



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 2/16/2026 (1 OF 2) MEETING MONDAY, FEBRUARY 16, 2026 AT 6:30 PM WILLIAMS BAY SCHOOL - AUDITORIUM (SOUTH BUILDING ENTRANCE & PARKING LOT) 500 WEST GENEVA 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/7952GWFELQS?FEATURE=SHARE](https://youtube.com/live/7952gwfelqs?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, Attorney Mark Schroeder, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Thiele

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 February 2, 2026

The motion to approve the Village Board Meeting Minutes of February 2, 2026 was initiated by Trustee Umans and seconded by Trustee Vlach. Trustee Wright abstained. Motion carries.

VI. Public Comments

JD Olson, 610 Settler Ridge, Lake Geneva, Promoted a flyer which was handed out regarding The Environmental Education Foundation Inc. Scholarships for up to \$16,000. Deadline March 1, 2026

- 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 as presented was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- A. Approval of Edgewater Use and Policy Contracts for the Williams Bay Businesses Association (WBBA):
 1. For an (a) an Event To Be Determined (TBD) on June 19, 2026 through June 21, 2026 and (b) the 4th Annual Cinco de Mayo event on May 1, 2026 through May 3, 2026
 2. For the Williams Bay Farmers Market for: (a) May 22 & 29, 2026; June 5, 12, 19, & 26, 2026; (b) July 3, 10, 17, 24 & 31, 2026; (c) August 14, 21 & 28, 2026, and (d) September 4 from 6:00 am until 2:00 pm
- B. Approval of Edgewater Park Use and Policy Contract for the Williams Bay Lions Club for: (a) July 4, 2026 for Pancake Day, (b) August 5-9, 2026 for Corn and Brat Fest and (c) October 10, 2026 for the Car Show

VIII. Presentation of accounts and petitions

- A. Payroll ending 02-06-2026 in the amount of \$53,635.56

The motion to approve the Payroll ending 02-06-2026 in the amount of \$53,635.56 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B. Accounts Payable Prepays

1. dated 01-29-2026 in the amount of \$263.81

The motion to approve the Accounts Payable Prepays dated 01-29-2026 in the amount of \$263.81 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

2. dated 02-02-2026 in the amount of \$4,567.53

The motion to approve the Accounts Payable Prepays dated 02-02-2026 in the amount of \$4,567.53 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

3. dated 02-10-2026 in the amount of \$104,354.66

The motion to approve the Accounts Payable Prepays dated 02-10-2026 in the amount of \$104,354.66 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C. Accounts Payable Unpays dated 02-13-2026 in the amount of \$5,469,464.76

The motion to approve the Accounts Payable Unpays dated 02-13-2026 in the amount of \$5,469,464.76 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- D. Library Accounts Payable dated 02-12-2026 in the amount of \$3,361.92

The motion to approve the Library Accounts Payable dated 02-12-2026 in the amount of \$3,361.92 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- E. December 2025 Financial Statements

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

IX. Plan Commission

Plan Commission Items were presented for information only.

- A. APPLICANT: Village of Williams Bay
STREET ADDRESS: 250 Williams Street, Williams Bay, WI 53191
02/03/2026 Plan Commission Recommended Approval of The Village of Williams Bay Application to Amend Section 390-0316G of the Zoning Ordinance of the Village of Williams Bay, Concerning Temporary Relocatable Buildings.
- B. APPLICANT: Village of Williams Bay, EMS Living Quarters (Project)
TAX KEY: WOP 00085 and WOP 00089
STREET ADDRESS: 7 E Geneva Street, Williams Bay, WI 53191
02/03/2026 Plan Commission Recommended Approval of a Conditional Use Permit per Section 390-0224C. 8. and Section 390-0316G. to Permit a Temporary Relocatable Building within the Minimum Required Front Yard Setback and for the Building to Remain on Site for Longer Than Six (6) Months for Emergency Medical Services (EMS) Overnight Quarters in the P & R District.
- C. APPLICANT: Williams Bay Property Company LLC, Topography The Preserve Development (Project)
TAX KEY: WWUP 00011; WGT 00010; WGT 00009; WA 499800002, and EW 200020
STREET ADDRESS: 350 Constance Blvd, Williams Bay, WI 53191 (Formerly George Williams College/Aurora University)
02/11/2026 Plan Commission Meeting
 1. Plan Commission Approved - Resolution R-01-26 Recommending Approval of the Topography Final Development Plan (FDP)
 2. Plan Commission Approved - Resolution R-02-26 Recommending Approval of the Certified Survey Map (CSM) for the Conservancy Area - One (1) Lot CSM
 3. Plan Commission Approved - R-03-26 Resolution Recommending Approval of A Certified Survey Map (CSM) for the Preserve Resort Area - Four (4) Lot CSM
 4. Plan Commission Approved - R-04-26 Resolution Recommending Approval of A Preliminary Condominium Plat for The Preserve

X. President's Remarks

President Jaramillo thanked and congratulated the Williams Bay Civic League on a successful Chili Cookoff.

XI. Ordinances and Resolutions

- A. Temporary Relocatable EMS Quarters Building: (1) Zoning Text Amendment and (2) Conditional Use Permit (CUP)
 1. Zoning Text Amendment. Discussion and Possible Action on Ordinance 2026-02 Amending Section 390-0316G (2) of the Code of Ordinances of the Village of Williams Bay Concerning Temporary Relocatable Building Located Within Minimum Required Yard Setbacks. *First reading and possible waiver of second reading and then adoption*

The motion to approve the first reading of Ordinance 2026-02 Amending Section 390-0316G (2) of the Code of Ordinances of the Village of Williams Bay Concerning Temporary Relocatable Building Located Within Minimum Required Yard Setbacks was initiated by Trustee Franzen and seconded by Trustee Vlach. Unanimously carried.

The motion to waive the second reading of Ordinance 2026-02 Amending Section 390-0316G (2) of the Code of Ordinances of the Village of Williams Bay Concerning Temporary Relocatable Building Located Within Minimum Required Yard Setbacks was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

The motion to adopt Ordinance 2026-02 Amending Section 390-0316G (2) of the Code of Ordinances of the Village of Williams Bay Concerning Temporary Relocatable Building Located Within Minimum Required Yard Setbacks was initiated by Trustee Vlach and seconded by Trustee Franzen. Unanimously carried.

2. Conditional Use Permit. Discussion and possible action on a Resolution R-14-26 approving a Conditional Use Permit per Section 390-0224C. 8 and Section 390-0316G. for (1) a Temporary Relocatable Building Located Within the Minimum Front Yard Setback and (2) for the Temporary Relocatable Building to Remain on-site for Longer Than Six (6) Months to Provide Temporary Housing Quarters for Emergency Medical Service (EMS) Staff in the P & R District.

The motion to approve Resolution R-14-26 approving a Conditional Use Permit per Section 390-0224C. 8 and Section 390-0316G. for (1) a Temporary Relocatable Building Located Within the Minimum Front Yard Setback and (2) for the Temporary Relocatable Building to Remain on-site for Longer Than Six (6) Months to Provide Temporary Housing Quarters for Emergency Medical Service (EMS) Staff in the P & R District was initiated by Trustee Franzen and seconded by Trustee Umans. Unanimously carried.

3. **Refer to Village Board Meeting 02/16/2026 Part 2 of 2 for the following Attachments**

- B. Topography (The Preserve) Development of the Former George Williams College/Aurora University Campus: (1) Final Development Plan (FDP); (2) Certified Survey Maps (CSM) and (3) Preliminary Condominium. *The Plan Commission recommended approval on 2/11/2026. This Board Packet is limited to the Approval Resolutions with Exhibits along with Application Materials that were recommended for approval but were modified after the Plan Commission Packets were published. Refer to the 2/11/2026 Plan Commission Packets (1 of 1 and 2 of 2) to view all original application documents.*

1. Final Development Plan (FDP). Discussion and Possible Action on Resolution R-15-26 Approving the Topography Final Development Plan (FDP)

The motion to approve Resolution R-15-26 Approving the Topography Final Development Plan (FDP) was initiated by Trustee Umans and seconded by Trustee Wright.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

2. CSM - One Lot. Discussion and Possible Action on Resolution R-16-26 Approving the Certified Survey Map (CSM) for the Conservancy Area - One (1) Lot CSM

The motion to approve Resolution R-16-26 Approving the Certified Survey Map (CSM) for the Conservancy Area - One (1) Lot CSM was initiated by Trustee Wright and seconded by Trustee Umans.

Votes:

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

No: Bartholomew and Franzen

Abstain: None

Result: Passes

3. CSM - Four Lot. Discussion and Possible Action on Resolution R-17-26 Approving A Certified Survey Map (CSM) for the Preserve Resort Area - Four (4) Lot CSM

The motion to approve Resolution R-17-26 Approving A Certified Survey Map (CSM) for the Preserve Resort Area - Four (4) Lot CSM 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

4. Preliminary Condo Plat. Discussion and Possible Action on Resolution R-18-26 Approving A Preliminary Condominium Plat for The Preserve

The motion to approve Resolution R-18-26 Approving A Preliminary Condominium Plat for The Preserve was initiated by Trustee Umans and seconded by Trustee Wright.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

The motion to amend the motion to make the units mandatory in the rental program with no Airbnb-style rentals with all bookings going through the approved operator, that the infrastructure be completed before the sale, and that those owners that opt not to rent their unit pay a mandatory monthly fee in lieu of the room tax levy was initiated by Trustee Franzen and seconded by Trustee Bartholomew.

Votes:

Yes: None

No: President Jaramillo, Trustees Bartholomew, Umans, Wright, Vlach, Russell, and Franzen

Abstain: None

Result: Failed

- C. Discussion and Possible Action on Ordinance 2026-03 Re: Chapter 205, Housing Standards and Rental Property Article III Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties. *First reading and possible waiver of second reading and possible adoption*

The motion to approve the first reading of Ordinance 2026-03 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.

The motion to waive the second reading of Ordinance 2026-03 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. Trustees Franzen and Bartholomew - Yes, President Jaramillo, Trustees Umans, Wright, Vlach, and Russell - No. Motion Failed.

- D. Discussion and Possible Action on Resolution R-19-26 Approving the Five (5) Year Capital Improvements Program 2026 - 2030

The motion to approve Resolution R-19-26 Approving the Five (5) Year Capital Improvements Program 2026 - 2030 was initiated by Trustee Franzen and seconded by Trustee Bartholomew. Unanimously carried.

- E. Discussion and Possible Action on Resolution R-20-26 Authorizing the 2026 Borrowings for Capital Improvements

The motion to approve Resolution R-20-26 Authorizing the 2026 Borrowings for Capital Improvements was initiated by Trustee Franzen and seconded by Trustee Wright. Unanimously carried.

- F. Discussion and Possible Action on Resolution R-21-26 Approving the Village of Williams Bay Fee Schedule for Year 2026

The motion to approve Resolution R-21-26 Approving the Village of Williams Bay Fee Schedule for Year 2026 was initiated by Trustee Franzen and seconded by Trustee Bartholomew. Unanimously carried.

XII. Public Comments

Tom Schaunessey, 45 Liechty Dr, requested the Village ask Topography to run periodic fire drills at the amphitheater for safety.

- 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. Streets & Highways Committee Recommendation Re: Highway 67 Intersection with Geneva St.
Discussion and possible action on commissioning SEWRPC to study the Highway 67 T-intersection where Elkhorn Rd ends at Geneva St.

The motion to approve a request to commission SEWRPC to study the Highway 67 T-intersection where Elkhorn Rd ends at Geneva St. was initiated by Trustee Bartholomew and seconded by Trustee Franzen. President Jaramillo abstained. Motion carries.

- 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: 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 Umans and seconded by Trustee Bartholomew at 07:43pm.

Votes:

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

No: None

Abstain: None

Result: Passes

- C. Open Session. Return to Open Session.

The motion to return to Open Session was initiated by Trustee Bartholomew and seconded by Trustee Franzen at 08:14pm. Unanimously carried.

- D. Discussion and Possible Action on Item(s) Discussed During Closed Session

There was no action taken on items discussed in closed session.

XIV. Adjournment

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

/s/ Tina Kolls, Village Clerk