



# 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 05/18/2026 MEETING MONDAY, MAY 18, 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/IJU0GVALXMU?FEATURE=SHARE](https://youtube.com/live/IJU0GVALXMU?feature=share)

### I. Call to Order

President Jaramillo called the meeting to order at 06:30pm.

### II. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Public Works Director Wayne Edwards, Clerk Tina Kolls

Excused: Trustee George Vlach

### 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. Special Village Board Organizational Meeting Minutes of April 21, 2026

The motion to approve the Special Village Board Organizational Meeting Minutes of April 21, 2026 as corrected was initiated by Trustee Umans and seconded by Trustee Bartholomew. Trustee Wright Abstained Motion carries.

- B. Village Board Meeting Minutes of May 4, 2026

The motion to approve the Village Board Meeting Minutes of May 4, 2026 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

### VI. Public Comments

There were no public comments.

- 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. Presentation of accounts and petitions**

- A. Payroll ending 05-01-2026 in the amount of \$63,618.86

The motion to approve the Payroll ending 05-01-2026 in the amount of \$63,618.86 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- B. Accounts Payable Prepays dated 05-08-2026 in the amount of \$18,661.83

The motion to approve the Accounts Payable Prepays dated 05-08-2026 in the amount of \$18,661.83 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- C. Accounts Payable Unpays dated 05-15-2026 in the amount of \$227,920.76

The motion to approve the Accounts Payable Unpays dated 05-15-2026 in the amount of \$227,920.76 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

The motion to approve the Accounts Payable Unpays dated 05-15-2026 in the amount of \$227,920.76 was amended to state to hold the checks to Baker Tilly in the amount of \$36,511.69 until further reviewed by Trustee Wright was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

- D. Monthly EFT Payments for March 2026 in the amount of \$239,745.67

The motion to approve the Monthly EFT Payments for March 2026 in the amount of \$239,745.67 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- E. Library Accounts Payable dated 05-14-2026 in the amount of \$2,654.04 (*For Informational Purposes Only*)

The Library Accounts Payable dated 05-14-2026 in the amount of \$2,654.04 were presented for informational purposes only.

- F. March 2026 Financial Statements

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

**VIII. Plan Commission Recommendation(s)**

- A. APPLICANT: Yerkes Observatory, Yerkes Future Foundation  
TAX KEY: WA518500001  
STREET ADDRESS: 373 W Geneva Street, Williams Bay, Wisconsin 53191

The applicant is requesting a Temporary Use Permit per Section 390.208 "Temporary Use Permit" for a 60X40 pole tent to be used for programming on site June-October. *On May 5, 2026, the Plan Commission voted 7-0 recommending approval of the application.*

VILLAGE BOARD: Village Board Discussion and Possible Action on R-34-26 Approving the Temporary Use Permit this evening under the following agenda item "Ordinances and Resolutions"

**IX. President's Remarks**

**A. Upcoming Joint Village Board and Williams Bay School Board Meeting**

President Jaramillo announced that there would be an upcoming Joint Village Board and Williams Bay School Board Meeting to tentatively be held on June 8, 2026 at 7:00pm.

**X. Ordinances and Resolutions**

**A. R-31-26 A Resolution Approving The Williams Bay Fee Schedule For 2026 - Amendment 1. *Establishing the Fee amount for "Above Quota" Liquor Licenses***

The motion to approve Resolution R-31-26 Approving The Williams Bay Fee Schedule For 2026 - Amendment 1. *Establishing the Fee amount for "Above Quota" Liquor Licenses* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

**B. R-33-26 A Resolution Authorizing A Contract With *Janesville Janitor Service & Industrial Supply Inc.* for Regular Janitorial Services for Village Administrative Offices Located at 121 N. Walworth Street**

The motion to approve Resolution R-33-26 Authorizing A Contract With *Janesville Janitor Service & Industrial Supply Inc.* for Regular Janitorial Services for Village Administrative Offices Located at 121 N. Walworth Street was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

**C. Discussion and Possible Action on the Temporary Use Permit for Tent and Programming on Yerkes Observatory June 2026 thru October 2026**

The motion to approve the Temporary Use Permit for Tent and Programming on Yerkes Observatory June 2026 thru October 2026 was initiated by Trustee Franzen and seconded by Trustee Russell. Trustee Bartholomew Abstained. Motion carries.

**XI. Committee Reports**

**A. Protective Services Committee, Chair - Trustee Vlach**

**1. Original, Renewal, or Temporary Operators License Application(s)**

The motion to approve the Renewal Operators License Applications was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

The motion to approve the Original Operators License Applications was initiated by Trustee Umans and seconded by Trustee Franzen. Unanimously carried.

**B. Tree Enhancement Committee, Chair - Trustee Umans**

**1. Information Only: Update on Planting Five (5) Additional Trees at Triangle Park**

Trustee Umans gave a brief update on the Tree Enhancement Committee's plan to plant five (5) additional trees at Triangle Park.

**2. Information Only: Update on Planting One (1) Additional Tree at Edgewater Park**

Trustee Umans gave a brief update on the Tree Enhancement Committee's plan to plant one (1) additional tree at Edgewater Park.

**XII. Public Comments**

There were no Public Comments.

- 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. Closed Session** - Closed session pursuant to Wis. Stat. §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, concerning:
  - (1) Proposals to Provide Fire Protection Services for the Village and
  - (2) Yerkes Future Foundation (YFF) Development Agreement

The motion to convene into Closed session pursuant to Wis. Stat. §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, concerning:

- (1) Proposals to Provide Fire Protection Services for the Village and
- (2) Yerkes Future Foundation (YFF) Development Agreement was initiated by Trustee Wright and seconded by Trustee Umans at 06:52pm.

**Votes:**

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

No: None

Abstain: None

Result: Passes

- B. Open Session** - Return to Open Session

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

- C. Open Session** - Discussion and Possible Action on Items Discussed in Closed Session

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

**XIV. Adjournment**

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

/s/ Tina Kolls, Village Clerk

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