



VILLAGE OF WILLIAMS BAY

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

MONDAY, JUNE 2, 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 06:40pm.

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 Rick Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, 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 & Committee Meeting Minutes of May 5, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committee Meeting Minutes of May 5, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

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

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:41pm.

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, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

c. Streets & Highways Committee Meeting Minutes of January 22, 2025

The motion to approve the Streets & Highways Committee Meeting Minutes of January 22, 2025 was initiated by Trustee Bartholomew and seconded by Trustee Vlach. Unanimously carried.

d. Adjourn

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Wright at 06:43pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Umans called the meeting to order at 06:43pm.

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, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

c. Discussion and Possible Action On Establishing A Water & Sewer Credit Policy

The motion to recommend Village Board approval on Establishing A Water & Sewer Credit Policy was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

d. Discussion and Possible Action on a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies

The motion to recommend Village Board approval of a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

e. 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 Pump Replacement
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar

f. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Russell at 06:56pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 06:56pm.

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, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

c. Discussion and Possible Action on a Request to Place a 26' Boat in a Boat Slip with a Maximum 25' Boat Length

The motion to recommend Village Board deny the Request to Place a 26' Boat in a Boat Slip with a Maximum 25' Boat

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

- d. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach

The motion to recommend Village Board approval on the Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach was initiated by Trustee Wright and seconded by Trustee Franzen. Unanimously carried.

- e. Discussion and Possible Action on A Policy for Annual Fireworks Show Day of Event Protocol and Authority

The motion to recommend Village Board approval of a Policy for Annual Fireworks Show Day of Event Protocol and Authority was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- f. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 07:16pm. Unanimously carried.

V. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:16pm.

- b. Roll Call

Present: Trustees Vlach, Umans and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Russell and Wright, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

- c. Protective Service Committee Meeting Minutes

The motion to approve the Protective Service Committee Meeting Minutes of January 30, 2025, February 11, 2025, April 21, 2025 and May 20, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

1. January 30, 2025
2. February 11, 2025
3. April 21, 2025
4. May 20, 2025

- d. Discussion and Possible Action on a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies.

The motion to recommend the Finance & Personnel Committee approval of a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

- e. Discussion and Possible Action on Application for Temporary Class "B" Retailer's License for Williams Bay Fire Department for Chicken Roast July 19, 2025

The motion to recommend Village Board approval of a Temporary Class "B" Retailer's License for Williams Bay Fire Department for Chicken Roast July 19, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

- f. Discussion and Possible Action on Application for Temporary Class "B" Retailer's License for Williams Bay Cultural Arts Alliance for Fine Art Fest July 26 & 27, 2025

The motion to recommend Village Board approval of a Temporary Class "B" Retailer's License for Williams Bay Cultural Arts Alliance for Fine Art Fest July 26 & 27, 2025 was initiated by Trustee Franzen and seconded by Trustee Umans. Unanimously carried.

- g. Fontana Emergency Medical Services (EMS) Monthly Numbers

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

h. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Police Department Monthly Numbers.

i. Williams Bay Chief's Monthly Report

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

- The new police squad came in and will be getting up-fitted in the next month and a half.
- The new radios are expected to be up and working on July 1, 2025.
- The Fisharee event was last week and there was great participation.
- The end of the year bash is Thursday, June 5, 2025.

j. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Umans at 07:29pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:29pm.

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, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

c. Discussion and Possible Action on Amending Ordinance 110-5 Village Board Bylaws (D) Amending the Order of Business During Village Board Meetings Re: Moving Public Comment Up On Village Board Agendas Immediately Following Approval of Meeting Minutes

The motion to recommend Village Board approval of Ordinance 110-5 Village Board Bylaws (D) Amending the Order of Business During Village Board Meetings Re: Moving Public Comment Up On Village Board Agendas Immediately Following Approval of Meeting Minutes was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

d. Discussion and Possible Action on An Ordinance Amending the Village Code Chapter 281 Public Waters and Beaches, Article I. General Regulations Establishing Article I. General Regulations Paragraph 281-12. Launch Area Use

The motion to recommend the Village Board approval of an Ordinance Amending the Village Code Chapter 281 Public Waters and Beaches, Article I. General Regulations Establishing Article I. General Regulations Paragraph 281-12. Launch Area Use was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

e. *Informational Purposes Only.* Chair Susan Franzen has scheduled a meeting with the Village Administrator and Zoning Administrator to develop 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. Please submit requests for code amendments to Chair Susan Franzen.

Trustee Franzen shared that she has scheduled a meeting with the Village Administrator and Zoning Administrator to develop 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. Trustee Franzen requested that trustees please submit requests for code amendments to her.

f. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 07:39pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 07:39pm.

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, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Clerk Kolls

c. Finance & Personnel Committee Meeting Minutes

The motion to approve the Finance & Personnel Committee Meeting Minutes of February 17, 2025 as presented and February 25, 2025 as corrected was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

1. February 17, 2025

2. February 25, 2025

d. Discussion and Possible Action on Authorizing a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies.

The motion to recommend Village Board approval of a Memorandum of Understanding (MOU) Between the Village of Williams Bay and Walworth Township Re: Walworth Township Fire Hydrant/Water Use During Emergencies was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on Authorizing A Memorandum Of Understanding (MOU) Between the Village of Williams Bay and Walworth County for Storm Sirens Upgrades

The motion to recommend Village Board approval of a Memorandum Of Understanding (MOU) Between the Village of Williams Bay and Walworth County for Storm Sirens Upgrades was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

f. Discussion and Possible Action on Amendments to the Village Fee Schedule Re: Boat Launch Fees

The motion to recommend Village Board approval of Amendments to the Village Fee Schedule Re: Boat Launch Fees was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

g. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach

The motion to recommend Village Board approval of a Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

h. Discussion and Possible Action on A Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter.

The motion to Discussion A Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter was initiated by Trustee Bartholomew and seconded by Trustee Wright. Unanimously carried.

The motion to recommend Village Board approval of a Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter was initiated by Trustee Wright and seconded by Trustee Bartholomew. Trustee Umans No. Motion carries.

i. Draft 2025 Village Budget Schedule

The Committee reviewed the Draft 2025 Village Board Schedule.

j. *Informational Purposes Only* (Trustees). Village Administrator Lothspeich's Annual Performance Review 2024

The Committee reviewed Village Administrator Lothspeich's Annual Performance Review 2024.

k. Monthly Borrowings Status Report

The Committee reviewed the Monthly Borrowing Status Report.

l. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:54pm. 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 A Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter.

The motion to approve a Banking Services Agreement with First National Bank from June 6, 2025 until June 6, 2027, with the option of extensions thereafter was made by Committee, no second required. Trustee Umans No. Motion carries.

2. Discussion and Possible Action on Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach

The motion to approve the Municipal Business Lease between Village of Williams Bay and Crescent Moon Massage Therapy, DBA Crescent Moon Wellness Center for Yoga on the Beach was made by Committee, no second required. Unanimously carried.

b. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 07:55pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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