



VILLAGE OF WILLIAMS BAY

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

**MONDAY, DECEMBER 1, 2025 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole (2 min)

a. Call to Order

President Jaramillo called the meeting to order at 07:12pm.

b. 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

- 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 November 3, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of November 3, 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. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee

Trustee Umans provided information on the need for moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee.

III. Water & Sewer Committee – Umans, Russell, Bartholomew (10 min)

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:17pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

Also Present: President Jaramillo, Trustees Wright and Franzen, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. 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
- 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
- Former Elementary School Development - Jack Pease
- Sanitary Sewer Replacement
- Bailey Estates - Drainage Dedication and Phase 6

d. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:24pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Umans, Franzen (50 min)

a. Call to Order

Trustee Umans called the meeting to order at 07:24pm.

b. Roll Call

Present: Trustees Umans and Franzen

Also Present: President Jaramillo, Trustees Wright, Bartholomew and Russell, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026

The motion to table the Request for Temporary Road Closures for The Lake Geneva Marathon October 2026 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

d. Discussion and Possible Action on Location of Emergency Medical Services (EMS) Temporary Housing Unit

The motion to recommend Village Board approval of the submission of Applications to the Zoning Board of Appeals and Plan Commission for the placing of the Emergency Medical Services (EMS) Temporary Housing Unit was initiated by Trustee Franzen and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on Approving the Child Safety Zone Map as Required by Ordinance 299

The motion to recommend Village Board approval of the Child Safety Zone Map as Required by Ordinance 299 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

f. Discussion and Possible Action on the Evaluation of Applications for Class "B" Beer and "Class B" Liquor License (Two Applications received and one license available)

The motion to recommend Village Board approval of the Class "B" Beer and "Class B" Liquor License for Big Daddy's LLC was initiated by Trustee Umans and seconded by Trustee Franzen. Trustee Franzen No. Motion Failed.

The Motion for the Village Board to have the final decision on the available Class "B" Beer and "Class B" Liquor License was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously Carried.

1. Class "B" Beer and "Class B" Liquor Application from Women's Leadership Center at Williams Bay NFP
2. Class "B" Beer and "Class B" Liquor Application from Big Daddy's LLC (d/b/a Daddy Maxwells)
- g. Discussion and Possible Action on an Application for Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026

The motion to recommend Village Board approval of the Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

- h. Fontana Emergency Medical (EMS) Monthly Numbers

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

- i. Williams Bay Police Chief's Monthly Report

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

- Officer Rudi attended CIT (Crisis Intervention Training).
- Officer Shiroda attended an ICAC (Internet Crimes Against Children) conference.
- Officer Shiroda is on the CART (Child Abduction Response Team).
- Chief Timm is on the steering committee.

- j. Discussion and Possible Action on the Village of Williams Bay Police Union Agreement for Years 2026-2028

The motion to recommend Village Board approval of the Village of Williams Bay Police Union Agreement for Years 2026-2028 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

- k. Discussion and Possible Action of Conditional Offer for Lieutenant Position

The motion to recommend Finance & Personnel Committee approval of the Conditional Offer for Lieutenant Position to Officer Hammett was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

- l. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

- m. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 08:12pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 08:12pm.

- b. Roll Call

Present: Trustees Bartholomew and Wright

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

- c. Discussion and Possible Action on Request for Temporary Road Closures for The Lake Geneva Marathon October 2026

This item was tabled by Protective Services Committee.

d. Membership Application for Wisconsin Economic Development Connect Communities — *Update*
Trustee Bartholomew gave a brief update on the Membership application for Wisconsin Economic Development Connect Communities.

e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 08:15pm.
Unanimously carried.

VI. Parks & Lakefront Committee – Russell, Wright, Franzen (30 min)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:15pm.

b. Roll Call

Present: Trustees Russell, Wright and Franzen

Also Present: President Jaramillo, Trustees Bartholomew and Umans, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee

The motion to recommend Village Board approval of Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee was initiated by Trustee Russell and seconded by Trustee Franzen. Motion was recinded by Trustee Russell.

The Motion to recommend Finance & Personnel Committee approval of earmarking \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee for the planting of Trees was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

d. Discussion and Possible Action on Bids for Village Piers Annual Installation, Removal and Repairs

The motion to recommend Village Board approval of the acceptance of the bid from Lake Geneva Pier Company for Bids for Village Piers Annual Installation, Removal and Repairs for A & B was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

e. Discussion and Possible Action on Location of Emergency Medical Services (EMS) Temporary Housing Unit

There was no action taken.

f. Discussion and Possible Action on Participation in Village 250th Anniversary Events - July 4, 2026

The Committee discussed the possibility of participation in Village 250th Anniversary events July 4, 2026.

g. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 08:36pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 08:36pm.

b. Roll Call

Present: Trustees Franzen and Russell

Also Present: President Jaramillo, Trustees Wright, Umans, and Bartholomew, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Building, Zoning & Ordinances (BZO) Committee Meeting Minutes of November 5, 2025

The motion to the Building, Zoning & Ordinances (BZO) Committee Meeting Minutes of November 5, 2025 was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

d. Discussion and Possible Action on Building Inspectional Services Contract

The motion to recommend Village Board approval to issue a request for proposals (RFP) for Building Inspectional Services was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

e. Short-Term Rental / Tourist Rooming House Ordinance Changes - *Informational Update*

Trustee Franzen gave an update on the status of the Short-Term Rental/Tourist Rooming House Ordinance Changes.

f. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Russell at 08:48pm. Unanimously carried.

VIII. Finance & Personnel Committee – Wright, Umans, Bartholomew (30 min)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:48pm.

b. Roll Call

Present: Trustees Wright, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Discussion and Possible Action on Moving \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee

The Motion to recommend Village Board approval of earmarking \$4,500 from Public Works 2025 Budget to the Ad-hoc Tree Enhancement Committee for the planting of Trees was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

d. Discussion and Possible Action on the Village of Williams Bay Police Union Agreement for Years 2026-2028

The motion to recommend Village Board approval of the Village of Williams Bay Police Union Agreement for Years 2026-2028 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action on Insurance Policy Renewals With League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) And R&R Insurance For Year 2026

The motion to recommend Village Board approval of the Insurance Policy Renewals With League Of Wisconsin Municipalities Mutual Insurance Company (LWMMIC) and R&R Insurance For Year 2026 as current was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. Discussion and Possible Action on A Proposal from Civic Plus for Village Website Updates, Including Accessibility

The motion to recommend Village Board approval of the Proposal from Civic Plus for Village Website Updates, Including Accessibility was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

g. Discussion and Possible Action Authorizing The Disposal Of Certain Surplus Personal Property Owned By The Village Of Williams Bay

The motion to recommend Village Board approval of Authorizing the Disposal Of Certain Surplus Personal Property Owned By The Village Of Williams Bay was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

h. Discussion and Possible Action 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 recommend Village Board approval of the Authorization of 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 Wright and seconded by Trustee Umans. Unanimously carried.

- i. Discussion and Possible Action to Extend a Conditional Offer for the Police Lieutenant position

The motion to recommend Village Board approval of the Conditional Offer for Lieutenant Position to Officer Hammett was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

- j. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 09:11pm. Unanimously carried.

IX. Village Board Committee of the Whole (10 min)

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

- 1. Discussion and Possible Action on an Application for Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026

The motion to approve the Temporary Class "B"/"Class B" Retailer's License for Women's Civic League for the Chili Cook Off on Saturday February 7, 2026 was made by Committee, no second required. Unanimously carried.

- 2. 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 made by Committee, no second required. Unanimously carried.

- 3. 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 made by Committee, no second required. Unanimously carried.

- 4. Discussion and Possible Action to Extend a Conditional Offer for the Police Lieutenant Position

The motion to approve the Conditional Offer for Lieutenant Position to Officer Hammett was made by Committee, no second required. Unanimously carried.

- b. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 09:12pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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