



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES VILLAGE BOARD MEETING 12/15/2025 MEETING MONDAY, DECEMBER 15, 2025 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

THE MEETING WILL BE LIVE-STREAMED ON THE VILLAGE OF WILLIAMS BAY'S YOUTUBE, WHICH CAN BE FOUND HERE:

<https://youtube.com/live/X2s40ZJbWVw?feature=share>

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, Police Chief Justin Timm, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Library Director Joy Schnupp, Assistant Library Director Emily Sanders, 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. Joint Williams Bay Village Board of Trustees and Williams Bay School District Board of Education Meeting Minutes of September 22, 2025

The motion to approve the Joint Williams Bay Village Board of Trustees and Williams Bay School District Board of Education Meeting Minutes of September 22, 2025 was initiated by Trustee Vlach and seconded by Trustee Wright. Unanimously carried.

- B. Village Board Meeting Minutes of December 1, 2025

The motion to approve the Village Board Meeting Minutes of December 1, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

VI. Public Comments

Matt Robbins, 371 Frost Drive, spoke in opposition to the Land & Lakes Development, requesting that the Village Board send the item back to the Plan Commission for further review. Robbins asked that the Village Board police the developer closely for compliance with the development agreement and approved plans.

- 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 items A-E of the Consent Agenda was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

- A.** Approval of Earmarking \$4,500 from Public Works 2025 Budget for the Purchase of Trees in 2026
- B.** R-75-25 Approving the Child Safety Zone Map as Required by Ordinance 299
- C.** R-77-25 Authorizing The Disposal Of Certain Surplus Personal Property Owned By The Village Of Williams Bay. *Police Department and Public Works Department Items*
- D.** R-79-25 Resolution Approving A Three-year (3) Agreement Between the Village of Williams Bay and the Williams Bay Police Officers Association for Years 2026-2028
- E.** R-80-25 Approving A Statement of Work From Civic Plus, LLC for Migration of Village Website and Website Services. *Including Web Central Standards Proposal; Master Services Agreement; Website Terms; Audio-Eye Terms and Common-Look Terms*
- F.** R-85-25 Authorizing A Contract (3-year) with Lake Geneva Pier Company for All Village Piers Annual Installation, Removal and Repairs

This item was removed from the Consent Agenda to be discussed separately.

The motion to approve resolution R-85-25 Authorizing A Contract (3-year) with Lake Geneva Pier Company for All Village Piers Annual Installation, Removal and Repairs was initiated by President Jaramillo and seconded by Trustee Franzen. Unanimously carried.

VIII. Presentation of accounts and petitions

- A.** Payroll ending 11-28-2025 in the amount of \$51,500.95

The motion to approve the Payroll ending 11-28-2025 in the amount of \$51,500.95 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B.** Accounts Payable Unpays dated 12-12-2025 in the amount of \$118,873.72

The motion to approve the Accounts Payable Unpays dated 12-12-2025 in the amount of \$118,873.72 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C.** Library Accounts Unpays dated 12-11-2025 in the amount of \$2,334.66

The motion to approve the Library Accounts Unpays dated 12-11-2025 in the amount of \$2,334.66 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- D.** Monthly EFT Payments for November 2025 in the amount of \$139,543.56

The motion to approve the Monthly EFT Payments for November 2025 in the amount of \$139,543.56 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

E. October 2025 Financial Statements

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

IX. Plan Commission

A. APPLICANT: Mike Condron and John Dwyer (Applicants)

TAX KEY: WOP 00008 and WWUP 00088

STREET ADDRESS: 105 N. Walworth Street and Lakefront Area, Williams Bay, Wisconsin 53191

The applicant is requesting a Temporary Use Permit per Section 390.208 "Temporary Use Permit" and Section 390.0316.B Temporary Outdoor Sales for a food vending cart.

The motion to approve the Temporary Use Permit per Section 390.208 "Temporary Use Permit" and Section 390.0316.B Temporary Outdoor Sales for a food vending cart was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

B. APPLICANT: Land and Lakes Company (Applicant and Owner), Willabay Meadows (Project)

TAX KEY: IL 500005, WWUP 00084, and JG 310009A

STREET ADDRESS: Vacant Land off E Geneva Street and Highway 50, Williams Bay, WI 53191

The applicant requests final plat approval per Section 375, Article 3, Article 5, and Section 375-0304, and temporary zoning designation approval upon direct annexation per Section 390-0205 for two parcels, one located in the Town of Linn, and one located in the Town of Geneva.

President Jaramillo explained that the Plan Commission recommended Village Board approval with a 5-2 vote. This item will be addressed under Ordinances and Resolutions.

X. President's Remarks

A. Acknowledgment of Emily Sanders's service to the Village

President Jaramillo requested the President's Remarks be moved to just after The Pledge of Allegiance.

President Jaramillo announced that the meeting was being live-streamed on the Village of Williams Bay YouTube page. President Jaramillo gave acknowledgment of longtime Library staff member, Emily Sanders's service to the Village of Williams Bay.

XI. Ordinances and Resolutions

A. 2025-14 An Ordinance Providing For Direct Annexation By Unanimous Consent of Electors and Property Owners of Territory Located in the Town of Geneva, Walworth County, Wisconsin, and Town of Linn, Walworth County, to the Village of Williams Bay, Walworth County, Wisconsin. *Approving Annexation and Temporary Zoning For Willabay Meadows Subdivision*

The motion to approve the first reading of Ordinance 2025-14 Providing For Direct Annexation By Unanimous Consent of Electors and Property Owners of Territory Located in the Town of Geneva, Walworth County, Wisconsin, and Town of Linn, Walworth County, to the Village of Williams Bay, Walworth County, Wisconsin. *Approving Annexation and Temporary Zoning For Willabay Meadows Subdivision* was initiated by Trustee Franzen and seconded by Trustee Vlach. Motion carries.

Votes:

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

No: Trustee Franzen

Abstain: None

Result: Passes

B. R-81-25 Resolution Approving Final Plat of Subdivision for Willabay Meadows Subdivision

The motion to approve resolution R-81-25 Approving Final Plat of Subdivision for Willabay Meadows Subdivision was

initiated by Trustee Franzen and seconded by Trustee Umans. Unanimously carried.

The motion to approve resolution R-81-25 Approving Final Plat of Subdivision for Willabay Meadows Subdivision was amended to be conditional on the Plat changing to reflect 5-foot walkways on the walking path was initiated by Trustee Franzen and seconded by Trustee Russell. Motion carries.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

- C. R-76-25 Resolution Authorizing Insurance Policy Renewals With League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) And R&R Insurance For Year 2026

The motion to approve resolution R-76-25 Authorizing Insurance Policy Renewals with League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) And R&R Insurance For Year 2026 was initiated by Trustee Franzen and seconded by Trustee Wright. Unanimously carried.

- D. R-78-25 Resolution Authorizing the Village President or Village Administrator to Sign All Documents Necessary to Facilitate the Closing on the Purchase of 121 N. Elkhorn Road

The motion to approve resolution R-78-25 Authorizing the Village President or Village Administrator to Sign All Documents Necessary to Facilitate the Closing on the Purchase of 121 N. Elkhorn Road was initiated by Trustee Franzen and seconded by Trustee Bartholomew. Unanimously carried.

XII. Public Comments

Laura Schnell, 511 Willabay Dr, spoke regarding Willabay Meadows subdivision requesting confirmation that the walking path will indeed only be 5 feet wide. Schnell spoke regarding her disappointment with several beautiful live trees that have been taken down already and expressed concern for what it will look like when the developer is done. Schnell requested that the builder be watched closely.

Yvette Howard, Vice President, Property Management, Lincoln Road Enterprises, LLC, spoke regarding the available liquor license, reading a letter from Ann Drake in support of Womens Leadership getting the available license.

Mike Fieweger, 536 Morgan Drive, spoke regarding Hansens Addition requesting that the Village Board give the residents of Willabay time to review the development agreement. Fieweger also commented that Women's Leadership would be in direct competition with for-profit businesses if they were to get the liquor license which he felt should not be approved.

- 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.*

XIII. Other Items for Discussion, Consideration, or Action

- A. Discussion and Possible Action to Extend a Conditional Offer for the Police Officer Position

The motion to approve extending a Conditional Offer for the Police Officer Position to Jessica Leidl was initiated by President Jaramillo and seconded by Trustee Franzen. Unanimously carried.

XIV. 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. *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, January 5.*

The motion to go 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 Wright at 07:35pm.

Votes:

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

No: None

Abstain: None

Result: Passes

XV. 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, January 5.*

The motion to Return to Open Session was initiated by Trustee Wright and seconded by Trustee Franzen at 08:41pm. Unanimously carried.

XVI. Adjournment

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 08:42pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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