/MAINT	114.98	8,164.21	20,000.00	11,835.79	40.8
100-54310-160 STREETS SUPPLIES	86.13	1,497.95	6,500.00	5,002.05	23.1
100-54310-170 STREETS GAS	36.69	2,609.23	4,000.00	1,390.77	65.2
100-54310-171 STREETS ELECTRIC	.00	3,611.75	6,000.00	2,388.25	60.2
100-54310-173 STREETS WATER & SEWER	.00	526.48	625.00	98.52	84.2
100-54310-175 STREETS ROAD MAINTENANCE	5,661.50	6,074.63	25,000.00	18,925.37	24.3
100-54310-180 STREETS FUEL	58.53	4,469.67	11,000.00	6,530.33	40.6
100-54310-190 STREETS TRAINING	.00	229.69	1,000.00	770.31	23.0
100-54310-200 STREETS TELEPHONE	31.81	431.65	2,000.00	1,568.35	21.6
100-54310-280 SNOW/ICE CONTROL MATERIALS	.00	14,240.40	17,500.00	3,259.60	81.4
100-54310-281 TRAFFIC SIGNS/MARKINGS	597.10	811.11	2,000.00	1,188.89	40.6
100-54310-282 HIGHWAY STRIPING/MARKING	.00	1,098.97	500.00	(598.97)	219.8
100-54420-000 STREET LIGHTING	2,835.03	22,670.54	30,000.00	7,329.46	75.6
100-54710-000 REFUSE COLLECTIONS	13,293.58	92,235.56	156,240.00	64,004.44	59.0
TOTAL PUBLIC WORKS	36,819.18	292,187.04	481,735.00	189,547.96	60.7

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEISURE ACTIVITIES</u>					
100-55210-110 REC DEPT WAGES	6,936.59	46,609.61	75,784.00	29,174.39	61.5
100-55210-121 REC DEPT FICA	527.83	3,541.62	5,798.00	2,256.38	61.1
100-55210-122 REC DEPT RETIREMENT	318.62	2,705.73	4,142.00	1,436.27	65.3
100-55210-123 REC DEPT HEALTH INSURANCE	628.94	5,660.46	7,608.00	1,947.54	74.4
100-55210-124 REC DEPT LIFE INSURANCE	4.45	35.12	60.00	24.88	58.5
100-55210-127 REC DEPT HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
100-55210-143 BASEBALL FIELD UPKEEP	.00	307.00	450.00	143.00	68.2
100-55210-160 REC DEPT SUPPLIES	99.62	1,564.39	2,200.00	635.61	71.1
100-55210-161 REC DEPT POSTAGE	.00	245.00	100.00	(145.00)	245.0
100-55210-190 REC DEPT TRAINING	.00	553.00	1,250.00	697.00	44.2
100-55210-200 REC DEPT TELEPHONE	240.54	2,100.04	1,500.00	(600.04)	140.0
100-55210-215 REC DEPT ACTIVE NETWORK	.00	.00	2,880.00	2,880.00	.0
100-55210-270 REC DEPT BASEBALL UNIFORMS	.00	4,541.00	3,000.00	(1,541.00)	151.4
100-55210-271 REC DEPT BASEBALL EXPENSES	240.00	8,945.26	8,000.00	(945.26)	111.8
100-55210-273 REC DEPT BASKETBALL EXPENSES	.00	.00	2,300.00	2,300.00	.0
100-55210-274 REC DEPT ADULT FITNESS	312.00	570.00	4,000.00	3,430.00	14.3
100-55210-275 REC DEPT PROGRAM EXPENSES	2,341.86	4,466.03	5,750.00	1,283.97	77.7
100-55210-277 REC DEPT GOLF EXPENSES	.00	180.00	500.00	320.00	36.0
100-55210-278 REC DEPT BOO IN THE BAY	.00	.00	2,000.00	2,000.00	.0
100-55410-110 PARKS WAGES	3,314.76	27,327.64	43,477.00	16,149.36	62.9
100-55410-115 PARKS CONTRACT LABOR	952.00	2,594.50	7,500.00	4,905.50	34.6
100-55410-121 PARKS FICA	240.01	1,874.95	3,326.00	1,451.05	56.4
100-55410-122 PARKS RETIREMENT	181.16	1,663.36	2,360.00	696.64	70.5
100-55410-123 PARKS HEALTH INSURANCE	801.54	7,213.86	9,736.00	2,522.14	74.1
100-55410-124 PARKS LIFE INSURANCE	1.79	13.06	48.00	34.94	27.2
100-55410-125 PARKS UNIFORMS	92.34	1,082.31	2,000.00	917.69	54.1
100-55410-127 PARKS HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
100-55410-140 PARKS CAPITAL OUTLAY	114.50	543.82	.00	(543.82)	.0
100-55410-148 TENNIS COURT MAINTENANCE	136.42	136.42	4,000.00	3,863.58	3.4
100-55410-150 PARKS REPAIRS/MAINT	1,496.74	9,393.22	18,000.00	8,606.78	52.2
100-55410-160 PARKS SUPPLIES	.00	89.62	.00	(89.62)	.0
100-55410-170 PARKS GAS	.00	2,272.28	2,650.00	377.72	85.8
100-55410-171 PARKS ELECTRIC	.00	3,859.54	5,700.00	1,840.46	67.7
100-55410-173 PARKS WATER & SEWER	.00	2,019.28	2,200.00	180.72	91.8
100-55410-180 PARKS FUEL	155.36	2,640.97	6,000.00	3,359.03	44.0
100-55411-110 LAKEFRONT WAGES	15,191.80	67,888.03	72,354.00	4,465.97	93.8
100-55411-121 LAKEFRONT FICA	1,162.17	4,673.95	5,535.00	861.05	84.4
100-55411-125 LAKEFRONT UNIFORMS	.00	.00	1,000.00	1,000.00	.0
100-55411-150 LAKEFRONT REPAIRS/MAINT	367.88	2,988.45	3,000.00	11.55	99.6
100-55411-153 LAKEFRONT PIER REPAIRS	.00	74,749.98	60,000.00	(14,749.98)	124.6
100-55411-154 LAKEFRONT PIER INSTALLATION	.00	44,571.02	55,000.00	10,428.98	81.0
100-55411-160 LAKEFRONT SUPPLIES	371.31	8,118.10	7,500.00	(618.10)	108.2
100-55411-200 LAKEFRONT TELEPHONE	47.10	901.76	100.00	(801.76)	901.8
100-55412-000 GENEVA LK LEVEL CORP	.00	2,880.00	2,880.00	.00	100.0
100-55415-000 ENHANCEMENT COMMITTEE	.00	852.48	500.00	(352.48)	170.5
TOTAL LEISURE ACTIVITIES	36,277.33	357,372.86	447,188.00	89,815.14	79.9

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONSERVATION & DEVELOPMENT</u>					
100-56120-000	HOLIDAY DECORATION SUPPLIES	.00	272.00	1,500.00	1,228.00	18.1
100-56130-000	TREE ENHANCEMENT	235.00	4,327.50	8,500.00	4,172.50	50.9
100-56420-190	HORVATH PROPERTY EXPENSE	.00	67.97	500.00	432.03	13.6
	TOTAL CONSERVATION & DEVELOPMENT	235.00	4,667.47	10,500.00	5,832.53	44.5
	<u>COST CATEGORY 57</u>					
100-57000-000	OPERATING TRANSFER OUT	.00	.00	137,824.00	137,824.00	.0
	TOTAL COST CATEGORY 57	.00	.00	137,824.00	137,824.00	.0
	TOTAL FUND EXPENDITURES	227,692.52	2,102,887.63	3,021,002.00	918,114.37	69.6
	NET REVENUE OVER EXPENDITURES	481,417.58	794,204.44	.00	(794,204.44)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

POLCE DEPT DONATIONS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INTERGOVERNMENTAL</u>					
110-42004	POLICE DONATIONS	50.00	1,150.00	.00	(1,150.00)	.0
	TOTAL INTERGOVERNMENTAL	50.00	1,150.00	.00	(1,150.00)	.0
	TOTAL FUND REVENUE	50.00	1,150.00	.00	(1,150.00)	.0
	NET REVENUE OVER EXPENDITURES	50.00	1,150.00	.00	(1,150.00)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

ARPA LOCAL RECOVERY FUNDS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INTERGOVERNMENTAL</u>					
115-42004	ARAP LOCAL RECOVERY FUNDS	.00	138,110.16	.00	(138,110.16)	.0
	TOTAL INTERGOVERNMENTAL	.00	138,110.16	.00	(138,110.16)	.0
	TOTAL FUND REVENUE	.00	138,110.16	.00	(138,110.16)	.0
	NET REVENUE OVER EXPENDITURES	.00	138,110.16	.00	(138,110.16)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC CHARGES FOR SERVICE</u>					
200-44460 WATER RESIDENTIAL SALES	454.17	235,682.58	459,000.00	223,317.42	51.4
200-44461 WATER COMMERCIAL SALES	91.05	39,858.33	72,420.00	32,561.67	55.0
200-44463 WATER PUBLIC FIRE PROTECTION	179.54	92,282.32	183,600.00	91,317.68	50.3
200-44464 WATER PUBLIC AUTH SALES	.00	5,007.42	11,890.00	6,882.58	42.1
200-44465 PRIVATE FIRE REVENUE-WTR	.00	1,808.40	3,672.00	1,863.60	49.3
200-44466 MULTIFAMILY RESIDENTIAL	.00	9,498.44	19,901.00	10,402.56	47.7
200-44470 WATER FORFEITED DISCOUNTS	.00	1,789.52	3,700.00	1,910.48	48.4
200-44472 INVOICE SERVICE PAYMENTS	.00	.00	800.00	800.00	.0
200-44474 WATER OTHER REVENUE	2,712.60	6,186.20	4,000.00	(2,186.20)	154.7
200-44475 IMPACT FEES	3,180.00	14,840.00	21,200.00	6,360.00	70.0
TOTAL PUBLIC CHARGES FOR SERVICE	6,617.36	406,953.21	780,183.00	373,229.79	52.2
<u>COMMERCIAL</u>					
200-48004 INTEREST ON INVESTMENTS	56.69	1,949.05	12,000.00	10,050.95	16.2
200-48005 PROPERTY RENTAL/TOWER LEASE	10,495.00	36,355.33	57,000.00	20,644.67	63.8
200-48420 IMPACT FEE INTEREST INCOME	.00	48.25	220.00	171.75	21.9
TOTAL COMMERCIAL	10,551.69	38,352.63	69,220.00	30,867.37	55.4
TOTAL FUND REVENUE	17,169.05	445,305.84	849,403.00	404,097.16	52.4

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY</u>					
200-57346-000 NEW WATER METERS	.00	12,642.33	25,000.00	12,357.67	50.6
200-57346-100 METER REPLACEMENT PROGRAM	3,000.00	3,000.00	30,000.00	27,000.00	10.0
200-57400-000 BILLABLE SERVICES	.00	4,130.00	300.00	(3,830.00)	1376.7
200-57408-000 WATER TAX EQUIVALENT	81,750.00	109,000.00	100,800.00	(8,200.00)	108.1
200-57427-000 INTEREST ON LT DEBT	.00	1,659.78	12,135.00	10,475.22	13.7
200-57599-000 WATER INSURANCE EXPENSE	.00	31,383.00	32,000.00	617.00	98.1
200-57600-150 WELL #3 - REPAIRS	.00	125.00	800.00	675.00	15.6
200-57601-150 WELL #1 - REPAIRS	.00	.00	800.00	800.00	.0
200-57602-150 WELL #2 - REPAIRS	.00	.00	800.00	800.00	.0
200-57610-140 WATER FUND CAPITAL OUTLAY	1,627.50	34,980.97	222,000.00	187,019.03	15.8
200-57622-170 WATER POWER - NATURAL GAS	264.83	4,233.43	2,000.00	(2,233.43)	211.7
200-57622-171 WATER POWER - ELECTRIC	.00	45,734.43	58,000.00	12,265.57	78.9
200-57623-160 WATER PUMPING SUPPLIES	.00	.00	200.00	200.00	.0
200-57623-170 WATER TESTING	369.00	1,077.00	3,000.00	1,923.00	35.9
200-57630-110 WATER TREATMENT - WAGES	3,797.20	33,827.87	47,468.00	13,640.13	71.3
200-57630-121 WATER TREATMENT - FICA	283.31	2,526.80	3,631.00	1,104.20	69.6
200-57630-122 WATER TREATMENT - RETIREMENT	294.29	2,621.73	3,679.00	1,057.27	71.3
200-57630-123 WATER TREATMENT - HEALTH INS	638.81	5,749.29	7,883.00	2,133.71	72.9
200-57630-124 WATER TREATMENT - LIFE INS	14.14	101.68	140.00	38.32	72.6
200-57630-127 WATER TREATMENT HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
200-57631-160 WATER TREATMENT CHEMICALS	16,427.66	71,887.79	125,000.00	53,112.21	57.5
200-57632-160 WATER TREATMENT SUPPLIES	.00	978.78	1,250.00	271.22	78.3
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	.00	1,574.84	5,000.00	3,425.16	31.5
200-57640-110 WATER DISTRIBUTION - WAGES	3,798.37	32,498.77	47,468.00	14,969.23	68.5
200-57640-121 WATER DISTRIBUTION - FICA	283.37	2,527.32	3,631.00	1,103.68	69.6
200-57640-122 WATER DISTRIBUTION -RETIREMENT	294.37	2,622.34	3,679.00	1,056.66	71.3
200-57640-123 WATER DISTRIBUTION - HLTH INS	638.81	5,749.29	7,883.00	2,133.71	72.9
200-57640-124 WATER DISTRIBUTION - LIFE INS	10.05	78.54	140.00	61.46	56.1
200-57640-127 WATER DISTRIBUTION HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
200-57641-160 WATER DISTRIBUTION SUPPLIES	122.88	2,619.26	6,000.00	3,380.74	43.7
200-57650-150 WATER TOWERS REPAIRS/MAINT	817.68	476,945.18	.00	(476,945.18)	.0
200-57651-150 WATER MAINS REPAIRS/MAINT	3,689.27	21,511.08	40,000.00	18,488.92	53.8
200-57652-150 WATER SERVICES REPAIRS/ MAINT	1,062.50	4,672.07	5,000.00	327.93	93.4
200-57653-151 WATER METER TESTING	308.00	308.00	2,500.00	2,192.00	12.3
200-57654-150 HYDRANT REPAIRS/MAINT	3,025.46	10,027.63	10,000.00	(27.63)	100.3
200-57656-150 CROSS CONNECTION INSPECTION	1,590.00	12,430.00	23,000.00	10,570.00	54.0
200-57902-110 WATER ACCOUNTING - WAGES	3,506.28	28,919.42	47,790.00	18,870.58	60.5
200-57902-121 WATER ACCOUNTING - FICA	264.94	2,189.79	3,656.00	1,466.21	59.9
200-57902-122 WATER ACCOUNTING- RETIREMENT	270.94	2,212.33	3,704.00	1,491.67	59.7
200-57902-123 WATER ACCOUNTING - HEALTH INS	792.52	7,119.07	16,824.00	9,704.93	42.3
200-57902-127 WATER ACCT HSA FUNDING	.00	2,500.00	4,375.00	1,875.00	57.1
200-57903-125 WATER METER READING - UNIFORMS	207.69	2,433.33	5,500.00	3,066.67	44.2
200-57920-110 WATER ADMIN - WAGES	2,454.36	16,552.87	31,278.00	14,725.13	52.9
200-57920-121 WATER ADMIN - FICA	179.34	1,197.02	2,393.00	1,195.98	50.0
200-57920-122 WATER ADMIN - RETIREMENT	189.12	1,274.13	2,424.00	1,149.87	52.6
200-57920-123 WATER ADMIN - HEALTH INS	631.74	4,276.96	7,789.00	3,512.04	54.9
200-57920-127 WATER ADMIN HSA FUNDING	.00	2,000.00	2,000.00	.00	100.0
200-57921-160 WATER OFFICE SUPPLIES	314.46	7,937.15	10,000.00	2,062.85	79.4
200-57921-200 WATER TELEPHONE	380.69	3,190.85	2,500.00	(690.85)	127.6
200-57923-000 WATER ATTORNEY EXPENSE	.00	.00	2,000.00	2,000.00	.0
200-57924-000 WATER ENGINEERING EXPENSE	1,953.00	12,220.50	7,500.00	(4,720.50)	162.9
200-57925-000 WATER AUDIT EXPENSE	166.67	17,366.67	9,000.00	(8,366.67)	193.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
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WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
200-57925-100 WATER RATE STUDY EXPENSE	.00	.00	10,000.00	10,000.00	.0
200-57928-000 WATER REGULATORY EXPENSE	.00	.00	840.00	840.00	.0
200-57930-130 WATER DRUG TESTING EXPENSE	.00	222.50	500.00	277.50	44.5
200-57930-140 WATER DIGGERS HOTLINE EXPENSE	.00	1,893.75	2,900.00	1,006.25	65.3
200-57930-190 WATER TRAINING EXPENSE	530.00	1,065.00	3,000.00	1,935.00	35.5
200-57933-150 WATER TRANSP REPAIRS/MAINT	.00	285.59	1,500.00	1,214.41	19.0
200-57933-180 WATER FUEL EXPENSE	116.33	353.02	1,100.00	746.98	32.1
200-57934-000 WATER DEBT SERVICE	.00	17,499.00	65,886.00	48,387.00	26.6
200-57935-150 WATER PLANT REPAIRS/MAINT	1,388.11	9,205.01	20,000.00	10,794.99	46.0
200-57945-000 WATER DEBT SERVICE MISC EXP	.00	158.33	.00	(158.33)	.0
200-57951-000 WATER SHOP TOOLS	12.98	277.07	500.00	222.93	55.4
200-57952-000 WATER LAB EQUIPMENT	.00	87.00	3,000.00	2,913.00	2.9
200-57998-000 WATER CAP PROJ/STUDY	249.38	249.38	5,600.00	5,350.62	4.5
TOTAL WATER UTILITY	137,716.05	1,086,909.94	1,109,746.00	22,836.06	97.9
<u>WATER UTILITY</u>					
200-58801-000 IT SUPPORT/ANNUAL FEES	18.39	4,803.27	7,000.00	2,196.73	68.6
TOTAL WATER UTILITY	18.39	4,803.27	7,000.00	2,196.73	68.6
TOTAL FUND EXPENDITURES	137,734.44	1,091,713.21	1,116,746.00	25,032.79	97.8
NET REVENUE OVER EXPENDITURES	(120,565.39)	(646,407.37)	(267,343.00)	379,064.37	(241.8)

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FIRE DEPARTMENT 2% DUES

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>INTERGOVERNMENTAL</u>					
215-42004	2% FIRE DUES	.00	26,526.92	.00	(26,526.92)	.0
	TOTAL INTERGOVERNMENTAL	.00	26,526.92	.00	(26,526.92)	.0
	TOTAL FUND REVENUE	.00	26,526.92	.00	(26,526.92)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FIRE DEPARTMENT 2% DUES

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>2% DUES EXPENDITURES</u>					
215-52320-106 FIRE INSPECTOR OFFICER WAGES	333.33	2,666.64	.00	(2,666.64)	.0
215-52320-121 FIRE INSPECTOR FICA	48.07	343.72	.00	(343.72)	.0
215-52320-165 FIRE DUES 2% EXPENDITURES	.00	2,204.00	.00	(2,204.00)	.0
TOTAL 2% DUES EXPENDITURES	381.40	5,214.36	.00	(5,214.36)	.0
TOTAL FUND EXPENDITURES	381.40	5,214.36	.00	(5,214.36)	.0
NET REVENUE OVER EXPENDITURES	(381.40)	21,312.56	.00	(21,312.56)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

ACT 102 RESCUE GRANT

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>ACT 102 GRANT EXPENDITURES</u>					
220-52320-165	ACT 102 EXPENDITURES	<u>7,372.89</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	TOTAL ACT 102 GRANT EXPENDITURES	<u>7,372.89</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	TOTAL FUND EXPENDITURES	<u>7,372.89</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	NET REVENUE OVER EXPENDITURES	<u>(7,372.89)</u>	<u>(27,429.73)</u>	<u>.00</u>	<u>27,429.73</u>	<u>.0</u>

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

RECYCLING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
225-41100	RECYCLING TAX LEVY	35,599.81	108,536.00	108,536.00	.00	100.0
	TOTAL TAXES	35,599.81	108,536.00	108,536.00	.00	100.0
	<u>INTERGOVERNMENTAL</u>					
225-42500	STATE RECYCLING GRANTS	.00	8,173.11	8,000.00	(173.11)	102.2
	TOTAL INTERGOVERNMENTAL	.00	8,173.11	8,000.00	(173.11)	102.2
	TOTAL FUND REVENUE	35,599.81	116,709.11	116,536.00	(173.11)	100.2

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

RECYCLING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>RECYCLING</u>					
225-54635-130	RECYCLING OTHER EXPENSE	.00	.00	20,000.00	20,000.00	.0
225-54635-131	RECYCLING FEES	6,451.25	44,722.05	77,376.00	32,653.95	57.8
225-54635-150	RECYCLING REPAIRS/MAINT	.00	.00	3,000.00	3,000.00	.0
225-54635-160	RECYCLING PROGRAM SUPPLIES	.00	.00	500.00	500.00	.0
225-54635-165	RECYCLING TIPPING FEES	164.14	5,870.18	15,660.00	9,789.82	37.5
	TOTAL RECYCLING	6,615.39	50,592.23	116,536.00	65,943.77	43.4
	TOTAL FUND EXPENDITURES	6,615.39	50,592.23	116,536.00	65,943.77	43.4
	NET REVENUE OVER EXPENDITURES	28,984.42	66,116.88	.00	(66,116.88)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

KISHWAUKETOE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>KNC OPERATIONS</u>					
230-58100-110 KNC REGULAR WAGES	9,361.00	44,299.54	.00	(44,299.54)	.0
230-58100-112 KNC UNEMPLOYMENT	348.00	1,305.00	.00	(1,305.00)	.0
230-58100-115 KNC EDU OUTREACH WAGES	900.00	2,600.00	.00	(2,600.00)	.0
230-58100-121 KNC FICA	783.79	3,649.76	.00	(3,649.76)	.0
230-58100-122 KNC RETIREMENT	248.00	1,114.45	.00	(1,114.45)	.0
230-58100-123 KNC HEALTH INSURANCE	637.11	3,219.25	.00	(3,219.25)	.0
230-58100-124 KNC LIFE INSURANCE	3.53	34.48	.00	(34.48)	.0
230-58100-127 KNC HSA FUNDING	.00	2,500.00	.00	(2,500.00)	.0
230-58100-180 KNC FUEL	.00	59.12	.00	(59.12)	.0
TOTAL KNC OPERATIONS	12,281.43	58,781.60	.00	(58,781.60)	.0
TOTAL FUND EXPENDITURES	12,281.43	58,781.60	.00	(58,781.60)	.0
NET REVENUE OVER EXPENDITURES	(12,281.43)	(58,781.60)	.00	58,781.60	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FIRE & DIVE TEAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-47500 INTEREST INCOME	.18	6.12	.00	(6.12)	.0
TOTAL SOURCE 47	.18	6.12	.00	(6.12)	.0
 <u>COMMERCIAL</u>					
260-48504 DONATIONS - MISCELLANEOUS	.00	611.41	.00	(611.41)	.0
TOTAL COMMERCIAL	.00	611.41	.00	(611.41)	.0
TOTAL FUND REVENUE	.18	617.53	.00	(617.53)	.0
NET REVENUE OVER EXPENDITURES	.18	617.53	.00	(617.53)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

RESCUE SQUAD FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-47500	INTEREST INCOME	.09	3.00	.00	(3.00)	.0
	TOTAL SOURCE 47	.09	3.00	.00	(3.00)	.0
	COMMERCIAL					
270-48500	DONATIONS	.00	2,431.05	.00	(2,431.05)	.0
	TOTAL COMMERCIAL	.00	2,431.05	.00	(2,431.05)	.0
	TOTAL FUND REVENUE	.09	2,434.05	.00	(2,434.05)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

RESCUE SQUAD FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-52500-000 RESCUE SQUAD EXPENSES	73.85	1,294.76	.00	(1,294.76)	.0
TOTAL COST CATEGORY 52	73.85	1,294.76	.00	(1,294.76)	.0
TOTAL FUND EXPENDITURES	73.85	1,294.76	.00	(1,294.76)	.0
NET REVENUE OVER EXPENDITURES	(73.76)	1,139.29	.00	(1,139.29)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

SEWER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PUBLIC CHARGES FOR SERVICE</u>					
300-44460	SEWER RESIDENTIAL SALES	906.73	494,088.91	1,016,060.00	521,971.09	48.6
300-44461	SEWER COMMERCIAL SALES	158.72	79,066.79	153,932.00	74,865.21	51.4
300-44464	SEWER PUBLIC AUTHORITY SALES	.00	6,746.32	13,490.00	6,743.68	50.0
300-44470	SEWER FORFEITED DISCOUNTS	.00	2,672.10	4,800.00	2,127.90	55.7
300-44475	SEWER CONNECTION FEE	13,500.00	63,000.00	90,000.00	27,000.00	70.0
	<u>TOTAL PUBLIC CHARGES FOR SERVICE</u>	<u>14,565.45</u>	<u>645,574.12</u>	<u>1,278,282.00</u>	<u>632,707.88</u>	<u>50.5</u>
	<u>COMMERCIAL</u>					
300-48004	INTEREST ON INVESTMENTS	75.56	743.55	6,500.00	5,756.45	11.4
300-48005	PROPERTY RENTAL INCOME	.00	9,400.00	9,400.00	.00	100.0
	<u>TOTAL COMMERCIAL</u>	<u>75.56</u>	<u>10,143.55</u>	<u>15,900.00</u>	<u>5,756.45</u>	<u>63.8</u>
	<u>TOTAL FUND REVENUE</u>	<u>14,641.01</u>	<u>655,717.67</u>	<u>1,294,182.00</u>	<u>638,464.33</u>	<u>50.7</u>

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY</u>					
300-58801-000 IT SUPPORT/ANNUAL FEES	18.39	4,803.27	6,200.00	1,396.73	77.5
300-58929-000 SEWER SYSTEM MAPPING	.00	.00	250.00	250.00	.0
300-58960-000 SEWER DEBT SERVICE	.00	19,466.29	21,670.00	2,203.71	89.8
300-58964-110 SEWER ACCOUNTING - WAGES	3,492.82	28,626.01	47,790.00	19,163.99	59.9
300-58964-121 SEWER ACCOUNTING - FICA	264.90	2,189.39	3,656.00	1,466.61	59.9
300-58964-122 SEWER ACCOUNTING - RETIREMENT	270.94	2,212.30	3,704.00	1,491.70	59.7
300-58964-123 SEWER ACCOUNTING - HEALTH INS	792.52	7,119.07	16,824.00	9,704.93	42.3
300-58964-127 SEWER ACCT HSA FUNDING	.00	2,500.00	4,375.00	1,875.00	57.1
300-58965-000 SEWER DEBT SERVICE MISC EXP	.00	158.33	.00	(158.33)	.0
300-58965-110 SEWER ADMIN - WAGES	2,454.36	16,552.86	31,278.00	14,725.14	52.9
300-58965-121 SEWER ADMIN - FICA	179.32	1,196.83	2,393.00	1,196.17	50.0
300-58965-122 SEWER ADMIN - RETIREMENT	189.14	1,274.20	2,424.00	1,149.80	52.6
300-58965-123 SEWER ADMIN - HEALTH INS	631.74	4,269.06	7,789.00	3,519.94	54.8
300-58965-127 SEWER ADMIN HSA FUNDING	.00	2,000.00	2,000.00	.00	100.0
300-58966-160 SEWER OPERATING SUPPLIES	.00	115.00	500.00	385.00	23.0
300-58966-170 SEWER UTILITIES - NATURAL GAS	143.36	1,296.46	1,500.00	203.54	86.4
300-58966-171 SEWER UTILITIES - ELECTRIC	.00	8,129.86	11,000.00	2,870.14	73.9
300-58967-000 SEWER FUEL EXPENSE	116.33	589.46	3,400.00	2,810.54	17.3
300-58967-150 SEWER VEHICLE REPAIRS & MAINT	12.42	99.53	1,500.00	1,400.47	6.6
300-58968-150 SEWER COLLECTION SYSTEM MAINT	.00	711.96	7,500.00	6,788.04	9.5
300-58969-160 SEWER OFFICE SUPPLIES	314.46	7,298.53	10,000.00	2,701.47	73.0
300-58969-200 SEWER TELEPHONE	245.71	2,142.85	1,100.00	(1,042.85)	194.8
300-58970-000 SEWER ATTORNEY EXPENSE	.00	.00	500.00	500.00	.0
300-58972-000 SEWER AUDIT EXPENSE	166.67	15,866.67	9,000.00	(6,866.67)	176.3
300-58973-000 SEWER ENGINEERING EXPENSE	9,362.00	24,649.50	30,000.00	5,350.50	82.2
300-58974-000 SEWER INSURANCE EXPENSE	.00	31,383.00	32,000.00	617.00	98.1
300-58975-130 SEWER DRUG TESTING EXPENSE	.00	37.50	200.00	162.50	18.8
300-58975-190 SEWER TRAINING EXPENSE	.00	.00	250.00	250.00	.0
300-58976-000 SEWER REPLACEMENT FUND	249.38	5,229.38	5,500.00	270.62	95.1
300-58978-000 SLIP LINERS	.00	.00	50,000.00	50,000.00	.0
300-58980-300 WALCOMET SEWERAGE EXPENSES	68,536.35	425,042.06	800,000.00	374,957.94	53.1
300-58980-310 WALCOMET SEWER CONNECTION FEE	4,000.00	32,000.00	80,000.00	48,000.00	40.0
300-58996-000 I & I REDUCTION	.00	1,820.00	35,000.00	33,180.00	5.2
TOTAL SEWER UTILITY	91,440.81	648,779.37	1,229,303.00	580,523.63	52.8
TOTAL FUND EXPENDITURES	91,440.81	648,779.37	1,229,303.00	580,523.63	52.8
NET REVENUE OVER EXPENDITURES	(76,799.80)	6,938.30	64,879.00	57,940.70	10.7

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
400-41100	LIBRARY FUND TAX LEVY	62,853.33	191,626.00	191,626.00	.00	100.0
	TOTAL TAXES	62,853.33	191,626.00	191,626.00	.00	100.0
	<u>COMMERCIAL</u>					
400-48004	INTEREST ON INVESTMENTS	.09	127.33	300.00	172.67	42.4
400-48905	COUNTY REIMBURSEMENT	.00	71,829.70	142,084.00	70,254.30	50.6
400-48960	MISC REV FOR BOARD COMMITMENT	.00	.00	16,558.00	16,558.00	.0
	TOTAL COMMERCIAL	.09	71,957.03	158,942.00	86,984.97	45.3
	<u>MISCELLANEOUS</u>					
400-49200	OPERATING TRANSFER IN	.00	.00	6,000.00	6,000.00	.0
	TOTAL MISCELLANEOUS	.00	.00	6,000.00	6,000.00	.0
	TOTAL FUND REVENUE	62,853.42	263,583.03	356,568.00	92,984.97	73.9

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATIONS</u>					
400-58100-110 LIBRARY WAGES	14,771.63	125,494.56	192,408.00	66,913.44	65.2
400-58100-121 LIBRARY FICA	1,065.68	8,682.90	14,719.00	6,036.10	59.0
400-58100-122 LIBRARY RETIREMENT	842.18	6,894.47	11,300.00	4,405.53	61.0
400-58100-123 LIBRARY HEALTH INSURANCE	2,463.80	22,174.21	29,000.00	6,825.79	76.5
400-58100-127 LIBRARY HSA FUNDING	.00	8,125.00	8,125.00	.00	100.0
400-58100-130 LIBRARY EQUIPMENT	.00	666.41	4,000.00	3,333.59	16.7
400-58100-135 LIBRARY ADMINISTRATION COSTS	768.29	6,641.20	9,856.00	3,214.80	67.4
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	58.75	2,541.85	3,400.00	858.15	74.8
400-58100-155 LIBRARY BLDG SUPPLIES	45.98	157.53	4,000.00	3,842.47	3.9
400-58100-160 LIBRARY SUPPLIES	40.41	2,561.50	4,000.00	1,438.50	64.0
400-58100-161 LIBRARY POSTAGE	.00	.00	75.00	75.00	.0
400-58100-170 LIBRARY BLDG GAS	58.52	2,151.13	4,000.00	1,848.87	53.8
400-58100-171 LIBRARY BLDG ELECTRIC	.00	3,960.38	7,200.00	3,239.62	55.0
400-58100-173 LIBRARY BLDG WATER & SEWER	.00	454.28	600.00	145.72	75.7
400-58100-175 JANITORIAL SERVICES	675.00	2,907.60	8,000.00	5,092.40	36.4
400-58100-200 LIBRARY TELEPHONE	548.53	4,388.24	2,400.00	(1,988.24)	182.8
400-58200-000 ADULT PRINT	916.20	7,476.68	13,000.00	5,523.32	57.5
400-58200-102 BOOKS DONOR DESIGNATED	.00	485.69	.00	(485.69)	.0
400-58201-000 CHILDREN PRINT	813.66	3,971.29	8,000.00	4,028.71	49.6
400-58210-000 LIBRARY TRAINING & CONFERENCES	.00	674.00	800.00	126.00	84.3
400-58220-000 LIBRARY MILEAGE EXPENSE	7.95	30.85	300.00	269.15	10.3
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	8.33	979.14	2,400.00	1,420.86	40.8
400-58232-000 LIBRARY CRAFTS	54.03	190.92	500.00	309.08	38.2
400-58240-000 LIBRARY MEDIA	464.52	1,824.98	4,000.00	2,175.02	45.6
400-58280-000 LIBRARY PERIODICALS	419.91	2,818.62	3,600.00	781.38	78.3
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	31.07	12,320.70	17,885.00	5,564.30	68.9
TOTAL LIBRARY OPERATIONS	24,054.44	228,574.13	353,568.00	124,993.87	64.7
TOTAL FUND EXPENDITURES	24,054.44	228,574.13	353,568.00	124,993.87	64.7
NET REVENUE OVER EXPENDITURES	38,798.98	35,008.90	3,000.00	(32,008.90)	1167.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

LIBRARY DONATION FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMERCIAL</u>					
410-48925 FRIENDS REVENUE	.00	.00	3,000.00	3,000.00	.0
410-48940 LIBRARY CHAPIN REVENUE	.00	.00	6,000.00	6,000.00	.0
410-48955 DONOR DESIGNATED FUNDS	133.00	7,598.64	15,000.00	7,401.36	50.7
410-48960 MISC REV FOR BOARD COMMITMENT	186.20	4,035.67	2,000.00	(2,035.67)	201.8
TOTAL COMMERCIAL	319.20	11,634.31	26,000.00	14,365.69	44.8
TOTAL FUND REVENUE	319.20	11,634.31	26,000.00	14,365.69	44.8

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

LIBRARY DONATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LIBRARY OPERATIONS</u>					
410-58200-101	BOOKS, BOARD COMMITTED	36.75	897.14	2,000.00	1,102.86	44.9
410-58200-102	BOOKS, DONOR DESIGNATED	93.76	758.71	1,800.00	1,041.29	42.2
410-58240-101	MEDIA, DONOR DESIGNATED	14.99	14.99	100.00	85.01	15.0
410-58250-000	LIBRARY CHAPIN EXPENDITURES	50.60	270.36	6,000.00	5,729.64	4.5
410-58255-000	LIB FRIENDS EXPENDITURE	41.88	1,116.89	3,400.00	2,283.11	32.9
410-58320-000	CAPITAL, BOARD DESIGNATED	.00	.00	12,000.00	12,000.00	.0
410-58330-000	DONOR DESIGNATED EXPENDITURES	.00	1,436.00	700.00	(736.00)	205.1
410-58340-000	BOARD COMMITTED EXPENDITURES	330.74	6,268.86	.00	(6,268.86)	.0
	TOTAL LIBRARY OPERATIONS	568.72	10,762.95	26,000.00	15,237.05	41.4
	TOTAL FUND EXPENDITURES	568.72	10,762.95	26,000.00	15,237.05	41.4
	NET REVENUE OVER EXPENDITURES	(249.52)	871.36	.00	(871.36)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FIREWORKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INTERGOVERNMENTAL</u>					
415-42004	FIREWORKS DONATION	888.88	15,768.88	.00	(15,768.88)	.0
	TOTAL INTERGOVERNMENTAL	888.88	15,768.88	.00	(15,768.88)	.0
	<u>COMMERCIAL</u>					
415-48004	INTEREST ON INVESTMENTS	.00	2.84	.00	(2.84)	.0
	TOTAL COMMERCIAL	.00	2.84	.00	(2.84)	.0
	TOTAL FUND REVENUE	888.88	15,771.72	.00	(15,771.72)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

FIREWORKS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIREWORKS EXPENDITURE</u>					
415-52320-165 FIREWORKS EXPENDITURE	.00	25,122.11	.00	(25,122.11)	.0
TOTAL FIREWORKS EXPENDITURE	.00	25,122.11	.00	(25,122.11)	.0
TOTAL FUND EXPENDITURES	.00	25,122.11	.00	(25,122.11)	.0
NET REVENUE OVER EXPENDITURES	888.88	(9,350.39)	.00	9,350.39	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MISCELLANEOUS</u>					
500-49999 DEBT PROCEEDS	.00	.00	552,061.00	552,061.00	.0
TOTAL MISCELLANEOUS	.00	.00	552,061.00	552,061.00	.0
TOTAL FUND REVENUE	.00	.00	552,061.00	552,061.00	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>COST CATEGORY 51</u>					
500-51210-130	MUNICIPAL COURT	.00	.00	3,090.00	3,090.00	.0
	TOTAL COST CATEGORY 51	.00	.00	3,090.00	3,090.00	.0
	<u>COST CATEGORY 54</u>					
500-54310-130	CAPITAL PROJECT MISC EXPENSE	.00	.00	175,000.00	175,000.00	.0
500-54310-140	STREETS/HIGHWAYS	15,443.72	257,804.07	225,241.00	(32,563.07)	114.5
500-54310-150	STREETS/HIGHWAYS	498.75	498.75	.00	(498.75)	.0
	TOTAL COST CATEGORY 54	15,942.47	258,302.82	400,241.00	141,938.18	64.5
	<u>COST CATEGORY 55</u>					
500-55210-140	REC DEPARTMENT CAPITAL OUTLAY	.00	.00	9,500.00	9,500.00	.0
500-55410-140	PARKS/CAPITAL OUTLAY	.00	34,658.05	89,230.00	54,571.95	38.8
500-55411-140	BEACH/LAUNCH/LAKEFRONT/CAPITAL	.00	.00	50,000.00	50,000.00	.0
	TOTAL COST CATEGORY 55	.00	34,658.05	148,730.00	114,071.95	23.3
	TOTAL FUND EXPENDITURES	15,942.47	292,960.87	552,061.00	259,100.13	53.1
	NET REVENUE OVER EXPENDITURES	(15,942.47)	(292,960.87)	.00	292,960.87	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

CAPITAL EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
550-41100	CAPITAL EQUIP FUND TAX LEVY	17,403.02	53,058.00	53,058.00	.00	100.0
	TOTAL TAXES	17,403.02	53,058.00	53,058.00	.00	100.0
	<u>MISCELLANEOUS</u>					
550-49200	OPERATING TRANSFER IN	.00	.00	340,000.00	340,000.00	.0
	TOTAL MISCELLANEOUS	.00	.00	340,000.00	340,000.00	.0
	TOTAL FUND REVENUE	17,403.02	53,058.00	393,058.00	340,000.00	13.5

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

CAPITAL EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>COST CATEGORY 52</u>					
550-52120-140	POLICE CAPITAL OUTLAY	.00	12,728.40	11,719.00	(1,009.40)	108.6
550-52320-140	FIRE DEPT CAPITAL OUTLAY	.00	8,699.92	16,114.00	7,414.08	54.0
550-52360-140	RESCUE DEPT CAPITAL OUTLAY	577.17	932.97	3,325.00	2,392.03	28.1
	TOTAL COST CATEGORY 52	577.17	22,361.29	31,158.00	8,796.71	71.8
	<u>CAPITAL EQUIPMENT FUND</u>					
550-54310-140	STREETS CAPITAL OUTLAY	50,017.00	327,885.54	344,900.00	17,014.46	95.1
	TOTAL CAPITAL EQUIPMENT FUND	50,017.00	327,885.54	344,900.00	17,014.46	95.1
	<u>COST CATEGORY 55</u>					
550-55410-140	PARKS CAPITAL OUTLAY	.00	4,218.08	3,600.00	(618.08)	117.2
550-55411-140	LAKEFRONT CAPITAL OUTLAY	.00	.00	13,400.00	13,400.00	.0
	TOTAL COST CATEGORY 55	.00	4,218.08	17,000.00	12,781.92	24.8
	TOTAL FUND EXPENDITURES	50,594.17	354,464.91	393,058.00	38,593.09	90.2
	NET REVENUE OVER EXPENDITURES	(33,191.15)	(301,406.91)	.00	301,406.91	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

DEBT SERVICE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
600-41100	TAX LEVY-DEBT SERVICE	225,128.38	686,367.00	686,367.00	.00	100.0
	TOTAL TAXES	225,128.38	686,367.00	686,367.00	.00	100.0
	TOTAL FUND REVENUE	225,128.38	686,367.00	686,367.00	.00	100.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
600-59160-000 PRINCIPAL-DEBT SERVICE LTD	.00	540,556.00	540,556.00	.00	100.0
600-59260-000 INTEREST-DEBT SERVICE LTD	.00	77,842.39	145,811.00	67,968.61	53.4
600-59360-000 DEBT SERVICE MISC EXPENSE	.00	158.34	.00	(158.34)	.0
TOTAL COST CATEGORY 59	.00	618,556.73	686,367.00	67,810.27	90.1
TOTAL FUND EXPENDITURES	.00	618,556.73	686,367.00	67,810.27	90.1
NET REVENUE OVER EXPENDITURES	225,128.38	67,810.27	.00	(67,810.27)	.0

Monthly EFT Payments			
For Month:	Aug-21		
<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
Alliant Energy	\$10,321.52	8/3/2021	Monthly Electric charges
Alliant Energy	\$9,646.71	8/31/2021	Monthly Electric charges
Alliant Energy	\$2,835.03	8/18/2021	Monthly Street light charges
American Express Merchant	\$9.45	8/31/2021	Online transaction fees
AT&T	\$2,923.76	8/25/2021	Monthly phone charges
AT&T Mobility	\$3.06	8/16/2021	(2) Monthly charges for Streets Dept tablets, HarborMaster cell phone & Court cell phone
AT&T Mobility	\$466.86	8/16/2021	(2) Monthly charges for Police, Fire, Rescue & Administrator cell phone charges
Charter Communications	\$607.90	8/16/2021	Monthly internet charges
Charter Communications	\$114.98	8/20/2021	Monthly internet charges
Delta Dental/Vision	\$779.12	8/1/2021	August Dental & Vision Insurance Premium
Employee Trust Funds (ETF)	\$26,118.52	8/2/2021	September Health Insurance premium
Employee Trust Funds (ETF)	\$18,669.15	8/31/2021	July retirement remittance
Paymentech	\$959.23	8/31/2021	Online transaction fees
Verizon	\$122.22	8/3/2021	Monthly Cell phone charges
Xpress Bill Pay	\$601.30	8/31/2021	Monthly hosting fee and transaction fees
	\$74,178.81		



APPLICATION FOR A CONDITIONAL USE PERMIT

(Requirements per Zoning Ordinance Section 18.1207)

Applicant name: Tara & Jeffrey Rabenhorst
Applicant address: 126 Potowatomi Rd, Williams Bay, WI 53191
Applicant phone number: [REDACTED]
Address of subject site: Lot 12, Wiswell Dr, Williams Bay, WI
Zoning district of subject site: not listed

Written description of the proposed conditional use including type of activities, buildings, and structures proposed for the subject property and their general locations (or attach as a separate sheet): Forward facing garage, parking for our personal vehicles and items needed for property maintenance.

Written justification for the proposed conditional use (or attach as a separate sheet): This is the best use of space on our lot with floor plan we picked. Also, over 80% of the homes on our street are forward facing so our garage and house will not look out of place.

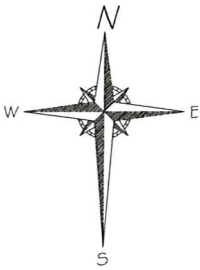
Requirements

- ☒ Map of the subject property showing its general location in relation to the Village as a whole.
- ☒ Map of the subject property at a scale of not less than 1" equals 800 feet showing:
 - Current zoning of the subject property and lands within 200 feet of the subject property and the jurisdiction(s) that maintains that control.
 - All lot dimensions of the subject property.
 - Graphic scale and a north arrow.
- ☒ Names and addresses of the owners of all lands within 200 feet of the subject property as the same appear on the current tax records of the Village of Williams Bay.
- ☒ Site Plan of the subject property if proposed for development (see Site Plan application requirements).

Dated this 16th day of August, 20 21

Respectfully submitted,

Tara Rabenhorst
(Signature of Applicant)



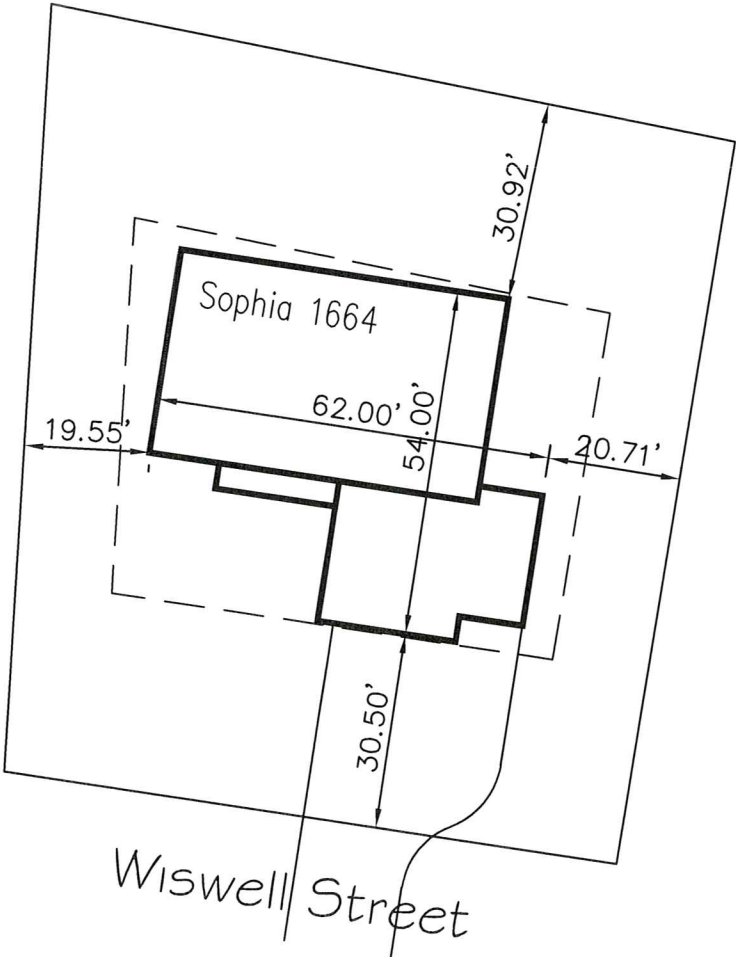
Lot 12
Willabay Woods
in Williams Bay, WI

DS
TR

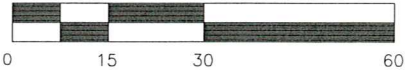
7/11/2021

DS
JR

7/11/2021



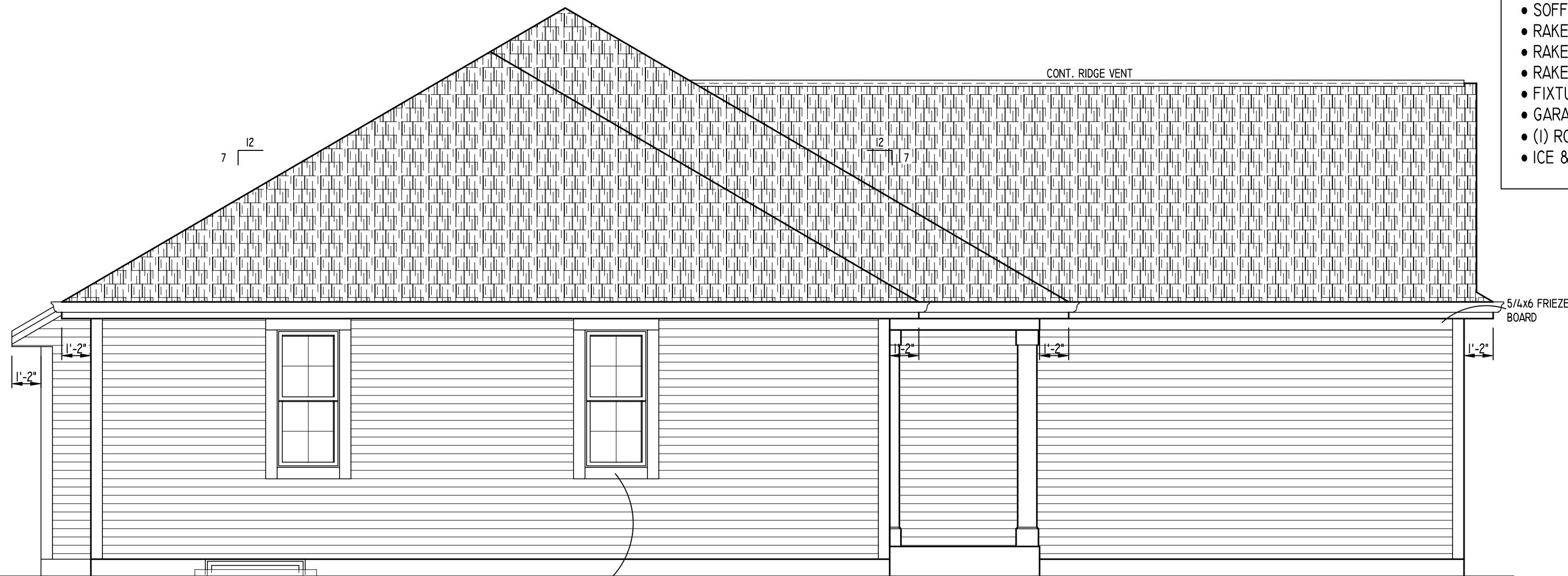
SCALE: 1" = 30'



THIS IS NOT A SURVEY

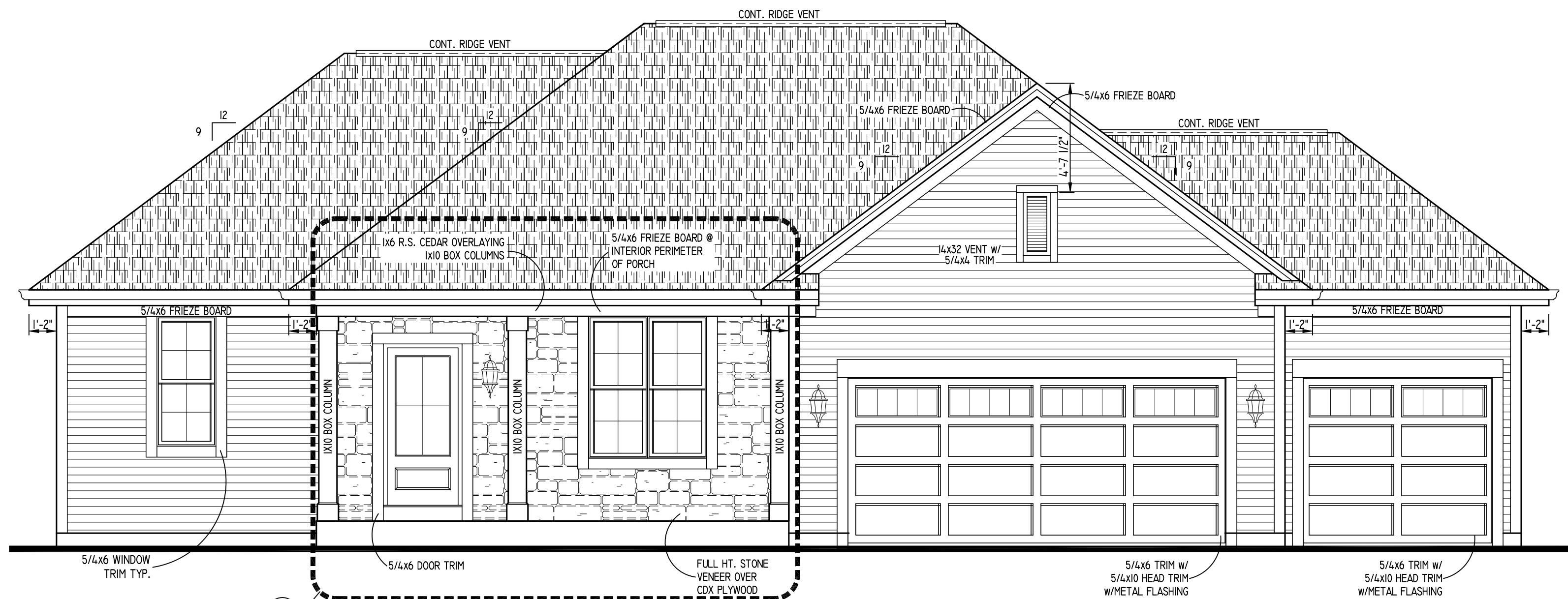
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— HOMES —

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LEFT ELEVATION

SCALE: 1/4" = 1'-0"



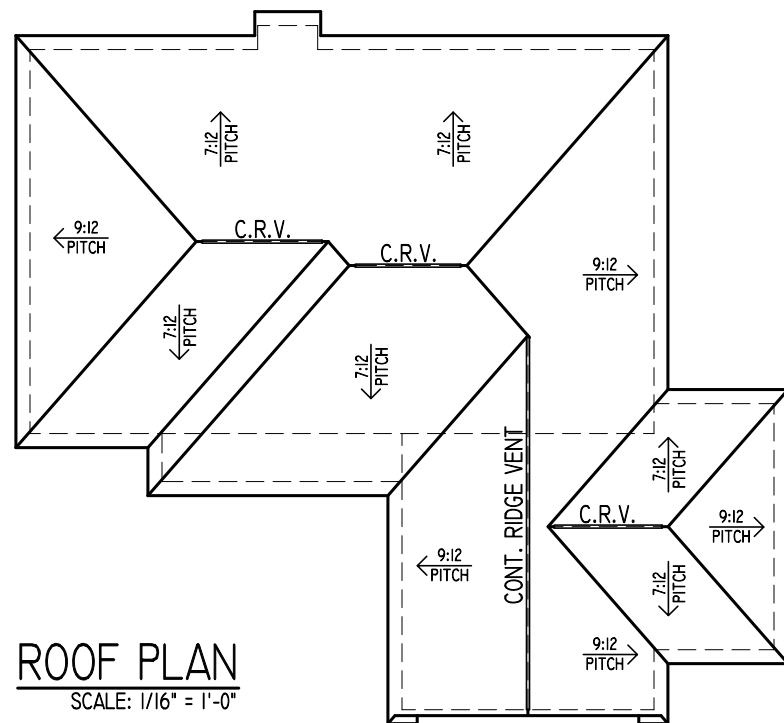
FRONT ELEVATION

SCALE: 1/4" = 1'-0"

EXTERIOR MATERIALS

- ROOFING: PRO 30 DIMENSIONAL SHINGLES.
- SIDING: DOUBLE 4" EXP. LOW MAINTENANCE VINYL LAP SIDING
- 5/4x6 & 5/4x4 MIRATEC CORNERS BOARDS.
- VINYL CORNER ON INSIDE CORNERS.
- FASCIA: 8" ALUMINUM CLAD.
- SOFFIT: VENTED ALUMINUM.
- RAKE FASCIA: 6" ALUMINUM CLAD.
- RAKE TRIM: 3" ALUMINUM CLAD.
- RAKE FRIEZE: 5/4x6 MIRATEC.
- FIXTURE BLOCKS: VINYL J-BLOCK; PAINTED MIRATEC @ STONE AREAS.
- GARAGE JAMB: PAINTED MIRATEC.
- (I) ROW (3'-0" WIDE) ICE & WATER SHIELD ENTIRE LENGTH ALL VALLEYS
- ICE & WATER SHIELD AS REQUIRED @ SADDLES.

NOTE: HEEL HEIGHTS ARE AS FOLLOWS:
-7:12 ROOF PITCH (8 9/16" HEEL) W/ 1'-2" OVERHANG
-9:12 ROOF PITCH (10 7/8" HEEL) W/ 1'-2" OVERHANG



ROOF PLAN

SCALE: 1/16" = 1'-0"

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HOMES

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Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:

BOYL-H-1060

Phase: WORKING PLANS

Drawn By: JAB

Plan Date: 7/30/21

Release Date: ----

Technical Data:

SQUARE FOOTAGE:

1ST FLOOR - 1674 SQ. FT.

OPEN VOLUME - N/A

TOTAL 1674 SQ. FT.

GARAGE AREA - 688 SQ. FT.

OVERALL WIDTH - 62'-0"

OVERALL DEPTH - 57'-0"

Model:

SOPHIA

Elevation: TRANSITIONAL

Plan#1664 Series: HARMONY

Sheet Title

3-CAR ELEVATION

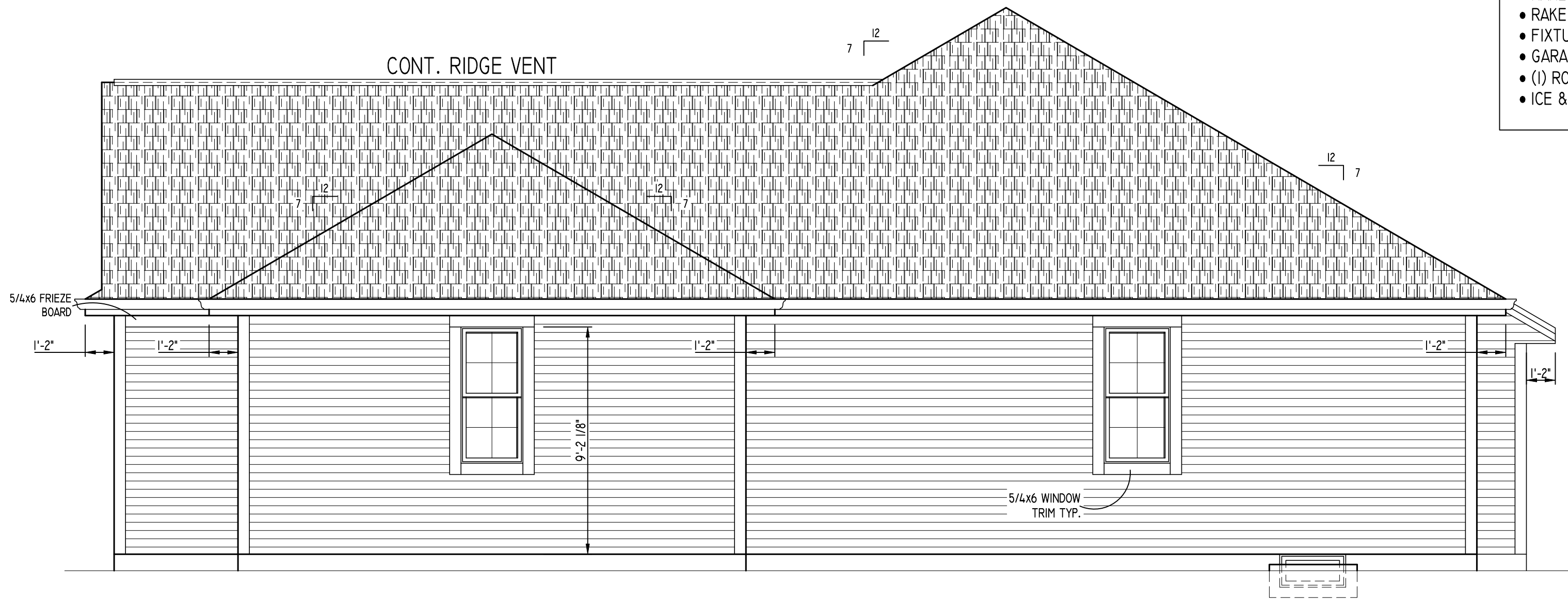
Sheet Number

1.1 of **3**

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Model: SOPHIA Elevation: TRANSITIONAL

Series: HARMONY Plan: #1664



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

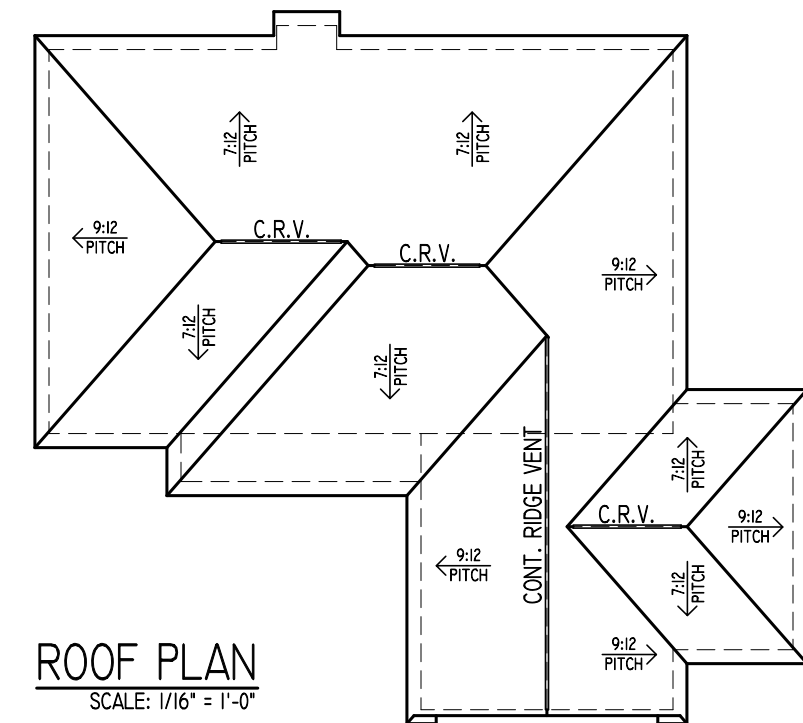


REAR ELEVATION
SCALE: 1/4" = 1'-0"

EXTERIOR MATERIALS

- ROOFING: PRO 30 DIMENSIONAL SHINGLES.
- SIDING: DOUBLE 4" EXP. LOW MAINTENANCE VINYL LAP SIDING
- 5/4x6 & 5/4x4 MIRATEC CORNERS BOARDS.
- VINYL CORNER ON INSIDE CORNERS.
- FASCIA: 8" ALUMINUM CLAD.
- SOFFIT: VENTED ALUMINUM.
- RAKE FASCIA: 6" ALUMINUM CLAD.
- RAKE TRIM: 3" ALUMINUM CLAD.
- RAKE FRIEZE: 5/4x6 MIRATEC.
- FIXTURE BLOCKS: VINYL J-BLOCK; PAINTED MIRATEC @ STONE AREAS.
- GARAGE JAMB: PAINTED MIRATEC.
- (I) ROW (3'-0" WIDE) ICE & WATER SHIELD ENTIRE LENGTH ALL VALLEYS
- ICE & WATER SHIELD AS REQUIRED @ SADDLES.

NOTE: HEEL HEIGHTS ARE AS FOLLOWS:
-7:12 ROOF PITCH (8 9/16" HEEL) W/ 1'-2" OVERHANG
-9:12 ROOF PITCH (10 7/8" HEEL) W/ 1'-2" OVERHANG



ROOF PLAN
SCALE: 1/16" = 1'-0"

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HOMES

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Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:
BOYL-H-1060

Phase: WORKING PLANS

Drawn By: JAB

Plan Date: 7/30/21 Release Date: ----

Technical Data:

SQUARE FOOTAGE:
1ST FLOOR - 1674 SQ. FT.

OPEN VOLUME - N/A
TOTAL 1674 SQ. FT.

GARAGE AREA - 688 SQ. FT.

OVERALL WIDTH - 62'-0"
OVERALL DEPTH - 57'-0"

Model: **SOPHIA**

Elevation: TRANSITIONAL
Plan#1664 Series: HARMONY

Sheet Title

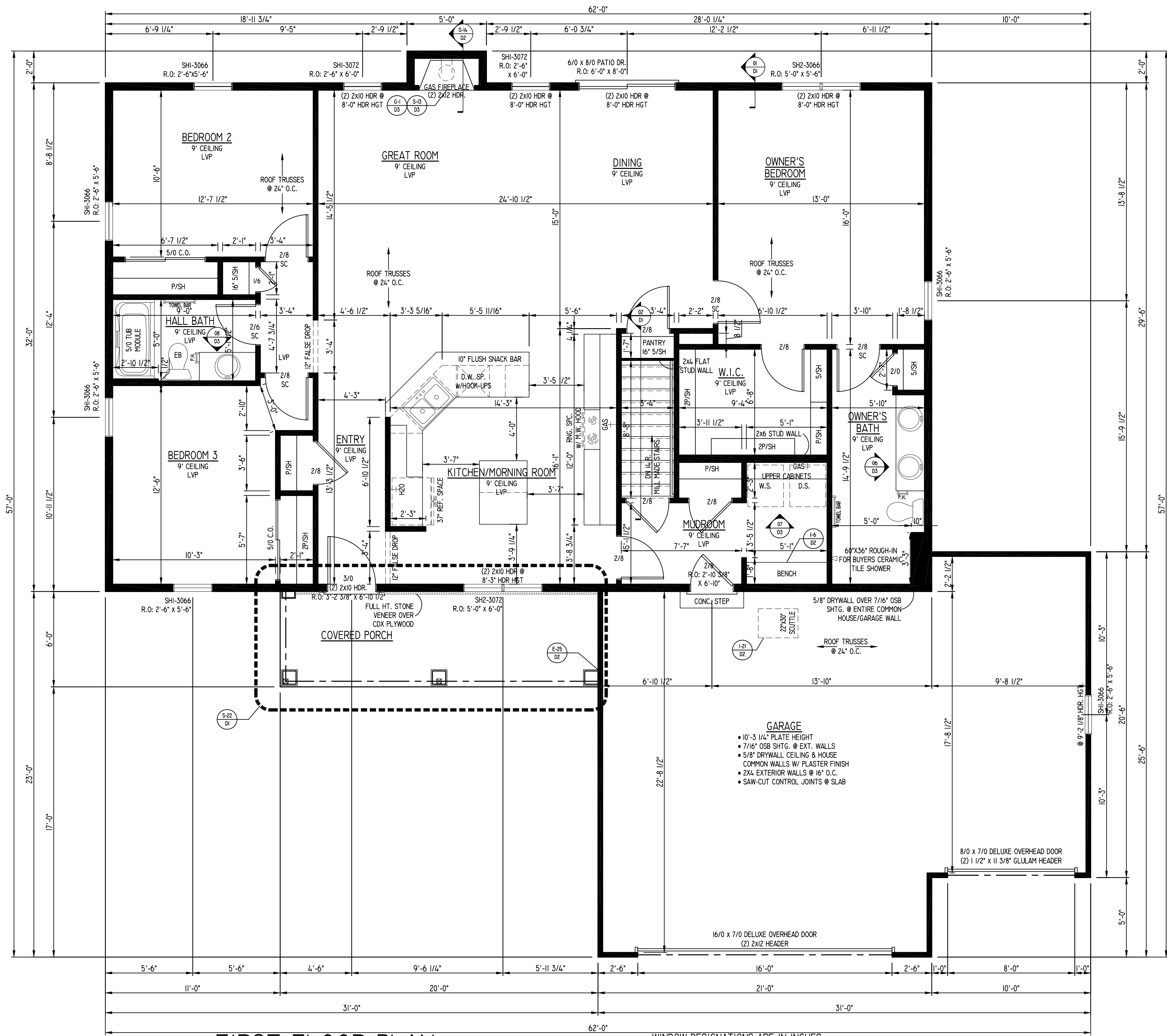
3-CAR ELEVATION

Sheet Number

1.2 of 3

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Model: SOPHIA
Elevation: TRANSITIONAL
Series: HARMONY
Plan: #1664



FIRST FLOOR PLAN
9'-1 1/8" PLATE HGT. SCALE: 1/4" = 1'-0"

- WINDOW DESIGNATIONS ARE IN INCHES
- WINDOW HEAD HGT. @ 8'-0" A.F.F. (UNLESS OTHERWISE NOTED)
- PRE-PAINTED 2-PANEL SOLID CORE DOORS @ ALL BEDROOM ENTRIES & BATHROOM ENTRIES

Model: SOPHIA

Series: HARMONY

Elevation: TRANSITIONAL

Plan: #1664

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Revision

By

Date

Built for:

Rabenhorst, Jeffrey & Tara

Willabay Woods, Wiswell St.

Williams Bay WI, 53191

Village Of Williams Bay

Job Number:

BOYL-H-1060

Phase: WORKING PLANS

Drawn By: JAB

Plan Date: 7/30/21

Release Date: ----

Technical Data:

SQUARE FOOTAGE:

1ST FLOOR - 1674 SQ. FT.

OPEN VOLUME - N/A

TOTAL 1674 SQ. FT.

GARAGE AREA - 688 SQ. FT.

OVERALL WIDTH - 62'-0"

OVERALL DEPTH - 57'-0"

Model: SOPHIA

Elevation: TRANSITIONAL

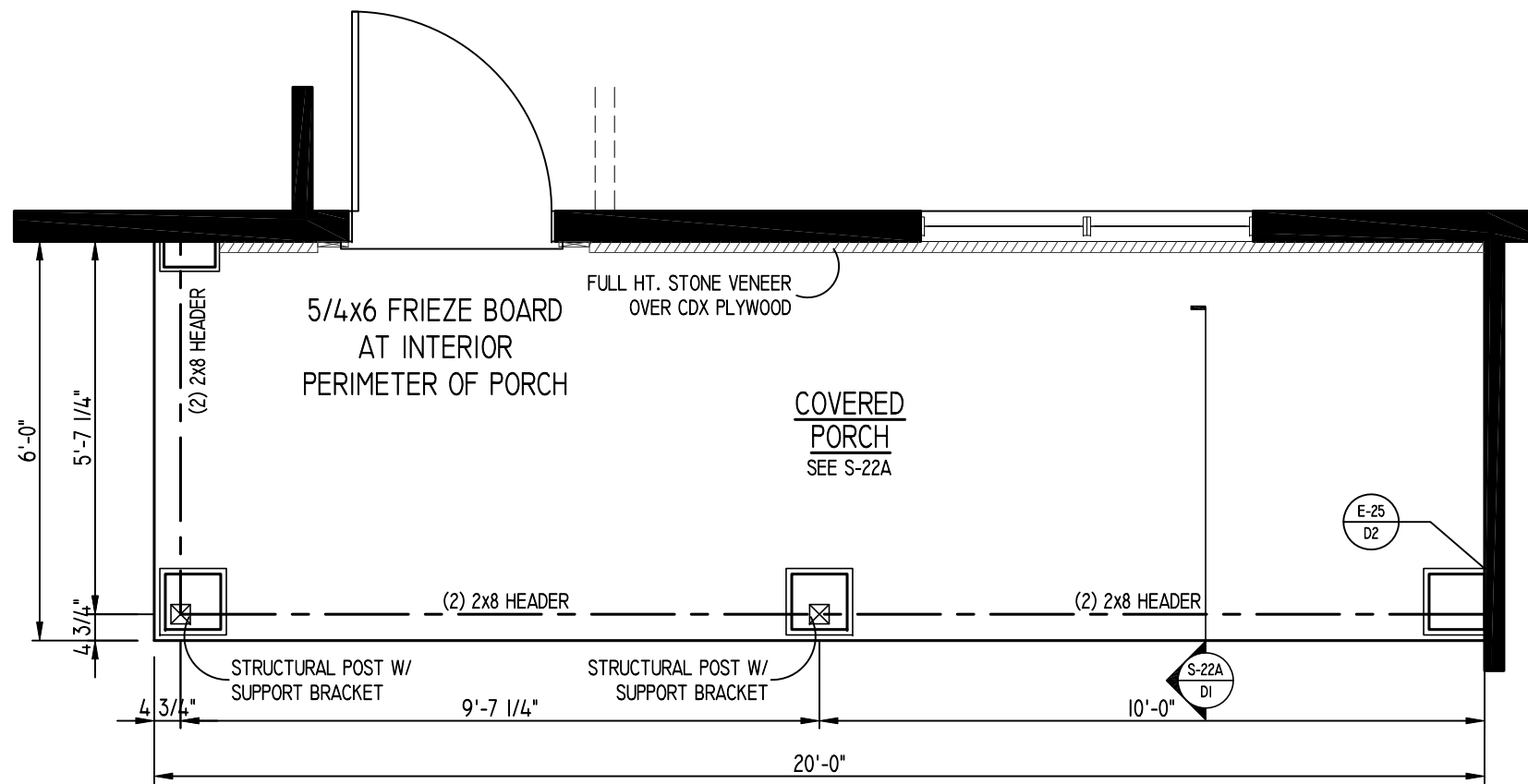
Plan: #1664 Series: HARMONY

Sheet Title: FLOOR PLAN

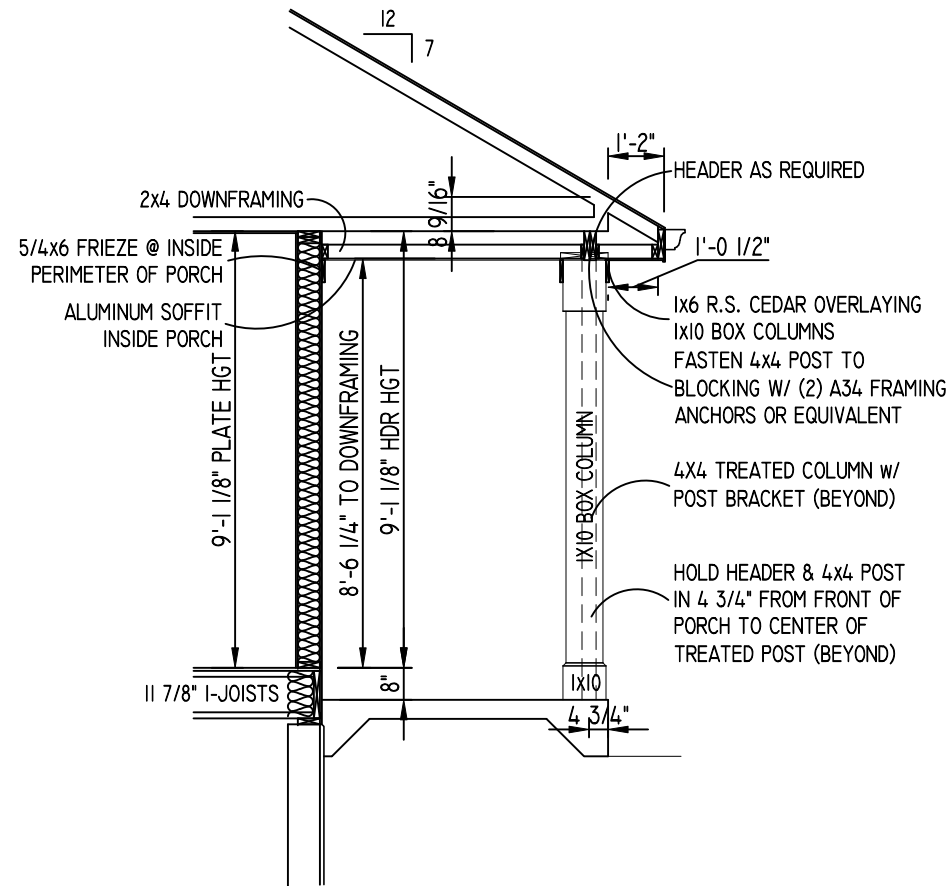
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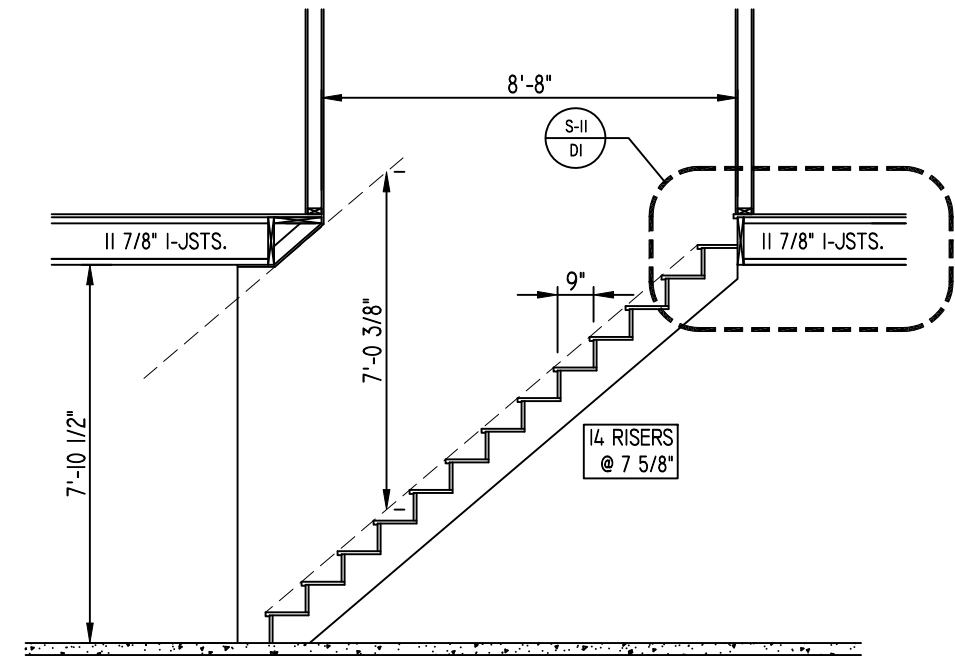




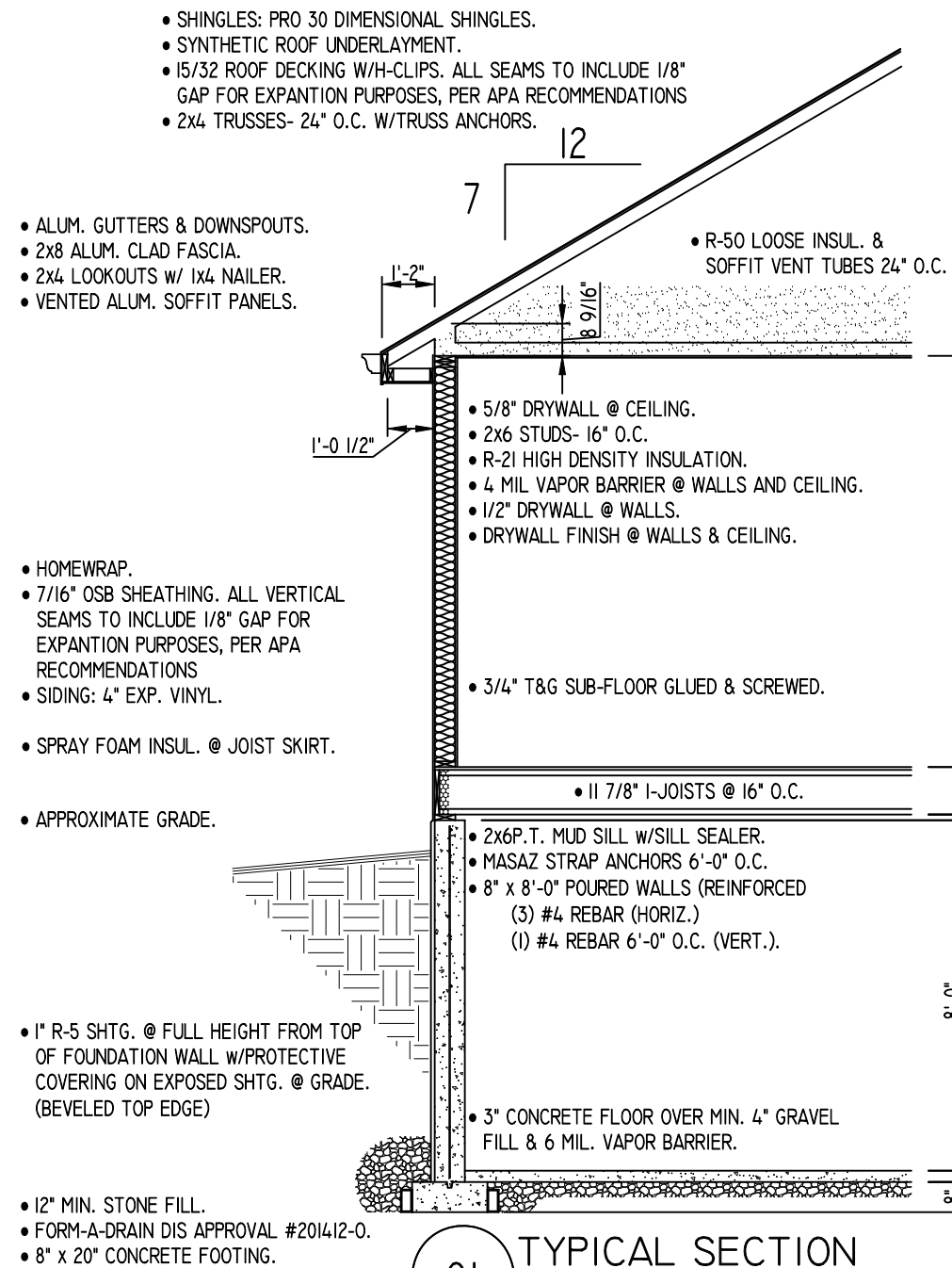
S-22 PORCH DETAIL
SCALE: 3/8" = 1'-0"



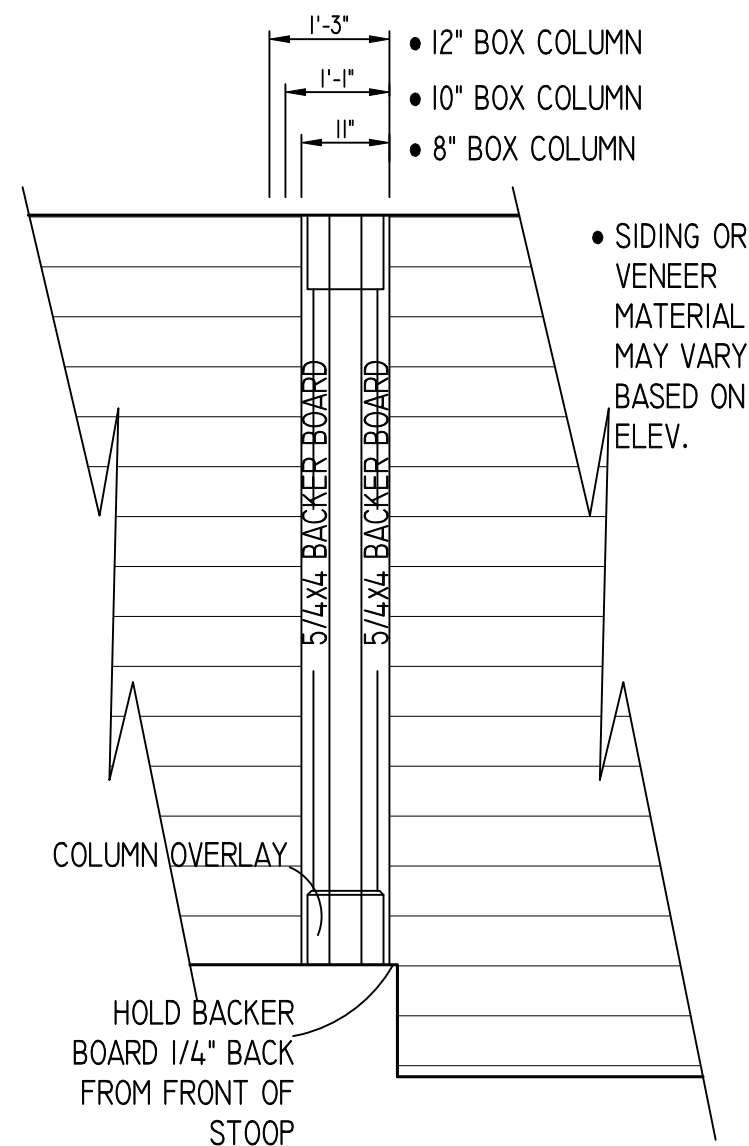
S-22A PORCH SECTION
SCALE: 1/4" = 1'-0"



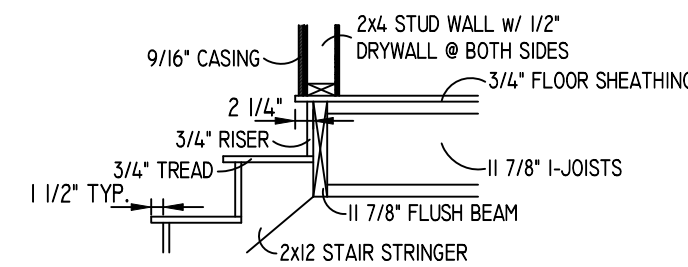
02 STAIR SECTION
SCALE: 1/4" = 1'-0"



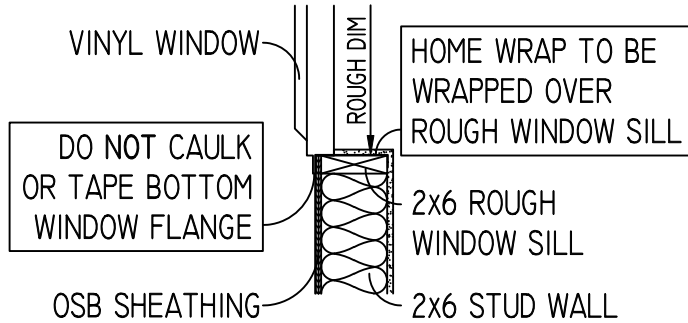
01 TYPICAL SECTION
1 STORY W/ ALUMINUM CLAD



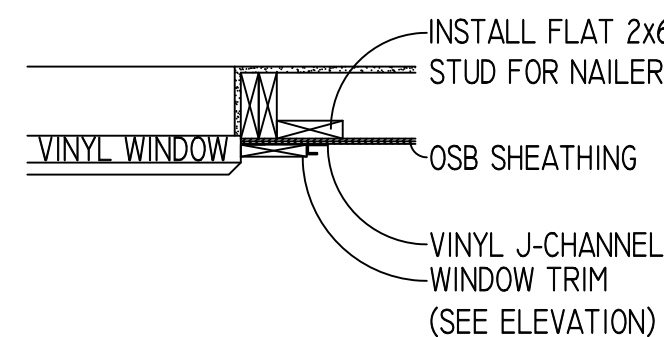
E-25 COLUMN BACKER DETAIL
APPLIED BY ROUGH CARPENTER



S-11 ENLARGED STAIR SECTION
SCALE: 1/2" = 1'-0"



S-15 WINDOW SILL DETAIL
SCALE: 3/4" = 1'-0"



S-16 WINDOW TRIM DETAIL
SCALE: 3/4" = 1'-0"

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1830 Meadow Lane, Suite A • Pewaukee, WI 53072 • (262) 542-9494

Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:
BOYL-H-1060

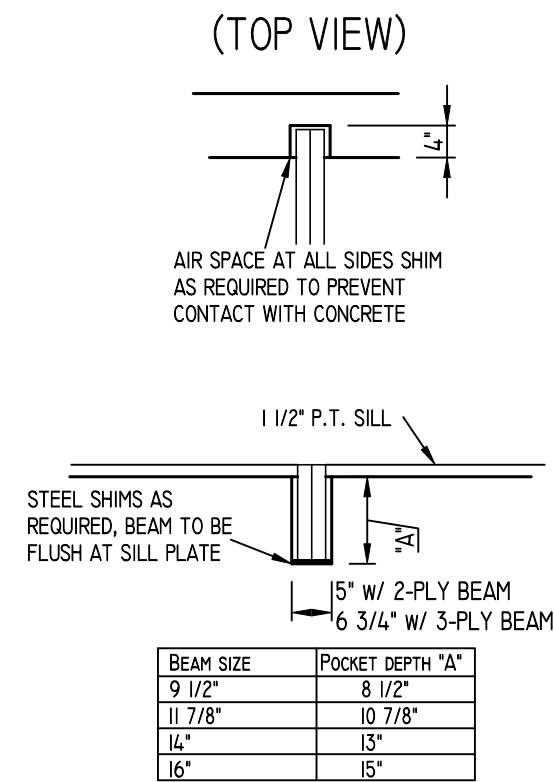
Phase: WORKING PLANS
Drawn By: JAB
Plan Date: 7/30/21 Release Date: ----

Technical Data:
SQUARE FOOTAGE:
1ST FLOOR - 1674 SQ. FT.
OPEN VOLUME - N/A
TOTAL 1674 SQ. FT.

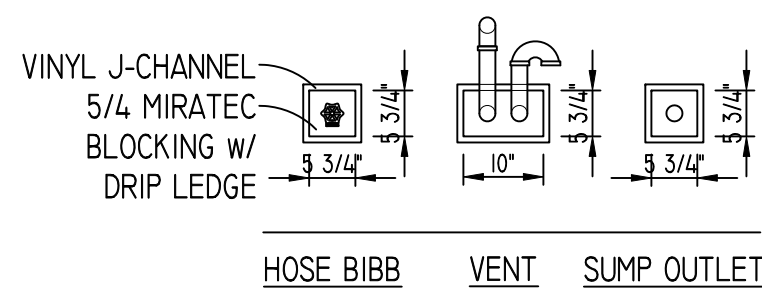
GARAGE AREA - 688 SQ. FT.
OVERALL WIDTH - 62'-0"
OVERALL DEPTH - 57'-0"

Model: **SOPHIA**
Elevation: TRANSITIONAL
Plan#1664 Series: HARMONY
Sheet Title: **DETAILS**

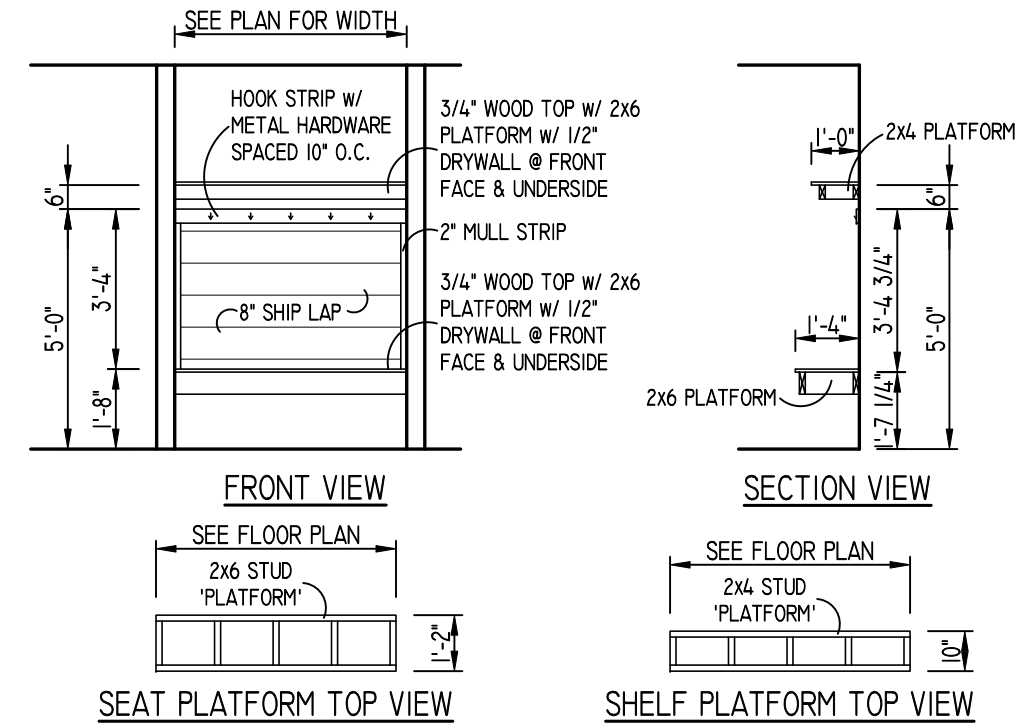
Sheet Number
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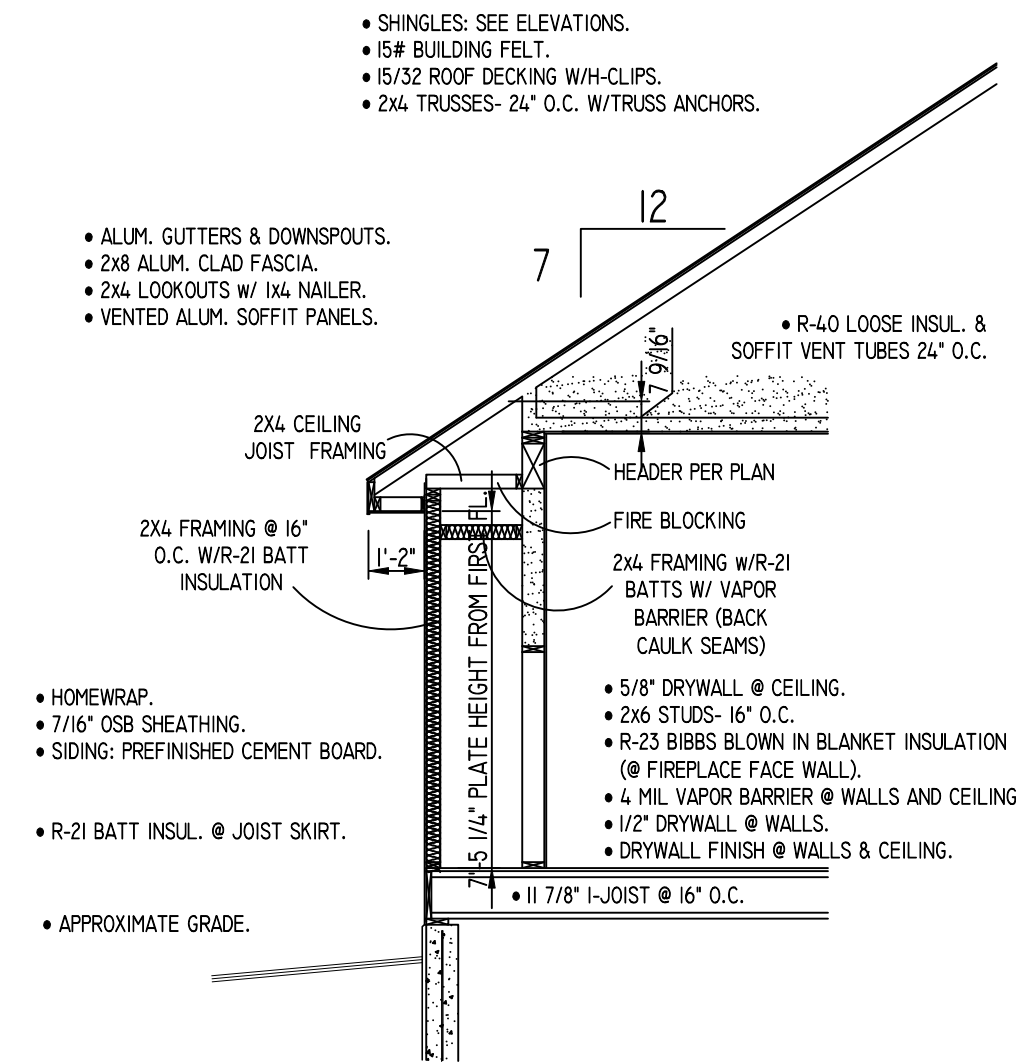
S-9 BEAM POCKET DETAIL
WOOD BEAMS ONLY



E-6 WALL PENETRATION BLOCKING
SCALE: 1/2" = 1'-0"



I-6 BENCH ELEVATION DETAIL
SCALE: 1/2" = 1'-0"



S-14 FIREPLACE FRAMING BAY DETAIL

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— HOMES —
1830 Meadow Lane, Suite A • Pewaukee, WI 53072 • (262) 542-9494

Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:
BOYL-H-1060

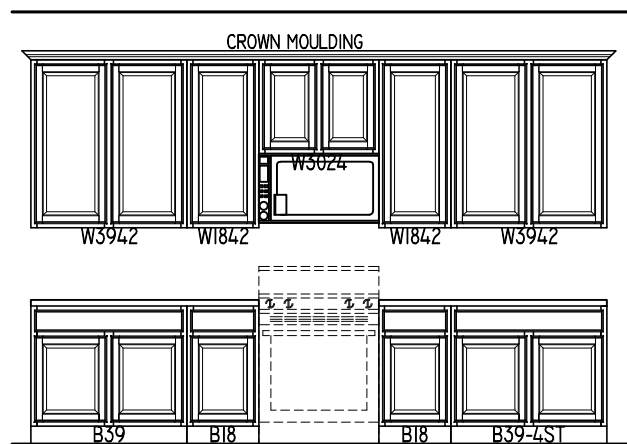
Phase: WORKING PLANS
Drawn By: JAB
Plan Date: 7/30/21 Release Date: ----

Technical Data:
SQUARE FOOTAGE:
1ST FLOOR - 1674 SQ. FT.
OPEN VOLUME - N/A
TOTAL 1674 SQ. FT.

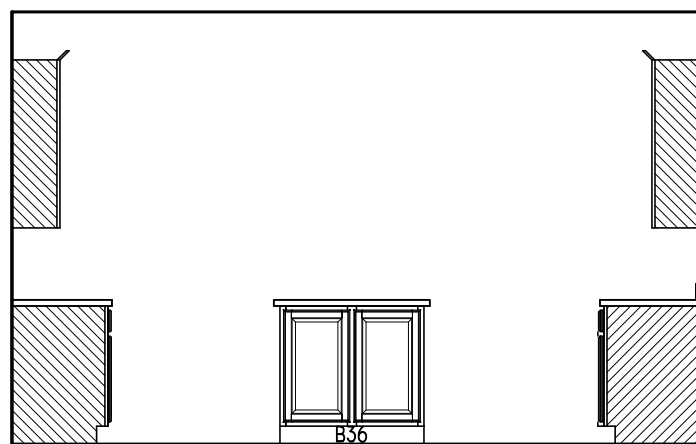
GARAGE AREA - 688 SQ. FT.
OVERALL WIDTH - 62'-0"
OVERALL DEPTH - 57'-0"

Model: **SOPHIA**
Elevation: TRANSITIONAL
Plan#1664 Series: HARMONY
Sheet Title: **DETAILS**

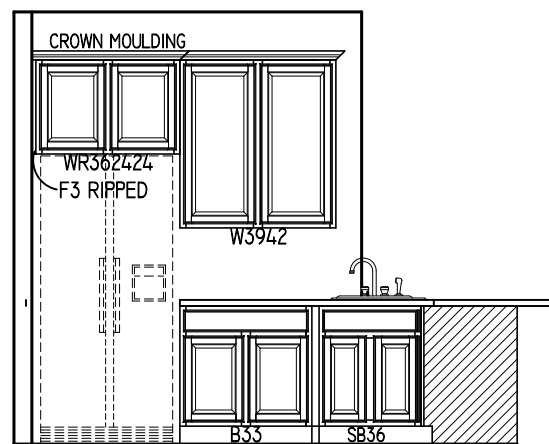
Sheet Number
D2 of **3**



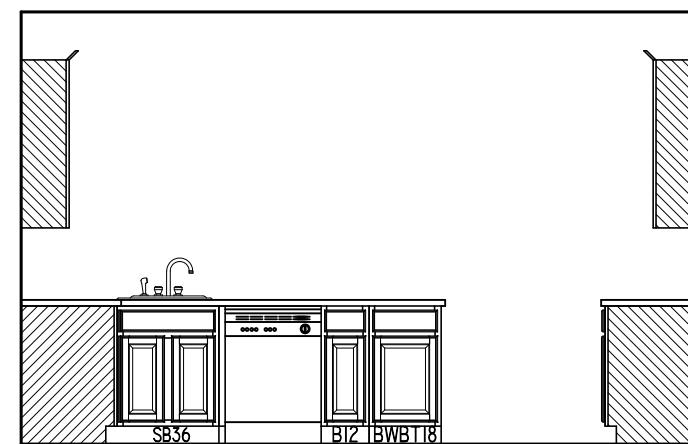
01 KITCHEN ELEVATION
1/4" = 1'-0"



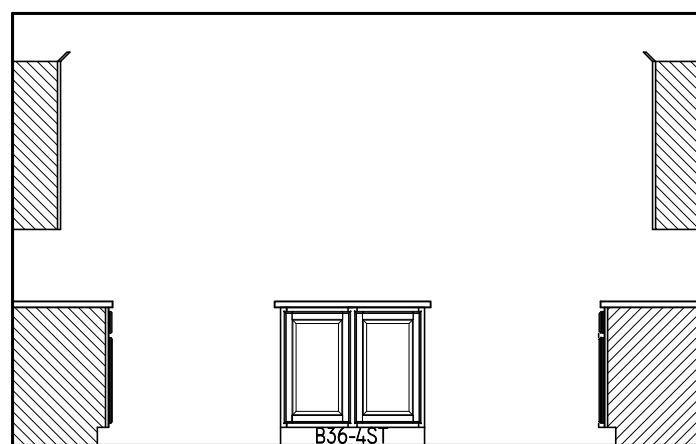
02 KITCHEN ELEVATION
1/4" = 1'-0"



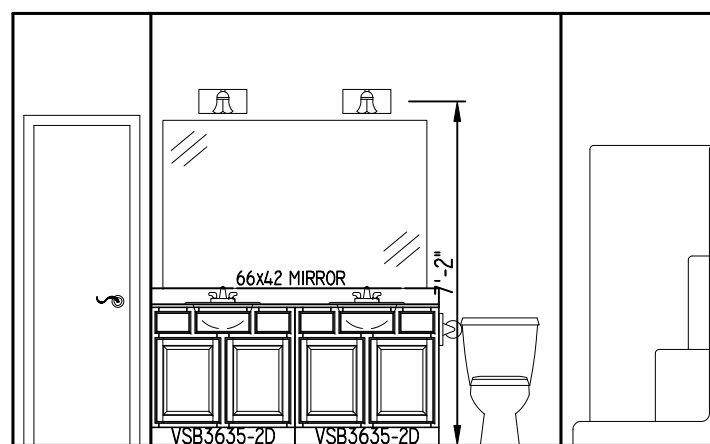
03 KITCHEN ELEVATION
1/4" = 1'-0"



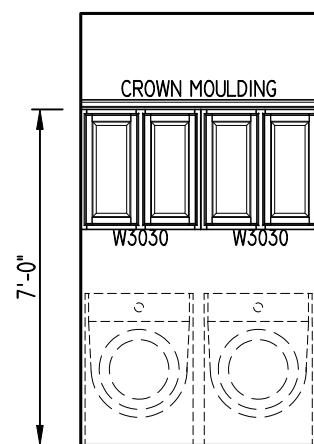
04 KITCHEN ELEVATION
1/4" = 1'-0"



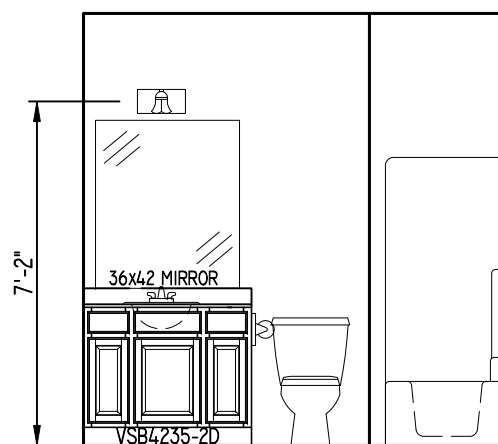
05 KITCHEN ELEVATION
1/4" = 1'-0"



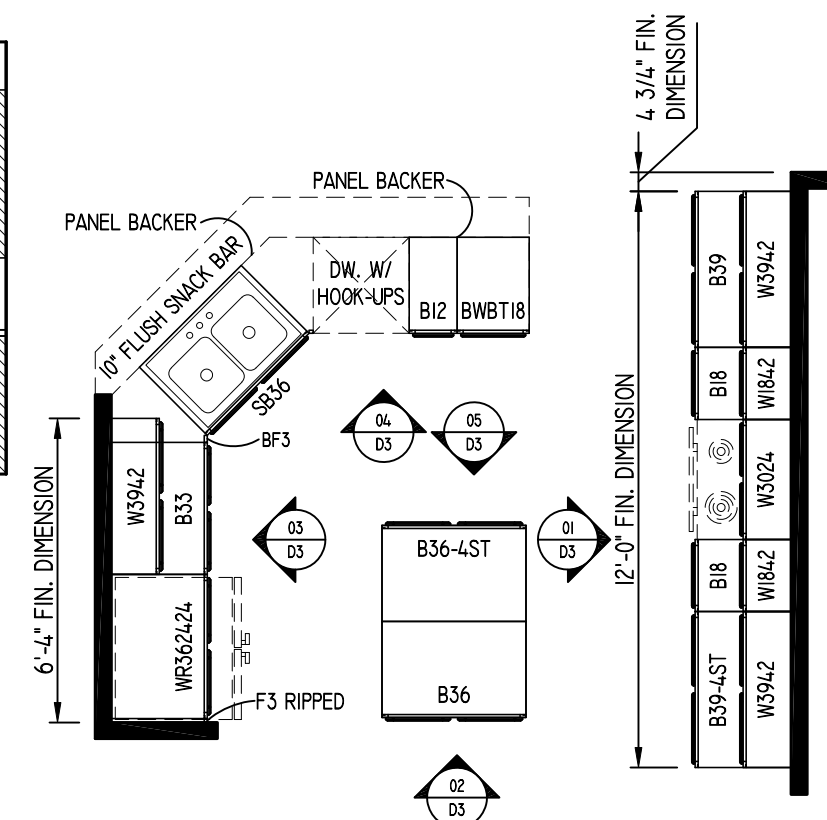
06 OWNER'S BATH
1/4" = 1'-0"



07 MUDROOM
1/4" = 1'-0"

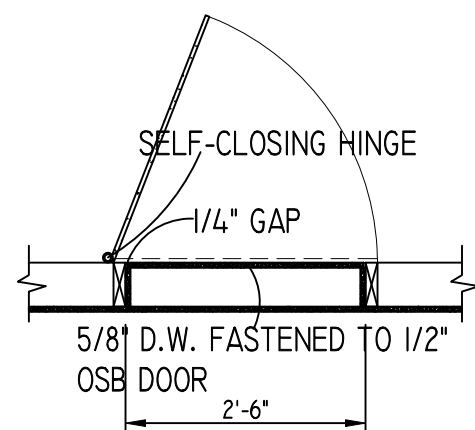


08 HALL BATH
1/4" = 1'-0"

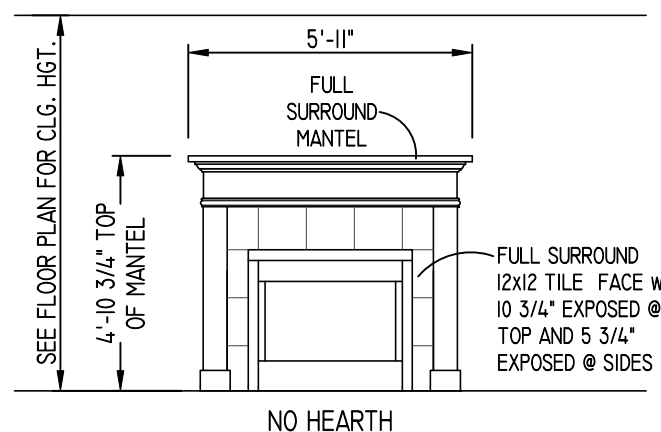


K-1 KITCHEN CABINET LAYOUT

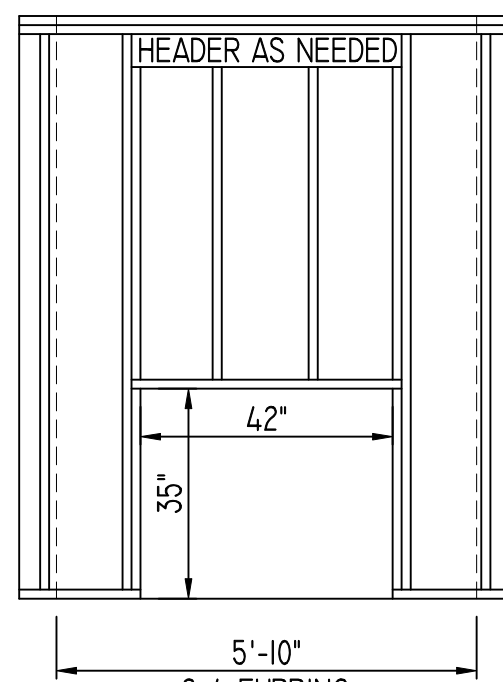
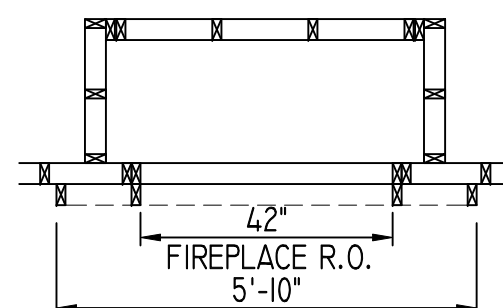
- ALL KITCHEN DETAIL DIMENSIONS ARE FINISHED DIMENSIONS
- CROWN MOULDING @ KITCHEN CABINETS
- BASE LEVEL CABINET DOOR HARDWARE THROUGHOUT
- DELUXE DRAWER CONSTRUCTION THROUGHOUT
- LAMINATE COUNTERTOPS THROUGHOUT (NO BACK SPLASH INSTALL TIGHT TO WALL)



I-21 SCUTTLE DOOR DETAIL
SELF CLOSING



G-1 FIREPLACE DETAIL
DIRECT VENT GAS
FIREPLACE W/FANS



S-13 FIREPLACE FRAMING DETAIL
STANDARD UNIT

- FIREPLACE INSTALLER TO FURNISH DUROCK MATERIAL & LABOR TO COMPLETE FINISHED OPENING

- FIREPLACE INSTALLER TO FURNISH ALL FRAMING MATERIALS & LABOR FOR 12\"/>

NOTES

GENERAL:

1. SOME NOTES MAY NOT PERTAIN. IT IS THE RESPONSIBILITY OF THE SUB-CONTRACTOR OR VENDOR TO CLARIFY WHICH NOTES DO NOT PERTAIN.
2. THESE NOTES ARE TO BE COMBINED WITH THE CONSTRUCTION WORK SHEET. IF THERE ARE VAGUE OR CONFLICTING INSTRUCTIONS, IT IS THE RESPONSIBILITY OF THE SUB-CONTRACTOR OR VENDOR TO GET CLARIFICATION FROM OUR CONSTRUCTION DEPARTMENT.

EXTERIOR:

3. FLOOR PLAN DIMENSIONS ARE OUT-TO-OUT OF STUD WALLS.
4. OUTSIDE FACE OF 2X6 WALL STUDS ARE TO BE FLUSH WITH OUTSIDE OF FOUNDATION WALL.
5. ALL EXTERIOR WALLS ARE 2X6, 16\"/>
6. ALL WINDOW CALLOUTS ARE LISTED IN INCHES.
7. ALL EXTERIOR HEADERS ARE TO BE (2) 2X6'S UNLESS OTHERWISE NOTED ON THE FLOOR PLAN.
8. WINDOW HEADERS HEIGHTS ARE TO BE AS FOLLOWS:
 - 6'-8\"/>
 - 8'-0\"/>
9. HOME WRAP TO BE INSTALLED ON THE ENTIRE EXTERIOR OF THE HOUSE INCLUDING GABLE ENDS.
10. GARAGE TO HAVE OSB SHEATHING @ ALL EXTERIOR WALLS & GABLES, DOUBLE SOLE PLATES W/ PRESSURE TREATED BOTTOM PLATE, AND THE FLOOR TO BE 4\"/>
11. ALL GABLE ENDS TO HAVE 1/2\"/>
12. ICE & WATER SHIELD TO BE USED AT ALL SADDLES AND DORMERS.
13. 8\"/>

INTERIOR:

14. ALL PLAN DIMENSIONS ARE ROUGH FRAMING DIMENSIONS.
15. ALL INTERIOR WALLS ARE 2X4, 16\"/>
16. ALL INTERIOR HEADERS ARE TO BE LADDER FRAME UNLESS OTHERWISE NOTED ON THE FLOOR PLAN.
17. PLUMBER TO VERIFY IF SEWER HOOK UP FOR SUMP PUMP IS REQUIRED. LOCATE CROCK FOR SEWER LATERAL. DO NOT DRILL THROUGH ANY LOAD BEARING STUDS @ WINDOW HEADERS. USE ISLAND VENT AS NEEDED.
18. ALL 42\"/>
19. STANDARD HEIGHTS:
 - TOILET PAPER HOLDERS 26\"/>
 - TOWEL BARS 54\"/>
 - HAND RAILS 30\"/>
 - GUARD RAILS 40\"/>
20. SOLID BLOCKING REQUIRED @ SHOWER DOORS ON TILED WALLS AND WITHIN 1'-0\"/>
21. STAIRS
 - MINIMUM HEADROOM FOR ALL STAIRS TO BE 6'-8\"/>
 - 8\"/>
22. 20 MIN. FIRE RATED DOOR @ GARAGE COMMON WALL.
23. GARAGE COMMON WALL TO BE 5/8\"/>
24. ALL AREAS WITH VINYL FLOORING ARE TO BE FLUSH WITH ADJACENT WOOD OR CERAMIC FLOORS.
25. LOCATIONS OF HVAC, ELECTRICAL OUTLETS, LIGHTS & SWITCHES ARE APPROXIMATE; UNLESS NOTED OTHERWISE.
26. GF1 OUTLETS @ WASHING MACHINE TO BE 38\"/>
27. CEILING @ BASEMENT STAIR OPENINGS TO BE FLAT 6\"/>
28. SCUTTLE DOORS TO BE SELF CLOSING W/ LATCH.
29. TEMPERED GLASS @ DOORS, SIDELIGHTS, TUB ENCLOSURES, STAIR LANDINGS & PANELS WITHIN 24\"/>

BIELINSKI
HOMES

1830 Meadow Lane, Suite A • Pewaukee, WI 53072 • (262) 542-9494

Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:
BOYL-H-1060

Phase: WORKING PLANS

Drawn By:
JAB

Plan Date: 7/30/21 Release Date: ----

Technical Data:
SQUARE FOOTAGE:
1ST FLOOR - 1674 SQ. FT.

OPEN VOLUME - N/A
TOTAL 1674 SQ. FT.

GARAGE AREA - 688 SQ. FT.

OVERALL WIDTH - 62'-0"
OVERALL DEPTH - 57'-0"

Model:
SOPHIA

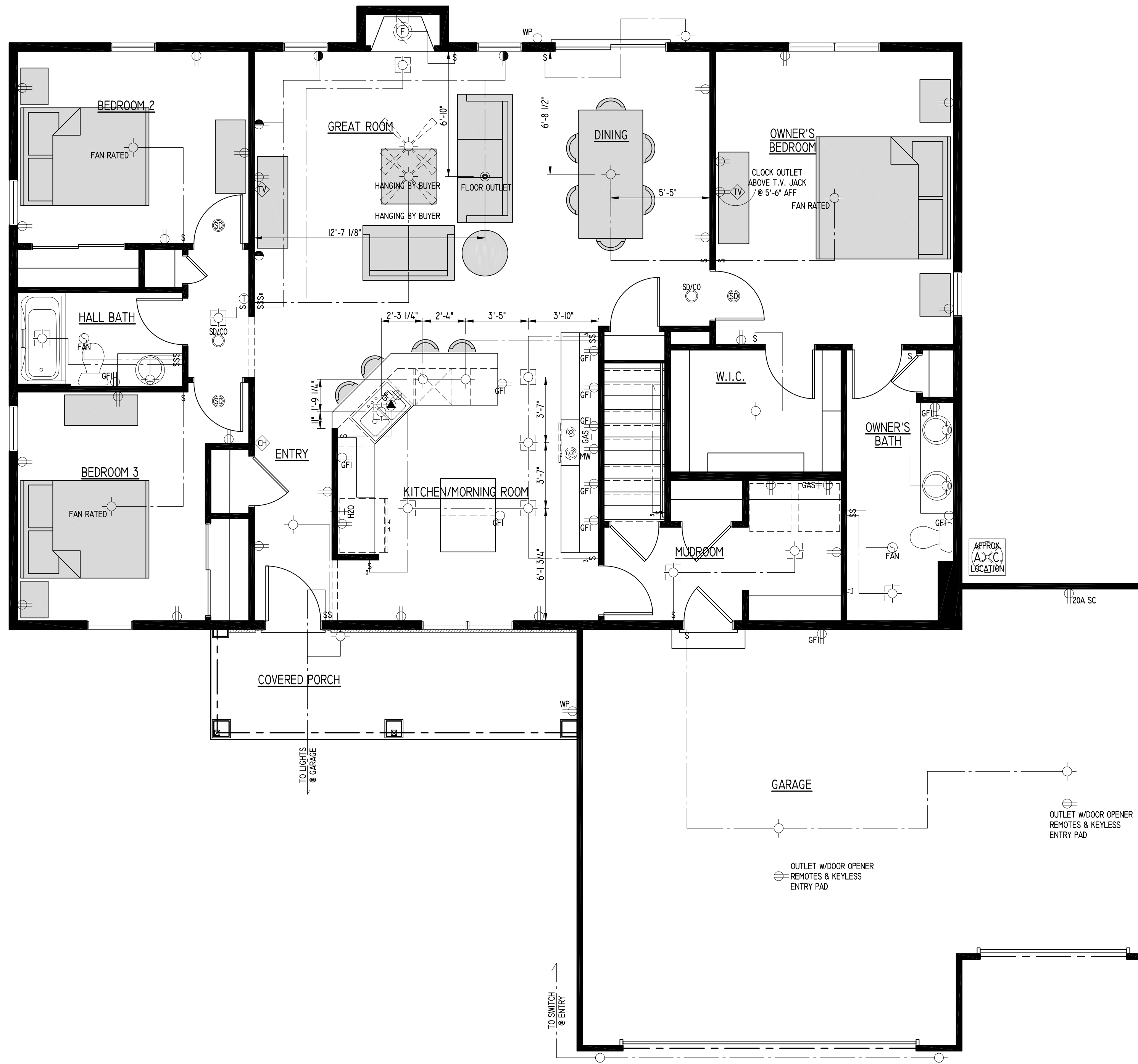
Elevation: TRANSITIONAL

Plan#1664 Series: HARMONY

Sheet Title
**DETAILS &
INTERIOR ELEV.**

Sheet Number

D3 of **3**



FIRST FLOOR PLAN

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BIELINSKI
HOMES

1830 Meadow Lane, Suite A • Pewaukee, WI 53072 • (262) 542-9494

Revision	By	Date

Built for:
Rabenhorst, Jeffrey & Tara
Willabay Woods, Wiswell St.
Williams Bay WI, 53191
Village Of Williams Bay

Job Number:
BOYL-H-1060

Phase: WORKING PLANS
Drawn By: JAB
Plan Date: 7/30/21 Release Date: ----

Technical Data:
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OPEN VOLUME - N/A
TOTAL 1674 SQ. FT.

GARAGE AREA - 688 SQ. FT.

OVERALL WIDTH - 62'-0"
OVERALL DEPTH - 57'-0"

Model: **SOPHIA**

Elevation: TRANSITIONAL

Plan#1664 Series: HARMONY

Sheet Title
ELECTRICAL PLAN

Sheet Number
EI of I



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Plan Commission Meeting September 14, 2021

September 3, 2021

APPLICANT: Jeffrey & Tara Rabenhorst (Owners)

TAX KEY: WUW 00012

STREET ADDRESS: Lot 12 Willabay Woods, Wiswell St, Williams Bay, Wisconsin

The applicant requests a Conditional Use Permit per 18.1207, *Conditional Use Permit*, and 18.0315.I.(4), *Residential Garage or Shed* to construct a single-family home with the garage doors facing the street. Requesting garage to be located seventeen (17) feet in front of the street side façade of the house (setback of a minimum of two (2) feet behind the street side facade of the house required).

Per Section 18.0315.I.(4), Except in the SF-CPP district, for garage doors facing a public street, the following shall apply:

- a) The first two garage bays shall be set back a minimum of two feet behind the front or street side facade of the house, except through the issuance of a conditional use permit.

Per Section 18.1207.E.(2), when reviewing a conditional use permit application, it shall be determined if the application meets the following criteria:

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

CONCLUSION:

The ordinance language which requires that for garage doors facing a public street, the first two garage bays shall be set back a minimum of two feet behind the front or street side facade of the house was added in the 2011 version of the zoning ordinance. The majority of the houses in this subdivision were constructed prior to the 2011 version of the zoning ordinance, and a significant percentage of the houses have garage doors facing the street that are located in front of the street side façade of the house.

The conditional use application meets the required criteria and approval is recommended.

Respectfully submitted,

Bonnie Schaeffer
Zoning Administrator



APPLICATION FOR A CERTIFICATE OF COMPLIANCE

(Requirements per Zoning Ordinance Section 18.1211)

Applicant name: Joshua W. STAGGS
Applicant address: 908 BENNETT COURT WALWORTH, WI 53184
Applicant phone number: [REDACTED]
Address of subject site: 240 ELKHORN ROAD
Architect: NA
Site owner: DAVE & Geri Burrough
Engineer: _____
Contractor: Boy Builders
Address of subject site: _____
Current zoning of subject site: Village Center
Written description of the site, including the following:
Type of structure: Commercial
Existing and proposed operation or use of the structure or site: 1950 sq ft of
prior flooring store to now be used as a salon
Number of employees: 8 max @ 1 time

Requirements

- ☐ Legal description of the subject site.

AND

- ☐ Plat of survey prepared by a land surveyor registered in Wisconsin showing:
- Location, boundaries, dimensions, uses, and size of the subject site, structures, existing and proposed easements, streets and other public ways, off-street parking areas, loading areas and driveways.
 - Existing highway access restrictions.
 - High water, channel floodway, and floodplain boundaries.
 - Existing and proposed front, street side, rear, interior side, and shore yards.
 - Type, slope, and boundaries of soils shown in the Walworth County Soils Survey prepared by the United States Department of Agriculture Soil Conservation Service.
 - Location, elevation, and use of any abutting lands and their structures within 40 feet of the subject site.

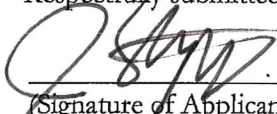
(The Zoning Administrator may waive the plat of survey requirement).

OR

- ☐ Sketch plan showing the information generally required on the plat of survey.
- ☐ Proposed Sewage Disposal Plan if municipal sewerage service is not available. This plan shall include a copy of the permit issued by the Walworth County Health Department for the installation of an onsite soil absorption sanitary sewage disposal system, or other appropriate means of waste disposal. The Village Engineer shall certify that satisfactory, adequate, and safe sewage disposal is possible on the site as shown in the private sewage disposal plan.
- ☐ Proposed Water Supply Plan if municipal water service is not available. This plan shall be in accordance with Chapter NR-112 of the Wisconsin Administrative Code and shall be approved by the Village Engineer who shall certify in writing that an adequate and safe supply of water will be provided.

Dated this 1st day of September, 2011

Respectfully submitted,


(Signature of Applicant)

Record of Administrative Procedures for Village Use

- | | |
|---|-----------------------|
| ☐ Application form filed with Village Clerk | Date: _____ By: _____ |
| ☐ Application fee of \$_____ received by Village Clerk | Date: _____ By: _____ |
| ☐ Reimbursement of professional consultant costs agreement executed | Date: _____ By: _____ |
| ☐ Certification that application is complete by Zoning Administrator | Date: _____ By: _____ |
| ☐ Evaluation report prepared by Zoning Administrator | Date: _____ By: _____ |
| ☐ Review and recommendation by Village Plan Commission | Date: _____ By: _____ |
| ☐ Review and action by Village Board | Date: _____ By: _____ |



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Plan Commission Meeting September 14, 2021

September 3, 2021

A. APPLICANT: Joshua W. Staggs (Lessee)
TAX KEY: WFS 00012
STREET ADDRESS: 240 Elkhorn Rd, Village of Williams Bay

Applicant is requesting a Certificate of Compliance per Section 18.211.B(2) "New occupancy and use of an existing building when the new use is of a different land use classification".

The previous use of this commercial space was a flooring retail store classified as an Indoor Sales and Service use. The proposed use is a salon and is classified as a Personal or Professional Service use. The previous use and proposed use have an equivalent need for parking, therefore approval is recommended.

Respectfully submitted,

Bonnie M. Schaeffer
Zoning Administrator

**RESOLUTION NO. 2021-11
DIRECTING PLACEMENT OF STOP SIGN ON LIECHTY DR.**

WHEREAS, the Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff in its memorandum of August 27, 2021 having recommended the placement of a stop sign for eastbound traffic approaching the intersection of Liechty Dr. and South Walworth Ave. in order to promote safety for motor vehicle operators and pedestrians at that intersection; and

WHEREAS, Section 345-2B. of the Code of Ordinances of the Village of Williams Bay provides that stop signs shall be placed at such locations as shall be enumerated by Village resolution adopted by the Village Board; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to adopt the recommendation of SEWRPC staff and provide for the placement of a stop sign on Liechty Dr. at its intersection with the western boundary of South Walworth Ave.

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

Pursuant to the provisions of Sections 345-2B. and 345-2C. of the Code of Ordinances, a stop sign is directed to be placed on Liechty Dr. at or near its intersection with the western boundary of South Walworth Ave. for eastbound traffic.

APPROVED by the Village Board of the Village of Williams Bay this _____ day of _____, 2021.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, Chairperson

Attest: _____
Jackelyn Pankau, Clerk

September 9, 2021

To: Finance and Personnel Committee

From: Becky Tobin

RE: US Cellular Lease Agreement

Dear Trustees:

US Cellular is asking for a 1-year lease extension while the Village continues to have discussions about removing the cell equipment from the water towers and moving the equipment to monopoles. The lease states that a 6-month cancellation letter would need to be written by February 2022 in order to terminate the lease at the expiration date. US Cellular would like something in writing now stating that the Village does not plan on writing a cancellation letter and that we would like a 1-year extension to the current lease. Page 4 of the lease agreement does reference a 1-year extension with a 15% increase in the rental fee if a written notice to terminate does not occur within the proper time period.

The Village of Williams Bay has leases with three (3) different cellular companies. See below for company, location of the cell equipment, and the date that the lease expires:

US Cellular- located on the Northwest Tower- lease expires in August 2022

T-Mobile- located on the Northwest Tower- lease expires in May 2029

AT&T- located on the Potawatomi Tower- still trying to confirm expiration date

At this time, I am requesting authorization to write a letter to US Cellular advising them that the Village of Williams Bay does not plan on writing a cancellation letter and would like a 1-year extension of the current lease.

Thank you.

OPTION AND LEASE AGREEMENT

This Agreement, made July 7, 1997, between Village of Williams Bay, a Wisconsin municipal corporation, hereinafter designated LESSOR, and Westel-Milwaukee Company, Inc., a Wisconsin corporation, d/b/a/ Cellular One, hereinafter called TENANT.

RECITALS

1. LESSOR is the owner of certain real property located in Village of Williams Bay, Walworth County, State of Wisconsin, hereinafter referred to as "Property" as described herein in Exhibit "A", and its subparts, attached hereto and made a part hereof by this reference, and,
2. TENANT desires to obtain an option to lease a portion of said Property, the leased portion of which shall be hereinafter referred to as "Premises", including rights-of-way and easements for ingress, egress, and utilities thereto, as depicted on Exhibit "B", and its subparts, attached hereto and incorporated herein by this reference.

AGREEMENT

NOW THEREFORE, in consideration of the sum of Three Hundred dollars (\$300.00), hereinafter referred to as Option Money, to be paid by TENANT to the LESSOR, which TENANT will provide upon its execution of this Agreement, the LESSOR hereby grants to TENANT the right and option to lease said Premises, including rights-of-way and easements for ingress, egress and utilities for access thereto, for the term and in accordance with the covenants and conditions set forth herein.

The Option may be exercised at any time prior to 12 months after the date of LESSOR'S execution of this Agreement.

This Option may not be sold, assigned, or transferred at any time by TENANT except to TENANT'S affiliates or subsidiaries. As to other parties, this Option may not be sold, assigned,

or transferred without the written consent of the LESSOR, such consent not to be unreasonably withheld.

Should TENANT fail to exercise this Option within the time herein specified, all rights and privileges granted hereunder shall be deemed completely surrendered, this Option terminated, and LESSOR shall retain all money paid for the Option, and no additional money shall be payable by either party to the other.

The LESSOR shall permit TENANT, during the Option Period, free ingress and egress to the Premises to conduct such surveys, environmental audit, structural strength analysis, subsurface boring tests and other activities of a similar nature as TENANT may deem necessary, at sole cost of TENANT.

LESSOR also hereby grants to TENANT the right to obtain metes and bounds legal description and/or a survey of said Premises, and said metes and bounds legal description and/or survey shall then become Exhibit "C" which shall be attached hereto and made a part hereof, and shall control in the event of discrepancies between it and Exhibit "B", or its subparts. Cost of such work shall be paid by TENANT.

Notice of the exercise of the Option shall be given by TENANT to the LESSOR in writing. Notice shall be deemed effective on the date it is postmarked. On the effective date of such notice the following Agreement shall take effect.

LEASE AGREEMENT

1. LESSOR hereby leases to TENANT the Premises containing approximately 400 square feet, situated in Village of Williams Bay, County of Walworth, State of Wisconsin, together with the non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the maintenance of utility wires, cables, conduits, and pipes under a twenty (20) foot wide right-of-way and easement extending from the nearest public right-of-way, Olive Street, to the Premises. LESSOR hereby grants a utility easement eight (8) feet in width to Wisconsin Power and Light Company and Wisconsin Bell Inc., d.b.a. Ameritech, and agrees to execute, without delay, any such easement documents as may be required by such utility companies in connection with TENANT'S use of said Premises. Said Premises, right-of-way and easement for ingress, egress and utilities are depicted herein in Exhibit "B", and its subparts, attached hereto and made a part hereof by this reference. Utilities shall be installed exclusively underground and at the sole expense of TENANT.

2. LESSOR also hereby grants to TENANT the right to obtain metes and bounds legal description and/or a survey of said Premises, and said metes and bounds legal description and/or survey shall then become Exhibit "C" which shall be attached hereto and made a part

hereof, and shall control in the event of discrepancies between it and Exhibit "B", and its subparts. Cost of such work shall be paid by TENANT.

3. This Agreement shall be for an initial term of five (5) years, commencing on the date the Option is exercised by TENANT ("Commencement Date"), at an annual rental of \$6,000.00. The "Rental Due Date" is the first day of the month or the first day of the month following the Commencement Date if the Commencement Date is not on the first day of the month. If the Commencement Date is not on the first day of the month then the first year's rental will include the prorated partial month. Future rental payments will be made each year, in equal annual installments, in advance, on or before the anniversary of the Rental Due Date to LESSOR as named in Section 22 of this Agreement, or to such other person, firm, or place as the LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date.

4. This lease shall automatically be extended for four (4) additional five (5) year terms unless TENANT gives written notice to LESSOR of TENANT'S intention to terminate at least six (6) months prior to the end of the then current term.

5. The annual rental for the first five (5) year extension term shall be increased to \$6,900.00; the annual rental for the second (2nd) five (5) year extension term shall be increased to \$7,935.00; the annual rental for the third (3rd) five (5) year extension term shall be increased to \$9,125.00; the annual rental for the fourth (4th) five (5) year extension term shall be increased to \$10,495.00.

6. Additional Consideration.

a. As additional consideration and in addition to the rent described above, TENANT shall provide LESSOR, with four new portable or transportable cellular telephones at no charge. Said phones shall become the property of LESSOR, including manufacturer's warranties that apply. LESSOR shall be responsible for any airtime or service charges for the use of the phones. While on TENANT'S system such charges for phone usage by TENANT to LESSOR shall be at the lowest rate for which LESSOR is eligible. Currently LESSOR'S rate is \$9.75 per month service charge with airtime charges of \$.12 per minute. These service rates may go higher or lower depending upon LESSOR's eligibility for current and future rate plans offered by TENANT and its successors in TENANT'S normal marketing and offering of services to government entities. TENANT does not guarantee LESSOR any certain service rate.

b. As additional consideration and in addition to the rent and benefits described above, TENANT shall construct an antenna support structure on the top of LESSOR'S Water Tower sufficient to accommodate TENANT'S three whip antennas and one 17 foot whip antenna for LESSOR. LESSOR shall be responsible for the costs of providing and installing its antenna, antenna pipe bracket and antenna cables ("LESSOR's Equipment"), EXCEPT, TENANT shall install LESSOR's Equipment, one time, without charge, if LESSOR can supply LESSOR's

Equipment to TENANT so that TENANT can install LESSOR's Equipment on the day when TENANT first installs TENANT'S own antennas. The antenna support structure will be welded to the bulkhead and shall become part of the Water Tower and belong to LESSOR. TENANT shall paint the weld points and the antenna support structure with matching paint. There shall be no welding on the water reservoir vessel.

c. As additional consideration and in addition to the rent and benefits described above, TENANT shall construct its equipment building with sufficient space to accommodate LESSOR'S radio equipment. Such space shall be a minimum of four square feet. TENANT shall also provide climate control and electricity for LESSOR's equipment in TENANT'S building. TENANT will also provide battery back up for LESSOR'S equipment if LESSOR'S equipment is positive 24 volt DC power. Such battery back up will be supplied by TENANT to LESSOR to the extent that TENANT supplies battery back up to its own equipment. LESSOR acknowledges that such battery back up can become used up or not work and TENANT does not guarantee such battery back up to LESSOR.

7. If, at the end of the fourth (4th) five (5) year extension term, this Agreement has not been terminated by either party by giving to the other written notice of an intention to terminate it at least six (6) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms, and conditions, and at a rental which is fifteen percent (15%) over the rental specified for the fourth (4th) five (5) year extension term, for a further term of one (1) year and for annual terms thereafter until terminated by either party giving to the other written notice of its intention to so terminate at least six (6) months prior to the end of such term.

8. TENANT shall use the Premises for the purpose of constructing, maintaining, and operating a Mobile Communications Facility and uses incidental thereto, consisting of one unmanned equipment building, cellular antennas and all necessary connecting cables wires and appurtenances as shown on Exhibit B. Prior to TENANT installing the TENANT improvements as shown on Exhibit B, TENANT shall provide copies of the actual construction plans for LESSOR'S prior approval, such approval not to be unreasonably withheld. TENANT shall not permit any mechanics or any other liens to be filed or placed against the Property or any part thereof by reason of work, services, materials supplied to or claimed to have been supplied to TENANT. Any alterations made to the Water Tower by TENANT shall become part of the Water Tower and belong to the LESSOR. All improvements shall be at the TENANT'S expense. TENANT shall maintain the Premises in good condition. This use shall be nonexclusive, LESSOR specifically reserves the right to allow the Tower and Property to be used by other parties and to make additions, deletions, or maintenance modifications to its own facilities on the Property that do not interfere with TENANT'S use. TENANT acknowledges that LESSOR'S current operations and LESSOR'S intention to install a seventeen (17) foot whip antenna and operate radio equipment shall not be deemed interference with TENANT'S use.

9. It is understood and agreed that TENANT'S ability to use the Premises is contingent upon its obtaining, after the execution date of this Agreement, all the certificates,

permits, and other approvals that may be required by any federal, state, or local authorities. LESSOR shall cooperate with TENANT in its efforts to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by TENANT. In the event that any of such applications should be finally rejected or any certificate, permit, license, or approval issued to TENANT is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority so that TENANT, in its sole discretion, will be unable to use the Premises for its intended purposes, TENANT shall have the right to terminate this Agreement.

10. TENANT may also terminate this lease in the event that TENANT, within its sole discretion, determines that the Premises is unsatisfactory or becomes unsatisfactory for TENANT'S purpose. Ninety- (90) Day notice of the TENANT'S exercise of its right to terminate shall be given to LESSOR in writing. All rentals paid for the lease of the Premises to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall become null and void and all the parties shall have no further obligations, including the payment of money to each other.

11. TENANT shall indemnify and hold LESSOR harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the use and occupancy of the Premises by the TENANT, its servants or agents or any equipment therein or appurtenances thereto, excepting, however, such claims or damages as may be due to or caused by the negligent or intentional acts of the LESSOR, its servants or agents.

12. TENANT shall maintain and provide general liability insurance with respect to TENANT, its agents, employees, invitees or permittees presence on the Premises (including without limitation, the option/inspection, construction and post-construction work) and the operation of TENANT's business thereon for the benefit and protection of LESSOR(S) and LESSOR(S) heirs and assigns and TENANT shall list LESSOR(S) as an additional insured to its policy, with an insurance company and on a form and substance acceptable to LESSOR(S), (said acceptance not to be unreasonably withheld) in an amount not less than one million dollars per occurrence. TENANT shall provide LESSOR(S) with a certificate of insurance prior to the Commencement Date.

13. TENANT will be responsible for all utilities required by its use of the Premises. TENANT is currently exempt from real estate and personal property taxes. If TENANT'S tax status changes or if additional taxes are due because of TENANT'S use or improvements constructed on the Premises, TENANT shall pay such taxes upon notice from LESSOR or taxing authority.

14. TENANT, upon termination of this Agreement, shall, within a reasonable period, remove its personal property and restore the Premises to its original condition, reasonable wear and tear excepted. If such time for removal causes TENANT to remain on the Premises after termination of this Agreement, TENANT shall pay rent at the then existing monthly rate or the

TENANT'S equipment building - J.J.P. MR

existing monthly pro-rata basis if based on a longer payment term, until such time as the removal of personal property is completed. TENANT shall not be required to remove underground utilities or foundations below four feet below the ground surface. When this Agreement is terminated, TENANT will leave behind a shelter for LESSOR'S radio equipment. ~~The shelter may be TENANT'S equipment building or TENANT may replace TENANT'S equipment building with a smaller equipment building of a size not less than twenty-five (25) square feet similarly equipped with electrical service and air conditioning, together with battery back up if the LESSOR'S equipment is positive 24 volt DC power. Whether to leave behind the equipment building or replace the equipment building shall be at TENANT'S option. LESSOR and TENANT shall each notify the other of its decisions regarding the equipment buildings within thirty (30) days of receiving written notice that the Agreement is terminated.~~

15. LESSOR covenants that TENANT, on paying the rent and performing the covenants by it herein made, shall and may peacefully and quietly have, hold, and enjoy the leased Premises. LESSOR will not grant a future lease to any party for use of the Property for communications equipment, if such use would cause measurable radio interference with TENANT'S use of the Premises. Any future lease of the Property which permits the installation of communication equipment shall be conditioned upon not causing measurable radio interference with TENANT'S use of the Premises. LESSOR'S current plan to install a seventeen (17) foot whip antenna and use its radio equipment on the Premises shall not be deemed interference with TENANT'S use of the leased Premises.

16. LESSOR covenants that LESSOR is seized of good and sufficient title and interest in the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants that there are no other liens, judgments, or impediments of title on the Property.

17. TENANT agrees that it will not use, generate, store or dispose of any Hazardous Material on, under, about or within the Property in violation of any law or regulation. LESSOR represents warrants and agrees (1) that neither LESSOR nor, to LESSOR's knowledge, any third party has used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any Hazardous Material (defined below) on, under, about or within the Property in violation of any law or regulation, and (2) that LESSOR will not, and will not permit any third party to, use generate, store or dispose of any Hazardous Material on, under, about or within the Property in violation of any law or regulation. LESSOR and TENANT each agree to defend, indemnify and hold harmless the other and the other's partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorney's fees and costs) arising from any breach of any representation, warranty or agreement contained in this Section. As used in this Section, "Hazardous Material" shall mean petroleum or any petroleum product, asbestos, or any substance that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation.

18. If TENANT fails to perform any of its obligations under this Agreement, and if such default continues for more than thirty (30) days after the LESSOR notifies TENANT in

writing of the existence and nature of the default, then the LESSOR may terminate the rights of TENANT under this Agreement, subject to TENANT'S right to remove its personal property and Equipment upon termination, and the LESSOR may recover damages from TENANT arising from such default. If the LESSOR fails to perform any of its obligations under this Agreement, and if such a default continues for more than thirty (30) days after TENANT notifies the LESSOR in writing of the existence and nature of the default, then TENANT, in addition to any other remedy that may be available to it at law or in equity, may either perform the LESSOR'S obligation on the LESSOR'S behalf and may offset the expense of doing so against any monthly rent or any other funds due to the LESSOR from TENANT or TENANT may terminate the lease at TENANT's option. Notwithstanding the above, if a breach of its obligations by either party cannot be cured with reasonable efforts within said thirty (30) day period, the breaching party shall not be in default under this Agreement if such party commences cure efforts within said thirty (30) day period and diligently pursues such cure efforts to completion.

19. It is hereby mutually agreed and understood that this Agreement contains all agreements, promises, and understandings between the LESSOR and TENANT and that no verbal or oral agreements, promises, or understandings shall or will be binding upon either the LESSOR or TENANT in any dispute, controversy, or proceeding at law, and any addition, variation, or modification to this Agreement shall be void and ineffective unless in writing and signed by the parties hereto.

20. This Option and Lease Agreement and the performance thereof shall be governed, interpreted, construed, and regulated by the laws of the State of Wisconsin.

21. This Agreement may not be sold, assigned, or transferred at any time by TENANT except to TENANT'S affiliates or subsidiaries. Notwithstanding any of the forgoing provisions concerning assignment, it is agreed that TENANT need not secure the consent of LESSOR to any change of business structure and/or any assignment or sublease by TENANT to United States Cellular Corporation or its affiliated or associated entities.

22. In the event that either party hereto shall institute suit to enforce the rights hereunder, the prevailing party shall be entitled to recover court costs and a reasonable attorney's fee. Upon appeal, the prevailing party shall be entitled to recovery of court costs and reasonable attorney's fees incurred as a result of such appeal.

23. All notices hereunder must be in writing and shall be deemed validly given when mailed, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

TENANT: Westel-Milwaukee Company, Inc.
d.b.a. Cellular One
P.O. Box 298
Waukesha, WI 53187-0298

Attn: Engineering and Operations Dept.
(414) 783-5500

LESSOR: Village of Williams Bay
c/o Village Clerk
P.O. Box 580
Williams Bay, WI 53191
(414) 245-2700

WITH A COPY TO: John H. Andrews
Consigny, Andrews, Hemming and Grant, S.C.
303 East Court Street
P.O. Box 1449
Janesville, WI 53457
(608) 755-5050

24. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

25. The parties agree to execute, without delay, a Memorandum of Option, a Memorandum of Lease or a Memorandum of Commencement in a form appropriate for recording in the county in which the Premises are situated upon the request of either party.

26. TENANT shall share in the cost of maintenance of the access driveway used for ingress and egress proportionately to TENANT's use including snowplowing. Any other parties using said access shall share the costs of maintenance proportionately to their use including snowplowing if the parties use said access during periods of snowfall.

27. LESSOR expressly reserves the right to relocate the non-exclusive easement for ingress and egress at LESSOR cost, to any location on LESSOR'S Property deemed appropriate by LESSOR; provided that LESSOR provides uninterrupted access to the Premises during the period of relocation and such relocated roadway provides TENANT with reasonable access to the Premises of similar or better quality as the original access.

END OF TERMS

THE UNDERSIGNED LESSOR(S) HEREBY AGREE(S) TO LEASE THE ABOVE-MENTIONED PREMISES ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN

LESSOR: Village of Williams Bay

BY Marianne P. Klemke Its: President
print name: Marianne P. Klemke

BY F. Jean Gould Its: Clerk
print name: F. Jean Gould

TENANT: Westel-Milwaukee Company, d.b.a
Cellular One

BY: Tony Salviaggio ITS: Director, Network Services
print name: Tony Salviaggio

EXHIBIT A

LEGAL DESCRIPTION OF LESSOR'S PROPERTY
THE "PROPERTY"

A parcel of land located in the Northwest Quarter of Section 1,
Township 1 North, Range 16 East, Village of Williams Bay,
described as follows, to-wit:

Commencing at the Northwest corner of said Section 1; thence
South 2° 54' West, 334.89 feet; thence South 88° 45' East,
1299.28 feet; thence South 89° 11 3/4' East, 1123.43 feet to the
place of beginning; thence continue South 89° 11 3/4' East, 200
feet; thence South 2° 17 1/2' West, 217.80 feet; thence North 89°
11 3/4' West, 200 feet; thence North 2° 17 1/2' East, 217.80 feet
to the place of beginning.

Tax Key Number: WWUP 00003A

PARCEL I

LEGAL DESCRIPTION FOR THE PREMISES

Description by Surveyor of Premises as depicted on Page 2 of Exhibit B shall govern.

PARCEL II

LEGAL DESCRIPTION FOR INGRESS, EGRESS EASEMENT

Description by Surveyor of Easement as depicted on Page 2 of Exhibit B shall govern.

PARCEL III

LEGAL DESCRIPTION FOR UTILITIES EASEMENT

Description by Surveyor of Easement as depicted on Page 2 of Exhibit B shall govern.

SITE SKETCH
VILLAGE WILLIAMS BAY

EXHIBIT B
Page 2 of 3

N. 1/4 cor.
Sec. 1, T1N, R 16E

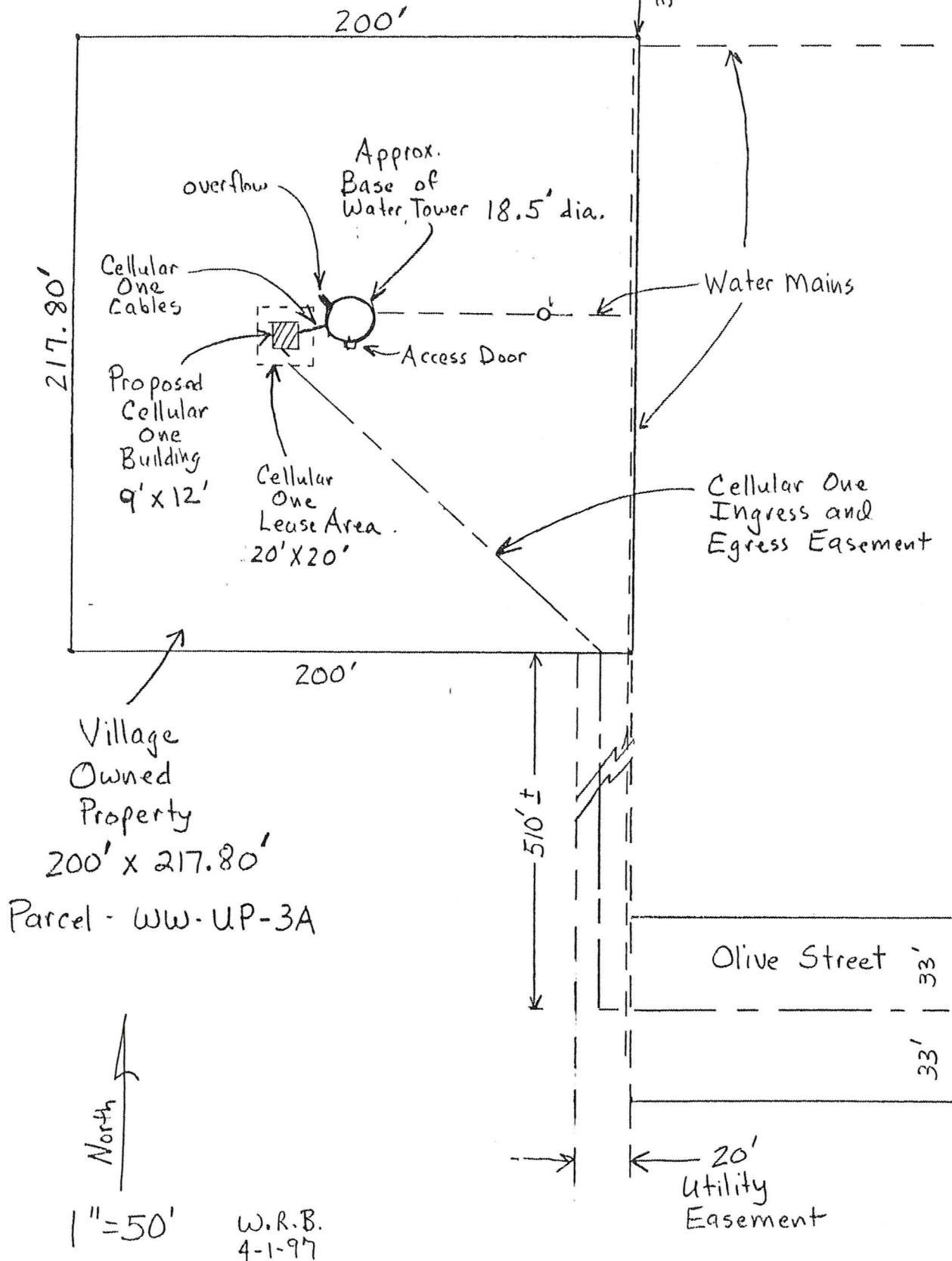
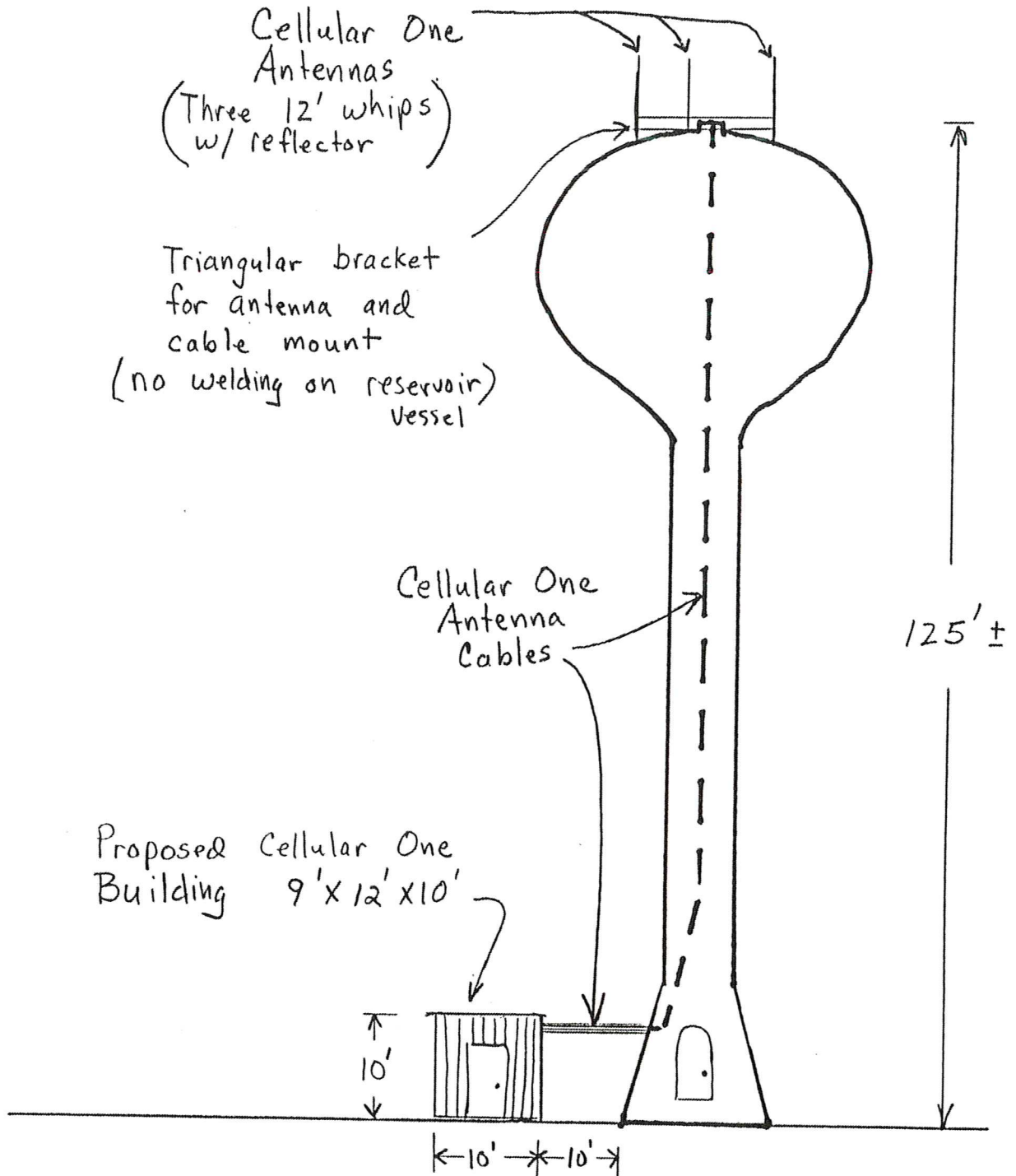


EXHIBIT B
Page 3 of 3



TOWER ELEVATION
Not to Scale

4-7-97
W.R.B.



Page 1 EDGEWATER PARK USE AND POLICY 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.

The handwritten initials "DA" are written in black ink on a line provided for the applicant's initials.



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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: Dan Anderson Organization: Wms Bay Lions Club
Address: [REDACTED] Wms Bay WI 53191
Phone: [REDACTED] Email: [REDACTED]
Title of Event: The Nick Caselli Rocking Car Show
Date(s) requested: Oct 8th & 9th 2021 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Car Show at Edgewater Park 10 AM - 3 PM Sat Oct 9th
Set up on Fri Afternoon
We would like to Park Display Cars on lawn
Also we would like access to the parking stalls along the Park
for Extra Display Cars.
We expect about 100 Cars and 500 People
We also want to Sell Beer - Wine - Hot dogs + Brats
With an Elvis impersonator

Contact Information (if different than above)

Name: Dan Anderson Organization: Wms Bay Lions
Address: [REDACTED] Williams Bay WI 53191
Phone: [REDACTED] Email: [REDACTED]



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 20th day of July, 2021

Group or organization Wms Bay Lions Club

Our liability insurance provided by: West Bend on order

(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

Bruce Nelson

VILLAGE USE ONLY

Date application received: 7/23/2021 Received by: sherie

All documentation attached? ☒ yes ☐ no

Date and time of pre-event informational meeting: _____

Committee approval? ☒ yes ☐ no Date: 8/11/2021

Village Board approval? ☒ yes ☐ no Date: 8/16/2021

Comments:

Commercial Lines Policy Declaration

Customer Number: 0110176731
Policy Number: 1451578 10

Policy Period: 07/20/2021 to 07/20/2022
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

Williams Bay Lions Club
PO Box 550
Williams Bay, WI 53191

Agency Name and Address:

JOHANNESSEN-FARRAR INC
PO BOX 347
DELAVAN, WI 53115
262-728-2631

48480

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Coverage Part	Premium
Commercial General Liability Coverage	\$482.00
Commercial Inland Marine Coverage	\$514.00
Total Premium:	\$996.00
Total Including Taxes, Fees and Surcharges:	\$996.00

This is not a bill. A billing invoice will be sent separately.

See attached schedule for forms applicable to all coverage parts.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Village of Williams Bay

PO Box 580, Williams Bay, WI 53191

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

The Williams Bay Lions, Park use permit addendum for October 9th 2021

Remove request to park show cars along park on Geneva street.

In case of bad conditions in the park cars will be parked in the Café Calamari parking lot, also that will be used for overflow cars as well.

We ask to block off one parking stall across from Café Calamari for the purpose of establishing a cross walk for pedestrian traffic.

We ask to move the handicap stalls on the eastern end of the park over one spot for ease of access for show cars to the park.

We ask to use half of the sailboat rigging area for show cars.

We ask to use the inside of the circle parkway east of the sailboat rigging area for overflow show cars.

We ask to send extra show cars to Walworth Street towards the field house.

We ask to set up Thursday night Oct. 7th to include the beverage tent with tables and chairs and fencing. The fence will run from the pavilion north along the Fire Dept. Parking lot to the sidewalk, east to the flagpole, south to the pavilion with a gate in the middle for pedestrians. Friday set up to include laying out of lines for show cars as well as extra set up of kitchen and other booth displays.

We will begin to admit cars at 8am Saturday.

We ask to erect one large poster of the steam train and station at the eastern end of the park for a display. Dimensions approximately 10 foot high by 9 foot wide.

Thankyou, Dan Anderson chairman [REDACTED]

Patrick Byrnes co-chair [REDACTED]

This will be a rain or shine event with no rain date.



Page 1 EDGEWATER PARK USE AND POLICY 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.

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



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

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

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: Dan Anderson Organization: Wms Bay Lions Club
Address: [REDACTED] Wms Bay WI 53191
Phone: [REDACTED] Email: [REDACTED]
Title of Event: The Nick Caselli Rocking Car Show
Date(s) requested: Oct 8th & 9th 2021 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Car Show at Edgewater Park 10 AM - 3 PM Sat Oct 9th
Set up on Fri Afternoon
We would like to Park Display Cars on lawn
Also we would like access to the parking stalls along the Park
for Extra Display Cars.
We expect about 100 Cars and 500 People
We also want to Sell Beer - Wine - Hot dogs + Brats
With an Elvis impersonator

Contact Information (if different than above)

Name: Dan Anderson Organization: Wms Bay Lions
Address: [REDACTED] Williams Bay WI 53191
Phone: [REDACTED] Email: [REDACTED]

Revised 2/2021

Applicant Initials

DTA



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 20th day of July, 2021

Group or organization Wms Bay Lions Club

Our liability insurance provided by: West Bend on order

(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

Bruce Nelson

VILLAGE USE ONLY

Date application received: 7/23/2021 Received by: sherie

All documentation attached? ☒ yes ☐ no

Date and time of pre-event informational meeting: _____

Committee approval? ☒ yes ☐ no Date: 8/11/2021

Village Board approval? ☒ yes ☐ no Date: 8/16/2021

Comments:

Commercial Lines Policy Declaration

Customer Number: 0110176731
Policy Number: 1451578 10

Policy Period: 07/20/2021 to 07/20/2022
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:

Williams Bay Lions Club
PO Box 550
Williams Bay, WI 53191

Agency Name and Address:

JOHANNESSEN-FARRAR INC
PO BOX 347
DELAVAN, WI 53115
262-728-2631

48480

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Coverage Part	Premium
Commercial General Liability Coverage	\$482.00
Commercial Inland Marine Coverage	\$514.00
Total Premium:	\$996.00
Total Including Taxes, Fees and Surcharges:	\$996.00

This is not a bill. A billing invoice will be sent separately.

See attached schedule for forms applicable to all coverage parts.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Village of Williams Bay

PO Box 580, Williams Bay, WI 53191

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

The Williams Bay Lions, Park use permit addendum for October 9th 2021

Remove request to park show cars along park on Geneva street.

In case of bad conditions in the park cars will be parked in the Café Calamari parking lot, also that will be used for overflow cars as well.

We ask to block off one parking stall across from Café Calamari for the purpose of establishing a cross walk for pedestrian traffic.

We ask to move the handicap stalls on the eastern end of the park over one spot for ease of access for show cars to the park.

We ask to use half of the sailboat rigging area for show cars.

We ask to use the inside of the circle parkway east of the sailboat rigging area for overflow show cars.

We ask to send extra show cars to Walworth Street towards the field house.

We ask to set up Thursday night Oct. 7th to include the beverage tent with tables and chairs and fencing. The fence will run from the pavilion north along the Fire Dept. Parking lot to the sidewalk, east to the flagpole, south to the pavilion with a gate in the middle for pedestrians. Friday set up to include laying out of lines for show cars as well as extra set up of kitchen and other booth displays.

We will begin to admit cars at 8am Saturday.

We ask to erect one large poster of the steam train and station at the eastern end of the park for a display. Dimensions approximately 10 foot high by 9 foot wide.

Thankyou, Dan Anderson chairman [REDACTED]

Patrick Byrnes co-chair [REDACTED]

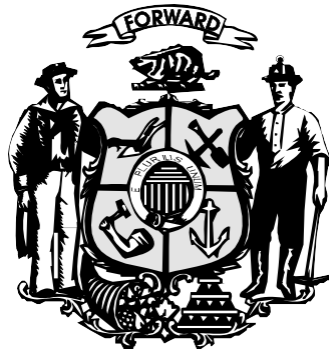
This will be a rain or shine event with no rain date.

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

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Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

The WRMS is available for adoption by all Wisconsin cities, villages, and towns; along with other non-county local units of government. County governments should refer to the County General Schedule for their record retention requirements. The WMRS is intended to serve as guidance for records that are created or received by your particular unit. Adopting the schedule does not require local units to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the original and two copies of the [Notification of General Schedules Adoption](#) (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

All municipalities may adopt the PRB approved General Records Schedules to supplement the WMRS. See [Section VI](#) of this instruction for more information.

Specific schedules may also be set by Records Disposition Authorizations (RDAs). Please consult the PRB webpage on [Information for Counties and Municipalities](#) for more information and instructions.

Municipalities that choose not to adopt the WMRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. 19.21(4). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not the record series contains information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title. Information on transferring records can be found on the [Society's webpage](#) pertaining to proper handling of obsolete records.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual's representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual's life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government's website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the [General Records Schedules](#) that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities](#).”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

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Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget & Related General Records Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in ["Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."](#)

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Municipal Construction Projects: Final As-Built Plans	Final as-built plans and original drawings for public buildings, streets, sewers, sidewalks, etc.	Event; Event=Life of structure	No	Waive
Municipal Construction Projects: Final As-Built Plans (Historically Significant)	Use for historically significant projects. (Typically large-scale projects. May include construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic	Event: Event=Life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Municipal Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Municipal Project Records (Historically Significant)	Use for historically significant projects. (Projects are typically large-scale and may include new construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, appicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 19.21(4)(a) states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 19.21(4)(a) states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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Notification of General Records Schedule Adoption

Schedule Title: The Village of Williams Bay Records Retention ScheduleDate: 09-16-2021

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: Village of Williams BayAddress: 250 Williams Street, PO Box 580, Williams Bay, WI 53191

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- ☒ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- ☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- ☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed



Village
Of
Williams Bay

Lori Peternell <treasurer@williamsbay.org>

FW: WLMSV Impact Fee

1 message

Douglas R. Snyder <dsnyder@baxterwoodman.com>
To: Lori Peternell <treasurer@williamsbay.org>
Cc: "James Weiss (admin@williamsbay.org)" <admin@williamsbay.org>

Fri, Oct 5, 2018 at 12:09 PM

For review and possible distribution. The study will support a fee as high as \$2416. We would need to change the ordinance to:

- Eliminate the zones
- Reflect the newer meters
- Include the new charge

From: Joseph W. Marchese
Sent: Friday, October 05, 2018 12:05 PM
To: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Subject: WLMSV Impact Fee

Doug,

The updated draft report is attached.

Joe



Draft Impact Fee Report 10-05-18.pdf
1373K

DRAFT

Village of Williams Bay, Wisconsin

Water Impact Fee Needs Assessment



Prepared by:

BAXTER & WOODMAN
Consulting Engineers

www.baxterwoodman.com

October 2018

Village of Williams Bay, Wisconsin Water Impact Fee Needs Assessment

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Appendix

A Current Law and Ordinance Information

1. INTRODUCTION

1.1 Community Profile

The Village of Williams Bay is located in southern Walworth County and is primarily urban in character. The Village is bounded by the Town of Linn to the east, Town of Geneva to the northeast, Town of Delavan to the north, Town of Walworth to the west, and Geneva Lake to the south. The population of the Village during the 2010 census was 2,564 and the current population is estimated at 2,603, based on the Wisconsin Department of Administration Demographic Services Center data.

1.2 Background

Wisconsin Act 305 (State Statute 66.0617) provides the authority for political subdivisions (cities, villages, towns, or counties) to enact ordinances that impose impact fees to cover capital costs to construct, expand, or improve public facilities due to new development. Capital costs include the land, legal, engineering, and design costs. Impact fees are not intended to prohibit or limit the authority of the political subdivision to finance public facilities by any other means authorized by law, except that the amount of an impact fee shall be reduced to compensate for any other costs of public facilities imposed by the political subdivision on developers to provide or pay for capital costs. A copy of State Statute 66.0617 and the current Village laws on impact fees are included in the Appendix.

1.3 Study Area

The study area for this report includes undeveloped land within the Village's corporate limits and also includes those areas outside of the Village corporate limits that were identified in the 2010 Williams Bay Comprehensive Plan as prepared by Vandewalle and Associates, Inc.

1.4 Previous Studies

The Village contracted with Ehlers and Associates, Inc. in 1996 to complete the *Report on Impact Fees for the Village of Williams Bay, Wisconsin*, which analyzed the existing system and calculated an impact fee. The calculated impact fee per Residential Unit for Supply and Storage and Main Oversizing were \$635 and \$129, respectively. The fees escalated incrementally for water meter sizes of one-inch and above. The ordinance detailing these fees is in the Appendix. The reason for the two public facilities is that the Supply and Storage fee applied to the existing service area as well as areas outside the existing service area while the Main Oversizing fee only applied to areas outside of the existing service area.

In 2018, Baxter & Woodman, Inc. completed a Water System Master Plan Report (Plan) to investigate whether adequate supply, treatment, and storage capacity was available to serve future customers. The following information is obtained from the Plan:

- Serve the lower pressure zone from the upper pressure zone in the future.
- The Village has adequate supply and treatment capacity to serve all platted lots within the Village.
- Consider constructing new storage (0.50 MG) in the upper pressure zone at the time that significant maintenance is required on the smaller Collie Street, Potawatomi Road, and Olive Street elevated storage tanks.

1.5 Purpose and Scope

This report determines water supply, storage, and treatment facilities that are necessary to serve future growth, provides an opinion of probable cost for the necessary improvements, allocates these costs based on need to future customers, and provides an estimated cost that is computed on a per residential equivalent unit (REU) basis.

This report also intends to streamline the impact fee ordinance by eliminating the need for two service zones and eliminating the water main oversizing component. Mercy Hospital constructed a 12-inch water main loop around the north side of the Village in 2012 and greatly improved the distribution system; the need for water main oversizing for future development is no longer needed. Only costs associated with supply, storage, and treatment will be part of the impact fee. The cost breakdown provided in this report accounts for allocations to existing and future customers and allows a single impact fee to be applied to all new development regardless of where they are located within the Village.

2. PLANNING CONSIDERATIONS

2.1 General

This section describes the Residential Equivalent Unit (REU) and develops an estimate of REU's based on the land use information contained in the 2010 Williams Bay Comprehensive Plan.

2.2 Existing Residential Equivalent Units

A residential equivalent unit (REU) is any individual living unit, which has, within the unit, at least an individual lockable entrance and exit, a kitchen with a cooking appliance, an individual bathroom with shower or bathtub and sleeping and living areas. Each single-family residential unit constitutes one REU, whether located within a one-family, multifamily, condominium, cooperative, rental, or owner-occupied unit. According to the 2010 Federal Census reports, the average housing unit, or REU, in Williams Bay contains 2.35 persons. The number of REUs associated with the current population is 2,603 divided by 2.35 persons per home or 1,108.

2.3 Commercial and Other Equivalent Units

Commercial and other REUs are calculated based on their service needs (water meter size) compared to the single-family residential unit and includes nursing homes, community based residential care facilities, and residential care apartment complexes. See Table 1 for the REU Ratio based on flow rates for individual meter type and size and the American Water Works Association Standards. Please note that this is modified from previous versions due to current meter trends and accuracy. The larger meters are capable of reading a wider range of flow rates.

TABLE 1
REU Multiplier Based on Meter Size

Meter Size (inches)	Flow (gpm)	REU Ratio
3/4 or less	15	1.0
1	25	1.7
1-1/2	50	3.3
Larger than 1-1/2	By engineering analysis	

2.4 Future Residential Equivalent Units

According to the 2010 Williams Bay Comprehensive Plan, much of the future growth in the Village will be residential in nature. There are eight future residential land use categories along with business and institutional categories. There are no plans for industrial growth within the Village according to the Plan. This shows that the Village water system must accommodate mainly residential growth within the next 20 years.

3. NEEDS ASSESSMENT AND IMPACT FEE CALCULATION

3.1 General

This section determines the water supply and storage facilities needed for future growth, provides and opinion of probable cost, provides a summary of the needs assessment, and describes the impact fee calculations.

3.2 Existing Water Facilities

The Village of Williams Bay's water system consists of three wells, one centrally located water treatment plant, four elevated storage tanks, and over 30 miles of water main throughout two pressure zones. The water system currently provides approximately 0.33 MGD of water on an average day to nearly 2,600 residents. This volume of water supply increases to nearly 0.65 MGD during summer months. The recent Water System Master Plan Report provides the description of the existing facilities and the existing and future water demand projections.

3.3 Treatment Facility Expansion

In order to increase the capacity of the existing water plant, the Village would need to add a parallel lime reactor, an additional gravity filter, and additional clearwell storage; this assumes the Village is able to remove the water plant from the floodplain. This would increase the plant capacity by 400 gallons per minute during the allowable 16 hour run time for this manual batch process. This equates to an additional 0.384 MG of water production per day. Based on a per capita water demand of 70 gpcd and a maximum day to average day ratio of 2.62, this facility expansion provides the ability to serve an additional 2,100 people or an additional 894 REUs.

As part of this same expansion, the Village will likely replace the existing filter media, add ammonia treatment, replace the high service pumps, and make building repairs. The costs related to these changes should be paid by all customers, not just future customers, and should not be part of this impact fee calculation. See Table 2 for the estimated costs and the impact fee eligible costs.

3.4 Elevated Storage Improvements

The Village will need to add elevated storage to the system in order to store the additional water from the water plant during the 16 hour run time and to provide equalization storage for the additional customers. As described above, this equates to an additional 0.384 MGD.

The Village will likely construct a 0.50 MG elevated storage tank and retire a few of the smaller tanks as they begin to leak or need expensive repainting. New users should pay the cost difference between a 0.30 MG tank and a 0.50 MG tank. See Table 2 for the estimated costs and the impact fee eligible costs.

3.5 Needs Assessment

In order to serve additional customers from future annexations, the water treatment facility will need to be expanded and additional ground and elevated storage added to the system as outlined above. The needs of these improvements will be split between existing and future customers.

3.5.1 Opinion of Probable Capital Costs

The concept level opinion of probable capital costs for the recommended alternative is contained in Table 2. Approximately 35 percent is included for contingencies and engineering for budgeting purposes given the conceptual level of these estimates.

TABLE 2
Opinion of Probable Capital Costs

Description	Estimated Cost	Impact Fee Eligible Cost
<u>Treatment</u>		
Treatment Facility Upgrades	\$ 4,000,000	\$ 1,000,000
Engineering & Contingencies (35%)	\$1,400,000	\$350,000
Treatment Project Cost	\$5,400,000	\$1,350,000
<u>Storage</u>		
0.50 MG Water Tower	\$ 1,500,000	\$ 500,000
Decommission Existing Water Towers	\$ 500,000	-
Site Work and Miscellaneous	\$ 200,000	\$ 100,000
Engineering & Contingencies (35%)	\$770,000	\$210,000
Storage Project Cost	\$ 2,970,000	\$ 810,000
Total Costs	\$ 8,370,000	\$ 2,160,000

The recommended alternative provides additional treatment and storage capacity to meet the needs of future customers. The impact fee eligible costs for the recommended improvements break down to \$1,350,000 for treatment improvements and \$810,000 for storage improvements for a total impact fee eligible cost of \$2,160,000.

3.6 Impact Fee Calculation

Tables 3 shows the impact fee calculations for all future development in the Village. To determine the impact fee, the impact fee eligible capital costs calculated in Table 2 are divided by the total number of additional REUs calculated above.

TABLE 3
Treatment and Storage Impact Fee

Item	Cost
Impact Fee Eligible Improvements	\$2,160,000
Additional REUs	894
Calculation	$\$2,160,000 \div 894$
Impact Fee Per REU	\$2,416

This results in a treatment and storage impact fee of \$2,416 per REU for all future customers. Table 4 shows the effect of the new water impact fee on the availability of affordable housing within the Village as required by the State Statutes.

TABLE 4
Effect of Fees

New Home Cost	
Average Home Cost	\$292,300
Down Payment	20%
Mortgage	\$233,840
Term	30 Years
Interest Rate	5.00%
Amortization Factor	0.064418594
Mortgage (Annual)	Mortgage x Amortization Factor
	\$15,064
Mill Rate Average (2017)	0.0177
Property Tax (Annual)	Home Cost x Mill Rate
	\$5,174
Total Impact Fees	\$2,416
Amortized Fee (Annual)	Impact Fees x Amortization Factor
	\$155.64
Percent of Mortgage Payment	Amortized Fee / (Mortgage + Property Tax)
Going Toward Impact Fee	0.77%

The areas designated for future residential use have similar land value and similar building design requirements to existing residential areas. Since the existing residential areas are considered affordable, it is assumed that the future residential areas will also be considered affordable. The cumulative effect of the impact fees should have no effect on the availability of affordable housing. The cost of affordable housing should uniformly increase to match that shown for the average home cost.

APPENDIX A

CURRENT LAW AND ORDINANCE
INFORMATION

5. Persons who are subject to the tax under this subsection, if that tax is administered by the department of revenue, shall register with the department. Any person who is required to register, including any person authorized to act on behalf of a person who is required to register, who fails to do so is guilty of a misdemeanor.

(2) As a means of enforcing the collection of any room tax imposed by a municipality or a district under sub. (1m), the municipality or district may exchange audit and other information with the department of revenue and may do any of the following:

(a) If a municipality or district has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, inspect and audit the financial records of any person subject to sub. (1m) pertaining to the furnishing of accommodations to determine whether the correct amount of room tax is assessed and whether any room tax return is correct.

(b) Enact a schedule of forfeitures, not to exceed 5 percent of the tax under sub. (1m) or par. (c), to be imposed on any person subject to sub. (1m) who fails to comply with a request to inspect and audit the person's financial records under par. (a).

(c) Determine the tax under sub. (1m) according to its best judgment if a person required to make a return fails, neglects or refuses to do so for the amount, in the manner and form and within the time prescribed by the municipality or district.

(d) Require each person who is subject to par. (c) to pay an amount of taxes that the municipality or district determines to be due under par. (c) plus interest at the rate of 1 percent per month on the unpaid balance. No refund or modification of the payment determined may be granted until the person files a correct room tax return and permits the municipality or district to inspect and audit his or her financial records under par. (a).

(e) Enact a schedule of forfeitures, not to exceed 25 percent of the room tax due for the previous year under sub. (1m) or par. (c) or \$5,000, whichever is less, to be imposed for failure to pay the tax under sub. (1m).

(3) The municipality shall provide by ordinance and the district shall provide by resolution for the confidentiality of information obtained under sub. (2) but shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The municipality or district may provide for the publishing of statistics classified so as not to disclose the identity of particular returns. The municipality or district shall provide that persons violating ordinances or resolutions enacted under this subsection may be required to forfeit not less than \$100 nor more than \$500.

(4) (a) Annually, on or before May 1, on a form created and provided by the department of revenue, every municipality that imposes a tax under sub. (1m) shall certify and report to the department, beginning in 2017, all of the following:

1. The amount of room tax revenue collected, and the room tax rate imposed, by the municipality in the previous year.

2. A detailed accounting of the amounts of such revenue that were forwarded in the previous year for tourism promotion and tourism development, specifying the commission or tourism entity that received the revenue. The detailed accounting shall include expenditures of at least \$1,000 made by a commission or a tourism entity.

3. A list of each member of the commission and each member of the governing body of a tourism entity to which the municipality forwarded room tax revenue in the previous year, and the name of the business entity the member owns, operates, or is employed by, if any.

(b) The department of revenue shall collect the reports described in par. (a) and shall make them available to the public.

(c) The department of revenue may impose a penalty of not more than \$3,000 on a municipality that does not submit to the department the reports described in par. (a). A municipality may

not use room tax revenue to pay a penalty imposed under this paragraph. The penalty shall be paid to the department of revenue.

(5) (a) A lodging marketplace shall register with the department of revenue, on forms prepared by the department, for a license to collect taxes imposed by the state related to a short-term rental and to collect room taxes imposed by a municipality. After a lodging marketplace applies for and receives such a license, it shall do all of the following:

1. If a short-term rental is rented through the lodging marketplace, collect sales and use taxes from the occupant and forward such amounts to the department of revenue.

2. If a short-term rental that is rented through the lodging marketplace is located in a municipality that imposes a room tax, collect the room tax from the occupant and forward it to the municipality.

3. Notify the owner of a short-term rental that the lodging marketplace has collected and forwarded the taxes described in subs. 1. and 2.

(b) A municipality may not impose and collect a room tax from the owner of a short-term rental if the municipality collects the room tax on the residential dwelling under par. (a) 2.

History: 1983 a. 189, 514; 1993 a. 263, 467, 491; 1999 a. 9; 1999 a. 150 ss. 565 to 567; Stats. 1999 s. 66.0615; 2003 a. 203; 2005 a. 135; 2007 a. 20; 2009 a. 2; 2011 a. 18, 32; 2013 a. 20; 2015 a. 55, 60, 301; 2017 a. 59.

A city was authorized to enact a room tax. The gross receipts method was a fair and reasonable way of calculating the tax. *Blue Top Motel, Inc. v. City of Stevens Point*, 107 Wis. 2d 392, 320 N.W.2d 172 (1982).

Under sub. (1m) (am), this section favors expenditures to construct or improve convention facilities. However, sub. (1m) (am), only addresses when a municipality may impose a room tax rate of greater than 8 percent and is irrelevant when the city has not exceeded that maximum. The only restrictions the rest of the statute places on the use of room tax monies are found in sub. (1m) (d), which directs a municipality to spend a certain percentage on "tourism promotion and development, which means the promotion and development of travel for recreational, business, or educational purposes. *English Manor Bed and Breakfast v. City of Sheboygan*, 2006 WI App 91, 292 Wis. 2d 762, 716 N.W.2d 531, 05–1358.

66.0617 Impact fees. (1) DEFINITIONS. In this section:

(a) "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10 percent of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10 percent of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the costs of equipment to construct, expand or improve public facilities.

(b) "Developer" means a person that constructs or creates a land development.

(c) "Impact fees" means cash contributions, contributions of land or interests in land or any other items of value that are imposed on a developer by a municipality under this section.

(d) "Land development" means the construction or modification of improvements to real property that creates additional residential dwelling units within a municipality or that results in non-residential uses that create a need for new, expanded or improved public facilities within a municipality.

(e) "Municipality" means a city, village, or town.

(f) "Public facilities" means all of the following:

1. Highways as defined in s. 340.01 (22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for collecting and treating storm and surface waters, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities and libraries. "Public facilities" does not include facilities owned by a school district.

2. Notwithstanding subd. 1., with regard to impact fees that were first imposed before June 14, 2006, “public facilities” includes other recreational facilities that were substantially completed by June 14, 2006. This subdivision does not apply on or after January 1, 2018.

(g) “Service area” means a geographic area delineated by a municipality within which there are public facilities.

(h) “Service standard” means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.

(2) GENERAL. (a) A municipality may enact an ordinance under this section that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development.

(b) Subject to par. (c), this section does not prohibit or limit the authority of a municipality to finance public facilities by any other means authorized by law, except that the amount of an impact fee imposed by a municipality shall be reduced, under sub. (6) (d), to compensate for any other costs of public facilities imposed by the municipality on developers to provide or pay for capital costs.

(c) Beginning on May 1, 1995, a municipality may impose and collect impact fees only under this section.

(3) PUBLIC HEARING; NOTICE. Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, a municipality shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a class 1 notice under ch. 985, and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

(4) PUBLIC FACILITIES NEEDS ASSESSMENT. (a) Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities needs assessment shall include, but not be limited to, the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.

2. An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards.

3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities identified in subd. 2., including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.

(b) A public facilities needs assessment or revised public facilities needs assessment that is prepared under this subsection shall be available for public inspection and copying in the office of the clerk of the municipality at least 20 days before the hearing under sub. (3).

(5) DIFFERENTIAL FEES, IMPACT FEE ZONES. (a) An ordinance enacted under this section may impose different impact fees on different types of land development.

(b) An ordinance enacted under this section may delineate geographically defined zones within the municipality and may impose impact fees on land development in a zone that differ from impact fees imposed on land development in other zones within the municipality. The public facilities needs assessment that is required under sub. (4) shall explicitly identify the differences, such as land development or the need for those public facilities, which justify the differences between zones in the amount of impact fees imposed.

(6) STANDARDS FOR IMPACT FEES. Impact fees imposed by an ordinance enacted under this section:

(a) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.

(am) May not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.

(b) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.

(c) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.

(d) Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under ch. 236 or any other items of value.

(e) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.

(f) May not include amounts necessary to address existing deficiencies in public facilities.

(fm) May not include expenses for operation or maintenance of a public facility.

(g) Except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality. Except as provided in this paragraph, if the total amount of impact fees due for a development will be more than \$75,000, a developer may defer payment of the impact fees for a period of 4 years from the date of the issuance of the building permit or until 6 months before the municipality incurs the costs to construct, expand, or improve the public facilities related to the development for which the fee was imposed, whichever is earlier. If the developer elects to defer payment under this paragraph, the developer shall maintain in force a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality. A developer may not defer payment of impact fees for projects that have been previously approved.

(7) LOW-COST HOUSING. An ordinance enacted under this section may provide for an exemption from, or a reduction in the amount of, impact fees on land development that provides low-cost housing, except that no amount of an impact fee for which an exemption or reduction is provided under this subsection may be shifted to any other development in the land development in which the low-cost housing is located or to any other land development in the municipality.

(7r) IMPACT FEE REPORTS. At the time that the municipality collects an impact fee, it shall provide to the developer from which it received the fee an accounting of how the fee will be spent.

(8) REQUIREMENTS FOR IMPACT FEE REVENUES. Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).

(9) REFUND OF IMPACT FEES. Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of fees for the property with respect to

which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected. The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this subsection. For purposes of the time limits in this subsection, an impact fee is paid on the date a developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

(10) APPEAL. A municipality that enacts an impact fee ordinance under this section shall, by ordinance, specify a procedure under which a developer upon whom an impact fee is imposed has the right to contest the amount, collection or use of the impact fee to the governing body of the municipality.

History: 1993 a. 305; 1997 a. 27; 1999 a. 150 s. 524; Stats. 1999 s. 66.0617; 2005 a. 203, 477; 2007 a. 44, 96; 2009 a. 180; 2017 a. 243.

An association of developers had standing to challenge the use of impact fees. As long as individual developers had a personal stake in the controversy, the association could contest the use of impact fees on their behalf. Further, individual developers subject to the impact fees do have the right to bring their own separate challenges. *Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown*, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

Sub. (6) allows a municipality to impose impact fees for a general type of facility without committing itself to any particular proposal before charging the fees. The needs assessment must simply contain a good-faith and informed estimate of the sort of costs the municipality expects to incur for the kind of facility it plans to provide. Sub. (9) requires impact fees ordinances to specify only the type of facility for which fees are imposed. A municipality must be allowed flexibility to deal with the contingencies inherent in planning. *Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown*, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

Subs. (2) and (6) (b) authorize municipalities to hold developers responsible only for the portion of capital costs whose necessity is attributable to their developments. A municipality cannot expect developers' money to subsidize the existing residents' proportionate share of the costs. If impact fees revenues exceed the developers' proportionate share of the capital costs of a project, the municipality must return those fees to the current owners of the properties for which developers paid the fees. *Metropolitan Builders Association of Greater Milwaukee v. Village of Germantown*, 2005 WI App 103, 282 Wis. 2d 458, 698 N.W.2d 301, 04–1433.

When the plaintiff home builders association alleged a town enacted an impact fee ordinance that disproportionately imposed the town's costs on development and the ordinance contained a mechanism for appealing these issues, but the association did not use it, the circuit court did not erroneously exercise its discretion when it concluded the association should have used the ordinance's appeal process before bringing its claims to court. *St. Croix Valley Home Builders Association, Inc. v. Township of Oak Grove*, 2010 WI App 96, 327 Wis. 2d 510, 787 N.W.2d 454, 09–2166.

The primary purpose of a tax is to obtain revenue for the government as opposed to covering the expense of providing certain services or regulation. A "fee" imposed purely for revenue purposes is invalid absent permission from the state to the municipality to exact such a fee. A "fee in lieu of room tax" that did not help the city recoup its investment in a development but rather was a revenue generator for the city that was collected from the owners of condominiums in a specific development who chose not rent their units to the public was imposed without legislative permission and was therefore an illegal tax. *Bentivenga v. City of Delavan*, 2014 WI App 118, 358 Wis. 2d 610, 856 N.W.2d 546, 14–0137.

Rough Proportionality and Wisconsin's New Impact Fee. Ishikawa. Wis. Law. March 1995.

66.0619 Public improvement bonds: issuance. (1) A municipality, in addition to any other authority to borrow money and issue its municipal obligations, may borrow money and issue its public improvement bonds to finance the cost of construction or acquisition, including site acquisition, of any revenue-producing public improvement of the municipality. In this section, unless the context or subject matter otherwise requires:

(a) "Debt service" means the amount of principal, interest and premium due and payable with respect to public improvement bonds.

(b) "Deficiency" means the amount by which debt service required to be paid in a calendar year exceeds the amount of revenues estimated to be derived from the ownership and operation of the public improvement for the calendar year, after first subtracting from the estimated revenues the estimated cost of paying the expenses of operating and maintaining the public improvement for the calendar year.

(c) "Municipality" means a county, sanitary district, public inland lake protection and rehabilitation district, town, city or village.

(d) "Public improvement" means any public improvement which a municipality may lawfully own and operate from which the municipality expects to derive revenues.

(2) The governing body of the municipality proposing to issue public improvement bonds shall adopt a resolution authorizing their issuance. The resolution shall set forth the amount of bonds authorized, or a sum not to exceed a stated amount, and the purpose for which the bonds are to be issued. The resolution shall prescribe the terms, form and contents of the bonds and other matters that the governing body considers necessary or advisable. The bonds may be in any denomination of not less than \$1,000, shall bear interest payable annually or semiannually, shall be payable not later than 20 years from the date of the bonds, at times and places that the governing body determines, and may be subject to redemption prior to maturity on terms and conditions that the governing body determines. The bonds may be issued either payable to bearer with interest coupons attached to the bonds or may be registered under s. 67.09. The bonds may be sold at public competitive sale or by private negotiation. Sections 67.08 and 67.10 apply to public improvement bonds, except insofar as they are in conflict with this section, in which case this section controls.

(2m) (a) A resolution, adopted under sub. (2) by the governing body of a municipality, need not be submitted to the electors of the municipality for approval, unless within 30 days after the resolution is adopted there is filed with the clerk of the municipality a petition, conforming to the requirements of s. 8.40 and requesting a referendum on the resolution, signed by electors numbering at least 10 percent of the votes cast in the municipality for governor at the last general election. A resolution, adopted under sub. (2), may be submitted by the governing body of the municipality to the electors without waiting for the filing of a petition.

(b) If a referendum is to be held on a resolution, the municipal governing body shall file the resolution as provided in s. 8.37 and shall direct the municipal clerk to call a special election for the purpose of submitting the resolution to the electors for a referendum on approval or rejection. In lieu of a special election, the municipal governing body may specify that the election be held at the next succeeding spring primary or election or partisan primary or general election.

(c) The municipal clerk shall publish a class 2 notice, under ch. 985, containing a statement of the purpose of the referendum, giving the amount of the bonds proposed to be issued and the purpose for which they will be issued, and stating the time and places of holding the election and the hours during which the polls will be open.

(d) The referendum shall be held and conducted and the votes cast shall be canvassed as at regular municipal elections and the results certified to the municipal clerk. A majority of all votes cast in the municipality decides the question.

(3) The reasonable cost and value of any services rendered by the public improvement to the municipality shall be charged against the municipality and shall be paid by it in monthly installments.

(4) (a) Gross revenues derived from the ownership and operation of the public improvement shall be first pledged to debt service on issued public improvement bonds. When in excess of debt service, the revenues are subject to all of the following requirements set by resolution or ordinance of the governing body fixing:

1. The proportion of revenues of the public improvement necessary for the reasonable and proper operation and maintenance of the public improvement.

2. The proportion of revenues necessary for the payment of debt service on the public improvement bonds. The revenues shall

CHAPTER 25 - IMPACT FEE ORDINANCE (Adopted 6-17-1996)

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25.01 ESTABLISHMENT OF SERVICE ZONES

There is hereby established geographically defined zones. These zones shall be known as service areas within which it will be necessary to install new public facilities or expand existing public facilities as a result of land development. The service areas which are to be served by public water facility improvements are shown in Exhibit A (not included herein).

25.02 STANDARD FOR IMPACT FEES

In accordance with State Statutes, the Village of Williams Bay does adopt the following standards for impact fees imposed under this ordinance. Impact fees adopted by the Village of Williams Bay:

- (1) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- (2) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the political subdivision.
- (3) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- (4) Shall be reduced to compensate for other capital costs imposed by the political subdivision with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under chapter 236 or any other items of value.
- (5) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide for payment of the public facilities for which the impact fees are imposed.
- (6) May not include amounts necessary to address existing deficiencies in public facilities.
- (7) Shall be payable by the developer to the political subdivision, in full, before a building permit may be issued or other required approval may be given by the political subdivision.
- (8) Impact fees shall be determined upon a Residential Unit basis with a single family residence being a unit of one (1). The number of Residential Units for all properties shall be assigned in accordance with the schedule contained in Exhibit B.

25.03 AMOUNT

Based on the foregoing zones and standards, the impact fees are adopted in the following amounts:

(1) Water Supply and Storage	\$635 per Residential Unit- Zone 1 and 2
(2) Water Main Oversizing	\$129 per Residential Unit- Zone 2 only

These fees are to be adjusted annually and approved by the Village Auditor, effective each January 1, based on the lesser of the actual cost of the improvements or updated estimates thereof. In updated such estimates the Village may use its prior year's average investment rate less 2% as an escalator in lieu of new engineering estimates.

25.04 PAYMENT OF IMPACT FEES

Impact fees shall come due and payable either in full or in installment payments as approved by the Village Board before a building permit may be issued.

25.05 LOW-COST HOUSING

No exemption or a reduction in the amount of said fee shall be made on land development that provides for low-cost housing.

25.06 SEPARATE FUNDS ESTABLISHED

There are hereby established impact fee funds for each of the categories of impact fees. Revenues from said funds shall be placed in segregated, interest bearing accounts and shall be accounted for separately from all other funds of the Village. Revenues from said funds, including impact fee revenues and interest earned on impact fee revenues may be expended only for capital costs for which the impact fees were imposed.

25.07 REFUND OF IMPACT FEES

Impact fees that are imposed and collected by the Village of Williams Bay but not used within a reasonable time period after which they are collected, shall be refunded to the current owner of property with respect to which the impact fees were imposed. The Village hereby determines that a reasonable time period for improvements shall be considered as 20 years.

25.08 APPEAL

A developer upon whom an impact fee is imposed has the right to contest the amount, collection, or use of the impact fee to the Village Board of the Village of Williams Bay. The appeal process shall be as follows:

(1) REVIEW OF INITIAL DETERMINATION. Any developer wishing to contest the amount, collection, or use of the impact fee imposed upon him or her as a condition of obtaining a building permit shall, within 30 days of the imposition of the impact fee upon the developer by the Village of Williams Bay, file with the Building Inspector a request for review of such impact fee imposition. The request for review shall state the ground or grounds upon which the developer contends that the imposition of the impact fee in amount, in collection, or in use is improper. The Building Inspector shall review the initial determination to impose the impact fee that is the subject of contest within 30 days of receipt of a request for review. The Building Inspector shall ascertain and determine whether the initial imposition of the impact fee in amount, collection, or use thereof was made in accordance with this ordinance and shall mail or deliver to the person contesting the said impact fee a copy of the Building Inspector's determination.

The Building Inspector shall also file a copy of his determination with the Village Board. If the Building Inspector determines the imposition of the impact fee was not made in accordance with this ordinance, he shall correct the imposition of the impact fee as necessary to conform to this ordinance. The determination shall advise the person aggrieved of the right to appeal the determination. Appeal from a determination on review under this subsection shall be taken within 30 days of notice of such determination.

(2) APPEAL TO VILLAGE BOARD. An appeal of the amount, collection or use of the impact fee and the review of the initial determination made by the Building Inspector and the Building Inspector's determination to the Village Board may be taken by filing with or mailing to the office of the Village Clerk within 30 days of notice of the Building Inspector's determination a written notice of appeal. The building builder or developer contesting the amount, collection or use of the impact fee may file with the notice of appeal written evidence and argument in support of the builder's or developer's position with regard to the imposition of the impact fee. The Village shall provide the appellant a hearing before the Village Board within 30 days of receipt of the notice of appeal filed or made in accordance with the requirements of this subsection and shall serve the appellant with notice of such hearing by mail or personal service at least 10 days before such hearing.

(3) CONDUCT OF HEARING. At the hearing, the Appellant and the Village may be represented by an attorney and may present evidence and call and examine witnesses and cross examine witnesses of the other party. Such witnesses shall be sworn by the Village Clerk. The hearing will be

held before the Village Board who shall make the decision on appeal. The Village Board may issue subpoenas. An Appellant's attorney of record may issue a subpoena to compel the attendance of a witness or the production of evidence. The proceedings shall be taken by a recording device, the expense thereof to be paid by the Village.

(4) **FINAL DETERMINATION.** Within 30 days of completion of the hearing and the filing of briefs, if any, the Village Board shall mail or deliver to the Appellant its written determination stating the reasons therefore. Such determination shall be a final determination.

(5) **JUDICIAL REVIEW.** Any party to a proceeding resulting in a final determination may seek review thereof by certiorari to the Circuit Court within 30 days of receipt of the final determination. The Court may affirm or reverse the final determination, or remand to the Village Board for further proceedings consistent with the court's decisions. If review is sought of a final determination, the record of the proceedings shall be transcribed at the expense of the person seeking review. By stipulation, the Court may order a synopsis of the proceedings in lieu of a transcript. The Court may otherwise limit the requirement for a transcript.

EXHIBIT B
NUMBER OF RESIDENTIAL UNITS AND RELATED IMPACT FEES
FOR THE VARIOUS WATER METER SIZES IN THE VILLAGE

Meter Size (inches)	Residential Units	Supply and Storage Impact Fee	Main Oversizing Impact Fee
5/8	1.0	\$ 635	\$ 129
3/4	1.0	\$ 635	\$ 129
1	2.5	\$ 1,588	\$ 323
1 1/4	3.7	\$ 2,350	\$ 477
1 1/2	5.0	\$ 3,175	\$ 645
2	8.0	\$ 5,080	\$1,032
3	15.0	\$ 9,525	\$1,935
4	25.0	\$15,875	\$3,225
6	50.0	\$31,750	\$6,450