



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

OFFICIAL MINUTES VILLAGE BOARD MEETING 10/20/2025 MEETING MONDAY, OCTOBER 20, 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 Lowell Wright, Robert Umans, and Susan Franzen

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Wiese, Clerk Tina Kolls

Excused: Trustees Mary Bartholomew, Steven Russell and George Vlach

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 October 6, 2025

The motion to approve the Village Board Meeting Minutes of October 6, 2025 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

VI. Public Comments

Annaliesa Prohuska, 109 Clover Street, spoke regarding a letter received regarding cross-connect inspection which stated the water would be shut off. Upon calling the company, they found out all appointments had been taken. The letter received had false information as they never had a set appointment. Prohuska would like to know what the Village Board will do to get appointments.

- 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. Consent Agenda

The motion to approve the Consent Agenda as presented was initiated by Trustee Wright and seconded by Trustee Franzen. Unanimously carried.

- A.** Accepting the Audited Financial Statements and Supplemental Information for Prior Year 2024
- B.** R-60-25 Authorizing the Lifeguard Services Agreement for the 2026 Summer Season
- C.** R-62-25 Approving General Obligation Debt Service Levy In The Amount of \$853,312 (\$853,312 vs \$747,512) Including A Larger Allocation of Sewer Debt Service for 2026 Conditioned Upon the Sewer Debt Service Repaying This Amount in Debt Service Allocations in 2027 to Reduce Fluctuations in the 2026 Village Tax Levy

VIII. Presentation of accounts and petitions

- A.** Payroll ending 10-03-2025 in the amount of \$56,244.26

The motion to approve the Payroll ending 10-03-2025 in the amount of \$56,244.26 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B.** Accounts Payable Unpays dated 10-17-2025 in the amount of \$150,810.11

The motion to approve the Accounts Payable Unpays dated 10-17-2025 in the amount of \$150,810.11 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C.** Library Accounts Unpays dated 10-16-2025 in the amount of \$1,740.08

The motion to approve the Library Accounts Unpays dated 10-16-2025 in the amount of \$1,740.08 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- D.** Monthly EFT Payments for September 2025 in the amount of \$161,063.31

The motion to approve the Monthly EFT Payments for September 2025 in the amount of \$161,063.31 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- E.** August 2025 Financial Statements

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

- F.** Third Quarter 2025 Legal Fees

Trustee Wright presented for information only.

IX. Plan Commission

- A.** APPLICANT: John Cisko (Owner)

TAX KEYS: WSS 00019 and WSS 00020

STREET ADDRESS: 194 Elmhurst Court, Williams Bay, WI 53191

The applicant is requesting approval of a 1 lot certified survey map (CSM) located within the Village of Williams Bay. The proposed CSM is a consolidation of two existing parcels to prepare for a new construction project.

The motion to approve a 1 lot certified survey map (CSM) located within the Village of Williams Bay. The proposed CSM is a consolidation of two existing parcels to prepare for a new construction project was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

X. President's Remarks

- A. Thanks to Lions Club and everyone involved for the Car Show

President Jaramillo thanked the Lions Club and everyone involved for a successful car show.

XI. Committee Reports

A. Finance & Personnel, Chair - Trustee Wright

1. Discussion and Possible Action on A Proposal For Community Connect Payment System

The motion to recommend Village Board approval of the Proposal For Community Connect Payment System was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

2. Discussion and Possible Action on 2026 Janitorial Service Agreement Between Village of Williams Bay and Janesville Janitor Service & Industrial Supply, Inc.

The motion to recommend Village Board approval of the 2026 Janitorial Service Agreement Between Village of Williams Bay and Janesville Janitor Service & Industrial Supply, Inc. was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

3. Discussion and Possible Action on Amending Village Credit Card Limits. *Increasing the Library Director limit from \$3,000 to \$5,000.*

The motion to recommend Village Board approval of amending Village Credit Card Limits *Increasing the Library Director limit from \$3,000 to \$5,000* was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

XII. Resolutions

- A. Resolution R-61-25 Authorizing A Proposal For Community Connect Payment System

The motion to approve resolution R-61-25 Authorizing A Proposal For Community Connect Payment System was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

- B. Resolution R-63-25 Authorizing Janitorial Service Agreement Between Village of Williams Bay and Janesville Janitor Service & Industrial Supply, Inc.

The motion to approve resolution R-63-25 Authorizing Janitorial Service Agreement Between Village of Williams Bay and Janesville Janitor Service & Industrial Supply, Inc. was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C. Resolution R-64-25 A Resolution Amending Village Credit Card Limits

The motion to approve resolution R-64-25 A Resolution Amending Village Credit Card Limits was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

XIII. Public Comments

There were no public comments.

- 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.*

XIV. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 06:47pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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