



VILLAGE OF WILLIAMS BAY

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

**MONDAY, MAY 5, 2025 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 07:25pm.

b. Roll Call

Present: President Jaramillo, Trustees Vlach, Wright, Umans, Russell, Bartholomew, Franzen

Also Present: Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c. Meeting Decorum.** *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

d. Joint Village Board Committee of the Whole & Committee Meeting Minutes of April 7, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committee Meeting Minutes of April 7, 2025 as corrected was initiated by Trustee Russell and seconded by Trustee Bartholomew. Trustees Umans, Franzen and Bartholomew abstained. Motion carries.

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

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 07:27pm.

b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Consideration and Possible Action on Possible Variance in the Low Speed Vehicle Ordinance

The motion to recommend Village Board denial of the Variance in the Low Speed Vehicle Ordinance was initiated by Trustee Wright and seconded by Trustee Vlach. Unanimously carried.

d. Downtown Master Plan - Status Update

Trustee Bartholomew gave an update on the status of the Downtown Master Plan which included the following:

- There will be more conversations in the future regarding the Downtown Master Plan
- The proposed start date for the next section of Hwy 67 construction is 2031
- There is a need for an economic plan

e. Adjourn

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Vlach at 07:33pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:33pm.

b. Roll Call

Present: Trustees Franzen, Vlach and Russell

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Wright, Administrator Lothspeich, Police Chief Timm, Luiteman Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c.** Discussion regarding the possible development of a process and schedule for code maintenance, including establishing a code review schedule, prioritization for review, standards for evaluating codes, and level of community engagement.

The Committee discussed the possible development of a process and schedule for code maintenance, including the possibility of establishing a code review schedule, prioritization for review, standards for evaluating codes, and the level of community engagement.

d. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:34pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:34pm.

b. Roll Call

Present: Trustees Russell, Wright, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Vlach, Administrator Lothspeich, Police Chief Timm, Luiteman Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

- c.** Parks & Lakefront Committee Meeting Minutes of April 14, 2025

The motion to approve the Parks & Lakefront Committee Meeting Minutes of April 14, 2025 was initiated by Trustee Franzen and seconded by Trustee Wright. Trustee Franzen abstained. Motion Carries.

- d.** Consideration and Possible Action on Establishing Day of Event Authorization to Proceed Protocol and Authority for the Annual Village Fireworks Show

The motion to recommend Village Board approval of Establishing Day of Event Authorization to Proceed Protocol and Authority for the Annual Village Fireworks Show was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 07:38pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:38pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

Also Present: President Jaramillo, Trustees Wright, Vlach, and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to recommend Finance & Personnel Committee approval of the Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

d. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware changes; (2) Two additional Windows; (3) Asbestos and Lead Testing

The motion to recommend Finance & Personnel Committee approval of the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware changes; (2) Two additional Windows; (3) Asbestos and Lead Testing was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

e. Discussion and Possible Action on Village Replacement of Lead Pipe Water Service Lines for Four (4) Homes

The motion to request Odling Construction test both sides of the Buffalo Box for Lead for Four (4) Homes for a cost not to exceed \$3,800 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

f. Village Engineers Report

Village Engineer Snyder gave the Engineer's Report. The highlights included brief updates on:

- STH 67 Reconstruction East-West Section
- Women's Leadership Center
- Corrosion Control Study - Improvements to Water Plant
- Theatre Road Restroom Remodel
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement
- Well 3 Maintenance Inspection
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar

g. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:06pm. Unanimously carried.

VI. Protective Services Committee – Vlach, Umans, Franzen

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:06pm.

b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Wright, and Russell, Administrator Lothspeich, Police Chief

Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Fontana Emergency Medical Services (EMS) Monthly Numbers

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

d. Emergency Medical Services - Williams Bay Staffing Update

The Committee received a Staffing Update from Fontana Assistant Chief

e. Discussion and Possible Action on Williams Bay Fire Hydrant/Water Use for Walworth Township fires.

The motion to direct staff to create an MOU for Williams Bay Fire Hydrant/Water Use for Walworth Township fires was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

f. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

g. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report as well as his 2024 Annual Report. The highlights were:

- Thank you to everyone involved for a great Truck-a-Polluza event
- Fisharee is coming up at the end of the month
- Defensive Tactics training event is coming up

h. Introduction of new Police Chaplain

Police Chief Timm introduced Chaplain Hendrychs as the new Chaplain for the Village of Williams Bay Police Department.

i. Storm Siren Upgrade

The motion to recommend Finance & Personnel approval of the Storm Siren Upgrade was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

j. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:32pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:32pm.

b. Roll Call

Present: Trustees Wright, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Luietenant Kostock, Village Engineer Snyder, Williams Bay Fire Chief Smith, Public Works Director Edwards, Library Director Schnupp, Recreation Director Knop, Village Code Enforcement Schwark, Treasurer Wiese, Clerk Kolls

c. Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to recommend Village Board approval of the Lift Station #3 - Change Order #2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC to be funded out of Clean Water borrowed funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

d. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing

The motion to recommend Village Board approval of the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing to be funded from safe water borrowed funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on Temporary Drainage and Grading Easement Agreement between SG2

Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006.

North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191

The motion to recommend Village Board approval of the Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006. North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. Storm Siren Upgrade

The motion to recommend Village Board approval of the Storm Siren Upgrade was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Union Contract Negotiation

The Committee acknowledged that Police Union Contract Negotiation would begin soon.

h. Monthly Borrowings Status Report

The Monthly Borrowings Status Report was provided for information only.

i. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:38pm. Unanimously carried.

VIII. Village Board Committee of the Whole

a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)

1. Lift Station #3 - Change Order 2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC.

The motion to the Lift Station #3 - Change Order 2 Re: Locate and Connect to the Sewerage Force Main and Furnish Prairie Seed Mix Matching the Cover of the KNC was made by Committee, no second required. Unanimously carried.

2. Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing

The motion to the Water Treatment Facility Modifications Change Order #1 Re: (1) Door, Frame, and Hardware Changes; (2) Two Additional Windows; (3) Asbestos and Lead Testing was made by Committee, no second required. Unanimously carried.

3. Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006

The motion to the Temporary Drainage and Grading Easement Agreement between SG2 Investments LLC and the Village of Williams Bay. Proposed easement located in Hanson's Addition Subdivision. TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006 was made by Committee, no second required. Unanimously carried.

b. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 08:39pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk