



# VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

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

MONDAY, JANUARY 5, 2026 AT 6:45 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/3LV-SZ9GRFO?FEATURE=SHARE](https://youtube.com/live/3LV-SZ9GRFO?feature=share)**

### I. Village Board Committee of the Whole

#### a. Call to Order

President Jaramillo called the meeting to order at 06:56pm.

#### b. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fontana Fire Chief Rick Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Zoning Administrator Allison Schwark, Recreation Director Ryan Knop, Treasurer Jennifer Thiele, 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 December 1, 2025

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

### II. Streets & Highways Committee – Bartholomew, Vlach, Wright

#### a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:58pm.

#### b. Roll Call

Present: Trustees Bartholomew and Wright

Also Present: President Jaramillo, Trustees Umans, Franzen and Russell (via Teams), Administrator Lothspeich,

Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls

Excused: Trustee Vlach

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

There was no action taken on this item. The applicant withdrew their application.

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

The Committee gave direction to Village Engineer Snyder to follow up on Option 1.

- e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 07:09 pm. Unanimously carried.

### **III. Protective Services Committee – Vlach, Umans, Franzen**

- a. Call to Order

Trustee Umans called the meeting to order at 07:10 pm.

- b. Roll Call

Present: Trustees Umans & Franzen

Also Present: President Jaramillo, Trustees Wright, Bartholomew and Russell (via Teams), Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls

Excused: Trustee Vlach

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

There was no action taken on this item. The applicant withdrew their application.

- d. Discussion and Possible Action on the Village of Williams Bay Election Day Emergency Preparedness and Contingency Plan

The motion to recommend Village Board approval of the Village of Williams Bay Election Day Emergency Preparedness and Contingency Plan was initiated by Trustee Umans 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:

- Williams Bay Police Department worked with the Fontana Fire for Cold Water Rescue Training.
- Lieutenant Hammett will go through on-boarding to ensure a smooth transition.
- Police officer candidate Ms. Liedle's background check should be complete so that she can take her oath at the next Village Board meeting.

- g. Williams Bay Police Department Monthly Numbers

The committee reviewed the Williams Bay Police Department Monthly Numbers.

- h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 07:19 pm. Unanimously carried.

### **IV. Water & Sewer Committee – Umans, Russell, Bartholomew**

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:20 pm.

**b. Roll Call**

Present: Trustees Umans, Bartholomew, and Russell (via Teams)

Also Present: President Jaramillo, Trustees Wright and Franzen, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls

Excused: Trustee Vlach

- c. Discussion and Potential Action on 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)**

The motion to recommend Finance & Personnel Committee approval of 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) was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- d. Discussion and Possible Action on Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement**

The motion to recommend Finance & Personnel Committee approval of Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement for Well 2 Contract was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- e. Discussion and Possible Action on Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *Water Fund = \$173,881 and Sewer Fund = \$87,308***

The motion to recommend Finance and Personnel Committee approval of the Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *Water Fund = \$173,881 and Sewer Fund = \$87,308* was initiated by Trustee Umans and seconded by Trustee Bartholomew. 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
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Park Place CSM
- Preserve Development - Former GW College
- East Geneva Street Canyon Development - Former Levar
- Former Elementary School Development - Jack Pease
- Sanitary Sewer Replacement
- Navillo Development West of Green Grocer
- Bailey Estates - Drainage Dedication and Phase 6 - Phase 7

**g. Adjourn**

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:50 pm. Unanimously carried.

**V. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell**

**a. Call to Order**

Chairman Trustee Franzen called the meeting to order at 07:50 pm.

**b. Roll Call**

Present: Trustees Franzen and Russell (via Teams)

Also Present: President Jaramillo, Trustees Umans, Bartholomew and Wright, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls  
Excused: Trustee Vlach

- c. Discussion and Possible Action on Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House , Including Fees, Enforcement and Penalties

The motion to recommend Village Board approval of Amending Chapter 390 Zoning Article 3 Land Use Regulations § 390-0310M Re: Tourist Rooming House, Including Fees, Enforcement and Penalties was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- d. Discussion and Possible Action on Amending Ordinance Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties

The motion to recommend Village Board approval of Amending Ordinance Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC

The motion to recommend Finance & Personnel Committee approval of the Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- f. Discussion and Possible Action on 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.*

The motion to recommend Finance & Personnel Committee approval of 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.

- g. Discussion and Possible Action on An Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission*

The motion to recommend Finance & Personnel Committee approval of an Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

The motion to withdraw the previous motion was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- h. Discussion and Possible Action on the Village Board Draft Zoning Application for Text Amendment and 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

The motion to recommend Finance & Personnel Approval of the Village Board Draft Zoning Application for Text Amendment and 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 was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- i. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Russell at 08:55 pm. Unanimously carried.

## **VI. Finance & Personnel Committee – Wright, Umans, Bartholomew**

- a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:56 pm.

**b. Roll Call**

Present: Trustees Wright, Umans, and Bartholomew

Also Present: President Jaramillo, Trustees Franzen and Russell (via Teams), Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Zoning Administrator Allison Schwark, Recreation Director Knop, Treasurer Thiele, Clerk Kolls  
Excused: Trustee Vlach

**c. Finance & Personnel Committee Meeting Minutes of December 16, 2025**

The motion to approve the Finance & Personnel Committee Meeting Minutes of December 16, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

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

There was no action taken on this item.

**e. Discussion and Possible Action on Change Order No. 3 for Water Well Solutions Group for the Well 2 Pump Replacement**

The motion to recommend Village Board approval of Change Order No. 3 for Water Well Solutions Group for the Well 3 Pump Replacement on well 2 contract was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

**f. Discussion and Potential Action on 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)**

The motion to recommend Village Board approval of 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) was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

**g. Discussion and Possible Action on 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.***

The motion to recommend Village Board approval of 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 Umans and seconded by Trustee Bartholomew. Unanimously carried.

**h. Discussion and Possible Action on An Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission***

There was no action taken on this item.

**i. Discussion and Possible Action on Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *General Fund = \$113,083***

The motion to recommend Village Board approval of the Borrowed Funds Arbitrage Report 2025 and Assigning An Amount Totaling \$374,272 as Borrowed Funds Arbitrage Committed Funds. *General Fund = \$113,083* as corrected was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

**j. Discussion and Possible Action on Renewal of the Code Enforcement Services Contract Between The Village Of Williams Bay And Municipal Code Enforcement, LLC**

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

**k. Review, Discussion and Possible Action on the Draft Five (5) Year Capital Improvements Program 2026 - 2030**

There was no action taken on this item.

**l. Discussion and Possible Action on Proposed Capital Improvements Borrowings**

The proposed Capital Improvements Borrowings was discussed by the Committee.

- m. Discussion and Possible Action on the First Amendment to the Village Administrator Employment Agreement. *Three-year (3) Term Extension from March 19, 2026 to March 19, 2029*

The motion to recommend Village Board approval of the First Amendment to the Village Administrator Employment Agreement. *Three-year (3) Term Extension from March 19, 2026 to March 19, 2029* was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- n. Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions

The motion to recommend Village Board approval of a Caselle Software & Services Proposal for Cloud Hosted Solutions was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- o. Discussion and Possible Action on Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road

The motion to recommend Village Board approval of Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road not to exceed \$9,000.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- p. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 09:35 pm. Unanimously carried.

## **VII. Village Board Committee of the Whole**

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

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

There was no action taken on this item.

- 2. Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions

The motion to the Discussion and Possible Action on A Caselle Software & Services Proposal for Cloud Hosted Solutions was made by Committee, no second required. Unanimously carried.

- 3. Discussion and Possible Action on Authorizing A Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road

The motion to approve a Budgetary Estimate for IT Improvements for the New Village Administrative Offices Located at 121 N. Elkhorn Road not to exceed \$9,000.00 was made by Committee, no second required. Unanimously carried.

- 4. Discussion and Possible Action on the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00085), Located Immediately East of the Williams Bay Fire Department

The motion to approve the Village Board Draft Zoning Application for Text Amendment and Conditional Use Permit (CUP) for Temporary Emergency Medical Services (EMS) Building in Edgewater Park (WOP 00085), Located Immediately East of the Williams Bay Fire Department 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. 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 Tuesday January 20, 2025.

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: Canyon Development, LLC Development Agreement commonly known as Hanson's Addition was initiated by Trustee Wright and seconded by Trustee Bartholomew at 09:40PM.

### **Votes:**

Yes: President Jaramillo, Trustees Bartholomew, Umans, Wright, Franzen, and Russell (via Teams)

No: None

Abstain: None

Result: Passes

- c.** 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 on Tuesday, January 20, 2025*

The motion to return to Open Session was initiated by Trustee Wright and seconded by Trustee Umans at 10:04 pm. Unanimously carried.

- d.** Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Franzen at 10:04 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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