



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 11/17/2025 MEETING MONDAY, NOVEMBER 17, 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, Susan Franzen

Also Present: Administrator David Lothspeich, Attorney Mark Schroeder, 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 November 3, 2025

The motion to approve the Village Board Meeting Minutes of November 3, 2025 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

VI. Public Comments

Mark Noland, 627 Jackson Parkway, spoke regarding the dead end roads. Noland stated that he doesn't see why the signs are coming down. Noland stated he feels it is a safety issue because there are no sidewalks so people walk on the street.

John Perryman, 391 Hawthorne Street, stated that he will be running for State Representative for the 31st Assembly District and would like to hear any concerns from the Village Board Members and Village residents.

- 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 excluding items D and E was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

- A.** Approval of Resolution R-66-25 Approving Roadway Classification Changes
- B.** Approval of Resolution R-68-25 Re-establishing the Ad-Hoc Tree Enhancement Committee for Two Years
- C.** Approval of a Request by The World's Largest Glass Christmas Tree to Temporarily Locate A Glass Recycling Dumpster in the Village Boat Rigging Area (WWUP 00049)
- D.** Approval of Resolution R-71-25 Approving Declaration of Official Intent. *Intent to reimburse General Fund by future borrowings for the purchase of 121 N. Elkhorn Road (FNBT Bank Property) and improvements to Police Department offices at 250 Williams Street*

The motion to approve resolution R-71-25 Approving Declaration of Official Intent. *Intent to reimburse General Fund by future borrowings for the purchase of 121 N. Elkhorn Road (FNBT Bank Property) and improvements to Police Department offices at 250 Williams Street* was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- E.** Approval of Resolution R-72-25 Authorizing An Offer To Purchase the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices and Operations for the Expansion of Police Department Space into the Current Village Hall Administrative Offices

The motion to approve resolution R-72-25 Authorizing An Offer To Purchase the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices and Operations for the Expansion of Police Department Space into the Current Village Hall Administrative Offices was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- F.** Approval of Resolution R-73-25 Establishing the New Position of Water & Sewer Utilities Supervisor

VIII. Presentation of accounts and petitions

- A.** Payroll ending 10-31-2025 in the amount of \$55,685.63

The motion to approve the Payroll ending 10-31-2025 in the amount of \$55,685.63 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B.** Accounts Payable Unpays dated 11-14-2025 in the amount of \$34,549.55

The motion to approve the Accounts Payable Unpays dated 11-14-2025 in the amount of \$34,549.55 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C.** Library Accounts Unpays dated 11-13-2025 in the amount of \$2,417.40

The motion to approve the Library Accounts Unpays dated 11-13-2025 in the amount of \$2,417.40 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- D.** Monthly EFT Payments for October 2025 in the amount of \$508,455.63

The motion to approve the Monthly EFT Payments for October 2025 in the amount of \$508,455.63 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- E.** September 2025 Financial Statements

The motion to approve the September 2025 Financial Statements was initiated by Trustee Wright and seconded by

Trustee Umans. Unanimously carried.

IX. Plan Commission

A. APPLICANT: Dancing Dudes, LLC (Owner)

TAX KEY: WOP 00088

STREET ADDRESS: 77 N. Walworth Ave, Williams Bay, WI 53191

The applicant previously requested a recommendation to the Village Board for approval for an architectural design alteration to remove the window shutters and to have black metal awnings on the upper level and black cloth awnings on the lower level at the May 13, 2025 Plan Commission Meeting. A motion to recommend a 90-day architectural review on the building to determine whether the shutters will or will not need to be included and installed, whether or not planter boxes need to be installed, as well as review a written opinion as to the feasibility of the shielding of the vent from the north side of the property. Following the 90-day deadline Plan Commission and Village Board voted to extend the deadline by 30 days to have the planter boxes ordered/installed, and the metal awnings ordered/installed.

The motion to approve an architectural design alteration to remove the window shutters and to have black metal awnings on the upper level and black cloth awnings on the lower level was initiated by President Jaramillo and seconded by Trustee Wright. Unanimously carried.

X. President's Remarks

A. Southeastern Regional Planning Commission Appointment

President Jaramillo announced his appointment to the Southeastern Wisconsin Regional Planning commission. President Jaramillo gave a brief explanation of the appointment and what the Southeastern Wisconsin Regional Planning Commission does.

President Jaramillo gave a brief update on a collaboration between Southeastern Wisconsin Regional Planning Commission and GLEA to update the Geneva Lake Management Plan, announcing that there would be a meeting on Thursday, November 20, 2025.

XI. Public Hearing - Proposed Village of Williams Bay Annual Budget for Year 2026

A. Open Public Hearing

President Jaramillo opened the public hearing at 06:57 pm.

B. 2026 Proposed Budget Public Hearing Notice

Clerk Kolls confirmed the budget was noticed properly.

C. 2026 Proposed Budget Presentation

Trustee Wright presented the 2026 Budget.

Mark Noland, 627 Jackson Parkway, Inquired if there was an \$8 fee to paint the water towers still included on each water bill

D. Close Public Hearing

President Jaramillo closed the public hearing at 07:15 pm.

XII. Resolutions and Ordinances

A. Resolution R-69-25 Adopting The 2026 Annual Budget & Establishing The Property Tax Levy For The Village of Williams Bay

The motion to approve Resolution R-69-25 Adopting The 2026 Annual Budget & Establishing The Property Tax Levy For The Village of Williams Bay was initiated by Trustee Franzen and seconded by Trustee Wright. Unanimously carried.

B. Resolution R-70-25 Authorizing A Lease Agreement with Adrenaline Homes LLC for Temporary Emergency Medical Services (EMS) Quarters Located Immediately East of the Williams Bay Fire Station

The motion to approve Resolution R-70-25 Authorizing A Lease Agreement with Adrenaline Homes LLC for Temporary

Emergency Medical Services (EMS) Quarters Located Immediately East of the Williams Bay Fire Station was initiated by Trustee Franzen and seconded by Trustee Vlach. Unanimously carried.

The motion to approve Resolution R-70-25 Authorizing A Lease Agreement with Adrenaline Homes LLC for Temporary Emergency Medical Services (EMS) Quarters Located Immediately East of the Williams Bay Fire Station amended to include language from the Village Attorney was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

- C. Resolution R-67-25 Authorizing An Agreement with TowerCom for Installation of a New 175' Cellular Communications Monopole on the Village Water Tower Property WHV 00060 & WHV 00061 (Potawatomi Road). *Subject to Required Zoning Approvals.*

The motion to approve Resolution R-67-25 Authorizing An Agreement with TowerCom for Installation of a New 175' Cellular Communications Monopole on the Village Water Tower Property WHV 00060 & WHV 00061 (Potawatomi Road), *Subject to Required Zoning Approvals*, was initiated by Trustee Wright and seconded by Trustee Umans. Trustee Bartholomew No. Motion carries.

- D. Ordinance 2025-12 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. *First reading and possible waiver of second reading for adoption.*

The motion to approve the first reading of Ordinance 2025-12 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 Vlach and seconded by Trustee Russell. Unanimously carried.

- E. Ordinance #2025-13 Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code. *First reading and possible waiver of second reading for adoption*

The motion to approve the first reading of Ordinance #2025-13 Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

The motion to waive the second reading of Ordinance #2025-13 Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

The motion to adopt Ordinance #2025-13 Amending Sections 308-7a. (1), 308-8a. (1) And 308-9 Of The Code Of Ordinances Of The Village Of Williams Bay Regulating Solid Waste And Recycling. Amending the Village Recycling Ordinance in Compliance With The Wisconsin Department of Natural Resources (WDNR) Revised Administrative Code was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

XIII. Committee Reports

A. 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.

XIV. Public Comments

Don Parker, 354 Forest Drive, spoke regarding the collaboration between the Southeastern Wisconsin Regional Planning Commission and the Geneva Lakes Environmental Agency to update the Geneva Lake Management Plan. Parker stated that within the 318-page document there are 90 recommendations from the Southeastern Wisconsin Regional Planning Commission. Parker stated that many of those recommendations would affect the Village.

Mark Noland, 627 Jackson Parkway, inquired about the \$8 fee to paint the water towers asking if it is still on the water bill.

- 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.*

XV. Closed Session

- A. **Closed Session.** Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition

The motion to enter into Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition was initiated by Trustee Umans and seconded by Trustee Vlach at 07:34pm.

Votes:

Yes: President Jaramillo, Trustees, Bartholomew, Umans, Wright, Vlach, Russell and Franzen

No: None

Abstain: None

Result: Passes

XVI. Open Session

- A. **Return to Open Session.** *There will be no action taken or discussion following Open Session. The earliest that any action will be taken on this item will be the next regularly scheduled Village Board Meeting on Monday, December 1, 2025.*

The motion to return to open session was initiated by Trustee Wright and seconded by Trustee Umans at 08:45pm. Unanimously carried.

There was no action taken.

XVII. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Vlach at 08:45pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk