



# VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | [vi.williamsbay.wi.gov](http://vi.williamsbay.wi.gov)

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## OFFICIAL MINUTES VILLAGE BOARD MEETING 9/15/2025 MEETING MONDAY, SEPTEMBER 15, 2025 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

### I. Call to Order

President Jaramillo called the meeting to order at 06:30pm.

### II. 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, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Wiese, Clerk Tina Kolls

### III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

### IV. Meeting Decorum

- A. 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.*

### V. Minutes

- A. Village Board Meeting Minutes of September 2, 2025

The motion to approve the Village Board Meeting Minutes of September 2, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

### VI. Public Comments

There were no public comments.

- A. Public Comments Responses - Responses to Public Comments from the previous Village Board Meeting are included in the Meeting Packet Materials Under this Agenda Item
- B. *Individual public comments will be limited to two (2) minutes maximum. If your comments align with other comments before you, please consider stating that you are in agreement with those comments. The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment*

*period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

## **VII. Presentation of accounts and petitions**

### **A. Payroll ending 09-05-2025 in the amount of \$64,561.45**

The motion to approve the Payroll ending 09-05-2025 in the amount of \$64,561.45 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

### **B. Accounts Payable Unpays dated 09-12-2025 in the amount of \$158,314.18**

The motion to approve the Accounts Payable Unpays dated 09-12-2025 in the amount of \$158,314.18 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

### **C. Library Accounts Unpays dated 09-11-2025 in the amount of \$3,263.84**

The motion to approve the Library Accounts Unpays dated 09-11-2025 in the amount of \$3,263.84 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

### **D. Monthly EFT Payments for August 2025 in the amount of \$197,869.03**

The motion to approve the Monthly EFT Payments for August 2025 in the amount of \$197,869.03 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

### **E. July 2025 Financial Statements**

The motion to approve the July 2025 Financial Statements was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

## **VIII. President's Remarks**

### **A. Public Tap Water Update**

President Jaramillo thanked everyone for all of their hard work. President Jaramillo explained that the water is clean, and the Water Department will be completing a ten-day follow-up test.

Chief Timm thanked all the volunteers. Chief Timm briefly explained how much water was distributed and who the donors were.

## **IX. Committee Reports**

### **A. Finance & Personnel, Chair - Trustee Wright**

1. Presentation, Discussion and Consideration of Accepting the Audited Financial Statements and Supplemental Information for Prior Year 2024

Paul Frantz of Baker Tilly gave a brief overview of the 2024 audit report. Frantz stated that 2024 received a clean bill of health overall. Frantz stated that the General Fund is in strong financial condition.

### **B. Protective Services, Chair - Trustee Vlach**

1. Original, Renewal, or Temporary Operator License Application(s)

The motion to approve the Original, Renewal, or Temporary Operator License Application(s) was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

2. Discussion and Possible Action on an Application for a Temporary Class "B"/"Class B" Retailers License for Mack Glass Community DBA World's Tallest Glass Tree for the World's Tallest Glass Tree Event on December 5, 6, 7, 11, 12, 13, and 14 2025

The motion to approve the Application for a Temporary Class "B"/"Class B" Retailers License for Mack Glass Community DBA World's Tallest Glass Tree for the World's Tallest Glass Tree Event on December 5, 6, 7, 11, 12, 13, and 14 2025 was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

## **X. Public Comments**

James Cudworth, 410 Observatory Place, Spoke in favor of the proposed changes to the Short-term Rental Ordinance

changes.

Kate Lewis, 61 Congress, Spoke regarding the proposed Short-term Rental Ordinance changes, requesting more information to the residents as to the plans for the ordinance.

- A.** *Individual public comments will be limited to two (2) minutes maximum. If your comments align with other comments before you, please consider stating that you are in agreement with those comments. The public may speak on any item that is not included on this agenda as a "Public Hearing or Forum." Anyone who wishes to comment should identify himself or herself and provide his or her local address. Board members may discuss any matter raised by the public. However, the Board will refrain from extensive dialogue and should not take action on matters raised by the public during a public comment period. Referrals to committees or staff members might be made. Members may ask the commenter to clarify his or her remarks. The Board President or the presiding officer will maintain control of the meeting.*

## **XI. Adjournment**

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 06:50pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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