



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

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

MONDAY, FEBRUARY 2, 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 YOUTUBE WHICH
CAN BE FOUND:

[HTTPS://YOUTUBE.COM/LIVE/1LCNPBPQ4JU?FEATURE=SHARE](https://youtube.com/live/1LCNPBPQ4JU?feature=share)

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 06:41pm.

b. Roll Call

Present: President Adam Jaramillo, Trustees Robert Umans, Steven Russell, Mary Bartholomew, Susan Franzen

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fontana Fire Chief Rick Manthy, Williams Bay Fire Chief Doug Smith, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Library Director Joy Schnupp, Treasurer Jennifer Thiele, Clerk Tina Kolls

Excused: Trustees George Vlach and Lowell Wright

- #### 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 January 5, 2026

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of January 5, 2026 was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

II. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell

a. Call to Order

Chairman Trustee Franzen called the meeting to order at 06:42pm.

b. Roll Call

Present: Trustees Franzen and Russell

Also Present: President Jaramillo, Trustees Umans and Bartholomew, Administrator Lothspeich, Police Chief Timm,

Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Thiele, Clerk Kolls

Excused: Trustees Vlach and Wright

- c. 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 Committee discussed and directed Administrative Staff to move this item forward to the February 16, 2026 Village Board Agenda.

- d. Discussion and Possible Action on Amendments to Chapter 390-1204. Zoning Ordinance Text Amendment Limiting the Initiation of Requests to Amend the Text of this Chapter by Action of the Village Board. *Eliminating recommendation by the Plan Commission or initiation by any member of the general public.*

The motion to recommend Village Board approval of Amendments to Chapter 390-1204. Zoning Ordinance Text Amendment Limiting the Initiation of Requests to Amend the Text of this Chapter by Action of the Village Board. *Eliminating recommendation by the Plan Commission or initiation by any member of the general public* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on Code Review/Maintenance Plan

Chair Trustee Franzen shared the Code Review/Maintenance Plan with the Committee. There was no action taken on this item.

- f. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Russell at 06:52pm. Unanimously carried.

III. Streets & Highways Committee – Bartholomew, Vlach, Wright

- a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:53pm.

- b. Roll Call

Present: Trustee Bartholomew - There was not a quorum present

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

Excused: Trustees Vlach and Wright

- c. Discussion About an End of Year Summary To Include in March Issue of Bay Quarterly

Trustee Bartholomew shared that she would like to include an End of Year Summary in the next issue of the Bay Quarterly. There was no action taken on this item.

- d. Discussion About Parking Issues in the Central Business District

Trustee Bartholomew stated this item will be moved forward to the next Committee Meeting. There was no action taken on this item.

- e. 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.*

Trustee Bartholomew stated this item will be moved forward to the next Committee Meeting. There was no action taken on this item.

- f. Discussion and Possible Action on Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026

Trustee Bartholomew stated this item will be moved forward to the next Committee Meeting. There was no action taken on this item.

- g. Adjourn

Trustee Bartholomew adjourned Streets & Highways Committee at 06:55pm

IV. Protective Services Committee – Vlach, Umans, Franzen

a. Call to Order

Trustee Franzen called the meeting to order at 06:55pm.

b. Roll Call

Present: Trustees Franzen and Umans

Also Present: President Jaramillo, Trustees Russell and Bartholomew, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Thiele, Clerk Kolls

Excused: Trustees Vlach and Wright

c. Discussion and Possible Action on the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina)

The motion to recommend Village Board approval of the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina) was initiated by Trustee Franzen and seconded by Trustee Umans. Unanimously carried.

d. Discussion and Possible Action on the Application for Class "B" Beer and "Class C" Liquor (Wine Only) Liquor License for Women's Leadership Center at Williams Bay NFP

The motion to recommend Village Board approval of the Application for Class "B" Beer and "Class C" Liquor (Wine Only) Liquor License for Women's Leadership Center at Williams Bay NFP was initiated by Trustee Franzen and seconded by Trustee Umans.

The motion to recommend Village Board approval of the Application for Class "B" Beer and "Class C" Liquor (Wine Only) Liquor License for Women's Leadership Center at Williams Bay NFP amended to be contingent on a Site Inspection was initiated by Trustee Franzen and seconded by Trustee Umans. 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:

- The Williams Bay Police Department is currently hiring for the last Open Police Officer Position. Should have something for the Protective Services Committee and Village Board by the end of March.
- The Williams Bay Police Department End of Year Report should be available for the next meeting.
- The Police Department will be doing a lot of training in the next month. Officer Rudy is attending Evidence Training, Officer Shiroda is attending the Women in Police Conference, and Chief Timm and Lieutenant Kostock will be attending Chief's Training.
- Officer Carlton is in her second full week of academy and is doing well. The Police Department is looking forward to her graduation in May.

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 Franzen and seconded by Trustee Umans at 07:06pm. Unanimously carried.

V. Parks & Lakefront Committee – Russell, Wright, Franzen

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:06pm.

b. Roll Call

Present: Trustees Russell and Franzen

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

- c. Discussion and Possible Action on Edgewater Use and Policy Contracts for the Williams Bay Businesses Association (WBBA):

- 1. For an event TBD on June 19, 2026 through June 21, 2026

The motion to recommend Village Board approval of the Edgewater Use and Policy Contracts for the Williams Bay Businesses Association (WBBA) was initiated by Trustee Russell and seconded by Trustee Franzen.

The motion to recommend Village Board approval of the Edgewater Use and Policy Contracts for the Williams Bay Businesses Association (WBBA) was amended to include May 1-3, 2026 for the 4th Annual Cinco de Mayo was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- 2. For the Williams Bay Farmers Market for: May 22 & 29, 2026; June 5, 12, 19, & 26, 2026; July 3, 10, 17, 24 & 31, 2026; August 7, 21 & 28, 2026, and September 4 from 6:00 am until 2:00 pm

The motion to recommend the Village Board approval of the Edgewater Use and Policy Contract for the Williams Bay Businesses Association (WBBA) the For the Williams Bay Farmers Market for: May 22 & 29, 2026; June 5, 12, 19, & 26, 2026; July 3, 10, 17, 24 & 31, 2026; August 14, 21 & 28, 2026, and September 4 from 6:00 am until 2:00 pm was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- d. Discussion and Possible Action on Edgewater Park Use and Policy Contract for the Williams Bay Lions Club for July 4, 2026 for Pancake Day, August 5-9, 2026 for Corn and Brat Fest and October 10, 2026 for the Car Show

The motion to recommend Village Board approval of the Edgewater Park Use and Policy Contract for the Williams Bay Lions Club for July 4, 2026 for Pancake Day, August 5-9, 2026 for Corn and Brat Fest and October 10, 2026 for the Car Show was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- e. Discussion and Possible Action on Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs

The motion to recommend Finance & Personnel Committee approval of Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs for a) Municipal Pier for \$30,775.28 and b) Main Boat Piers for an amount not to exceed \$13,246.28 was initiated by Trustee Russell and seconded by Trustee Franzen. Unanimously carried.

- f. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Franzen at 07:16pm. Unanimously carried.

VI. Water & Sewer Committee – Umans, Russell, Bartholomew

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:16pm.

- b. Roll Call

Present: Trustees Umans, Russell, and Bartholomew

Also Present: President Jaramillo, Trustee Franzen, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Thiele, Clerk Kolls

Excused: Trustees Vlach and Wright

- c. For Information - Annual Report Water Sold in Williams Bay in Millions of Gallons

Trustee Umans shared the Annual report of Water Sold in Williams Bay with the Committee. There was no action taken on this item.

- d. Discussion and Possible Action of Williams Bay Historical Water main Breaks Report

Trustee Umans shared the Williams Bay Historical Water Main Breaks Report with the Committee. There was no action taken on this item.

e. Discussion and Possible Action on Update on Projects and Financial Status of Borrowed Water Funds
Trustee Umans shared an update on projects and the financial status of borrowed water funds. There was no action taken on this item.

f. Discussion and Possible Action on Update of Projects and Financial Status of Borrowed Sewer Funds
Trustee Umans shared an update on projects and the financial status of borrowed sewer funds. There was no action taken on this item.

g. 2025 Annual Report from the Water & Sewer Committee
Trustee Umans shared that he would like to publish the 2025 Annual Report from the Water & Sewer Committee on the Village website as well as the next issue of the Bay Quarterly. There was no action taken on this item.

h. 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
- Sanitary Sewer Replacement
- Former Elementary School Development - Jack Pease
- Navillo Development - 80 N. Walworth
- Bailey Estates - Drainage Dedication and Phase 6 - Phase 7
- Willabay Meadows Subdivision

i. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position
The motion to recommend Finance & Personnel Committee approval of extending a Conditional Offer for the Utility Supervisor Position was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

j. Adjourn
The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:35pm. Unanimously carried.

VII. Finance & Personnel Committee – Wright, Umans, Bartholomew

a. Call to Order
Trustee Bartholomew called the meeting to order at 07:35pm.

b. Roll Call
Present: Trustees Bartholomew and Umans
Also Present: President Jaramillo, Trustee Franzen and Russell, Administrator Lothspeich, Police Chief Timm, Fontana Fire Chief Manthy, Williams Bay Fire Chief Smith, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Treasurer Thiele, Clerk Kolls
Excused: Trustees Vlach and Wright

c. Discussion and Possible Action on Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026
This item was tabled due to not having a quorum of Streets & Highways Committee Members.

d. Discussion and Possible Action on Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs
The motion to recommend Village Board approval of Quotes from Lake Geneva Pier Company (LGPC) for Village Pier

Repairs for a) Municipal Pier for \$30,775.28 and b) Main Boat Piers for an amount not to exceed \$13,246.28 was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

e. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position

The motion to recommend Village Board approval of extending a Conditional Offer for the Utility Supervisor Position was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

f. Adjourn

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Umans at 07:37pm. Unanimously carried.

VIII. Village Board Committee of the Whole

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

1. Resolution R-12-26 Authorizing Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026

This item was tabled due to not having a quorum of Streets & Highways Committee Members.

2. Resolution R-13-26 Authorizing Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs

The motion to recommend Village Board approval of Quotes from Lake Geneva Pier Company (LGPC) for Village Pier Repairs for a) Municipal Pier for \$30,775.28 and b) Main Boat Piers for an amount not to exceed \$13,246.28 was made by Committee, no second required. Unanimously carried.

3. Discussion and Possible Action on the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina)

The motion to approve the Application for Class "B" Beer and "Class B" Liquor License from Unhinged and Reckless LLC (d/b/a The Cantina) was made by Committee, no second required. Unanimously carried.

4. Discussion and Possible Action to Extend a Conditional Offer for the Utility Supervisor Position

The motion to approve the extension of a Conditional Offer for the Utility Supervisor Position was made by Committee, no second required. Unanimously carried.

b. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Franzen at 07:39pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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