



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

VILLAGE BOARD OF TRUSTEES MEETING MONDAY, APRIL 4, 2022 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 March 21, 2022
- V. Consent Agenda**
 - A. None
- VI. Presentation of accounts and petitions**
 - A. Payroll ending 03-25-2022 in the amount of \$46,381.61
 - B. Prepaids Accounts Payable dated 03-29-2022 in the amount of \$1,087.66
 - C. Accounts Payable Unpaids dated 04-01-2022 in the amount of \$116,990.91
- 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. Remember to Vote
 - B. Loss of a pillar of the community Jeanette Maxwell
 - C. Kudos to all who produced the latest Bay Quarterly
- XI. Ordinances and Resolutions**
 - A. Second Reading of Ordinance #2022-05 - An Ordinance Creating Section 390-0504B. of the Code of

Ordinances of the Village of Williams Bay Concerning Utility Setback

- B.** Adopt Ordinance #2022-05 - An Ordinance Creating Section 390-0504B. of the Code of Ordinances of the Village of Williams Bay Concerning Utility Setback
- C.** Second Reading of Ordinance #2022-06 - An Ordinance Creating Section 46-14 of the Code of Ordinances of the Village of Williams Bay - Fund Balance Policy
- D.** Adopt Ordinance #2022-06 - An Ordinance Creating Section 46-14 of the Code of Ordinances of the Village of Williams Bay - Fund Balance Policy

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

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

- 1. Purchase of 3 Flagpoles- WB Lions Club

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. Walworth County Clean Sweep 2021 results

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

- A.** 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.
 - 1. Police Department
- B.** Motion to reconvene into open session
- C.** Possible discussion of/action for those items discussed in closed session

XV. Adjournment

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

Posted: 04/01/2022 5:00 PM



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Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE BOARD 03/21/22 MEETING MONDAY, MARCH 21, 2022 AT 7:00 PM LION'S CLUB FIELD HOUSE - 310 ELKHORN RD, WILLIAMS BAY

I. Call to Order

Duncan called the meeting to order at 7:01pm.

II. Roll Call

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

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

III. Pledge of Allegiance

IV. Minutes

A. Joint Village Board and Plan Commission Minutes of March 7, 2022

The motion to Approve the Joint Village Board and Plan Commission Minutes of March 7, 2022 was initiated by Robert Umans and seconded by George Vlach. Wright abstained, motion carried.

B. Village Board Meeting Minutes of March 7, 2022

The motion to Approve the Village Board Meeting Minutes of March 7, 2022 was initiated by Robert Umans and seconded by Matt Stanek. Wright abstained, motion carried.

C. Village Board Meeting Minutes of March 16, 2022

The motion to Approve the Village Board Meeting Minutes of March 16, 2022 was initiated by Lowell Wright and seconded by George Vlach. Parker and Umans abstained, motion carried.

V. Consent Agenda

The motion to the Consent Agenda items A and C was initiated by George Vlach and seconded by Robert Umans. Unanimously carried.

A. Resolution R-6-22 Assignment of 2021 fund balance

B. Bob Carlson Memorial Park signage

The motion to remove the Bob Carlson Memorial Park signage from the consent agenda was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

This item was discussed under the Parks & Lakefront Committee report. The motion to approve the purchase of the Bob Carlson memorial signage and plaque was initiated by Don Parker and seconded by Jim D'Alessandro. Umans-Nay, motion carried.

C. Memorandum of Understanding with the Town of Linn regarding 2022 Beach Tags

VI. Presentation of accounts and petitions

A. Payroll ending 03-11-2022 in the amount of \$46,220.03

The motion to Approve the Payroll ending 03-11-2022 in the amount of \$46,220.03 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

B. Accounts Payable Prepays dated March 8, 2022 in the amount of \$11,700.00

The motion to Approve the Accounts Payable Prepays dated March 8, 2022 in the amount of \$11,700.00 was initiated by Don Parker and seconded by George Vlach. Unanimously carried.

C. Library Invoices dated 03-11-2022 in the amount of \$1,715.13

The motion to Approve the Library Invoices dated 03-11-2022 in the amount of \$1,715.13 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

D. Accounts Payable Unpays dated 03-18-2022 in the amount of \$106,803.00

The motion to Approve the Accounts Payable Unpays dated 03-18-2022 in the amount of \$106,803.00 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

E. Monthly EFT payments in the amount of \$79,241.96

The motion to Approve the Monthly EFT payments in the amount of \$79,241.96 was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

F. Month end financial statements

The motion to Approve the Month end financial statements was initiated by Don Parker and seconded by Robert Umans. Unanimously carried.

VII. Plan Commission

A. Recommendation for a Temporary Use Permit

1. APPLICANT: Mike Condon and John Dwyer dba Dip in the Bay
TAX KEY: WOP 00008 and WWUP 00088
STREET ADDRESS: 105 N. Walworth Street and Lakefront Area, Village of Williams Bay

Applicant is requesting a Temporary Use Permit per Section 390-1208 "Temporary Use Permit" and Section 390-0316.B "Temporary Outdoor Sales" for a food vending cart.

APPLICANT: Mike Condon and John Dwyer dba Dip in the Bay

TAX KEY: WOP 00008 and WWUP 00088

STREET ADDRESS: 105 N. Walworth Street and Lakefront Area, Village of Williams Bay

Applicant is requesting a Temporary Use Permit per Section 390-1208 "Temporary Use Permit" and Section 390-0316.B "Temporary Outdoor Sales" for a food vending cart. Duncan stated that the Plan Commission unanimously requested Village Board approval of the Temporary Use Permit. The motion to approve was initiated by Bill Duncan and seconded by Don Parker. Unanimously carried. Tobin stated that the Municipal Lease will be reviewed at the next Finance & Personnel Committee meeting.

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

A. None

IX. PUBLIC COMMENTS

Jack Jones; 35 Elm Street spoke regarding the Bayside Motel and the code enforcement efforts. He stated things are improving but requested the Village continue to put pressure on the property owner to continue cleaning up the property.

X. President's Remarks

- A. None

XI. Ordinances and Resolutions

- A. First Reading of Ordinance #2022-05 - An Ordinance Creating Section 390-0504B. of the Code of Ordinances of the Village of Williams Bay Concerning Utility Setback

The motion to Approve the First Reading of Ordinance #2022-05 - An Ordinance Creating Section 390-0504B. of the Code of Ordinances of the Village of Williams Bay Concerning Utility Setback was initiated by Lowell Wright and seconded by Matt Stanek. Unanimously carried.

- B. First Reading of Ordinance #2022-06 - An Ordinance Creating Section 46-14 of the Code of Ordinances of the Village of Williams Bay - Fund Balance Policy

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

- C. Resolution R-11-22 Resolution Setting Rates for the Village of Williams Bay Water Utility

Motion made by Committee, no second required. D'Alessandro-Nay, motion carried.

- D. Resolution R-12-22 Establishing Wages for Part-Time Police Officers

No discussion or action taken

XII. Committee Reports

- A. Finance & Personnel, Trustee Parker - Chair

- 1. 2021 Financial Statements

The motion to accept the 2021 Financial Statements was initiated by Don Parker and seconded by Lowell Wright. Unanimously carried.

- 2. Proposal for Beachhouse Renovations

Motion made by Committee to accept the proposal for the Beachhouse renovations, no second required. Unanimously carried.

- B. Protective Services, Trustee Vlach - Chair

- 1. School Resource Officer MOU

Motion made by Committee to continue the School Resource Officer Memorandum of Understanding with the Williams Bay School District, no second required. Unanimously carried.

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

- 1. Day in the Bay-May 7, 2022

Motion made by Committee to block off parking spots at the Lions Field House for the Day In The Bay event on May 7, 2022, no second required. Unanimously carried.

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

- 1. No Report

- E. Water & Sewer, Trustee Umans - Chair

- 1. No Report

- F. Streets & Highways, Trustee Stanek - Chair

- 1. No Report

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

A. Appointment of Chrissy Wen to the Conservation Commission (KNC Board of Directors)

The motion to Approve the Appointment of Chrissy Wen to the Conservation Commission (KNC Board of Directors) was initiated by Robert Umans and seconded by George Vlach. Unanimously carried.

XV. Adjournment

The motion to adjourn was initiated by Robert Umans and seconded by Jim D'Alessandro at 7:41pm. Unanimously carried.

/s/ Lori Peterneil, Village Treasurer

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

Pay Period Date: 3/12/2022 - 3/25/2022
 Pay Date: 4/1/2022

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$778.48	\$0.00	\$64.03	\$714.45
General Administration	\$9,876.87	\$0.00	\$3,111.21	\$6,765.66
KNC	\$2,610.00	\$0.00	\$910.52	\$1,699.48
Lakefront/Beach	\$643.50	\$0.00	\$70.02	\$573.48
Library	\$7,163.36	\$0.00	\$2,438.06	\$4,725.30
Municipal Court	\$1,227.11	\$0.00	\$163.07	\$1,064.04
Parks	\$0.00	\$0.00	\$0.00	\$0.00
Police	\$23,512.91	\$2,400.78	\$9,055.19	\$16,858.50
Protective Services (F&R)	\$5,103.34	\$0.00	\$1,148.40	\$3,954.94
Public Works/W&S	\$12,144.36	\$309.70	\$4,421.15	\$8,032.91
Recreation Department	\$2,688.69	\$0.00	\$695.84	\$1,992.85
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$46,381.61

Payroll Register - Detail by Department

GL Account and Title	Description	Amount	Date Paid	GL Period
BALSLEY PRINTING				
100-51410-161 GEN ADMIN POSTAGE	POSTAGE FOR NEWSLE	893.38	03/29/2022	322
Total BALSLEY PRINTING:		893.38		
US BANK				
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	ZOOM CHARGES	140.00	03/29/2022	322
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	54.28	03/29/2022	322
Total US BANK:		194.28		
Grand Totals:		1,087.66		

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
422			
ACC PUBLISHING LLC			
100-55411-160 LAKEFRONT SUPPLIES	BOAT RAMP FEE ENVELOPES	951.41	422
Total ACC PUBLISHING LLC:		951.41	
AFLAC			
100-21259 AFLAC PAYABLE	EMPLOYEE PREMIUM	681.12	422
Total AFLAC:		681.12	
AMAZON CAPITAL SERVICES			
100-54310-160 STREETS SUPPLIES	PRINTER INK	38.88	422
100-54310-160 STREETS SUPPLIES	WIRELESS MOUSE	9.99	422
100-54310-160 STREETS SUPPLIES	MAILBOX STICKERS	7.29	422
100-54310-150 STREETS EQUIP REPAIRS/MAINT	REMOTE GARAGE DOOR OPEN	86.02	422
100-54310-150 STREETS EQUIP REPAIRS/MAINT	GARAGE DOOR REMOTE	65.95	422
Total AMAZON CAPITAL SERVICES:		208.13	
APWA			
100-54310-150 STREETS EQUIP REPAIRS/MAINT	ANNUAL MEMBERSHIP - WAYN	237.00	422
Total APWA:		237.00	
ARAMARK			
200-57903-125 WATER METER READING - UNIFORMS	UNIFORMS-WATER DEPT	74.62	422
100-54310-125 STREETS UNIFORMS	UNIFORMS-STREETS DEPT	33.08	422
100-55410-125 PARKS UNIFORMS	UNIFORMS-PARKS DEPT	33.08	422
100-54310-125 STREETS UNIFORMS	UNIFORMS-STREETS DEPT	33.08	422
100-55410-125 PARKS UNIFORMS	UNIFORMS-PARKS DEPT	33.08	422
200-57903-125 WATER METER READING - UNIFORMS	UNIFORMS-WATER DEPT	74.62	422
Total ARAMARK:		281.56	
ASSOCIATED APPRAISAL CONSULTANTS			
100-51520-000 ASSESSOR CONTRACT	MONTHLY BILLING	1,629.20	422
100-51521-000 PROPERTY REASSESSMENT	PROPERTY REASSESSMENT	4,570.46	422
Total ASSOCIATED APPRAISAL CONSULTANTS:		6,199.66	
AT&T MOBILITY			
100-52320-200 FIRE DEPT TELEPHONE	FIRE DEPT WIRELESS CHARGE	41.03	422
Total AT&T MOBILITY:		41.03	
BANDT COMMUNICATIONS INC.			
100-52360-160 RESCUE DEPT SUPPLIES	EMS RADIOS	639.00	422
Total BANDT COMMUNICATIONS INC.:		639.00	
BRUSHFIRE SIGNS			
100-49009 GENERAL MISC UNCLASS	BOB CARLSON MEMORIAL SIG	2,127.12	422
Total BRUSHFIRE SIGNS:		2,127.12	
CITY OF LAKE GENEVA			
100-51412-000 ELECTION EXPENSE	ABSENTEE BALLOT POSTING	14.29	422

GL Account and Title	Description	Amount	GL Period
Total CITY OF LAKE GENEVA:		14.29	
CORE & MAIN			
200-57641-160 WATER DISTRIBUTION SUPPLIES	SOLID COPPER DISC	30.28	422
200-57346-100 METER REPLACEMENT PROGRAM	WATER METER	206.18	422
Total CORE & MAIN:		236.46	
DJS SCUBA LOCKER INC			
100-52340-145 DIVE TEAM TANK MAINTENANCE	SUPPLIES CLEANED AND TEST	338.03	422
Total DJS SCUBA LOCKER INC:		338.03	
EMERGENCY MEDICAL PRODUCTS			
100-52360-160 RESCUE DEPT SUPPLIES	SUPPLIES	51.80	422
Total EMERGENCY MEDICAL PRODUCTS:		51.80	
FIRST NATIONAL BANK & TRUST			
100-51410-200 GEN ADMIN TELEPHONE	GEN ADMIN PHONE	363.58	422
100-52120-200 POLICE TELEPHONE	POLICE PHONE	106.94	422
100-55210-200 REC DEPT TELEPHONE	REC DEPT PHONE	21.39	422
400-58100-200 LIBRARY TELEPHONE	LIBRARY PHONE	128.32	422
100-52320-150 FIRE DEPT REPAIRS/MAINT	FIE DEPT PHONE	21.39	422
100-54310-200 STREETS TELEPHONE	STREETS PHONE	21.39	422
200-57921-200 WATER TELEPHONE	WATER DEPT PHONE	32.08	422
300-58969-200 SEWER TELEPHONE	SEWER OFFICE PHONE	32.08	422
100-52360-200 RESCUE DEPT TELEPHONE	RESCUE DEPT PHONE	21.39	422
100-55210-275 REC DEPT PROGRAM EXPENSES	FUN EXPRESS	371.93	422
100-55210-275 REC DEPT PROGRAM EXPENSES	CANVA - FLYER ADS	12.99	422
100-55210-200 REC DEPT TELEPHONE	AT&T PHONE/WIFI	101.56	422
100-51412-000 ELECTION EXPENSE	ELECTION SUPPLIES	2.43	422
100-55411-160 LAKEFRONT SUPPLIES	LAKESHORE SUPPLIES - SQUA	1,105.64	422
400-58210-000 LIBRARY TRAINING & CONFERENCES	TRAINING & CONFERENCES	75.00	422
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	33.00	422
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN EXPENSES	27.85	422
410-58255-000 LIB FRIENDS EXPENDITURE	FRIENDS EXPENSE	428.38	422
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	121.33	422
100-52120-190 POLICE TRAINING	TRAFNING EXPENSE	536.29	422
100-52120-125 POLICE UNIFORMS	POLCIE UNIFORMS	5.28	422
100-52120-130 POLICE IT EXPENSE	IT/MISC	10.54	422
100-51410-160 GEN ADMIN SUPPLIES	GEN ADMIN OFFICE SUPPLIE	7.95	422
100-55411-160 LAKEFRONT SUPPLIES	LAKEFRONT SUPPLIES	284.25	422
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	IT EXPENSE	189.07	422
100-51210-150 MUNICIPAL COURT IT FEES	MUNICIPAL COURT IT	11.12	422
100-52120-150 POLICE REPAIRS/MAINT	POLICE REPAIRS/MAINT	155.71	422
100-52360-130 RESCUE DEPT OTHER EXPENSE	RESCUE DEPT OTHER EXPENS	22.24	422
100-55210-130 REC DEPT OTHER EXPENSE	REC DEPT OTHER EXPENSES	33.37	422
100-52320-150 FIRE DEPT REPAIRS/MAINT	FIRE DEPT	11.12	422
100-55411-150 LAKEFRONT REPAIRS/MAINT	LAKEFRONT REPAIRS/MAINT	11.12	422
200-57921-160 WATER OFFICE SUPPLIES	WATER OFFICE SUPPLIES	11.12	422
300-58969-160 SEWER OFFICE SUPPLIES	SEWER OFFICE SUPPLIES	11.12	422
100-52120-190 POLICE TRAINING	TRAINING EXPENSES	50.97	422
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	150.04	422
100-55411-160 LAKEFRONT SUPPLIES	HARBOR MASTER	34.74	422
100-52130-150 EMERGENCY MANAGEMENT	EMERGENCY MANAGEMENT	659.11	422
100-55410-150 PARKS REPAIRS/MAINT	PARKS REPAIR/MAINTENANCE	54.84	422

GL Account and Title	Description	Amount	GL Period
100-54310-150 STREETS EQUIP REPAIRS/MAINT	STREETS REPAIRS/ MAINT	1,121.00	422
200-57651-150 WATER MAINS REPAIRS/MAINT	WATER MAINS REPAIRS	1,121.00	422
200-57930-190 WATER TRAINING EXPENSE	WATER TRAINING EXPENSE	545.90	422
Total FIRST NATIONAL BANK & TRUST:		8,066.57	
GAGE MARINE CORPORATION			
100-55411-153 LAKEFRONT PIER REPAIRS	OIER REPAIRS EAST PIER	31,523.80	422
100-55411-153 LAKEFRONT PIER REPAIRS	PIER REPAIRS - WEST PIER	35,089.93	422
Total GAGE MARINE CORPORATION:		66,613.73	
GLUTH, RICH			
100-52360-160 RESCUE DEPT SUPPLIES	REIMBURSEMENT FOR EMS SU	134.98	422
Total GLUTH, RICH:		134.98	
JANESVILLE INDUSTRIAL SUPPLY			
400-58100-175 JANITORIAL SERVICES	CLEANING SERVICES-LIBRARY	675.00	422
100-51720-175 JANITORIAL SERVICES	CLEANING SERVICES-LIONS FI	435.74	422
100-51730-175 JANITORIAL SERVICES	CLEANING SERVICES-VILLAGE	675.00	422
Total JANESVILLE INDUSTRIAL SUPPLY:		1,785.74	
KATIE OGELESBY LLC			
100-55410-160 PARKS SUPPLIES	COMMUNITY GARDEN CONSUL	250.00	422
Total KATIE OGELESBY LLC:		250.00	
ODLING CONSTRUCTION INC.			
100-54310-280 SNOW/ICE CONTROL MATERIALS	TORPEDO SAND	123.73	422
Total ODLING CONSTRUCTION INC.:		123.73	
OLD DOMINION BRUSH			
225-54635-150 RECYCLING REPAIRS/MAINT	URETHANKE HOSE WITH WEA	1,088.87	422
Total OLD DOMINION BRUSH:		1,088.87	
PUBLIC SERVICE COMMISSION			
200-57925-100 WATER RATE STUDY EXPENSE	PSC EXPENSES FEBRUARY 20	480.26	422
Total PUBLIC SERVICE COMMISSION:		480.26	
RITWAY HEATING COOLING & PLUMBING			
100-51730-150 VH BLDG REPAIRS/MAINT	NEW FURNANCE	8,690.00	422
Total RITWAY HEATING COOLING & PLUMBING:		8,690.00	
RJ AMANN BUILDERS			
500-55411-140 BEACH/LAUNCH/LAKEFRONT/CAPITAL	50% DOWN FOR BEACH HOUS	5,300.00	422
Total RJ AMANN BUILDERS:		5,300.00	
SCHAEFFER MUNICIPAL SERVICES LLC			
100-53100-210 ZONING INSPECTION CONTRACT	ZONING CONTRACT FEES	1,642.95	422

GL Account and Title	Description	Amount	GL Period
Total SCHAEFFER MUNICIPAL SERVICES LLC:		1,642.95	
STATE OF WI - COURT FINES			
100-45001 COURT FINE REVENUE	MOTHLY SHARE OF COURT FIN	839.20	422
Total STATE OF WI - COURT FINES:		839.20	
THE COACH'S LOCKER			
100-55210-271 REC DEPT BASEBALL EXPENSES	BASEBALL/SOFTBALL FIELD E	886.00	422
Total THE COACH'S LOCKER:		886.00	
TITAN PUBLIC SAFETY SOLUTIONS			
100-51210-150 MUNICIPAL COURT IT FEES	CUSTOMER CONVERSION- APPE	300.00	422
Total TITAN PUBLIC SAFETY SOLUTIONS:		300.00	
UPPER CASE PRINTING			
200-57921-160 WATER OFFICE SUPPLIES	PRINTING OF WATER RATE INC	314.10	422
415-52320-165 FIREWORKS EXPENDITURE	PRINTING OF FIREWORKS LET	314.10	422
Total UPPER CASE PRINTING:		628.20	
VANDEWALLE & ASSOCIATES			
500-55410-140 PARKS/CAPITAL OUTLAY	COMPREHENSIVE PLANNING S	7,283.75	422
Total VANDEWALLE & ASSOCIATES:		7,283.75	
WALWORTH COUNTY CHIEFS OF POLICE ASSN			
100-52120-161 POLICE POSTAGE/CONFINEMENT	POSTAGE AND CONFINEMENT	15.00	422
Total WALWORTH COUNTY CHIEFS OF POLICE ASSN:		15.00	
WALWORTH COUNTY TREASURER-COURT FINES			
100-45001 COURT FINE REVENUE	MONTHLY SHARE OF COURT FI	389.00	422
Total WALWORTH COUNTY TREASURER-COURT FINES:		389.00	
WELDERS SUPPLY CO.			
100-54310-160 STREETS SUPPLIES	OXYGEN & ACETYLENE 1-YR P	275.00	422
100-54310-160 STREETS SUPPLIES	SMALL ARGON & MIXES	18.32	422
100-54310-160 STREETS SUPPLIES	CREDIT	165.00-	422
Total WELDERS SUPPLY CO.:		128.32	
WILLIAMS BAY AUTOMOTIVE			
100-52120-150 POLICE REPAIRS/MAINT	REPAIRS/MAINT	154.07	422
Total WILLIAMS BAY AUTOMOTIVE:		154.07	
WISCONN VALLEY MEDIA GROUP			
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	183.93	422
Total WISCONN VALLEY MEDIA GROUP:		183.93	
Total 422:		116,990.91	

GL Account and Title	Description	Amount	GL Period
Grand Totals:		116,990.91	

Village Board Approval Date: _____

ORDINANCE #2022-05
AN ORDINANCE CREATING SECTION 390-0504 B. OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY CONCERNING UTILITY SETBACK

WHEREAS, concern has been expressed to the village regarding the location of permanent structures within 10 feet of public utility lines and/or encroaching upon the boundaries of utility easements making repair or replacement of those utilities difficult and creating possible safety concerns as result; and

WHEREAS, the Plan Commission of the Village of Williams Bay having held a duly noticed public hearing on the proposed creation of Section 390-0504 B. which would require a 10 foot setback from public utility lines and prohibit encroachments upon the boundaries of public utility easements; and

WHEREAS, following said public hearing, the plan commission having voted to recommend to the Village Board of the Village of Williams Bay the adoption of Section 390-0504 B.; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to accept the recommendation of the plan commission in order to address issues related to the repair, replacement and installation of public utility lines where permanent structures are located within 10 feet of such public utility lines and/or within the boundaries of public utility easements.

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

Section I. Section 390-0504 B. of the Code of Ordinances of the Village Williams Bay is hereby created to read as follows:

§390-0504 B. Utility Setback Adjustment.

Front, street side and rear yard setbacks shall be adjusted to require a minimum setback of 10 feet from any public utility line by any structure which is permanently attached to a foundation, footing or other support structure located wholly or partially under the surface of the ground and any such structure may not encroach upon the boundary of any public utility easement.

(1) The zoning administrator may require public utility lines and public utility easements to be surveyed in advance of issuing a zoning permit to verify compliance with this Section.

(2) Should a public utility line require repair or replacement, it is the responsibility of the property owner to repair or replace any structures which are permitted to be located within the utility setback which are removed or damaged by such public utility line repair or replacement.

(3) The intrusions into required yards permitted by Section 390-0505 do not apply to utility setbacks.

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 _____, 2022.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

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

ORDINANCE #2022-05
AN ORDINANCE CREATING SECTION 390-0504 B. OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY CONCERNING UTILITY SETBACK

WHEREAS, concern has been expressed to the village regarding the location of permanent structures within 10 feet of public utility lines and/or encroaching upon the boundaries of utility easements making repair or replacement of those utilities difficult and creating possible safety concerns as result; and

WHEREAS, the Plan Commission of the Village of Williams Bay having held a duly noticed public hearing on the proposed creation of Section 390-0504 B. which would require a 10 foot setback from public utility lines and prohibit encroachments upon the boundaries of public utility easements; and

WHEREAS, following said public hearing, the plan commission having voted to recommend to the Village Board of the Village of Williams Bay the adoption of Section 390-0504 B.; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to accept the recommendation of the plan commission in order to address issues related to the repair, replacement and installation of public utility lines where permanent structures are located within 10 feet of such public utility lines and/or within the boundaries of public utility easements.

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

Section I. Section 390-0504 B. of the Code of Ordinances of the Village Williams Bay is hereby created to read as follows:

§390-0504 B. Utility Setback Adjustment.

Front, street side and rear yard setbacks shall be adjusted to require a minimum setback of 10 feet from any public utility line by any structure which is permanently attached to a foundation, footing or other support structure located wholly or partially under the surface of the ground and any such structure may not encroach upon the boundary of any public utility easement.

(1) The zoning administrator may require public utility lines and public utility easements to be surveyed in advance of issuing a zoning permit to verify compliance with this Section.

(2) Should a public utility line require repair or replacement, it is the responsibility of the property owner to repair or replace any structures which are permitted to be located within the utility setback which are removed or damaged by such public utility line repair or replacement.

(3) The intrusions into required yards permitted by Section 390-0505 do not apply to utility setbacks.

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 _____, 2022.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau, Clerk

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

ORDINANCE #2022-06
AN ORDINANCE CREATING SECTION 46-14
OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

WHEREAS, it having been recommended to the Village of Williams Bay Finance and Personnel Committee and the Building, Zoning and Ordinance Committee that it would be appropriate to enact a fund balance policy to standardize the criteria for adjusting the general fund balance of the Village as well as the balance of other funds; and

WHEREAS, the Personnel and Finance Committee and the Building, Zoning and Ordinance Committee having both recommended to the Village Board of the Village of Williams Bay the adoption of a fund balance policy for the Village in ordinance form as set forth below; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is in the best interests of the residents, property owners and taxpayers of the Village to establish a fund balance policy to govern the review and adjustment of the general fund balance as well as the balance of other funds of the Village.

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

Section I. Section 46-14 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

46-14 FUND BALANCE POLICY

A. Purpose.

1. The Village recognizes the need to maintain an operating reserve in the general fund for the following purposes:
 - (a) Hold adequate working capital to meet cash flow needs during the fiscal year.
 - (b) Reduce the need for short term borrowing.
 - (c) Serve as a safeguard for unanticipated expenditures of the Village.
 - (d) Show fiscal responsibility to maintain a high credit rating, which will help to reduce future borrowing costs.

B. Policy.

1. These policy guidelines will provide direction during the budget process and demonstrate a commitment to maintain adequate financial reserves for long-term financial planning.
 - (a) The Village will maintain an unassigned general fund balance of not less than 30% and no more than 50% based on the budgeted operating expenditures, as measured on December 31st of each year.
 - (b) Any excess of revenues over expenditures at the end of the fiscal year will be added to the fund balance.

- (c) If the unassigned general fund balance shall fall below the minimum 30% range, the Village will replenish shortages/deficiencies using appropriate budget strategies.
- (d) Any projected surplus over 50% will be available for use by the Village as determined in the budget process, generally for one-time projects or debt reduction.

C. Reserves for all other Funds.

- 1. Reserves in other funds will be maintained at levels to cover annual operating costs, or to provide for future capital costs. Deficit balances due to unforeseen circumstances will be addressed during the budget process.
- 2. Prior to calculating the general fund reserve percentage, the Village will ensure that the library and recycling fund have been made whole related to any budgeted/actual deficits.

D. Administrative Responsibilities.

- 1. The Treasurer is responsible for monitoring and reporting the Village's various fund balance assignments. The Village Administrator and Treasurer will both make recommendations to the Village Board on the use of the various funds during the annual budget process and when the need may arise. The parameters should be reviewed by the Finance and Personnel Committee every 2 years or more often if conditions change.

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 _____, 2022.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau-Daniels, Clerk

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

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OF THE CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY

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Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2022.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Jackelyn Pankau-Daniels, Clerk

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



Williams Bay Lions Club

P.O. Box 550 • Williams Bay, Wisconsin 53191

3/22/22

VILLAGE OF WILLIAMS BAY:

PLEASE USE THIS NOTE AS A M.O.U.
FROM OUR CLUB THAT WE WILL ILLUMINATE
THE AMERICAN FLAG FROM ABOVE WITH
A SOLAR SOLAR DISK.

WE WILL ALSO REMOVE THE FLAG
AS NEEDED IN FUTURE YEARS AS NEEDED.

THANK YOU:
PAT BYRNE
PAT BYRNE: PRES.

Dore Swanson: SEC.



March 10, 2022

Wayne Edwards
Village of Williams Bay
PO Box 580
Williams Bay, WI 53191

Richard A. Hough
Director Public Works

Joseph Kroll, P.E.
County Engineer

Vincent Simek, P.E.
Associate County Engineer

Barry Pierce
Deputy County Highway
Commissioner

Matthew Mortwedt
Deputy Director – Asset
Management (Public Works)

John Miller
Senior Project Manager

Steve Nichols
Senior Project Manager

Penny Bishop
Finance Manager

Dear Wayne Edwards,

On behalf of Walworth County, I would like to thank you for your donation towards our 2021 Walworth County Clean Sweep program. Your donation went toward the total expenditures of \$95,988.15 incurred to hold the 3 events last year.

We were approved for the \$8,755.20 DATCP grant which will be applied towards these expenses, once received.

Survey data collected shows we had 871 participants from the following counties, representing 920 households:

- 839 Walworth County
- 30 Jefferson County
- 2 Dodge County

In gathering this information, we determined the average cost per participant equaled \$110 for the overall program. It is interesting to note the number of participants that came from the following municipalities, and the cost estimated per person for these locations:

Total Villages	131 participants	\$14,410
Total Townships	335 participants	\$36,850
Total Cities	373 participants	\$41,030
Cities Breakdown:		
Elkhorn	132 participants	\$14,520
Delavan	108 participants	\$11,880
Lake Geneva	87 participants	\$ 9,570
Whitewater	46 participants	\$ 5,060

We truly appreciate any contribution that you as a business, municipality, organization or individual make as it is very important to the continuation of this program. Any suggestions on increasing contributions would be helpful.

W4097 County Road NN
Elkhorn, WI 53121
262.741.3114 tel

262.741.3117 fax
(Operations)

Our contractor, Veolia Environmental Services collected the following waste from all 3 sites:

Household Hazardous (HHW) Wastes

Item Description	Total Weight (lbs.)
Pesticides / Poisons	9,767
Lead / Oil Paint	12,372
Caustics / Corrosives	1,661
Reactives	24
Solvents / Thinners	8,251
Waste Oil	0
PCBs	0
Aerosol Cans	2,498
Mercury	27
Dioxins	41
Latex Paint	0
Other	9,339
Total ALL Collected Chemicals (lbs.)	43,980
Average Weight Collected per Participant (lbs.)	48

In addition, we collected a total of 9,329 lbs. of Very Small Quantity Generators (VSQG) waste under the VSQG program from 22 business participants who paid Veolia for this service.

We also had our vendor, Refrigerant Depot participate in a small appliance and electronic recycling event during the October 2nd, 2021 Clean Sweep Event. At our July 24, 2021 larger appliance and electronic recycling event, we collected 17,386 lbs. of E-waste (televisions and computer components), for a total of 44,749 lbs. of E-Waste collected in 2021, in addition to a total of 17,475 lbs. of unwanted appliances.

Laurie Landon would be happy to answer any questions you may have about the program. Please feel free to contact her by phone at 262-741-3768, or by email at walcosw@co.walworth.wi.us

Once again, thank you for supporting the Walworth County Clean Sweep program. Your commitment to protecting public health and the local environment is truly appreciated. We have taken the liberty of enclosing a contribution form for our 2022 Clean Sweep program for your consideration.

Yours truly,



Richard Hough
Director Public Works

/ll



WALWORTH COUNTY CLEAN SWEEP PROGRAM 2022 CONTRIBUTION FORM

March 10, 2022

Clean Sweep has served the residents of Walworth County since 1992 and the annual program has proven successful in keeping hazardous waste out of the landfill, waste water treatment facilities, local environment and groundwater. Without a Clean Sweep program, Walworth County residents have no means to properly dispose of these products.

In addition, we listened to our residents, and implemented an annual Appliance & Electronics Recycling Event; with a smaller event included with our annual Clean Sweep event at our County Public Works buildings.

We are continuously looking at alternatives in keeping hazardous and electronic waste out of the trash. We are working with other counties to improve and increase opportunities to recycle throughout the year, and now have two drop-off locations in Waukesha County and events in Jefferson County that encourages our Walworth County residents to attend.

The following chart indicates the expenses we incurred and the revenue received over the last three years, and the total pounds (lbs.) of hazardous and electronic waste that was collected. As you can see, the County does not receive sufficient funds each year to cover the annual costs. The electronic event is cost-free as the vendor provides the staffing to handle these two events.

	2021	2020	2019
Clean Sweep Expenses	\$95,988	\$109,908	\$90,939
Total Participants	871	1007	701
Average Cost per Participant	\$110	\$109	\$130
Contributions & Donations Received	\$11,936	\$12,494	\$ 6,606
Wisconsin Dept. of Agriculture, Trade & Consumer Protection (DATCP) Grant	\$8,755	\$8,000	\$8,000
Town of Darien Landfill Revenue from Tipping Fees	\$64,819	\$46,611	\$61,128
Expenses Not Covered	\$10,478	\$42,803	\$15,205
Total HHW Collected (in lbs.)	43,980	65,567	52,390
Televisions, Monitors & Computers collected (in lbs.)	44,749	39,442	--
Appliances Collected (in lbs.)	17,475	24,520	--

Financial assistance from local communities is vital to ensure sustainability of future collection events. On the reverse side of this letter is a Contribution Form for you to complete should you wish to donate towards our upcoming Clean Sweep & Electronic Recycling events.

Please feel free to contact Laurie Landon, Administrative Assistant and Solid Waste Coordinator at 262-741-3768 for answers to your questions about these programs.

Sincerely,

Richard A. Hough
Director Public Works

/ll

W4097 County Road NN
Elkhorn, WI 53121
262.741.3114 tel

262.741.3117 fax
(Operations)