



VILLAGE OF WILLIAMS BAY

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

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

**MONDAY, NOVEMBER 3, 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 06:58pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Village Attorney Mark Schroeder, Police Chief Justin Timm, Village Engineer Doug Snyder, Williams Bay Fire Chief Doug Smith, Williams Bay EMS Captain Richard Gluth, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Library Director Joy Schnupp, 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 October 6, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of October 6, 2025 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

II. Ad-hoc Tree Preservation Committee Report - Umans, Russell (5 min.)

a. Request to Extend The Ad-Hoc Tree Enhancement Committee for Two (2) Years or Establish as a Stand-Alone Committee

The motion to recommend Village Board approval of the Request to Extend the Ad-Hoc Tree Enhancement Committee for One Year ending June 2026 with the intent to Establish as a Stand-Alone Committee to make it permanent was initiated by President Jaramillo and seconded by Trustee Russell. Unanimously carried.

The amended motion to recommend Village Board approval of the Request to Extend the Ad-Hoc Tree Enhancement Committee for One Year ending June 2026 with exploring the intent to Establish as a Stand-Alone Committee making it permanent was initiated by President Jaramillo and seconded by Trustee Russell. Unanimously carried.

III. Streets & Highways Committee – Bartholomew, Vlach, Wright (15 min.)

a. Call to Order

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

b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright (Via Teams)

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

The motion to table the 2024 Street Rehabilitation Project Change Order(s) was initiated by Trustee Bartholomew and seconded by Trustee Vlach. Unanimously carried.

d. Discussion and Possible Action on Approving Roadway Classification Changes

The motion to recommend Village Board approval of the Roadway Classification Changes was initiated by Trustee Vlach and seconded by Trustee Wright. Unanimously carried.

e. Downtown Master Plan & Downtown Economic Development Plan Update - *Informational*

Trustee Bartholomew gave a brief update on the Master Plan & Downtown Economic Development Plan.

f. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Wright at 07:11pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Umans, Franzen (45 min.)

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:11pm.

b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Russell and Wright (Via Teams), Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on Potential Temporary EMS Quarters Located Immediately East of the Williams Bay Fire Station

The motion to recommend Finance & Personnel Committee approval of Potential Temporary EMS Quarters by Adrenaline Homes with the location to be determined at a later date was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

d. Discussion and Possible Action on Expansion of Police Department Space into the Current Administrative Offices and the Acquisition of the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices from Village Hall and Other Village Offices and Operations.

The motion to recommend Finance & Personnel Committee approval of the Expansion of Police Department Space into the Current Administrative Offices and the Acquisition of the First National Bank and Trust Property (WOP 00005) for the Consolidation of Administrative Offices from Village Hall and Other Village Offices and Operations was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

e. Fontana Emergency Medical (EMS) Monthly Numbers

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

f. Williams Bay Police Chief's Monthly Report

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

- Interviews are set to begin Monday 11/10/2025 for the new officer. There is a good set of applicants.

- The job posting for the Lieutenant position closes on Monday 11/10/2025.
- Toys for Tots box will be set up outside the Police Department. Please donate if you can.
- Trick-or-Treat went well.
- Kishwaukee hunting will run from November 1 through December 31. You need to apply with the Police Department. Hunting hours are limited.

g. Williams Bay Police Department Monthly Numbers

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

h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 08:05pm. Unanimously carried.

V. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell (10 min.)

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 08:05pm.

b. Roll Call

Present: Trustees Franzen, Vlach and Russell

Also Present: President Jaramillo, Trustees Umans, Bartholomew and Wright (Via Teams) , Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on An Ordinance 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*

The motion to recommend Village Board approval of an Ordinance 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.

d. Discussion and Possible Action on Ordinance #2025-13 An Ordinance 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*

The motion to recommend Village Board approval of Ordinance #2025-13 An Ordinance 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 Russell and seconded by Trustee Vlach. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Vlach at 08:19pm. Unanimously carried.

VI. Parks & Lakefront Committee – Russell, Wright, Franzen (10 min.)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:19pm.

b. Roll Call

Present: Trustees Russell, Franzen and Wright (Via Teams)

Also Present: President Jaramillo, Trustees Bartholomew, Umans, and Vlach, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on A Request by The World's Largest Christmas Tree to Temporarily Locate A Glass Recycling Dumpster in the Village Boat Rigging Area (WWUP 00049)

The motion to recommend Village Board approval of A Request by The World's Largest Christmas Tree to Temporarily Locate A Glass Recycling Dumpster in the Village Boat Rigging Area (WWUP 00049) was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- d. Discussion and Possible Action on Village Boat Slip Lease Rates, Kayak Rental Rates and Boat Ramp Rates for 2026

The motion to recommend Village Board approval of Village Boat Slip Lease Rates, Kayak Rental Rates and Boat Ramp Rates for 2026 was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 08:24pm. Unanimously carried.

VII. Water & Sewer Committee – Umans, Russell, Bartholomew (30 min.)

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 08:24pm.

- b. Roll Call

Present: Trustees Umans, Russell, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Franzen and Wright (Via Teams), Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on the Draft Water & Sewer Budget for 2026

The motion to recommend Village Board approval of the Draft Water & Sewer Budget for 2026 was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- d. Discussion and Possible Action on Creating and Advertising the New Position of Water & Sewer Utilities Supervisor

The motion to recommend Village Board approval of Creating and Advertising the New Position of Water & Sewer Utilities Supervisor was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds

The motion to recommend Finance & Personnel Committee approval of a Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- f. 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
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Corrosion Control Study - Improvements to Water Plant
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Park Place CSM
- Preserve Development - Former GW College
- East Geneva Street Canyon Development - Former Levar

- Willabay Meadows Subdivision - Final Development Plan
- Sanitary Sewer Replacement
- Bailey Estates - Drainage Dedication and Phase 6

g. Water Rate Increase Implementation and Proration - *Informational*

Trustee Umans provided information regarding the Water Rate Increase Implementation and Proration.

h. Water Tower Loan Final Payoff Amount \$323,520. *Informational.*

Trustee Umans provided information regarding the final payoff of the Water Tower Loan in the amount of \$323,520.

i. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Russell at 08:49pm. Unanimously carried.

VIII. Finance & Personnel Committee – Wright, Umans, Bartholomew (20 min.)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:49pm.

b. Roll Call

Present: Trustees Wright (Via Teams, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Russell, and Franzen, Administrator Lothspeich, Village Attorney Schroeder, Police Chief Timm, Village Engineer Snyder, Williams Bay Fire Chief Smith, Williams Bay EMS Captain Gluth, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

c. Discussion and Possible Action on 2024 Street Rehabilitation Project Change Order(s)

This item was tabled. No action taken.

d. Discussion and Possible Action on Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the Optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds

The motion to recommend Village Board approval of a Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the Optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on 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 recommend Village Board approval of 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 Bartholomew and seconded by Trustee Umans. Trustee Bartholomew No. Motion carries.

f. Discussion and Possible Action on Establishing Salaries and Expense Reimbursement Levels of Village President and Village Trustees for 2026

The motion to recommend Village Board approval of Establishing Salaries and Expense Reimbursement Levels of Village President and Village Trustees for 2026 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

g. Discussion and Possible Action of Approving Salaries and Wages for 2026

The motion to recommend Village Board approval of Salaries and Wages for 2026 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

h. Adjourn

The motion to the Adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

IX. Village Board Committee of the Whole (30 min.)

a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)

1. Resolution R-68-25 Authorizing 2024 Street Rehabilitation Project Change Order(s)

This item was tabled. No action taken.

- 2. Resolution R-62-25 Authorizing A Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 To Be Paid From Borrowed Funds**

The motion to approve Resolution R-62-25 Authorizing A Proposal from *ECS Midwest, LLC* for Subsurface Exploration and Geotechnical Engineering (Soil Borings) Services Sanitary Sewer Replacement Walworth Road & Lackey Drive. Base service (\$4,248) with the optional Private Utility Locate (\$675) for a total cost of \$4,923 but not to exceed \$6,000 To Be Paid From Borrowed Funds was made by Committee, no second required. Unanimously carried.

- b. 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 Franzen.

Votes:

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

No: None

Abstain: None

Result: Passes

- c. Open Session.** Return to open session

The motion to return to open session was initiated by Trustee Umans and seconded by Trustee Franzen at 08:57pm. Unanimously carried.

No action was taken on the following items.

1. Discussion and Possible Action on Resolution R-63-25 Approving Developer's Agreement with SG2 Investments, LLC (Hanson's Addition Subdivision - WHA 0001, 0002, 0003, 0004, 0005, 0006)
2. Discussion and Possible Action on Resolution R-57-25 Vacating the East Half of Hanson Street and All of 16.5 Foot Alley Shown on Hanson's Addition to Williams Bay

APPLICANT: Steve Greenberg, SG Investments, LLC (Owner).

TAX KEYS: WHA00003; WHA 00002; WHA 00001; WHA00004; WHA00005; WHA00006

STREET ADDRESS: North Side of E. Geneva St, Between Willabay Drive and Potawatomi Street, Williams Bay, WI 53191

APPLICATION: Right of Way Vacation for a lot line adjustment, to decrease the number of lots on the Land from fourteen (14) to five (5) and to develop those lots for single-family homes

- d. Adjournment**

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Russell at 08:57pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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