



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES VILLAGE BOARD MEETING 3/16/2026 MEETING MONDAY, MARCH 16, 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/RI2VWFDDHKK?FEATURE=SHARE](https://youtube.com/live/ri2vwfddhkhk?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, Fontana Fire Chief Rick Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, 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 March 2, 2026

The motion to approve the Village Board Meeting Minutes of March 2, 2026 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

VI. Public Comments

Jack Jones, 34 Elm Street, spoke regarding parking near Green Grocer, requesting Streets & Highways Committee and Building, Zoning & Ordinances Committee please get something done.

Dawn Marie Mancuso, 77 N Walworth, spoke regarding parking issues, explaining that she has asked her employees not

to park on Walworth or Elm. Mancuso explained that she is working with the Condo Association to possibly lease parking spaces. Mancuso explained she would like to be part of the conversation. Mancuso suggested the Village add bike parking or possibly change the sail boat rigging into free parking.

- 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 Franzen and seconded by Trustee Bartholomew. Unanimously carried.

- A. Approval of Resolution R-24-26 Authorizing A Municipal Business Lease with Crescent Moon Massage Therapy for 2026 for Yoga on the Beach Including the Placement of a Temporary Sign
- B. Approval of Resolution R-28-26 Authorizing the Final Change Order for the Water Treatment Plant Improvements
- C. Approval of a Quote From Per Mar Security for Fire and Security Services Installation, Maintenance and Monitoring of the Police Department Offices
- D. Approval of a Request from Geneva Lake Conservancy For the Placement of Temporary Signs Along the Lake Path on Village Property
- E. Authorization of Estimated Costs for Improvements to New Village Administrative Building Located at 121 N. Walworth Avenue & Police Department Expansion at Existing Village Hall Located at 250 Williams Street
- F. Approval of Modifications to Capital Improvements Plan (CIP) – Addition of \$25K for Administrative Offices (\$475k Total)
- G. Approval of Waiver of School District \$200 Building Permit Fee for Playground

VIII. Presentation of accounts and petitions

- A. Payroll ending 03-06-2026 in the amount of \$51,234.22

The motion to approve the Payroll ending 03-06-2026 in the amount of \$51,234.22 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B. Accounts Payable Unpays dated 03-11-2026 in the amount of \$244,410.17

The motion to approve the Accounts Payable Unpays dated 03-11-2026 in the amount of \$244,410.17 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C. January 2026 Financial Statements

The motion to approve the January 2026 Financial Statements was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- D. Library Accounts Payable dated 03-13-2026 in the amount of \$24,260.11 (*For Informational Purposes Only*)

The Library Accounts Payable dated 03-13-2026 in the amount of \$24,260.11 was for informational purposes only.

IX. President's Remarks

- A.** Voter Forum is scheduled for Tuesday, March 24 at 6:30 PM at Village Hall

President Jaramillo announced that the Williams Bay Women's Civic League would be holding the Voter's Forum on Tuesday March 24, 2026 at 6:30pm at Village Hall.

- B.** Thank you and Congratulations to the Library staff, Kishwauketoe board and every else involved for a successful event Voices of Aldo Leopoldo: A Community Read

President Jaramillo Thanked and Congratulated the Library staff, Kishwauketoe board and every else involved for a successful Community Read of Voices of Aldo Leopoldo.

X. Ordinances and Resolutions

- A.** Discussion and Possible Action Resolution R-22-26 Authorizing Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026

The motion to approve Resolution R-22-26 Authorizing Work Order #1 Extending the Term of the Downtown Master Plan Agreement with Vandewalle Associates Until December 31, 2026 with the remainder to be paid from contingency was initiated by Trustee Franzen and seconded by Trustee Bartholomew. Unanimously carried.

- B.** Discussion and Possible Action on Ordinance 2026-04 An Ordinance Creating Section 12-14 of the Code of Ordinances Concerning Tourism Commission. *Establishing A Village of Williams Bay Tourism Commission. First Reading and possible waiver of Second Reading and Adoption.*

Rob Elliott of the Williams Bay Business Association spoke requesting a formal sit-down with the Village Board regarding the proposed creation of the village-level tourism commission.

The motion to approve the first reading of Ordinance 2026-04 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 Wright.

Votes:

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

No: Trustees Bartholomew and Franzen

Abstain: None

Result: Passes

XI. Other Items

- A.** Village Board Approval of Final Offer to Mr. Joseph Scurto to Fill Patrol Officer Vacancy

The motion to approve the Final Offer to Mr. Joseph Scurto to Fill Patrol Officer Vacancy was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- B.** Discussion and Possible Action on A Draft Development Agreement with Yerkes Limiting Future Vehicular Access

There was no action taken on the Draft Development Agreement with Yerkes Limiting Future Vehicular Access.

- C.** Discussion and Possible Action on Potential Referendum - Fire Protection & Emergency Medical Services (EMS)

A potential referendum for Fire Protection and Emergency Medical Services was discussed. No action was taken.

XII. Public Comments

Allie Jettters, 114 Wettig Ct, spoke regarding the possibility of not allowing an occupancy permit without the applicant providing enough parking in their plan or providing an approved parking plan.

Dawn Marie Mancuso, 77 N. Walworth, spoke explaining that she had to apply for a variance for the parking lot at her location. Mancuso asked how the public will be informed regarding the Tourism Commission.

- 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. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 07:34pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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