



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

VILLAGE BOARD OF TRUSTEES MEETING MONDAY, DECEMBER 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 December 6, 2021
- V. Consent Agenda
 - A. Village Hall and Rec Department Copy Machine Leases
 - B. Walworth County Economic Development Alliance Membership
 - C. Bailey Estates Bond Reduction-Phase 4b
- VI. Presentation of accounts and petitions
 - A. Payroll ending 12-03-2021 in the amount of \$47,701.69
 - B. Library prepaids dated 12-03-2021 in the amount of \$1,357.05
 - C. Prepaids dated 12-08-2021 in the amount of \$548.50
 - D. Prepaids dated 12-09-2021 in the amount of \$56,654.96
 - E. Library invoices dated 12-15-2021 in the amount of \$2,789.43
 - F. Accounts Payable Unpaids dated 12-20-2021 in the amount of \$122,881.07
 - G. November EFT payments in the amount of \$75,198.77
 - H. Month end financial statements
- VII. Plan Commission
 - A. None
- VIII. Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)
 - A. None
- IX. PUBLIC COMMENTS

X. President's Remarks

- A. Deadline for filing candidacy papers
- B. Kudos to organizers of Christmas parade

XI. Ordinances and Resolutions

- A. Second Reading of Ordinance #2021-13 - An Ordinance Amending Section 95-5 of the Code of Ordinances of the Village of Williams Bay Establishing a Record Retention Schedule
- B. First Reading of Ordinance #2021-11 - An Ordinance amending section 80-3 of the Code of Ordinances of the Village of Williams Bay concerning the Village Administrator

XII. Committee Reports

A. Protective Services, Trustee Vlach - Chair

- 1. No Report

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

- 1. Lions Field House Refundable Deposit for Rental Agreement

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

- 1. No Report

D. Water & Sewer, Trustee Umans - Chair

- 1. No Report

E. Streets & Highways, Trustee Stanek - Chair

- 1. No Report

F. Finance & Personnel, Trustee Parker - Chair

- 1. Motion to convene in closed session pursuant to the exemption contained in section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility.

-Section 125

- 2. Motion to reconvene into open session
- 3. Possible discussion of/action for those items discussed in closed session
- 4. Resolution R-19-21 Resolution Establishing a Policy for HSA (Health Savings Account)

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

- A. Conditional Use Permit Extension- Joseph Marsico

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.



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES VILLAGE BOARD 12/06/21 MEETING MONDAY, DECEMBER 6, 2021 AT 7:00 PM VILLAGE HALL COUNCIL ROOM

I. Call to Order

President Duncan called the meeting to order at 7:00pm.

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 and DPW Director Edwards

III. Pledge of Allegiance

IV. Minutes

A. Joint Plan Commission and Village Board Meeting Minutes of November 15, 2021

The motion to Approve the Joint Plan Commission and Village Board Meeting Minutes of November 15, 2021 was initiated by Robert Umans and seconded by Lowell Wright. Unanimously carried.

B. Village Board Meeting Minutes of November 15, 2021

The motion to Approve the Village Board Meeting Minutes of November 15, 2021 was initiated by Robert Umans and seconded by Lowell Wright. Unanimously carried.

C. Village Board Meeting Minutes of November 17, 2021

The motion to Approve the Village Board Meeting Minutes of November 17, 2021 was initiated by Robert Umans and seconded by Lowell Wright. Unanimously carried.

V. Consent Agenda

A. None

VI. Presentation of accounts and petitions

A. Payroll ending 11-19-2021 in the amount of \$45,317.49

The motion to Approve the Payroll ending 11-19-2021 in the amount of \$45,317.49 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

B. Accounts Payable Unpaid dated 12-03-2021 in the amount of \$136,993.04

The motion to Approve the Accounts Payable Unpaid dated 12-03-2021 in the amount of \$136,441.54 and not \$136,993.04, due to taking out \$17.75 to Schwaab Inc. and \$530.75 to SHI International Corp. due to an entry error which will be presented again as pre-pays at the next meeting was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

C. Accounts Payable Prepays dated 11-15-2021 in the amount of \$71.13

The motion to Approve the Accounts Payable Prepaids dated 11-15-2021 in the amount of \$71.13 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

VII. Plan Commission

- A. None**

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

- A. None**

IX. PUBLIC COMMENTS

Jack Jones (34 Elm Street) wanted to make sure everything is still moving on the Bayside Motel's orders. He stated he has seen some progress but that there is still work to be done and cats are running around. He stated that the landscaper was cleaning up and blowing debris into his yard. Administrator Tobin stated that an inspection was scheduled for today and that she would be following up with the Code Enforcer to see how it went.

X. President's Remarks

- A. Kudos to Public Works for installing all the holiday lights on Village buildings and structures**

President Duncan thanked Public Works for hanging the holiday lights so well on the Village buildings and streets.

- B. Thank you to Lions Club for donating additional holiday lights at Library and to Greg Trush for leading that effort**

President Duncan thanked Greg Trush and the Lions Club for donating holiday lights to the Library.

XI. Ordinances and Resolutions

- A. R-18-21 A Resolution to Appoint Election Inspectors for the 2022-2023 Term**

The motion to Approve R-18-21 - A Resolution to Appoint Election Inspectors for the 2022-2023 Term was initiated by Lowell Wright and seconded by Robert Umans.

Votes:

Yes: Bill Duncan, Don Parker, George Vlach, Jim D'Alessandro, Lowell Wright, Robert Umans

No: Matt Stanek

Abstain: None

Result: Passed

- B. Ordinance #2021-13 - An Ordinance Amending Section 95-5 of the Code of Ordinances of the Village of Williams Bay Establishing a Record Retention Schedule**

The motion to Approve the first reading of Ordinance #2021-13 - An Ordinance Amending Section 95-5 of the Code of Ordinances of the Village of Williams Bay Establishing a Record Retention Schedule was initiated by Lowell Wright and seconded by Robert Umans. Unanimously carried.

XII. Committee Reports

- A. Finance & Personnel, Trustee Parker - Chair**

- 1. No Report

- B. Protective Services, Trustee Vlach - Chair**

- 1. Original, Renewal, or Temporary Operator License Applications

The motion to Approve the Original, Renewal, or Temporary Operator License Applications below was initiated by George Vlach and seconded by Matt Stanek. Unanimously carried.

Original/ Renewal	Name	Address	Establishment	Record Check
O	Brooke Hintz	W6538 Cty Rd A, Elkhorn, WI 53121	Pier 290	PASS

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

1. No Report

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

XIII. Public Comments

There were no public comments.

XIV. Other Items for Discussion, Consideration, or Action

A. Comprehensive Plan Focus Groups

Administrator Tobin stated that the Village Board needs to determine 6-10 people for each of the four focus groups, Economic Development and Housing, Central Business District, Parks and Natural Resources and Education/Workforce/Employment, for the Comprehensive Plan Focus Groups. She suggested that each trustee recommends 3-4 names for each of the four groups for her to start a rough draft of the lists. The Trustees agreed to send recommendations to Administrator Tobin by the next Committee Meetings night, December 15th.

B. Letter to Walworth County-ARP Funds

Administrator Tobin stated that the County has more ARP Funds that have not been allocated yet and that she has spoken with the County Administrator about making a request for more funds. The Village Board asked Administrator Tobin to draft a letter requesting funds for infrastructure.

C. Police Department Hiring Committee Appointments

President Duncan stated that Richard Tuma is a candidate for the Police Department Hiring Committee and that he has a great background in Protective Services.

The motion to Approve the Police Department Hiring Committee Appointment of Richard Tuma as a primary member was initiated by Bill Duncan and seconded by George Vlach. Unanimously carried.

President Duncan stated that Philip J. Krueger is a candidate for the Police Department Hiring Committee and has a background in public safety.

The motion to Approve the Police Department Hiring Committee Appointment of Philip J. Krueger as an alternate member was initiated by Bill Duncan and seconded by Matt Stanek. Unanimously carried.

- D.** Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility was initiated by George Vlach and seconded by Robert Umans at 7:39pm.

Votes:

Yes: Bill Duncan, Don Parker, George Vlach, Jim D'Alessandro, Lowell Wright, Robert Umans, Matt Stanek

No: None

Abstain: None

Result: Passed

1. Police Department

E. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by George Vlach and seconded by Don Parker at 7:45pm. Unanimously carried.

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

Motion made by Committee, no second required to extend a conditional offer to Valentino Rudi as a full-time Police Officer so long as he passes a background check, appears at the next Committee Meetings night as long as he is available and that the Village Board approves the final offer. Unanimously carried.

XV. Adjournment

The motion to adjourn was initiated by Robert Umans and seconded by George Vlach at 7:45pm. Unanimously carried.

/s/ Jackie Pankau, Village Clerk

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



GORDON FLESCH®
C O M P A N Y , I N C .
BUSINESS TECHNOLOGY. MANAGED.®

SOUTHERN WISCONSIN'S TECH EXPERTS



WHAT GFC OFFERS

HARDWARE

GFC is the **largest independent Canon dealer in the U.S.** and a leading provider of Ricoh, Lexmark and Zebra printers.

Canon **Lexmark™**
RICOH **ZEBRA**

FINANCING

Our own in-house financing division, GFC Leasing, provides flexible lease agreements with terms that will match your technology needs. And we'll never sell your lease to a 3rd party.

MANAGED PRINT

GFC's ImageCARE+ delivers the right combination of hardware and software, saving you money, time and resources.

uniFLOW
Laserfiche® PaperCut®

PRODUCTION & LARGE FORMAT

GFC's production and large format Print experts deliver the fastest, most dependable, accurate and award-winning printers/plotters in the industry.

FAMILY OWNED SINCE 1956

13 YEAR
AVERAGE
EMPLOYEE TENURE



162
SERVICE
TECHNICIANS



106
ACCOUNT
EXECUTIVES



34 LOCAL
OFFICES
IN THE MIDWEST



GFC's commitment to quality customer service begins with our experienced staff. Our local service technicians have an average tenure of more than 26 years.



GFC is committed to charitable giving and supporting non-profits in the communities we serve. The Gordon Flesch Charitable Foundation has donated over \$2 million to date.

December 7, 2021

To: Village Board

From: Becky Tobin, Village Administrator

RE: Village Hall Copy Machine

Dear Village Board Members:

The copy machine in village hall is a Sharp MX-3110N that was purchased in 2012 and is currently being serviced by Office Copy Equipment. The machine is slow, outdated, and is starting to have some mechanical issues. The maintenance on this machine is costing the village approximately \$240 per month or \$2,880 annually. I have been researching different alternatives to bring this equipment up-to-date and be cost efficient in the process.

I have been working with Gordon Flesch Company to help us determine what copier will best suit our needs at the Village. GFC is a highly reputable business technology company that has a strong presence in southern Wisconsin. GFC is recommending that the Village purchase a Ricoh IM C4500. This machine is part of the NASPO (National Association of State Procurement Officials) State of Wisconsin contract, so it has already been bid. This is part of a cooperative purchasing contract which allows local governments to take advantage of pricing discounts that have been bid at the state and even federal level. The Village would enter a 60-month lease with a \$1 buyout at the end of the lease. The lease will cost \$181.47 per month, plus copies, for an estimated monthly cost of \$245 (\$2,940 annually). There is \$3,000 allocated in the 2022 budget for the copy machine so the Ricoh will allow us to stay within the budget.

I am requesting approval from the Village Board to enter into a 60-month agreement with Gordon Flesch Company for the purchase of a Ricoh IM C4500 copy machine. Pricing is subject to the State of WI NASPO Contract #140602 and State of WI PA #505ENT-M20-MFDCOPIER-01.



Village of Williams Bay

GFC Recommended Solution: Village Hall Color Ricoh IM C4500

Machine Features:

- 45 Pages Per Minute - Black & White and Color
- Color Copying, Network Printing, Network Scanning, Staple Finishing, & Hole Punch
- 220 Sheet Single Pass Duplexing Automatic Document Feeder
 - Scan Both Sides at Once (Single Pass)
- 4 x 550 Sheet Paper Cassettes & 100 Sheet Bypass Tray
- Optional 2 x 550 Sheet Paper Cassettes + 1 x 2,000 Large Capacity Drawer (Letter)
- Up to 12" x 18" Media
- 10.1" Color Touch Screen
- Color Copying
 - Duplexing, Enlarge/Reduce, Watermarking, Collating, Grouping, etc!
- Color Network Printing - PCL, PS3 Emulation
 - Secure Print, Mobile Printing & Direct Print via USB Drive
- Color Network Scanning
 - Scan to Email, Folders, and USB Media
 - Scan as PDF, Compact PDF, JPEG, Tiff
 - Scan Directly to Folders & Create One Touch
 - Remove Blank Page Feature
- Internal Finishing
 - Stapling, Offsetting
 - 3 Hole Punch
 - One Output Tray up to 500 Sheets Output
- Dimensions: 23.1" x 27.0" x 47.6" (W x D x H)
- Motion Sensor Wake Up
- Includes Delivery, Installation, & Onsite Training





Village of Williams Bay

GFC Solution Investment: Ricoh IM C4500

60 Month \$1 Buyout Lease

\$181.47 per Month

**At the end of the lease, you own the machine for \$1!

Optional 2 x 550 + 1 x 2,450 Large Cap Drawer

Plus \$4.73 per Month

**2 x 550 sheet paper cassettes instead of 4 x 550.

Optional 2 x 550 + Cabinet Configuration

Less \$7.75 per Month

**2 x 550 sheet paper cassettes instead of 4 x 550.

Optional Power PDF Software (5 Licenses)

Plus \$23.49 per Month

**Includes 5 licenses & 5 years of support

imageCARE Toner Inclusive Service Program

\$.0062 per Page Black & White

\$.048 per Page Color

Pricing includes all toner, staples, parts, labor, service, technical updates,
access to our Technical Support Center, etc!

December 7, 2021

To: Village Board

From: Becky Tobin, Village Administrator

RE: Recreation Department Multi-Function Machine

Dear Village Board Members:

The multi-function machine used by the Recreation Department is a reconditioned Konica Minolta Bizhub C3110. This machine will color, copy, print, and scan. It was purchased by the Rec Department 2 years ago for \$860. The maintenance contract is through Martin Group and costs \$99.62 per month which includes 1,000 black and white copies and 250 color pages. Overage charges apply if copy count goes above the allotted amount. The recreation department needs to be able to print more color copies for their program brochures and other materials. The copy costs on this machine are extremely high, especially for a used product.

Gordon Flesch did their research and is recommending the Village to purchase a Desktop Color Ricoh C300F. This machine has color copying, network printing, network scanning, & fax. It is a robust machine for its size and will be an upgrade for the recreation department. The Village would enter a 60-month lease with a \$1 buyout at the end of the lease. The lease will cost \$48.46 per month and the Village only pays for copies that they use rather than the flat expensive rate that Martin Group was charging. The Rec Department could double the amount of color copies that they print, and it would still only cost \$92.11 per month. The Ricoh will end up saving the Village money compared to the current machine.

I am requesting approval from the Village Board to enter into a 60-month agreement with Gordon Flesch Company for the purchase of a Ricoh C300F copy machine. Pricing is subject to the State of WI NASPO Contract #140602 and State of WI PA #505ENT-M20-MFDCOPIER-01.



Village of Williams Bay

GFC Recommended Solution: Rec Dept Desktop Color Ricoh C300F

Machine Features:

- 30 Pages Per Minute - Black & White and Color
- Color Copying, Network Printing, Network Scanning, & Fax
- 50 Sheet Single Pass Duplexing Automatic Document Feeder
- 1 x 250 Sheet Paper Cassette
- 100 Sheet Multi-Purpose Tray
- Up to 8.5" x 14" Media
- 10.1" Color Touch Screen
- Color Copying
 - Duplexing, Enlarge/Reduce, Watermarking, Date Stamping, etc!
- Color Network Printing - PCL, PS3 Emulation
 - Secure Print, Mobile Printing & Direct Print via USB Drive
- Color Network Scanning
 - Scan to Email, Folders, and USB Media
 - Scan as PDF, Compact PDF, JPEG, Tiff
 - Remove Blank Page Feature
- Fax
 - Route Incoming Faxes to an Email Address or Fax Folder
 - Fax From Your Desktop
- Dimensions: 19.6" x 22.1" x 20.1" (W x D x H)
- Motion Sensor Wake Up
- Includes Delivery, Installation, & Onsite Training





Village of Williams Bay

GFC Solution Investment: Ricoh IM C300F

60 Month \$1 Buyout Lease

\$48.46 per Month

**At the end of the lease, you own the machine for \$1!

imageCARE Toner Inclusive Service Program

\$.01210 per Page Black & White

\$.0631 per Page Color

Pricing includes all toner, parts, labor, service, technical updates,
access to our Technical Support Center, etc!



December 8, 2021

Becky Tobin
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Re: WCEDA Membership

Dear Becky:

It was nice to be able to meet with you in person, and it's great to have you in that role. And, I look forward to working with you going forward. We discussed a number of ways we could work together as I talked to you about WCEDA membership.

As a recap, the county has provided annual funding at a rate of approximately \$1 per resident. Our municipal members have provided funding at \$.5 per resident. There are not any set benefits, but I am proactive with the communities that support WCEDA. Essentially, that means that I check in with them regularly, I bring prospects to them before other communities, and I do customized tasks.

Some of the tasks that we could do for the village that we discussed on our recent meeting were things link the following:

- Walk the council through an Economic 101 series of worksheets to help them think through how they want to implement their comprehensive plan in the near term.
- Connect you with economic development partners and peers from other communities within the county that are doing projects that might work well for Williams Bay.
- Give you input on potential projects that might position you better for the future, related to the use of TIF funding, utilities, or land usage.
- Help you work better with the companies and organizations that drive your local economy.
- Help you better understand the economic development tools that are available to you and provide direct contacts for each.
- Give you input about adding economic development resources to your website.

Of course, we are open to assistance in other ways, if a need arises. Many people don't realize that we are a small non-profit agency with only 3.5 full-time equivalents. Funding from municipalities goes a long way and it greatly appreciated. It also helps us fund our general operations. One of our key areas of programming is related to workforce development.



We address this through career awareness programs like Made in Walworth County (for manufacturers), Inspire (career awareness for construction, healthcare, and hospitality), job fairs, and low-cost training options that are delivered in partnership with Gateway Technical College. Members like municipalities get a \$100 discount per employee on training workshops.

General funding also ensures that Walworth County has a seat at the table for state and regional initiatives. Those counties that don't have an economic development agency can miss out. I would encourage you or your council members to take a look at our most recent annual report via this [link](#).

Many of our key cities and villages are members, and we would be grateful for Williams Bay's support as well. Thank you for your consideration, and let us know how we can help you.

Sincerely,

Derek D'Auria
Executive Director
262-564-3211

December 6, 2021

Becky Tobin, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Subject: Bailey Estates – Phase 4B

Dear Becky,

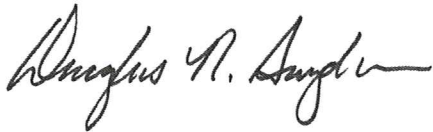
Enclosed is an Application for letter of credit reduction, sworn statement, and lien waivers for work performed for Phase 4B of Bailey Estates Subdivision by Gerstad Builders. Please note that Phase 4A was Chesterfield Court; Phase 4B is Cambridge Drive. They are requesting a letter of credit reduction to \$101,012.00; enclosed is a list of items needed prior to a further letter of credit reduction for Phase 4B.

We recommend that the Village reduce the letter of credit for Phase 4B of Bailey Estates Subdivision to \$101,012.00.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Douglas R. Snyder, P.E.

DRS/drs
Encs.

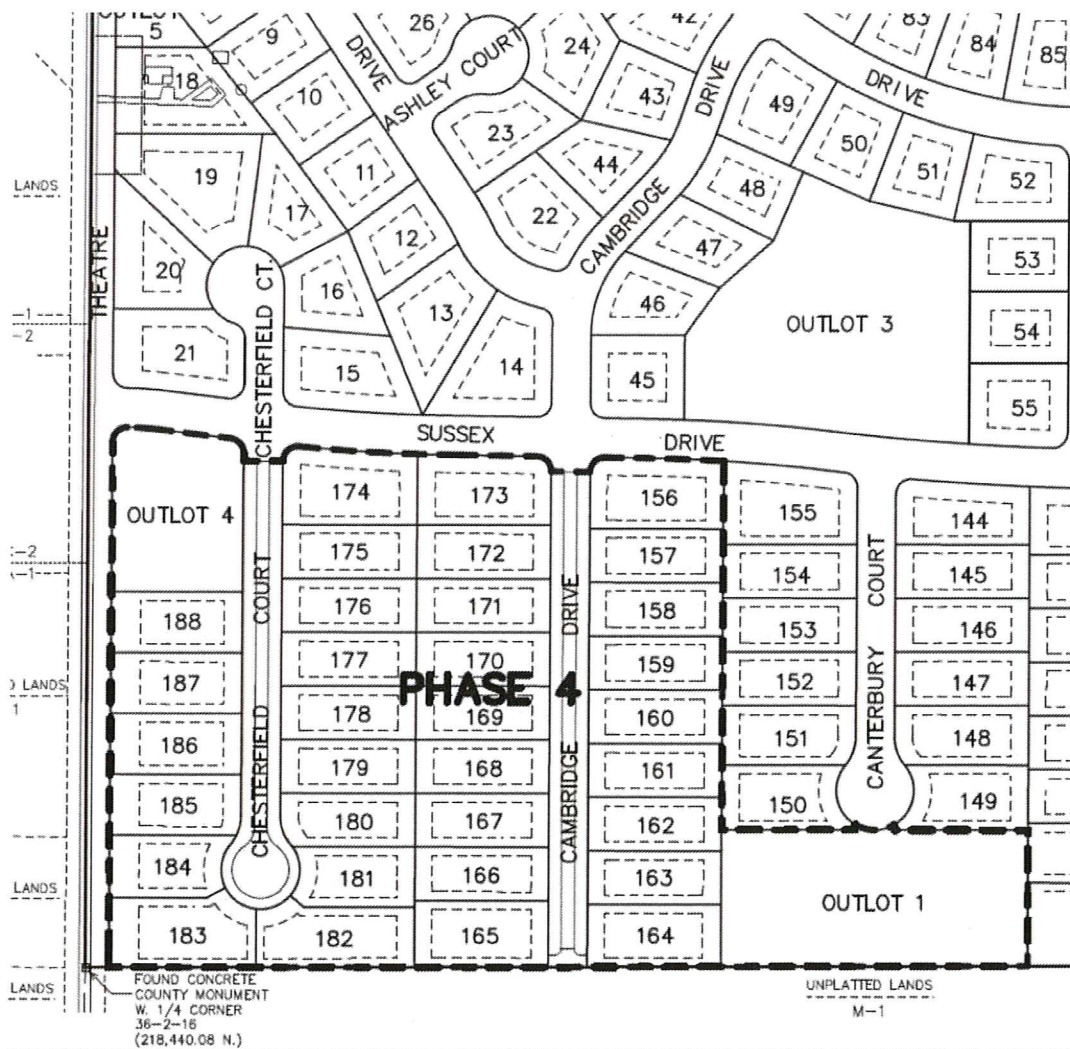
I:\CRYSTAL LAKE\WLMSV\190695-BAILEY EST PHASE 4A\PHASE 4B LETTER OF CREDIT REDUCTION.DOC

Items Needed Prior to Project Acceptance
Bailey Estates Phase 4B- Cambridge Drive
Village of Williams Bay

December 6, 2021

Page 1 of 1

1. Final layer of asphalt with proof roll.
2. Limestone shoulder.
3. Street trees.
4. Record drawings for the entire subdivision to date, including Phase 4B



October 28, 2021

Rebecca Tobin, Administrator
Village of Williams Bay
250 Williams Street
PO Box 580
Williams Bay, WI 53191

Subject: Bailey Estates Unit 4b

Gerstad Builders is requesting a reduction for bond of public improvements to Bailey Estates phase #4b, Cambridge Drive south of Sussex. The public improvements are complete with the exception of the final lift of asphalt and the street trees.

Enclosed is a contractor's statement with waivers.

We are requesting to reduce the Construction Bond on file from \$1,111,500 to \$101,012.00.

Should you have any questions please call.

Sincerely,



Roger Gerstad
President

Sworn General Contractor Statement

Property Owner: Gerstad Builders, Inc.

General Contractor: Gerstad Builders, Inc.

Title File #:

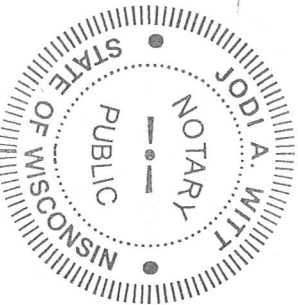
Property: Bailey Estates Unit # 4b

Type of Work	Contractor Supplier Name	Original Contract Amount	Changes to Contract	Current Contract (orig +/- changes)	Contract Balance to be Paid	Totals
Engineering (1040+1050+1051)	Farris Hansen	6,085.00		6,085.00	0.00	6,085.00
Landscape (1045)	Willkomm Excavating & Grading	29,007.40		26,106.66	2,900.74	29,007.40
Storm Sewer (1060)	Willkomm Excavating & Grading	31,428.00		31,428.00	0.00	31,428.00
Water (1065)	Willkomm Excavating & Grading	25,777.00		25,777.00	0.00	25,777.00
Sanitary Sewer (1070)	Willkomm Excavating & Grading	98,633.41		98,633.41	0.00	98,633.41
Gravel Sub Base (1073)	Willkomm Excavating & Grading	59,566.25		59,566.25	0.00	59,566.25
Paving (1085)	Willkomm Excavating & Grading	27,992.15		25,192.93	2,799.22	27,992.15
Dirt Moving (1090)	Willkomm Excavating & Grading	512,767.35		445,540.82	67,226.53	512,767.35
Miscellaneous (1110)	Gerstad Builders, Inc.	64,170.94		64,170.94	0.00	64,170.94
Trees	Gerstad Builders, Inc.	11,250.00		0.00	11,250.00	11,250.00
Totals		866,677.50	0.00	782,501.01	84,176.49	866,677.50

1. The undersigned has a contract with the Owner for construction of improvements ("Project") on the property shown above ("Property");
2. To the best of the undersigned's knowledge, the amounts shown above are: (a) the exact and total amounts paid, due or to become due to each such contractor, subcontractor and/or supplier for the services, materials or labor furnished for the Project, and (b) are fair and reasonable values for the services, materials or labor;
3. Except as shown above, no other contractors, subcontractors and/or suppliers have been contracted with or employed by the undersigned for the Project and the undersigned is not aware of any other contractors, subcontractors and/or suppliers for the Project;
4. The undersigned will not authorize the doing of any work or furnishing of any materials upon the Property which will be an expense or claim in addition to the amounts set forth above

Date: October 28, 2021

Roger Gerstad
 Roger Gerstad President
 General Contractor Signature and Title



Subscribed and sworn before me on: Oct 28, 2021

Jodi A. Witt

Notary Signature

Notary Public, Walworth

County, Illinois.

My Commission (expires): 9-3-22

WAIVER OF LIEN__PARTIAL
MATERIALS OR LABOR (ILLINOIS)

STATE OF ILLINOIS, }
McHENRY COUNTY, }

October 28, 2021

DATE

TO ALL WHOM IT MAY CONCERN:

Whereas, I the undersigned Roger Gerstad

have been employed by Gerstad Builders, Inc.

Bailey Estates Subdivision-Phase 4-B

to furnish

Miscellaneous

for the building known as Number

City/Village of Village of Williams Bay situated on Lot

In section 36, Township 2 North, Range 16 East

County of: Walworth State of Wisconsin.

Now, therefore, Know Ye, That the undersigned, for and in consideration of \$64,170.94
Sixty-four thousand, one hundred, seventy and 94/100 Dollars, and other good and
valuable considerations, the receipt whereof is hereby acknowledged, do hereby waive and release
any and all lien, or claim, or right of lien on said above described building and premises under the
Statutes of the State of Illinois relating to Mechanic's' Liens, on account of labor or materials, or both,
furnished or which may be furnished by the undersigned to or on account of the said
for said building or premises.

Given Under my hand and seal this 28th day
of October, 2021.

Roger O Gerstad Seal

Seal

Exact copy should be made and retained.

WAIVER OF LIEN PARTIAL
MATERIALS OR LABOR (ILLINOIS)

STATE OF ILLINOIS, }
McHENRY COUNTY, }

October 28, 2021

DATE

TO ALL WHOM IT MAY CONCERN:

Whereas, I the undersigned Roger Gerstad

have been employed by Gerstad Builders, Inc.

Bailey Estates Subdivision-Phase 4-B to furnish

Overall

for the building known as Number

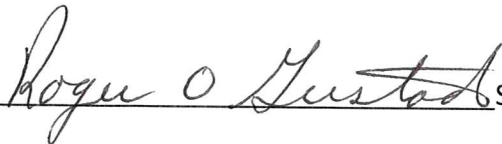
City/Village of Village of Williams Bay situated on Lot

In section 36, Township 2 North, Range 16 East

County of: Walworth State of Wisconsin.

Now, therefore, Know Ye, That the undersigned, for and in consideration of \$866,677.50 Eight hundred, sixty-six thousand, six hundred, seventy-seven and 50/100 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do hereby waive and release any and all lien, or claim, or right of lien on said above described building and premises under the Statutes of the State of Illinois relating to Mechanic's' Liens, on account of labor or materials, or both, furnished or which may be furnished by the undersigned to or on account of the said for said building or premises.

Given Under my hand and seal this 28th day
of October, 2021.

 Seal

Seal

Exact copy should be made and retained.

WAIVER OF LIEN TO DATE

STATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Gerstad Builders, Inc. to furnish Earthwork/Utilities for the premises known as Bailey's Estates-Phase 4B of which Gerstad Builders, Inc. is the owner.

THE undersigned, for and in consideration of Two Hundred Twenty Thousand one Hundred Forty Three and 55/100 (\$220,143.55) dollars and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all liens or claim of, or right to, lien, under the statutes of the State of Wisconsin, relating to mechanics' liens with respect to and on said above-described premises, and the improvement thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, furnished, or which may be furnished at any time hereafter, by the undersigned for the above described premises. INCLUDING EXTRAS.*

DATE: 8/21/2021

COMPANY NAME: Willkomm Excavating & Grading, Inc.

ADDRESS: 17108 County Line Road
Union Grove WI 53182

SIGNATURE AND SEAL: Nicholas A. Willkomm

The waiver provided in the foregoing paragraph shall only become effective when the Contractor's payment covering Application for Payment Number has been received by Subcontractor and cleared Subcontractor's bank.

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal annexed, and title or officer signing waiver should be set forth; if waiver is for a partnership the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF Wisconsin
COUNTY OF Racine

TO WHOM IT MAY CONCERN:

THE undersigned, Nicholas A Willkomm, being duly sworn, deposes and says that he or she is President of Willkomm Excavating & Grading, Inc. who is the contractor furnishing earthwork/utilities on the project located at Bailey's Estates, Williams Bay, WI owned by Gerstad Builders, Inc.

That the total amount of the contract including extras* is \$ 727,966.56 on which we have received payment of \$ 434,896.52 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. that the following are the names of all parties who have furnished material or labor, or both, for said work and all the parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	APPROVED CO	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Willkomm Excavating	Earthwork	\$ 512,767.35		\$ 225,397.27	\$ 220,143.55	\$ 67,226.53
Concrete Specialties	Structures	\$ 8,083.99		\$ 8,083.99		\$ -
Corporate Contractors Inc	Stone	\$ 15,038.87		\$ 15,038.87		\$ -
Highway Landscapers	Landscaping	\$ 29,007.40		\$ 26,106.66		\$ 2,900.74
Johnson Sand and Gravel	Stone	\$ 20,751.83		\$ 20,751.83		\$ -
Core and Main	Pipe	\$ 50,859.02		\$ 50,859.02		\$ -
Neenah	Casting	\$ 3,899.70		\$ 3,899.70		\$ -
Stark	Paving	\$ 27,992.15		\$ 25,192.93		\$ 2,799.22
Super Aggregate	Stone	\$ 59,566.25		\$ 59,566.25		\$ -
TOTAL LABOR AND MATERIAL TO COMPLETE		\$ 727,966.56		\$ 434,896.52	\$ 220,143.55	\$ 72,926.49

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated. Subcontractor agrees to indemnify and hold harmless Contractor from any and all liabilities, losses, costs, damages, expense, demands, claims, lien claims, bond claims, attorney's fees or collection cost that directly or indirectly arise from Subcontractor's work, or misrepresentations, omissions or inaccuracies in this Waiver.

DATE: 8/21/2021

Subscribed and sworn to before me this



Nicholas A. Willkomm

August, 2021

My Commission Expires: 5/15/2024
NOTARY PUBLIC

PARTIAL WAIVER OF LIEN

9/15, 20 21

For value received \$26,106.66, we hereby unconditionally waive **PARTIAL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____, same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**

Highway Landscapers, Inc.

Scott Shuck PRESIDENT

Name – Title

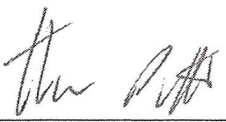
PARTIAL WAIVER OF LIEN

9/22, 20 21

For value received \$25,192.93, we hereby unconditionally waive **PARTIAL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____, same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**
Stark Pavement

 Vice President
Name -- Title

FINAL WAIVER OF LIEN

For value received, VS Water Blasting, LLC hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

VS Water Blasting, LLC


 Name - Title _____ Date 1-25-21
 Division Manager

FINAL WAIVER OF LIEN

For value received, Core & Main hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

Core & Main

 August 10, 2021
Name - Title Senior Credit Associate Date

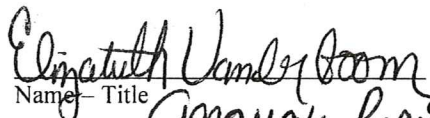
FINAL WAIVER OF LIEN

For value received, Johnson Sand & Gravel Inc hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

Johnson Sand & Gravel Inc


 Name— Title _____ Date July 13, 2021
Accounts Receivable

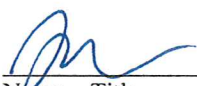
FINAL WAIVER OF LIEN

For value received, Super Aggregates hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

Super Aggregates

 President 7-12-21
Name - Title Date

FINAL WAIVER OF LIEN

For value received, Corporate Contractors, Inc. hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

For Invoice # 21251-174

Corporate Contractors, Inc.

Melanie Mussey - Accountant 7-7-21
Name - Title Date

FINAL WAIVER OF LIEN

For value received, Neenah Foundry Co. hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for cast iron castings in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

Neenah Foundry Co.

David Chitek June 28th, 2021
Name - Title Date
David Chitek, Director Financial Operations
415156

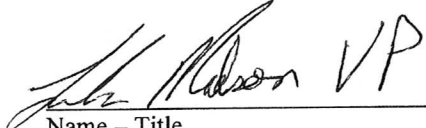
FINAL WAIVER OF LIEN

For value received, Little Limestone hereby unconditionally waive **ALL** rights and claims for lien on land and on building about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

For Gerstad Builders, Inc. owner, by Willkomm Excavating & Grading, Inc. contractor, for _____ in same being situated in Walworth County, State of Wisconsin, described as Bailey's Estates-Phase 4B.

For all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except, **NONE**.

Little Limestone

 VP 2-8-21
Name - Title Date

Pay Period Date: 11/20/2021 - 12/3/2021
Pay Date: 12/10/2021

Department	Net Wages
Crossing Guard	\$583.89
General Administration	\$6,578.69
KNC	\$1,448.16
Lakefront/Beach	\$0.00
Library	\$4,873.44
Municipal Court	\$1,053.48
Parks	\$242.81
Police	\$18,142.21
Protective Services (F&R)	\$4,605.19
Public Works/W&S	\$8,497.19
Recreation Department	\$1,676.63
Village Board	\$0.00
 Total Net Wages	 \$47,701.69

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

GL Account and Title	Description	Amount	GL Period
1221			
AMAZON.COM			
400-58100-155 LIBRARY BLDG SUPPLIES	LIBRARY BUILDING SUPPLIES	268.99	1221
400-58100-160 LIBRARY SUPPLIES	LIBRARY SUPPLIES	306.16	1221
400-58200-000 ADULT PRINT	BOOKS	59.54	1221
400-58201-000 CHILDREN PRINT	CHILDREN'S BOOKS	155.19	1221
400-58240-000 LIBRARY MEDIA	LIBRARY MEDIA	445.41	1221
410-58330-000 DONOR DESIGNATED EXPENDITURES	DONOR DESIGNATED EXPENS	121.76	1221
Total AMAZON.COM:		1,357.05	
Total 1221:		1,357.05	
Grand Totals:		1,357.05	

Village Board Approval Date: _____

GL Account and Title	Description	Amount	Date Paid	GL Period
SCHWAAB INC				
100-51410-160 GEN ADMIN SUPPLIES	NAMEPLATE	17.75	12/08/2021	1221
100-51410-160 GEN ADMIN SUPPLIES	NAMEPLATE	17.75	12/08/2021	1221
Total SCHWAAB INC:		35.50		
SHI INTERNATIONAL CORP				
100-51410-160 GEN ADMIN SUPPLIES	HARDWARE RACK SYST	513.00	12/08/2021	1221
Total SHI INTERNATIONAL CORP:		513.00		
Grand Totals:		548.50		

Village Board Approval Date: _____

GL Account and Title	Description	Amount	Date Paid	GL Period
TOWN BANK N.A.				
200-57427-000 INTEREST ON LT DEBT	DEBT SERVICE INTERES	8,382.83	12/09/2021	1221
200-57934-000 WATER DEBT SERVICE	DEBT SERVICE PRINCIP	48,272.13	12/09/2021	1221
Total TOWN BANK N.A.:		56,654.96		
Grand Totals:		56,654.96		

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
1221			
BAKER & TAYLOR			
400-58200-000 ADULT PRINT	BOOKS	1,223.11	1221
400-58201-000 CHILDREN PRINT	CHILDRENS BOOKS	176.62	1221
410-58200-102 BOOKS, DONOR DESIGNATED	BOOKS DONOR DESIGNATED	362.17	1221
Total BAKER & TAYLOR:		1,761.90	
FINDAWAY WORLD LLC			
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN EXPENDITURE	179.99	1221
Total FINDAWAY WORLD LLC:		179.99	
HECKMAN, NANCY			
400-58232-000 LIBRARY CRAFTS	REIMBURSEMENT FOR CRAFT	39.65	1221
Total HECKMAN, NANCY:		39.65	
LAKESHORES LIBRARY SYSTEM			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SV	126.00	1221
Total LAKESHORES LIBRARY SYSTEM:		126.00	
MARTIN GROUP			
410-58340-000 BOARD COMMITTED EXPENDITURES	BOARD COMMITTED	74.76	1221
Total MARTIN GROUP:		74.76	
PETTY CASH			
400-58240-000 LIBRARY MEDIA	MEDIA	25.00	1221
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	PROGRAMS FOR CHILDREN	94.33	1221
Total PETTY CASH:		119.33	
SCHNUPP, JOY			
400-58240-000 LIBRARY MEDIA	REIMBURSEMENT FOR MEDIA	437.80	1221
Total SCHNUPP, JOY:		437.80	
UNIQUE SERVICES			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	50.00	1221
Total UNIQUE SERVICES:		50.00	
Total 1221:		2,789.43	
Grand Totals:		2,789.43	

Village Board Approval Date: _____

Segment FUND	GL Account Number	Description	Amount	GL Activity Number
AALUND, ROBERT OR CAROL				
GENERAL FU	100-24005	PROPERTY TAX BILL REFUND	545.46	0
Total AALUND, ROBERT OR CAROL:			545.46	
ABRAHAM'S ON-SITE SHREDDING				
GENERAL FU	100-51410-160	SHREDDING SERVICES	59.00	0
Total ABRAHAM'S ON-SITE SHREDDING:			59.00	
AIRGAS USA LLC				
WATER FUND	200-57631-160	CARBON DIOXIDE- BULK	1,092.72	0
Total AIRGAS USA LLC:			1,092.72	
AMAZON CAPITAL SERVICES				
GENERAL FU	100-52120-160	POLICE SUPPLIES	52.38	0
GENERAL FU	100-52120-130	IT/MISC	67.40	0
GENERAL FU	100-51410-160	WALL CALENDARS	25.26	0
GENERAL FU	100-51730-160	VH SUPPLIES - CLEANING SUPPLIES	17.87	0
Total AMAZON CAPITAL SERVICES:			162.91	
ARAMARK				
WATER FUND	200-57903-125	UNIFORMS-WATER DEPT	74.62	0
GENERAL FU	100-54310-125	UNIFORMS-STREETS DEPT	33.08	0
GENERAL FU	100-55410-125	UNIFORMS-PARKS DEPT	33.08	0
GENERAL FU	100-54310-125	UNIFORMS-STREETS DEPT	33.08	0
GENERAL FU	100-55410-125	UNIFORMS-PARKS DEPT	33.08	0
WATER FUND	200-57903-125	UNIFORMS-WATER DEPT	74.62	0
Total ARAMARK:			281.56	
CAMAS URBINA, GENERO				
GENERAL FU	100-24005	2021 PROPERTY TAX REFUND	13.16	0
Total CAMAS URBINA, GENERO:			13.16	
CHAMBERS, PAMELA				
GENERAL FU	100-24005	2021 PROPERTY TAX REFUND	80.69	0
Total CHAMBERS, PAMELA:			80.69	
CITY OF BURLINGTON DEPT OF PUBLIC WORKS				
WATER FUND	200-57623-170	BACTERIOLOGICAL WATER TESTING	80.00	0
Total CITY OF BURLINGTON DEPT OF PUBLIC WORKS:			80.00	
CLASSIC EMBROIDERY				
WATER FUND	200-57903-125	UNIFORMS	180.40	0
GENERAL FU	100-54310-125	UNIFORMS STREETS	180.41	0
Total CLASSIC EMBROIDERY:			360.81	
CONDRON, J MICHAEL				
GENERAL FU	100-24005	2021 PROPERTY TAX REFUND	488.40	0

Segment FUND	GL Account Number	Description	Amount	GL Activity Number
Total CONDRON, J MICHAEL:			488.40	
CORE & MAIN				
WATER FUND	200-57346-000	NEW METERS	315.00	0
WATER FUND	200-57346-000	CREDIT	725.00-	0
WATER FUND	200-57654-150	CREDIT	242.01-	0
WATER FUND	200-57631-160	CHLORINE TABLETS	495.00	0
WATER FUND	200-57651-150	WATER MATERIALS	213.77	0
Total CORE & MAIN:			56.76	
ELKHORN NAPA AUTO PARTS				
GENERAL FU	100-55410-150	TIRE VALVUE	13.72	0
WATER FUND	200-57600-150	TANK HEATER	67.43	0
Total ELKHORN NAPA AUTO PARTS:			81.15	
GRAINGER INC.				
WATER FUND	200-57635-150	GATE VALVUE	19.63	0
Total GRAINGER INC.:			19.63	
GRAYMONT WESTERN LIME INC.				
WATER FUND	200-57631-150	HIGH CALCIUM HYDRATED LIME	2,419.51	0
Total GRAYMONT WESTERN LIME INC.:			2,419.51	
HYDRO CORP				
WATER FUND	200-57656-150	CROSS CONNECTION PROGRAM	1,242.00	0
WATER FUND	200-57656-150	CROSS CONNECTION PROGRAM	348.00	0
Total HYDRO CORP:			1,590.00	
JEFFERSON FIRE & SAFETY				
GENERAL FU	100-52360-150	POWER LOAD INSTALLATION	1,440.00	0
Total JEFFERSON FIRE & SAFETY:			1,440.00	
MONROE TRUCK EQUIPMENT				
GENERAL FU	100-54310-150	STREETS EQUIP REPAIRS/MAINT	116.32	0
Total MONROE TRUCK EQUIPMENT:			116.32	
MUNICIPAL CODE ENFORCEMENT LLC				
GENERAL FU	100-53100-215	CODE ENFORCEMENT	1,740.00	0
Total MUNICIPAL CODE ENFORCEMENT LLC:			1,740.00	
NIEUWENHUIS BROS. INC.				
RECYCLING F	225-54635-131	RECYCLING CURBSIDE PICKUP	6,451.25	0
GENERAL FU	100-54710-000	REFUSE CURBSIDE PICKUP	13,293.58	0
Total NIEUWENHUIS BROS. INC.:			19,744.83	
ODLING CONSTRUCTION INC.				
WATER FUND	200-57651-150	GRAVEL	139.44	0

Segment FUND	GL Account Number	Description	Amount	GL Activity Number
Total ODLING CONSTRUCTION INC.:			139.44	
PATS SERVICES INC				
WATER FUND	200-57631-160	LIME SLUDGE	1,220.00	0
Total PATS SERVICES INC:			1,220.00	
PROFESSIONAL BUILDING INSPECTIONS INC				
GENERAL FU	100-53100-211	BUILDING CONTRACT FEES	20,644.59	0
Total PROFESSIONAL BUILDING INSPECTIONS INC:			20,644.59	
ROTE OIL CO.				
GENERAL FU	100-52320-180	FIRE DIESEL	145.58	0
GENERAL FU	100-54310-180	STREETS DIESEL	1,455.77	0
KISHWAUKET	230-58100-180	KNC DIESEL	29.12	0
GENERAL FU	100-52360-180	RESCUE DIESEL	145.58	0
GENERAL FU	100-55410-180	PARKS DIESEL	1,019.04	0
SEWER FUND	300-58967-000	SEWER DIESEL	116.46	0
GENERAL FU	100-54310-150	STREETS DIESEL	990.00	0
Total ROTE OIL CO.:			3,901.55	
SCHILLER, JOSHUA				
WATER FUND	200-57903-125	REIMBURSEMENT FOR WORK BOOTS	150.00	0
Total SCHILLER, JOSHUA:			150.00	
SECURIAN FINANCIAL GROUP INC				
GENERAL FU	100-52120-124	POLICE - LIFE INSURANCE	58.80	0
GENERAL FU	100-54100-124	DPW ADMIN-LIFE INSURANCE	8.18	0
GENERAL FU	100-54310-124	STREETS - LIFE INSURANCE	11.84	0
GENERAL FU	100-55410-124	PARKS LIFE INSURANCE	1.79	0
WATER FUND	200-57630-124	WATER TREATMENT LIFE INSURANC	10.05	0
WATER FUND	200-57640-124	WATER DISTRIBUTION LIFE INSURAN	10.05	0
KISHWAUKET	230-58100-124	KNC LIFE INSURANCE	3.53	0
GENERAL FU	100-51410-124	GEN ADMIN LIFE INSURANCE	38.04	0
GENERAL FU	100-55210-124	REC DEPT. LIFE INSURANCE	4.45	0
LIBRARY FUN	400-58100-123	LIBRARY LIFE INSURANCE	36.58	0
GENERAL FU	100-21257	EMPLOYEE CONTRIBUTION	184.43	0
Total SECURIAN FINANCIAL GROUP INC:			367.74	
SHAUGHNESSY, THOMS OR DEBORAH				
GENERAL FU	100-24005	2021 PROPERTY TAX REFUND	195.43	0
Total SHAUGHNESSY, THOMS OR DEBORAH:			195.43	
SHI INTERNATIONAL CORP				
GENERAL FU	100-51414-000	APC BATTERY BACKUP	574.00	0
GENERAL FU	100-51414-000	124W SWITCH	364.00	0
Total SHI INTERNATIONAL CORP:			938.00	
STATE OF WI - COURT FINES				
GENERAL FU	100-45001	MONTHLY SHARE OF COURT FINES	1,043.90	0

Segment FUND	GL Account Number	Description	Amount	GL Activity Number
Total STATE OF WI - COURT FINES:			1,043.90	
THE PARTS PLACE				
SEWER FUND	300-58968-150	HEATER	216.86	0
Total THE PARTS PLACE:			216.86	
USA BLUE BOOK				
WATER FUND	200-57641-160	VALVUE	34.50	0
Total USA BLUE BOOK:			34.50	
VANDEWALLE & ASSOCIATES				
CAPITAL PROJ	500-55410-140	COMPREHENSIVE PLANNING SERVIC	2,904.48	0
Total VANDEWALLE & ASSOCIATES:			2,904.48	
VANGUARD COMPUTERS, INC.				
GENERAL FU	100-51412-000	2 NEW LAPTOPS - ELECTION/GENER	2,293.80	0
GENERAL FU	100-51414-000	1 NEW TAP TOP GENERAL GOVT	1,146.90	0
Total VANGUARD COMPUTERS, INC.:			3,440.70	
VELOCITY				
GENERAL FU	100-51210-150	COURT IT	425.00	0
GENERAL FU	100-52120-130	POLICE IT SERVICES	425.00	0
GENERAL FU	100-51414-000	GENERAL GOVT IT SERVICES	1,952.50	0
GENERAL FU	100-54310-150	STREETS IT SERVICES	595.00	0
GENERAL FU	100-51720-150	LIONS FIELD HOUSE IT	340.00	0
WATER FUND	200-57922-000	WATER DEPT IT	425.00	0
Total VELOCITY:			4,162.50	
WALCOMET				
SEWER FUND	300-58980-300	MONTHLY BILLING	52,476.47	0
Total WALCOMET:			52,476.47	
WALWORTH COUNTY TREASURER-COURT FINES				
GENERAL FU	100-45001	MONTHLY SHARE OF COURT FINES	349.00	0
Total WALWORTH COUNTY TREASURER-COURT FINES:			349.00	
WISCONSIN DNR				
WATER FUND	200-57930-190	WATERWORKS OPERATOR RENEWAL	45.00	0
Total WISCONSIN DNR:			45.00	
WISCONSIN PROFESSIONAL POLICE ASSOC				
GENERAL FU	100-21262	UNION DUES	252.00	0
Total WISCONSIN PROFESSIONAL POLICE ASSOC:			252.00	
WISCONSIN STATE LABORATORY OF HYGIENE				
WATER FUND	200-57623-170	FLUORIDE	26.00	0

Segment FUND	GL Account Number	Description	Amount	GL Activity Number
Total WISCONSIN STATE LABORATORY OF HYGIENE:			26.00	
Grand Totals:			122,881.07	

Monthly EFT Payments			
For Month:	Nov-21		
<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
Alliant Energy	\$2,835.21	11/17/2021	Monthly Street light charges
Alliant Energy	\$8,326.35	11/2/2021	Monthly Electric charges
Alliant Energy	\$7,788.64	11/26/2021	Monthly Electric charges
American Express Merchant	\$2.70	11/19/2021	Online transaction fees
AT&T	\$2,859.49	11/26/2021	Monthly phone charges
AT&T Mobility	\$180.58	11/16/2021	(2) Monthly charges for Streets Dept tablets, HarborMaster cell phone & Court cell phone
AT&T Mobility	\$521.21	11/16/2021	(2) Monthly charges for Police, Fire, Rescue & Administrator cell phone charges
Charter Communications	\$607.90	11/15/2021	Monthly internet charges
Delta Dental/Vision	\$719.18	11/1/2021	November Dental & Vision Insurance Premium
Employee Trust Funds (ETF)	\$24,780.48	11/2/2021	December Health Insurance premium
Employee Trust Funds (ETF)	\$23,987.30	11/30/2021	October retirement remittance
Paymentech	\$878.25	11/3/2021	Online transaction fees
Pitney Bowes	\$500.00	11/9/2021	Postage refill
Verizon	\$122.22	11/30/2021	Monthly Cell phone charges
WE Energies	\$537.74	11/10/2021	Monthly gas charges
Xpress Bill Pay	\$551.52	11/5/2021	Monthly hosting fee and transaction fees
	\$75,198.77		

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
100-41100 GENERAL TAX LEVY	.00	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	.00	109,000.00	109,000.00	.00	100.0
100-41105 ROOM TAX	501.71	52,446.55	20,000.00	(32,446.55)	262.2
100-41106 CABLE FRANCHISE FEES	14,066.06	39,169.55	75,596.00	36,426.45	51.8
100-41110 MERCY PILOT	.00	55,723.74	55,000.00	(723.74)	101.3
TOTAL TAXES	14,567.77	1,906,966.27	1,909,702.00	2,735.73	99.9
<u>INTERGOVERNMENTAL</u>					
100-42001 EXEMPT COMPUTER AID	.00	469.74	470.00	.26	99.9
100-42002 STATE SHARED REVENUE	55,934.63	66,142.71	68,053.00	1,910.29	97.2
100-42006 TRANSPORTATION AID	.00	187,493.35	187,739.00	245.65	99.9
100-42007 POLICE TRAINING FROM STATE	800.00	800.00	1,120.00	320.00	71.4
100-42008 OTHER STATE AIDS	.00	16,464.73	2,691.00	(13,773.73)	611.8
100-42009 POLICE GRANT FROM CTY	257.64	6,827.08	3,500.00	(3,327.08)	195.1
100-42010 POLICE SRO REVENUE	.00	63,792.91	66,352.00	2,559.09	96.1
100-42020 LAND USE CONVERSION FEES	.00	1,010.82	.00	(1,010.82)	.0
TOTAL INTERGOVERNMENTAL	56,992.27	343,001.34	329,925.00	(13,076.34)	104.0
<u>LICENSES & PERMITS</u>					
100-43001 LIQUOR/BEER LICENSE	.00	5,750.00	5,725.00	(25.00)	100.4
100-43002 OPERATOR LICENSE	55.00	2,505.00	2,200.00	(305.00)	113.9
100-43004 ZONING PERMITS	700.00	3,065.00	.00	(3,065.00)	.0
100-43006 BUILDING PERMITS	16,888.86	110,477.47	50,000.00	(60,477.47)	221.0
100-43007 ELECTRICAL PERMITS	4,140.64	23,452.87	8,000.00	(15,452.87)	293.2
100-43008 PLUMBING PERMITS	4,956.24	24,265.40	7,000.00	(17,265.40)	346.7
100-43009 ROOM TAX PERMIT	.00	500.00	500.00	.00	100.0
100-43013 RENTAL PROP ADMIN	.00	20.00	50.00	30.00	40.0
100-43014 CIGARETTE LICENSE	.00	50.00	50.00	.00	100.0
100-43015 ZONING AND PLANNING FEES	1,700.00	20,500.00	22,000.00	1,500.00	93.2
100-43016 TREE PERMIT	275.00	2,050.00	.00	(2,050.00)	.0
100-43018 DOG LICENSE	15.00	143.50	20.00	(123.50)	717.5
100-43021 TOURIST ROOMING HOUSE PERMIT	.00	450.00	1,750.00	1,300.00	25.7
100-43022 SHORT TERM RENTAL PERMIT	.00	17,100.00	9,500.00	(7,600.00)	180.0
100-43025 TRANSIENT MERCHANT PERMIT	.00	150.00	.00	(150.00)	.0
100-43090 INVOICED SERVICE PAYMENTS	22,093.22	42,245.27	.00	(42,245.27)	.0
TOTAL LICENSES & PERMITS	50,823.96	252,724.51	106,795.00	(145,929.51)	236.6

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PUBLIC CHARGES FOR SERVICE</u>					
100-44040 POLICE GEN REVENUE	393.71	1,459.92	200.00	(1,259.92)	730.0
100-44043 POLICE ALARM PERMITS	.00	30.00	100.00	70.00	30.0
100-44049 SPECIAL ASSESSMENT LETTERS	480.00	7,000.00	6,600.00	(400.00)	106.1
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	628.92	3,500.00	2,871.08	18.0
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	3,993.73	2,500.00	(1,493.73)	159.8
100-44106 DONATION FOR REC DEPT	.00	1,865.00	2,000.00	135.00	93.3
100-44107 FIELD HOUSE RENTALS	200.00	2,200.00	3,800.00	1,600.00	57.9
100-44301 WATERWAY MARKERS	.00	6,181.00	6,000.00	(181.00)	103.0
100-44620 LAKEFRONT/SHORE INCOME	(.21)	9,953.11	8,200.00	(1,753.11)	121.4
100-44621 BEACH REVENUE	.00	86,329.62	66,000.00	(20,329.62)	130.8
100-44622 LAUNCH REVENUE	5,001.12	189,204.81	160,000.00	(29,204.81)	118.3
100-44623 HORVATH DRY STORAGE REVENUE	.00	20,478.29	16,000.00	(4,478.29)	128.0
100-44625 TOWN OF LINN BEACH REVENUE	.00	24,230.00	9,450.00	(14,780.00)	256.4
100-44630 KAYAK/PADDLEBOARD RENTAL FEES	(5.21)	13,982.14	15,330.00	1,347.86	91.2
TOTAL PUBLIC CHARGES FOR SERVICE	6,069.41	391,082.60	323,930.00	(67,152.60)	120.7
<u>FINES & FORFEITURES</u>					
100-45001 COURT FINE REVENUE	1,991.00	45,517.48	48,000.00	2,482.52	94.8
100-45002 PARKING TICKET REVENUE	75.00	1,560.00	6,000.00	4,440.00	26.0
TOTAL FINES & FORFEITURES	2,066.00	47,077.48	54,000.00	6,922.52	87.2
<u>SOURCE 46</u>					
100-46000 WEED AND NUISANCE CONTROL	.00	750.00	120.00	(630.00)	625.0
100-46635 DOG PARK REVENUE	.00	.00	2,380.00	2,380.00	.0
TOTAL SOURCE 46	.00	750.00	2,500.00	1,750.00	30.0
<u>COMMERCIAL</u>					
100-48004 INTEREST ON INVESTMENTS	39.58	2,356.52	27,000.00	24,643.48	8.7
100-48005 GLLEA RENTAL INCOME	.00	.00	2,800.00	2,800.00	.0
100-48013 BOAT SLIP RENTAL	(18.25)	232,545.54	227,100.00	(5,445.54)	102.4
100-48014 MISCELLANEOUS DONATIONS	3,434.00	3,434.00	.00	(3,434.00)	.0
100-48015 GENEVA LK LAW ENFORCEMENT AGCY	.00	32,045.92	25,000.00	(7,045.92)	128.2
TOTAL COMMERCIAL	3,455.33	270,381.98	281,900.00	11,518.02	95.9

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	19,956.00	8,000.00	(11,956.00)	249.5
100-49009	GENERAL MISC UNCLASS	22.89	1,298.75	1,000.00	(298.75)	129.9
100-49200	OPERATING TRANSFER IN	.00	(694.61)	.00	694.61	.0
	TOTAL MISCELLANEOUS	22.89	23,810.14	12,250.00	(11,560.14)	194.4
	TOTAL FUND REVENUE	133,997.63	3,235,794.32	3,021,002.00	(214,792.32)	107.1

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GENERAL GOVERNMENT</u>					
100-51110-110 VILLAGE BOARD WAGES	.00	16,291.67	22,050.00	5,758.33	73.9
100-51110-121 VILLAGE BOARD FICA	.00	1,246.35	1,687.00	440.65	73.9
100-51110-130 VILLAGE BOARD OTHER EXPENSE	.00	401.09	300.00	(101.09)	133.7
100-51120-240 BOARD OF REVIEW	.00	.00	60.00	60.00	.0
100-51210-110 MUNICIPAL COURT WAGES	2,300.38	28,529.51	29,905.00	1,375.49	95.4
100-51210-115 MUNICIPAL COURT UNEMPLOYMENT	.00	128.29	.00	(128.29)	.0
100-51210-121 MUNICIPAL COURT FICA	175.96	2,182.50	2,288.00	105.50	95.4
100-51210-150 MUNICIPAL COURT IT FEES	41.09	4,576.02	7,000.00	2,423.98	65.4
100-51210-160 MUNICIPAL COURT SUPPLIES	.00	1,380.90	1,000.00	(380.90)	138.1
100-51210-161 MUNICIPAL COURT POSTAGE	500.00	500.00	500.00	.00	100.0
100-51210-190 MUNICIPAL COURT TRAINING	75.00	1,420.00	2,000.00	580.00	71.0
100-51400-000 RECRUITING FEES	.00	36,480.32	.00	(36,480.32)	.0
100-51405-000 BILLABLE SERVICES	.00	55,114.01	.00	(55,114.01)	.0
100-51410-110 GEN ADMIN WAGES	9,613.89	95,530.21	125,483.00	29,952.79	76.1
100-51410-115 GEN ADMIN UNEMPLOYMENT	.00	9,620.00	.00	(9,620.00)	.0
100-51410-121 GEN ADMIN FICA	745.59	7,248.70	9,600.00	2,351.30	75.5
100-51410-122 GEN ADMIN RETIREMENT	745.09	7,385.63	9,725.00	2,339.37	75.9
100-51410-123 GEN ADMIN HEALTH INSURANCE	2,547.31	23,717.51	35,672.00	11,954.49	66.5
100-51410-124 GEN ADMIN LIFE INSURANCE	38.04	373.70	204.00	(169.70)	183.2
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	256.75	9,092.73	6,500.00	(2,592.73)	139.9
100-51410-161 GEN ADMIN POSTAGE	.00	6,564.05	4,400.00	(2,164.05)	149.2
100-51410-162 GEN ADMIN COPIER EXPENSE	.00	2,557.01	5,000.00	2,442.99	51.1
100-51410-190 GEN ADMIN TRAINING	600.00	3,745.68	2,500.00	(1,245.68)	149.8
100-51410-200 GEN ADMIN TELEPHONE	1,504.92	13,506.71	7,000.00	(6,506.71)	193.0
100-51410-210 GEN ADMIN PUBLICATIONS	332.60	2,671.05	7,000.00	4,328.95	38.2
100-51410-300 GEN ADMIN CODIFICATION	.00	9,499.62	6,100.00	(3,399.62)	155.7
100-51412-000 ELECTION EXPENSE	.00	2,149.62	7,500.00	5,350.38	28.7
100-51412-110 ELECTION WAGES	.00	9,380.00	.00	(9,380.00)	.0
100-51412-121 ELECTION FICA	.00	95.15	.00	(95.15)	.0
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	.00	29,539.65	28,000.00	(1,539.65)	105.5
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	.00	17,659.24	19,260.00	1,600.76	91.7
100-51550-000 COVID-19 EXPENSES	.00	107.61	.00	(107.61)	.0
100-51560-000 CONTINGENCY	165.62	21,058.73	31,269.00	10,210.27	67.4
100-51570-000 AUDIT EXPENSE	.00	20,866.67	20,000.00	(866.67)	104.3
100-51610-000 LEGAL SERVICES	.00	58,567.02	50,000.00	(8,567.02)	117.1
100-51720-150 LIONS FIELD HOUSE REPAIR/MAINT	.00	1,415.46	1,200.00	(215.46)	118.0
100-51720-160 LIONS FIELD HOUSE SUPPLIES	.00	1,219.70	.00	(1,219.70)	.0
100-51720-170 LIONS FIELD HOUSE GAS	35.64	1,126.92	1,500.00	373.08	75.1
100-51720-171 LIONS FIELD HOUSE ELECTRIC	164.67	1,357.60	1,400.00	42.40	97.0
100-51720-173 LIONS FIELD HOUSE W&S	.00	966.52	750.00	(216.52)	128.9
100-51720-175 JANITORIAL SERVICES	435.74	4,041.92	5,196.00	1,154.08	77.8
100-51730-150 VH BLDG REPAIRS/MAINT	.00	1,285.08	1,200.00	(85.08)	107.1
100-51730-160 VH BLDG SUPPLIES	43.74	1,794.65	2,500.00	705.35	71.8
100-51730-170 VH BLDG GAS	21.08	1,241.46	1,700.00	458.54	73.0
100-51730-171 VH BLDG ELECTRIC	1,149.86	7,741.88	7,500.00	(241.88)	103.2
100-51730-173 VH BLDG WATER & SEWER	.00	1,499.04	1,350.00	(149.04)	111.0
100-51730-175 JANITORIAL SERVICES	675.00	6,685.92	8,100.00	1,414.08	82.5
100-51965-000 WMS BAY BUSINESS ASSOC	15,491.71	36,689.63	14,000.00	(22,689.63)	262.1

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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
100-51980-000	CENTENNIAL CELEBRATION	.00	(100.00)	.00	100.00	.0
TOTAL GENERAL GOVERNMENT		37,659.68	632,127.94	573,560.00	(58,567.94)	110.2

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
100-52120-110 POLICE WAGES	45,386.13	547,192.48	590,520.00	43,327.52	92.7
100-52120-112 POLICE OT WAGES	4,782.76	10,086.47	.00	(10,086.47)	.0
100-52120-115 POLICE UNEMPLOYMENT	.00	6,275.65	.00	(6,275.65)	.0
100-52120-120 POLICE CONSULTANT WAGES	.00	1,750.00	5,000.00	3,250.00	35.0
100-52120-121 POLICE FICA	3,842.40	42,458.93	45,175.00	2,716.07	94.0
100-52120-122 POLICE RETIREMENT	5,853.17	63,958.17	68,984.00	5,025.83	92.7
100-52120-123 POLICE HEALTH INSURANCE	9,450.34	120,981.11	115,931.00	(5,050.11)	104.4
100-52120-124 POLICE LIFE INSURANCE	47.92	455.69	621.00	165.31	73.4
100-52120-125 POLICE UNIFORMS	.00	2,568.79	7,700.00	5,131.21	33.4
100-52120-127 POLICE HSA FUNDING	5,000.00	37,879.81	31,250.00	(6,629.81)	121.2
100-52120-130 POLICE IT EXPENSE	161.55	32,379.61	31,047.00	(1,332.61)	104.3
100-52120-150 POLICE REPAIRS/MAINT	(130.62)	6,649.08	7,000.00	350.92	95.0
100-52120-160 POLICE SUPPLIES	.00	4,281.29	4,000.00	(281.29)	107.0
100-52120-161 POLICE POSTAGE/CONFINEMENT	1,012.86	1,230.86	800.00	(430.86)	153.9
100-52120-180 POLICE FUEL	1,113.78	12,569.57	16,000.00	3,430.43	78.6
100-52120-190 POLICE TRAINING	2,582.00	19,360.48	22,355.00	2,994.52	86.6
100-52120-200 POLICE TELEPHONE	674.58	7,677.27	6,300.00	(1,377.27)	121.9
100-52120-210 POLICE COMMUNITY PROGRAMS	.00	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	.00	2,795.92	5,500.00	2,704.08	50.8
100-52320-106 FIRE DEPT OFFICER PAY	1,854.17	19,208.35	21,350.00	2,141.65	90.0
100-52320-107 FIRE DEPT MEETING PAY	176.00	2,736.00	3,000.00	264.00	91.2
100-52320-108 FIRE DEPT DRILL PAY	1,296.00	11,856.00	13,000.00	1,144.00	91.2
100-52320-109 FIRE DEPT CALLS PAY	2,512.00	17,582.72	20,000.00	2,417.28	87.9
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	408.41	3,613.23	4,617.00	1,003.77	78.3
100-52320-122 FIRE DEPT RETIREMENT	96.26	948.77	900.00	(48.77)	105.4
100-52320-150 FIRE DEPT REPAIRS/MAINT	5,364.21	9,905.10	16,000.00	6,094.90	61.9
100-52320-160 FIRE DEPT SUPPLIES	.00	4,356.19	5,000.00	643.81	87.1
100-52320-165 FIRE DUES 2% EXPENDITURES	289.69	4,573.94	.00	(4,573.94)	.0
100-52320-170 FIRE DEPT GAS	93.10	3,442.88	4,500.00	1,057.12	76.5
100-52320-171 FIRE DEPT ELECTRIC	245.34	1,639.51	2,500.00	860.49	65.6
100-52320-173 FIRE DEPT WATER & SEWER	.00	576.64	500.00	(76.64)	115.3
100-52320-180 FIRE DEPT FUEL	61.18	684.95	2,000.00	1,315.05	34.3
100-52320-190 FIRE DEPT TRAINING	.00	.00	5,500.00	5,500.00	.0
100-52320-200 FIRE DEPT TELEPHONE	458.71	4,841.20	2,000.00	(2,841.20)	242.1
100-52340-106 DIVE TEAM OFFICER PAY	66.00	726.00	800.00	74.00	90.8
100-52340-107 DIVE TEAM MEETING PAY	.00	56.00	160.00	104.00	35.0
100-52340-108 DIVE TEAM DRILL PAY	80.00	585.00	1,500.00	915.00	39.0
100-52340-121 DIVE TEAM FICA	5.05	74.32	189.00	114.68	39.3
100-52340-145 DIVE TEAM TANK MAINTENANCE	.00	244.00	1,924.00	1,680.00	12.7
100-52340-150 DIVE TEAM REPAIRS/MAINT	196.54	356.54	500.00	143.46	71.3
100-52340-190 DIVE TEAM TRAINING	.00	.00	1,000.00	1,000.00	.0
100-52360-106 RESCUE DEPT OFFICER PAY	175.00	2,644.00	3,000.00	356.00	88.1
100-52360-107 RESCUE DEPT MEETING PAY	80.00	648.00	2,500.00	1,852.00	25.9
100-52360-108 RESCUE DEPT TRAINING PAY	470.00	2,550.00	6,000.00	3,450.00	42.5
100-52360-109 RESCUE DEPT CALLS PAY	1,057.50	11,982.64	15,000.00	3,017.36	79.9
100-52360-120 RESCUE DEPT STIPEND PAY	400.00	400.00	.00	(400.00)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-52360-121 RESCUE DEPT FICA	161.70	1,514.05	2,098.00	583.95	72.2
100-52360-122 RESCUE DEPT RETIREMENT	3.49	41.84	100.00	58.16	41.8
100-52360-130 RESCUE DEPT OTHER EXPENSE	13.16	333.64	.00	(333.64)	.0
100-52360-150 RESCUE DEPT REPAIRS/MAINT	613.94	2,368.52	2,000.00	(368.52)	118.4
100-52360-160 RESCUE DEPT SUPPLIES	.00	1,731.58	4,000.00	2,268.42	43.3
100-52360-180 RESCUE DEPT FUEL	.00	560.14	800.00	239.86	70.0
100-52360-190 RESCUE DEPT TRAINING	.00	.00	2,000.00	2,000.00	.0
TOTAL PUBLIC SAFETY	95,954.32	1,181,942.22	1,288,995.00	107,052.78	91.7

PUBLIC SAFETY

100-53100-160 BLDG INSP SUPPLIES	.00	945.40	1,000.00	54.60	94.5
100-53100-180 BLDG INSP FUEL	57.45	156.04	.00	(156.04)	.0
100-53100-210 ZONING INSPECTION CONTRACT	1,582.50	20,418.50	22,800.00	2,381.50	89.6
100-53100-211 BLDG INSPECTION CONTRACT	17,126.91	87,667.24	52,000.00	(35,667.24)	168.6
100-53100-215 CODE ENFORCEMENT	2,110.50	17,018.50	5,400.00	(11,618.50)	315.2
TOTAL PUBLIC SAFETY	20,877.36	126,205.68	81,200.00	(45,005.68)	155.4

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
100-54100-110 DPW ADMIN WAGES	2,889.46	34,622.78	37,199.00	2,576.22	93.1
100-54100-121 DPW ADMIN FICA	205.10	2,459.47	2,846.00	386.53	86.4
100-54100-122 DPW ADMIN RETIREMENT	221.76	2,659.37	2,883.00	223.63	92.2
100-54100-123 DPW ADMIN HEALTH INSURANCE	801.54	9,618.50	9,736.00	117.50	98.8
100-54100-124 DPW ADMIN LIFE INSURANCE	8.18	16.36	48.00	31.64	34.1
100-54100-127 DPW HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
100-54100-300 ENGINEERING	420.00	7,030.00	15,000.00	7,970.00	46.9
100-54310-110 STREETS WAGES	7,055.44	84,296.76	90,945.00	6,648.24	92.7
100-54310-112 STREETS OT WAGES	84.89	119.42	.00	(119.42)	.0
100-54310-113 STREETS DBL OT WAGES	.00	123.08	.00	(123.08)	.0
100-54310-115 STREETS UNEMPLOYMENT	.00	1,235.17	.00	(1,235.17)	.0
100-54310-121 STREETS FICA	536.15	6,236.43	6,958.00	721.57	89.6
100-54310-122 STREETS RETIREMENT	488.79	5,949.63	6,046.00	96.37	98.4
100-54310-123 STREETS HEALTH INSURANCE	1,450.41	17,404.92	17,619.00	214.08	98.8
100-54310-124 STREETS LIFE INSURANCE	11.84	166.33	90.00	(76.33)	184.8
100-54310-125 STREETS UNIFORMS	66.16	1,469.60	2,500.00	1,030.40	58.8
100-54310-127 STREETS HSA FUNDING	.00	5,000.00	5,000.00	.00	100.0
100-54310-150 STREETS EQUIP REPAIRS/MAINT	603.30	14,259.35	20,000.00	5,740.65	71.3
100-54310-160 STREETS SUPPLIES	188.53	3,022.54	6,500.00	3,477.46	46.5
100-54310-170 STREETS GAS	63.66	2,487.05	4,000.00	1,512.95	62.2
100-54310-171 STREETS ELECTRIC	713.38	4,896.65	6,000.00	1,103.35	81.6
100-54310-173 STREETS WATER & SEWER	.00	692.16	625.00	(67.16)	110.8
100-54310-175 STREETS ROAD MAINTENANCE	2,264.00	9,504.95	25,000.00	15,495.05	38.0
100-54310-180 STREETS FUEL	105.94	7,512.09	11,000.00	3,487.91	68.3
100-54310-190 STREETS TRAINING	250.00	479.69	1,000.00	520.31	48.0
100-54310-200 STREETS TELEPHONE	55.80	804.20	2,000.00	1,195.80	40.2
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	.00	885.61	2,000.00	1,114.39	44.3
100-54310-282 HIGHWAY STRIPING/MARKING	.00	1,098.97	500.00	(598.97)	219.8
100-54420-000 STREET LIGHTING	2,835.21	31,176.17	30,000.00	(1,176.17)	103.9
100-54710-000 REFUSE COLLECTIONS	13,293.58	132,116.30	156,240.00	24,123.70	84.6
TOTAL PUBLIC WORKS	34,613.12	404,083.95	481,735.00	77,651.05	83.9

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LEISURE ACTIVITIES</u>					
100-55210-110 REC DEPT WAGES	4,895.16	62,962.92	75,784.00	12,821.08	83.1
100-55210-121 REC DEPT FICA	371.66	4,782.78	5,798.00	1,015.22	82.5
100-55210-122 REC DEPT RETIREMENT	318.62	3,820.90	4,142.00	321.10	92.3
100-55210-123 REC DEPT HEALTH INSURANCE	628.94	7,547.28	7,608.00	60.72	99.2
100-55210-124 REC DEPT LIFE INSURANCE	4.45	48.47	60.00	11.53	80.8
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	.00	2,820.92	2,200.00	(620.92)	128.2
100-55210-161 REC DEPT POSTAGE	.00	245.00	100.00	(145.00)	245.0
100-55210-190 REC DEPT TRAINING	225.00	1,228.00	1,250.00	22.00	98.2
100-55210-200 REC DEPT TELEPHONE	195.53	3,096.79	1,500.00	(1,596.79)	206.5
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	.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	.00	608.80	4,000.00	3,391.20	15.2
100-55210-275 REC DEPT PROGRAM EXPENSES	.00	6,651.83	5,750.00	(901.83)	115.7
100-55210-277 REC DEPT GOLF EXPENSES	.00	285.00	500.00	215.00	57.0
100-55210-278 REC DEPT BOO IN THE BAY	.00	.00	2,000.00	2,000.00	.0
100-55210-279 REC DEPT DONATION EXPENSES	.00	503.94	.00	(503.94)	.0
100-55410-110 PARKS WAGES	3,171.13	37,414.79	43,477.00	6,062.21	86.1
100-55410-115 PARKS CONTRACT LABOR	85.00	3,351.00	7,500.00	4,149.00	44.7
100-55410-120 PARKS UNEMPLOYMENT	.00	1,235.17	.00	(1,235.17)	.0
100-55410-121 PARKS FICA	228.82	2,690.59	3,326.00	635.41	80.9
100-55410-122 PARKS RETIREMENT	181.16	2,297.43	2,360.00	62.57	97.4
100-55410-123 PARKS HEALTH INSURANCE	801.54	9,618.48	9,736.00	117.52	98.8
100-55410-124 PARKS LIFE INSURANCE	1.79	18.43	48.00	29.57	38.4
100-55410-125 PARKS UNIFORMS	66.16	1,469.58	2,000.00	530.42	73.5
100-55410-127 PARKS HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
100-55410-148 TENNIS COURT MAINTENANCE	.00	136.42	4,000.00	3,863.58	3.4
100-55410-150 PARKS REPAIRS/MAINT	312.48	10,712.87	18,000.00	7,287.13	59.5
100-55410-160 PARKS SUPPLIES	150.00	239.62	.00	(239.62)	.0
100-55410-170 PARKS GAS	20.79	1,993.07	2,650.00	656.93	75.2
100-55410-171 PARKS ELECTRIC	934.29	5,980.86	5,700.00	(280.86)	104.9
100-55410-173 PARKS WATER & SEWER	.00	3,079.10	2,200.00	(879.10)	140.0
100-55410-180 PARKS FUEL	149.24	5,075.72	6,000.00	924.28	84.6
100-55411-110 LAKEFRONT WAGES	5,381.00	90,169.78	72,354.00	(17,815.78)	124.6
100-55411-112 LAKEFRONT OT WAGES	.00	847.50	.00	(847.50)	.0
100-55411-115 LAKEFRONT UNEMPLOYMENT	.00	6,737.00	.00	(6,737.00)	.0
100-55411-121 LAKEFRONT FICA	411.67	6,958.77	5,535.00	(1,423.77)	125.7
100-55411-125 LAKEFRONT UNIFORMS	.00	.00	1,000.00	1,000.00	.0
100-55411-150 LAKEFRONT REPAIRS/MAINT	.00	3,304.45	3,000.00	(304.45)	110.2
100-55411-153 LAKEFRONT PIER REPAIRS	850.00	76,170.16	60,000.00	(16,170.16)	127.0
100-55411-154 LAKEFRONT PIER INSTALLATION	.00	44,821.02	55,000.00	10,178.98	81.5
100-55411-160 LAKEFRONT SUPPLIES	75.00	8,963.95	7,500.00	(1,463.95)	119.5
100-55411-200 LAKEFRONT TELEPHONE	124.70	1,147.89	100.00	(1,047.89)	1147.9
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	19,584.13	441,562.02	447,188.00	5,625.98	98.7

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	620.00	5,677.50	8,500.00	2,822.50	66.8
100-56420-190	HORVATH PROPERTY EXPENSE	.00	94.96	500.00	405.04	19.0
	TOTAL CONSERVATION & DEVELOPMENT	620.00	6,044.46	10,500.00	4,455.54	57.6
	<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	209,308.61	2,791,966.27	3,021,002.00	229,035.73	92.4
	NET REVENUE OVER EXPENDITURES	(75,310.98)	443,828.05	.00	(443,828.05)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

POLICE DEPT DONATIONS

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

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

POLCE DEPT DONATIONS

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>POLICE DONATION EXPENDITURES</u>					
110-52320-165	POLICE DONATION EXPENDITURES	.00	500.00	.00	(500.00)	.0
	TOTAL POLICE DONATION EXPENDITURES	.00	500.00	.00	(500.00)	.0
	TOTAL FUND EXPENDITURES	.00	500.00	.00	(500.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	650.00	.00	(650.00)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

ARPA LOCAL RECOVERY FUNDS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INTERGOVERNMENTAL</u>					
115-42004	ARPA 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 11 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC CHARGES FOR SERVICE</u>					
200-44460 WATER RESIDENTIAL SALES	365.44	376,419.32	459,000.00	82,580.68	82.0
200-44461 WATER COMMERCIAL SALES	.00	65,714.29	72,420.00	6,705.71	90.7
200-44463 WATER PUBLIC FIRE PROTECTION	122.49	137,740.56	183,600.00	45,859.44	75.0
200-44464 WATER PUBLIC AUTH SALES	.00	10,475.00	11,890.00	1,415.00	88.1
200-44465 PRIVATE FIRE REVENUE-WTR	.00	2,712.60	3,672.00	959.40	73.9
200-44466 MULTIFAMILY RESIDENTIAL	.00	14,771.32	19,901.00	5,129.68	74.2
200-44470 WATER FORFEITED DISCOUNTS	850.97	3,493.65	3,700.00	206.35	94.4
200-44472 INVOICE SERVICE PAYMENTS	.00	.00	800.00	800.00	.0
200-44474 WATER OTHER REVENUE	616.00	7,364.20	4,000.00	(3,364.20)	184.1
200-44475 IMPACT FEES	5,300.00	24,380.00	21,200.00	(3,180.00)	115.0
TOTAL PUBLIC CHARGES FOR SERVICE	7,254.90	643,070.94	780,183.00	137,112.06	82.4
<u>COMMERCIAL</u>					
200-48004 INTEREST ON INVESTMENTS	97.43	2,277.41	12,000.00	9,722.59	19.0
200-48005 PROPERTY RENTAL/TOWER LEASE	22,860.00	59,215.33	57,000.00	(2,215.33)	103.9
200-48420 IMPACT FEE INTEREST INCOME	1.68	54.83	220.00	165.17	24.9
TOTAL COMMERCIAL	22,959.11	61,547.57	69,220.00	7,672.43	88.9
TOTAL FUND REVENUE	30,214.01	704,618.51	849,403.00	144,784.49	83.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER UTILITY</u>					
200-57346-000 NEW WATER METERS	.00	22,279.38	25,000.00	2,720.62	89.1
200-57346-100 METER REPLACEMENT PROGRAM	.00	10,000.00	30,000.00	20,000.00	33.3
200-57400-000 BILLABLE SERVICES	.00	4,130.00	300.00	(3,830.00)	1376.7
200-57408-000 WATER TAX EQUIVALENT	.00	109,000.00	100,800.00	(8,200.00)	108.1
200-57427-000 INTEREST ON LT DEBT	.00	3,416.94	12,135.00	8,718.06	28.2
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	.00	44,980.97	222,000.00	177,019.03	20.3
200-57622-170 WATER POWER - NATURAL GAS	40.92	774.35	2,000.00	1,225.65	38.7
200-57622-171 WATER POWER - ELECTRIC	10,393.37	68,808.83	58,000.00	(10,808.83)	118.6
200-57623-160 WATER PUMPING SUPPLIES	.00	.00	200.00	200.00	.0
200-57623-170 WATER TESTING	246.00	1,740.50	3,000.00	1,259.50	58.0
200-57630-110 WATER TREATMENT - WAGES	3,884.31	46,881.63	47,468.00	586.37	98.8
200-57630-112 WATER TREATMENT - OT WAGES	84.89	119.42	.00	(119.42)	.0
200-57630-113 WATER TREATMENT - DBL OT WAGES	.00	123.08	.00	(123.08)	.0
200-57630-121 WATER TREATMENT - FICA	300.27	3,526.48	3,631.00	104.52	97.1
200-57630-122 WATER TREATMENT - RETIREMENT	307.63	3,652.23	3,679.00	26.77	99.3
200-57630-123 WATER TREATMENT - HEALTH INS	638.81	7,665.72	7,883.00	217.28	97.2
200-57630-124 WATER TREATMENT - LIFE INS	10.05	131.83	140.00	8.17	94.2
200-57630-127 WATER TREATMENT HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
200-57631-160 WATER TREATMENT CHEMICALS	940.00	100,731.38	125,000.00	24,268.62	80.6
200-57632-160 WATER TREATMENT SUPPLIES	.00	1,537.89	1,250.00	(287.89)	123.0
200-57635-150 WATER TREATMENT REPAIRS/ MAINT	.00	1,596.82	5,000.00	3,403.18	31.9
200-57640-110 WATER DISTRIBUTION - WAGES	3,885.49	45,556.34	47,468.00	1,911.66	96.0
200-57640-112 WATER DISTRIBUTION - OT WAGES	84.89	119.42	.00	(119.42)	.0
200-57640-113 WATER DISTRIBUTION-DBL OT WAGE	.00	123.12	.00	(123.12)	.0
200-57640-121 WATER DISTRIBUTION - FICA	300.38	3,527.18	3,631.00	103.82	97.1
200-57640-122 WATER DISTRIBUTION -RETIREMENT	307.67	3,653.05	3,679.00	25.95	99.3
200-57640-123 WATER DISTRIBUTION - HLTH INS	638.81	7,665.72	7,883.00	217.28	97.2
200-57640-124 WATER DISTRIBUTION - LIFE INS	10.05	108.69	140.00	31.31	77.6
200-57640-127 WATER DISTRIBUTION HSA FUNDING	.00	2,500.00	2,500.00	.00	100.0
200-57641-160 WATER DISTRIBUTION SUPPLIES	.00	2,778.48	6,000.00	3,221.52	46.3
200-57650-150 WATER TOWERS REPAIRS/MAINT	.00	478,543.34	.00	(478,543.34)	.0
200-57651-150 WATER MAINS REPAIRS/MAINT	.00	22,520.87	40,000.00	17,479.13	56.3
200-57652-150 WATER SERVICES REPAIRS/ MAINT	.00	4,672.07	5,000.00	327.93	93.4
200-57653-151 WATER METER TESTING	.00	308.00	2,500.00	2,192.00	12.3
200-57654-150 HYDRANT REPAIRS/MAINT	258.08	10,285.71	10,000.00	(285.71)	102.9
200-57656-150 CROSS CONNECTION INSPECTION	1,590.00	17,200.00	23,000.00	5,800.00	74.8
200-57902-110 WATER ACCOUNTING - WAGES	3,515.39	41,207.17	47,790.00	6,582.83	86.2
200-57902-121 WATER ACCOUNTING - FICA	275.03	3,129.63	3,656.00	526.37	85.6
200-57902-122 WATER ACCOUNTING- RETIREMENT	272.44	3,164.61	3,704.00	539.39	85.4
200-57902-123 WATER ACCOUNTING - HEALTH INS	785.72	9,476.23	16,824.00	7,347.77	56.3
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	149.24	3,367.66	5,500.00	2,132.34	61.2
200-57920-110 WATER ADMIN - WAGES	2,454.36	25,136.13	31,278.00	6,141.87	80.4
200-57920-121 WATER ADMIN - FICA	179.34	1,824.71	2,393.00	568.29	76.3
200-57920-122 WATER ADMIN - RETIREMENT	189.12	1,936.05	2,424.00	487.95	79.9
200-57920-123 WATER ADMIN - HEALTH INS	631.74	6,172.18	7,789.00	1,616.82	79.2
200-57920-127 WATER ADMIN HSA FUNDING	.00	2,000.00	2,000.00	.00	100.0
200-57921-160 WATER OFFICE SUPPLIES	716.23	10,799.58	10,000.00	(799.58)	108.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
200-57921-200 WATER TELEPHONE	404.68	4,380.06	2,500.00	(1,880.06)	175.2
200-57923-000 WATER ATTORNEY EXPENSE	.00	.00	2,000.00	2,000.00	.0
200-57924-000 WATER ENGINEERING EXPENSE	.00	14,126.00	7,500.00	(6,626.00)	188.4
200-57925-000 WATER AUDIT EXPENSE	.00	17,366.67	9,000.00	(8,366.67)	193.0
200-57925-100 WATER RATE STUDY EXPENSE	2,075.00	9,605.05	10,000.00	394.95	96.1
200-57928-000 WATER REGULATORY EXPENSE	.00	944.36	840.00	(104.36)	112.4
200-57930-130 WATER DRUG TESTING EXPENSE	.00	300.00	500.00	200.00	60.0
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	250.00	1,785.75	3,000.00	1,214.25	59.5
200-57933-150 WATER TRANSP REPAIRS/MAINT	.00	295.54	1,500.00	1,204.46	19.7
200-57933-180 WATER FUEL EXPENSE	125.47	622.81	1,100.00	477.19	56.6
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	280.13	22,179.12	20,000.00	(2,179.12)	110.9
200-57945-000 WATER DEBT SERVICE MISC EXP	.00	158.33	.00	(158.33)	.0
200-57951-000 WATER SHOP TOOLS	.00	302.11	500.00	197.89	60.4
200-57952-000 WATER LAB EQUIPMENT	159.00	524.16	3,000.00	2,475.84	17.5
200-57998-000 WATER CAP PROJ/STUDY	.00	393.76	5,600.00	5,206.24	7.0
TOTAL WATER UTILITY	36,384.51	1,267,757.86	1,109,746.00	(158,011.86)	114.2
WATER UTILITY					
200-58801-000 IT SUPPORT/ANNUAL FEES	.00	4,943.35	7,000.00	2,056.65	70.6
TOTAL WATER UTILITY	.00	4,943.35	7,000.00	2,056.65	70.6
TOTAL FUND EXPENDITURES	36,384.51	1,272,701.21	1,116,746.00	(155,955.21)	114.0
NET REVENUE OVER EXPENDITURES	(6,170.50)	(568,082.70)	(267,343.00)	300,739.70	(212.5)

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	<u>.00</u>	<u>26,526.92</u>	<u>.00</u>	<u>(26,526.92)</u>	<u>.0</u>
	TOTAL INTERGOVERNMENTAL	<u>.00</u>	<u>26,526.92</u>	<u>.00</u>	<u>(26,526.92)</u>	<u>.0</u>
	TOTAL FUND REVENUE	<u>.00</u>	<u>26,526.92</u>	<u>.00</u>	<u>(26,526.92)</u>	<u>.0</u>

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	3,666.63	.00	(3,666.63)	.0
215-52320-121 FIRE INSPECTOR FICA	57.86	481.95	.00	(481.95)	.0
215-52320-165 FIRE DUES 2% EXPENDITURES	.00	2,204.00	.00	(2,204.00)	.0
TOTAL 2% DUES EXPENDITURES	391.19	6,352.58	.00	(6,352.58)	.0
TOTAL FUND EXPENDITURES	391.19	6,352.58	.00	(6,352.58)	.0
NET REVENUE OVER EXPENDITURES	(391.19)	20,174.34	.00	(20,174.34)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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>.00</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	TOTAL ACT 102 GRANT EXPENDITURES	<u>.00</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	TOTAL FUND EXPENDITURES	<u>.00</u>	<u>27,429.73</u>	<u>.00</u>	<u>(27,429.73)</u>	<u>.0</u>
	NET REVENUE OVER EXPENDITURES	<u>.00</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 11 MONTHS ENDING NOVEMBER 30, 2021

RECYCLING FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
225-41100	RECYCLING TAX LEVY	.00	108,536.00	108,536.00	.00	100.0
	TOTAL TAXES	.00	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	.00	116,709.11	116,536.00	(173.11)	100.2

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

RECYCLING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>RECYCLING</u>					
225-54635-130 RECYCLING OTHER EXPENSE	.00	12,600.00	20,000.00	7,400.00	63.0
225-54635-131 RECYCLING FEES	6,451.25	64,075.80	77,376.00	13,300.20	82.8
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	.00	5,870.18	15,660.00	9,789.82	37.5
TOTAL RECYCLING	6,451.25	82,545.98	116,536.00	33,990.02	70.8
TOTAL FUND EXPENDITURES	6,451.25	82,545.98	116,536.00	33,990.02	70.8
NET REVENUE OVER EXPENDITURES	(6,451.25)	34,163.13	.00	(34,163.13)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

KISHWAUKETOE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMERCIAL</u>					
230-48996 KISHAUKETOE REIMBURSE	.00	35,822.76	.00	(35,822.76)	.0
TOTAL COMMERCIAL	.00	35,822.76	.00	(35,822.76)	.0
TOTAL FUND REVENUE	.00	35,822.76	.00	(35,822.76)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

KISHWAUKETOE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>KNC OPERATIONS</u>					
230-58100-110 KNC REGULAR WAGES	6,042.75	65,277.29	.00	(65,277.29)	.0
230-58100-112 KNC UNEMPLOYMENT	.00	2,088.00	.00	(2,088.00)	.0
230-58100-115 KNC EDU OUTREACH WAGES	.00	2,900.00	.00	(2,900.00)	.0
230-58100-121 KNC FICA	461.07	5,273.32	.00	(5,273.32)	.0
230-58100-122 KNC RETIREMENT	254.90	1,989.35	.00	(1,989.35)	.0
230-58100-123 KNC HEALTH INSURANCE	637.11	5,130.58	.00	(5,130.58)	.0
230-58100-124 KNC LIFE INSURANCE	3.53	45.07	.00	(45.07)	.0
230-58100-127 KNC HSA FUNDING	.00	2,500.00	.00	(2,500.00)	.0
230-58100-130 KNC OTHER EXPENSE	525.00	525.00	.00	(525.00)	.0
230-58100-180 KNC FUEL	.00	112.03	.00	(112.03)	.0
TOTAL KNC OPERATIONS	7,924.36	85,840.64	.00	(85,840.64)	.0
TOTAL FUND EXPENDITURES	7,924.36	85,840.64	.00	(85,840.64)	.0
NET REVENUE OVER EXPENDITURES	(7,924.36)	(50,017.88)	.00	50,017.88	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FIRE & DIVE TEAM FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
260-47500 INTEREST INCOME	.00	6.12	.00	(6.12)	.0
TOTAL SOURCE 47	.00	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	.00	617.53	.00	(617.53)	.0
NET REVENUE OVER EXPENDITURES	.00	617.53	.00	(617.53)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

RESCUE SQUAD FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
270-47500	INTEREST INCOME	.00	3.00	.00	(3.00)	.0
	TOTAL SOURCE 47	.00	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	.00	2,434.05	.00	(2,434.05)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

RESCUE SQUAD FUND

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

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC CHARGES FOR SERVICE</u>					
300-44460 SEWER RESIDENTIAL SALES	766.74	767,748.45	1,016,060.00	248,311.55	75.6
300-44461 SEWER COMMERCIAL SALES	.00	125,053.16	153,932.00	28,878.84	81.2
300-44464 SEWER PUBLIC AUTHORITY SALES	.00	10,583.83	13,490.00	2,906.17	78.5
300-44470 SEWER FORFEITED DISCOUNTS	1,258.69	5,198.29	4,800.00	(398.29)	108.3
300-44475 SEWER CONNECTION FEE	22,500.00	103,500.00	90,000.00	(13,500.00)	115.0
TOTAL PUBLIC CHARGES FOR SERVICE	24,525.43	1,012,083.73	1,278,282.00	266,198.27	79.2
<u>COMMERCIAL</u>					
300-48004 INTEREST ON INVESTMENTS	90.82	995.66	6,500.00	5,504.34	15.3
300-48005 PROPERTY RENTAL INCOME	.00	9,400.00	9,400.00	.00	100.0
TOTAL COMMERCIAL	90.82	10,395.66	15,900.00	5,504.34	65.4
TOTAL FUND REVENUE	24,616.25	1,022,479.39	1,294,182.00	271,702.61	79.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SEWER UTILITY</u>					
300-58801-000 IT SUPPORT/ANNUAL FEES	.00	4,943.34	6,200.00	1,256.66	79.7
300-58929-000 SEWER SYSTEM MAPPING	.00	.00	250.00	250.00	.0
300-58960-000 SEWER DEBT SERVICE	.00	21,669.28	21,670.00	.72	100.0
300-58964-110 SEWER ACCOUNTING - WAGES	3,515.39	40,913.76	47,790.00	6,876.24	85.6
300-58964-121 SEWER ACCOUNTING - FICA	274.97	3,129.02	3,656.00	526.98	85.6
300-58964-122 SEWER ACCOUNTING - RETIREMENT	272.42	3,164.53	3,704.00	539.47	85.4
300-58964-123 SEWER ACCOUNTING - HEALTH INS	785.72	9,476.23	16,824.00	7,347.77	56.3
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	25,136.12	31,278.00	6,141.88	80.4
300-58965-121 SEWER ADMIN - FICA	179.32	1,824.45	2,393.00	568.55	76.2
300-58965-122 SEWER ADMIN - RETIREMENT	189.14	1,936.19	2,424.00	487.81	79.9
300-58965-123 SEWER ADMIN - HEALTH INS	631.74	6,164.28	7,789.00	1,624.72	79.1
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	225.15	1,221.61	1,500.00	278.39	81.4
300-58966-171 SEWER UTILITIES - ELECTRIC	1,615.52	11,191.46	11,000.00	(191.46)	101.7
300-58967-000 SEWER FUEL EXPENSE	125.47	1,070.89	3,400.00	2,329.11	31.5
300-58967-150 SEWER VEHICLE REPAIRS & MAINT	.00	99.53	1,500.00	1,400.47	6.6
300-58968-150 SEWER COLLECTION SYSTEM MAINT	13.99	867.30	7,500.00	6,632.70	11.6
300-58969-160 SEWER OFFICE SUPPLIES	716.24	9,760.83	10,000.00	239.17	97.6
300-58969-200 SEWER TELEPHONE	269.70	2,927.12	1,100.00	(1,827.12)	266.1
300-58970-000 SEWER ATTORNEY EXPENSE	.00	.00	500.00	500.00	.0
300-58972-000 SEWER AUDIT EXPENSE	.00	15,866.67	9,000.00	(6,866.67)	176.3
300-58973-000 SEWER ENGINEERING EXPENSE	.00	26,950.50	30,000.00	3,049.50	89.8
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	250.00	250.00	250.00	.00	100.0
300-58976-000 SEWER REPLACEMENT FUND	.00	5,373.76	5,500.00	126.24	97.7
300-58978-000 SLIP LINERS	.00	.00	50,000.00	50,000.00	.0
300-58980-300 WALCOMET SEWERAGE EXPENSES	.00	545,200.27	800,000.00	254,799.73	68.2
300-58980-310 WALCOMET SEWER CONNECTION FEE	8,000.00	72,000.00	80,000.00	8,000.00	90.0
300-58996-000 I & I REDUCTION	.00	12,867.45	35,000.00	22,132.55	36.8
TOTAL SEWER UTILITY	19,519.13	860,198.42	1,229,303.00	369,104.58	70.0
TOTAL FUND EXPENDITURES	19,519.13	860,198.42	1,229,303.00	369,104.58	70.0
NET REVENUE OVER EXPENDITURES	5,097.12	162,280.97	64,879.00	(97,401.97)	250.1

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

LIBRARY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
400-41100	LIBRARY FUND TAX LEVY	.00	191,626.00	191,626.00	.00	100.0
	TOTAL TAXES	.00	191,626.00	191,626.00	.00	100.0
	<u>COMMERCIAL</u>					
400-48004	INTEREST ON INVESTMENTS	3.88	143.24	300.00	156.76	47.8
400-48905	COUNTY REIMBURSEMENT	.00	143,659.00	142,084.00	(1,575.00)	101.1
400-48960	MISC REV FOR BOARD COMMITMENT	.00	.00	16,558.00	16,558.00	.0
	TOTAL COMMERCIAL	3.88	143,802.24	158,942.00	15,139.76	90.5
	<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	3.88	335,428.24	356,568.00	21,139.76	94.1

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATIONS</u>					
400-58100-110 LIBRARY WAGES	15,858.31	178,712.08	192,408.00	13,695.92	92.9
400-58100-121 LIBRARY FICA	1,068.49	12,448.50	14,719.00	2,270.50	84.6
400-58100-122 LIBRARY RETIREMENT	831.31	9,800.55	11,300.00	1,499.45	86.7
400-58100-123 LIBRARY HEALTH INSURANCE	2,463.80	29,565.61	29,000.00	(565.61)	102.0
400-58100-127 LIBRARY HSA FUNDING	.00	8,125.00	8,125.00	.00	100.0
400-58100-130 LIBRARY EQUIPMENT	.00	1,225.37	4,000.00	2,774.63	30.6
400-58100-135 LIBRARY ADMINISTRATION COSTS	768.29	8,946.05	9,856.00	909.95	90.8
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	.00	4,177.26	3,400.00	(777.26)	122.9
400-58100-155 LIBRARY BLDG SUPPLIES	54.28	603.21	4,000.00	3,396.79	15.1
400-58100-160 LIBRARY SUPPLIES	110.69	3,226.74	4,000.00	773.26	80.7
400-58100-161 LIBRARY POSTAGE	.00	.00	75.00	75.00	.0
400-58100-170 LIBRARY BLDG GAS	37.40	1,988.53	4,000.00	2,011.47	49.7
400-58100-171 LIBRARY BLDG ELECTRIC	898.56	6,039.96	7,200.00	1,160.04	83.9
400-58100-173 LIBRARY BLDG WATER & SEWER	.00	612.74	600.00	(12.74)	102.1
400-58100-175 JANITORIAL SERVICES	675.00	4,932.60	8,000.00	3,067.40	61.7
400-58100-200 LIBRARY TELEPHONE	548.53	6,033.83	2,400.00	(3,633.83)	251.4
400-58200-000 ADULT PRINT	1,221.23	10,822.12	13,000.00	2,177.88	83.3
400-58200-102 BOOKS DONOR DESIGNATED	.00	485.69	.00	(485.69)	.0
400-58201-000 CHILDREN PRINT	350.76	5,089.16	8,000.00	2,910.84	63.6
400-58210-000 LIBRARY TRAINING & CONFERENCES	.00	1,116.31	800.00	(316.31)	139.5
400-58220-000 LIBRARY MILEAGE EXPENSE	12.43	43.28	300.00	256.72	14.4
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	42.78	1,315.70	2,400.00	1,084.30	54.8
400-58232-000 LIBRARY CRAFTS	.00	234.91	500.00	265.09	47.0
400-58240-000 LIBRARY MEDIA	.00	2,920.08	4,000.00	1,079.92	73.0
400-58280-000 LIBRARY PERIODICALS	.00	3,796.37	3,600.00	(196.37)	105.5
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	458.63	13,918.22	17,885.00	3,966.78	77.8
400-58330-000 DONOR DESIGNATED EXPENDITURES	(22.94)	.00	.00	.00	.0
TOTAL LIBRARY OPERATIONS	25,377.55	316,179.87	353,568.00	37,388.13	89.4
TOTAL FUND EXPENDITURES	25,377.55	316,179.87	353,568.00	37,388.13	89.4
NET REVENUE OVER EXPENDITURES	(25,373.67)	19,248.37	3,000.00	(16,248.37)	641.6

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	4,000.00	6,000.00	2,000.00	66.7
410-48955 DONOR DESIGNATED FUNDS	200.00	9,049.43	15,000.00	5,950.57	60.3
410-48960 MISC REV FOR BOARD COMMITMENT	150.00	6,946.05	2,000.00	(4,946.05)	347.3
TOTAL COMMERCIAL	350.00	19,995.48	26,000.00	6,004.52	76.9
TOTAL FUND REVENUE	350.00	19,995.48	26,000.00	6,004.52	76.9

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

LIBRARY DONATION FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>LIBRARY OPERATIONS</u>					
410-58200-101	BOOKS, BOARD COMMITTED	25.19	998.65	2,000.00	1,001.35	49.9
410-58200-102	BOOKS, DONOR DESIGNATED	143.09	1,209.55	1,800.00	590.45	67.2
410-58240-101	MEDIA, DONOR DESIGNATED	.00	14.99	100.00	85.01	15.0
410-58250-000	LIBRARY CHAPIN EXPENDITURES	164.22	508.74	6,000.00	5,491.26	8.5
410-58255-000	LIB FRIENDS EXPENDITURE	627.62	2,407.22	3,400.00	992.78	70.8
410-58320-000	CAPITAL, BOARD DESIGNATED	.00	.00	12,000.00	12,000.00	.0
410-58330-000	DONOR DESIGNATED EXPENDITURES	1,046.22	2,507.19	700.00	(1,807.19)	358.2
410-58340-000	BOARD COMMITTED EXPENDITURES	268.12	7,466.18	.00	(7,466.18)	.0
	TOTAL LIBRARY OPERATIONS	2,274.46	15,112.52	26,000.00	10,887.48	58.1
	TOTAL FUND EXPENDITURES	2,274.46	15,112.52	26,000.00	10,887.48	58.1
	NET REVENUE OVER EXPENDITURES	(1,924.46)	4,882.96	.00	(4,882.96)	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

FIREWORKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>INTERGOVERNMENTAL</u>					
415-42004	FIREWORKS DONATION	.00	18,862.78	.00	(18,862.78)	.0
	TOTAL INTERGOVERNMENTAL	.00	18,862.78	.00	(18,862.78)	.0
	<u>COMMERCIAL</u>					
415-48004	INTEREST ON INVESTMENTS	.00	4.18	.00	(4.18)	.0
	TOTAL COMMERCIAL	.00	4.18	.00	(4.18)	.0
	TOTAL FUND REVENUE	.00	18,866.96	.00	(18,866.96)	.0

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	(6,255.15)	.00	6,255.15	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

CAPITAL PROJECTS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>COMMERCIAL</u>					
500-48130	CONFERENCE PT DRAINAGE REVENUE	25,314.73	25,314.73	.00	(25,314.73)	.0
	TOTAL COMMERCIAL	25,314.73	25,314.73	.00	(25,314.73)	.0
	<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	25,314.73	25,314.73	552,061.00	526,746.27	4.6

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	257,804.07	225,241.00	(32,563.07)	114.5
500-54310-150	STREETS/HIGHWAYS	.00	787.50	.00	(787.50)	.0
	TOTAL COST CATEGORY 54	.00	258,591.57	400,241.00	141,649.43	64.6
	<u>COST CATEGORY 55</u>					
500-55210-140	REC DEPARTMENT CAPITAL OUTLAY	.00	8,868.90	9,500.00	631.10	93.4
500-55410-140	PARKS/CAPITAL OUTLAY	.00	27,210.64	89,230.00	62,019.36	30.5
500-55411-140	BEACH/LAUNCH/LAKEFRONT/CAPITAL	.00	.00	50,000.00	50,000.00	.0
	TOTAL COST CATEGORY 55	.00	36,079.54	148,730.00	112,650.46	24.3
	TOTAL FUND EXPENDITURES	.00	294,671.11	552,061.00	257,389.89	53.4
	NET REVENUE OVER EXPENDITURES	25,314.73	(269,356.38)	.00	269,356.38	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

CAPITAL EQUIPMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES</u>					
550-41100	CAPITAL EQUIP FUND TAX LEVY	.00	53,058.00	53,058.00	.00	100.0
	TOTAL TAXES	.00	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	.00	53,058.00	393,058.00	340,000.00	13.5

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	.00	2,370.97	3,325.00	954.03	71.3
	TOTAL COST CATEGORY 52	.00	23,799.29	31,158.00	7,358.71	76.4
	<u>CAPITAL EQUIPMENT FUND</u>					
550-54310-140	STREETS CAPITAL OUTLAY	.00	327,885.54	344,900.00	17,014.46	95.1
	TOTAL CAPITAL EQUIPMENT FUND	.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	.00	355,902.91	393,058.00	37,155.09	90.6
	NET REVENUE OVER EXPENDITURES	.00	(302,844.91)	.00	302,844.91	.0

VILLAGE OF WILLIAMS BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2021

DEBT SERVICE FUND

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

VILLAGE OF WILLIAMS BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 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	146,341.24	145,811.00	(530.24)	100.4
600-59360-000 DEBT SERVICE MISC EXPENSE	.00	158.34	.00	(158.34)	.0
TOTAL COST CATEGORY 59	.00	687,055.58	686,367.00	(688.58)	100.1
TOTAL FUND EXPENDITURES	.00	687,055.58	686,367.00	(688.58)	100.1
NET REVENUE OVER EXPENDITURES	.00	(688.58)	.00	688.58	.0

ORDINANCE #2021-13
AN ORDINANCE AMENDING SECTION 95-5 OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY ESTABLISHING A RECORD RETENTION SCHEDULE

WHEREAS, pursuant to the authority contained in Wis. Stat. Sec. 16.61, the Wisconsin Public Records Board has created a Wisconsin Municipal Record Schedule also referred to as the General Records Schedule Wisconsin Municipal and Related Records; and

WHEREAS, the Village Board of the Village of Williams Bay, pursuant to the authority contained in Wis. Stat. Section 19.21 (4), is authorized to adopt a record retention schedule; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that to provide uniformity in the retention of municipal records and to ensure compliance with the applicable legal requirements for retention of municipal records it is appropriate to adopt the municipal records schedule created by the Wisconsin Public Records Board.

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

Section I. Section 95-5 of the Code of Ordinances of the Village of Williams Bay is amended to read as follows:

§95-5. RECORD RETENTION SCHEDULE.

The General Records Schedule Wisconsin Municipal and Related Records is hereby adopted in its entirety and shall constitute the Village of Williams Bay Record Retention Schedule.

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

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

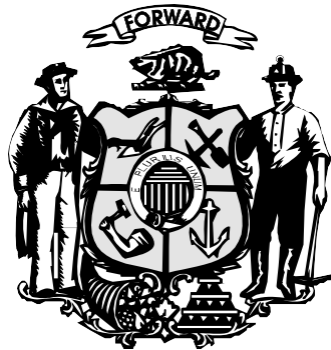
First Reading: _____
Second Reading: _____
Date Adopted: _____
Date Published: _____

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.

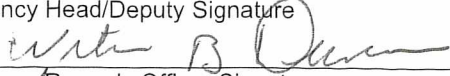
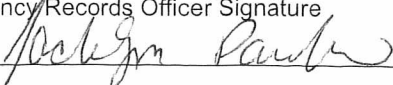
- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the 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.

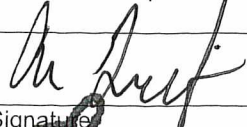
Wisconsin Government Agency: Village of Williams BayAddress: 250 Williams Street, PO Box 580, Williams Bay, WI 53191

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 <u>9/21/2021</u>
Agency Records Officer Signature 	Date Signed <u>9/21/2021</u>

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 <u>10/20/21</u>
PRB Executive Secretary Signature 	Date Signed <u>11/9/21</u>



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

OFFICIAL MINUTES VILLAGE BOARD 09/20/21 MEETING MONDAY, SEPTEMBER 20, 2021 AT 7:00 PM VILLAGE HALL COUNCIL ROOM

I. Call to Order

President Duncan called the meeting to order at 7:00pm.

II. Roll Call

Present: Bill Duncan, Don Parker, George Vlach, Jim D'Alessandro, Robert Umans, Matt Stanek

Also Present: Administrator Tobin, Treasurer Peternell, Police Chief Timm, Public Works Director Edwards and Attorney Schroeder

Excused: Lowell Wright

III. Pledge of Allegiance

IV. Minutes

A. Village Board Meeting Minutes of September 7, 2021

The motion to Approve the Village Board Meeting Minutes of September 7, 2021 was initiated by Robert Umans and seconded by George Vlach. Unanimously carried.

V. Consent Agenda

A. None

VI. Presentation of accounts and petitions

A. Payroll ending 09-10-2021 in the amount of \$48,147.98

The motion to Approve the Payroll ending 09-10-2021 in the amount of \$48,147.98 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

B. Accounts Payable Unpaid dated 09-17-2021 in the amount of \$162,060.41

The motion to Approve the Accounts Payable Unpaid dated 09-17-2021 in the amount of \$162,060.41 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

C. August Financial Statements

The motion to Approve the August Financial Statements was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

D. August EFT Payments in the amount of \$74,178.81

The motion to Approve the August EFT Payments in the amount of \$74,178.81 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

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.

Many neighbors spoke in favor of approving the Conditional Use Permit. Attorney Chad Pollard spoke on behalf of Jeffrey & Tara Rabenhorst. Pollard noted that the Comprehensive Plan references new development requirements with front-facing garages, not existing developments. The conditional use permit application is for the setback requirements for front-facing garages.

Parker/D'Alessandro motion to Approve the 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 the 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). Unanimously carried.

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.

Umans/Vlach motion to approve the Certificate of Compliance per Section 18.0310.B for Personal and Professional Services and Section 18.0310.E for Indoor Sales or Service. Unanimously carried.

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

A. None

IX. PUBLIC COMMENTS

Sandy Johnson provided an invite to an event at Conference Point for a presentation on a historic look at Band Shells of Wisconsin on October 5, 2021.

X. President's Remarks

A. Appointments to open positions on Harbor Commission, Plan Commission, and Parks & Memorial

Duncan/Parker motion to appoint Matt Robbins as an alternate to the Plan Commission. Unanimously carried.

Duncan/Umans motion to appoint Tom Shaughnessy to the Harbor Commission. Unanimously carried.

Duncan/Umans to appoint Mike Fieweger to the Parks & Memorial Committee. Unanimously carried.

Duncan/D'Alessandro to appoint Kendra Wachs to the Parks & Memorial Committee. Unanimously carried.

B. GLLEA report

President Duncan provided an update on GLLEA activities.

XI. Ordinances and Resolutions

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

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

XII. Committee Reports

A. Finance & Personnel, Trustee Parker - Chair

1. US Cellular Lease Extension

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

2. Fire and EMS Stipends

Motion made by Committee to approve \$40/shift stipend for EMS only for the remainder of 2021, no second required. Unanimously carried.

B. Protective Services, Trustee Vlach - Chair

1. Original, Renewal, or Temporary Operator License Applications

The motion to Approve the Original, Renewal, or Temporary Operator License Applications was initiated by George Vlach and seconded by Robert Umans. Unanimously carried.

2. Boat Launch Parking

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

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

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

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

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

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

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

1. Adoption of the Wisconsin General Records Schedule

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

E. Water & Sewer, Trustee Umans - Chair

1. 2018 Water Impact Needs Assessment Study

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

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.

The 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 was initiated by Bill Duncan and seconded by George Vlach at 8:09pm.

Votes:

Yes: Bill Duncan, Don Parker, George Vlach, Jim D'Alessandro, Robert Umans, Matt Stanek

No: None

Abstain: None

Result: Passed

1. Municipal Court
2. Building Inspector Contract

C. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by Robert Umans and seconded by Matt Stanek at 8:33pm. Unanimously carried.

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

The motion to notify Professional Building Inspections of the non-renewal of their contract was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

XV. Adjournment

The motion to adjourn was initiated by George Vlach and seconded by Jim D'Alessandro at 8:34pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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

Appointment of Village Administrator

Ordinance Change Proposals – 10/2021

Situation and Goal: Under current ordinances that Village Administrator is appointed and subject to re-appointment every year. That short period makes it difficult to recruit strong candidates and may encourage short-time horizons in policy and action. There also are inconsistencies between the Ordinance describing the Village Administrator and the Position Description on which the Administrator is recruited and managed. The goal of these ordinance changes is to provide for a longer appointment time and to eliminate inconsistencies.

Proposal Regarding Appointment

Amend Section 80.3 C as noted in bold text below:

Appointment. The Village Administrator shall be appointed by the Village President and confirmed by the Village Board **for a term of three (3) years at the time of initial hire (or at the expiration of appointment of an incumbent Administrator appointed prior to adoption of this amendment)** on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be deemed an officer of the Village of Williams Bay. Compensation therefor shall be as determined by the Village Board from time to time

Proposal Regarding Inconsistencies between Ordinance and Job Description

Amend Section 80.3 D to replace all existing text with the following taken from the current approved Position Description for the Village Administrator

D. General Duties: The Village Administrator shall have the following general duties

(1) Board Relations

- (a) Carry out directives of the Village Board, which requires administrative implementation, reporting promptly to the Village Board any difficulties encountered therein
- (b) Attend all meetings of the Village Board, assisting the President and the Board as required in the performance of their duties.
- (c) Keep the President and Board regularly informed about the activities of the Administrator's office and the current fiscal position of the Village by oral or written report at regular and special meeting of the Village board
- (d) The Village Administrator shall make recommendations from time to time to the Village Board for improving that quality and efficiency of services performed by the Village and for improving the health, safety and welfare of the Village.

(2) Financial

- (a) Serve as the primary staff person in establishing and monitoring the annual operating budget in accordance with all statutory requirements
 - (b) Oversee the work of the Treasurer and serve as the primary staff responsible for monitoring the budget and answering budget inquiries of staff and elected officials. Perform certain accounting tasks to ensure separation of duties to the extent possible including reviews and approves journal entries, approve all Village encumbrances, reviews and approves back deposits.
 - (c) Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services. Prepares for execution of Village contracts.
- (3) Administration
- (a) Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village Board meetings and state statutes.
 - (b) Administer and direct the operation and maintenance of all Village-owned property, lands, building, improvement and eq, and all public ways, ditches, drains and storm sewers and where such duties are otherwise given to other officials, officers and employee of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.
 - (c) Create drafts of administrative procedures, subject to review by the Village Board, to increase the effectiveness and efficiency of Village government.
 - (d) Oversee the engagement of outside consultants through drafting RFPs or bid requests, review and bids of proposals and make a recommendation to the Village Board.
 - (e) Ensure the thorough and satisfactory completion of all contracted and consultant work.
- (4) Legislative
- (a) Keep informed concerning current Federal, State and County legislation and administrative rules affecting the Village.
- (5) Human Relations
- (a) Serve as personnel officer for the Village with responsibilities to see that complete and current personnel records, including specific job descriptions for all Village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not covers by collective bargaining agreements, assure that the Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances..
 - (b) Administer or direct a designee to ensure that all employees, new and sustained, have had their benefit package fully explained and implemented.
 - (c) The Village Administrator shall work closely with department heads to assure that employees receive adequate opportunity for training in order to maintain and improve their job-related knowledge and skills.

- (d) Recommend to the village Board the appointment, promotion, and, when necessary, for the good of the Village, the suspension or termination of department directors.
 - (e) In consultation with the appropriate department director be responsible for the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of employees below the department director level.
- (6) Community and Government Relations
 - (a) Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible officials
 - (b) Promote the economic well-being and growth of the Village of Williams Bay through public and private sector cooperation.
 - (c) The Village Administrator shall represent the Village in matters involving legislative and intergovernmental affairs as authorized by the Village Board.
 - (d) File all reports required by the State of Wisconsin including, but not limited to: Statement of Assessments, Statement of Taxes, Compliance Maintenance Report, Recycling Grant and Accomplishments, with the exception of the Financial Report Form and the Public Service Commission.
 - (e) Attend promptly to all resident inquiries, concerns, issues, etc., ensuring that all ordinances are followed.
- (7) Secondary, Incidental Duties and Responsibilities
 - (a) Oversee the completion of Village publications on a timely basis to ensure all materials included therein are current.
 - (b) Provide or outsource periodic upgrades to the Village website by uploading new information for public consumption.
 - (c) Attend conferences, seminars, workshops and court proceedings as needed.
 - (d) Have conversations with developers, building, business-owners and others attempting to procure development within Williams Bay. Involve the Village Board as appropriate.

Delete Section E and F

Renumber Section G to be Section E

ORDINANCE #2021 – 11
AN ORDINANCE AMENDING SECTION 80-3 OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY CONCERNING THE VILLAGE ADMINISTRATOR

WHEREAS, Section 80-3 of the Code of Ordinances of the Village of Williams Bay sets forth the authority, duties and responsibilities of the Village Administrator; and

WHEREAS, the Building, Zoning and Ordinance Committee having reviewed Section 80-3 to ensure that it adequately describes the position of Village Administrator in a manner that meets the needs of the village; and

WHEREAS, as result of its review of Section 80-3 the Building, Zoning and Ordinance Committee having proposed to the Village Board amendments to that section in order to better meet the needs of the village; and

WHEREAS, the Village Board of the Village Williams Bay having reviewed the proposed amendments to Section 80-3 and having determined that it is appropriate to adopt same.

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

Section I. Section 80-3C. of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

C. Appointment. The Village Administrator shall be appointed by the Village President and confirmed by the Village Board for a term of three (3) years from the date of initial hire (or at the expiration of the term of an incumbent Village Administrator appointed prior to April 20, 2021) on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be an officer of the Village of Williams Bay. Compensation therefore shall be as determined by the Village Board from time to time. Should the Village President decline to reappoint an incumbent Village Administrator, the Village Board may reappoint the incumbent Village Administrator to that office.

Section II. Section 80-3D. of the Code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

D. General Duties: The Village Administrator shall have the following general duties:

(1) Board Relations.

- (a) Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village Board any difficulties encountered therein.
- (b) Attending all meetings of the Village Board, assisting the President and the Village Board as required in the performance of their duties.
- (c) Keep the President and Village Board regularly informed about the activities of the Administrator's Office and the current fiscal position of the Village by oral or written report at regular and special meeting of the Village Board.
- (d) The Village Administrator shall make recommendations from time to time to the Village Board for improving the quality and efficiency of services

performed by the Village and for improving the health, safety and welfare of the Village.

(2) Financial.

- (a) Serve as the primary staff person in establishing and monitoring the annual operating budget in accordance with all statutory requirements.
- (b) Oversee the work of the Treasurer and serve as the primary staff person responsible for monitoring the budget and answering budget inquiries of staff and elected officials. Perform certain accounting tasks to ensure separation of duties to the extent possible, including reviews, approves journal entries, approves all Village encumbrances, review and approve bank deposits.
- (c) Serve as the purchasing agent for the Village, supervising all purchasing and overseeing the contracting for supplies and services. Prepare Village contracts for execution.

(3) Administration.

- (a) Administer all day-to-day operations of the Village government, including the monitoring of all Village ordinances, resolutions, Village board meetings and state statutes.
- (b) Administer and direct the operation and maintenance of all Village-owned property, lands, buildings, improvements and equipment, and all public ways, ditches, drains and storm sewers and where such duties are otherwise given to other officials, officers and employees of the Village, the Village Administrator shall assist the above officials, officers and employees as the Village Board may from time to time direct.
- (c) Create drafts of administrative procedures, subject to review by the Village Board, to increase the effectiveness and efficiency of Village government.
- (d) Oversee the engagement of outside consultants through drafting RFP's or bid requests, review bids and proposals and make a recommendation to the Village Board.
- (e) Ensure the thorough and satisfactory completion of all contracted and consultant work.

(4) Legislative.

- (a) Keep informed concerning current Federal, State and County legislation and administrative rules affecting the Village.

(5) Human Relations.

- (a) Serve as personnel officer for the Village with responsibilities to ensure that complete and current personnel records, including specific job descriptions for all Village employees, are maintained; evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for Village employees not covered by collective bargaining agreements, ensure that

the Village employees have proper working conditions, and work closely with department heads to promptly resolve personnel problems or grievances.

- (b) Administer or direct a designee to ensure that all employees, new and sustained, have had their benefit package fully explained and implemented.
- (c) The Village Administrator shall work closely with department heads to ensure that employees receive adequate opportunity for training in order to maintain and improve their job-related knowledge and skills.
- (d) Recommend to the Village Board the appointment, promotion and, when necessary, for the good of the Village, the suspension or termination of department directors.
- (e) In consultation with the appropriate department director be responsible for the appointment, promotion and, when necessary for the good of the Village, the suspension or termination of employees below the department director level.

Section III. Section 80-3E. and Section 80-3F. are hereby repealed.

Section IV. Section 80-3G. is hereby redesignated as Section 80-3E.

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

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

First Reading: _____
Second Reading: _____
Date Adopted: _____
Date Published: _____



VILLAGE OF WILLIAMS BAY

RESOLUTION R-19-21 RESOLUTION FOR ESTABLISHING A POLICY FOR HSA (HEALTH SAVINGS ACCOUNT)

WHEREAS, the Village of Williams Bay participates in a high deductible health insurance plan through the State of Wisconsin.

WHEREAS, the Village of Williams Bay participates in a cafeteria plan that is governed by the Internal Revenue Code Section 125 and provides employees with an opportunity to receive certain benefits on a pre-tax basis.

WHEREAS, it is necessary for the Village to set forth a payment schedule that is financially responsible of the Village while providing an important benefit to the employee.

WHEREAS, the Village of Williams Bay will fund each full-time and part-time employee that participates in the Village health insurance program with an annual HSA contribution:

Full-time Employee Only:	\$2,500.00 (\$96.15 per pay period)
Full-time Family:	\$5,000.00 (\$192.30 per pay period)
Part-time Employee Only:	\$625.00 (\$24.04 per pay period)
Part-time Family:	\$1,250.00 (\$48.08 per pay period)

NOW THEREFORE BE IT RESOLVED, effective January 2022, the Village of Williams Bay will disburse the maximum annual HSA amount to the employees' HSA account in 26 equal installments that coincide with the payroll schedule. Employees will only receive payments that they have accrued and are eligible to receive. The Village will not contribute to an HSA once an employee has terminated employment with the Village or no longer has health insurance coverage through the Village.

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

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk



VILLAGE OF WILLIAMS BAY

Office of Zoning Administrator

Evaluation Report Village Board Meeting December 20, 2021

December 15, 2021

APPLICANT: Joseph Marsico Trust

TAX KEY: WSU 00029

STREET ADDRESS: 13 Liechty Dr, Williams Bay, Wisconsin

The applicant requests an extension for a Conditional Use Permit per 390-1207, Conditional Use Permit and 390-0809 Fencing Standards to erect a 4'4" height privacy style fence along the east lot line and part of the north lot line.

The original conditional use permit was recommended for approval by the Plan Commission on January 12, 2021 and approved by the Village Board on January 18, 2021.

Per Section 390-1207.K Time limits on the development of conditional use. **The start of construction on any and all conditional uses shall be initiated within 365 days of their approval by the Village Board** and they shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use permit. For the purposes of this section, "operational" shall be defined as the granting of an occupancy permit for the conditional use. **Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Village Board and shall be based upon a showing of acceptable justification (as determined by the Village Board).**

Per Section 380-809.D, a fence, wall, tree, hedge, or shrubbery may be erected, placed, maintained, or grown along a lot line on or adjacent to a residentially zoned property. a) Permitted types of fences in residential districts include split rail fences; open picket fences; or decorative fences not more than three feet in height located on the interior of the lot surrounding patios, gardens, or other similar features. Any other type of fence shall require a conditional use permit per Section 390-1207. b) The height of such fences or walls along interior side and rear lot lines shall not exceed six feet above the ground level, except that along zoning district boundaries there shall be a 10 foot limit on the height of fencing along such boundary. The height of fences or walls along street side and front lot lines shall not exceed three feet above ground level. If solid fences or walls are deemed appropriate along public rights-of-way, consideration should be given to providing a landscaped planting strip at least two feet in width adjacent to the property line.

Based on the application indicating that the fence will be along a lot line adjoining a commercial parking lot and along the right of way of a road with heavy traffic, approval is recommended.

Respectfully submitted,

Bonnie Schaeffer,
Zoning Administrator

10-21-2021

Village of Williams Bay

ATTN: BECKY TOBIN

Asking for an extention on my conditional Permit for A Fence on the East side of my Property and section along the North right angle to the Fence on the east side.

I WAS unable to get permission to Allow my Landscaper (Bonded and Insured) to do the work. AT the Hearing my neighbor (Gage marine) Bill Gage Approved the Permit. Reaching out to Bill Gage to get permission for my Landscapers to enter his property.

JOSEPH A MARSICO
13 Liechty Dr.
Williams Bay, WI.
53191



APPLICATION FOR A CONDITIONAL USE PERMIT

(Requirements per Zoning Ordinance Section 18.1207)

Applicant name: JOSEPH A MARSICO

Applicant address: 13 LIECHTY Dr.

Applicant phone number: 708-785-2881

Address of subject site: 13 LIECHTY Dr.

Zoning district of subject site: SF-6

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):

SEPARATE SHEET

Written justification for the proposed conditional use (or attach as a separate sheet):

SEPARATE SHEET

Requirements

- 1 ☐ Map of the subject property showing its general location in relation to the Village as a whole.
- 2 ☐ 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.
- 3 ☐ 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 2nd day of NOVEMBER, 2020

Respectfully submitted,

Joseph A Marsico
(Signature of Applicant)

WRITTEN DESCRIPTION:
PRIVACY FENCE

ALONG PART OF THE EAST SIDE OF
PROPERTY AND EXTENDING ONE SECTION
(6 FT.) ALONG THE NORTH (FRONT)

a) HEIGHT OF FENCE 52"

b) LENGTH ON EAST SIDE 108 FT.
STARTING ON THE NORTH END OF
THE BOXWOOD SHRUBS GOING
NORTH TO MY PROPERTY LINE.

c) LENGTH ON NORTH SIDE (FRONT)
6 FT. RIGHT ANGLE TO THE EAST FENCE

d) Fence will be installed in MY
RETAINING WALL ON MY PROPERTY.

Written Justification:

After many years of nourishing, feeding and trimming my Juniper Shrubs they were destroyed. They lost their curb side appeal. I have been a resident here for 36 plus years. I am very critical on how I keep my property. Attention to detail is important to me. Landscaping is one thing I can do but it is cost prohibitive and futile. Sure I have the will and desire to do such a task. What I don't have is the time to wait for what I plant to mature. Those old Juniper gave me a visual buffer. They also gave me a physical barrier to my yard. I was told by nurseries that it would take years to get what I wanted or had before.

A Privacy Fence seems the only option. Due to the close proximity of Peir 290 Restaurant I need your help.

FENCE SECTION DIAGRAM:
WOOD PLASTIC COMPOSITE BOARDS
WITH ALUMINUM POSTS AND RAIL COVERS

