



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 1/19/2026 (MONDAY) MEETING MONDAY, JANUARY 19, 2026 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/Q_TJRCTDXY?FEATURE=SHARE](https://youtube.com/live/q_tjrctdxy?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, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Thiele, 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 January 5, 2026

The motion to approve the Village Board Meeting Minutes of January 5, 2026 as corrected was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

VI. Public Comments

Jack Jones, 34 Elm Street, spoke regarding updates on an employee lot, delivery hours, and time limits for parking for the Green Grocer.

- 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 minus items C and I was initiated by President Jaramillo and seconded by Trustee Wright. Unanimously carried.

- A.** Approval of the Village of Williams Bay Election Day Emergency Preparedness and Contingency Plan 2026 (Confidential)
- B.** Authorization of A Budgetary Estimate of \$9,000 for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road
- C.** Authorization to Submit An Application to the Plan Commission Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House, Including Fees, Enforcement and Penalties

The motion to approve An Application to the Plan Commission Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House, Including Fees, Enforcement and Penalties was initiated by Trustee Umans and seconded by Trustee Wright.

Trustee Umans withdrew his motion.

The motion to send the changes to chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House, Including Fees, Enforcement and Penalties back to the Building, Zoning & Ordinances Committee for further review was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

- D.** Authorization to Submit A Zoning Application for (1) Text Amendment and (2) Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00108), Located Immediately East of the Williams Bay Fire Department
- E.** Approval of Resolution R-02-26 Approving Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement
- F.** Approval of Resolution R-03-26 Approving An Exclusive Easement By the Village of Williams Bay Land Lease and TDS Metrocom, LLC for Fiber Optics Lease on Village Water Well Pump House Property Located at Southeast Corner of Williams Street and Olive Street (WOP 00108)
- G.** Approval of Resolution R-04-26 Approving the Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *General Fund = \$113,083; Water Fund = \$173,881; and Sewer Fund = \$87,308*
- H.** Approval of Resolution R-05-26 Approving the First Amendment to the Village Administrator Employment Agreement. *Three-year (3) Term Extension from March 19, 2026 to March 19, 2029*
- I.** Approval of Resolution R-06-26 Approving the Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC

The motion to approve the Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

VIII. Presentation of accounts and petitions

A. Payroll ending 01-09-2026 in the amount of \$51,791.19

The motion to approve the Payroll ending 01-09-2026 in the amount of \$51,791.19 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Accounts Payable Unpays dated 01-15-2026 in the amount of \$384,265.06

The motion to approve the Accounts Payable Unpays dated 01-15-2026 in the amount of \$384,265.06 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

C. Accounts Payable Prepays dated 01-07-2026 in the amount of \$2,276,668.91

The motion to approve the Accounts Payable Prepays dated 01-07-2026 in the amount of \$2,276,668.91 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

D. Library Accounts Payable dated 1/16/2026 in the amount of \$2,740.48

The motion to approve the Library Accounts Payable dated 1/16/2026 in the amount of \$2,740.48 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

E. November 2025 Financial Statements

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

F. 2025 Legal Fees

The 2025 Legal Fees were presented for information by Trustee Wright.

IX. President's Remarks

- A. The Preserve** - The Plan Commission Meeting For Topography Final Development Plan (FDP) Application For The Preserve Development - Wednesday, February 11, 2026 at 6:30 pm. The Meeting Will Be Held in the Williams Bay School Auditorium - South Parking Lot and Entrance.

President Jaramillo announced that the Plan Commission Meeting for Topography Final Development Plan (FDP) Application for The Preserve Development will be held on Wednesday, February 11, 2026 at 6:30 PM at the Williams Bay School in the Auditorium.

- B. New Village Office** - Successful Closing on the Purchase of 121 N. Elkhorn Road (former FNBT Bank) Property. *Village Hall administrative offices to relocate in mid-February*

President Jaramillo announced that the closing of the former FNBT Bank building located at 121 N. Elkhorn Rd was successful, and the Administrative offices are expected to relocate around the middle of February 2026 to their new location.

President Jaramillo spoke about Village Resident Brenda Hausner who recently passed away, sending positive thoughts to her family and friends.

X. 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. Second Reading and possible adoption.***

The motion to approve the second reading of Ordinance 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* was initiated by Trustee Wright and seconded by Trustee Umans.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

The motion to adopt Ordinance 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* was initiated by Trustee Wright and seconded by Trustee Umans.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

- B.** 2026-01 An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes. First reading and possible waiver of second reading and adoption*

The motion to approve the first reading, waiver of second reading and adoption of Ordinance 2026-01 An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes* was initiated by Trustee Franzen and seconded by Trustee Russell.

Trustee Franzen withdrew the motion

The motion to approve the first reading of Ordinance 2026-01 An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

The motion to waive the second reading and adopt Ordinance 2026-01 An Ordinance Amending §46-11 A. and B. of the Code of Ordinances of the Village of Williams Bay Concerning Room Tax. *Replacing the term "Gross Receipts" with "a percentage of the sales price" to be consistent with statutory changes* was initiated by Trustee Franzen and seconded by Trustee Vlach. Unanimously carried.

- C.** R-07-26 Resolution Approving Developer's Agreement with SG2 Investments, LLC (Hanson's Addition Subdivision - WHA 0001, 0002, 0003, 0004, 0005, 0006)

The motion to approve Resolution R-07-26 Approving Developer's Agreement with SG2 Investments, LLC (Hanson's Addition Subdivision - WHA 0001, 0002, 0003, 0004, 0005, 0006) was initiated by Trustee Umans and seconded by Trustee Bartholomew.

Votes:

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

No: Trustees Russell and Franzen

Abstain: None

Result: Passes

- D.** R-08-26 Resolution 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

The motion to approve Resolution R-08-26 Resolution Vacating the East Half of Hanson Street and All of 16.5 Foot Alley Shown on Hanson's Addition to Williams Bay - 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 was initiated by Trustee Umans and seconded by Trustee Vlach.

Trustee Umans Withdrew the motion.

The motion to approve Resolution R-08-26 Resolution Vacating the East Half of Hanson Street and All of 16.5 Foot Alley Shown on Hanson's Addition to Williams Bay - 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 with consideration given to the future vacation of the west one-half of Hanson Street and the future vacation of all of Bayview Avenue was initiated by Trustee Umans and seconded by Trustee Bartholomew.

Votes:

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

No: None

Abstain: None

Result: Passes

E. Resolution R-11-26 Proclaiming May 9, 2026 World Migratory Bird Day

The motion to approve Resolution R-11-26 Proclaiming May 9, 2026 World Migratory Bird Day was initiated by Trustee Franzen and seconded by Trustee Wright. Unanimously carried.

XI. Public Comments

Thomas Shaughnessy, 45 Liechty Drive, commented that large drawing of agenda items would be very helpful to residents in attendance at meetings. Spoke regarding the need for a large wash basin at the boat launch to enable boaters to wash their boats before launching. Spoke regarding increasing the price for Waterway Structure Permits for non-residents to increase revenue for the Village.

- 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.** Consideration and Possible Action on the Appointment of the following to the Kishwaukee Nature Conservancy Board:
- 1) Elizabeth Cox, 270 Park Place for a five-year term to expire 4/15/2030
 - 2) Brenda Dahlfors, 141 W Geneva for the remainder of a five-year term to expire 4/18/2028

This item was moved to after Presentation of Accounts.

The motion to approve the appointment of Elizabeth Cox to the Kishwaukee Nature Conservancy Board for a five-year term to expire 4/15/2030 and Brenda Dahlfors for a five-year term to expire 4/18/2028 was initiated by Trustee Wright and seconded by Trustee Vlach. Trustee Franzen abstained. Motion carried.

- B.** Discussion and Possible Action on a Request by the Williams Bay Library to Install Temporary Banners on

Village Property

The motion to approve the request by the Williams Bay Library to Install Temporary Banners on Village Property was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- C. 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: negotiations with Williams Bay Volunteer Fire Department

The motion to move 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: negotiations with Williams Bay Volunteer Fire Department was initiated by Trustee Bartholomew and seconded by Trustee Umans. at 07:42 PM

Votes:

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

No: None

Abstain: None

Result: Passes

- D. Open Session. 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.*

The motion to return to Open Session was initiated by Trustee Wright and seconded by Trustee Bartholomew at 08:30 pm. Unanimously carried.

XIII. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 08:31pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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