

1 **FINANCE COMMITTEE MEETING MINUTES**

2 **Tuesday, August 6, 2024**

3 **(Approval Pending)**

4
5 **Agenda Item No. 1.** The August 6, 2024 meeting of the Finance Committee was called to order
6 by Chairperson Denise Bhirdo at 5:00 P.M.

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8 **Agenda Item No. 2. Roll Call**

9
10 Present: Chairperson Bhirdo and members Nate Bell and Louise Howson.

11
12 Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik and
13 Clerk Heidi Teich

14
15 Others: Adam Ruechel – R. W. Baird & Company

16
17 **Agenda Item No. 3. Approval of the Agenda**

18 *A motion was made by Bell, seconded by Howson that the Agenda for the August 6, 2024 meeting of the*
19 *Finance Committee be approved as presented. Motion carried – All ayes.*

20
21 **Agenda Item No. 4. Approval of Minutes**

22 *A motion was made by Howson, seconded by Bell to approve the minutes of the July 9, 2024 meeting of*
23 *the Finance Committee as amended to provide an explanatory statement regarding Bhirdo's time sheet*
24 *submission in January 2024. Motion carried – all ayes.*

25
26 **Agenda Item No. 5. Comments, correspondence, and concerns from the public**

27 No correspondence was received for this meeting.

28
29 Chairperson Bhirdo asked if anyone wished to offer additional comments, and no one
30 responded.

31
32 **Agenda Item No. 6. Discussion/Action Items:**

33 **a) Proposed Amendment to TID 2**

34 An informational discussion was held on proposed amendments to TID #2. Schmelzer explained
35 that the village missed out on additional tax by not doing an amendment prior to the recent
36 development along State Hwy 42 (Boat House and Wulf Brothers projects). This amendment will
37 allow the Village some capacity to fund future infrastructure projects by adding several vacant
38 parcels along Woodcrest (Hull properties) and County Hwy ZZ (former Logerquist property) to
39 the existing TID. Also to be included are contiguous parcels along Country Lane (Garot and
40 Roffers properties) and S Bay Shore Dr. (Graff and Krist properties), as well as parcels
41 surrounding the sports complex and wastewater treatment plant owned by the village.

42
43 Adam Ruechel of Robert W. Baird & Company was present to address questions from the
44 committee. He began by outlining the requirements of the Department of Revenue pertaining to
45 TID creation and amendments, and the state deadline of September 30, 2024 for municipal
46 approval. Ruechel shared maps of the existing TID and how they would change with this
47 proposed amendment. These maps will be available for distribution at a public hearing to be

held in a couple of weeks. Related cash flow pro formas were also demonstrated. As planned now, the village has until 2033 to enter into agreements with developers for projects to be constructed with the first construction taking place in 2027. If developments begins sooner, the pro formas will be adjusted accordingly.

Ruechel further explained that the impact of a property being placed in a TID is such that the base tax dollars are still shared among the taxing jurisdictions as normal. It is only when improvements are made upon the land that the added tax value remains in the TID for future infrastructure improvements (parks, trails, roads, etc). The ability of a municipality to create TID districts depends on the equalized value of the lands placed in the TID, which cannot exceed 12% of all lands. Additionally, the village cannot exceed 35% of the total TID boundary in newly platted residential property when working with mixed-use districts, which is how the existing TID #2 is classified. A TID district can be amended up to four times, and this would be the first amendment for TID #2.

The committee spoke in favor of moving forward with the proposed amendment, which will begin with an organizational meeting on August 19, 2024 at the Sister Bay Liberty Grove Fire Station.

b) Budget Discussion

Schmelzer shared a draft budget that had been updated slightly from the version sent to the committee members prior to the meeting. She explained that portions of the budget, such as the budget notice and fund summary, will be updated by Ruechel at R.W. Baird. The amounts for employee/staff wages will not be known until the Personnel Committee discusses cost-of-living adjustments (COLA) at their meeting next week.

What follows are changes from the budget draft, as well as the capital improvement planning document, reviewed by the committee based on their discussions held at this meeting:

- Reduce the amount allocated to Surface Tablets to \$2000
- Increase the amount allocated for signage by \$1000
- Increase the amount allocated for Legal Fees to \$45,000
- Reconsider the amount allocated to the spring plantings (Flower Pots) as pertains to the volunteer appreciation recognition amount
- The spring recycling event conducted solely by the village will become its own line item in the budget (the fall event is shared with the Town of Liberty Grove)
- Remove \$77,000 allocated to the fire station parking lot repair, which is no longer expected to take place
- The STH 57 trail budget of \$400,000 will be reduced to \$239,200 for 2024 after the receipt of a large grant award
- \$30,000 towards the Pebble Beach parking lot finishing will be pushed out to at least 2026
- \$18,000 designated for the Ava Hope path is to be removed completely
- The \$30,000 received in community development fees to be used for grading and seeding of Ava Hope property owned by the village
- \$100,000 is needed in 2025 for design and preliminary work on Waterfront Park playground equipment if it can be found
- \$500,000 is needed for the Ice Rink

Follow-up tasks concerning the budget were assigned as follows:

- Howson requested that Gannik prepared a total (2024 year-end) projection of staff wages and benefits for the upcoming village board meeting
- Teich will prepare a breakdown of Account 100-55200-200, Contracted Services in Parks
- Howson will speak with Sharon Doerschling about the flower pot volunteer's appreciation amount, and whether it can be eliminated
- Teich will verify the total amount budgeted to exercise equipment at the fire station was \$10,000 during the 2024 budget process
- The \$30,000 received in community development fees to be used for grading and seeding of Ava Hope property owned by the village is to be discussed at Parks, Property & Streets
- There is a \$5000 discrepancy in the Parks Capital Projects Levy and Total Uses by Project which will need to be investigated
- Bhirdo requested further clarification from Utilities Director Barnes on the need, or lack of, a second clarifier cover at the plant

The budget planning document will be further updated with Revenues and staff wages, and discussed further at the next Finance Committee meeting in September.

Agenda Item No. 7. Discussion Regarding Matters to be Placed on a Future Agenda, or Referred to a Committee, Official or Employee.


- a. Baird Presentation (August Board Meeting)
- b. Parameter Borrowing Resolution (August Board Meeting)

The next meeting of the Finance Committee will take place on Tuesday, September 10, 2024 at 5:00 P.M. via ZOOM.

Agenda Item No. 8. Adjournment

At 7:33 P.M. a motion was made by Howson, seconded by Bell to adjourn the August 6, 2024 meeting of the Finance Committee. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

SISTER BAY & LIBERTY GROVE FIRE BOARD
Meeting Minutes

Place: Sister Bay Fire Station, 2258 Mill Road

Date: Thursday, June 20, 2024

Time: 6:00pm

Call Meeting to Order

Approval of the Agenda

Approval of Minutes 12-07-2023

Public Input

Discussion Items:

2023 Final Budget and Relation to Municipal Split (1/3 SB 2/3 LG)

2025 Budget

Chief's Report

Clerk Report

Engine Replacement

Tender Replacement

Vehicles from SBLG Firefighters Association

Set date for next meeting

Adjourn

The meeting was called to order by Nancy Goss at 5:55pm.

Present: Nancy Goss, Janet Johnson, Dan Watts, Kurt Harff, Chief Chris Hecht, Clerk Stacy Bell, and 2 members of the public. Alison Werner was excused.

Motion by Johnson, second by Harff to approve the agenda as posted. Motion carried without discussion, all ayes.

Motion by Johnson, second by Goss to approve the 12/07/2023 minutes as presented. Motion carried without discussion, all ayes.

Public – None. The members of the Fire Board introduced themselves to the group.

2023 Budget and Municipal Split:

We were just under budget at the end of the year. The excess funds will be transferred to the grant account. In 2023, the Village paid slightly more based on the calculations and the ratio still seems appropriate when averaged over several years.

2025 Budget:

The typical initial budget proposal has included a 1-1.5% increase and the past few years and the municipalities have both requested the increase be adjusted to the maximum allowed based on the Consumer Price Index (CPI) value released in October.

Chief Report:

- Calls are on track for prior averages.
- 8 individuals have completed Fire Cert I and are likely to take Fire Cert II this fall.
- 6 individuals have completed Emergency Medical Responder (EMR) training, 4 are from within the department and 2 are new to the department.
- DNR grant has been closed and the application for next year has been completed. The Firefighters Association typically pays the 50% match.

- The FEMA Grant is complete, there are issues with their program preventing it from being closed.
- ISO review was completed, a copy of the report should be sent to the municipal clerks directly.
- There has been no interest from within the Department to shadow the Clerk role.
- Marina Fest is now organized by SBAA.

Clerk Report:

Motion by Johnson, second by Goss to approve the check list as provided. Motion passed without discussion, all ayes.

Engine Replacement:

The arrival has been postponed to spring 2025. The municipalities will need to pay the total due upon delivery and the \$900,000 of congressionally directed federal funds will be reimbursed. Hecht will work to schedule a joint meeting between the municipalities to explain the Capital Improvement Plan (CIP) and the opportunity these funds provide for future planning.

Tender Replacement:

The goal is to bring this request forward as part of the 2025 budget. This would be the second year of approval for an 2026-2027 delivery.

SBLG Firefighters Association (SBLGFFA) Vehicles:

The Association has committed \$200,000 between a utility replacement and an additional command vehicle. **Motion by Johnson, second by Goss to accept the utility replacement truck and the additional command truck into the Fire Department inventory as given by SBLGFFA. Motion passed without discussion, all ayes.**

Next Fire board meeting will tentatively be held Thursday, August 1, 2024 at 6:00pm.

The joint meeting between the municipalities will tentatively be scheduled for Thursday, July 11th or Thursday, July 18th at 6:00pm.

Motion by Goss, second by Johnson to adjourn at 6:45pm. Motion passed without discussion, all ayes.

Respectfully submitted,

Anastasia Bell, Fire Commission Clerk

Approved at the 7-18-2024 Fire Commission meeting.

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES
Thursday, July 11, 2024
(Approved Version)

Agenda Item No. 1. The July 11, 2024 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Kurt Harff at 1:00 P.M.

Present: Kurt Harff, Lisa O’Hearn, Paula Anschutz and Mary Smythe. Sarah White was absent.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Others: Laurel Harff and Cynthia Germain

Agenda Item No. 2. Approval of the Agenda

A motion was made by Smythe, seconded by O’Hearn that the Agenda for the July 11, 2024 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Smythe, seconded by O’Hearn that the minutes of the April 4, 2024 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

Several items of correspondence were provided in the meeting packet, including:

- An email from the WI DNR GTLC following up on the April Member meeting and forwarding the presentation slideshow and list of attendees
- An email from the WI DNR GTLC dated June 4, 2024 noting several grant opportunities
- An email from Jennifer Feyerherm dated May 10, 2024 noting several grant opportunities
- An article from the Door County Pulse dated May 30, 2024 regarding Blue Zones
- The June 2024 issue of The Door County Environmental Council News
- An email from Juan Ornelas requesting Sister Bay pursue a local ban on plastic bags

Harff inquired if anyone had a public comment and Smythe acknowledged Schmelzer’s efforts in securing a grant of \$906,000 for a public trail along STH 57. O’Hearn asked if the trail could be extended and Schmelzer briefly spoke about a possible future extension to Country Lane.

Agenda Item No. 5. Discussion/Action Items:

a) Blue Zones

Cynthia Germain, *Do Good Door County*, was present to speak with the group about Blue Zones. A “Blue Zone” is an area in which people tend to live longer and maintain good health. After a brief introduction by Schmelzer, Germain spoke about taking some of the principal tenets of Blue Zones, such as building connections, healthy eating, and active living, and incorporating them into the work of *Do Good Door County* to support the aging population of the area. They

1 just received a grant from the Wisconsin Department of Human Services to develop a program
2 which addresses social isolation. Future programs need to first identify a target group of
3 passionate individuals to partner with to bring awareness of the issue and implement the
4 program. Senior Advocates for Independent Living (SAIL) is an example of such a program
5 specific to Sister Bay. With Sister Bay taking the lead in exploring Blue Zones, it may be
6 possible to expand it throughout Door County in the future.

7
8 The committee brainstormed ways to hire a coordinator or consultant to develop more
9 partnerships and expand awareness of Blue Zones. One idea was to apply for grant funding
10 through the Door County Community Investment Fund. Germain supported the idea of hiring
11 a consultant with expertise in this area to jump start the efforts of the village in spreading the
12 word about Blue Zones.

13
14 Anschutz, who is a member of the Sister Bay Advancement Association (SBAA) board, shared
15 that the SBAA board has requested a Green Tier Report at their monthly meetings. She will ask
16 the board if they have any interest in participating in a Blue Zones program here in Sister Bay.

17
18 Smythe and O'Hearn offered several names of individuals in Sister Bay they felt might be worth
19 approaching to be the "core" group of individuals to advance the Blue Zones movement locally.
20 The committee will need to develop a statement explaining what their purpose in exploring
21 Blue Zones is. Germain invited the group to explore her blog on the *Do Good Door County*
22 website to see the reasons why she feels Door County lends itself well to being a Blue Zone.

23
24 The committee articulated several tasks to complete for their next session which included
25 O'Hearn exploring the *Do Good Door County* website for ways in which Door County is ideally
26 suited for a Blue Zone to share with the committee, the creation of a summary sheet on Blue
27 Zones for Anschutz to share with the SBAA, and further information on the costs of hiring a
28 Blue Zones consultant.

29 30 **b) Report on Sister Bay Shredding/Recycling Day**

31 Sister Bay hosted a shredding/recycling/drug take-back day on May 11, 2024. A report
32 prepared by Administrative Assistant Janal Suppanz was included in the meeting packet and
33 shared the success of the day, noting that two large panel trucks of recyclable material was
34 collected along with approximately 5000 pounds of shredded paper and 5 pounds of unwanted
35 drugs. GTLC member Mary Smythe participated in the event and agreed that the day was
36 highly successful and should be continued annually.

37
38 Schmelzer noted that the shredding portion of the event was quite expensive and the Parks,
39 Property & Streets Committee are considering eliminating it. The Sunshine House in Sturgeon
40 Bay does offer shredding, but it would not be on-site and materials would be taken back to
41 Sturgeon Bay for shredding. If the village chooses to use the Sunshine House service, the
42 unavailability of on-site shredding would need to be highlighted for those who expect it during
43 the event. Only those who are comfortable with off-site shredding would be encouraged to
44 participate.

45
46 Teich shared with the committee that the village office receives many calls *after* the May event
47 from seasonal residents looking to dispose of goods. While there is another event conducted

1 jointly with the Town of Liberty Grove in September, it might be worth noting that June sees a
 2 lot of requests for a local recycling day.

3
 4 *It was the consensus of the committee to recommend to the Parks, Property & Streets Committee to keep*
 5 *shredding as part of the annual recycling day event and utilize the Sunshine House, a local non-profit, for*
 6 *that service.*

7 8 **c) Request for plastic bag ban**

9 Included in the correspondence for this meeting was a letter from a local resident and business
 10 owner requesting a ban on plastic bags. Also included in the meeting packet was a request
 11 from Village Trustee Denise Bhirdo to explore a plastic bag recycling program in Sister Bay.
 12 Bhirdo provided a 2014 article from the Peninsula Pulse that contains information on recycling
 13 in Wisconsin.

14
 15 Harff noted that there are two distinct requests associated with this agenda item, a total ban on
 16 plastic in the village and the creation of a program to accept plastic for recycling. He initially
 17 felt that a complete ban would be difficult to achieve. Anschutz added that, despite good
 18 intentions, plastic bag recycling just doesn't happen, and the plastics end up as trash in poor
 19 countries. She argued that a ban on plastic would be shocking to everyone until it becomes
 20 normal practice. Anschutz felt that working to reduce the amount of plastic used in the
 21 community is an issue that can be addressed effectively by this small committee and result in
 22 meaningful impacts on the community.

23
 24 O'Hearn, who spends time in New York, stated that there is a ban on plastic bags there. It was
 25 her feeling that if New York City can successfully ban plastic bags, so can anyone. She believes
 26 that people will get used to bringing their own reuseable bags given time to adjust.

27
 28 Smythe suggested the committee contact the *Peninsula Pulse* to publish an article connecting the
 29 dots between plastics and microplastics, which are now found in everyone's bodies. Sharing
 30 this information with the public will assist the committee in expanding awareness of the harm
 31 of plastics. Schmelzer added that the largest resistance to a plastic bag ban may come from the
 32 business community, and asked if Anschutz could address this topic with the SBAA for some
 33 initial feedback.

34
 35 O'Hearn inquired if a portion of their budget could be used to produce reuseable bags, which
 36 could then be given away or sold at cost. Ideas for distribution of plastic bags included give-
 37 aways, bag exchanges, a format like a lending library but for reuseable bags, or sales at village
 38 events.

39
 40 Schmelzer spoke about the current Leave No Trace program through Destination Door County,
 41 and their willingness to support initiatives that meet the tenets of that program. The committee
 42 could apply for a grant that addresses multiple issues - reduction of plastic bag use, promotion
 43 of reuseable bags, and bringing in a Blue Zones consultant - which could get the momentum
 44 going for all three. To accomplish this goal, the following tasks were assigned:

- 45 • O'Hearn will work on a design for a reusable bag which incorporates the Green Sister
 46 Bay logo
- 47 • Smythe will gather information for a press release to share with the *Pulse*

- Schmelzer will begin work on an ordinance to ban plastic bags
- Anschutz will speak to the business community (through SBAA) to gauge their interest

The conversation turned to the topic of the plastics that come on pallets of goods brought into the community and what to do with those. Smythe recommended speaking with Going Garbage to learn the reason why those plastics are not being separated and recycled. Schmelzer recalled a prior conversation with Jeff Johnson wherein he explained that the nearest facility that accepts those plastics is not very close to Sister Bay. It is not economically feasible for them to collect and transport the plastic if they must travel so far.

The committee discussed the Trex company and the recycling programs they offer. O'Hearn provided a list of drop-off locations in Wisconsin ([trex.com/recycling](https://www.trex.com/recycling)) for further exploration. The challenge will be finding the right program that works for Sister Bay and Green Tier. Harff felt it would be entirely possible to partner with a local company to loan the committee a truck for hauling collected materials to a dropoff site. Schmelzer shared the example of the Sister Bay Public Works Department who occasionally makes trips to the Green Bay area with an empty truck ready to be filled at the hardware/lumber store and returned to Sister Bay. That could be an option for moving collected plastics to Green Bay.

d) Request for battery recycling program

GTLC member Smythe provided information on a battery recycling program that Brown County currently participates in. Smythe had heard that Door County was previously invited to participate in the Brown County program but declined to participate. She requested that the committee discuss whether or not something should be done to institute a collaborative program for battery recycling here in Door County.

Harff discovered that Birchwood Lodge here in the Village collects their own batteries and delivers them to a site in Sturgeon Bay. However, there is a fee to dispose of them. The committee briefly discussed the Green Tier committee offering this as a community service by paying the fee to encourage recycling of batteries, and Harff will investigate the associated cost through the facility in Sturgeon Bay.

Furthermore, the committee will request that the local County Board Supervisor, Patrick Voight, who is on the Land Conservation Committee, act to lobby for better local recycling programs. Schmelzer noted that she will reach out to the other local Green Tier Legacy Communities to request they reach out to their County Supervisors for action as well.

e) Recycling Options for Village Festivals

Harff introduced the agenda item as a request from fellow Trustees Howson and Bhirdo to initiate a recycling commitment during village festivals. Schmelzer explained that garbage collection and disposal during Fall Fest is the responsibility of the SBAA, although the village's public works crew is assisting with emptying the garbage cans into dumpsters. First, they need to understand what the true issue is because recycling bins are available during the festivals. One concern could be that the trash is being comingled with recycling by those who don't care to use the correct receptacle. How do they find an incentive to encourage attendees to recycle appropriately, and are local businesses serving drinks in containers suited for recycling?

Schmelzer noted that, in prioritizing the work of this committee, the scope of this agenda item is too large at this time. Smythe brought up the work of the Climate Change Coalition to staff the local bike races with volunteers who collect and sort the event waste for compostables (banana peels) and recyclables (plastic cups and bottles). Brian Fitzgerald, who organizes the bike events, liked the idea so much that he has expanded those efforts to all their annual events. Smythe suggested that the village could consider expanding its trash collection areas to include a composting receptacle in the future.

Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official, or employee

It was the consensus of the committee that the following topics be discussed at a future meeting:

- Update on advancing Blue Zones program for Sister Bay
- Recycling programs updates

The next meeting of the Sister Bay GTLC Committee will be Thursday, August 15, 2024 at 10:00 A.M. via ZOOM.

Adjournment: *The meeting was adjourned by Chairperson Harff at 2:38 P.M.*

Respectfully submitted,



Heidi Teich,
Village Clerk

AD HOC GREEN TIER LEGACY COMMUNITY COMMITTEE MEETING MINUTES

Thursday, August 15, 2024

(Approval Pending)

Agenda Item No. 1. The August 15, 2024 meeting of the Green Tier Legacy Community Committee was called to order by Chairperson Kurt Harff at 10:01 A.M.

Present: Kurt Harff, Lisa O'Hearn, Paula Anschutz and Mary Smythe. Lilly Orozco and Sarah White were absent.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Others: Laurel Harff

Agenda Item No. 2. Approval of the Agenda

A motion was made by O'Hearn, seconded by Smythe that the Agenda for the August 15, 2024 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Smythe, seconded by O'Hearn that the minutes of the July 11, 2024 meeting of the Ad Hoc Green Tier Legacy Community Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

Correspondence for this meeting was received from Meg Ziegelmann, who alerted the committee to a Wisconsin law that prohibits bans on "single-use" plastics. This was put in place under former Gov. Scott Walker, so more research will need to be done regarding this law. This information was also included in the packet under Agenda Item No. 5c.

Agenda Item No. 5. Discussion/Action Items:

a) Battery Recycling Update

Since the last meeting, Harff conducted some research on the availability of battery recycling facilities in Door County. He learned that Door County Scrap Metal in Sturgeon Bay does not accept household batteries of any kind, but they do accept auto batteries. Going Garbage, Sister Bay, does accept household batteries but with a fee of at least \$1.00 per 3-cup container. Automotive batteries are accepted for a fee of \$10.

The committee discussed the possibility of posting the names and locations of facilities that do accept batteries, as they are discovered, on the website for the public's reference. They also discussed the possibility of asking residents to save their discarded batteries, especially hearing aid batteries which are not overly large and cumbersome, for the spring recycling event.

O'Hearn shared information on TerraCycle, a waste management company that offers recycling

1 options for communities. She indicated that 3.5 gallon bins could be purchased for a nominal
2 fee (\$151), placed around the village, and then shipped back to the company. Additional
3 research is needed on the associated costs, particularly for shipping as the containers would be
4 heavy, and potential drop-off locations.

5
6 Smythe noted that she is willing to share information with Sarah White, who is a member of
7 Northern Door Activism, to see if their organization would be interested in promoting battery
8 recycling as well.

9
10 Schmelzer asked the committee to begin thinking of an actionable plan that they could propose
11 to the board before it is introduced to the public.

12
13 **b) NexTrex Recycling Challenge**

14 **c) Discussion on Plastics Ban/Recycling Locations**

15
16 The NexTrex company offers a plastic recycling challenge, and information on the event was
17 included in the meeting packet. Once a community or organization commits to the challenge,
18 they have one year to collect 1000 pounds of plastic and will receive a Trex bench for meeting
19 the challenge. Harff found the challenge intriguing as the NexTrex company is actively
20 searching out plastics for their production facilities. A list of plastic recycling drop-off sites in
21 Wisconsin was also included in the meeting packet.

22
23 Also included in the meeting packet was information on Wisconsin Act 302, passed in 2023,
24 which does not permit the banning of plastics. Schmelzer presented an idea to ask businesses to
25 voluntarily stop using single-use plastics, such as shopping bags. However, the village desires
26 to find a way to address other types of plastic, such as the wrap that comes on shipped goods.
27 Currently, there is no place in northern Door to collect that type of waste. Schmelzer contacted
28 Trex Company and learned that Sister Bay could become a plastic collection site. Trex would
29 supply a baler for gathering plastics, and promotional materials to get started. They would also
30 come to collect the bales of plastic. Schmelzer then spoke of the need to find a storage location
31 for the baler and bales. Additionally, there would need to be staff to monitor the site and
32 operate the baler. Schmelzer also questioned where the financial support to operate the site
33 would come from, and if the Town of Liberty Grove or Door County would be willing to
34 contribute to the costs as the site would be open to all northern door residents.

35
36 Smythe felt that this would be a good project for the Sister Bay Green Tier Legacy Community.
37 She wondered if Going Garbage would be willing to supply a collection site on their property
38 for the plastic baler, but it is unknown whether people will drive to Going Garbage to deliver
39 their plastics.

40
41 Anschutz felt the recycling challenge included in the meeting packet would be worthwhile
42 opportunity for the Green Tier Legacy Community to promote a move away from plastic use,
43 especially if the committee is also exploring options to provide reuseable bags to the community
44 members. She also agrees that a collection site is needed in northern Door. Schmelzer shared
45 that she will need to bring this request to the Parks, Property & Streets Committee, but did not
46 feel they would be opposed to being a collection site as the village is already collecting holiday
47 lights for recycling within the community.

Schmelzer stated that it may be worth exploring grants through Destination Door County to offer the local businesses opportunities to come up with alternatives to plastic materials.

Anschutz reported that she did speak with members of the SBAA board regarding eliminating plastic bags in the village. She also spoke with an employee of On Deck, who shared the concern that they already have pallets of their trademark plastic shopping bags in stock. However, they would be open to making a change if reasonable alternatives are found. Paper is not necessarily the best alternative. The key will be to advertise and promote Sister Bay's efforts to be more green, and offer sustainable alternatives that are cost effective for the business community.

The committee transitioned to a conversation on offering reusable bags to the community, and O'Hearn provided a wealth of information which was included in the meeting packet.

Anschutz reported that the bags she investigated, recycled sails make into canvas bags, would cost no less than \$25.00/each, which is cost prohibitive for this committee.

The committee noted that there is a wide variety of reusable bag options, and Schmelzer asked for an action plan to begin a program to circulate bags to the community. Decisions that need to be made include the type of material to use, how many to order (5000), the cost of production, and design. A budget will need to be developed, and then the committee can apply for grant funding. Later decisions will be on methods of distribution (give away at elections or village festivals) and whether or not to charge for the bags (sell them at the Piggly Wiggly). Schmelzer clarified that distribution may depend on where the funding for the bags came from as you would not charge individuals for bags that were obtained with public grant funds. O'Hearn is open to designing the bag, or the village could host a contest for a design. Ultimately, they want to make sure that the bag is attractive enough that people will want it.

d) Blue Zone Update

Schmelzer reported that she did draft a press release as planned at the last meeting but decided against sending it. Sister Bay needs a team of individuals who can focus solely on Blue Zones and ensure that efforts to transform into a Blue Zone community continue. We are not at that point yet, and investing money now to bring in speakers to conduct an assessment and educate the public without that core group to advance the mission is a gamble.

Anschutz agreed that Green Tier needs a greater presence in the community before taking on something as broad as Blue Zones. The committee can advocate now for healthy living and sustainable practices as they grow.

Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official, or employee

It was the consensus of the committee that the following topics be discussed at a future meeting:

- Discussion on recycling options for future Fall Fest events

The next meeting of the Sister Bay GTLC Committee will take place Thursday, September 19, 2024 at

1 10:30 A.M. via ZOOM.

2

3 **Adjournment:** A motion was made by Smythe, seconded by O'Hearn to adjourn the August 15, 2024
4 at 11:00 A.M. Motion carried – all ayes.

5

6 Respectfully submitted,

7



8 Heidi Teich,

9 Village Clerk

**Sister Bay / Liberty Grove Library Commission Meeting
July 8, 2024**

Call to Order:

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 1:00 P.M.

Roll Call:

Commission Members Present: Maurice Ash, Kurt Harff, Lynn Herman (via phone), Julie Kingsbury (Chair), Martha Newkirk, and David Watkins.

Commission Members Absent: None.

Library Staff Members Present: Stacey Bahrke, Sheila Bristol, and Christina Johnson.

Public Present: Laurel Harff.

Agenda Approval:

Kurt Harff moved to approve the agenda as presented, seconded by Julie Kingsbury. Motion carried.

Public Input: None.

Review and Approve the Minutes of the June 10th, 2024, Meeting:

Lynn Herman moved, and Martha Newkirk seconded a motion to approve the minutes of the June 10th, 2024, meeting. The motion passed 6-0.

Review and Approve Bills:

Village of Sister Bay	Propane-May	\$534.73
Christina Johnson	2nd Qtr. Payroll	\$110.82
David Watkins	2nd Qtr. Payroll	\$110.82
Julie Kingsbury	2nd Qtr. Payroll	\$110.82
Lynn Herman	2nd Qtr. Payroll	\$110.82
Martha Newkirk	2nd Qtr. Payroll	\$73.88
Maurice Ash	2nd Qtr. Payroll	\$110.82
Sheila Bristol	2nd Qtr. Payroll	\$1,496.07
Stacey Bahrke	2nd Qtr. Payroll	\$221.64
US Treasury	2nd Qtr. Payroll Taxes	\$388.62
Ahnapee Hill Cleaning	June Cleaning Service	\$1,348.50
Lowney's Landscaping	July Maintenance Contract	\$1,562.50
WPS	June Electric Service	\$256.12
Frontier	July Telephone Service	\$279.00
Sister Bay Water & Sewer	Utilities: Water & Sewer	\$489.72
Sister Bay Water & Sewer	Utilities: Fire Sprinkler	\$110.25
Ace Hardware	Sail Shade Hardware	\$27.48
Total		<u>\$7,342.61</u>

Ms. Bristol informed the Commission that she is holding payment on the Ahnapee Hill invoice for tile cleaning and sealing until Mr. Bahrke has followed up with them regarding the bathroom tiles being complete. He also plans to talk to them regarding a few spots on the tile floor that he is questioning.

Maurice Ash moved to approve the bills as presented, seconded by Kurt Harff. The motion passed 6-0.

Five-Year Capital Improvement Plan:

Ms. Bristol reported on meeting with Christina Johnson and Stacey Bahrke regarding this year's Capital Improvement Plan. Regarding the tree clearing project, Mr. Bahrke felt that the trees were small enough for him to take down for much less and plans to put an estimate together for next month. He also has a call into a cement guy, regarding the side entry steps that are cracking. Ms. Bristol reminded the Commission a plan for 2025 will need to be considered and approved in order to complete the 2025 budget process. Depending on the action taken regarding the above projects, they may be considered for next year's plan.

2025 Budget Discussion:

The Chair reported that the Village had requested that we provide our next year's budget in July, which is not feasible, and we are unable to do. Sheila Bristol commented that this would be two months earlier than normal with too many undetermined factors that could impact our numbers. She plans to have a draft budget ready for Commission approval at our August meeting, which will be forwarded to the Village and Town of Liberty Grove at that time. Ms. Bristol informed the Commission that the 2024 budget is in good shape and provided a June Financial Report.

Regarding the 2025 budget prep Sheila Bristol requested some guidance from the Commission. She asked Mr. Bahrke if the August deadline would give him enough time to obtain a new landscaping contract and cleaning estimates that are needed. He stated he is currently working on that. Depending on the outcome of our landscaping contract, the Commission Contribution of \$7,000 may need to be adjusted to cover the total contract cost.

Need to budget additional funds for our facility handyman was discussed. Ms. Bristol reported that \$400 was budgeted for the past several years, but not used as there was no one to perform the service. The Chair supported keeping the amount the same for 2025. Regarding Commission meeting reimbursements and staff salaries, all are to remain the same as in 2024.

The Chair informed the Commission that the Village has paid the curb invoice however asked if we could add it to next year's budget, so the Town of Liberty Grove would pay their half. Ms. Kingsbury stated she would reiterate to Julie Schmelzer, Village Administrator that according to the agreement the Village is responsible for any curb repairs. She explained that the Commission was not aware of the project and did not authorize the work, therefore they are not responsible for it.

Maintenance Report:

As the sail shade has been reattached and should provide sun protection for the season, the discussion on how to proceed with the pergola repairs continued. Regarding the pergola fins, Mr. Bahrke states he could repair what needs to be done, however, still recommends replacing the whole thing with a retractable sail to be added in the near future. He explained that the present pergola is not a true pergola structure providing cross member support and shade. Members voiced the need for numbers on each for long range planning and to make an informed decision. Mr. Bahrke plans to get the estimates together and go from there. This item will be added to next month's agenda per the Chair's request.

Librarians Report:

Christina Johnson was excited to report that the first week of July was the busiest so far this year. The weekly patron count was 1,481 and last Friday alone seen 421 patrons. She commented that a Magic show hosted by David Watkins, who serves on the Commission, had eighty-two participants. In addition to her usual monthly reports, she included an extensive written report for June, which was prepared for the County Library Board-see attached. In addition to the summary of events, descriptions, and attendance numbers, she highlighted the Summer Reading Program and the 40 plus volunteers who help make these events a success.

Upcoming Programing for July:

- Wednesdays in July-*Storytime & Craft Themed Workshops.*
- Thursdays in July & August-*Read with Therapy Dog Nellie Bly.*
- July 10th-*Monarch Butterfly Stories & Songs with Debbie Clement.*
- July 16th-Geology Series-*Geology of the Great Lakes: Kayaking the Niagara Escarpment with Kayak Guide Justin.*
- July 23rd-*Paramount Records-History & Listening Event hosted by vintage music expert DJ David Watkins.*
- July 24th (five-week series begins) *Magic Tree House Dinosaur Book Club & Activities for elementary aged kids.*
- July 30th-Geology Series-*Geology & Ancient Life of the Niagara Escarpment-with local geologist Allison Haus.*
- July 31st-*Birch Creek Jazz Ambassadors-performing in the library gardens.*

Next Meeting:

The next meeting will be **Monday, August 12th, 2024, at 1:00 P.M.**

Adjourn Meeting:

Julie Kingsbury proceeded to adjourn the meeting at 1:50 P.M.

Submitted by Sheila Bristol.

- **Summer Reading Program** launched at Sister Bay with great in-person patron participation sign-up for the **reading program itself**:
 - **185 total sign-ups already on boarded** in June for the in-person program!!
 - 0-5yr = 22 little ones
 - 6-11yr = 71 kids
 - 12-18yr = 24 teens
 - 19+yr = 68 adults
 - **391 DCL SRP reading log/bingo slips were turned in at SIS during June**
 - 316 slips were spent in our SIS SRP prize store
 - 75 slips were entered into the weekly raffles
- Across the month of June we had **46 volunteer interactions** helping with things like book sale sorting, weekly storytimes, activities & crafts, weekly reading with a therapy dog sessions, & curating & installing the 25th Anniversary exhibit of the Trillium Quilt Guild celebration in the form of dozens of mini 18"x18" trillium quilts in a wide variety of styles in the library.
- **Attendance each week in our June storytimes** ranged across from 44 people, to 21, 29, & 27 people respectively in each session across the month's Wednesdays. Having 44 people at a single storytime was impressive, but also overwhelming for some of the kiddos & for our building space with trying to get that many people access to each of the craft station spaces. So thankful for our group of about 10 volunteers that rotate with about 5 on any given Storytime day that help. Several are retired librarians & elementary school teachers, which is mutually enriching. Parents and grandparents are thankful we offer this each week year round.
- Our **last two storytimes of the month in June** we used the outside space at the library for activity stations. The kids loved getting to **explore the library garden**, learn yard games, do sink or float STEM learning activities, paint with water on the sidewalk and watch it evaporate fast in the sun, play in the sprinkler, blow bubbles, & do chalk art.
- Our **World's Religions Book Study** is still wildly popular with the chapter a month focus. In June, 19 adults attended the discussion on the Buddhism chapter. They had such a full & enriching discussion session.
- Another event that was well attended was our **Records History Listening Session on Early Blues Part II** sponsored by the Door County Library Foundation as part of our Summer Vintage Enrichment Series for Seniors, Adults, & Teens. 20 people attended.
- 31 people collaborated in working on the **community puzzle table** in June.=
- 144 **Screen Free Kids Craft Kits** were used.
- **4,305 people** were **in-person using the library** inside in June.
- And **4,612 check outs and renewals combined** in June at the library in Sister Bay.



	Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes	Volunteers
Sat. 01-Jun-2024	260	130				1
Sun. 02-Jun-2024						
Mon. 03-Jun-2024	336	168				
Tue. 04-Jun-2024	248	124				
Wed. 05-Jun-2024	346	173		5	Storytime (Ants) (44 = 23A + 6K + 15Pk)	5
Thu. 06-Jun-2024	267	134		1	Therapy Dog Nellie Bly (6 = 3A + 3K) & World Religions: Buddhism (19A)	3
Fri. 07-Jun-2024	230	115				
Sat. 08-Jun-2024	366	183		1	(Goat Parade in Sister Bay)	1
Sun. 09-Jun-2024						
Mon. 10-Jun-2024	316	158		1	Trillium Quilters Guild Installation of Mini Trillium Quilts	5
Tue. 11-Jun-2024	295	148		7	Readers Rampant Book Discussion (11A)	1
Wed. 12-Jun-2024	308	154		2	Storytime (Flowers & Dads) (21 = 11A+3K+7Pk)	5
Thu. 13-Jun-2024	222	111			Therapy Dog Nellie Bly (11 = 5A + 4K + 2Pk)	2
Fri. 14-Jun-2024	238	119				
Sat. 15-Jun-2024	158	79				1
Sun. 16-Jun-2024						
Mon. 17-Jun-2024	435	218			Wooly Stitches (5A)	1
Tue. 18-Jun-2024	400	200		3	Records History Early Blues Part II (20=18A+2YA)	
Wed. 19-Jun-2024	462	231			Storytime (Yard Games) (29= 15A+2YA+2K+10Pk)	5
Thu. 20-Jun-2024	450	225				
Fri. 21-Jun-2024	403	202				
Sat. 22-Jun-2024	327	164		3		1
Sun. 23-Jun-2024						
Mon. 24-Jun-2024	375	188				
Tue. 25-Jun-2024	469	235			Rotary Youth Exchange Presentation (X... 2VoI+1Staff)	4
Wed. 26-Jun-2024	601	301		4	Storytime (27=14A + 5K + 8Pk) & ADRC Medicare Clinic (X... 1VoI) & Northern Door Genealogy Society (7A)	8
Thu. 27-Jun-2024	392	196		1	Therapy Dog Nellie Bly (13 = 8A + 2K + 3Pk)	2
Fri. 28-Jun-2024	520	260		3		
Sat. 29-Jun-2024	185	93				1
Sun. 30-Jun-2024						
Total	8609	4305	0	31	Trillium Quilters Guild Coloring sheet 30	45

Monthly/YTD Circs and Renewals - June 2024

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,958	671	3,629	18,362	4,715	23,077
Appleton	37,082	11,392	48,474	199,202	75,024	274,226
Black Creek	2,198	584	2,782	12,956	4,473	17,429
Clintonville	3,892	793	4,685	22,514	4,984	27,498
Door Cty - Baileys Harbor	1,465	221	1,686	6,584	1,501	8,085
Door Cty - Egg Harbor	1,466	224	1,690	6,381	1,363	7,744
Door Cty - Ephraim	445	67	512	1,584	378	1,962
Door Cty - Fish Creek	663	78	741	2,650	481	3,131
Door Cty - Forestville	578	209	787	3,639	1,415	5,054
Door Cty - Sister Bay	3,901	711	4,612	16,506	4,003	20,509
Door Cty - Sturgeon Bay	8,838	2,110	10,948	45,294	11,860	57,154
Door Cty - Washington Island	659	119	778	3,651	751	4,402
Florence	876	141	1,017	5,282	735	6,017
Fremont	1,676	303	1,979	8,740	2,916	11,656
Gillett	512	110	622	2,876	686	3,562
Hortonville	7,277	1,448	8,725	32,311	9,300	41,611
Iola	1,941	376	2,317	10,354	2,757	13,111
Kaukauna	12,987	2,254	15,241	60,235	15,060	75,295
Kewaunee	2,912	727	3,639	16,450	5,379	21,829
Kimberly	14,700	2,727	17,427	66,428	18,212	84,640
Lakewood	2,257	424	2,681	12,145	3,050	15,195
Lena	646	124	770	2,751	702	3,453
Little Chute	11,497	2,672	14,169	56,477	17,385	73,862
Manawa	1,878	383	2,261	10,795	2,428	13,223
Marinette Cty - Coleman	1,675	415	2,090	9,430	3,056	12,486
Marinette Cty - Crivitz	2,271	514	2,785	12,917	3,715	16,632
Marinette Cty - Goodman	218	20	238	1,514	280	1,794
Marinette Cty - Marinette	3,742	1,028	4,770	22,414	6,296	28,710
Marinette Cty - Niagara	661	242	903	3,517	1,272	4,789
Marinette Cty - Peshtigo	929	282	1,211	5,135	1,750	6,885
Marinette Cty - Wausaukee	943	186	1,129	6,297	1,359	7,656
Marion	2,449	561	3,010	12,123	3,432	15,555
New London	5,483	761	6,244	26,533	5,309	31,842
Oconto	2,110	512	2,622	12,633	3,151	15,784
Oconto Falls	3,169	444	3,613	16,295	3,169	19,464
Oneida Tribal - Green Earth	25	3	28	107	36	143
Oneida Tribal - Oneida	431	108	539	2,060	623	2,683
Scandinavia	493	111	604	2,503	1,135	3,638
Seymour	2,754	857	3,611	16,192	5,985	22,177
Shawano Cty - Birnamwood	466	48	514	9,879	1,074	10,953
Shawano Cty - Bonduel	1,036	351	1,387	6,184	2,291	8,475
Shawano Cty - Mattoon	83	16	99	747	167	914
Shawano Cty - Shawano	8,092	1,563	9,655	43,989	9,584	53,573
Shawano Cty - Tigerton	536	127	663	3,520	922	4,442
Shawano Cty - Wittenberg	515	74	589	2,909	584	3,493
Shiocton	793	129	922	4,416	809	5,225
Suring	1,315	226	1,541	7,657	1,779	9,436
Waupaca	11,324	2,310	13,634	59,100	15,533	74,633
Weyauwega	1,933	455	2,388	9,155	3,302	12,457
Total	176,750	40,211	216,961	921,415	266,181	1,187,596

OWLSnet MyPC Statistics - June 2024

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	3,556	85	42
Black Creek	1,437	36	40
Clintonville	5,329	157	34
Door County - Baileys Harbor	648	25	26
Door County - Egg Harbor	1,996	64	31
Door County - Ephraim	606	14	43
Door County - Fish Creek	784	17	46
Door County - Forestville	238	12	20
Door County - Sister Bay	6,153	135	46
Door County - Sturgeon Bay	21,432	525	41
Door County - Washington Island	491	17	29
Florence	1,258	30	42
Fremont	2,265	42	54
Gillett	2,748	60	46
Hortonville	1,923	71	27
Iola	17,771	146	122
Kaukauna	16,531	374	44
Kewaunee	3,631	112	32
Kimberly	8,881	277	32
Little Chute	22,941	369	62
Lakewood	2,611	61	43
Lena	7,847	99	79
Manawa	6,325	130	49
Marinette County - Coleman	481	13	37
Marinette County - Crivitz	1,959	58	34
Marinette County - Marinette	9,835	219	45
Marinette County - Niagara	789	23	34
Marinette County - Peshtigo	1,068	32	33
Marinette County - Wausaukee	1,296	43	30
Marion	1,462	49	30
Oconto	3,109	83	37
Oconto Falls	8,224	191	43
Oneida Tribal - Green Earth	1,615	40	40
Oneida Tribal - Oneida	11,905	254	47
Scandinavia	0	0	0
Seymour	3,206	71	45
Shawano County - Bonduel	907	28	32
Shawano County - Mattoon	92	1	0
Shawano County - Shawano	21,464	449	48
Shawano County - Tigerton	6,923	95	73
Shawano County - Wittenberg	644	12	54
Shiocton	271	5	54
Suring	1,331	32	42
Waupaca	22,952	506	45
Weyauwega	3,982	97	41
Totals:	240,919	5159	47

OWLSnet Wireless Statistics - June 2024

* This report counts individual (unique) devices connected to the library's wireless service.

* Devices that automatically connect to any wireless network within range may be counted, even though the user is not actively using the wireless service.

+ Unique devices are counted only once within this monthly reporting period.

++ The average number of unique devices connected per day within this monthly reporting period.

Library	Unique Devices ⁺	Average Devices Connected Per Day ⁺⁺
Algoma	234	21
Appleton	1,200	107
Black Creek	344	27
Clintonville	517	52
Door County - Baileys Harbor	580	37
Door County - Egg Harbor	744	52
Door County - Ephraim	440	22
Door County - Fish Creek	329	24
Door County - Forestville	85	10
Door County - Sister Bay	640	44
Door County - Sturgeon Bay	1,105	90
Door County - Washington Island	120	8
Florence	61	11
Fremont	185	20
Gillett	261	29
Hortonville	260	24
Iola	230	23
Kaukauna	1,211	109
Kewaunee	212	16
Kimberly	589	55
Little Chute	961	69
Lakewood	400	30
Lena	233	19
Manawa	209	16
Marinette County - Coleman	142	14
Marinette County - Crivitz	194	11
Marinette County - Marinette	392	29
Marinette County - Niagara	42	5
Marinette County - Peshtigo	170	17
Marinette County - Wausaukee	241	19
Marion	335	35
New London	422	40
Oconto	337	28
Oconto Falls	283	19
Oneida Tribal - Green Earth	34	3
Oneida Tribal - Oneida	72	7
Scandinavia	64	6
Seymour	139	12
Shawano County - Bonduel	294	26
Shawano County - Mattoon	35	7
Shawano County - Shawano	854	83
Shawano County - Tigerton	258	37
Shawano County - Wittenberg	302	33
Shiocton	44	4
Suring	378	37
Waupaca	966	98
Weyauwega	119	11
Totals:	17,267	1,496

OWLSnet Overdrive Usage - June 2024

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	395	397	72
Appleton	6,799	7,389	2,067
Black Creek	173	227	33
Clintonville	278	377	93
Door Cty - Baileys Harbor	213	151	79
Door Cty - Egg Harbor	253	226	99
Door Cty - Ephraim	19	29	27
Door Cty - Fish Creek	110	93	46
Door Cty - Forestville	89	64	2
Door Cty - Sister Bay	420	302	157
Door Cty - Sturgeon Bay	1,343	1,431	282
Door Cty - Washington Island	51	101	23
Florence	123	167	151
Fremont	141	149	14
Gillett	115	209	39
Hortonville	570	732	90
Iola	120	127	11
Kaukauna	1,054	1,170	169
Kewaunee	222	216	33
KIM-LIT - Kimberly	1,029	1,156	142
KIM-LIT - Little Chute	865	735	68
Lakewood	248	250	40
Lena	77	171	31
Manawa	127	156	17
Marinette Cty - Coleman-Pound	71	136	4
Marinette Cty - Crivitz	219	322	53
Marinette Cty - Goodman-Dunbar	15	20	8
Marinette Cty - Marinette	646	552	163
Marinette Cty - Niagara	60	107	11
Marinette Cty - Peshtigo	141	168	10
Marinette Cty - Wausaukee	191	118	40
Marion	80	196	19
New London	471	629	77
Oconto	444	365	67
Oconto Falls	400	472	47
Oneida Tribal - Green Earth	16	3	
Oneida Tribal - Oneida	28	44	4

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office		3	
Scandinavia	31	53	12
Seymour	306	408	47
Shawano Cty - Birnamwood	34	90	1
Shawano Cty - Bonduel	50	86	1
Shawano Cty - Mattoon	5	2	
Shawano Cty - Shawano	1,017	1,157	198
Shawano Cty - Tigerton	53	56	2
Shawano Cty - Wittenberg	40	57	1
Shiocton	54	89	12
Suring	59	102	12
Waupaca	901	1,167	225
Weyauwega	118	205	36
Totals:	20,284	22,632	4,835

MARINA COMMITTEE MEETING MINUTES
Wednesday, July 10th, 2024
(Approval Pending)

Agenda Item No. 1. The July 10th, 2024 meeting of the Marina Committee was called to order by Chairperson Alison Werner at 4:00 P.M.

Present: Alison Werner, Patrice Champeau, Pat Duffy, and Kevin Grant

Staff: Marina Manager Dave Lienau, Assistant Manager Sam Jordan, Village Administrator Julie Schmelzer

Others: Nick Dokolas, Kurt Harff

Agenda Item No. 2. Approval of the Agenda

A motion was made by Champeau, seconded by Duffy that the Agenda for the July 10, 2024 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Werner, seconded by Champeau that the minutes of the June 12, 2024 meeting of the Marina Committee be amended on page 2, line 36 that “Khar, was not able to attend” and then approved by the committee. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting. asked if anyone would like to make a public comment and no one responded.

Agenda Item No. 5. Discussion/Action Items:

a) Sister Bay Historical Society; Shadow Plans

Lienau recapped where SBHS and Kahr are at in their designs for the boathouse renovation and plans for how the Shadow will be displayed. Lienau noted that SBHS will likely only require a slip or two on occasion throughout the season, which the marina can accommodate.

Duffy inquired on the concerns regarding the humidity within the boathouse. Lienau noted that he has spoken to Wulf Brothers regarding the humidity problem. However, they agreed that the SBHS shadow plans should be finalized first to see if Khar will be able to seal off the first floor from the second floor, rather than having to hire the Wulf Brothers. Werner is hoping the SBHS can soon propose concrete plans and real numbers by next meeting. Lienau noted that SBHS and Kahr should be able to have that available.

Werner suggested the committee move on to the next item on the agenda.

b) Review/ Discussion on Parking

Lienau presented the status of long-term marina parking lot (LTMPL) behind the sports complex:

- The lot can accommodate an estimated 40 trailer spots
- In the last two years, a parking permit has been required in order to track who is using the long-term lot

- 1 - Over 50% of the trailers/vehicles parked were from other towns in northern door
- 2 county or individuals staying at various hotels throughout the town and county
- 3 - Remaining spots were used by sister bay residents but not necessarily marina customers.
- 4 - On average in the past two years, only 12 spots in the long-term lot have been used by
- 5 marina customers – most of which are long-term transient slip tenants staying for 90+
- 6 days AND seasonal tenants with slips for the entire boating season.
- 7 - Yacht Works & The Boathouse of Door County offer trailer parking for the season at a
- 8 price of \$200
- 9 - Now that the marina has started disallowing free parking to non-marina users, most
- 10 individuals responded with disappointment over the fact that they had to use personal
- 11 property or pay a fee for alternative trailer parking.

12 Lienau also summarized the status of the short-term marina parking lot (STMPL) across N Bay
13 Shore Drive from the marina office:

- 14 - There are 33 permit-required spots – designed for marina-customer cars and trailers.
- 15 - There are 52 spots open to the general public
- 16 - The STMPL is signed for 48hr parking which is also backed up by our ordinance.

17 Lienau believes that the STMPL is all that is needed for the remainder of the season if we
18 reallocate some public spots for permit parking only. Lienau noted that this only works if the
19 village decides to prohibit non-marina users from utilizing marina parking lots for personal
20 storage.

21 Lienau then highlighted the current status of the marina office parking lot (MOPL):

- 22 - MOPL includes 11 spots with 30 minute time limits for boater loading/unloading as
- 23 well as service vehicles. The time limit is backed by village ordinance. The 11 spots also
- 24 includes 1 handicap spot.
- 25 - Staff parking has an additional 4 spaces adjacent to the west side of the marina office
- 26 - The east side of the lot includes 3 trailer loading/unloading spots and one 5 minute
- 27 parking spot for office or restroom-using customers

28 Lienau proposed alternative layout of MOPL spots:

- 29 - Change 30 minute limit signs to marina/service customers only and not put any time
- 30 limit on it. These spots generally turn over 45 minutes to an hour, long-term parking
- 31 rarely happens
- 32 - Add a second handicap spot to the 11
- 33 - Leave staff parking the way it is

34 Lienau brought up an off-packet diagram sent by Schmelzer with ideas about how to retrofit
35 STMPL. Lienau summarized some of Schmelzer and Lienau's suggestions including employee
36 parking for commercial vendors and turning unmarked spots into "permit required" spots. This
37 would operate as an alternative to the LTMPL at the sports complex.

38 Werner voiced hesitancy to remove public parking options, to which Lienau responded that the
39 STMPL is a marina-designated parking lot. Schmelzer explained her reasoning for why she feels
40 this item ought to be addressed, specifically with regards to non-taxpaying individuals using
41 village property that is funded by taxpayer dollars. Additionally, the village inadvertently takes
42 business from commercial boat storage businesses by offering LTMPL storage options.

43 Schmelzer gave context to the STMPL's inception, noting that the marina funded the
44 construction of the lot, but has offered spaces to the public to deal with the shortage of public
45 parking. This reallocation of spots continued to where we are now. Schmelzer voiced that the
46 marina-funded lot should be more focused on providing parking amenities to paying customers
47 at the marina.

Grant inquired who owns the LTMPL, which Schmelzer clarified that the village owns the long-term lot and has it maintained by the parks department. Lienau summarized future plans for the Sports Complex, Dog Park and Sewer and Water Plant to have additional parking constructed. Grant notes that it is risky to relinquish an asset such as the parking lot due to it being a challenge to have it returned back to the marina if needed in the future. Grant is in favor of using the LTMPL as a gated/permit-required space and also employing it as overflow parking for big weekends, as we have run out of spots in the STMPL spots in the past. Lienau responded with his reservations to that plan. Grant also noted that he is in favor of limiting STMPL to Marina use only, even if that requires removing spots open to public use. Schmelzer summarized the timeline of future plans for the Sports Complex, Dog Park and Sewer and Water Plant to have additional parking constructed. Werner inquired at the cost of a gate for the LTMPL and Lienau responded about \$3000-\$5000 dollars, fencing unincurred. Duffy suggested the marina ropes off the LTMPL to see if the marina can operate without the space, but use it as needed if a busy weekend requires it. Lienau noted support for this idea while also being sure to communicate this change with boaters and create more permit required spots in the STMPL. Werner noted that the Parks Department ought to be notified of these changes in case they have input or take issue with it. Schmelzer stated that she will relay whatever decisions the committee makes today back to the parks committee and work on whatever ordinances that need to be amended for the plans to work. Werner is in support of roping it off, but to working with parks to keep it open if needed in the future. Schmelzer noted that parks department is thinking about holding space behind the dog park for the marina just in case it is needed. Schmelzer recommends we keep the area behind the dog park in reserves, close off the LTMPL, and amend codes to dedicate 30 spots to the public and 20 for marina customers only. Additionally, Schmelzer recommends code changes for the 11 time-limit spots in the MOPL - to which Lienau clarified that the time limit be dissolved and replaced with Marina-related signage. Schmelzer and Lienau agreed that for the MOPL, the committee changes the 11 spots for 30 minute loading/unloading to "Marina Customer & Service Use". Werner inquired what live-aboard marina users would use for their parking. Lienau recommended they use the marina use spots during the day and staff spots at night, once staff is done using them. Schmelzer noted that it will require an ordinance change to change the 30-minute spots in the MOPL. Schmelzer recapped the proposed changes from the previous discussion and the committee clarified any missing details. Grant noted concern about STRs using marina proper parking spots for non-marina use. Lienau noted that the marina is equipped to regulate the spots and deter non-marina users from using them inappropriately.

By consensus, committee agrees that Village Administrator Julie Schmelzer will draw up ordinance changes and bring those back to committee for approval.

c) 2025's Budget Discussion

Lienau addressed a few clerical errors in the budget shown in the packet and answered brief questions about line items. Lienau did not that the packet budget report does not show any actuals, just projections.

Lienau verbally summarized the proposed budget for 2025 that was included in the handout:

- Supplies and Materials:

- 1 ○ IT support increased by \$1000 dollars
- 2 ○ Website increased by \$250 dollars
- 3 - Education increased to \$7500 for harbormaster training for assistant manager, Sam
- 4 Jordan.
- 5 - Contingency funds are typically found in Dock Maintenance line-item which has
- 6 changed since bills from repairs in the past 6 months have come in:
- 7 ○ De-winterization C dock electric repair came out at \$11,000
- 8 ○ De-winterization dock maintenance bill came out at \$71,000
- 9 ▪ Increased by \$25,000 for 2025 – a few piers on A dock and most of B dock
- 10 need repair

11 Grant recommended we consider raising all line items by 3% to account for inflation, however,

12 Schmelzer noted that village finance committee wants no increases for inflation across all line-

13 items in village entities

14 Werner inquired about the line-item “Weed Control” to which Lienau explained is for the

15 marina waters to be treated with Algaecide, which is EPA approved and Clean Marina

16 approved. Lienau noted that it is an as an amenity most marinas provide to protect vessel

17 engine systems from loose seaweed. Grant followed up with his support as a frequent user of

18 the marina an gratitude to the efforts of the marina’s dockhands in their constant daily efforts

19 towards seaweed removal.

20 Schmelzer voiced concern of intended use of the “Contingency, Marina” line-item and Lienau

21 responded that this was something that former village treasurer, Tasha Rass, put on the budget,

22 and that Lienau is unsure of its intended use since most of our emergency money comes from

23 the dock maintenance fund.

24 Grant made a recommendation to create an informational notes section in the budget packet to

25 streamline the budget review process and prevent the constant need for explanation. Schmelzer

26 noted that this should be the case soon.

27 Grant and committee addressed further clerical errors in the budget packet that Lienau noted is

28 due to formatting errors that should be fixed soon.

29 Champeau voiced concern over lack of growth in the budget to address inflation. Grant shared

30 his support to Champeau’s concern. Schmelzer assured the committee that it is a village-wide

31 concern, but that it is ultimately determined by the finance committee. Duffy noted that we

32 have the contingency line item and Werner noted that slip rates are on a scheduled increase

33 over the next 5-10 years, so we have ways to make up for inflation costs.

34

35 **d) Village Hall Drawings for Bathrooms**

36 Schmelzer summarized the status and plans. Grant noted that public showers in the village hall

37 may be a source for unhoused individuals to use, as opposed to marina office facilities. Duffy

38 followed that these could also be a source for beachgoers to use. Werner noted that the public

39 side of the bathroom plan does not offer showers so this would not be accessible to non-marina

40 users. Committee discussed whether restrooms should be open and in-use during the winter.

41 Lienau noted that leaving bathrooms open would remove the need to put out porta-potties for

42 fisherman launchers during late and early boating seasons but noted they do not need to be

43 heated to work. Werner asked that these restrooms be built for year-round use, but not

44 necessarily have to be open the entirety of winter. Lienau agreed that they would be useful for

45 spring-time events and the population of fisherman who use them in the early season.

46

47

e) Manager's Report

Lienau highlighted three incident reports throughout the past month:

- Dockhand fell into the water while landing a vessel with no injuries sustained
- Dockhand was cut using a pump-out cart and needed three stitches
- A pump-out hose emitted dirty/rusty water onto a nearby vessel requiring the marina pay about a \$3000 bill to have the vessel cleaned and re-rigged.

Lienau reminded the committee of future plans to repair the boardwalk because of its constant required maintenance such as repairing broken boards weekly. \$61,000 was in the budget last year for the project, however, a bid was not made until April of 2024. To rebuild the boardwalk as it is now, the estimated cost is around \$63,000 which is not recommended. The more sustainable option would be to remove the wooden boardwalk and rebuild the dock with casted concrete akin to the other full casted concrete A dock - this would cost \$160,000.

Alternatively, we could model the repair off J-Dock which included driving metal pilings and filling the dock with rocks and then a concrete cast on top for a total of \$210,000.

Duffy questioned if composite materials are an option as a cheaper alternative to which Lienau replied that other marina's do not feel it is sustainable when in contact with water for long periods of time.

Lienau discussed movements towards the rebuilding of the marina office and hopes to have in person meetings with a potential architect to redraw plans.

Lienau noted that the shadow group has been around the boathouse finalizing plans before their meeting with Lienau and Schmelzer.

Lienau noted that Assistant Manager Jordan is getting signed up for an online introductory professional development course in August as well as an intermediate course in St. Augustine, FL in later Fall of 2024.

Lastly, Lienau affirmed that all firework preparations for the freedom fest fireworks show are set and ready.

Werner inquired how the injured dockhand's stitches were paid for to which Lienau clarified that it would technically be a workman's compensation claim, but the dockhand's guardians decided not to use this insurance and instead use their personal insurance.

Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee, official, or employee

The next meeting of the Marina Committee is scheduled for Wednesday, August 7, 2024 at 4:00 P.M.

- *Zoom option will be offered to members, as needed.*

Adjournment: *A motion was made by Duffy, seconded by Grant to adjourn the July 10, 2024 meeting of the Marina Committee at 5:15 P.M. Motion carried – all ayes.*

Respectfully submitted,



Sam Jordan,

Assistant Marina Manager

MARINA COMMITTEE MEETING MINUTES

Wednesday, August 7th, 2024

(Approval Pending)

Agenda Item No. 1. The August 7th, 2024 meeting of the Marina Committee was called to order by Chairperson Alison Werner at 4:00 P.M.

Present: Louise Howson, Alison Werner, Patrice Champeau, Pat Duffy, and Kevin Grant

Staff: Marina Manager Dave Lienau, Assistant Manager Sam Jordan, and Village Administrator Julie Schmelzer

Others: Jill Lhost, John Blossom, Thor Johnson, Mike Kahr, Terry Wolf, Bill Hebal

Agenda Item No. 2. Approval of the Agenda

A motion was made by Howson, seconded by Grant that the Agenda for the August 7th, 2024 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Champeau, seconded by Duffy that the minutes of the July 10th, 2024 meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting. asked if anyone would like to make a public comment and no one responded.

Agenda Item No. 5. Discussion/Action Items:

a) Shadow Group

Maike Kahr updated the committee that the costed estimation of the project from Tim Halbrook's firm is about \$292,000. Kahr and Lhost noted that the Shadow Group has funds from pledges that sums to about \$180,000 - \$190,000 and that this would leave the group about \$100,000 short of the cost to proceed with the project. Kahr stated that they have been waiting for approval from the village before actively seeking fundraising, but feels that with approval and active fundraising, the \$100,000 could be easily accrued by the end of the season. Kahr noted that the proposed project will allow year-round viewing of the Shadow boat from as far away as N Bay Shore Drive using large glass windows and proper lighting. Kahr stated that the project lies in the hands of the committee to determine if it can move forward.

Grant addressed Kahr and Lhost and inquired on how much funding in pledges do they feel are reliable and how much funding do they currently have in cash. Kahr responded that he feels confident in the pledges that are currently made and prospective donations as well.

Werner inquired on what the plans are for the second story of the boathouse. Kahr replied that

1 they have no specific plans for the upstairs and thus it would be up to the village. Grant
2 inquired if Kahr has plans to set up a barrier to prevent moisture from entering the upstairs area
3 of the boathouse to which Kahr responded that he and Tim Halbrook looked into potential
4 solutions such as a boiler system that would allow the proper amount of humidity in the
5 downstairs for the boat while also preventing unwanted humidity upstairs in the living
6 quarters.

7
8 Howson inquired if the \$292,000 budget provided by Kahr from Tim Halbrook includes all
9 items previously discussed in the boathouse project to which Kahr confirmed that it does.
10 Howson then asked if the committee has seen an updated plan for this project and Kahr noted
11 that drawings provided by his daughter is the updated plan.

12
13 Lhost summarized the current layout of the Shadow Group's funding for the project:

- 14 - \$212,000 are raised in total
- 15 o \$60,000 of which is cash
- 16 o The rest in pledges
- 17 ▪ One pledge is pending sale of a boat – about \$40,000

18
19 Howson returned to the conversation of Kahr's daughter's drawing of the proposed plan for the
20 boathouse. Howson and Kahr confirmed that this was the same drawing as seen in the packet at
21 the June marina committee meeting but enhanced now with color. Jordan and Lhost confirmed
22 that the colorized plan is unavailable for viewing in the current meeting as it is not in the packet
23 or shareable to the committee.

24
25 Werner asked for consensus of the committee to give the project the committee's approval.
26 Howson dissented due to having not seen a confirmed project plan. Kahr responded that the
27 drawing provided by his daughter and the \$292,000 confirmed budget should be adequate for
28 committee approval. Howson asked Schmelzer what agreements must be entered to move
29 forward. Schmelzer confirmed that agreements must be entered. Schmelzer summarized what
30 agreements and formalities must be achieved and that the village will not be shouldering in
31 added expenses or labor in the process of this project. Lhost responded that the group is more
32 than willing to establish clear guidelines and expectations through development and operating
33 agreements to ensure that no new responsibilities will be laid upon village following this
34 project. Lhost and Schmelzer agreed that Schmelzer can work with Lhost to develop an
35 agreement in time once Schmelzer receives all the necessary information. Schmelzer noted that
36 any government projects over \$25,000 must go out to bid, however, the village is not to that
37 point yet as tangible plans have yet to be provided. Grant asked if the developer Tim Halbrook
38 is providing a project cost under market price to which Lhost confirmed that Halbrook is.

39
40 Howson noted concern over what will become of the second story of the boathouse. Duffy and
41 Lienau clarified that the upstairs is habitable, and that the village needs to get confirmed plans
42 from the Shadow Group before deciding how to proceed. Lhost and Kahr noted again that the
43 Shadow Group does not have any desired use of the upstairs and that its use is up to the
44 village's discretion. Schmelzer posed options for ways to use the second story to which Duffy
45 responded that per the previous meeting's consensus, the committee and the village want to
46 retain the space to be rented out for revenue.

47

1 Kahr requested that the committee finalize a vote in favor of the shadow project so that the
2 Shadow Group can advertise solid plans to the community as well as those funding the project.
3 Schmelzer clarified that the village board of trustees makes the final decision with regards to
4 this plan – the Shadow Group needs an in-hand development agreement and an operating
5 agreement with the village board before anything can be finalized.

6
7 Werner confirmed consensus among the three board members present at the meeting.

8
9 Members of the Shadow Group as well as Champeau voiced their gratitude to the committee
10 for their supporting as well as their enthusiasm about the project.

11 **b) Parking Update**

12
13 Lienau provided an update of the parking status:

14
15
16 The marina has been continuously monitoring the long-term parking lot. Currently (8/4/24)
17 there are 26 trailers /boats including 1 snowmobile trailer in the long-term lot. Only 8 of those
18 are permitted and issued parking passes by the marina. The remaining 18 are unknown and do
19 not have parking passes. We have placed violation warnings on those that do not have permits.
20 We are also monitoring the short-term lot to try and determine if we could use the short-term
21 lot for those boats and trailers that use the long-term lot. The policy for the seasonal boat pass
22 parking remains a day-to-day issue. The marina would like to be able to assign or use the 4
23 employee parking spots for afterhours use at the marina manager's direction.

24
25 Schmelzer summarized her meeting with the Parks committee and their response to the Marina
26 committee's proposed changes to parking. Schmelzer noted that all suggested changes to
27 parking ordinances will put forward in front of the board at their next meeting for action.

28
29 Howson inquired if security cameras are an option to assist in monitoring marina parking.
30 Lienau also noted that Quantum said that it cannot work without additional Wi-Fi services
31 being added in the vicinity of the lot.

32 Schmelzer and Howson noted that the fiber optic line project will likely assist in the suggested
33 venture of adding security cameras to lots. Schmelzer updated the committee on where the
34 village is at in the timeline of the fiber optic line project.

35 **c) Capital Projects**

36
37
38 Lienau gave a summary of the capital projects plan:

- 39 - Lienau has worked with Schmelzer and reviewed the capital projects that were in the 5-
40 year capital plan as well as those items that were carried forward from the 2024 budget
41 to the 2025 budget. Those items include continuing the refurbishment of the finger piers
42 on B dock, the main decking for the C pier and the decking for the lower D dock
43 wooden floating finger piers. These projects have been part of a 5-year plan to refurbish
44 and extend the life of finger piers on A, B, C, D, and J dock. The marina is in the 4th year
45 of this plan. There was a \$62,500 project in this year's 2024 budget to reconstruct the
46 boardwalk between the J dock area and the D dock. The enclosed proposal (also in last
47 month's packet) was received from Deaths Door Marine and presents options and the

1 associated costs for reconstruction of the boardwalk. In addition, Thor Johnson from
2 Door County Boat Rentals has provided pics of an alternative to the current boardwalk.
3 If the committee wants to consider this, Lienau offered to have Deaths Door Marina
4 provide a quote.
5

6 Werner voiced concern over the narrowing of the boardwalk under Johnson's proposed
7 boardwalk plan given how much foot traffic runs through the area and the needed space to
8 house picnic tables. Duffy proposed an alternative plan using composite material out of De
9 Pere, WI with lifetime warranties for rotting and splintering. Duffy noted the estimated cost for
10 the material alone is about \$25,000 and the name of the company is DuxxBak Dekk. Champeau
11 voiced her dissent over the concept of narrowing the boardwalk under Johnson's proposed plan
12 and her interest in retaining a boardwalk that provides aesthetic value to the marina and has a
13 wood or wood-looking finish.
14

15 Schmelzer presented the CIP on zoom to the committee to clarify that the boardwalk project
16 would be moved to the 2025 column. *Schmelzer asked if \$125,000 is an acceptable amount of funds to*
17 *set aside for the boardwalk project in the CIP plan for 2025 to which the committee responded with*
18 *consensus.*
19

20 *Committee found consensus that the funds set aside for the boathouse project will be moved to the 2025*
21 *column of the CIP.*
22

23 Schmelzer noted that the B-Dock finger piers may be completed in 2024 if there is leftover
24 money at the end of the season. If this is completed the money set aside in 2026 will be removed
25 from the plan. The club car carryall replacement funds in 2028 may need to be larger by the time
26 that the money is spent due to increasing costs.
27

28 Schmelzer asked the committee if there is anything to add or change in the CIP as it currently is.
29 No immediate changes were suggested by the committee.
30

31 Schmelzer inquired what the plan is regarding purchasing the picnic tables the marina has
32 borrowed from Village Parks and Recreation. Lienau noted that there is not an established plan
33 for compensation, but that the picnic tables were very useful to the marina. The committee
34 discussed whether the commercial vendors should help pay for the picnic tables given that the
35 vendors use them mostly and keep them roped off for their own customer use during certain
36 times of day.
37

38 *Committee found consensus that the marina will add \$10,000 to the CIP in 2025 for additional picnic*
39 *benches.*
40

41 **d) Marina Fest** 42

43 Lienau noted the Marina Fest falls on Labor Day weekend starting on August 31st. Lienau then
44 summarized the Marina Fest preparations and noted that all things are on track:

- 45 - The marina will have available several slips and the marina office parking lot for the
46 wooden boat show. The launch ramp will be closed on Saturday August 31st to
47 accommodate the wooden boat show. The SBAA is still looking for additional sponsors

1 for the marina fest. Fireworks are planned for Saturday, August 31 from a barge in the
2 harbor.

3 4 **e) Cancellation Policy**

5
6 Lienau explained why the marina's transient reservation cancellation policy is being
7 reconsidered and brought to the committee for discussion:

- 8 - There are several issues that arise during the boating season. We allow for weather
9 delays and cancellations as well as boat mechanical issues when determining if refunds
10 are issued. In the past the marina altered the cancellation policy when it was being taken
11 advantage of, for example, a boater reserves every weekend for the entire season but
12 cancels most of them at the last minute to still receive a refund. These boaters were
13 basically deciding each week if they were going to come with no intention of keeping
14 most of the reservations when they made them. It can be difficult to fill in last minute
15 cancellations and the marina often loses revenue. A similar issue is beginning to show
16 up in long-term transients. These are slips that are reserved for 30 or more days, often
17 for the entire season. The reservations are made in January of each year and held for the
18 boater for up to six months or more. This season we have had long-term reservations
19 cancelled within a day or two of arrival and then expect a full refund. The other type of
20 cancellation is drastic shortening of a long-term reservation. Customers reserved for the
21 season but then shorten it to a week or two. In speaking with other area marina's, they
22 are experiencing similar situations. Marina managers are planning on discussing this
23 with several of the other local marinas and exploring options to address the problem.
24 One proposal is to pattern a cancellation policy like the seasonal boaters. The marina
25 would like to be able to include any policy change on the reservation website before we
26 start accepting reservations for next year. Lienau noted that he will bring back
27 additional suggestions. Lienau noted that he will work with other marina managers in
28 the area to compare notes and come up with a better policy to handle the issues
29 discussed.
30

31 The committee discussed alternative cancellation policies for the marina to use so that they can
32 curb the problems highlighted by Lienau. Lienau noted that the marina managers will report to
33 the committee with some ideas at a future meeting.
34

35 Lienau also highlighted the problem of the marina using seasonal slips for transient
36 reservations when seasonal boaters notify the marina that they are vacating their slips for 5 or
37 more days. On occasion, seasonal boaters return to their slip earlier than advertised, which ends
38 up leading to the marina staff double-booking slips and then having to call and cancel
39 reservations as soon as a day prior to the arrival date.
40

41 **f) Manager's Report**

42
43 Lienau provided committee with the manager's report:

- 44 - The assistant manager is registered and starting the Basic Marina Management course
45 thru the Association of Marina Industry (AMI) The course is a online zoom course with
46 28 other of his peers, and runs for the month of August, two days per week, for a total of
47 20 hours. He will be able to attend the next intermediate managers course in November

1 after completing the basic course. The overall certification process takes three years to
2 complete all the requirements.

- 3 - The water fountain has been a hit on D dock since its installation. Please see the
4 pics included.
5 - We continue to receive larger boats. This season has seen the arrival of 6 boats in the 70-
6 80-foot range, two boats in the 90-to-100-foot range, and 1 boat at 110 feet.
7 - The marina season will soon be winding down. As soon as the marina fest is over, we
8 change hours at the office. We have several dock hands that will be returning to school
9 after August 15 and all dock hands will be back at school by September 2. Of note, we
10 hired a J-1 student from Jamaica for the first time. She has worked out very well and we
11 will continue to look at J-1's next year.
12 - The marina might hire additional dock hands for the after Labor day time period if
13 necessary.
14

15 **Agenda Item No. 6. Matters to be placed on a future agenda or referred to a committee,**
16 **official, or employee**
17

18 *The next meeting of the Marina Committee is scheduled for September 11th, 2024 at 4:00 P.M. at the*
19 *Sister Bay Fire Station.*
20

21 **Adjournment:** *A motion was made by Howson, seconded by Champeau to adjourn the August 7, 2024*
22 *meeting of the Marina Committee at 5: P.M. Motion carried – all ayes.*
23

24 Respectfully submitted,

25 

26 Samuel Jordan

27 Assistant Marina Manager

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE
PARKS, PROPERTY & STREETS COMMITTEE
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
& VIA “ZOOM” VIDEO CONFERENCING SOFTWARE
MONDAY, JULY 8, 2024
(APPROVAL PENDING)**

Agenda Item No. 1. Call Meeting to Order:

The July 8, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 3:30 P.M.

Agenda Item No. 2. Roll Call:

Committee Members Present: Committee Chair Louise Howson and Committee members Denise Bhirdo and Jerry Ahrens. Committee member Lilly Orozco arrived at 3:37 P.M.

Staff Members Present: Village Administrator Julie Schmelzer, Parks/Maintenance Department Supervisor Erik Linczmaier, Finance Director Volodomyr Gannik, and Administrative Assistant Janal Suppanz.

Others Present: Drew Bickford, Ellie Soderberg-Guger and Erin Peddle of the SBAA, Kurt and Laurel Harff, Skyler Witalison of Stantec, and one unidentified individual.

Agenda Item No. 3. Approval of Agenda:

Motion by Bhirdo, second by Ahrens that the Agenda for the July 8, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes:

As to the Minutes for the June 3, 2024 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Ahrens, second by Bhirdo that the minutes for the June 3, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence and concerns from the public:

Howson asked if any correspondence had been received that would require the attention of the Committee, and Suppanz responded that an e-mail that had been received from Steve and Kathy Strucely of 10711 Woodcrest Road was included in the digital meeting packets. In their e-mail Mr. and Mrs. Strucely indicate that they believe it would be very helpful if pedestrian signage were to be installed in the crosswalks at the intersections of S. Bay Shore Drive with Scandia Road and Sunset Drive, so that motorists are reminded that state law dictates that they must stop for pedestrians. (Mr. and Mrs. Strucely believe this action is necessary because they have seen a number of “close calls” occur when pedestrians were attempting to cross the street in the previously mentioned locations; especially “during the season”.)

Bhirdo pointed out that she observed multiple parking violations occur over the course of the past weekend, and asked when Schmelzer anticipates that an Enforcement Officer will actually be hired. Schmelzer responded that no one has been hired to serve as the Village’s Enforcement Officer yet, and, therefore, it was the consensus that discussion shall take place regarding parking regulation enforcement at the next regular monthly meeting of the Committee.

Howson then introduced Vlad Gannik, the Village's new Finance Director. The Committee members welcomed him and indicated that they look forward to working with him.

Agenda Item No. 6. Discussion/Action Items:

a. Draft 2024 SBAA Operating Agreement:

A draft of the proposed operating agreement between the Village of Sister Bay and the Sister Bay Advancement Association that had been provided to Schmelzer by Ellie Soderberg-Guger, the Coordinator for the SBAA, was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process Schmelzer noted that the SBAA is requesting a direct annual contribution of 12% of the Village's 2024 room tax proceeds. Drew Bickford, the SBAA President, also noted that Marina Fest had inadvertently been omitted from the festival and events listing in the draft agreement, and it was the consensus that the Operating Agreement should be amended accordingly.

Motion by Bhirido, second by Ahrens that the Parks, Property & Streets Committee recommends that the Village Board approve the Operating Agreement between the Village of Sister Bay and the Sister Bay Advancement Association that was reviewed at this meeting as amended. Motion carried – All ayes.

b. "Expression Swing" Discussion:

As requested Linczmaier solicited bids for the cost of replacing the existing handicap accessible swing that is hanging in Waterfront Park with an "Expression Swing". After receiving several bids he has recommended that rather than replacing the existing handicap accessible swing's support system with one that will be capable of handling an "Expression Swing", the "Expression Swing" be erected at the Sports Complex, since there already is a support system for such a swing on the playground equipment that has been installed at that facility. (The cost of replacing the existing three bay swing stall with one that has a 3.5" top rail is estimated to be \$12,089.00, while the cost of installing a stand-alone swing stall with a 3.5" top rail is \$6,614.00.)

Bhirido noted that the Village's CIP includes a plan to make the Waterfront Park Playground "inclusive", and in light of that fact believes it would make the most sense to hold off on installing the Expression Swing until the "inclusive" playground actually comes to fruition. She did, however, caution that that may not be occurring until as late as 2026.

Discussion took place regarding this issue, and it was eventually the consensus that an ADA compliant playground is something that is definitely desired in the Village, and, therefore, no action should be taken on making accommodations for an "Expression Swing" now, either at the Sports Complex or in Waterfront Park, but the existing handicap accessible swing should remain in Waterfront Park.

c. Waterfront Park Beach Sand Discussion:

A copy of the text that was contained in an e-mail that Lauren Aurelius had sent to Chairperson Howson was included in the digital meeting packets, and in her e-mail Ms. Aurelius indicates that she was "appalled by the sand on the Village's beach". She also states that she believes "actual sand" should be added to the beach, as it's more uncomfortable to walk barefoot on the Village's beach than at Pebble Beach, which is very "troubling" to her.

Schmelzer reminded the Committee members that this issue had been mentioned by Ahrens at an earlier meeting. A subsequent review of Village records revealed that a report does exist which states that the Engineer who worked on the Beach Expansion Project had recommended that the type of sand that Ms.

Aurelius had referred to be utilized on the beach, since the small stones would prevent erosion and/or blowing or washing away of any sand that was present. She also noted that the report was available for review if any of the Committee members wished to see it, and pointed out that the Village expended a lot of time and money to have the previously mentioned study conducted, and, to be perfectly honest, she doesn't believe a new study is warranted.

Discussion took place regarding this issue, and it was the consensus that this agenda item shall be postponed indefinitely and will only be addressed by the Committee in the future unless and until additional related information is presented or becomes available.

d. Proposed Lateral/Lift Station Needs at Sports Complex and Draft Designs:

The Committee members had requested that staff members see that a large photo or diagram of the Sports Complex, as well as cut-outs that are "drawn to scale" which represent the amenities that are or will be available at that facility be presented at a future meeting, and Schmelzer and Howson saw that those documents were available for this meeting. The Committee members jointly reviewed the previously mentioned materials, and it was eventually the consensus that the ice rink, the soccer fields and the ball fields and batting cage should remain where they are. It was also the consensus that the Community Gardens should remain where they are for now, but if there is demand for more gardens in the future, additional gardens should be created on "the Logerquist Property". The Committee members agreed that separate tennis and pickleball courts should be created in the area where the existing tennis courts are currently located, and they also agreed that since there are already two volleyball courts in Waterfront Park, there is not a need for a volleyball court at the Sports Complex. Discussion took place regarding the preferred location for the Dog Park, and Bhirdo recommended that as a temporary measure the Dog Park remain where it is, but a portion of "the Logerquist Property" be considered for that type of use at some point in the future. The other Committee members concurred, and also agreed that the potential for that type of use shall be taken into consideration whenever trees are planted on "the Logerquist Property".

Linczmaier indicated that the shelter in the existing Dog Park is in need of maintenance and repair, and it was the consensus that since the Dog Park will remain where it is for a while staff members shall see that the required maintenance and repairs are made to the shelter in as timely a fashion as possible.

Schmelzer indicated that it is her understanding that the Marina Committee will be considering the possibility of not allowing trailers, campers, and other equipment in the Long-Term Parking Area in the near future, as individuals from all over Door County are storing things out there without obtaining permits, and it was the consensus that a new Long Term Boat Parking Area shall be created behind the existing Dog Park. Witalison was asked to see that the related civil site design work is completed in as timely a fashion as possible and provided to the Committee members for review at a future meeting.

Discussion took place regarding the preferred location for the new Community Center, and it was the consensus that that building shall be constructed near the area where the current warming house is located but shifted slightly so that it is angled on the first base line of the softball field.

Bhirdo then presented a diagram that she had prepared that also depicts proposed locations for all of the previously mentioned amenities, and the Committee members jointly reviewed that document and recommended a few revisions. It was eventually the consensus that the diagram that was presented by Bhirdo and amended at this meeting is preferred and shall be utilized whenever planning is done for future renovations at the Sports Complex. For clarification purposes a photo of that diagram is attached and

1 incorporated by reference.

2
3 Discussion took place regarding the preferred location for the new lateral that will be required for the
4 Sports Complex, and Skyler Witalison of Stantec was eventually asked to propose site plans that depict
5 three different options for the location of that lateral to the Utilities Committee – via Autumn Court;
6 running through the Sports Complex in such fashion that the lines go between the ball field and the ice
7 rink and over to Autumn Court and then terminates at the failing lift station; or running through the Sports
8 Complex via the same route, but terminating just south of the entry gate to the Wastewater Treatment
9 Plant.

10
11 The Committee members also requested that Witalison see that a plan that depicts the elevations and
12 contours of the Logerquist Property is prepared and provided to Schmelzer in as timely a fashion as
13 possible. That plan shall likewise be included in the digital packets for a future meeting of the Committee.
14

15 **e. Budget and CIP Discussion :**

16 The current budget summary and year-to-date financials for the Public Works Department, the Culture,
17 Recreation & Education account, the Conservation & Development account, and the Other Financing
18 Options account were all included in the digital meeting packets. The Committee members jointly
19 reviewed that documentation, and Schmelzer and Suppanz took note of any and all suggested revisions.
20

21 Bhirdo stated that she believes budget projections and supporting documentation for all of those
22 projections should be provided to the Committee members soon, and the other Committee members
23 concurred. Bhirdo also stated that she believes the Village's policy regarding selling or disposal of excess
24 property should be reviewed and possibly amended, and suggested that the Committee consider the
25 possibility of recommending that Freedom Fest be eliminated. Ahrens, Orozco and Howson were all
26 opposed to the latter suggestion, and it was the consensus that the Village's current policy regarding
27 selling of excess property should be included in the digital packets for the next regular monthly meeting
28 of the Committee.
29

30 Linczmaier noted that he has actually observed some people fall at Bay's Home Games when they were
31 "heading up the hill" to the restrooms in the TKH Building, and suggested that the Committee consider
32 installing a new sidewalk that leads from the baseball field to the TKH Building. Lengthy discussion took
33 place regarding this issue, and it was eventually the consensus that as an alternate measure a "port-a-
34 potty rental" line item in the amount of \$1,500.00 shall be added to the 2025 Parks Budget.
35

36 Discussion then took place regarding the CIP, and Bhirdo suggested that the Post Office and the Mill Road
37 Parking Project be postponed until 2026. Bhirdo also stated that she does not believe there is a need to
38 set aside \$25,000.00 for land acquisition in 2025, and stated that she believes the funds that were
39 designated for demolition of the Parks/Maintenance Building should be retained until they are actually
40 needed, and the other Committee members concurred.
41

42 Schmelzer pointed out that creation of the Ava Hope Path/Neighborhood Park was added to the CIP last
43 year. She recently obtained a bid for creation of the path itself, and actually discovered that that project
44 alone will cost approximately \$30,000.00. Discussion took place regarding this issue, and it was eventually
45 the consensus that before any formal decisions are made regarding creation of the Ava Hope Path or
46 creation of the neighborhood park, the members of the Committee should go to the area of the Village
47 where the path and the park will be located and take a walking tour of that area. That walking tour will
48 take place at the conclusion of the next meeting of the Committee.

1 Originally \$400,000.00 was added to the CIP for the Woodland Trail. However, before construction is even
2 pursued funding is needed for a wetland delineation and the required engineering. It was eventually the
3 consensus that the CIP shall be revised in such fashion that it states that in 2025, \$55,000.00 will be
4 allocated for the wetland delineation and engineering required for the Woodland Trail.

5
6 Schmelzer stated that she is happy to inform the Committee members that since a grant was received for
7 the Highway 57 trail there will be no need to levy any additional funds for that project.

8
9 Discussion then took place regarding the previously mentioned ADA-compliant playground project, and
10 Bhirdo indicated that she would not be opposed to including \$100,000.00 in the 2025 CIP for that project.
11 The other Committee members concurred.

12
13 Bhirdo indicated that the Village's current dump truck, which is 25 years old, as well as the Village's 2005
14 Chevrolet truck and a zero-turn lawnmower are all slated for replacement in 2025, but suggested that
15 some of the replacements be pushed off for a year or two. Discussion took place regarding this issue, and
16 it was eventually the consensus that the \$65,000.00 that was slated for replacement of the 2005 Chevrolet
17 as well as the \$17,500.00 that was slated for replacement of the zero turn lawnmower shall be put off
18 until 2026.

19
20 A potential road repair list was included in the digital meeting packets, and the Committee members
21 jointly reviewed that document. During the review process Schmelzer pointed out that the "Mill Road
22 Triangle" is slated for repairs in the near future. The anticipated CIP allocations for that project are \$1m
23 in 2025 and \$1m in 2026. It was the consensus that since the "Mill Road Triangle" is a grant eligible project
24 the CIP should not be changed, but the Committee members also agreed that once the determination has
25 been made as to how much funding will actually be available for other road repairs further discussion
26 shall take place regarding that issue.

27
28 Schmelzer noted that representatives of the Stony Ridge Owner's Association have asked if the Village
29 would be willing to reconsider its decision to not sealcoat a portion of Cherrywood Lane as a revised bid
30 has been received for the required work. Discussion did take place regarding the Owner's Association's
31 request, but it was the consensus that the Committee's decision shall stand. Representatives of Serenity
32 Spring Senior Living at Scandia Village have also asked if Village officials would be willing to work with
33 them on seeing that a sidewalk is created that leads directly from that facility to the Door County Medical
34 Center. Discussion took place regarding the sidewalk request, and it was the consensus that the affected
35 area of the Village shall likewise be toured at the next meeting of the Committee.

36
37 Bhirdo stated that in accord with the commitment that the Committee members made to "The Friends of
38 the Ice Rink", she firmly believes the CIP must be revised in such fashion that it reflects that \$500,000.00
39 has actually been allocated for a new Ice Rink in 2025, and the other Committee members concurred.

40
41 Schmelzer and Gannik were asked to see that the CIP as well as all the previously mentioned portions of
42 the 2024 Budget are revised in accord with the decisions that were made at this meeting, and Schmelzer
43 indicated that she will see that the revised documents are included in the digital packets for the next
44 meeting of the Committee.

45 **Agenda Item No. 7. Staff Reports**

46 Staff Reports that were prepared by Linczmaier and Schmelzer were included in the digital meeting
47 packets, and the Committee members jointly reviewed all of that documentation. During the review
48

process discussion took place regarding the current condition of the Village's Swim Dock, and Schmelzer noted that Linczmaier is waiting for an estimate for the cost of the required repairs, but is already checking into the funding that may be available for such a project. An update will be provided on this issue at the next regular monthly meeting of the Committee.

Agenda Item Nos. 8 , 9 and 10.

Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Next Meeting:

In accord with the Committee's directives the following issues will be addressed at the next regular monthly meeting of the Committee. That meeting will be called to order at 2:30 P.M. on Monday, August 5, 2024:

Discussion/Action Items:

- **Parking Regulation Enforcement**
- **Review of the Village's Policy Regarding Selling or Disposal of Excess Property**
- **2025 Budget and CIP Discussion**
- **Update on the status of Repairs to the Village's Swim Dock**
- **Walking Tour of the areas in the Village where the Ava Hope Trail will be created and an access point will possibly be created that leads from Serenity Spring Senior Living at Scandia Village to the Door County Medical Center.**

Adjournment

At 8:01 P.M. a motion was made by Orozco, seconded by Ahrens that the July 8, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE
PARKS, PROPERTY & STREETS COMMITTEE
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
& VIA “ZOOM” VIDEO CONFERENCING SOFTWARE
MONDAY, AUGUST 5, 2024
(APPROVAL PENDING)**

Agenda Item No. 1. Call Meeting to Order:

The August 5, 2024 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:31 P.M.

Agenda Item No. 2. Roll Call:

Committee Members Present: Committee Chair Louise Howson and Committee members Denise Bhirdo, Lilly Orozco, and Jerry Ahrens.

Howson introduced Mike Laszkiewicz, who was recently appointed to the Committee, and all of the previously mentioned individuals welcomed him and indicated that they look forward to working with him.

Staff Members Present: Village Administrator Julie Schmelzer, Parks/Maintenance Department Supervisor Erik Linczmaier and Administrative Assistant Janal Suppanz.

Others Present: Mark Rukamp of Alliance Construction & Design, Ryan LaPolla, Ty Johnson, Ben Fitzgerald, Thor Johnson, Mickie Mostardi, Ellie Soderberg-Guger of the SBAA, and Mike Martin of McMahon & Associates.

Agenda Item No. 3. Approval of Agenda:

Motion by Ahrens, second by Orozco that the Agenda for the August 5, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes:

As to the minutes for the July 8, 2024 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Orozco, second by Bhirdo that the minutes for the July 8, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence and concerns from the public:

Howson asked if any correspondence had been received that would require the attention of the Committee, and Suppanz responded that to her knowledge no such correspondence had been received.

Ryan LaPolla, a resident of Liberty Grove, indicated that he first moved to Northern Door when he was a teenager. Over the years he spent a lot of time at the Village’s ice rink and loved it, and eventually applied for a job as an Ice Rink Attendant and was hired to work there. He now is the father of two young children, and wants them and their friends to also be able to enjoy the experiences he did at the ice rink. In conclusion Mr. LaPolla thanked the Committee members for all their efforts, and stated that he firmly believes it’s vital for the members of the community to work together to see that a new and improved ice rink is created in as timely a fashion as possible. He’s more than willing to help with a related fund-raising campaign, and it’s his understanding that there are a lot of other members of the community who are also

1 willing to do that.

2
3 Ty Johnson indicated that he was born and raised in Northern Door County. He started going to the ice rink
4 at approximately age 7, and believes it's important for local kids to enjoy the same experiences that he did
5 at the ice rink. Unfortunately for the past few years "Mother Nature" has not cooperated, and the weather
6 was not conducive to maintaining ice at all, so a state-of-the art "chilling system" would be greatly
7 appreciated.

8
9 Ben Fitzgerald indicated that he grew up in Sister Bay and also spent a lot of time at the Village's ice rink.
10 He believes the ice rink is a great place for young and old to spend time during the winter months, and is
11 definitely looking forward to being able to utilize a "new and improved facility".

12
13 Bhirdo pointed out that all of the Parks, Property & Streets Committee members are fully committed to
14 seeing a new and improved ice rink come to fruition, and, therefore, at the last meeting of the Committee
15 a motion was made that \$500,000.00 be included in the Village's 2025 Capital Improvement Plan for the
16 ice rink project.

17
18 Orozco reiterated that the members of the Parks, Property & Streets Committee are fully committed to
19 seeing that a new ice rink comes to fruition, and also stated that she has heard that there are a number of
20 individuals who have expressed interest in helping with a related fund-raising campaign. She also stated
21 that she believes the ice rink project is something that will be of tremendous benefit to the "locals" as well
22 as visitors to the area.

23
24 **Agenda Item No. 6. Discussion/Action Items:**

25 **a. Century Bike Ride Request to Close a Portion of Mill Road:**

26 *Howson explained that the organizers of the Peninsula Century Fall Challenge Bike Ride would like*
27 *permission to close a portion of Mill Road for their next event, which will be conducted in the Village on*
28 *Saturday, September 14, 2024, and one of those individuals, Ben Fitzgerald, would be making a related*
29 *presentation. She then recused herself because of a potential conflict of interest and had a seat in the*
30 *audience.*

31
32 Mr. Fitzgerald presented a revised ride route and plan for this year's Peninsula Century Bike Ride, and
33 indicated that the road closure that is described in that plan has been established because improvements
34 were recently made to the western portion of Mill Road that could negatively impact the ride
35 participants. He and the other organizers of the ride have made arrangements to have volunteers on-site
36 to address any logistical issues that may arise if the proposed road closure is approved, and they also
37 have made arrangements for Reserve Officers from the Door County Sheriff's Department to be present
38 to help with traffic and crowd control. They fully intend to work with the owners of any Sister Bay
39 businesses that will be affected by the proposed road closure, and, in fact, have already met with
40 representatives of the Post Office and The Wild Tomato to discuss mutually agreeable solutions to the
41 issues that could arise for those businesses if Mill Road is closed.

42
43 *Orozco suggested that the previously mentioned plan be amended in such fashion that it states that Post*
44 *Office Lane will remain open throughout the day on September 14, 2024, but that from 6:30 A.M. to 3:00*
45 *P.M. on that date the west portion of Mill Road between the intersections with Bay Shore Drive and Maple*
46 *Drive will be closed, and it was the consensus that such an amendment will be acceptable.*

Schmelzer noted that if the previously amendments are eventually approved by the Committee, she believes the condition must be imposed that the organizers of the Peninsula Century Bike Ride will be required to provide advance notice of any anticipated road closures to any and all owners of property from Grasse's Grill to the intersection with Bluffside Lane, as it is quite likely that some accessibility issues will arise for those individuals and their customers, and the Committee members concurred.

Motion by Bhirdo, second by Lasczewicz that the Parks, Property & Streets Committee grants permission for the Waterfront Park parking area and the west portion of Mill Road between the intersections with Bay Shore Drive and Maple Drive to be closed for the Door County Century Bike Ride from 6:30 A.M. to 3:00 PM on Saturday, September 14, 2024, on the condition that the organizers of the bike ride will be responsible for making whatever arrangements are necessary for related traffic and crowd control, and must give all owners of property in the affected area of the Village at least one week's advance notice that the previously mentioned road closure will be in effect. Motion carried – All ayes.

b. Parks Maintenance Facility Bids:

A Bid Tabulation Sheet for the new Parks/Maintenance Facility, a Letter of Recommendation from Scott Manteuffel of McMahon & Associates, a draft of a Notice of Award Form, and a summary of suggestions and commentary that was received from Alliance Construction & Design, the low bidder, after a Post Bid Meeting was conducted on July 25, 2024, were included in the meeting packets, and the Committee members jointly reviewed all of that documentation. During the review process Mike Martin of McMahon & Associates noted that representatives of Alliance Construction & Design have requested that the Village carry an allowance of \$50,000.00 to address any winter construction conditions that might arise, such as the need for heated concrete, tenting and heating for masonry, temporary heating equipment and related fuel usage, and snow removal. Mark Rukamp of Alliance Construction & Design was present, and he stressed that the allowance will only be used if there is a need for winter accommodations to be made. Mr. Martin also noted that he and the other employees at McMahon & Associates are recommending that the Village plan to allow for a contingency of 10% of the construction costs for the new Parks Maintenance Facility.

Laszkiewicz stated that he realizes the decision has already been made that a new Parks/ Maintenance Building should be constructed, but stressed that he wanted to make it perfectly clear that a lot of the property owners in the Village are not happy that their taxes have increased significantly, and asked what the justification actually is for construction of a such a facility. Schmelzer responded that there will be a number of benefits realized as the result of the construction of the new facility, but most importantly efficiency will be greatly improved and energy costs will be reduced. She also stated that she would be happy to see that a Press Release that contains factual information about the construction of the new facility is prepared and distributed, and it was the consensus that this would be a good idea.

Motion by Bhirdo, second by Ahrens that the Parks, Property & Streets Committee recommends that the Village Board accept the bid that was received from Alliance Construction and Design for the new Parks/Maintenance Building that was reviewed at this meeting, and authorize the Village President and/or Village Clerk to execute a related contract. Motion carried – All ayes.

Mr. Rukamp suggested that Village officials consider conducting a ground breaking ceremony for the new Parks/Maintenance Building, and it was the consensus that a decision shall be made regarding such a plan of action after the Village Board has actually addressed the Committee's recommendation.

c. Administration Building Design:

Schmelzer requested that Mike Martin of McMahon & Associates meet with the Committee members to begin designing the Village's new Administration Building, and he complied with that request. Discussion took place regarding this issue, and during that time Mr. Martin presented a rough draft of a floor plan for the new building. In accord with the Committee's earlier directives the building itself will resemble an old two-story farmhouse from the outside but in reality will only be one and a half stories high. The proposed meeting room, that will be adjacent to the Administration Offices, will seat 180 people, and the board/committee seating area will be permanently affixed. The Committee members jointly reviewed the previously mentioned plan, and a great deal of discussion took place regarding how much seating should actually be available in the meeting room. It was eventually the consensus that the available audience seating in that room, that will be 45' X 45' in size, shall be reduced in such fashion that seating is available for 75 individuals in the room itself with space for 25 additional seats in the atrium area for overflow. It was also the consensus that the atrium shall contain a folding wall. Bhirdo indicated that she believes there should be one additional office created in the Administration area of the building so that there is room if an additional staff member is hired at some point in the future, and the other Committee members agreed. It was also the consensus that the atrium in the new building shall be 20' wide. Mr. Martin indicated that he will work on making the stated revisions to the previously mentioned floor plan and see that revised renderings are forwarded to Schmelzer in time for her to include them in the digital packets for the next meeting of the Committee.

d. Mill Road East Parking:

At previous meetings quite a bit of discussion took place regarding several of the safety and accessibility issues that have arisen for the operators of Fire Department and Door County Emergency Services vehicles in the area where the east portion of Mill Road intersects with N. Bay Shore Drive, and discussion also took place regarding alternative actions that could be taken to prevent illegal parking and congestion in that area of the Village. The suggestion was made that more yellow striping be added to some portions of the street and additional "No Parking" signage erected, but Schmelzer, Nate Bell, the Village President, and Skyler Witalison, an Engineer who is employed by Stantec are recommending a few other alternatives, and a document that describes those alternatives in detail was included in the digital meeting packets. The Committee members jointly reviewed the previously mentioned document, and during that time Schmelzer noted that Mr. Witalison has informed her that the "bump out" option that is depicted in the previously mentioned document could cost approximately \$100,000.00.

Discussion took place regarding this issue, and it was the eventually consensus that when time allows the Parks/Maintenance Department employees shall see that more yellow striping is added to the east portion of Mill Road. It was also the consensus that three "No Parking" signs that are mounted in concrete bases shall be placed directly in the portion of the street where parking will be prohibited. (The hope is that if the striping and such signage is utilized vehicles will not be able to access the areas where parking is prohibited, but there will still be room for vehicles traveling down the street to pull over slightly so that emergency vehicles can safely travel down Mill Road.) Linczmaier will provide an update on the status of this issue at the next meeting of the Committee.

e. Mill Road West Tree Planting:

Howson stated that she would like to see a couple of shade trees planted in the area where some large stones and curb and gutter are located on the west portion of Mill Road, and also would like to see a tree planted in the grassy area by Harbor Wear. Schmelzer indicated that she will contact the Village's Engineer to see if there are any underground utilities in those areas of the Village and report her findings at the next meeting of the Committee.

f. Marina Parking and Possible Related Code Amendments:

At the last meeting of the Committee the decision was made that the Marina's designated long-term parking area should be relocated from the Sports Complex to the area that is behind or north of the existing Dog Park. The Marina Manager has agreed that the current long-term parking area should be terminated, and he also agrees with the Committee's recommendation regarding relocation of the designated long-term parking area. (As justification for this decision he stated that the existing long-term Marina parking area can accommodate 40 trailer spots, but over 50% of the trailers and vehicles that are parked there are actually owned by persons who reside in other municipalities or are staying at local hotels and motels. The remaining spots were utilized by Sister Bay residents, but not necessarily marina customers; and over the past two years, on average, only twelve spots were actually utilized by Marina customers. There also have been instances where campers and snowmobile trailers were stored in the long-term parking area without permission. There are other facilities in Northern Door County that offer long-term parking, but the Marina Manager believes that people utilize the Village's current long-term parking area because no fees are charged.

Schmelzer noted that the Marina Committee has decided that the Marina parking lot between Sunset Drive and Scandia Road should mainly be designated for long-term boat trailer and Marina vendor parking, with minimal public parking allowed, and asked what the Parks, Property & Streets Committee members think about that decision. Discussion took place regarding this issue, and during that time Schmelzer noted that in order to effectuate the changes that have been recommended by the Marina Committee some Municipal Code amendments will be required. To that end a draft of a document that contains the revisions she is recommending was included in the digital meeting packets.

Motion by Bhirdo, second by Ahrens that the Parks, Property & Streets Committee recommends that the Village Board approve the revisions to Section 58.0601 and Section 58.0603 of the Municipal Code that were reviewed at this meeting as presented. Motion carried – All ayes.

g. Parking Violation Fees:

At the present time the parking tickets that are being utilized in the Village state that the penalty for parking violations is \$25.00, but there are very few of those tickets remaining and new parking tickets will have to be ordered as the Village's Fee Schedule was recently amended in such fashion that the penalty for parking violations is \$55.00 for the first offense plus Court Costs if a Court referral is necessary, for a total of \$206.80, and \$75.00 plus Court Costs for the second offense plus Court Costs if a Court referral is necessary, for a total of \$232.00. The Personnel Committee has requested that the Parks, Property & Streets Committee provide some input on this issue.

Motion by Bhirdo, second by Orozco that the Parks, Property & Streets Committee recommends that in accord with the amended fee schedule for the Village of Sister Bay the penalty for parking violations in the Village shall be \$55.00 for the first offense and \$75.00 for the second offense, and, if a referral to Door County Circuit Court becomes necessary, the related Court Costs shall also be imposed. Motion carried – All ayes.

h. Shuttle Bus Auction & Related Policy:

The Village's old shuttle bus is no longer being utilized, and, therefore, Schmelzer and Linczmaier are recommending that the bus be disposed of in accord with the Village's Disposition or Sale of Surplus Personal Property or Equipment Policy. That policy currently dictates that the Village Board must first declare the bus to actually be "surplus large Village personal property and/or equipment", and then make a related referral to the Parks, Property & Streets Committee. Schmelzer believes such a procedure

1 actually delays efficiency and is quite cumbersome, and, therefore, is recommending that the
 2 requirement to refer such matters to the Village Board and the affected Oversight Committee be
 3 eliminated from the policy in its entirety. Another option might be for the policy to be amended in such
 4 fashion that it states that before any Village owned property is actually auctioned off, it should be offered
 5 to a local non-profit organization that serves Sister Bay.

6
 7 *Motion by Howson, second by Bhirdo that the Parks, Property & Streets Committee makes the*
 8 *recommendation to the Village Board that the Village of Sister Bay's Disposition or Sale of Surplus*
 9 *Personal Property or Equipment Policy shall be revised in such fashion that it no longer states that the*
 10 *Village Board must first declare an item to be "surplus Village personal property and/or equipment", and*
 11 *no longer states that it is necessary for a related referral to be made to the affected Oversight Committee.*
 12 *Instead, the policy shall merely state that the fashion in which any "surplus Village owned personal*
 13 *property and/or equipment" shall be disposed of will be left up to the discretion of the affected*
 14 *Department Head(s) and the Village Administrator. Motion carried – All ayes.*

15 16 **i. Waterfront Park Solar Lights:**

17 At the July Village Board Meeting one of the Trustees stated that he believed the new solar lights at
 18 Waterfront Park were too bright. That very same evening Linczmaier went to the park and dimmed the
 19 lights, so that issue has already been addressed. There were two reports that the housing on one of the
 20 solar lights had condensation in it, and staff members are investigating the different options for rectifying
 21 that situation. Linczmaier will keep the Committee members advised of the status of this issue.

22 23 **Agenda Item No. 7. Staff Reports**

24 *Staff Reports that were prepared by Linczmaier and Schmelzer were included in the digital meeting*
 25 *packets, and the Committee members jointly reviewed all of that documentation. During the review*
 26 *process Bhirdo requested that discussion take place regarding the preferred location of the new blower*
 27 *building at the next meeting of the Utilities Committee. Howson noted that the beach sand that is*
 28 *mentioned in Linczmaier's report is actually owned by a private individual; not the Town of Baileys Harbor.*

29 30 **Agenda Item Nos. 8 , 9 and 10.**

31 **Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:**

32 **Next Meeting:**

33 *In accord with the Committee's directives the following issues will be addressed at the next regular*
 34 *monthly meeting of the Committee. That meeting will be called to order at 2:30 P.M. on Monday,*
 35 *September 9, 2024:*

36 **Discussion/Action Items:**

- 37 **a. Administration Building Design**
- 38 **b. Mill Road East Parking**
- 39 **c. Mill Road West Tree Planting**
- 40 **d. Review of Schmelzer's Report Regarding The Walking Tours That Were Taken By The Committee**
 41 **on August 5, 2024.**

42
 43 *The following issues will also be referred to the Village Board, the Utilities Committee and the Personnel*
 44 *Committee:*

45 **Village Board Discussion/Action Items:**

- 46 **a. Marina Parking and Possible Related Code Amendments That Were Recommended By The Parks,**
 47 **Property & Streets Committee.**

b. Shuttle Bus Auction & Related Policy Amendments That Were Recommended By The Parks, Property & Streets Committee.

Utilities Committee Discussion/Action Items:

a. The Preferred Location For The New Blower Building

Personnel Committee Discussion/Action Items:

a. Recommendation from the Parks, Property & Streets Committee Regarding Parking Violation Fees

At 5:58 P.M. Orozco indicated that she had to leave the meeting as she had another obligation.

j. Walking Tours: Proposed Community Park on Ava Hope Court; potential crossing on Applewood Road; and Dangerous Intersections:

At 6:02 P.M. Howson, Bhirdo, Laszkiewicz, Ahrens and Schmelzer left the Fire Station as a group and visited the proposed community park site and the area where a walking path area will be created off of Ava Hope Court. They then went to view the proposed location for the crosswalk on Applewood Road that was proposed by representatives of Serenity Spring Senior Living at Scandia Village as well as the intersections that had been identified as areas of concern at their last meeting, and Schmelzer took note of all the decisions that were made. She will see that a related report is included in the digital packets for the next meeting of the Committee.

Adjournment

At 7:21 P.M. a motion was made by Bhirdo, seconded by Ahrens that the August 5, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, July 31, 2024

(Approval Pending)

Agenda Item No. 1. Call to Order

The July 31, 2024 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:07 P.M.

Agenda Item No. 2. Roll Call

In attendance were Chair Howson and members Nate Bell and Lilly Orozco. Staff present included Village Clerk Heidi Teich.

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Orozco that the Agenda for the July 31, 2024 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bell, seconded by Orozco to approve the minutes of the July 10, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting and no additional comments were shared.

Agenda Item No. 6. Executive Session

a) Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to hold discussion regarding the performance evaluation of the Village Administrator.

At 2:09 PM a motion was made by Howson, seconded by Orozco that the Personnel Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment promotions, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more particularly discussion on the Village Administrator Review.

A roll call vote was taken on the motion, and the committee members voted in the following fashion:

Bell – Aye, Howson – Aye, Orozco – Aye

Motion carried.

b) Consider a motion to reconvene into open session

At 3:05 PM a motion was made by Orozco and seconded by Bell to reconvene into open session. A roll call vote was taken, and the members again voted in the following manner:

Bell – Aye, Howson – Aye, Orozco – Aye

Motion carried.

1
2 **c) Motion for action as appropriate**

3 *No action was taken.*
4

5 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official**
6 **or employee.**
7

8 It was the consensus of the committee that the following items be addressed at a future meeting:

- 9 • Final review of the Code Compliance Officer Job Description
10 • Final review of the clean version of the Wage Compensation Tables
11 • Discussion on the implications of wage adjustment information (COLA)
12 • Discussion on revising the Administration Evaluation Form Template
13

14 **Agenda Item No. 8. Adjourn**

15 *A motion was made by Orozco, seconded by Bell to adjourn the July 31, 2024 meeting of the Personnel*
16 *Committee at 3:06 P.M. Motion carried – all ayes.*
17

18
19 Respectfully submitted,

20 

21 Heidi Teich
22 Village Clerk
23

PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, August 14, 2024

(Approval Pending)

Agenda Item No. 1. Call to Order

The August 14, 2024 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:09 P.M.

Agenda Item No. 2. Roll Call

In attendance were Chair Howson and members Nate Bell and Lilly Orozco. Staff present included Village Administrator Julie Schmelzer and Clerk Heidi Teich.

Agenda Item No. 3. Approval of the Agenda

A motion was made by Orozco, seconded by Bell that the Agenda for the August 14, 2024 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bell, seconded by Orozco to approve the minutes of the July 31, 2024 meeting of the Personnel Committee as presented. Motion carried – all ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting and no additional comments were shared.

Agenda Item No. 6. Discussion/Action Items

a) Final Review; Code Compliance Officer Job Description

Based on the discussion of the previous meeting, final revisions were made to the job description for a Code Compliance Officer which was included in the packets for this meeting. Schmelzer shared that the position has been posted and will run through September 1, 2024. One application has already been received from an individual looking for summer employment. When the position was originally posted as full-time during the winter, staff received one application and interviewed the candidate. Staff felt that the candidate would be a good fit for the position, but they would be unable to begin until the fall. Schmelzer has reached out to that prior applicant, who did express continued interest in the position even on a part-time basis. The committee members asked for a copy of the applicant's resume and Schmelzer will see that it is sent.

One typographical error was noted in the first paragraph of the job description, which will be corrected before publication.

b) Final Review; Wage Compensation Tables

c) Discuss Bus Driver Wage

The revised wage compensation tables, including wages for a Village Bus Driver to be discussed later in this meeting, were included in the meeting packet. During discussion on this item, Howson inquired about the step-adjustment calculation for those employees who were not paid on an hourly basis. Schmelzer noted that the wage tables were created based on a 40-hour work week for salaried individuals in order to make them comparable to those paid on an hourly basis.

1
2 Bell added that the committee who originally approved the wage tables did not distinguish
3 between hourly and salaried employees when deciding on a step increase across the board. He
4 added that, while he is still somewhat uncomfortable with the wage tables, he has found that
5 this is the route taken by many in the public sector.

6
7 No additional comments were made on the wage tables and the members proceeded to address
8 the wages for village bus driver.

9
10 Orozco inquired if the SBAA pays a portion of the wage for bus drivers. Schmelzer responded
11 that the current budget for a village bus driver is \$22/hr. The village did hire a driver at that
12 rate, however, when that driver did not work out it was discovered that no one else was willing
13 to apply for the position at that rate. In order to get a wider pool of qualified candidates, the
14 SBAA offered to pay an additional \$3/hr. towards the hourly rate, bringing the total for 2024 to
15 \$25/hr.

16
17 The budget submitted to the village by the SBAA for 2025 proposed a rate of \$27/hr. for the
18 position, all to be paid by the village. Schmelzer updated the wage table to reflect two rates for
19 the bus driver position - \$25/hr. for those without CDL certification and \$27/hr. for those with
20 CDL certification and prior experience. The committee was asked for their input on how to set
21 the wage for the coming year as the position is only part-time, seasonal, and performed in the
22 late evenings.

23
24 Howson expressed satisfaction with a \$25/hr. rate because a CDL is not required for driving the
25 bus. She did add that if a more qualified applicant (with a CDL) expresses interest in the
26 position and is hired, she would support a wage of \$27/hr.

27
28 Orozco was also in support of a higher wage for an experienced driver, as was Bell. Schmelzer
29 asked the committee to consider that there are current village staff who have been here longer
30 making less money than this position offers. However, the hours required by the bus driver
31 position, which are not desirable, warrant a higher rate.

32
33 *A motion was made by Bell, seconded by Orozco to approve the wage compensation tables as presented,*
34 *which includes wages for Village Bus Driver at \$25/hr. to \$27/hr. based on experience and certifications,*
35 *effective January 2025. Motion carried – all ayes.*

36 37 **d) Discussion on Cost-of-Living Adjustment (COLA)**

38 Schmelzer provided a report on cost-of-living adjustments (COLA) and included a table
39 applying various percentages of COLA to staff wages in the meeting packet. She explained the
40 data table presented includes wages for full-time and year-round part-time staff only and is
41 based on the highest wage those staff would receive in the year. Schmelzer provided further
42 explanation that the projected total staff wages for 2025, including a 4% COLA increase, are still
43 less than what was budgeted for 2024 due to the departure of several higher wage earners
44 (Klansky, Rass, Lang).

45
46 Bell did a calculation to determine that each percentage increase in COLA, applied to all staff,
47 equates to an approximately \$11,076 impact on the budget. Howson added that she has been

1 watching the Consumer Price Index (CPI) projections for 2025, which is currently anticipated at
2 2%. CPI was 3.2% in 2024 and staff was given a 2.75% increase for the current year.

3
4 The committee discussed the use of the wage compensation tables to remedy past practices in
5 which there was no standard for staff wage increases. Employees were subjectively given
6 increases based on supervisor preference, which was unfair. The compensation tables provide
7 equity for all staff and the annual step increase, applied when the employee receives a satisfactory
8 evaluation, aids in keeping wages competitive or comparable to market rates.

9
10 Howson noted that in tracking the salary projections for the remainder of 2024, and to keep
11 expenses in line, she is inclined to keep the COLA at 2.75% for the coming year. Howson did
12 clarify that wages should be viewed not as an *expense*, but an *investment* in people. Bell agreed
13 with a 2.75% COLA adjustment and all members spoke against any increase less than the current
14 amount. Orozco added that with this being an election year, in which people's spending habits
15 can change drastically, it is unknown how the second half of 2024 will play out.

16
17 *A motion was made by Howson seconded by Orozco, to recommend to the Finance Committee a cost-of-*
18 *living adjustment of 2.75% for 2025. Motion carried – all ayes.*

19 **e) Marina Assistant Manager Job Description**

20 Schmelzer summarized the discrepancies in how the position of assistant manager at the marina
21 is being addressed. Currently, the position is being paid at an hourly rate and the job description
22 notes the position as non-exempt. The assistant manager is tasked with oversight of all marina
23 operations when the manager is not present, yet the job description lacks any mention of
24 supervisory responsibilities, which is characteristic of any exempt employee. Schmelzer reported
25 that she has discussed this with the Marina Manager, who agrees that the position should be paid
26 at a salary rate and brought in line with the standards of an exempt employee. Marina Manager
27 Lienau indicated that he has spoken with the assistant manager regarding this situation, and he
28 agrees to the change in compensation to be paid as an exempt employee with a salaried wage.

29
30
31 Howson opined that since the Marina Manager is in favor of the change, has discussed it with the
32 employee and believes that the change is warranted, the job description should be modified to
33 indicate the position is exempt and include supervisory duties. Schmelzer will update the
34 document accordingly and bring it back to the committee for a formal motion for approval at the
35 next meeting. She will also follow up with Lienau to implement the change in compensation from
36 hourly to salary in the current year.

37 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official** 38 **or employee.**

39 It was the consensus of the committee that the following items be addressed at a future meeting:

- 40 • Review of the Assistant Marina Manager job description
- 41 • Discussion on revision of the personnel handbook
- 42 • Review and revisions of all staff job descriptions
- 43 • Discussion on the search for alternate benefit rates for 2026
- 44 • Discussion on the development of by-laws specific to the Personnel Committee

1 **Agenda Item No. 8. Next Meeting Date**

2 The next regular meeting of the Personnel Committee will take place on Wednesday, September
3 11, 2024 at 2:00 P.M. via ZOOM.

4
5 **Agenda Item No. 9. Adjourn**

6 *A motion was made by Bell, seconded by Orozco to adjourn the August 14, 2024 meeting of the Personnel*
7 *Committee at 3:00 P.M. Motion carried – all ayes.*

8
9
10 Respectfully submitted,

11 

12 Heidi Teich
13 Village Clerk
14
15
16

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, JULY 23, 2024
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVAL PENDING

At 5:30 P.M. on Tuesday, July 23, 2024 Nate Bell explained that Denise Bhirdo, the Chair of the Plan Commission, had requested that he act as the Temporary Chair of the Commission as she had another obligation and would not be able to attend this meeting. Bell then proceeded to call the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.

Present: Acting Plan Commission Chair Nate Bell, and Commission members Patrice Champeau, Ron Kane, Laurel Harff, and Mitch Ohnesorge.

Excused: Plan Commission Chair Denise Bhirdo and Plan Commission member Marge Grutzmacher

Staff Members: Village Administrator Julie Schmelzer and Administrative Assistant Janal Suppanz

Others: Kurt Harff, Karen Berndt and Steve Musinsky

Agenda Item No. 3: Approval of the Agenda:

Motion by Champeau, second by Harff that the Agenda for the July 23, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 4: Approval of minutes as published:

Motion by Champeau, second by Harff that the minutes for the July 23, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence and concerns from the public:

Bell asked if anyone would like to comment regarding a non-agenda item.

Steve Musinsky indicated that he is aware of instances where building height regulations “have gone wrong” and also has sat in on discussions concerning creation of historical districts, and if the Commission members would like, he would be happy to provide input on those issues when they are addressed during the course of this meeting. Mr. Musinsky also indicated that he would be happy to provide information on an alternate concept that may work well in the Village – Creation of a zoning district overlay in which very specific “architectural standards” must be complied with.

Agenda Item No. 6. Discussion/Action Items:

(a) Comprehensive Plan:

A document that contains a listing of the updated Comprehensive Plan goals and objectives as well as a Current Land Use Map was included in the digital meeting packets, and the Commission members jointly reviewed that documentation. During the review process Schmelzer requested that the Commission members suggest any revisions that they believe are warranted, and she and Suppanz took note of all the suggested revisions. She then indicated that she will ask the employees from Baylake Regional Planning to revise the map in accord with the Commission members’ directives, and see that the revised map is included in the digital packets for a future

meeting of the Commission.

Schmelzer then distributed a SWOT Analysis, (a document that identifies the Village's strengths, weaknesses, opportunities and threats that were identified in 2003 when work was being done on updates to the Village's Comprehensive Plan), and asked what the Commission members believe the status of those issues is today. She and Suppanz took note of all the responses that were provided, and Schmelzer indicated that she will see that an updated SWOT Analysis is included in the digital packets for the next meeting of the Commission.

(b) B-3 Overlay Discussion; Height Limitations:

Currently the maximum height of buildings that are allowed in the B-3 (Downtown) District is 35', but accessory buildings cannot exceed the height of the principal structure on any given property in that district. There are some exceptions to those regulations, and those exceptions were all delineated on the document that was included in the digital meeting packets.

Discussion took place regarding this issue, and during that time Schmelzer requested that the Commission members provide some direction on it. Champeau indicated that she truly believes the height of the buildings on the west side of the highway should be limited so that the views of the water are maintained, and Harff concurred. Bell also agreed, but pointed out that if a tall building is constructed on the east side of the highway there are some existing views of the water that would likewise be compromised.

Steve Musinsky indicated that the community where he used to live enacted regulations which state that the height of a structure shall be measured "from its base at the most finished area to the highest peak".

Schmelzer indicated that she will take all of the previously mentioned information into consideration and when she has time see that a draft of an applicable Ordinance is included in the digital packets for a future meeting of the Commission.

(c) B-2 Overlay Discussion; Historic District; Development Options:

At the present time the permitted uses in the B-2 District are quite limited. In fact, in some circumstances it's difficult if not impossible for the owners of property in that district to comply with some of the Village's development standards, which obviously is problematic. If an Historic Overlay District were to be created it would provide an opportunity for older homes in the B-2 District to be retained but improved as there would be potential for the applicable development standards to be relaxed, and a draft of a document that contains Schmelzer's initial thoughts on creation of a B-2 Historical Overlay District was included in the digital meeting packets. The Commission members jointly reviewed that document, and Schmelzer and Suppanz took note of all the suggested revisions. Schmelzer indicated that she will see that a revised version of the previously mentioned document is included in the digital packets for a future meeting of the Plan Commission.

Agenda Item No. 7. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Agenda Item No. 8. Next Meeting:

Regular Monthly Meeting – Tuesday, August 27, 2024 at 5:30 P.M. – Large Meeting Room – Sister Bay-Liberty Grove Fire Station:

It was the consensus that the following issues shall be addressed at the next regular monthly meeting of the Plan Commission that is scheduled for 5:30 P.M. on Tuesday, August 27, 2024:

1 **Discussion/Action Items:**

- 2 • **Public Hearing on Amendment of TIF #2.**
3 • **Review of the updated SWOT Analysis for the Village of Sister Bay.**
4 • **Review of the plans for the new Marina Building.**

5 *As was previously stated the previously mentioned drafts of the Zoning Code amendments that pertain to the*
6 *Height Limitations in the B-3 Zoning District and creation of an Historic Overlay in the B-2 Zoning District will*
7 *be addressed at a future meeting of the Commission.*
8

9 **Agenda Item No. 9. Adjournment:**

10 *At 7:30 P.M. a motion was made by Harff, seconded by Champeau that the July 23, 2024 regular monthly*
11 *meeting of the Plan Commission be adjourned. Motion carried – All ayes.*
12

13 Respectfully submitted,

14 

15 Janal Suppanz,
16 Administrative Assistant
17
18

SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES

TUESDAY, AUGUST 13, 2024

VIA VIDEO CONFERENCE

(APPROVAL PENDING)

The August 13, 2024 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 3:45 P.M.

Present: Chairperson Denise Bhirdo and member Kurt Harff

Excused: Member Alison Werner

Staff Members: Village Administrator Julie Schmelzer, Utilities Director Megan Barnes, and Utilities Clerk Kara Kroll

Others: Skyler Witalison, Laurel Harff

Approval of the Agenda:

A motion was made by Bhirdo, seconded by Harff that the Agenda for the August 13, 2024 meeting of the Sewer and Water Utilities Committee be approved as presented. Motion carried – all ayes.

Approval of the minutes:

A motion was made by Bhirdo, seconded by Harff to approve the minutes of the July 9, 2024 meeting of the Sewer and Water Utilities Committee as presented. Motion carried – all ayes.

Public Comments and Correspondence

No correspondence was received for this meeting.

Schmelzer wanted to follow up on allegations that Barnes falsified DNR records. The DNR completed an investigation into Barnes and found her innocent. The DNR then investigated Klansky and found him guilty. Klansky agreed with the DNR to surrender his certification. The DNR sent the Village a letter letting the Village know that Klansky signed an agreement to surrender his certification, and he can no longer work in the wastewater program in Wisconsin.

Discussion Items:

a) Wastewater Treatment Plant Operations Report

A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting packet for the members to review. Bhirdo questioned the yearly televising amount on the Capacity, Management, Operations and Maintenance (CMOM) report and Barnes said in order to get good scores on the report the DNR recommends a utility televise at least 12.5% per year. The DNR requested a copy of the current CMOM program, due to the mismanagement of the CMOM program in 2023. The utility states in the CMOM program that 25% of the system is televised annually. The utility budgets for that amount of televising annually. However, only 3% of the sanitary sewer system was televised in 2023. Barnes apologized to the DNR for the error and going forward the utility will test 25% of the utility lines each year.

1 Bhirdo asked about the LGSD #1 water main request. Barnes received a request from a realtor for
2 information on extending a water main through parcel 0180232322841F in the Liberty Grove Sanitary
3 District. Barnes investigated the request and discovered a developer next to the property in question
4 signed an agreement back in 2007 to install a watermain loop by Yacht Harbor Shores, but the developer
5 never ran the loop because he didn't have funds to install the loop at that time. If the current property
6 owner wishes to develop the property, the developer would pay any associated costs with installing the
7 sewer and watermain.

8
9 **b) Sanitary Line on Autumn Court**

10 Witalison from Stantec attended the meeting and shared a map of the sports complex. Witalison had two
11 options for running the new sanitary line from Mill Road to Woodcrest Lane and through the sport
12 complex. The first option was to run the line down the south side of the gravel driveway in the sports
13 complex to the south end by the soccer field and the second option was to run the line up along the ball
14 field lines. If the second option was selected, a line could easily be added to run the sewer line down by
15 the soccer field, if needed for future growth. Witalison recommends running the new line up along the
16 ball fields. Bhirdo and Schmelzer both agreed they don't want to disrupt the current ball fields. Bhirdo
17 asked Witalison to draw up a map with the approximate size of the new community center building placed
18 on it. The map will be used to show the layout with the setbacks that are needed from the ball fields and
19 how much of the parking lot will be lost with the placement of the new building. The Utilities committee
20 approved the lateral location to run between the TKH building, the little league field, and east of the ball
21 concession stand. The Utilities committee also approved Witalison to move forward and put this project
22 out for bid.

23
24 **c) Proposed WWTP Dryer Location**

25 Barnes wrote up a staff report that was included in the meeting packet. Barnes is continuing research on a
26 potential option for future sludge drying. Currently, the size of the dryer is being investigated. Barnes is
27 gathering flow information from surrounding communities to get an accurate design size. The location of
28 the dryer system will need to be installed either to the south of the current solids building or potentially to
29 the east of the solids building. Barnes estimates the startup costs would be around \$12,000,000.00 to
30 \$15,000,000.00. Schmelzer recommends the Utilities apply for grants to help with the cost of the dryer.

31
32 **d) Sewer Rate Study/Review Rate Study RFP Response**

33 The sewer rate study was posted and put out for bid. One proposal was received from Robert E Lee for the
34 completion of the 2024 sewer rate study. The cost to complete the study is estimated to be \$6900.00.

35
36 *A motion was made by Bhirdo, seconded by Harff to recommend to the Village Board the sewer rate study*
37 *contract be awarded to Robert E Lee as presented. Motion carried- all ayes.*

38
39 **e) Removal of clarifier cover from CIP**

40 Bhirdo asked Barnes why she wants the clarifier cover removed from the CIP. Barnes said the WWTP has
41 one covered clarifier already that is used during the winter. Barnes said most clarifiers in the state are
42 uncovered. Covers on clarifiers trap smells inside. Barnes would like to keep the one clarifier uncovered for
43 safety reasons. It is harder to do maintenance on the inside components with a cover and hazardous area
44 lights used in clarifiers aren't very bright.

Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee.

- Rate study to Village Board for approval
- Witalison to work on getting sanitary line out for bid
- Witalison to make map to share with Parks and Friends of Ice Rink Committee

Adjournment

At 4:35 P.M. a motion was made by Bhirdo, seconded by Harff to adjourn the August 13, 2024 meeting of the Sewer and Water Utilities Committee. Motion carried – all ayes.

The next meeting of the Sewer and Water Utilities Committee will be conducted at 3:45 P.M. on Tuesday, September 10, 2024 via Video Conference.

Respectfully submitted,



Kara Kroll

Utilities Clerk