



VILLAGE OF WILLIAMS BAY

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

**MONDAY, JULY 7, 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 06:52pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Police Lieutenant Will Kostock, Fontana Fire Chief Richard Manthy Jr, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Library Director Joy Schnupp, 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 June 2, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of June 2, 2025 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

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

a. Call to Order

Chairman Trustee Umans called the meeting to order at 06:53pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

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

c. Discussion and Possible Action on Replacement of Four (4) Residential Lead Service Lines

The Committee gave direction to the Village Staff to create a Resolution Authorizing the Replacement of Residential Lead Service Lines.

d. 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

e. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:09pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 07:09pm.

b. Roll Call

Present: Trustees Bartholomew, Vlach, and Wright

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

- c. Discussion and Possible Action on Parks and Lakefront Committee Recommendation to Establish a "No Left Turn" restriction from E. Geneva Street into the Launch Area for Westbound Vehicles on Weekends and Holidays Between Memorial Day and Labor Day Re: Traffic Congestion at Launch.**

The motion to recommend Village Board approval of establishing a "No Left Turn" restriction from E. Geneva Street into the Launch Area for Westbound Vehicles on Weekends and Holidays Between Memorial Day and Labor Day Re: Traffic Congestion at Launch 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 07:12pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Umans, Franzen

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:12pm.

b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

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

c. Protective Services Meeting Minutes of June 16, 2025

The motion to approve the Protective Services Meeting Minutes of June 16, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

d. Discussion and Possible Action on Corn & Brat Fest Liquor Controls

The Committee discussed Corn & Brat Fest Liquor Controls.

e. Fontana Emergency Medical (EMS) Monthly Numbers

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

f. Village of Fontana Joint Emergency Services Committee Meeting - June 17, 2024 (Informational Report)

The Committee discussed the Village of Fontana Joint Emergency Services Committee Meeting that was held on June 17, 2025.

g. Discussion and Possible Action on the Addition of a Full-Time Police Officer in Current Year 2025

The motion to recommend Village Board approval of the Addition of a Full-Time Police Officer in Current Year 2025 was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

h. Williams Bay Police Chief's Monthly Report

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

- The Hooked on Fishing event was last month and went well.
- Completed PSA with Water Safety Patrol and the DNR.
- Worked with several neighboring jurisdictions on training.
- Ended the fiscal year of training with 30 hours of training, which is below average due to in-house training.

i. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department's monthly numbers.

j. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 07:42pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:42pm.

b. Roll Call

Present: Trustees Russell, Wright, and Franzen

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

c. Discussion and Possible Recommendation on an Edgewater Park Use and Policy Contract for Kishwaukee Nature Conservancy for a Board Picnic & Cookout on July 24, 2025

The motion to recommend Village Board approval on an Edgewater Park Use and Policy Contract for Kishwaukee Nature Conservancy for a Board Picnic & Cookout on July 24, 2025 was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

d. Discussion and Possible Action on a Request for Crescent Moon to Place a Sign at Williams Bay Beach During Their Yoga On The Beach on Saturdays and Sundays from 7am to 8:15am from Memorial Day to Labor Day

The motion to recommend Village Board approval of a Request for Crescent Moon to Place one Sign at Williams Bay Beach During Their Yoga On The Beach on Saturdays and Sundays from 7am to 8:15am from Memorial Day to Labor Day was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

e. Discussion and Possible Action on Establishing Age and Supervision Requirements at the Williams Bay Beach

The motion to recommend Village Board approval of Establishing Age and Supervision Requirements at Williams Bay Beach was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

The motion to recommend Village Board approval of Establishing Age and Supervision Requirements at Williams Bay Beach was amended to eliminate #4, change # 14 to no lily pad type of flotation device, and change #9 to amend to say no pets was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

f. Discussion and Possible Action on Lions Club Donation of Shelters for the Village Dog Park(s)

The motion to recommend Village Board approval of a Lions Club Donation of Shelters for the Village Dog Park(s) was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

g. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Wright at 07:58pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:58pm.

b. Roll Call

Present: Trustees Franzen, Vlach, and Russell

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

c. Discussion and Possible Action on An Ordinance Amending Sections 308-1, 308-5, 308-13 and 308-22 Chapter 308 Section 5 *Management of Lead-acid Batteries, Major Appliances, Waste Oil and Yard Waste and Electronic Waste of the Code of Ordinance of the Village of Williams Bay Regulating Solid Waste and Recycling* for Consistency with The Village's Current Waste Haulers Contract

The motion to recommend Village Board approval of an Ordinance Amending Sections 308-1, 308-5, 308-13 and 308-22 Chapter 308 Section 5 *Management of Lead-acid Batteries, Major Appliances, Waste Oil and Yard Waste and Electronic Waste of the Code of Ordinance of the Village of Williams Bay Regulating Solid Waste and Recycling* for Consistency with The Village's Current Waste Haulers Contract was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

d. Discussion and Possible Action on Requiring the Surrender of Liquor Licenses for Inactive Businesses

The motion to recommend Village Board approval of Requiring the Surrender of Liquor Licenses for Inactive Businesses was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

e. Discussion and Possible Action on Safety Issues Regarding Chalking on Village Streets

Trustee Franzen discussed safety issues regarding chalking on village streets.

f. Discussion and Possible Action on Amending Village Codes Re: Scooters and E-Scooters

Trustee Franzen discussed the village code regarding scooters and e-scooters.

g. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 08:15pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:15pm.

b. Roll Call

Present: Trustees Wright, Umans, and Bartholomew

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

c. Discussion and Possible Action on Expenses for the Installation of Stop Sign with Lighting Outline at Liechty St and .

The motion to recommend Village Board approval of the Installation of a Stop Sign with Lighting Outline at Liechty St and S. Walworth was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

The motion to recommend Village Board approval of the Installation of a Stop Sign with Lighting Outline at Liechty St and S. Walworth was amended to include that it is not to exceed \$2000.00 to be paid from contingencies was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- d. Discussion and Possible Action on Expenses re: Installation of a Crosswalk at the Intersection of E. Geneva Street and Potawatomi Road Including: installation of a pedestrian crosswalk sign at street centerline (removable in Winter); (b) installation of "pedestrian crosswalk ahead" warning signage and (c) trim back tree branches in Village ROW in coordination with the Condo Association.

The motion to recommend Village Board approval of the Expenses re: Installation of a Crosswalk at the Intersection of E. Geneva Street and Potawatomi Road Including: installation of a pedestrian crosswalk sign at street centerline (removable in Winter); (b) installation of "pedestrian crosswalk ahead" warning signage and (c) trim back tree branches in Village ROW in coordination with the Condo Association was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

The motion to recommend Village Board approval of the Expenses re: Installation of a Crosswalk at the Intersection of E. Geneva Street and Potawatomi Road Including: installation of a pedestrian crosswalk sign at street centerline (removable in Winter); (b) installation of "pedestrian crosswalk ahead" warning signage and (c) trim back tree branches in Village ROW in coordination with the Condo Association was amended to include that the cost is not to exceed \$8000.00 to be paid from contingencies was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- e. Discussion and Possible Action on Underground Easement for Electric and Communication between the Village of Williams Bay and Alliant Energy

The motion to recommend Village Board approval of the Underground Easement for Electric and Communication between the Village of Williams Bay and Alliant Energy was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- f. Discussion and Possible Action on Amending the 2025 Budget for the Addition of a Full-Time Police Officer in Current Year 2025

The motion to recommend Village Board approval of the Addition of a Full-Time Police Officer in Current Year 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- g. Authorization to Dispose of Village Property - Police Department 2014 Squad Car

The motion to recommend Village Board approval of the Authorization to Dispose of Village Property - Police Department 2014 Squad Car was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- h. Discussion and Possible Action on Village Credit Card Authorized Employees

The motion to recommend Village Board approval of the Village Credit Card Authorized Employees was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- i. 2023 Audit Management Letter Responses - Draft

This item was deferred to the next meeting.

- j. Discussion and Possible Action on Village Administrator Annual Goals 2025-26

The Village Administrator's annual goals for 2025-2026 were discussed by the Committee and the list of five alternatives was decided as the best choice.

- k. Monthly Borrowings Status Report

The Committee reviewed the Monthly Borrowings Status Report.

- l. 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. Discussion and Possible Recommendation on an Edgewater Park Use and Policy Contract for Kishwauketoe Nature Conservancy for a Board Picnic & Cookout on July 24, 2025

The motion to approve the Edgewater Park Use and Policy Contract for Kishwauketoe Nature Conservancy for a Board Picnic & Cookout on July 24, 2025 was made by Committee, no second required. Unanimously carried.

b. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 08:40pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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