



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

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

**MONDAY, AUGUST 4, 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 06:56pm.

b. Roll Call

Present: President Adam Jaramillo, Trustees George Vlach, Lowell Wright, Robert Umans, Steven Russell, Mary Bartholomew, Susan Franzen

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Library Director Joy Schnupp, Zoning Administrator/Code Enforcement Allison Schwark, Recreation Director Ryan Knop, Treasurer Jennifer Wiese, Clerk Tina 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 & Committees Meeting Minutes of July 7, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of July 7, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 06:57pm.

b. Roll Call

Present: Trustees Russell, Wright and Franzen

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

- c.** Parks & Lakefront Committee Meeting Minutes of July 16, 2025

The motion to approve the Parks & Lakefront Committee Meeting Minutes of July 16, 2025 was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- d. Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main Pier Cribs 1 & 2, 3 Slips Cribs Between Slips 27-30

The motion to recommend the Finance & Personnel Committee approval of an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main Pier Cribs 1 & 2, 3 Slips Cribs Between Slips 27-30 in the amount of \$24875.00 to be paid for out of Pier Slips Reserves was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- e. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Wright at 06:59pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:59pm.

- b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright

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

- c. Discussion and Possible Action on GFL Garbage Bins. *GFL offered to provide customers with the option to replace their existing 94-gallon carts with smaller 64-gallon containers for all WB customers for an amount not to exceed \$40 per cart, with the exception that all residents with physical limitations or seniors 65 and older to be provided the smaller container at no charge*

The motion to recommend Village Board approval of *GFL's offer to provide customers with the option to replace their existing 94-gallon carts with smaller 64-gallon containers for all WB customers for an amount not to exceed \$40 per cart, with the exception that all residents with physical limitations or seniors 65 and older to be provided the smaller container at no charge* was initiated by Trustee Bartholomew and seconded by Trustee Wright. Unanimously carried.

- d. Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to recommend Finance & Personnel Committee approval on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 was initiated by Trustee Wright and seconded by Vlach. Unanimously carried.

- e. Adjourn

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

IV. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order

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

- b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Wright and Russell, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on Proposed Addition to The Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086)

The motion to table the Proposed Addition to the Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086) was initiated by Trustee Vlach and seconded by Umans. Unanimously carried.

d. Fontana Emergency Medical (EMS) Monthly Numbers

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

e. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report. The highlights were:

- Corn & Brat Fest is Coming Up
- National Night Out is August 5, 2025, from 4:30 to 8:30, should be a great time.
- Update on requests for speed signs: the sign by the high school needs parts, the mobile sign is not working and will need to get a replacement. Plan to request through the Capital Improvement Plan.

f. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

g. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Umans at 07:13pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:13pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

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

c. 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
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar
- Willabay Meadows Subdivision - Final Development Plan
- Theatre Road Tennis and Basketball Court - Warranty Item
- Sanitary Sewer Replacement

d. Discussion and Possible Action on Two (2) Quotes From Odling Construction Inc. for the Replacement of Two (2) Residential Lead Service Lines With Reimbursement of the Private Portion by the Property Owner

The motion to recommend Finance & Personnel Committee approval of Two (2) Quotes From Odling Construction Inc. for the Replacement of Two (2) Residential Lead Service Lines With Reimbursement of the Private Portion by the Property Owner was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on A Work Order from Baxter & Woodman for Sanitary Sewer Replacement Design Engineering for the following Projects: (1) Oakwood & Easements Sewer Replacement and (2) Lift Station #4 Gravity Sewer Replacement

The motion to recommend Finance & Personnel Committee approval on A Work Order from Baxter & Woodman for Sanitary Sewer Replacement Design Engineering for the following Projects: (1) Oakwood & Easements Sewer Replacement and (2) Lift Station #4 Gravity Sewer Replacement was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- f. *Informational.* Village Water Rate Study - Public Service Commission (PSC) Public Hearing - August 18, 2025

Trustee Umans gave an update on the Public Service Commission (PSC) Public Hearing Scheduled for August 18, 2025.

- g. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:36pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:36pm.

- b. Roll Call

Present: Trustees Franzen, Vlach and Russell

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

- c. Discussion and Possible Action on and Ordinance Amending Chapter 12 Boards Commissions Committees Section 12-9 Kishwaukee Nature Conservancy (KNC) Board. *Reducing Minimum Village Membership on the KNC Board from Five (5) to Four (4)*

The motion to recommend Village Board approval of an Ordinance Amending Chapter 12 Boards Commissions Committees Section 12-9 Kishwaukee Nature Conservancy (KNC) Board. *Reducing Minimum Village Membership on the KNC Board from Five (5) to Four (4)* was initiated by Trustee Franzen and seconded by Trustee Russell. Trustees Russell and Vlach No. Trustee Franzen Abstained. Motion Failed.

- d. Discussion and Possible Action on An Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses*

The motion to recommend Village Board approval of an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was initiated by Trustee Franzen and seconded by Trustee Vlach.

The motion to recommend Village Board approval of an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was rescinded by Trustee Franzen.

The motion to table an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* with a request for revision to include sales tax for proof was initiated by Trustee Franzen and seconded by Trustee Vlach. Unanimously carried.

- e. Discussion and Possible Action on Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties.*

The motion to recommend Village Board approval of Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt*

properties. was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- f.** Discussion and Possible Action on Amending Ordinances 390-0310 M. Tourist Rooming House and Code 205, Article III, Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties

The Committee Discussed amending Ordinances 390-0310 M. Tourist Rooming House and Code 205, Article III, Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties.

- g.** Code Maintenance Plan Update

Trustee Franzen gave a brief update on the Code Maintenance Plan.

- h.** Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 08:31pm. Unanimously carried.

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

- a.** Call to Order

Chairman Trustee Wright called the meeting to order at 08:31pm.

- b.** Roll Call

Present: Trustees Wright, Umans and Bartholomew

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

- c.** Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30

The motion to recommend Village Board approval of an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30 was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- d.** Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to recommend Village Board approval of a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 to be funded from borrowed funds was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- e.** Discussion and Possible Action on Authorization to Dispose of Village Property - Recreation Department Mower(s) and Misc. Items & Public Works Vehicle and Equipment

The motion to recommend Village Board approval of the Disposal of Village Property - Recreation Department Mower(s) and Misc. Items & Public Works Vehicle and Equipment was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- f.** Discussion and Possible Action on A Quote from Ventek - Regarding Reducing or Eliminating Accepting Cash for Williams Bay Launch Fees

The motion to recommend Village Board approval of the Eliminating Accepting Cash for Williams Bay Launch Fees was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- g.** Discussion and Possible Action on 2023 Audit Management Letter Responses - Draft

The motion to recommend Village Board acceptance of the 2023 Audit Management Letter Responses - Draft was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

- h.** Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:37pm. Unanimously carried.

VIII. Village Board Committee of the Whole

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

1. Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30

The motion to approve an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30

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

2. Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to approve the Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 was made by Committee, no second required. Unanimously carried.

- b. Discussion and Possible Action on An Ordinance Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties.*

The motion to approve the first reading of Ordinance Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties* was made by Committee, no second required. Unanimously carried.

- c. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 08:42pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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