



VILLAGE OF TWIN LAKES

105 East Main Street P O Box 1024 Twin Lakes, Wisconsin 53181

Phone (262) 877-2858

VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

Monday, May 4th 2026 – 6:30 p.m.

Village Hall, 105 E. Main Street, Twin Lakes, WI

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: TRUSTEES ANDRES, BAXA, FITZGERALD, KAROW, LIVINGSTON, PERL, PRESIDENT SKINNER
4. RECOGNITION OF BRIAN BANK-PUBLIC WORKS RETIREMENT
5. PUBLIC COMMENTS AND QUESTIONS-Public Comments are limited to three (3) minutes per person.
6. PRESIDENT AND TRUSTEE REPORTS
 - A. TRUSTEE BARB ANDRES - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING
 1. Discussion regarding the Change of Agent application for 2BG Inc., d/b/a Twin Lakes Roadhouse, appointing Andrea Watson as agent.
 2. Discussion regarding section 5.20 of the Village Code related to Provisional Operator's Licenses.
 3. Discussion regarding a Temporary Class "B" Beer license application submitted by the Twin Lakes American Legion Post 544 for the Sons of the American Legion Detachment 544 Cornhole Tournament to be held on June 6, 2026, from 9:00 a.m. to 3:00 p.m.
 4. Discussion regarding the Change of Agent application for Kane's Lakeside LLC, d/b/a Buoys, appointing Andrew Kane as agent.
 5. Discussion regarding Kane's Lakeside LLC, d/b/a Buoys, request to amend its alcohol beverage licensed premises to include the parking lot on parcel 85-4-119-214-1307 for Baggo League tournaments on May 20; June 3 and 17; July 1, 15, and 29; August 12 and 26; September 9 and 23; and October 7 and 21.
 - B. TRUSTEE KEVIN FITZGERALD - STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION
 1. Discussion regarding Resolution R2026-5-1 Urging the State of Wisconsin to Provide Sustainable and Adequate Transportation Funding.
 - C. TRUSTEE JIM BAXA - CEMETERY, SANITATION, RECYCLING, SENIORS
 - D. TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
 1. Discussion regarding a recommendation from the Plan Commission regarding a Comprehensive Plan Update Proposal.
 - E. TRUSTEE KEN PERL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
 1. Discussion regarding the Fire Department Pay Scale.
 2. Discussion regarding Ordinance 2026-5-1 Ordinance Creating Chapter 8.90 of the Twin Lakes Code Pertaining to Outdoor Lighting.

F. TRUSTEE LIVINGSTON - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY

1. Discussion regarding Community Library Agreement.
2. Discussion regarding a Quote from Century Fence for repairs to the WWTF gate.

G. VILLAGE PRESIDENT HOWARD SKINNER

7. ADJOURN

***MATTERS MAY BE TAKEN IN ORDER OTHER THAN LISTED**

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

Alcohol Beverage
Appointment of Agent

Date

6.)A.)1.

4/23/2026 - Approved by Police Chief

Agent Type (check one)

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

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor) 2BG INC		
2. Business Trade Name or DBA Twin Lakes Roadhouse		
3. Entity Type (check one) ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization		
4. Alcohol Beverage Business Authorization (check one) ☒ Municipal Retail License ☐ State Permit		5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above. Legal conflicts / complications with previous agent.		

Part B: Agent Information

1. Last Name Watson		2. First Name Andrea		3. M.I. J
4. Email			5. Phone	
6. Home Address				
7. City Salem	8. State WI	9. Zip Code 53168	10. Date of Birth	
11. Driver's License/State ID Number		12. Driver's License/State ID State of Issuance WISCONSIN		

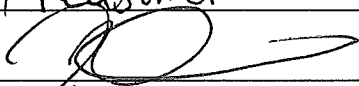
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	☒ Yes ☐ No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)?	☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	☒ Yes ☐ No

Continued →

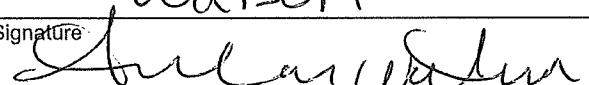
Part D: Business Attestation

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

Last Name	Roberts	First Name	Nicole	M.I.	A
Title	Treasurer	Email		Phone	
Signature				Date	4/1/26

Part E: Agent Attestation

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

Last Name	Watson	First Name	Andrea	M.I.	J
Signature				Date	4/1/26



VILLAGE OF TWIN LAKES

VILLAGE BOARD AGENDA REQUEST FORM

(Required pursuant to A-4 Village Board Agenda Item Submission and Scheduling Policy)

1. GENERAL INFORMATION

Requesting Party (Name & Title): **Colleen – Deputy Clerk**

Department (if applicable): **Clerks Office**

Date Submitted: **4/16/2026**

Meeting Requested (COW Date): **5/4/2026**

2. SUMMARY OF ISSUE

The Village's ordinance for provisional operator's licenses contains outdated language tied to Village Board meetings and references a police referral process that does not reflect the purpose of provisional licenses under state law or current Village practice. The proposed amendment updates the ordinance to clarify how provisional licenses are issued, how long they remain valid, and to align the process with Wisconsin law.

3. REQUESTED OUTCOME

- ☐ Discussion Only
- ☐ Direction from Committee of the Whole
- ☐ Action (following COW discussion)

Describe the recommended action or requested Board direction:

Review the proposed ordinance amendment and recommend forwarding the ordinance to the Village Board for adoption.

4. FISCAL IMPACT (If Applicable)

☒ No Fiscal Impact

☐ Fiscal Impact:

Budgeted: ☐ Yes ☐ No

Account Line: _____

Funding Source (i.e grant, donation)

5. SUPPORTING DOCUMENTATION

Check all that are attached:

- ☐ Contracts / Agreements
- ☐ Quotes / Proposals
- ☒ Ordinance / Resolution Draft
- ☐ Maps / Exhibits

X Staff Report / Background Materials

☐ Other: _____

Submission Reminder

Agenda materials for Committee of the Whole meetings must be submitted to the Village Administrator no later than **9:00 a.m. on the Tuesday preceding the meeting**, in accordance with Village policy.

Administrative Review (For Office Use Only)

☐ Complete

☐ Returned for Additional Information

☐ Deferred

Administrator: _____ Date: _____

MEMORANDUM

To: Village Board – Committee of the Whole, May 4, 2026

From: Colleen Hoyt, Clerk's Office

Date: April 16, 2026

Re: Ordinance Amending Section 5.20 by Repeal and Recreation – Provisional Operator's Licenses

Background

Section 5.20 of the Village Code currently includes provisions for the issuance of provisional operator's licenses. The existing language ties the validity of a provisional license to the timing of a Village Board meeting.

Operator's licenses in the Village of Twin Lakes are issued administratively and are not subject to approval by the Village Board. As a result, the current structure referencing a Board meeting does not align with the Village's licensing process.

The existing ordinance also references referral of provisional operator's license applications to the Police Department. Under Wis. Stat. §125.17, a provisional operator's license is intended as a temporary authorization that allows an applicant to begin working immediately while the full operator's license application is pending and does not require completion of a background check prior to issuance. The license remains temporary and expires after a limited period.

Purpose of Amendment

The proposed amendment repeals and recreates the provisional operator's license subsection to better reflect current administrative practices and to provide clarity in the issuance and duration of provisional licenses.

The amendment:

- Establishes a fixed validity period of twenty (20) days from the date of issuance
- Removes references to Village Board meeting schedules
- Removes specific Police Department referral language to align with the purpose of provisional licensing under Wis. Stat. §125.17
- Clarifies that provisional licenses are issued based on a complete application, documentation from a prospective employer indicating intent to hire, and compliance with applicable eligibility requirements
- Provides that the applicable fee is established by the Village Fee Schedule
 - The Village's current \$15 fee reflects the statutory maximum allowed under Wis. Stat. §125.17(5)(c)

Operational Impact

The revised language creates a more consistent and predictable process for applicants, staff, and employers. It aligns the ordinance with current administrative procedures and the purpose of provisional licensing under state law, while reducing ambiguity related to license duration.

Recommendation

It is recommended that the Committee of the Whole recommend Village Board adoption of the proposed ordinance amending Section 5.20 by repeal and recreation to reflect these updates.

VILLAGE OF TWIN LAKES

ORDINANCE NO. 2026-____

An Ordinance Amending Section 5.20 of the Twin Lakes Municipal Code Pertaining to Provisional Operator's Licenses

The President and Trustees of the Village of Twin Lakes, Kenosha County, Wisconsin, do ordain as follows:

SECTION I

Section 5.20.10 (6)(a) of the Twin Lakes Municipal Code relating to Provisional Operator's Licenses is hereby repealed and recreated to read as follows:

a. Provisional Operator's License.

A provisional operator's license may be issued by the Village Clerk to an applicant who has submitted a complete application for an operator's license, provides documentation, in a form approved by the Village, from a prospective employer indicating intent to hire the applicant for a position requiring an operator's license, and meets all applicable eligibility requirements under Wisconsin Statutes and this Chapter.

The applicant shall pay the applicable fee as established in the Village Fee Schedule at the time of issuance.

A provisional operator's license may be revoked by the Village Clerk upon discovery that the holder has made a false statement on the application or is otherwise not qualified under Wisconsin Statutes or this Chapter.

The Police Department shall review the applicant as part of the operator's license approval process.

A provisional operator's license shall be valid for a period of twenty (20) days from the date of issuance and shall expire automatically at the end of that period.

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby repealed to that extent only.

SECTION III

This Ordinance shall take effect upon passage and publication as provided by law, and the Village Clerk shall amend the Village of Twin Lakes Code of Ordinances and indicate the date and number of this Ordinance therein.

Passed and adopted this _____ day of _____, 2026.

VILLAGE OF TWIN LAKES:

ATTEST:

Howard K. Skinner, Village President

Sabrina Waswo, Village Clerk

MEMBERS VOTING:

_____ Aye _____ Nay _____ Absent _____ Abstained

Provisional Operator's License – Employer Intent to Hire Form

Applicant Information

Applicant Name: _____

Date of Birth: _____

Phone Number: _____

Prospective Employer Information

Business Name: _____

Business Address: _____

Business Phone Number: _____

Position Information

The above-named applicant is being considered for employment in a position that **requires an Operator's License** (Bartender License) under Wisconsin law.

Position Title: _____

Anticipated Start Date: _____

Employer Certification

I certify that:

- The applicant named above is being considered for employment at this establishment
- The position requires the applicant to hold a valid Operator's License
- This form is being completed for the purpose of obtaining a **Provisional Operator's License** from the Village of Twin Lakes

I understand that issuance of a provisional license is at the discretion of the Village and does not guarantee approval of a regular operator's license.

Employer Signature

Printed Name: _____

Signature: _____

Date: _____

6.)A.)3.

Form
AB-220

Temporary Alcohol Beverage License

Municipality
TWIN LAKES

License(s) Requested	Fees	
☐ Temporary "Class B" Wine ☒ Temporary Class "B" Beer	License Fees	\$ 10. ⁰⁰
	Background Check	\$
	Total Fees	\$ 10. ⁰⁰

Part A: Organization Information			
1. Organization Name TWIN LAKES AMERICAN LEGION POST 544			
2. Organization Permanent Address 989 LEGION DRIVE			
3. City TWIN LAKES		4. State WI	5. Zip Code 53181
6. Mailing Address (if different from permanent address) PO BOX 907 TWIN LAKES, WI 53181			
7. FEIN	8. Date of Organization/Incorporation DEC 9, 1954	9. State of Organization/Incorporation WISCONSIN	
10. Phone 2	11. Email twinlakeslegionpost544@gmail.com		
12. Organization type (check one) ☐ Bona Fide Club ☐ Church ☐ Fair Association/Agricultural Society ☒ Veteran's Organization ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.			
13. Is this organization required to hold a Wisconsin Seller's permit? ☐ Yes ☒ No			
14. Wisconsin Seller's Permit Number (if applicable)			

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
MARTIN	JEFFREY	POST COMMANDER	(
SUHRE	RHETT	SAL DET ADJUTANT	

Continued →

Part C: Event Information			
1. Name of Event (if applicable) SONS OF THE AMERICAN LEGION DETACHMENT 544 CORNHOLE TOURNAMENT			
2. Dates of Operation JUNE 6, 2026 JUNE 6, 2026		3. Hours of Operation 9:00 AM TO 3:00 PM	
4. Premises Address 989 LEGION DRIVE			
5. City TWIN LAKES		6. State WI	7. Zip Code 53181
8. County KENOSHA	9. Governing Municipality ☐ City ☐ Town ☒ Village of: TWIN LAKES		10. Aldermanic District
11. Organizer of Event (if not the named applicant) RHETT SUHRE		12. Email and/or Phone Number for Organizer of Event	
13. Organizer Website NONE		14. Event Website NONE	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. CORNHOLE TOURNAMENT AND BEER SALES WILL BE HELD OUTSIDE ON TWIN LAKES AMERICAN LEGION POST 544 PROPERTY. IN PREPARATION FOR FOR THE EVENT, BEER WILL BE STORED IN THE POST 544 BUILDING ON THE MAIN LEVEL IN THE MEETING HALL IN LOCKED REFRIGERATORS. ALL RECORDS WILL BE MAINTAINED AT THE SALES SITE AND IN THE ADMINISTRATIVE OFFICE INSIDE THE BUILDING.			

Part D: Attestation		
Who must sign this application? • one officer or director of the nonprofit organization		
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.		
Last Name MARTIN	First Name JEFFREY	M.I. P
Title COMMANDER	Email twinlakeslegionpost544@gmail.com	Phone
Signature 		Date 22 APR 26

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 4-23-2026	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

6.)A.)4.

Form
AB-101

Alcohol Beverage Appointment of Agent

Date
4/27/26

Agent Type (check one)

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

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Kanes Lakeside LLC

2. Business Trade Name or DBA

Boys

3. Entity Type (check one)

- ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

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

New Agent

Part B: Agent Information

1. Last Name

Kane

2. First Name

Andrew

3. M.I.

B

4. Email

5. Phone

6. Home Address

409 Circle Dr

7. City

Twin Lakes

8. State

WI

9. Zip Code

53181

10. Date of Birth

11. Driver's License/State ID Number

12. Driver's License/State ID State of Issuance

WI

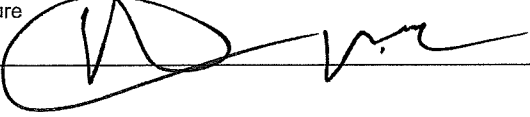
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

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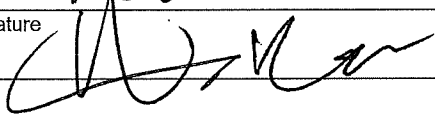
Part D: Business Attestation

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

Last Name Kane		First Name Andrew		M.I. B
Title owner	Email		Phone	
Signature 			Date 4/27/26	

Part E: Agent Attestation

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

Last Name Kane		First Name Andrew		M.I. B
Signature 			Date 4/27/26	



VILLAGE OF TWIN LAKES

VILLAGE BOARD AGENDA REQUEST FORM

(Required pursuant to A-4 Village Board Agenda Item Submission and Scheduling Policy)

1. GENERAL INFORMATION

Requesting Party (Name & Title): Sabrina Waswo, Village Clerk

Department (if applicable): Clerk's Office

Date Submitted: 4/28/2026

Meeting Requested: 5/4/2026 Committee of the Whole – 5/18/2026 Village Board

2. SUMMARY OF ISSUE

Provide a clear written summary of the matter for discussion or action:

Kane's Lakeside LLC, d/b/a Buoys, is requesting to amend its alcohol beverage licensed premises to allow for a cornhole/bags tournament on the following dates:

May 20

June 3 and 17

July 1, 15, and 29

August 12 and 26

September 9 and 23

October 7 and 21

This request was approved last year. The licensed premises were extended from a roped-off area on the sidewalk of parcel 85-4-119-1305 to a 30' x 40' roped-off area in the parking lot of parcel 85-4-119-214-1307 on specified Wednesdays from June through October, between 6:00 p.m. and 10:00 p.m. The extension was contingent upon consent from the property owner for use of the affected parcel areas, which was received. The Clerk's Office is not aware of any issues or concerns related to last year's event.

3. REQUESTED OUTCOME

☐ Discussion Only

☐ Direction from Committee of the Whole

☒ Action (following COW discussion)

Describe the recommended action or requested Board direction: Forward to Village Board

4. FISCAL IMPACT (If Applicable)

☒ No Fiscal Impact

☐ Fiscal Impact: \$ _____

Budgeted: ☐ Yes ☐ No

Account Line: _____

Funding Source (i.e grant, donation): _____

5. SUPPORTING DOCUMENTATION

Check all that are attached:

- ☐ Contracts / Agreements
- ☐ Quotes / Proposals
- ☐ Ordinance / Resolution Draft
- ☒ Maps / Exhibits
- ☐ Staff Report / Background Materials
- ☐ Other:

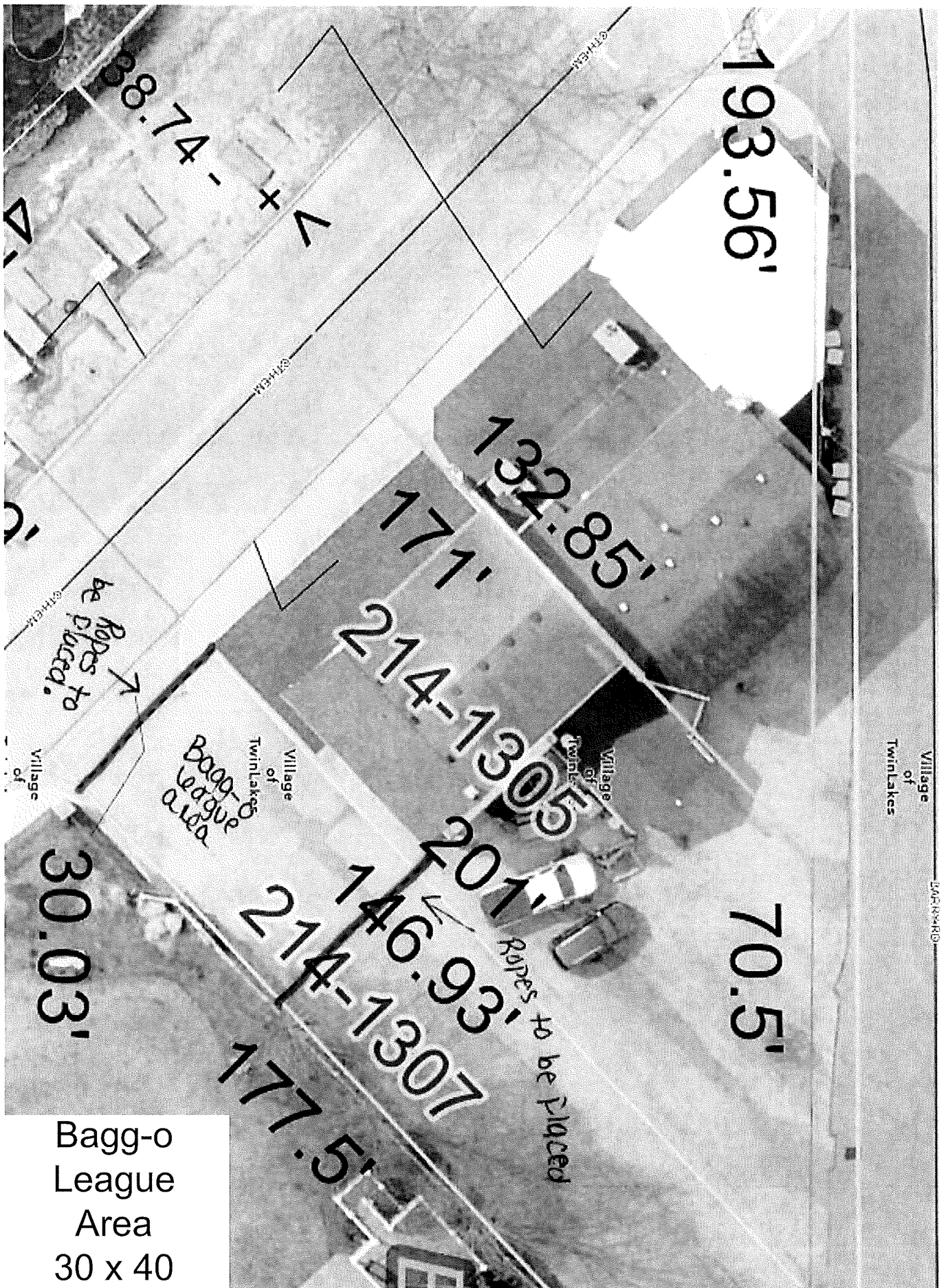
Submission Reminder

Agenda materials for Committee of the Whole meetings must be submitted to the Village Administrator no later than **9:00 a.m. on the Tuesday preceding the meeting**, in accordance with Village policy.

Administrative Review (For Office Use Only)

- ☐ Complete
- ☐ Returned for Additional Information
- ☐ Deferred

Administrator: _____ Date: _____



MEMORANDUM

Date: 5/04/2026

To: Village President and Board of Trustees

From: Laura Jager, Village Administrator

Re: Transportation Funding Resolution

Background

The League of Wisconsin Municipalities is requesting municipalities adopt a resolution supporting a long-term funding solution for the State's Transportation Fund ahead of the 2027–2029 State Biennial Budget. The League's goal is "to create a cascade of local governments expressing their support for more local transportation assistance." County and town governments are being asked to take similar action. Transportation aids have not kept pace with inflation. The League notes "from 2000 to 2025, the Consumer Price Index increased by 90.7%," compared to a 60.4% increase in General Transportation Aids.

Discussion

Local governments are responsible for the majority of roadway miles and associated maintenance. The League states municipalities are "expected to do more with less as state aids have failed to keep pace with inflation," and that "we are not getting ahead; we are simply treading water." State aids currently cover approximately 14–16% of municipal transportation costs. The remainder is funded locally, placing pressure on municipal budgets under levy limits and competing service demands. The resolution is a policy statement. It does not create a financial obligation. Adoption supports a coordinated statewide effort to communicate local impacts to state policymakers.

Recommendation

Adopt the attached resolution supporting a long-term, sustainable transportation funding solution.

VILLAGE OF TWIN LAKES

RESOLUTION NO. R2026-5-1

A RESOLUTION URGING THE STATE OF WISCONSIN TO PROVIDE SUSTAINABLE AND ADEQUATE TRANSPORTATION FUNDING

WHEREAS, local units of government in Wisconsin own and maintain approximately 90% of the public road miles in the state, including city and village streets, county highways, and town roads; and

WHEREAS, Wisconsin's economy—rooted in manufacturing, agriculture, and tourism—relies on a safe, reliable, and well-maintained transportation network; and

WHEREAS, local governments greatly appreciate the one-time infusions of General Purpose Revenue, primarily sales and income taxes, and other revenue provided in recent state budgets, which have enabled the initiation and continuation of the successful and popular Local Roads Improvement Program Supplemental (LRIP-S); and

WHEREAS, despite modest increases from the state over the years, transportation aids to local governments remain insufficient to keep pace with inflation and rising construction costs, leaving many communities funded below 2000 levels in real dollars; and

WHEREAS, local governments throughout Wisconsin continue to struggle to perform even routine maintenance, pavement preservation, and safety improvements, resulting in deteriorating roads and bridges; and

WHEREAS, the inaugural inventory and assessment of small bridges between 6 to 20 feet found about 10% of the nearly 17,000 structures to be in poor or severe condition; and

WHEREAS, levy limits and other fiscal constraints prevent local governments from independently filling the funding gap created by inadequate state transportation aids; and

WHEREAS, absent sustainable state funding, many communities have been forced to address their shortfalls by significantly increasing borrowing, deferring essential projects, or imposing local vehicle registration ("wheel") taxes; and

WHEREAS, Wisconsin motorists currently pay among the lowest transportation user fees in the Midwest, while neighboring states and dozens of others nationwide have enacted long-term revenue measures to keep their transportation systems competitive; and

WHEREAS, Wisconsin is increasingly relying on General Purpose Revenues to make needed investments, potentially pitting transportation against other vital services, such as education; and

WHEREAS, continued lack of growing, dedicated, and predictable revenue places Wisconsin at a growing economic disadvantage by threatening the efficiency of freight movement, the safety of travelers, and the attractiveness of our state to businesses and residents; and

WHEREAS, both Wisconsin's aging Interstate highway system—largely constructed in the 1950s and 1960s—and our extensive network of state and local roads require predictable, adequate, and sustainable funding to meet current and future needs;

NOW, THEREFORE, BE IT RESOLVED that the Village of Twin Lakes Village Board strongly urges the Governor of Wisconsin and the State Legislature to enact a comprehensive, sustainable transportation funding solution that:

1. Provides adequate and reliable revenue growth for the efficient long-term planning and execution of state and local transportation programs;
2. Includes responsible and prudent use of General Purpose Revenue and bonding;
3. Adjusts any new and existing transportation user fees and other revenue mechanisms to sustain purchasing power in order to maintain and improve Wisconsin's transportation infrastructure; and
4. Ensures transportation continues to deliver for Wisconsin by adequately funding reconstruction, preservation, and safety investments on the state and local systems.

BE IT FURTHER RESOLVED that the clerk is hereby directed to transmit a copy of this resolution to the Governor's office, all members of the Wisconsin State Senate and Assembly representing districts within the Village of Twin Lakes, and the League of Wisconsin Municipalities.

Adopted this 18th day of May, 2026.

Sabrina Waswo
Village Clerk

Howard K Skinner
Village President

Members Voting:

_____ Aye
_____ Nay
_____ Absent
_____ Abstained

MEMORANDUM

Date: 4/23/2026

To: Village President and Board of Trustees

From: Laura Jager, Village Administrator

Re: Comprehensive Plan Update Proposal

Purpose

Present the proposal to update the Village of Twin Lakes Comprehensive Plan and request Board approval. The Plan Commission recommends moving forward with this proposal.

Background

The Village's current Comprehensive Plan was adopted in 2005. The Plan Commission reviewed a proposal from Community Planning & Consulting to prepare an addendum update rather than a full rewrite, allowing the Village to incorporate updated data, community input, land use mapping, and a revised implementation strategy while maintaining the existing plan framework.

Updating the Comprehensive Plan ensures the Village is using current data and community priorities to guide land use, infrastructure, and development decisions, consistent with Wisconsin statutory requirements. The update will also serve as the foundation for future zoning and land development code updates, improving consistency in decision-making and providing clearer expectations for developers.

The update focuses on current needs, including land use, infrastructure, housing, and economic development, and establishes a five-year implementation framework.

Consultant Experience & Ongoing Work

Community Planning & Consulting is currently preparing the Village's Comprehensive Outdoor Recreation Plan update, providing continuity and familiarity with Village priorities and existing plans.

The firm, led by Jeffrey Sanders, has over 30 years of municipal planning experience and has prepared numerous comprehensive plans for Wisconsin communities, including the Villages of Hobart and Sturtevant, as well as multiple towns throughout the region. This experience, combined with their current work in Twin Lakes, supports an efficient and consistent planning process.

Proposal Overview

- Consultant: Community Planning & Consulting, LLC
- Total Cost: \$10,816
- Scope Includes:
 - Data collection and analysis
 - Public participation and engagement
 - Updated land use maps
 - Draft and final plan documents
 - Implementation strategy

The project is structured in phases, with invoicing tied to completed work.

Fiscal Impact

The expense will be accommodated within the 2026 budget under Village Hall professional services through reprioritization of planned expenditures. Based on the project timeline, a portion of the cost will extend into 2027.

Recommendation

Approve the proposal from Community Planning & Consulting, LLC, in the amount of \$10,816, for the preparation of a Comprehensive Plan update.



Introduction

Community Planning & Consulting and BAW Cartography are pleased to submit this proposal to assist the Village of Twin Lakes in updating your Comprehensive Plan.

Jeff Sanders, CPC's owner, has been assisting Wisconsin municipalities in achieving their planning and development goals for more than 30 years. As a small firm competing in a market with much larger companies, it is incumbent that CPC establish a ***stronger, more personal relationship*** with our clients than our larger competitors are able to achieve. We are committed to providing you with the tools necessary to achieve your short- and long-term planning and development goals.



CPC utilizes the GIS / Mapping services of BAW Cartography. Jeff Sanders and Ben Wildenberg, BAW's owner, have collaborated on more than 60 comprehensive, corridor, site, streetscape, and recreation plans. Ben is an expert in his field, creating maps specifically tailored to the needs of his clients. Our comprehensive plans result from a half-century of combined municipal planning experience. Your plan will be crafted to meet the unique needs of your community; it will encapsulate your values within an easy to read and understand document...one which informs stakeholders, provides direction to developers, and guides decision-making. This is the plan CPC will work with the Village of Twin Lakes to develop.

The CPC Team can bring to bear a variety of engagement tools, each intended to inform the public of the planning process and build 'implementable buy-in' for the updated comprehensive plan:

- Community Surveys
- Impact / Effort Matrices
- Nominal Group Prioritization Exercises
- SNoW Exercises (Strengths, Needs, Wants)
- Stakeholder Interviews
- Visioning Sessions
- Visual Preference Surveys

Feel free to select from the list above should you desire additional public engagement activities beyond those presented in the Scope of Services.



Addendum vs. Rewrite

Our proposal is to prepare an addendum to -- not a replacement of -- the Village's 2005 comprehensive plan.

The addendum will be supplementary to the current plan. It will introduce new information, including the latest demographic data, additional community engagement, a reexamination of each plan element, updated current and future land use maps, and a completely revised implementation chapter, without altering the core content of the original plan. The updated plan will be a more focused document targeting anticipated needs (e.g., infrastructure, housing, the local economy, etc.) and prioritizing implementation tasks over a five-year timeline.

The addendum will provide the Village with the tools to necessary to effectively respond to current needs without requiring a time-consuming and expensive complete overhaul. The 2005 plan will be retained as a reference document.

Town of Randall and Village of Twin Lakes

Smart Growth
Comprehensive Plan: 2005 - 2024

ADOPTED: MARCH 14, 2005

Prepared by:
Mid-America Planning Services, Inc.
477 North Sherman Avenue
Twin Lakes, WI 53181-0181
414-784-0770
www.mapsinc.com



Scope of Services

The scope of services describes our approach to updating the Village of Twin Lakes Comprehensive Plan.

Initial Meeting

The purposes of the Initial Meeting are to:

- Provide the Plan Commission and CPC with opportunity to discuss and refine the scope of work and project timeline.
- Discuss strengths and weaknesses of current plan.
- Identify preliminary land use desires and needs.
- Set a date for the Community Survey and Community Engagement Session and establish a preliminary meeting schedule.
- Address other relevant topics pertaining to land use.



Research & Data Collection

At the onset of the planning process the CPC Team will compile the data necessary to prepare the comprehensive plan. This will include:

- The current comprehensive plan and other plans, studies, reports, and ordinances related to land use, development, and infrastructure in Twin Lakes (in Word format, if available).
- GIS data files from Kenosha County, Southeast Wisconsin Regional Planning Commission (SEWRPC), WisDOT, WDNR, and other relevant sources.
- Demographic data from the US Census Bureau, Wisconsin Department of Administration, and Wisconsin Department of Workforce Development, among others.

Public Participation Plan

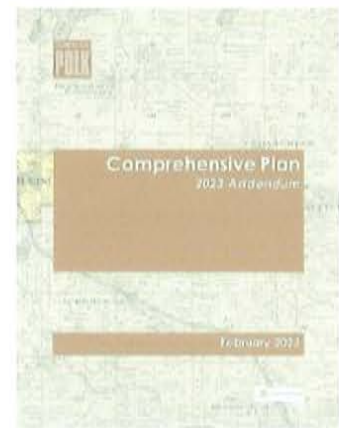
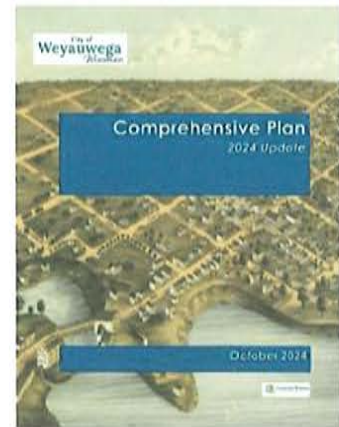
Wis. Stat. § 66.1001(4)(a) requires that local governments adopt written procedures designed to “foster public participation including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan.” CPC will prepare a Public Participation Plan for review and adoption consistent with these requirements.

Intergovernmental Announcements

Intergovernmental notifications are an implied requirement of the planning law. The purpose of the notification is to inform the county, nearby municipalities, state agencies, and other organizations of the Village’s intent to update the plan, direct each to draft chapters and maps, and provide opportunities to comment and meaningfully engage in the planning process.

CPC will prepare and send intergovernmental announcement letters to:

- Kenosha County
- Village of Genoa City
- Town of Randall
- Lake and McHenry Counties in Illinois
- Twin Lakes #4 School District
- Twin Lakes Preservation Association
- SEWRPC
- WDNR and WisDOT
- Other agencies, governments, and organizations as desired





Community Land Use Survey

CPC will develop an electronic survey instrument for online distribution to residents, landowners, business owners, and other stakeholders. Since selection bias is an inherent risk with all internet-based surveys, CPC recommends providing hard copies to those user groups who may not have access to the online world...or may not be comfortable operating within it.

Community Engagement Session

The planning process begins in earnest with a *Community Engagement Session*. The purposes of the session are to introduce the process of updating the plan to the public; present updated demographic data related to population, income, employment, and housing, among others; summarize the results of the community survey; and engage participants in a general discussion of comprehensive planning and Twin Lakes' land use needs.

City of
Weyauwega
Wisconsin

Comprehensive Plan Update
Community Land Use Survey

We are updating the City of Weyauwega Comprehensive Plan and need your input. A comprehensive plan is a guide for future housing, transportation, economic development, natural resources preservation, and other land uses. A high response rate will ensure the updated plan represents the desires of our community. We hope you will take 10 minutes to complete this survey. Your responses will remain confidential.

A 'Community Engagement Session' is scheduled for Wednesday, November 15th (6:00 pm) at City Hall. The purposes of the session are to introduce the process of updating the plan, present updated demographic data for Weyauwega, summarize the results of this survey, and answer questions about the development of the plan.

Please complete and return the survey to City Hall no later than Friday, November 3rd so that we have sufficient time to tabulate and prepare for the the Engagement Session.

If you have any questions regarding the survey or the planning process, please contact:

Jeffrey Sanders
City of Weyauwega Planning Consultant
Phone: 920-309-0721
Email: jts@communityplanningandconsulting.com

Thank you!

1. Which of the following best describes your relationship to the City of Weyauwega?

Year-round resident ☐	Seasonal resident ☐	Business owner ☐	Non-resident property owner ☐	Other: ☐
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2. If a year-round resident, how long have you lived in Weyauwega?

Less than 3 years ☐	3 to 9 years ☐	10 to 20 years ☐	More than 20 years ☐
---	--	--	--

3. If a seasonal resident, how long have you been visiting Weyauwega?

Less than 3 years ☐	3 to 9 years ☐	10 to 20 years ☐	More than 20 years ☐
---	--	--	--

4. If a business owner, how long have you operated your business in Weyauwega?

Less than 3 years ☐	3 to 9 years ☐	10 to 20 years ☐	More than 20 years ☐
---	--	--	--

Document Preparation

Following the Engagement Session, CPC will begin preparing the draft comprehensive plan. The update will result in the creation of a targeted plan document with a clear and concise set of implementation actions. It will be laid-out consistent with the nine required plan elements and will be guided by the needs and desires of the Twin Lakes community.

First Draft Working Session

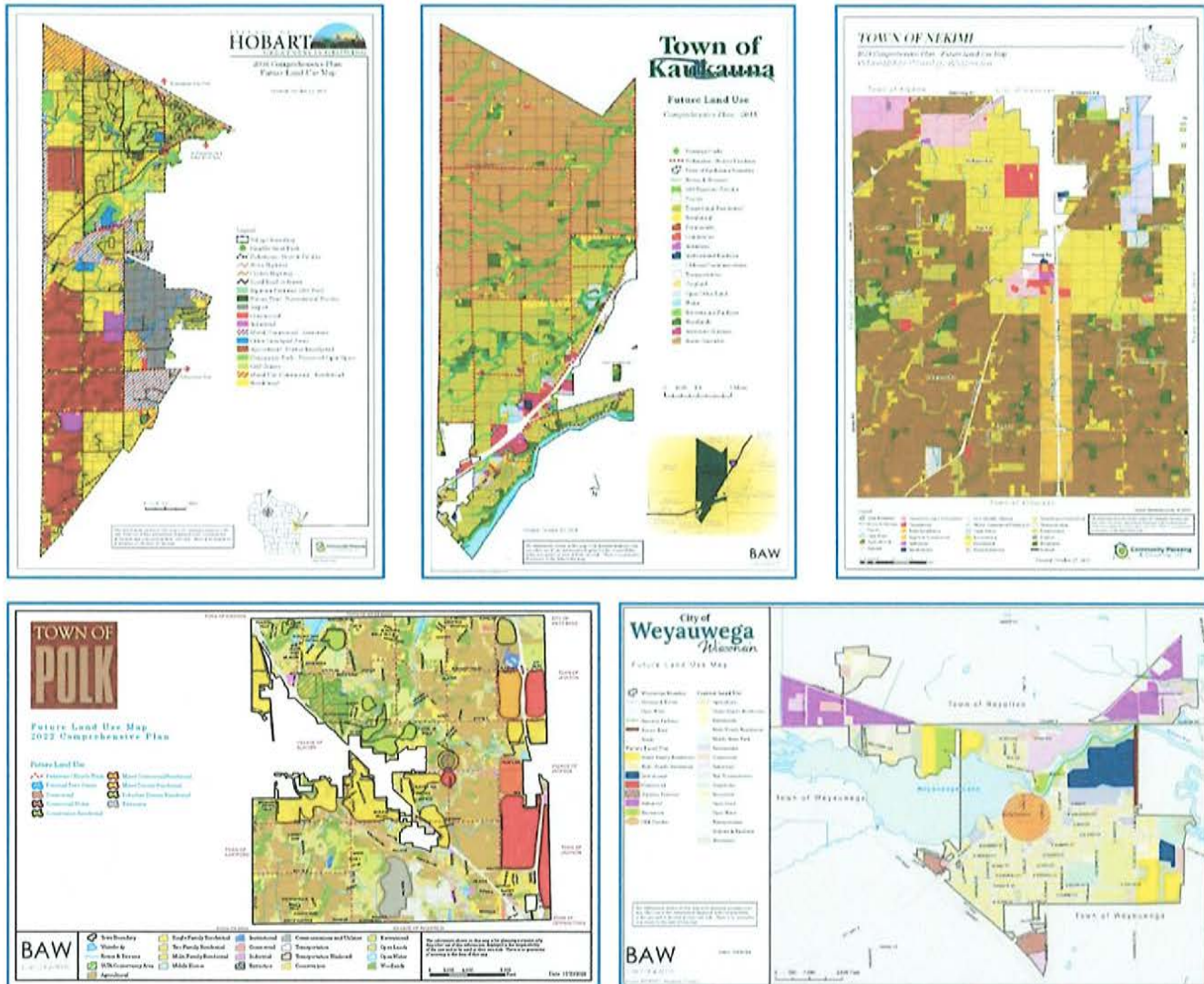
Working session with Plan Commission to review first draft comprehensive plan and plan maps in preparation for public presentation.

First Draft Presentation

Presentation of first draft comprehensive plan and plan maps to the general public.

Project Mapping

Plan maps will be created from existing data sources. BAW Cartography will utilize GIS data sourced from the Village, Kenosha County, SEWRPC, WisDOT, and WDNR. Examples of previous plan maps are presented below.



Examples of maps prepared by BAW Cartography in partnership with CPC (clockwise from top left): Village of Hobart Comprehensive Plan Future Land Use Map; Town of Kaukauna Comprehensive Plan Future Land Use Map; Village of Twin Lakes Comprehensive Plan Future Land Use Map; City of Weyauwega Comprehensive Plan Future Land Use Map; Town of Polk Comprehensive Plan Future Land Use Map.



Proposed Timeline & Budget

Preparation for Planning Process

Task	Description	Month	Cost
Data Collection	Collection of demographic and mapping data.	1	\$208
Public Participation Plan	Preparation of required Public Participation Plan.		\$104
Intergovernmental Notifications	Preparation and delivery of required intergovernmental announcements.		\$312
Subtotal			\$624

Draft Plan Document

Task	Month	Cost
Issues & Opportunities	2-5	\$832
Housing		\$624
Transportation		\$416
Utilities & Community Facilities		\$624
Agricultural, Natural, & Cultural Resources		\$624
Economic Development		\$832
Intergovernmental Cooperation		\$416
Land Use		\$1,248
Implementation		\$312
Subtotal		\$5,928

Draft Plan Maps

Task	Month	Cost
Current Land Use map. [1]	2	\$85/hr.
Future Land Use map. [1]	5	\$85/hr.

Meetings and Public Engagement

Task	Description	Month	Cost
Initial Meeting	Virtual meeting with Plan Commission to finalize planning process and set meeting schedule. [2]	1	\$208
Community Survey	Preparation of first draft community land use survey; creation of online survey instrument; summary for plan document. [3] [4]	1	\$832
Community Engagement Session	Initial public meeting of planning process. [5] [6] [7]	2	\$936
First Draft Working Session	Virtual workshop with Plan Commission to discuss first draft [2] [6]	4	\$416



First Draft Presentation	Presentation and discussion of complete first draft. [5] [6] [7]	5	\$936
Subtotal			\$3,328
Preparation of Comp Plan Document			
Task	Description	Month	Cost
First Draft	Preparation of complete first draft plan document for review by Plan Commission. [3]	4	\$416
PPH Draft	Pre-public hearing draft. [7]	5	\$208
Final Plan	Incorporation of post-public hearing revisions as recommended by the Plan Commission; preparation of final draft for Village Board approval.	6	\$208
Adoption	Preparation of adoption ordinance.	6	\$104
Subtotal			\$936
Total			\$10,816
Optional Items			
Task		Month	Cost
Additional maps (Transportation, Utilities & Community Facilities, etc.).		3-5	\$85/hr.
Summary of key plan recommendations for public hearing.		6	\$208
CPC in person participation at Public Hearing. [5] [8]		6	\$728
CPC virtual participation at Public Hearing. [8]			
Intergovernmental distribution of adopted plan		6	tbd
Notes			
[1] Village is responsible for any costs associated with securing required GIS/mapping data files.			
[2] CPC utilizes the Zoom video conferencing platform.			
[3] Subsequent drafts billed at \$104 per hour in fractional 15-minute increments.			
[4] Tabulation of paper responses billed at \$104 per hour in fractional 15-minute increments.			
[5] Includes travel. CPC bills for time of travel to meetings; we do not bill for mileage, fuel, or return trip.			
[6] Includes preparation for meeting.			
[7] The portion of any meeting extending beyond two hours billed at \$104 per hour in fractional 15-minute increments.			
[8] Includes summary of key plan recommendations.			



Corporate Profiles and Staff Resumés

Corporate profiles and staff resumés are presented on the following pages.

Thank You!

We truly appreciate the opportunity to assist you with your land use planning needs.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeff Sanders".

Jeffrey Sanders, Principal
Community Planning & Consulting, LLC



Corporate Profile

Community Planning & Consulting, LLC

1007 N. Leminwah St.

Appleton, WI 54911

920.309.0721

www.communityplanningandconsulting.com

Owner

Jeffrey Sanders

Established

January 2010, Limited Liability Corporation

Services

- Comprehensive Plans
- Farmland Preservation
- Grant Writing
- On-call Planning Services & Zoning Administration
- Outdoor Recreation Plans
- Public Engagement
- Strategic Planning for Municipalities, Business, and Non-Profit Organizations
- Student Enrollment Projections
- Zoning and Subdivision Ordinances

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Municipal Planning Experience

Comprehensive Plans

Community Planning & Consulting

Outagamie Co. – Ex. Cond. Report

C. Weyauwega, Waupaca Co.

V. Black Creek, Outagamie Co.

V. Hobart, Brown Co.

V. Sturtevant, Racine Co. – in progress

V. Wind Point, Racine Co. – pending

T. Baileys Harbor, Door Co.

T. Black Creek, Outagamie Co.

Jeff Sanders (prior to CPC)

V. Ashwaubenon, Brown Co.

V. Black Creek, Outagamie Co.

V. Casco, Kewaunee Co.

V. Winneconne, Winnebago Co.

T. Black Creek, Outagamie Co.

T. Bradford, Rock Co.

T. Buchanan, Outagamie Co.

T. Carlton, Kewaunee Co.

T. Casco, Kewaunee Co.

T. Clearfield, Juneau Co.

T. Eldorado, Fond du Lac Co.

T. Carlton, Kewaunee Co. – pending

T. Empire, Fond du Lac Co.

T. Hortonia, Outagamie Co.

T. Kaukauna, Outagamie Co.

T. Ledgeview, Brown Co.

T. Lincoln, Kewaunee Co.

T. Linn, Walworth Co.

T. Montpelier, Kewaunee Co.

T. Empire, Fond du Lac Co.

T. Freeman, Crawford Co.

T. Hortonia, Outagamie Co.

T. Kaukauna, Outagamie Co.

T. Lincoln, Kewaunee Co.

T. Marion, Juneau Co.

T. Montpelier, Kewaunee Co.

T. Mukwa, Waupaca Co.

T. Oneida, Outagamie Co.

T. Seneca, Crawford Co.

T. Sevastopol, Door Co.

T. Nekimi, Winnebago Co.

T. Oconto Falls, Oconto Co.

T. Polk, Washington Co.

T. Russell, Sheboygan Co.

T. Taycheedah, Fond du Lac Co.

T. West Bend, Washington Co.

T. Winchester, Winnebago Co. – pending

T. Taycheedah, Fond du Lac Co.

T. Three Lakes, Oneida Co.

T. Utica, Crawford Co.

T. West Kewaunee, Kewaunee Co.

T. West Point, Columbia Co.

T. Winchester, Winnebago Co.

T. Wolf River, Winnebago Co.

Oneida Nation, Brown/Outagamie Co.

Zoning Ordinances

C. Richland Center Airport HLZO, Richland Co.

C. Waupaca, Waupaca Co.

C. Weyauwega, Waupaca Co.

V. Black Creek, Outagamie Co.

V. Denmark, Brown Co.

V. Hobart, Brown Co.

V. Sister Bay, Door Co. (audit only)

V. Sturtevant, Racine Co.

V. Wind Point, Racine Co.

T. Black Creek, Outagamie Co.

T. Carlton, Kewaunee Co.

T. Chilton, Calumet Co. (audit only)

T. Eldorado, Fond du Lac Co.

T. Hortonia, Outagamie Co.

T. Kaukauna, Outagamie Co.

T. Kewaskum, Washington Co.

T. Mitchell, Sheboygan Co.

T. Montpelier, Kewaunee Co.

T. Polk, Washington Co.

T. Ringle, Marathon Co.

T. Russell, Sheboygan Co.

T. Taycheedah, Fond du Lac Co.

T. West Bend, Washington Co.

T. Winchester, Winnebago Co.

Land Division / Subdivision Ordinances

Community Planning & Consulting

C. Weyauwega, Waupaca Co. – in progress

V. Black Creek, Outagamie Co.

V. Denmark, Brown Co.

V. Hobart, Brown Co.

T. Baileys Harbor, Door Co.

T. Black Creek, Outagamie Co.

T. Bradford, Rock Co.

T. Eldorado, Fond du Lac Co.

T. Freedom, Outagamie Co.

T. Hortonia, Outagamie Co.

T. Kewaskum, Washington Co.

T. Nekimi, Winnebago Co.

T. Oconto Falls, Oconto Co.

T. Polk, Washington Co.

T. Taycheedah, Fond du Lac Co.

T. West Bend, Washington Co.

T. Winchester, Winnebago Co. – in progress

Jeff Sanders (prior to CPC)

T. Buchanan, Outagamie Co.

T. Empire, Fond du Lac Co.

T. Morrison, Brown Co.

T. Mukwa, Waupaca Co.

T. Winchester, Winnebago Co.

Assisting Wisconsin Communities in Preparing for a Sustainable Future



On-call Planning Assistance or Zoning Administration

Current Clients

C. Weyauwega, *Waupaca Co.*
V. Denmark, *Brown Co.*
V. Sturtevant, *Racine Co.*

V. Wind Point, *Racine Co.*
T. Freedom, *Outagamie Co.*
T. Mitchell, *Sheboygan Co.*

T. Nekimi, *Winnebago Co.*
T. Polk, *Washington Co.*
T. Winchester, *Winnebago Co.*

Past Clients

C. Waupaca, *Waupaca Co.*
V. Black Creek, *Outagamie Co.*
V. Sister Bay, *Door Co.*
T. Black Creek, *Outagamie Co.*
T. Bradford, *Rock Co.*
T. Carlton, *Kewaunee Co.*

T. Chilton, *Calumet Co.*
T. Eldorado, *Fond du Lac Co.*
T. Empire, *Fond du Lac Co.*
T. Hortonia, *Outagamie Co.*
T. Kaukauna, *Outagamie Co.*
T. Kewaskum, *Washington Co.*

T. Montpelier, *Door Co.*
T. Oconto Falls, *Oconto Co.*
T. Russell, *Sheboygan Co.*
T. Taycheedah, *Fond du Lac Co.*
T. West Bend, *Washington Co.*

Strategic Planning

Community Planning & Consulting

C. New London Strategic
Implementation Plan
V. Hobart Strategic Plan

V. Twin Lakes 2018 Budget Plan
T. Baileys Harbor Implementation
T. Phelps Downtown Strategic Plan

T. Polk Strategic Plan
Fox Cities Greenways 2012

Jeff Sanders (prior to CPC)

Fox Cities Greenways 2009
Fox Cities Visitor & Convention
Bureau

V. Butternut, *Ashland Co.*

Wisconsin Association of Visitor &
Convention Bureaus

Site Plans

Community Planning & Consulting

C. New London Hatten Memorial
Stadium (sub. to OMNII Assoc.)

T. Rome Alpine Village Town Centre
Plan

T. Three Lakes Streetscape &
Community Design Plan

Jeff Sanders (prior to CPC)

C. Oconomowoc SW Summit Ave.
C. Sturgeon Bay Shipbuilding Cluster

C. Sheboygan Taylor Drive District
EAA Air Venture Site Plan

Country USA Site Plan

Open Space & Outdoor Recreation Plans

V. Denmark, *Brown Co.*
V. Hobart, *Brown Co.*
V. Sturtevant, *Racine Co.*
V. Twin Lakes, *Kenosha Co. - 2018*

V. Twin Lakes, *Kenosha Co. - in
progress*
V. Union Grove, *Racine Co.*
V. Wind Point, *Racine Co. - 2018*
V. Wind Point, *Racine Co. - 2025*

T. Ledgeview, *Brown Co.*
T. Mukwa, *Waupaca Co.*
T. Rome, *Adams Co. - 2018*
T. Rome, *Adams Co. - 2024*

Jeff Sanders (prior to CPC)

Oneida Nation Open Space Plan

Student Enrollment Projections

Community Planning & Consulting

Berlin Area School District
Kewaskum School District - 2015
Kewaskum School District - 2021

Jeff Sanders (prior to CPC)

Freedom Area School District
Winneconne Community School District

Assisting Wisconsin Communities in Preparing for a Sustainable Future





Jeffrey Sanders
Principal

ACADEMICS

B.S. Urban & Regional Studies
(Cum Laude), University of
Wisconsin-Green Bay

B.S. Environmental Policy &
Planning (Cum Laude), University
of Wisconsin-Green Bay

MILITARY SERVICE

United States Air Force
1982-1986

SPECIALIZED TRAINING

Meeting Management
MIG, Inc

Conservation Design for
Subdivisions, Natural Lands Trust

Innovative Storm Water
Management Techniques, Center
for Watershed Protection

Urban Stream Protection, Center
for Watershed Protection

Native Prairie Restoration, Prairie
Nursery

MEMBERSHIPS

American Planning Association

Wisconsin Chapter APA

Bio

Jeff Sanders has thirty-plus years of municipal planning experience and has authored nearly one hundred comprehensive plans and land use ordinances. He is adept at finding creative solutions to vexing problems.

Jeff has lectured on an array of land-use related topics at the University of Wisconsin- Green Bay, St. Norbert College, Northern Michigan University, Fox Valley Technical College, and Northeast Wisconsin Technical College. He has presented at more than a dozen conferences on subjects including Land Use Planning, Conservation Design, Sustainable Development, Climate Change, Watershed Management, and Indian Land and the Law.

Jeff grew up in Shawano and currently lives in Appleton with his wife and daughter. They spend a lot of time on bikes and skis, in kayaks and tents, and enjoying places with trees and water (frozen and not, salted and not).

Professional Life

1994-1999	Oneida Nation, Green Bay – <i>Senior Planner</i>
2000-2003	Moore Iacofano Goltsman Inc., Green Bay – <i>Principal Planner</i>
2004-2009	OMNNI Associates Inc., Appleton – <i>Director of Planning Group</i>
2010-Present	Community Planning & Consulting LLC, Appleton – <i>Principal</i>

Expertise

- Comprehensive Planning – More than 50 to date
- Zoning & Subdivision Ordinances – Nearly 50
- On-Call Planning & Zoning Administration
- Strategic Planning – municipal, corporate, nonprofit
- Site Planning – downtown, business park, corridor
- Outdoor Recreation Planning
- Enrollment Population Projections for School Districts

Assisting Wisconsin Communities in Preparing for a Sustainable Future



Jeffrey Sanders
Principal

SELECT CONTRIBUTIONS

The Comprehensive Plan as a Tool to Enhance Water Quality

How the comp plan and the creative use of zoning and subdivision regulations can be used to cost effectively achieve surface and ground water restoration goals. Fox-Wolf Watershed Alliance 19th Annual Watershed Conference, 2019.

Climate Change in Wisconsin

Potential Effects of a changing climate on Municipalities and the Surveying, Engineering, and Planning Professions. Wisconsin Society of Land Surveyors 63rd Annual Surveyors Institute, Stevens Point, 2012.

Residential Development and Habitat Protection in Rural Communities

How to achieve balance between development and natural resources during residential development. Wisconsin Society of Land Surveyors 57th Annual Surveyors Institute, Green Bay, 2006. Fox Cities Leadership, 2006.

Sustainability in Residential Development

The ways in which sustainable principles can be incorporated into the residential development process benefiting the landowner, developer, and community. Wisconsin Society of Land Surveyors 56th Annual Surveyors Institute, Stevens Point, 2005.

Public Participation

Meaningful engagement at the beginning and middle of a project significantly lessens the probability of pitchforks and torches at the end.

Jeff is a passionate advocate for public participation. He has facilitated more than 700 community meetings and planning sessions, assisting stakeholders in identifying implementable pathways to a collective future. His strength lies in his ability to connect with the audience. He uses meeting management techniques that aid participants in thinking conceptually and working collaboratively toward an identifiable, desirable outcome. Meaningful public participation promotes a sense of ownership and generates the informed consent necessary for implementation. Among the tools used to reach these goals:

- Community & Visual Preference Surveys
- Impact / Effort Matrices
- SNOC & Nominal Group Exercises
- Stakeholder Interviews
- Visioning Sessions

Professional References

Jack Feiner, Public Works Manager – V. Sturtevant
262.886.7202 feinerj@sturtevant-wi.gov

Matt Parmentier, Municipal Attorney
920.238.6223 MBP@dempseylaw.com

Susan Selner, President – V. Denmark
920.863.6821 smselner@charter.net

Justin Schumacher, Chairman – T. Freedom
920.841.5040 JSchumacher@townoffreedom.org

Holly Stevens, Clerk/Zoning Administrator – T. Winchester
920.836.2948 clerk@townofwinchesterwi.gov

Travis Wells, Administrator – V. Wind Point
262-639-3524 t.wells@windpoint.org

Assisting Wisconsin Communities in Preparing for a Sustainable Future



BAW Cartography LLC

W2546 Frontier Drive
Appleton, WI 54915
920-475-2773

Owner

Ben Wildenberg

Established

July 2015, Limited Liability Corporation

GIS Services

- Municipal, environmental, transportation map creation
- Data analysis
- Data compilation
- Database creation
- Asset management map creation



Ben A. Wildenberg, GISP

EDUCATION

B.S., 2007,
Urban and Regional
Studies with emphasis
in Urban Planning
University of Wisconsin
Oshkosh
Oshkosh, WI

A.A.S., 2005,
University of Wisconsin
Fox Valley
Menasha, Wisconsin

CERTIFICATION

GISP, Geographic
Information Systems
Professional
ID: 67920
Expiration: 2/25/2019

Soil Erosion Inspector
ID: 1075846

40 Hour Hazardous
Waste Site Worker
ID: 060913

COMPUTER SOFTWARE & TECHNOLOGY

ArcGIS 8.0-10.3.1
ArcPad 10
Trimble Business
Center
AutoCAD Civil 3D,
AutoCAD Map, 2010,
2012, 2014
Microstation V8, V8
XM
Eagle Point
Microsoft Office Suite
Terrasync
Pathfinder Office

EXPERIENCE

Mr. Wildenberg offers a wide variety of experience in the fields of GIS (Geographic Information Systems) analysis, CAD (Computer Automated Design) drafting, community planning and zoning.

Works performed include updating city wide asset management datasets and creating city wide utility GIS systems from scratch. Mr. Wildenberg has managed and performed extensive project work for Town, Village, City, County and State governments. Private work has included large land survey drafting, legal document preparation, land base mapping and data management. Acted as technical field staff in environmental remediation, as well as soil erosion and stormwater testing.

GIS Experience:

- **Kaukauna Utilities, Kaukauna, Wisconsin.** Collected more than 10,000 points related to city water system and created complete inventory network of data collected. Integrated existing data into new database to create final map product.
- **Gardens of the Fox Cities, Appleton, Wisconsin.** Created point based database and map of property including vegetation, paths, planters and other features. Designed a navigational map for display on site.
- **City of Waupaca, Waupaca County, Wisconsin.** Developed a GIS based water, storm and sanitary utility asset management project, locating and digitizing points and lines, updating database information and creating maps.
- **Town of Taycheedah, Fond du Lac County, Wisconsin.** Developed Farmland Preservation District mapping and database design for administrative analysis.
- **City of Sheboygan, Taylor Drive District Plan, Sheboygan County, Wisconsin.** Provided GIS mapping services for the Taylor Drive Corridor District Plan.
- **Town of Carlton, Kewaunee County, Wisconsin.** Developed Farmland Preservation District and Zoning maps.
- **City of Neenah, Winnebago County, Wisconsin.** Updated a GIS based water utility asset management database and map using as-built data and GPS data.
- **City of Fond du Lac, Fond du Lac County, Wisconsin.** Performed sidewalk construction inspections using a GIS database to locate areas in need of repair and create fields to identify repairs and areas that have been repaired.
- **Village of Hobart, Brown County, Wisconsin.** Created mapping for the Village's updated 2015 Comprehensive Plan



Ben A. Wildenberg, GISP

EDUCATION

B.S., 2007,
Urban and Regional
Studies with emphasis
in Urban Planning
University of Wisconsin
Oshkosh
Oshkosh, WI

A.A.S., 2005,
University of Wisconsin
Fox Valley
Menasha, Wisconsin

CERTIFICATION

GISP, Geographic
Information Systems
Professional
ID: 67920
Expiration: 2/25/2019

Soil Erosion Inspector
ID: 1075846

40 Hour Hazardous
Waste Site Worker
ID: 060913

COMPUTER SOFTWARE & TECHNOLOGY

ArcGIS 8.0-10.3.1
ArcPad 10
Trimble Business
Center
AutoCAD Civil 3D,
AutoCAD Map, 2010,
2012, 2014
Microstation V8, V8
XM
Eagle Point
Microsoft Office Suite
Terrasync
Pathfinder Office

EXPERIENCE

Mr. Wildenberg offers a wide variety of experience in the fields of GIS (Geographic Information Systems) analysis, CAD (Computer Automated Design) drafting, community planning and zoning.

Works performed include updating city wide asset management datasets and creating city wide utility GIS systems from scratch. Mr. Wildenberg has managed and performed extensive project work for Town, Village, City, County and State governments. Private work has included large land survey drafting, legal document preparation, land base mapping and data management. Acted as technical field staff in environmental remediation, as well as soil erosion and stormwater testing.

GIS Experience:

- **Kaukauna Utilities, Kaukauna, Wisconsin.** Collected more than 10,000 points related to city water system and created complete inventory network of data collected. Integrated existing data into new database to create final map product.
- **Gardens of the Fox Cities, Appleton, Wisconsin.** Created point based database and map of property including vegetation, paths, planters and other features. Designed a navigational map for display on site.
- **City of Waupaca, Waupaca County, Wisconsin.** Developed a GIS based water, storm and sanitary utility asset management project, locating and digitizing points and lines, updating database information and creating maps.
- **Town of Taycheedah, Fond du Lac County, Wisconsin.** Developed Farmland Preservation District mapping and database design for administrative analysis.
- **City of Sheboygan, Taylor Drive District Plan, Sheboygan County, Wisconsin.** Provided GIS mapping services for the Taylor Drive Corridor District Plan.
- **Town of Carlton, Kewaunee County, Wisconsin.** Developed Farmland Preservation District and Zoning maps.
- **City of Neenah, Winnebago County, Wisconsin.** Updated a GIS based water utility asset management database and map using as-built data and GPS data.
- **City of Fond du Lac, Fond du Lac County, Wisconsin.** Performed sidewalk construction inspections using a GIS database to locate areas in need of repair and create fields to identify repairs and areas that have been repaired.
- **Village of Hobart, Brown County, Wisconsin.** Created mapping for the Village's updated 2015 Comprehensive Plan



VILLAGE OF TWIN LAKES

VILLAGE BOARD AGENDA REQUEST FORM

(Required pursuant to A-4 Village Board Agenda Item Submission and Scheduling Policy)

1. GENERAL INFORMATION

Requesting Party (Name & Title): Fire Chief Ron Redlin

Department (if applicable): Fire Department

Date Submitted: 3/30/2026

Meeting Requested : 05/04/2026

2. SUMMARY OF ISSUE

Provide a clear written summary of the matter for discussion or action:

Establishing step raises for full-time Village Fire Department staff, including an explanation of how each step is achieved.

As the Village continues building the full-time Fire/EMS department, staff reviewed compensation structures used by surrounding departments to help establish a pay scale that is competitive while remaining fiscally responsible for a small department. The review included Burlington, Elkhorn, Fontana, Kenosha, Lake Geneva, Pleasant Prairie, Salem Lakes, and Walworth. The review was intended to ensure the Village's compensation structure remains competitive in the regional Fire/EMS labor market, reflects the smaller size of the Twin Lakes department, maintains long-term financial sustainability, and provides a clear career progression.

Regional Pay Comparison

Department	EMT Top Step	AEMT Top Step	Paramedic Top Step
Burlington	\$24.43	-	\$25.93
Elkhorn	\$25.25	\$26.01	\$27.30
Fontana	\$22.38	-	\$27.10
Kenosha	\$30.47	-	\$34.47
Lake Geneva	\$24.47	\$28.64	\$33.53
Pleasant Prairie	\$34.12	-	\$36.17
Salem Lakes	\$23.34	-	\$35.54
Walworth	\$20.00	\$22.42	-

Smaller departments typically have EMT top steps between approximately \$22 and \$26 per hour, while larger departments exceed \$30 per hour due to staffing size and service demand. The proposed Twin Lakes structure focuses on remaining competitive with similarly sized communities while avoiding the long-term payroll commitments associated with larger urban departments. Shift employees work 2,600 hours a year, not 2,080. EMS Supervisor has two different pay rates to represent if they are scheduled on shift due to staff shortages or if they are working the desired Salary Plus 40 hours a week.

Recommended Pay Scale - Fire Department

Shift Employee

Step	FF / EMT	FF / AEMT	FF / Paramedic
Start	\$22.50	\$24.50	\$27.50
Step 1	-	\$25.50	\$28.25
Step 2	-	\$26.25	\$29.00
Step 3	-	\$27.00	\$29.75
Step 4	-	\$28.00	\$30.50

EMS Supervisor

Position	Step 1	Step 2	Step 3
EMS Supervisor - Shift	\$27.7020	\$31.50	
EMS Supervisor - Salary Plus	\$34.8840	\$36.6282	\$38.0000

Step Advancement

Employees hired into Fire Department positions will begin at the Start rate for their classification. Upon successful completion of the employee's probationary period, the employee will advance to Step 1 of the applicable pay scale. Thereafter, employees will advance one step in the pay scale on each annual anniversary of the date they completed probation, until the top step for their classification is reached.

3. REQUESTED OUTCOME

- ☐ Discussion Only
- ☐ Direction from Committee of the Whole
- ☒ Action (following COW discussion)

Describe the recommended action or requested Board direction:

Approval to adopt the proposed Fire Department step pay scale and step increase structure.

4. FISCAL IMPACT (If Applicable)

- ☐ No Fiscal Impact
- ☐ Fiscal Impact: \$ 16,303.24

Budgeted: ☐ Yes ☒ No

Account Line: 100-33-52200-50110-000

Funding Source (i.e grant, donation): Currently reimbursed by the Fire/Rescue organization. Future increases are anticipated to be offset by service contract adjustments with the Towns of Randall and Wheatland, as well as ambulance billing revenue.

5. SUPPORTING DOCUMENTATION

Check all that are attached:

- ☐ Contracts / Agreements
- ☐ Quotes / Proposals
- ☐ Ordinance / Resolution Draft
- ☐ Maps / Exhibits
- ☐ Staff Report / Background Materials
- ☐ Other: _____

Submission Reminder

Agenda materials for Committee of the Whole meetings must be submitted to the Village Administrator no later than **9:00 a.m. on the Tuesday preceding the meeting**, in accordance with Village policy.

Administrative Review (For Office Use Only)

- ☐ Complete
- ☐ Returned for Additional Information
- ☐ Deferred

Administrator: _____ Date: _____

ORDINANCE NO. 2026-5-1

**An Ordinance Creating Chapter 8.90 Of The Twin Lakes Code Of Ordinances
Pertaining To Outdoor Lighting**

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain as follows, to wit:

SECTION I

Chapter 8.90 of the Twin Lakes Code of Ordinances, pertaining to outdoor lighting, be, and hereby, is created to read as follows:

"Chapter 8.90

OUTDOOR LIGHTING

Sections:

8.90.1 Title and Authority.

8.90.2 Purpose and Intent.

8.90.3 Applicability.

8.90.35 Effects on Other Codes.

8.90.4 Definitions.

8.90.5 General Lighting Standards.

8.90.6 Shoreland and Water-Oriented Lighting.

8.90.7 Exemptions.

8.90.75 Nuisance or Public Nuisance Conditions.

8.90.8 Enforcement and Complaints.

8.90.9 Penalties.

8.90.10 Severability.

8.90.11 Effective Date.

8.90.1 Title and Authority.

This Chapter shall be known as the Village of Twin Lakes Outdoor Lighting Ordinance and is adopted pursuant to the Village's authority under Wis. Stat. § 61.34 and other applicable provisions of Wisconsin law.

8.90.2 Purpose and Intent.

The purpose of this Chapter is to ensure adequate and safe outdoor lighting for public and private properties while minimizing glare, light trespass, excessive illumination, and light pollution. This Chapter is intended to preserve the nighttime character and aesthetic qualities of the Village of Twin Lakes, protect navigable waters, conserve energy, prevent lighting nuisances, and allow residents and visitors the peaceful enjoyment of property under natural night sky conditions.

8.90.3 Applicability.

A. This Chapter shall apply to all exterior lighting installed, replaced, relocated, altered, or operated after the effective date of this Chapter.

B. Existing outdoor lighting that does not conform to this Chapter shall be brought into compliance or discontinued within ninety (90) days of the effective date, unless otherwise exempted herein.

C. Outdoor lighting associated with a use or structure that is abandoned as defined elsewhere in the Village Code or ordinances shall be brought into compliance with this Chapter prior to resumption of use.

8.90.35 Effects on Other Codes.

The provisions of this Chapter are intended to supplement other applicable Village codes and zoning requirements and regulations. Compliance with all applicable provisions of a building, zoning, electrical and other Village codes and ordinances must be observed. In the event of a conflict between requirements of this Chapter and other Village codes or ordinances, the more stringent requirement shall apply.

8.90.4 Definitions.

As used in this Chapter, unless the context clearly indicates otherwise, certain words and phrases shall mean the following:

A. "Exterior lighting" means any outdoor artificial illuminating device, whether permanent or portable, used for illumination or advertisement, including general lighting fixtures, search lights, spot lights and flood lights, whether for architectural lighting, parking lot lighting, landscape lighting, signage/billboards, street lighting, or any other purpose. "Exterior lighting" is used interchangeably with "exterior lights," "outdoor lights," and "outdoor lighting."

B. "Glare, or light glare" means a light ray emanating directly from a lamp, reflector or lens such that it falls directly on the eye of the observer.

C. "Light trespass" means light emitted beyond the property boundary exceeding one-half (0.5) foot-candle, equivalent to five and four-tenths (5.4) lux, measured at four (4) feet

above ground level at the property line, or four (4) feet above the water surface at a point one hundred fifty (150) feet from the shoreline.

D. "Luminaire or luminaries" means the complete lighting assembly, less the support assembly. For purposes of determining total light output from a luminaire, light assemblies which include multiple unshielded or partially shielded lamps on a single pole or standard shall be considered as a single unit.

E. "Security lighting" means illumination used as a preventative or corrective measure against intrusions or other criminal activity on a physical piece of property.

F. "Shielded or light shield" means any attachment which interrupts and blocks the path of light emitted from a luminary or fixture. A shield or light shield shall block the direct observation of the light producing portion of the fixture from direct view or interrupt the direct viewing of the light producing portion so as to avoid light trespass or glare as defined above.

8.90.5 General Lighting Standards.

A. All outdoor luminaries producing artificial light shall be located, sized, shielded and/or directed in such manner that they do not constitute light trespass to adjacent properties, public roadways, private roadways or navigable waters as defined herein. Beyond the shielding requirements of this Chapter, all light fixtures shall be located, aimed or shielded so as to eliminate light trespassing across property boundaries.

B. All light fixtures that are required to be shielded shall be installed and maintained in such a manner that the shielding is effective.

C. Outdoor light poles or support assemblies shall not exceed twenty-five (25) feet.

D. Flashing, pulsating, rotating, oscillating, laser lights, including laser light shows and aerial laser lights, strobe, or search light-type lighting is prohibited.

E. All architectural lighting, per fixture, shall be 150 Watts or less (incandescent) or 60 Watts or less (LED or other types), and lights shall have at least 90% of their light falling on the illuminated structure.

F. No outdoor luminaries may be operated in such a manner as to constitute a hazard or danger to persons, or to safe vehicular or boating operations.

G. Special events lighting for any temporary use using exterior lighting which is not in complete compliance with the requirements of this section shall secure a temporary use permit in advance.

H. Motion-activated security lighting shall not be activated by movement or activity beyond the property boundaries, including by movement or activity on public or private roads. Motion-activated security lighting shall not be illuminated for more than three (3)

minutes after motion has ceased. Motion sensors shall be aimed and adjusted to prevent activation by minor movement, including trees, vegetation, insects, or activity beyond the property boundaries, and shall be so aimed and shielded to prevent light trespass.

8.90.6 Shoreland and Water-Oriented Lighting.

Shoreland and water-oriented lighting pertains to all lighting on berthing structures, piers or docks designed to illuminate those structures. Lighting or luminaries on docks, piers, berthing structures, or shoreline areas shall be shielded to prevent direct visibility beyond fifty (50) feet. Low wattage solar lights are acceptable.

8.90.7 Exemptions.

The following are exempt from the requirements of this Chapter, to the extent described as follows:

A. Temporary lighting for civic events, road construction, emergency repair or maintenance of utility lines, sewer, water mains or similar public infrastructure is exempt from this Chapter.

B. Temporary ice activity illumination is permitted when ice conditions allow and persons are present and actively participating. Illumination shall be extinguished when persons are no longer present.

C. All low voltage landscape and low voltage holiday lighting and accent lighting are exempt from the requirements of this Chapter, including lighting with no individual bulb(s) or lamp with a rating greater than five (5) watts, such as decorative string lights or pathway lights provided such lighting does not create glare, light trespass or nuisance condition.

D. Public lighting, and emergency lighting necessary for safety.

E. Temporary lighting legally allowed for hunting, fishing or trapping while those activities are actually taking place and persons involved are actively present.

F. Flagpoles and other elevated objects such as state and national flags, statues, entranceway markers, or other top-of-pole mounted objects which cannot be illuminated with downward-directed lighting may be used only in the form of one (1) narrow-cone spotlight per flag which confines the illumination to the object of interest and provides that the lighting is restricted to an angle of not less than 75 degrees upward from the horizontal.

G. Recreation uses of exterior lighting for outdoor recreational uses such as ball diamonds, playing fields, golf driving ranges, tennis courts, parks and similar outdoor recreational areas and uses may be exempted from some or all of this Chapter if approved by the Plan Commission and Village of Twin Lakes Board of Trustees following an adequate plan review. The Village of Twin Lakes Board of Trustees retained the right to determine times in hours of illumination regarding recreational uses and activities.

H. Temporary exemption may be granted following a request to the Village of Twin Lakes Clerk describing the reasons and need for the request and the nature of the exemption request. The Village Clerk shall provide the Village Board with the request for its approval. If approved by the Village Board, the Village of Twin Lakes Clerk will provide the approval in writing and notify the Police Department of the same. Exemptions shall not be allowed for more than 30 days, except that a maximum of one 30-day renewal may be approved via the manner described in this subsection. The Village Board reserves the right to terminate any temporary light ordinance exemption for any reasonable cause, including but not limited to, concerns about safety or light trespass.

8.90.75 Nuisance or Public Nuisance Conditions.

For the purposes of this Chapter, a nuisance or public nuisance means any outdoor lighting installed, operated, or maintained in violation of this Chapter, including but not limited to, the following:

- A. Lighting that produces glare which interferes with the use or enjoyment of neighboring properties.
- B. Illumination that extends across property lines or onto navigable waters so as to create a hazard or disturbance.
- C. Lighting that causes unsafe conditions for motorist, pedestrians, or boaters.
- D. Failure to shield or direct lighting as required by this Chapter.

8.90.8 Enforcement and Complaints.

Investigations of possible violations of this Chapter shall generally be initiated upon receipt of a written or verbal complaint from an identifiable complainant who is willing to provide their name and contact information. Anonymous complaints shall not, by themselves, prompt an investigation or enforcement action. Notwithstanding the foregoing, a law enforcement officer or authorized official may initiate enforcement without a named complainant when a lighting condition is personally observed and reasonably determined to pose a substantial risk to public safety, including but not limited to hazards affecting vehicular or pedestrian traffic, navigation on waterways, or other conditions creating an immediate threat to the general public.

8.90.9 Penalties.

It shall be unlawful for any person to violate any provision of this Chapter. Each day that the violation continues after notification of noncompliance shall constitute a separate offense. The Village of Twin Lakes may institute appropriate action or proceedings to enjoining violations of this Chapter or applicable Wisconsin statutes, in addition to or in lieu of other enforcement actions, including the issuance of citations. Violations are subject to forfeitures of not less than one hundred dollars (\$100.00) nor more than two hundred fifty dollars (\$250.00) plus the costs of prosecution.

8.90.10 Severability.

If any portion of this Chapter is held invalid, the remaining provisions shall remain in full force and effect.

8.90.11 Effective Date.

This Chapter shall take effect upon adoption and publication by law, and the Village Clerk/Treasurer shall so amend the Village of Twin Lakes Code of Ordinances, and shall indicate the date and number of this creating Ordinance therein.”

SECTION II

All Ordinances or parts of Ordinances contravening the terms and conditions of this Ordinance are hereby to that extent repealed.

SECTION III

This Ordinance shall take effect immediately upon passage and publication as provided by law, and the Village Clerk/Treasurer shall so amend the Village of Twin Lakes Code of Ordinances, and shall indicate the date and number of this creating Ordinance therein.

Dated this ____ day of _____, 2026.

ATTEST:

VILLAGE OF TWIN LAKES

Sabrina Waswo, Village Clerk

Howard K. Skinner, Village President

Members Voting:

___ Aye ___ Absent

___ Nay ___ Abstained

MEMORANDUM

Date: 5/04/2026

To: Village President and Board of Trustees

From: Laura Jager, Village Administrator

Re: Transportation Funding Resolution

Background

The agreement has been revised following State review to incorporate required statutory language and address identified clarifications. It formalizes governance, funding obligations, and the Village's participation in the joint library system consistent with Wisconsin Statutes. The Village Attorney has reviewed the revisions and approves the agreement as presented.

Maintaining a compliant joint library agreement is necessary for the Village to qualify for exemption from the Kenosha County library tax levy. Approval of the revised agreement ensures continued eligibility for this exemption and avoids duplicative taxation for Village residents.

The same agreement has been provided to the Village of Salem Lakes and the Village of Paddock Lake and will be considered by their respective boards. Bringing this forward at this time aligns with State requirements and maintains consistency with the Village's adopted budget and library funding structure.

Recommendation

Approval of the updated Joint Library Agreement.

Community Library Joint Operating Agreement

Pursuant to the provisions of Section 43.53 and Section 43.54 of the Wisconsin Statutes, this Agreement is made and entered into by and between the Village of Paddock Lake, ~~the Town of Randall, the Town of Salem, Village of Silver Lake,~~ the Village of Salem Lakes, and the Village of Twin Lakes, all in Kenosha County, Wisconsin.

Recitation

On February 20, 1980, the Village Board of the Village of Paddock Lake unanimously passed Resolution No. 49 to cooperate in an agreement for establishment, maintenance and upkeep of a joint municipal library to provide library services to the community.

On April 1, 1980, residents of the Town of Salem responded affirmatively to a referendum favoring the establishment of a joint municipal library.

On June 8, 1992, the Village Board of Twin Lakes unanimously passed Resolution No. RI 992-6-2 expressing the intention of the Village of Twin Lakes to join the Community Library System and enter into this joint operating agreement.

On June 11, 1992, the Town of Randall passed a resolution to join the Community Library System.

The Boards of the Village of Paddock Lake, Town of Salem, and Village of Silver Lake have all subsequently adopted Resolutions authorizing the participation of the Village of Twin Lakes and the Town of Randall in said joint library system.

The Town of Salem and the Village of Silver Lake have entered into a cooperative agreement pursuant to section 66.0307, Wis. Stats. which, ~~if approved by the Wisconsin Department of Administration, will~~ resulted in the consolidation of the two municipalities as the Village of Salem Lakes on February 14, 2017.

On February 9, 2024, The Town of Randal gave notice to leave the Joint Library Agreement ending December 31, 2025.

- A. This Agreement is entered into between the Village of Paddock Lake, ~~the Town of Randall, the Town of Salem, the Village of Silver Lake,~~ the Village of Salem Lakes, and the Village of Twin Lakes for the purpose of recreating and re-establishing a joint Library Board to operate a public library at 24615-89th Street Salem, Wisconsin and 110 S. Lake Street Twin Lakes, Wisconsin and/or such other location or locations as the Joint Library Board may hereinafter determine.
- B. The Joint Library Board shall have all the powers provided in Section 43.58, Wis. Stats. and any other applicable Wisconsin Statutes relating to libraries. Joint Library Board

~~members shall be appointment shall be~~ appointed by ~~the Village President or Town Chairperson, respectively, of each the municipalities,~~ with the advice and consent of their respective Village ~~or Town Boards, or the Administrator of the school district as may be the case and until the consolidation of the Town of Salem and the Village of Silver Lake, if approved, shall be composed~~ as follows:

~~Three (3) members appointed by the Town of Salem commencing in May of 2016. One (1) appointment for a two (2) year term ending April 30, 2018, one (1) appointments for three (3) year terms ending April 30, 2019 and one (1) appointment for a four (4) year term ending April 30, 2020.~~

~~Two (2) members appointed by the Village of Twin Lakes commencing in May of 2016. One (1) appointment for a three (3) year term ending April 30, 2019 and one (1) appointment for a four (4) year term ending April 30, 2020.~~

~~One (1) member appointed by the Village of Paddock Lake commencing in May of 2016. One (1) appointment for a two (2) year term ending April 30, 2018.~~

~~One (1) member appointed by the Village of Silver Lake commencing in May of 2016. One (1) appointment for a three (3) year term ending April 30, 2019.~~

~~One (1) member appointed by the Town of Randall commencing in May of 2016. One (1) appointment for a two (2) year term ending April 30, 2018.~~

~~One (1) member (which otherwise would be allocated to the Town of Salem based upon population) appointed by superintendents of the public school districts serving the participating municipalities commencing in May of 2016. One (1) appointment for a four (4) year term ending April 30, 2020.~~

~~Following the consolidation of the Town of Salem and the Village of Silver Lake as the Village of Salem Lakes, if approved by the Department of Administration, the Joint Library Board shall be composed as follows:~~

~~Four (4)~~ Five (5) members appointed by the Village of Salem Lakes commencing in May of ~~2016-2026. One (1)~~ Two (2) appointments for two (2) year terms ending April 30, ~~2018-2028~~, two (2) appointments for three (3) year terms ending April 30, ~~2019-2029~~ and one (1) appointment for a four (4) year term ending April 30, ~~2020-2030~~.

Two (2) members appointed by the Village of Twin Lakes commencing in May of ~~2016~~ 2026. One (1) appointment for a three (3) year term ending April 30, ~~2019-2029~~ and one (1) appointment for a four (4) year term ending April 30, ~~2020-2030~~.

One (1) member appointed by the Village of Paddock Lake commencing in May of ~~2016-2026~~. One (1) appointment for a two (2) year term ending April 30, ~~2018-2028~~.

~~One (1) member appointed by the Town of Randall commencing in May of 2016. One (1) appointment for a two (2) year term ending April 30, 2018.~~

One (1) member ~~by (which otherwise would be allocated to the Village of Salem Lakes based upon population) appointed by superintendents~~ which member shall be an administrator, or the administrator's designee, of one of the public school districts serving the participating municipalities commencing in May of 2016-2026. One (1) appointment for a four (4) year term ending April 30, ~~2020-2030.~~

The composition of the Joint Library Board shall be reviewed every ten years, as soon as practicable following publication of the latest federal decennial census, and, if applicable, be adjusted so that the composition, in terms of the number of seats appointed by each of the municipality members, reflects the percentage of their respective populations shown by the most recent census. Any required adjustment shall take effect on the expiration of the then-current term(s) of the Joint Library Board seat(s) impacted by the change.

~~D.C.~~ _____ After the initial appointments for the terms listed in Section B., above, each regular appointment by a municipality shall be made for a term of three (3) years and shall expire May 1 of that year.

~~E.D.~~ _____ No board member shall be an employee or independent contractor of the Community Library.

~~F.E.~~ _____ Vacancies on the Board shall be filled within sixty (60) days by appointment of any unexpired term by the appointing authority in the same manner as original appointments are made pursuant to paragraph B and C, above.

~~G.F.~~ _____ As soon as practicable after the recreation of the nine (9) member Joint Library Board, its members shall organize and elect from their members a President and such other officers as they deem necessary, which may include a Vice President, Secretary, Treasurer, ~~and other officers as they deemed necessary. It is recommended that t~~ The term of each officer elected shall be for one (1) year and shall run from June 1 thru May 31 of the following year. The Vice President should shall succeed the President in the following year.

~~H.G.~~ _____ All meetings of the Joint Library Board or any of its subcommittees shall be audio recorded. Such recordings shall be marked with the date, time and type of meeting and shall be kept for a period of not less than that required by state law two (2) years at the Salem branch of the Community Library or at another branch as approved by the participating communities. Such recordings and documents shall be available to the public in accordance with Wisconsin open records laws, Section 19.35, Wis. Stats. Such

recordings and documents shall be available to the public during all regular hours of library operations.

I.H. The Library Board shall be subject to the Open Meetings Laws and Open Records Laws, Chapter 19, Wis. Stats.

J.I. ~~A majority of the participating municipalities shall designate the fiscal agent.~~ Any change to the designated fiscal agent requires amendment of this Agreement. ~~Changing the fiscal agent is permitted at any time with approval of a majority of the participating municipalities.~~ The fiscal agent shall be compensated by the Community Library for all costs incurred as fiscal agent, via the municipality member deducting its fiscal agent costs from its quarterly payment to the Community Library. The fiscal agent's responsibilities shall include, but not be limited to, overseeing payroll, benefit administration, insurance, financial recordkeeping, and auditing matters.

1. The Village of Twin Lakes shall be designated as the initial fiscal agent.
Ljldljdfjsalkfjslfjslfjslfjsalfjslfjslfjlas;
2. The fiscal agent shall maintain Errors and Omission insurance General Liability insurance coverage at a level established jointly by the participating municipalities.
3. Annual auditing shall be performed by a third-party accounting firm.

K.J. The treasurer (or President, if there is no treasurer) of the Joint Library Board shall continue to keep accurate records of all Community Library receipts and expenditures. Staff shall prepare a detailed list of all payables which shall be presented to the Joint Library Board for approval. This list shall be accompanied by all invoices, vouchers, etc. as required by the Joint Library Board. The Library Board shall provide all information to the fiscal agent as provided for in Section 43.58, Wis. Stats.

L.K. The Community Library shall be funded by the participating municipalities via the formula set forth in Wis. Stat. § 43.64 (2), as currently prescribed by Wisconsin Statutes, or via such minimum funding as is required as modified by future changes in law. Payment of tax funds collected by each municipality for the Community Library by each municipality shall be paid to the Community Library quarterly beginning January of each year.

M.L. This Agreement shall be in effect from the date of execution by each municipality for a period ending December 31, ~~2016-2025~~ 2026 and shall continue thereafter from year to year on a calendar basis unless any party gives written notice to the other parties not less than eighteen (18) months prior to the end of the municipality's final calendar year of membership. If termination of this Agreement results in the closing of the library, the assets thereof excluding the land and building at the Salem Lakes location, which

shall be divided proportionate to the ownership interests of the ~~Town~~ Villages of Salem Lakes and ~~the Villages of~~ Paddock Lake ~~and Silver Lake~~, or their successors, respectively, shall be divided among the participating municipalities with the ratio of expense sharing in existence in the year of termination, and in compliance with current agreements relative to land and buildings. In the event of a dispute with respect to the distribution, all assets (exclusive of land and buildings at the Salem Lakes location) shall be sold with the proceeds thereof distributed on the same basis.

This Agreement approved and accepted:

VILLAGE OF PADDOCK LAKE

Date: _____

By: _____
Alex Attiah, Village Board President

Attest: _____
Michelle Shramek, Clerk/Treasurer

VILLAGE OF SALEM LAKES

Date: _____

By: _____
Rita Burcur, Village Board President

Attest: _____
Sara Spencer, Clerk

VILLAGE OF TWIN LAKES

Date: _____

By: _____
Howard Skinner, Village Board President

Attest: _____
Sabrina Waswo, Clerk

DRAFT



VILLAGE OF TWIN LAKES VILLAGE BOARD AGENDA REQUEST FORM

(Required pursuant to A-4 Village Board Agenda Item Submission and Scheduling Policy)

1. GENERAL INFORMATION

Requesting Party (Name & Title): _____ Greg Richter, Head Sewer Operator _____

Department (if applicable): _____ Sewer _____

Date Submitted: _____ 4-7-26 _____

Meeting Requested (COW Date): _____ 4-20-26 _____

2. SUMMARY OF ISSUE

Provide a clear written summary of the matter for discussion or action:

WWTP east gate repairs due to a septage truck driving into the gate. Repair cost should be turned over to Evergreen Septic for reimbursement of repair cost.

3. REQUESTED OUTCOME

- ☐ Discussion Only
- ☐ Direction from Committee of the Whole
- ☒ Action (following COW discussion)

Describe the recommended action or requested Board direction:

Approve quote for repairs.

4. FISCAL IMPACT (If Applicable)

- ☐ No Fiscal Impact
- ☐ Fiscal Impact: \$ _____

Budgeted: ☐ Yes ☒ No

Account Line: _____ 200605361050271 (insurance claim to Evergreen Septic) _____

Funding Source (i.e grant, donation): _____

5. SUPPORTING DOCUMENTATION

Check all that are attached:

- ☐ Contracts / Agreements
- ☐ Quotes / Proposals
- ☐ Ordinance / Resolution Draft
- ☐ Maps / Exhibits
- ☐ Staff Report / Background Materials
- ☐ Other: _____

Submission Reminder

Agenda materials for Committee of the Whole meetings must be submitted to the Village Administrator no later than **9:00 a.m. on the Tuesday preceding the meeting**, in accordance with Village policy.

Administrative Review (For Office Use Only)

- ☐ Complete
- ☐ Returned for Additional Information
- ☐ Deferred

Administrator: _____ Date: _____

Quote

Century Fence Company
1300 Hickory St
Pewaukee, WI 53072

**Quote To:**

Greg Richter
VILLAGE OF TWIN LAKES
800 BURLINGTON AVE
TWIN LAKES, WI 53181

Project Location:

Gate Replacement
800 BURLINGTON AVE
TWIN LAKES, WI 53181

Quote #: 35534

Quote Date: 4/6/2026

Description

Remove existing damaged gate, gate posts, and operator posts.

Disconnect operator from gate.

Furnish and install:

- 2 - Gate post: 4" O.D. Galvanized pipe - Concrete Set
- 2 - Operator post: 3" O.D. Galvanized pipe - Concrete Set
- 1 - Single Slide Galvanized Chain Link Gate with 1' of barbed wire: 25' Opening Width

Material & Labor: \$7,762.00

Notes:

Excludes Asphalt patching, Clearing, Conduit for high & low voltage, Conduit to operator & gooseneck stand, Excavation through rock, Excavation through frost, Hydro-excavating, Painting, Permit, Power to the operator, Prevailing Wages, Private Utility Locate, Survey

Quote Valid For 15 days

Buyer's Signature:

Date:

Submitted by:

*Derek
Verburgt*

**Change
Acceptance:**

This quote when accepted in writing by purchaser and by Century Fence Company includes the terms and conditions set forth on www.centuryfence.com which are incorporated by reference and becomes a contract between two parties. If the project is cancelled upon agreement and special materials were purchased, the customer agrees to pay 100% of the material cost

Derek Verburgt

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