

FINANCE COMMITTEE MEETING MINUTES
Tuesday, December 10, 2024
(Approval Pending)

Agenda Item No. 1. The December 10, 2024 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 3:00 P.M.

Agenda Item No. 2. Roll Call

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

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

Others: Adam Ruechel of R.W. Baird & Associates, Laurie & Kurt Harff, Ray and Martha Pelrine, Ken Church, Mike Laszkiewicz, Ron Kane, Roger & Paula Oakdale, Don Peters, Terry Kelly, John McMurray, Bjorn Johnson, Karen & Gene Sunstrom, Michelle Novak, Chad Kodanko, Jane & Andrew Hendrickson, Sally & Jeff Pfeifer, Ellie Soderberg-Guger, Colin Dahl, Mark Lindem, "Laura", "Andrea", "Jeff", Deb Fitzgerald, Richard Burress, Rob & Julie Schaffer, Thor Johnson, Skip Heidler, Andy Woerfel, Chris Schmeltz and Brigid White

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Howson that the Agenda for the December 10, 2024 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bell, seconded by Howson to approve the minutes of the September 23, 2024 meeting of the Finance 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. Bhirdo advised those in attendance that the discussion on Agenda Item No. 6a will begin with a presentation from Baird, discussion and initial questions from the committee, and public comment to follow.

Chairperson Bhirdo asked if anyone wished to offer any comments on a topic other than the tax rate. Mike Laszkiewicz, 10873 N Bay Shore, was recognized to speak. Laszkiewicz commented on a prior finance meeting in which the administrator's report included a statement that 2025 expenditures were expected to exceed revenues, so reserves were being increased to cover that shortfall and this is concerning. Bhirdo replied that the board was aware that some reserves would be used to balance the budget for 2025 when they approved it.

Agenda Item No. 6. Discussion/Action Items:

a) Finalized Tax Rate Discussion

The Village Board directed that the 2025 budget be prepared with a zero percent increase in the mill rate, which was presented and approved at a public budget hearing on October 21, 2024. When tax bills were prepared, it was noted that the amount due by property owners did increase, despite applying the same mill rate as in the previous year. This increase took place after

1 factoring in the final values of the Tax Incremental Financing Districts (TID #1 and TID #2), which
2 are not available at the time the budget approval meeting typically takes place. This means that
3 it is not possible to estimate the true cost to the taxpayer until the state makes the finalized TID
4 values available in mid-November, and the village receives the tax levy certifications from the
5 other taxing jurisdictions (Door County, Gibraltar School and NTWC).
6

7 Adam Ruechel, of Robert W. Baird & Associates, prepared a power point presentation on the
8 Village's budget and tax bill preparation process, which has been conducted in the same manner
9 for at least the past seven years. The presentation, which was posted on the village website and
10 displayed on the screen during the meeting, also offered several options for addressing the
11 current concern wherein taxpayers are being billed for an increase in taxes that they were not
12 expecting.
13

14 Following Ruechel's presentation, Bhirdo stated that the village needs to change its budget
15 process to account for finalized TID values before approval of the final budget. Ruechel noted
16 that he has samples of other budget planning worksheets that he will share with the village for
17 future use. To address the current situation, the committee briefly commented on several options
18 shared in the presentation and favored one in which they would amend the current budget to cut
19 approximately \$330,000 from the Capital Improvement Plan (CIP), and lowering the operating
20 budget for 2025. Several items the committee noted as available for removal included funding
21 for an inclusive playground, a new dump truck and chipper box for the Parks Department,
22 demolition of the Public Works Building, engineering for the Woodland trail, and a large IT
23 upgrade for the village. Those items the committee would not consider cutting were the ice rink
24 fund (\$500,00) and server for the administration office (\$10,000). Bhirdo then opened the floor
25 for public comments.
26

27 Richard Burrell, 2234 Maple Dr., first objected to the committee taking actionable steps to correct
28 the tax situation at this meeting, which should be for information gathering and input from the
29 public. Burrell asked if Bhirdo, who earlier stated she has been on this committee for many years,
30 recalled former finance directors ever coming back to the board to report on the actual budget
31 after finalized TID numbers came in. Bhirdo replied negatively. Burrell then asked who is
32 responsible for submitting final numbers to the state and county for tax bill preparation and was
33 told that in Sister Bay, that duty lies with the Finance Director. This process varies among
34 municipalities.
35

36 Roger Oakdale, 10687 Commodore Cir, commented that taxpayers don't want to spend money
37 they don't have. Oakdale added that he has been watching the various projects occurring in the
38 village and feels that everything being done is for tourists. He proposed that the village delay or
39 stop projects that benefit the tourists and use the room tax money generated in Sister Bay to fund
40 needed improvements.
41

42 Ray Pelrine, 10717 Little Sister Road, expressed concern about the confusion in the budget process
43 caused by focusing so much on the mill rate. He asked that they consider the bottom line, the
44 levy, that determines the amount of the tax bill.
45

46 Sally Pfeifer, 10649 Westwood Dr, asked for clarification on the effects of bonding for upcoming
47 village projects, which affects taxes. Bhirdo replied that the exact tax increase for that borrowing

1 cannot be known at this time. Schmelzer added that the borrowing (debt service) has been
2 factored in, to some extent, in the operational mill rate discussion that takes place during the
3 budget process.

4
5 Burress added that the public just doesn't understand debt service and the budget process. The
6 village is small, and there are not many properties left for development and asked how they can
7 maintain large debt service amounts over time. It was his suggestion that the village cut the
8 broadband project, if it is possible to get out of that contract, and sell the former Logerquist
9 property as a means to minimize costs.

10
11 Laszkiewicz shared that debt expense as percentage of the budget is rising significantly due to
12 the board's desire to build new infrastructure. With new infrastructure comes substantial
13 increases in operational costs, and he believes the village should renovate existing buildings
14 instead.

15
16 Ken Church, 2295 Hill Road, asked the committee if the village has approached other
17 communities to pay for the ice rink, if that is an item the committee is not willing to cut from the
18 budget. Bhirde responded that the Friends of the Ice Rink group will be exploring that option as
19 part of their fundraising efforts.

20
21 Skip Heidler, 2630 Woodland Dr, asked what additional expenses will be incurred for the village
22 to process refunds to the taxpayers, as that needs to be considered as part of this discussion.
23 Heidler stated his belief that this budget discrepancy was not a one-off, as the same thing occurred
24 last year. He then read from a prepared statement that the board and staff will be under deeper
25 scrutiny as they move forward to try and build trust with the community.

26
27 Andy Woerfel, 10771 N Bay Shore Dr, asked if there are other state agencies that can be engaged
28 in the budget process to double-check numbers in the future. The Department of Revenue is the
29 primary contact concerning taxes and Schmelzer added that they have worked with other
30 municipalities to compare their procedures. It was noted that the City of Sturgeon Bay uses this
31 same process.

32
33 Oakdale questioned if the proposed \$20 million in village projects mentioned earlier in the
34 meeting must be borne by the 1200 people who live in the village, as this is not reasonable. Bhirde
35 responded that not all of the \$20 million is on the tax bill as the marina pays for its own operations,
36 as does the water and sewer utility. It was noted that the marina is not calculated in the TID being
37 a tax-exempt property.

38
39 Chad Kodanko, 2380 Parkview Dr, asked if the village could move its buildings into the TID to
40 reap the benefits of those incentives. Ruechel responded that tax law does not allow
41 governmental buildings to use those funds. Kodanko continued, asking that the committee
42 carefully consider how the TID affects the budget process in future planning discussions.

43
44 John McMurray, 10638 Forest Ln, asked if the village has researched other communities with ice
45 rinks for cost estimates. He shared that De Pere has a rink that operates six months of the year
46 with a budget of \$232,000 annually. He asked if this is really something the village can afford
47 without a financial commitment from the surrounding communities who will use the rink.

1
2 With no other public comment offered, Bhirdo summarized the earlier discussion of the
3 committee to call an emergency meeting of the village board this week and make a
4 recommendation to amend the 2025 CIP and budget by approximately \$330,000.

5
6 Howson shared her thoughts on Burress's suggestion to collect the tax as presented this year
7 without offering a refund, and added that she would not feel comfortable with that unless there
8 was certainty that future projects would be cut from the CIP. Bell suggested that this committee
9 make its recommendation to the board for the needed cuts and take some extra time to determine
10 how best to handle a refund to taxpayers. Schmelzer noted that they are still awaiting responses
11 from the County and the Department of Revenue on revising the tax bills, so they could not take
12 final action without hearing from them.

13
14 *A motion was made by Bhirdo, seconded by Bell to recommend to the Village Board that they cut*
15 *approximately \$330,000 from the 2025 Capital Improvement Plan and budget expenditures, specifically*
16 *\$100,000 for inclusive playground equipment, \$95,000 for a dump truck, \$15,000 for a chipping box,*
17 *\$75,000 for demolition of the Public Works building, and \$55,000 for engineering of the Woodland Trail*
18 *to allow for adjustments to the current year tax bills and issue refunds to taxpayers. Motion carried - all*
19 *ayes.*

20
21 Bell volunteered to contact the media following this meeting to discuss a press release on this
22 issue.

23 24 **b) Delinquent Tax List**

25 Several properties in the village have not yet remitted taxes, both for real property and personal
26 property, for the 2021, 2022 and 2023 tax years. After the tax deadline has passed, village staff
27 make numerous attempts to collect the unpaid taxes, particularly for personal property taxes,
28 which are remitted directly to the municipality.

29
30 The committee directed staff to continue tracking the delinquencies. At the time a property sells,
31 the village should be asked for a letter of special assessments and the tax can be satisfied at that
32 time. Additionally, staff was asked to publish a list of delinquent taxpayer names and addresses
33 in the local newspaper.

34 35 **c) Municipal Reimbursement Funds**

36 In 2024, the village received \$51,814.18 from Destination Door County in municipal
37 reimbursement funds. These funds, which must be used for tourism related items, were
38 designated in prior years for a village shuttle bus and Waterfront Park improvements. Staff has
39 recommended that the Finance Committee designate the funds for unbudgeted Parks, Property
40 & Street Committee projects to be completed in 2025, such as a sewer lateral to build bathrooms
41 at the baseball field and landscaping along Mill Road.

42
43 *A motion was made by Howson, seconded by Bell to designate the municipal reimbursement funds for 2024*
44 *for a water and sewer lateral to the ballfield concession stand, landscaping along Mill Road West, and the*
45 *remainder to be placed in a municipal tree fund. Motion carried - all ayes.*

46 47 **d) Bus Expenses**

Schmelzer provided a report on expenses related to the purchase of the village bus. The total cost of the bus was \$148,068.50. Funding for the purchase was expected to come from a CMAQ grant totaling \$45,520, 80% of the original cost of the bus. However, the bus was not purchased within the two years allowed by the grant award and Schmelzer is trying to negotiate reimbursement of those funds. Additionally, the delay in purchase caused the bus to cost much more than expected. The Village applied for and was granted an additional \$48,489 in the form of a Destination Door County grant, and the SBAA contributed \$10,000. The remaining cost of \$44,059.50 was paid by the village.

Agenda Item No. 7.

Discussion Regarding Matters to be Placed on a Future Agenda, or Referred to a Committee, Official or Employee.

A special board meeting will be held virtually on Thursday, December 12, 2024 in the afternoon to discuss 2025 budget and Capital Improvement Plan amendments.

Howson requested that a meeting be held to discuss the Capital Improvement Plan earlier than during the budget process.


Agenda Item No. 8. Next Meeting

The next meeting of the Finance Committee has yet to be determined.

Agenda Item No. 9 Adjournment

At 5:07 P.M. a motion was made by Howson, seconded by Bell to adjourn the December 10, 2024 meeting of the Finance Committee. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

Sister Bay Historical Society
 November 4, 2024
 Meeting of the Board of Directors 4:00 PM
 NWTC Sister Bay:

Present at Meeting: Paula Anschutz, John Lijewski, Roberta Champeau, Roberta Kutlik, Dennis Lonstine, John Blossom, Karen Sunstrom, Cathy Magnan, Fred Johnson, Bob Jischke, Linda Johnson

Non-members present: John Nelson, Jill Lhost, Lisa O'Hearn, Deb Wolf, Terry Wolf, Bruce and Marla Horwitz, Laurie Zelnio, Patrice Champeau, Jill L'host

The regular meeting of the Board of Directors of Sister Bay Historical Society was called to order by John Lijewski at 4:00 p.m.

I. Approval of Agenda

The agenda for the meeting was distributed and approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and approved.

III. Approval of Financial report by Cathy Magnan

- Deposited a CD for \$50,000.
- Passed out the Year-to-date expenses and how it applies to budget
- History Center and Shadow...expenses for the full year are on the print-out.
- Christkindlmarkt.... sponsorships money is coming in

- We are clear on two initiatives (**already approved**)

1. Grow the endowment legacy fund and raise money for the director.

We will send out an end of year financial letter asking for donations to hire an executive director. Terry discussed the letter in more detail for the members who weren't present last month. This letter will be printed and addressed this week.

Director salary discussion continued including how to fund for a shortfall? In addition, we will need an endowment fund beginning in 2028.

- Financial Report approved by Bob Jischke and second by John Blossom All in favor.
 Motion passed

2. Shadow Project and the SBHS Waterfront Museum

Estimated cost is \$300,000. We have \$150,000. available now.

We are not ready to move ahead yet.

We are also working on a fund-raising letter.

SBHS fundraising will begin in March.

Membership letter will go into the Pulse at that time .

We are beginning with a web-site.

Agreement with the Village is critical but the agreement with the SBHS is crucial.
The money for renovation is one thing but there will be ongoing costs.
Will the Village is responsible if there is a shortfall?

We will be responsible for insurance. **(This was approved last month).**

3. Corner of Past Farmer's Market

Roberta K. has retired from the chair of the market.

Thanks to Roberta K. for all the time and effort as chair of the market for 23 years.

Lack of vendors is a problem.

Thank you to Fred Johnson, Linda Johnson, Trudy and Bob Jischke who have been there for many years

4.. Christkindlmarkt

John showed new mug.

We have many sponsors this year.

Food vendors will be the same as last year plus Zero Sum and 2 food trucks.

Music will be provided by Colin Welford and 3 groups from Gibraltar.

Building vendors can come in as of 11/11

Tent vendors can come in as of 11/22

There will be a new parking arrangement next to Thyme and 12/11 (Still waiting for agreement with Thyme and 12/11).

We are waiting for a Meeting of Sister Bay because they may waive the cost for the drivers of the shuttles.

5. 30th Anniversary Celebration

Dinner planned (off site) 100 to 150 people (cost to be determined).

Planning for the first week of June

The purpose is to honor the charter members.

We hope to plan short program including displays.

We may sell bricks at the event.

6. Membership chair

Retired educator, Kristin Sanders is interested in becoming the Membership Chair and will meet with John Lijewski and Laurie Zelnio.

Thank you to Deb and Terry, Dennis and Laurie for work on the Membership committee

Now we are looking for a grant writer.

5. 2025 Events Planning

Mother's Day Brunch ... (Trudy, Karen and Bob silent auction.

History Days. Vintage postcard event. Exhibit Roberta C and Terry

Programs at Farmer's Market Cal Pierson

Children's Programs... Marla

Stawberry Festival. Laurie Zelnio, Lisa O'Hern, Deb Wolf

Fish Boil, Gene and Greg Sunstrom

Marina Fest John Blossom

Appreciation Picnic Linda Johnson

Fall Fest (undetermined)

Harvest Dinner in conjunction with Thyme Restaurant...Oct. (undetermined)

Christkindlmarkt

Agenda and Time of Next Meeting

Dec. 5th, 4:00 p.m.

The next meeting will be held at on at: NWTC Sister Bay.

The meeting was adjourned by. John Lijewski at 6:05 p.m.

Minutes respectfully submitted by: Roberta Champeau

**Sister Bay / Liberty Grove Library Commission Meeting
November 11, 2024**

Call to Order:

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 12:59 P.M.

Roll Call:

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

Commission Members Absent: none.

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

Library Staff Members Absent: Stacey Bahrke.

Public Present: Laurel Harff.

Agenda Approval:

Kurt Harff moved to approve the agenda as presented, seconded by Maurice Ash. Motion carried.

Public Input: None.

Review and Approve the Minutes of October 14th, 2024, Meeting:

Martha Newkirk moved, and David Watkins seconded a motion to approve the minutes of the October 14th, 2024, meeting. The motion passed 6-0.

Review and Approve Bills:

Nicolet National Bank	QuickBooks Payroll Fee	\$48.00
Ahnapee Hill Cleaning	October Cleaning Service	\$1,044.00
Lowney's Landscaping	November Maintenance Contract	\$1,562.50
WPS	October Electric Service	\$267.07
Frontier	November Telephone Service	\$279.98
Fireline Sprinkler	Annual Fire Sprinkler Inspection	\$475.00
Fireline Sprinkler	Sprinkler Testing and Service	<u>\$3,940.00</u>
Total		<u>\$7,616.55</u>

Ms. Bristol pointed out that the Lowney's Landscaping invoice is the final payment for this year's contract. She reported that Mr. Bahrke had been informed that they are unable to honor our next three-year contract due to staffing issues. They recommended Meissner Landscaping, since the staff who are currently working there are some of the original people who designed and installed our garden. Mr. Bahrke is in the process of following up with them and others to secure a replacement landscaping company.

Ms. Bristol shared that Fireline Sprinkler has completed the value repair and sprinkler head testing. Payment, which was approved last month, is included with the November's check processing.

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

Maintenance Report:

Ms. Bristol reported that Stacey Bahrke was unable to attend today's meeting and had nothing new to report to the Commission.

Christina Johnson shared that Synergy was here to fix the fireplace remote and the lobby heater. They also performed worked on our thermostats and annual furnace maintenance. Mr. Bahrke was able to meet with them during their service visit.

Sheila Bristol informed the Commission that the replacement picnic table, recently vandalized, has been ordered. The Village is processing the payment as they are filing the insurance claim on our behalf. Members discussed finding another use or repurposing the damaged table, so it was not such a waste.

Librarians Report:

Christina Johnson shared an overview of events for October in addition to her statistical handouts, which revealed three thousand patron visits for the month. See Librarians Report documents for detail.

Programing Highlights Included:

- *The launch of the first baby geared story time.*
- *Part two of the Alaska Travelogue Series for adults.*
- *Trick or Treating over several days at the SIS branch-included healthy choice options.*
- *Lightsaber Open Craft Lab-29 attendees-top family monthly event.*
- *Ellison Bluff Guided Hike-Fall Colors of Door County-most beautiful event of the month with 37 adults in attendance.*

Christina Johnson presented a children's equipment wish list generated by herself and Jenny Ankenbauer, who is the lead instructor for the branch's children's programming. The items include an activity island table with rolling storage, four chair cubes to be used as a desk or chair, and a tall wood storage cabinet for craft supplies. These needed items will aid in programming delivery and offer much needed storage. The future purchase and possibility of using funds from the remaining budget was discussed. The Chair requested these items be placed on next month's agenda for consideration.

Julie Kingsbury informed the Commission that she is in the process of obtaining a replacement for Martha Newkirk's appointment by the Town of Liberty Grove. Martha had previously informed the Commission that her last meeting will be in December.

Ms. Bristol informed the Commission that our annual onsite audit by CliftonLarsonAllen LLP is tentatively set for January 20-21st, 2025.

Martha Newkirk recited the war poem "In Flanders Fields" in recognition of Veteran's Day.

Next Meeting:

The next meeting will be on **Monday, December 9th, 2024, at 1:00 P.M.**

Adjourn Meeting:

Julie Kingsbury proceeded to adjourn the meeting at 1:24 P.M.

Submitted by Sheila Bristol.

**MINUTES FOR THE HYBRID REGULAR MONTHLY MEETING OF THE
PARKS, PROPERTY & STREETS COMMITTEE
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD,
MONDAY, DECEMBER 2, 2024
(APPROVAL PENDING)**

Agenda Item No. 1. Call Meeting to Order and Roll Call:

The December 2, 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.

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

Staff Members Present: Village Administrator Julie Schmelzer, Erik Linczmaier, and Administrative Assistant Janal Suppanz.

Others Present: Kurt Harff, Ellie Soderberg-Guger, Erin Peddle, Skyler Witalison, Jeff Pfeifer, “Ronald”, Nick Bastian, and Karen Grasse.

Agenda Item No. 2. Approval of Agenda:

Motion by Bhirdo, second by Ahrens that the Agenda for the December 2, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of Minutes:

As to the minutes for the November 4, 2024 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Bhirdo, second by Ahrens that the minutes for the November 4, 2024 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

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

Howson asked if anyone would like to comment regarding a non-agenda item. No one responded. Schmelzer then stated that no correspondence had been received that would require the attention of the Committee.

Agenda Item No. 5. Discussion/Action Items:

a. Parking issues; Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride:

Complaints have been received that several of the individuals who participate in the Peninsula Century Fall Challenge Bike Ride and the Door County Century Bike Ride park their vehicles in the parking stalls along N. Bay Shore Drive and leave them there all day long, which can be quite problematic for anyone wishing to do business in the downtown area. Discussion took place regarding this issue, and it was eventually the consensus that Brian Fitzgerald, one of the organizers of the Peninsula Century Fall Challenge Bike Ride, shall be asked if it would be possible to include a note in the ride packets which states that all ride participants must park their vehicles at the Sports Complex or another designated location away from the downtown area and ride their bicycles to the starting point.

Howson indicated that she will discuss this issue with Mr. Fitzgerald and report her findings at the next meeting of the Committee.

b. Snowmobile Trail Map; Proposed Route:

Representatives of the Villagers and the Top O' The Thumb Snowmobile Clubs have requested permission to utilize Village owned property for their snowmobile trails. Maps that depict the proposed snowmobile routes were included in the digital meeting packets, and the Committee members jointly reviewed all of that documentation.

Motion by Orozco, second by Laszkiewicz that permission is granted for the Villagers and the Top O' The Thumb Snowmobile Clubs to utilize the portions of the Village owned property that is depicted on the proposed snowmobile trail maps that were included in the digital packets for this meeting during the 2024-2025 snowmobile season, on the condition that before permission is granted for a snowmobile trail to be created on the former Wiltse property representatives of Seaquist Orchards must inform Schmelzer that they don't have any concerns about the cherry trees on that property sustaining damage. Motion carried – All ayes.

c. Sports Complex; Concession Stand; Restroom Addition:

When the baseball concession stand was constructed several years ago Village officials agreed that if and when sewer service ever came near the concession building they'd work with the Bay's to see that restrooms were installed. Water lines have already been run to the concession building, but the restrooms still have not been constructed. A sewer lateral will be installed across from the Sports Complex to service the new Parks Maintenance Facility soon, and it will be approximately 25' from the concession building. At this time no money has been budgeted for new restrooms at the Sports Complex, but Schmelzer believes it would be wise to "stub" a sewer connection into the concession building now, since significant cost savings would be realized.

Jeff Pfeifer of the Bays noted that several of the Bays' fans are aging and find it very difficult to walk up the hill to the existing restrooms, and, therefore, there is a definite need for the new restrooms. Some local carpenters, electricians and plumbers have volunteered to work on the project, so it would quite likely be possible for significant cost savings to be realized if and when the decision is made to actually construct the new restrooms.

Motion by Orozco, second by Ahrens that the Parks, Property & Streets Committee authorizes staff members to see that a sewer connection, which is an unbudgeted expense, is "stubbed" into the concession building at the Sports Complex in as timely a fashion as possible. Motion carried – All ayes.

Schmelzer indicated that she will see that a request for the funding for the previously mentioned work is forwarded to the Finance Committee.

d. Mill Road West; Landscaping Plan:

A landscaping plan and cost estimate for shrubs to be planted in the gravel area across from Waterfront Park was included in the digital meeting packets, and Bhirdo noted that she personally does not like the appearance of the Blue Rug Junipers that were mentioned on the proposal that was received from Door Landscape & Nursery. Discussion took place regarding this issue, and Schmelzer was eventually asked to contact representatives of Door Landscape and request that they suggest a similarly priced alternative to the Blue Rug Junipers that can be trimmed to a maximum height of 4'. Photos of the shrubbery that is suggested and a related cost estimate will be included in the digital packets for the next meeting of the Committee.

e. Administration Building; Review Requests for Proposals; Construction Drawings:

An RFP was released for proposals for construction drawings that could be used to solicit construction bids for the new Administration Building. Proposals were received from Dimension IV, ADCI, Plunkett, Raysich Architects, LLP, McMahon Engineers/Architects and Thrive Architects, and the Committee members jointly reviewed all of that documentation. During the review process each of them ranked the proposals and explained the reasons for their rankings, and Schmelzer and Suppanz took note of all the comments that were made.

Motion by Orozco, second by Laszkiewicz that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was received from McMahon Engineers/Architects for creation of construction drawings that will be used to solicit construction bids for the new Administration Building as presented, and authorize the Village President and/or the Village Clerk to execute a related contract in as timely a fashion as possible. Motion carried.

f. Administration Building; Civil Site Design; Contract:

A proposal that was received from Stantec Consulting for the civil engineering and land surveying services that must be completed for the Administration Building Project were included in the digital meeting packets, and the Committee members also jointly reviewed that documentation.

Motion by Bhirdo, second by Laszkiewicz that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was submitted by Stantec Consulting for the civil engineering and land surveying services that will be needed for the new Administration Building as presented, and authorize the Village President and/or the Village Clerk to execute a related contract in as timely a fashion as possible. Motion carried – All ayes.

g. Former Logerquist Site; Design Exercise:

The Committee members all participated in a design exercise for the former Logerquist property, and by the time that exercise was completed potential locations for several of the amenities that will eventually be constructed and/or created on that property and where trees will be planted had been suggested, but no formal decisions were made. The Committee members did agree that the previously designated parking areas and the location for the Administration Building were acceptable, and it was also the consensus that when representatives of Stantec work on the previously mentioned site plans those plans shall depict the location(s) where sewer and water laterals should be “stubbed in” to the Logerquist property. The Committee members also agreed that a new driveway access shall be created approximately 100’ from the barn on the Logerquist property. There were differing opinions regarding the preferred location for the Dog Park, and whether or not individual small and large dog parks should be created, and it was eventually the consensus that in the spring of 2025 staff members shall make arrangements for a related survey to be distributed to all the property owners in the Village.

Agenda Item No. 6. Staff Reports

Linczmaier’s Staff Report was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process Orozco complimented Linczmaier and the other Parks Department employees on “how nice” the Village’s Christmas decorations look.

Schmelzer gave the following oral report:

- As requested she did meet with some of the members of the Sister Bay Historical Society regarding the historical/cultural marker project, and they definitely are interested in helping out with that project. She will be meeting with those individuals after the holidays to discuss some of the*

logistical issues associated with the project, and will keep the Committee members advised of the status of this issue.

- Representatives of the Post Office have informed Village officials that they intend to send a letter to all the property owners in the Village informing them that the current Post Office Lease will be expiring, and, therefore, they will be entertaining suggestions for a new location for such a facility that is in or near the Village. She and Nate Bell, the Village President, have concerns that receipt of such a letter could be quite troubling for some individuals, and, therefore, they will be meeting with Post Office representatives to discuss this issue in the near future. She will provide further information to the Committee members as soon as it becomes available.
- Representatives of Bertram Communications have informed her that work is progressing as planned on the fiber-to-the-home project.

Agenda Item Nos. 7, 8 and 9.

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

Next Meeting:

The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, January 6, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- Establishment of a "Volunteer Day" in the Village;
- The Crosswalk Art Project;
- Parking Issues; Peninsula Century Fall Challenge Bike Ride and the Door Couty Century Bike Ride;
- Mill Road West; Landscaping Plan.

Schmelzer indicated that she will see that the Committee's request for the funding required to "stub" a sewer connection into the Bay's Concession Building is forwarded to the Finance Committee.

She also indicated that the following issues will be referred to the Village Board:

- The recommendation from the Parks, Property & Streets Committee that the Village Board accept the proposal that was received from McMahon Engineers/Architects for creation of construction drawings that will be used to solicit construction bids for the new Administration Building.
- The recommendation from the Parks, Property & Streets Committee that the Village Board accept the proposal that was submitted by Stantec Consulting for the civil engineering and land surveying services that will be needed for the new Administration Building.

Adjournment

At 6:15 P.M. a motion was made by Orozco, seconded by Bhirdo that the December 2, 2024 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, NOVEMBER 26, 2024
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVAL PENDING

At 5:30 P.M. on Tuesday, November 26, 2024 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid regular monthly meeting of the Village of Sister Bay Plan Commission to order.

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

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

Others: Kurt Harff, Chris Schmeltz, Amanda Zielinski, Don Peters, Steve Musinsky, Karen Berndt, Dave Matesek, Judy Kordus and one unidentified individual.

Agenda Item No. 2: Approval of the Agenda:

Motion by Bell, second by Harff that the Agenda for the November 26, 2024 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 3: Approval of minutes as published:

Motion by Bell, second by Harff that the minutes for the October 22, 2024 meeting of the Plan Commission be approved as presented. Motion carried with Kane abstaining.

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

Bhirdo asked if any correspondence had been received that would require the attention of the Plan Commission, and Suppanz noted that a letter from Carl and Stephany Madsen had been included in the digital meeting packets. (In their letter Mr. and Mrs. Madsen refer to allegations which were made by Schmelzer that the municipal boundaries shown on the maps in the draft of Door County's Comprehensive and Farmland Preservation Plan are inaccurate, and they also express concerns about the implications of the alleged inaccuracies.)

Schmelzer noted that at the November 12, 2024 meeting of the Village Hall Planning Task Force Bjorn Johnson commented on the need to address parking if any land use changes are suggested for the Village Hall. The Task Force members subsequently referred the parking issue to the Plan Commission.

Steve Musinsky suggested that the Plan Commission consider recommending that the Village's short-term rental regulations be amended with respect to the utilization and the size of fire pits that are allowed at short-term rental properties. He also indicated that he was one of the individuals who was asked to provide input to DNR officials in 2012 when NR115 was revised, and would be happy to answer any questions the Commission members have regarding that legislation.

Agenda Item No. 5. Discussion/Action Items:

(a) Site Plan Review; Vestibule Addition; CHOP – 2345 Mill Road:

Chris Schmeltz has requested that he and his associates be allowed to have a winter vestibule on CHOP. Such

1 a use is “not listed” in the Zoning Code, and, therefore, Schmelzer initially made the determination that a
 2 Conditional Use Permit would be required. Mr. Schmeltz recently informed Schmelzer that the vestibule will
 3 actually remain in place all year long, but the sides will be removed once the weather improves, and since the
 4 vestibule will be a permanent structure she now believes it can be treated as an addition. Therefore, there will
 5 no longer be a need for a Conditional Use Permit to be issued, but the Plan Commission must formally conduct
 6 a related site plan review.

7
 8 The site plan for CHOP was reviewed, and during that process Bhirdo asked if it would be possible to construct
 9 the vestibule out of wood and/or have the color of it match the siding on CHOP. Mr. Schmeltz indicated that
 10 he was not sure if either of those options will be possible, but would be happy to do some related research. He
 11 will inform Schmelzer of his findings ASAP.

12
 13 *Motion by Bell, second by Kane that the Plan Commission grants permission for representatives of CHOP to*
 14 *have a vestibule on CHOP, on the condition that those individuals must attempt to incorporate two different*
 15 *colors into the vestibule that either match or complement the existing siding on the building, and, if that is not*
 16 *possible, a concerted effort must be made to match the color of the awnings on the building. Before any final*
 17 *color choices are made for the vestibule the Plan Commission Chair and the Village Administrator must review*
 18 *the preferred colors and grant written approval of them. Motion carried – All ayes.*

19
 20 **(b) Site Plan Review; Change of Use; Former Aurora Building, Unit 1 – 2521 S. Bay Shore Drive:**

21 Amanda Zielinski, who was previously granted permission to change the use of the rooms within Unit 3 in the
 22 former Aurora Building, which has been assigned an address of 2525 S. Bay Shore Drive, has requested that
 23 the Plan Commission now grant permission for the use of the seven rooms within Unit 1 in that building, which
 24 were all utilized as a medical clinic, to be changed in such fashion that they now house providers of “personal
 25 care services”. (That portion of the building has been assigned an address of 2521 S. Bay Shore Drive.) There
 26 are currently 37 parking spaces available on-site, but if the Plan Commission determines that it’s necessary
 27 three parking space credits could be granted. Discussion took place regarding this issue, and It was eventually
 28 the consensus that there is sufficient on-site parking and there won’t be a need for the Commission to grant
 29 any parking credits.

30
 31 *Motion by Bell, second by Harff that the Plan Commission grants permission for Amanda Zielinski to see that all*
 32 *seven rooms within Unit 1 in the building that is commonly referred to as “The Aurora Building”, which has been*
 33 *assigned an address of 2521 S. Bay Shore Drive and were formerly utilized as a medical clinic, to now house*
 34 *providers of “personal care services”, i.e. nails, massages, dietician services, etc. Motion carried – All ayes.*

35
 36 **(c) Proposed Text Amendments: Chapter 66 – B-2 Overlay:**

37 A draft of proposed B-2 Overlay regulations was included in the meeting packets, and the Commission
 38 members jointly reviewed that document. During the review process Schmelzer and Suppanz took note of all
 39 the grammatical revisions that were suggested. Bhirdo stated that she doesn’t believe professional offices,
 40 physical fitness centers, restaurants or laundromats and dry cleaning services should be considered “permitted
 41 uses” in the B-2 District any more, and then requested that the Commission members give that suggestion
 42 some thought and be prepared to discuss it at length at their next meeting. She also suggested that the
 43 requirement be added to the B-2 Overlay regulations that Plan Commission approval is required whenever any
 44 property owners in that zoning district wish to change the color of a building(s) or the style of windows that
 45 are utilized on those buildings.

46
 47 Bell expressed concerns about imposing the requirement that the Plan Commission must approve any building
 48 color changes, and Schmelzer suggested that as an alternative an approved color palette be established for

1 buildings in the B-2 Overlay District. It was the consensus that that would be a good idea.

2
3 **(d) Proposed Text Amendments; Chapter 66 - B-3 Height Limitations:**

4 Following the July Plan Commission meeting Schmelzer did a considerable amount of research regarding other
5 municipalities' downtown building height limitations, but was unable to find any examples of the type of
6 regulations the Commission members had asked for. Lengthy discussion took place regarding this issue, and
7 the suggestion was eventually made that the Village's B-3 regulations should be amended in such fashion that
8 they state that no buildings in the downtown area may be altered or reconstructed in such fashion that the
9 existing "view shed" is negatively impacted. It was also the consensus that the B-3 regulations shall state that
10 as of a designated date requests to exceed the height of existing buildings in the B-3 District will be considered
11 "conditional uses".

12
13 **(e) Proposed Text Amendments; Chapter 66 – Open Space:**

14 Discussion took place regarding the fashion in which the terms "open space" and "green space" are utilized in
15 the Zoning Code, and it was eventually the consensus that "open space" shall be deleted and replaced with
16 "green space" throughout the entire Code. The Commission members jointly reviewed the definition of "green
17 space" that appears in the Zoning Code, and made the determination that the definition is acceptable and shall
18 remain "as is".

19
20 Schmelzer noted that the Zoning Code currently states that the minimum amount of green space which is
21 required in the R-1 District is 20%, but she firmly believes that regulation should be amended in such fashion
22 that it states that the minimum amount of green space which is required in the R-1 District is 50%, and all the
23 Commission members concurred. They also agreed that the minimum amount of green space that should be
24 required in the R-2, R-3 and R-4 Districts shall be 40%, 30% and 20% respectively. Schmelzer was asked to see
25 that a map that accurately depicts the location of the previously mentioned zoning districts is included in the
26 digital packets for the next meeting of the Commission.

27
28 **(f) Proposed Text Amendments; Chapter 50 and Chapter 66 – Miscellaneous Provisions:**

29 Drafts of the first of a series of recommended revisions to Chapters 50 and 66 of the Municipal Code were
30 included in the digital meeting packets, and the Commission members jointly reviewed all of that
31 documentation. During the review process Schmelzer and Suppanz took note of the recommended revisions.

32
33 *Schmelzer indicated that she will see that revised drafts of all the previously mentioned text amendments are*
34 *included in the digital packets for the next meeting of the Commission.*

35
36 **(g) Fee Schedule**

37 *The existing Fee Schedule for the Village was included in the digital meeting packets, and the Commission*
38 *members also jointly reviewed that document. Discussion took place regarding the fee that is currently required*
39 *to erect temporary banners or signage, and it was eventually the consensus that when considering the "totality*
40 *of the circumstances" that fee is acceptable and shall not be amended. The Commission members did agree*
41 *that the Fee Schedule should be amended in such fashion that it states that the "Fee in Lieu of Parking" is*
42 *"\$1,000.00 per year per parking stall that would normally be required", and Schmelzer indicated that she will*
43 *see that all applicable Zoning Code amendments are made. She also indicated that she will see that a draft of*
44 *the revised Fee Schedule is included in the digital packets for the next meeting of the Commission.*

45
46 **(h) Identify Location for the "Little Library" That Will be Erected to Recognize Marge Grutzmacher's Service**
47 **To The Community:**

48 At a previous meeting the Plan Commission had determined that a "Little Library" should be erected to

recognize all of Marge Grutzmacher's service to the community, but, in particular, her many years on the Plan Commission, and Schmelzer was asked to reach out to Marge to determine where she would like her "Little Library" to be erected. She has not had an opportunity to do that yet, but does intend to do so soon.

Motion by Kane, second by Harff that Agenda Item No. 5 (h) - Identify Location for the "Little Library" That Will be Erected to Recognize Marge Grutzmacher's Service to the Community, shall be postponed until the next meeting of the Commission. Motion carried – All ayes.

Agenda Item No. 6. Permit Report:

A report on which all the Zoning and Sign Permits that were issued from October 18, 2024 through November 14, 2024 are delineated was included in the digital meeting packets, and the Commission members jointly reviewed that documentation. During the review process Bhirdo noted that the new Shell gas pricing signage will actually be erected at "Sister Bay Mobil"; not "Country Walk BP", and Suppanz was asked to see that the required amendments are made to the related spreadsheet.

Agenda Item No. 7. Administrator's Report:

Schmelzer's Administrator's Report for November, 2024 was included in the digital meeting packets, and the Commission members also jointly reviewed that document. During the review process discussion took place regarding potential amendments that could be made to the Village's lighting regulations to ensure that "Dark Sky" initiatives are complied with, and Schmelzer indicated that she will do related research and inform the Commission members of her findings at their next regularly scheduled monthly meeting.

Agenda Item No. 8. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Agenda Item No. 9. Next Meeting:

Regular Monthly Meeting – Tuesday, January 28, 2025 at 5:30 P.M. – Large Meeting Room – Sister Bay-Liberty Grove Fire Station:

Several scheduling conflicts arose because of the Christmas Holiday, and, therefore, the Plan Commission will not be meeting at all in December. The next regular monthly meeting of the Plan Commission will be called to order at 5:30 P.M. on Tuesday, January 28, 2025. At that meeting further discussion will take place regarding the following issues:

- *Proposed Text Amendments; Chapter 66 – B-2 Overlay District;*
- *Proposed Text Amendments; Chapter 66 – B-3 Building Height Limitations;*
- *Proposed Text Amendments; Chapter 66 – Open Space;*
- *Proposed Text Amendments; Chapter 50 and Chapter 66 – Miscellaneous Provisions;*
- *Proposed Fee Schedule Amendments;*
- *Potential Lighting Regulation Amendments; and,*
- *Identification of the Preferred Location for Marge Grutzmacher's "Little Library".*

Agenda Item No. 9. Adjournment:

At 7:56 P.M. a motion was made by Kane, seconded by Champeau that the November 26, 2024 regular monthly meeting of the Plan Commission be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz, Administrative Assistant