



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 12/1/2025 MEETING MONDAY, DECEMBER 1, 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, Steven Russell, Mary Bartholomew, Susan Franzen

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Library Director Joy Schnupp, Treasurer Jennifer Wiese, Clerk Tina Kolls

Excused: Trustee 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. Special Village Board Meeting Minutes of November 12, 2025

The motion to approve the Special Village Board Meeting Minutes of November 12, 2025 was initiated by Trustee Wright and seconded by Trustee Franzen. Trustee Umans abstained. Motion carries.

- B. Village Board Meeting Minutes of November 17, 2025

The motion to approve the Village Board Meeting Minutes of November 17, 2025 as corrected was initiated by Trustee Umans and seconded by Trustee Bartholomew. 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 11-14-2025 in the amount of \$50,247.08

The motion to approve the Payroll ending 11-14-2025 in the amount of \$50,247.08 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Accounts Payable Unpays dated 11-28-2025 in the amount of \$128,819.78

The motion to approve the Accounts Payable Unpays dated 11-28-2025 in the amount of \$128,819.78 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

C. Accounts Payable Prepays dated 11-17-2025 in the amount of \$22,529.73

The motion to approve the Accounts Payable Prepays dated 11-17-2025 in the amount of \$22,529.73 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VIII. President's Remarks

President Jaramillo commended Public Works and the Police Department for handling the weather so well.

IX. Ordinances and Resolutions

A. 2025-12 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. *Second reading and possible adoption.*

The motion to approve the second reading of ordinance 2025-12 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 Franzen and seconded by Trustee Wright. Unanimously carried.

The motion to adopt ordinance 2025-12 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 Franzen and seconded by Trustee Wright. Unanimously carried.

B. R-74-25 Resolution to Appoint Chief Inspectors, Election Officials and Special Voting Deputies for the 2026-2027 Election Term

The motion to approve R-74-25 Resolution to Appoint Chief Inspectors, Election Officials and Special Voting Deputies for the 2026-2027 Election Term was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

X. 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 Umans and seconded by Trustee Russell. Unanimously carried.

XI. 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.

XII. Other Items for Discussion, Consideration, or Action

A. Oath of Office for New Hire Williams Bay Patrol Officer Carlton

Clerk Kolls administered the Oath to New Hire Williams Bay Patrol Officer Bailey Carlton.

B. Village Clerk Receipt of Appeal From the Affected Party Requesting Waiver of Chapter 299, Village's Sex Offenders Ordinance.

The motion to deny the Appeal From the Affected Party Requesting Waiver of Chapter 299, Village's Sex Offenders Ordinance was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

C. Approval of the Meeting Schedules for Village Board and Joint Meeting of the Village Board Committee of the Whole Meeting Schedules for Year 2026

The motion to approve the Meeting Schedules for Village Board and Joint Meeting of the Village Board Committee of the Whole Meeting Schedules for Year 2026 as corrected was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

XIII. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 07:12pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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