

**VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)**  
**MEETING MINUTES**  
**TUESDAY, JANUARY 7, 2025**  
**(DRAFT)**

**1. Call Meeting to Order & Roll Call**

Chair Patrice Champeau called the meeting to order at 11:05 a.m.

**Present:** Chair and Trustee Patrice Champeau, Lori Allen, Gustavo Gallardo, Kay Smith

**Absent:** Lauren Aurelius, Razvan Ciobanu, Marissa Downs

**Staff:** Administrator Julie Schmelzer

**Others:** Louise Howson, Meg Ziegelmann, 'Barb'

**2. Approval of Agenda**

Motion by Smith, second by Gallardo, to approve the agenda as presented. Motion carried unanimously.

**3. Approve Minutes**

Motion by Allen, second by Smith, to approve the minutes from the November 12, 2024, meeting as presented. Motion carried unanimously.

Schmelzer explained there was no quorum for the December meeting, but those in attendance still met with the speaker. Schmelzer is compiling the notes so members know what the speaker covered.

**4. Comments, Correspondence and Concerns from the Public**

(None)

**5. Discussion/Action Items**

**a. Crested Butte; Colorado model; Erin Ganser, Housing Director**

Ms. Ganser gave a brief history of her role and history of the housing crisis in Crested Butte. She explained Crested Butte is a small tourist town with a population of about 1500 people in a county of 18,000. They are about one square mile in size. The last time homes were affordable to 100% AMI was 2012. At that time a highway project resulted in the popularity of the town and ever since then they've had a severe housing issue – they have less than a 1% vacancy rate and the average home sells for over \$2 million.

In 1990 they adopted an accessory dwelling unit (ADU) code which required a minimum of a six-month tenant lease. Until 2010 that helped with housing, primarily seasonal workforce housing, and they had about 100 ADUs. However, now that they have been 'discovered', a lot sells for about \$1 million and the homes are often \$5-6 million; people no longer want ADUs on their lot with their expensive home.

They chose to build their own housing developments so they can put their own deed restrictions on the sales and so they could prioritize who they sell or lease to. They have built a mix of homes and long-term rentals (primarily occupied by town employees). They have a five-year wait list. They do have some developer owned units as well.

1 They have a buy down on their deed restriction. About 330 units are deed restricted, or 25-30%. About  
2 30% of the developer owned units are also deed restricted.

3  
4 They tried to figure out how to slow the growth of the multimillion-dollar homes. In 2019 they  
5 proposed a vacant home tax, but the wealthy, real estate agents and nonprofits voted it down. They  
6 switched to a planning approach by involving the public in their housing meetings, developed a parking  
7 and mobility plan, updated their historic preservation plan, and their culture, climate and commercial  
8 plan, and then their zoning code. The zoning code now offers incentives to generate more affordable  
9 housing. For example, in lieu of a fee, they pay full or partial towards employee housing.

10  
11 They too have been struggling with the few affordable homes becoming short-term rentals.

12  
13 The struggles they face with their program are staff time. Monitoring the deeds long-term is time  
14 consuming. They finally hired a company to monitor the sales.

15  
16 Their deed restrictions include a provision that the occupant's income and assets can't exceed 140%  
17 AMI, which is about 3 x the value of the home. Also, one member of the home must be a full time  
18 employee of the Crested Butte workforce. Appreciation (sale price) cannot exceed 3% a year. When  
19 asked by a committee member what they do if the resident no longer works full time in the county,  
20 she said they have to sell. She added, "these homes are not to create 'nest eggs', they are to create  
21 'nests', a place to stay until you can afford something else".

22  
23 They issued RFPs for developers, had them sign Development Agreements, and welcomed different  
24 building models and materials than they traditionally allowed.

25  
26 They realized how much they changed and knew something had to be done immediately. They now  
27 call themselves, "the Fading West".

28  
29 Following Ganser's call, members felt the committee needed a master plan. Schmelzer explained once  
30 they feel they have gathered enough background information, she'll compile everything they learned,  
31 and the committee will create a model. She also explained there are others helping the committee  
32 get what is needed for a plan and explained the Plan Commission will be reviewing their codes to see  
33 if the R-4 district is too restrictive and doesn't allow for affordable housing, and what changes are  
34 needed to not hinder development.

35  
36 Gollardo asked if the committee has considered different types of construction and volunteered to  
37 research different development styles.

## 38 39 **6. Discussion Regarding Matters to be Placed on a Future Agenda, Referred to a Committee, Official** 40 **or Employee**

41 The committee would like to hear from a multi-family developer.

## 42 43 **7. Set Meeting Schedule & Topic(s); Speaker Invite List.**

44 Schmelzer explained by the time they meet she'll have the draft housing models from the builder and  
45 the committee can review them, and she'll try to line up a speaker. The committee agreed to meet on  
46 January 21 at 10:30. [Meeting was cancelled]

47

1   **8. Adjournment**

2   Motion by Smith, second by Allen, to adjourn. Motion carried unanimously. The meeting was  
3   adjourned at 12:30 p.m.

4

5   Respectfully submitted,

6   Julie Schmelzer, Acting Recording Secretary

**VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)**  
**MEETING NOTES**  
**TUESDAY, DECEMBER 3, 2024**

Due to a lack of a quorum, no meeting was held, but those present participated in a scheduled Zoom call with Gorman & Company, and, the city of Sturgeon Bay Community Development Director, Marty Olejniczak.

**Present:** Chair and Trustee Patrice Champeau, Marissa Downs, Kay Smith

**Absent:** Lori Allen, Lauren Aurelius, Razvan Ciobanu, Gustavo Gallardo

**Staff:** Administrator Julie Schmelzer

**Others:** Stephen O'Hearn, Door County Community Foundation, Louise Howson

Speaker No. 1

Gorman & Company, represented by Dennis Davidsaver, Ted Matkom, and Daniel Kornaus, explained they are a 40 year old company focused on providing housing solutions. They spoke about a 108-unit affordable housing development in Sun Prairie called Jenny Wren. They presented photos (slides) of the units and the overall development. It is a three-story apartment complex with common area, surface parking and detached garages. They use a market rate model but have lower rents because they cost less to build and operate.

They spoke of another development with one, two and three bedroom units. It has 95 units in total. To keep it affordable they again used surface parking and had no elevator to get to the upper floors. That project used TIF, bank financing, and equity.

They target the missing middle at \$80-120,000 incomes. Many of their tenants are law enforcement, teachers and nurses. They have used WHEDA tax incentives in the past, and for the Sun Prairie project they used TIF incentives from the city, coupled with bridge financing from WHEDA. They explained this is not uncommon, and in Green Bay they use TIF and financing through the State Land Trust.

They also spoke about their home developments. Downs asked if they have deed restrictions to keep the homes affordable. They explained they do not, but they are not opposed to it either. With WHEDA financing they are required to build 80/20, so there was assured a mix of affordable housing.

They have done a single-family housing project in Telluride, Colorado. They use subordinate financing, similar to WHEDA financing, and do have deed restrictions on those homes. They are replicating that project in Fitchburg with homes selling for \$300,000.

They try to build market rate and to build without WHEDA tax credits. They did explain they would like to build in Sister Bay, and when we are ready, they'd like a copy of the Village's RFP.

Speaker No. 2

Marty Olejniczak, with the city of Sturgeon Bay, spoke about their Geneva Ridge project. This was a follow-up conversation the committee had earlier with the Developer of that subdivision.

Marty explained they typically build market rate apartments and use TIF financing. They had an

1 opportunity to buy the Geneva Ridge parcel so they bought it at cost, rezoned it and did RFPs for  
2 developers for detached homes. The developers that responded wanted the city to pay for the  
3 infrastructure and they'd build and sell the homes for \$350,000, so the city declined the offer and sat  
4 on the lot.

5  
6 They finally decided to move forward and build a subdivision. The city used their TIF to pay for the  
7 infrastructure. Portside Builders is who they decided to work with, and had them commit to a five-  
8 year agreement, approved predetermined plans, and the city approved the pricing. The city holds the  
9 lots and requires deed restrictions: at time of purchase one member has to be a full-time employee  
10 in the county, and, the city defers the infrastructure costs six years and then forgives it. They  
11 considered a special assessment policy of 6-12 years but didn't want to manage long-term restrictions.

12  
13 The taxes on the homes eventually pay back all the infrastructure costs. The city owns the lots until  
14 the home is built, and then transfers it to an approved buyer. The developer is the one who markets  
15 the lots.

16  
17 The city also targets teachers, law enforcement, etc. They view the project a success and are thinking  
18 of doing it again.

19  
20 Currently they are working on a Planned Unit Development (PUD) for density. They will likely use an  
21 affordable housing fund they create by using the increment from a TID they are closing. It will be built  
22 in phases.

23  
24  
25 Respectfully submitted,  
26 Julie Schmelzer, Acting Recording Secretary

**Sister Bay / Liberty Grove Library Commission Meeting  
January 13, 2025**

**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, Julie Kingsbury (Chair), Glenna Peters, and David Watkins.

**Commission Members Absent:** none.

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

**Library Staff Members Absent:** none.

**Public Present:** Laurel Harff.

**New Commission Member Glenna Peters-Town of Liberty Grove:**

Chairwoman Kingsbury welcomed Glenna Peters, as the Town of Liberty Grove representative replacing Martha Newkirk.

**Agenda Approval:**

**Maurice Ash moved to approve the agenda as presented, seconded by David Watkins. Motion carried.**

**Public Input:** None.

**Review and Approve the Minutes of December 9th, 2024, Meeting:**

**David Watkins moved, and Maurice Ash seconded a motion to approve the minutes of the December 9th, 2024, meeting. The motion passed 6-0.**

**Review and Approve Bills:**

Christina Johnson	4th Qtr. Payroll	\$110.82
David Watkins	4th Qtr. Payroll	\$110.82
Julie Kingsbury	4th Qtr. Payroll	\$110.82
Lynn Herman	4th Qtr. Payroll	\$110.82
Martha Newkirk	4th Qtr. Payroll	\$110.82
Maurice Ash	4th Qtr. Payroll	\$110.82
Stacey Bahrke	4th Qtr. Payroll	\$591.04
Sheila Bristol	4th Qtr. Payroll	\$1,496.07
US Treasury	4th Qtr. Payroll Taxes	\$455.94
Village of Sister Bay	Propane-Nov	\$651.99
School Outfitters	Children's Furniture: Storage Cabinet, Rolling Table & Cube Chairs	\$3,719.81
WPS	December Electric Service	\$572.61
Ace Hardware	Storage Cabinet Fasteners	\$22.96
Ahnapee Hill Cleaning	December Cleaning Service	\$1,044.00
Frontier	January Telephone Service	\$307.71
Village of Sister Bay	Library Maintenance 4th Qtr.	\$0.00
Sister Bay Water & Sewer	Utilities: Water & Sewer-4th Qtr.	\$482.54
Sister Bay Water & Sewer	Utilities: Fire Sprinkler-4th Qtr.	\$110.25
Village of Sister Bay	Propane-Dec	\$814.81
<b>Total</b>		<b><u>\$10,934.65</u></b>

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

**Update Picnic Table Payment-CIP Contingency Funding:**

Ms. Bristol reported on Mr. Harff's meeting with the Village Administrator regarding the replacement picnic table payment that was not covered by insurance. The Administrator was in support of using contingency CIP funding in this situation. Julie Kingsbury then discussed this option with Town Administrator Bud Kalms, who was also in agreement with the transaction. Letters of request for the CIP Contingency Funding were then submitted to both municipalities for their approval process by Sheila Bristol. The Town of Liberty Grove has already paid their half to the Village. The Village Clerk informed Ms. Bristol that their auditor will do a fund transfer between accounts for their half and no payment would be due from the library. The Chair thanked Mr. Harff for his assistance with resolving this issue.

**CIP Tree Cutting Project Carryover Request:**

Ms. Bristol reported on Vlad Gannik, Village Finance Director's findings that 2024 CIP Funding could be rolled over into 2025 in the case of the tree cutting project that was not completed by year end. The Chair shared discussing the rollover with the Town's Administrator who stated the money is there. Members voiced interest in the request as the need for the project still remains and they plan to readdress it in the spring. Regarding ownership of the Library property, Ms. Kingsbury informed the Commission that the Village had deeded over the property to the Library Commission years ago. **Motion by Maurice Ash, seconded by Julie Kingsbury to request the carryover of the 2024 CIP Funding to 2025, for the Tree Cutting Project. Motion passed 6-0.** Ms. Bristol will submit a letter of request to both municipalities.

**Additional Bank Check Signing Designee:**

Glenna Peters volunteered to be an additional check signing designee for the Library Commission. **Motion by David Watkins, seconded by Lynn Herman to approve Glenna Peters as an additional check signing designee for the Library Commission. The motion passed 6-0.** Ms. Bristol will coordinate getting updated signature cards with Nicolet Bank.

**Maintenance Report:**

**1. Landscaping Contract:**

The Commission discussed the need for a qualified landscaping company to replace Lowney's Landscaping who was unable to honor their three-year contract due to staffing issues. Mr. Bahrke stated that he has not heard back from Meissner Landscaping who had been referred to him by Lowney's. The Commission suggested several other area vendors, however, Mr. Bahrke stated they either do not have the knowledge to care for the pond, plants and garden, or they do not have the staff. The Chair voiced concerns about having a qualified vendor before spring and was hopeful that Mr. Bahrke would have someone secured by next month's meeting.

**2. Maintenance Update Needed on 2024 Items:**

The Chair reviewed a punch list of maintenance items needing attention.

Mr. Bahrke plans to discuss with John Hill from Ahnapee Hill Cleaning the following issues and items needing to be ordered:

- Broken baby changing table-needs repair or replacement in men's restroom.
- Wall mounted child safety seat-needs to be ordered.
- Broken garbage can-needs to be replaced for men's restroom.
- Spill kit products need to be ordered-new carpet cleaner working great.
- Paper towel and soap dispenser issues-clarify and coordinate correct types of products to be ordered between Ahnapee and Warner Wexel/vendor.
- StepNPull-foot door openers-consider ordering for restroom doors.

Other Maintenance items:

- Sliders/casters for conference table-testing out a set of sliders-Mr. Bahrke will order a smaller size.
- Electrical issues: Loose electrical outlet near the entrance door & removal of old door counter-Mr. Bahrke will investigate it.

Spring maintenance items include:

- Book shed trim board replacement or painting.
- A.C Wall board replacement or painting.
- Carpet and Window Cleaning (inside & outside)-Mr. Bahrke to coordinate service with Ahnapee Hill Cleaning. This annual service was not done last year as the Library was in transition obtaining a new Facility Operations Manager.

**Librarians Report:**

Christina Johnson shared a recap of events for December in addition to her monthly statistical handouts. See Librarians Report documents for detail. She shared that the library was open to patrons for 304 days of service in 2024.

Ms. Johnson described how grateful and well received the recent children's furniture acquisitions were. The rolling table with activity bins and tiny tot seating paired well with the puppet theater. Also, the large wood storage cabinet stored in the conference room provides efficient and much needed storage for craft and story time supplies.

In addition to monthly programs the following informative events were held in December:

- *National Parks Travelogue hosted by Bill Wegehaupt-15 patrons attending.*
- *Vintage Holiday Music on 78s-History and Listening event-presented by DJ David Watkins and enjoyed by 23 attendees.*

Upcoming Programing:

- *Storytime with Miss Jenny-Wednesdays-topics include:*  
*Jan. 8-Snow.*  
*Jan. 15-Ice Skating.*  
*Jan. 22-Animals in Winter.*  
*Jan 29-Cars, Planes, & Trains.*
- *Baby & Me Storytime with Miss Willa.*
- *SIS Events in conjunction with Door County Reads 2025 "The House In The Cerulean Sea" by TJ Klune.*  
*Jan. 21-Close-Up Magic Show with professional magician David Watkins.*  
*Jan. 28-New Zealand and Australia Travelogue hosted by world traveler Bill Wegehaupt.*
- *See "Door County Reads 2025-List of Events" flyer for dates and a detailed summary of programming and unique events.*

*A list of past Door County Reads publications from 2008 to present was shared by Christina Johnson.*

**Next Meeting:**

The next meeting will be on **Monday, February 10th, 2025, at 1:00 P.M.**

**Adjourn Meeting:**

Julie Kingsbury proceeded to adjourn the meeting at 1:55 P.M.

Submitted by Sheila Bristol.



## **SIS Branch Report recap of December 2024 for the January 2025 Library Board Report:**

With the year coming to an end, we love sharing that the Sister Bay/Liberty Grove Library was open to patrons for an amazing **304 days of service inside** the branch across 2024. The use of so many resources and offered programs reached all ages with fun opportunities and lifelong learning enrichment. We love harnessing community strengths and bringing the community together formally and informally with the library as a hub where people feel positive, welcome, included, enlightened, and continue to be inspired.

In addition to providing programs, collection and circulation of library materials, technology assistance and access, we have worked to reinvigorate and improve several physical spaces as well. A recent part of this included the Sister Bay/Liberty Grove Library Commission supporting the purchase and acquisition in December of a **tiny tots activity island with underneath rolling toy/activity bins** for the children's area, as well as a set of **tiny tot seating** that have paired very well as an audience area with the puppet theater. Over the past few weeks, families have been discovering the new additions and loving the support and investment in having an improved indoor space that is screen free for kids to explore creative play and thought, as well as have quality time together. Another improvement with this round of space improvement purchasing is a **large, wood, enclosed cabinet shelving unit** for our community room. It is much more appealing and efficient for storage and as an organization spot housing craft and storytime/kids programming supplies. **We are grateful.**

With December closing out the year, in addition to the usual monthly programs, we hosted an informative **National Parks Travelogue** with 15 people and a **Vintage Holiday Music on 78s History and Listening event** enjoyed by 23 people. The holiday event was funded primarily by the Friends of Door County Libraries, as well the Door County Library Foundation. Cookies were donated by Al Johnson's Swedish Restaurant & Butik, as well as popcorn and hot apple cider purchased through general donation funds.

We look forward to many more great things to come in 2025!



Sun. 01-Dec-2024  
 Mon. 02-Dec-2024  
 Tue. 03-Dec-2024  
 Wed. 04-Dec-2024  
 Thu. 05-Dec-2024  
 Fri. 06-Dec-2024  
 Sat. 07-Dec-2024  
 Sun. 08-Dec-2024  
 Mon. 09-Dec-2024

Tue. 10-Dec-2024  
 Wed. 11-Dec-2024  
 Thu. 12-Dec-2024  
 Fri. 13-Dec-2024  
 Sat. 14-Dec-2024  
 Sun. 15-Dec-2024  
 Mon. 16-Dec-2024  
 Tue. 17-Dec-2024  
 Wed. 18-Dec-2024  
 Thu. 19-Dec-2024  
 Fri. 20-Dec-2024  
 Sat. 21-Dec-2024  
 Sun. 22-Dec-2024  
 Mon. 23-Dec-2024  
 Tue. 24-Dec-2024  
 Wed. 25-Dec-2024  
 Thu. 26-Dec-2024  
 Fri. 27-Dec-2024  
 Sat. 28-Dec-2024  
 Sun. 29-Dec-2024  
 Mon. 30-Dec-2024  
 Tue. 31-Dec-2024

Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes	Volunteer Tally
183	92		1		
173	87				
132	66			Storytime (6=4A+2pK)	3
87	44			World's Religions Book Study (6A)	1
167	84				
181	91				
252	126				
220	110		4	Book Club (11A) + Vintage Holiday Music on 78s (23A) + (2 puzzle, 2 chess)	2
219	110		1	Storytime (13=8A+5pK)	2
97	49		1		
191	96		1		
149	75				
171	86			Wooly Stitches (7A)	1
153	77		1	National Parks Travelogue (15A)	1
224	112		2	Storytime (14=9A+5pK)	1
139	70			Caregiver & Me Storytime (0) (Snowstorm Warning)	
118	59				
191	96				
232	116				
Christmas Eve Holiday					
Christmas Day Holiday					
175	88		2		1
210	105		2		
157	79		3		
366	183		4	(2 chess 2 puzzle)	
160	80		2	(New Year's Eve, close early at 5pm) 2 chess	
Total	4347	2174	0	24	12

120 Craft kits for take home  
 Many In-house coloring pages and art supplies open for use

## Monthly/YTD Circs and Renewals - December 2024

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,288	749	3,037	34,021	9,509	43,530
Appleton	18	637	655	373,843	138,772	512,615
Black Creek	1,873	725	2,598	25,032	8,572	33,604
Clintonville	2,880	908	3,788	43,590	9,980	53,570
Door Cty - Baileys Harbor	957	272	1,229	14,010	3,168	17,178
Door Cty - Egg Harbor	823	226	1,049	13,574	3,116	16,690
Door Cty - Ephraim	229	73	302	3,741	969	4,710
Door Cty - Fish Creek	409	134	543	5,644	1,184	6,828
Door Cty - Forestville	508	246	754	7,380	2,706	10,086
Door Cty - Sister Bay	2,291	662	2,953	35,230	9,056	44,286
Door Cty - Sturgeon Bay	6,521	2,219	8,740	93,197	26,057	119,254
Door Cty - Washington Island	587	84	671	7,900	1,297	9,197
Florence	569	141	710	10,305	1,655	11,960
Fremont	924	278	1,202	16,629	5,445	22,074
Gillett	432	163	595	5,728	1,633	7,361
Hortonville	4,682	1,800	6,482	66,923	19,810	86,733
Iola	1,586	489	2,075	20,740	5,569	26,309
Kaukauna	9,530	3,255	12,785	122,595	32,069	154,664
Kewaunee	2,607	1,210	3,817	33,330	10,956	44,286
Kimberly	12,751	3,731	16,482	136,026	37,326	173,352
Lakewood	1,791	596	2,387	26,930	6,645	33,575
Lena	520	192	712	6,208	1,750	7,958
Little Chute	10,689	3,266	13,955	112,232	34,583	146,815
Manawa	1,202	399	1,601	20,644	4,924	25,568
Marinette Cty - Coleman	1,083	482	1,565	16,929	6,033	22,962
Marinette Cty - Crivitz	1,679	620	2,299	24,840	7,279	32,119
Marinette Cty - Goodman	216	90	306	2,785	559	3,344
Marinette Cty - Marinette	2,851	919	3,770	43,836	12,223	56,059
Marinette Cty - Niagara	405	213	618	6,883	2,650	9,533
Marinette Cty - Peshtigo	599	180	779	7,596	2,305	9,901
Marinette Cty - Wausaukee	807	183	990	11,995	2,704	14,699
Marion	1,570	606	2,176	23,968	6,742	30,710
New London	3,205	866	4,071	53,861	11,442	65,303
Oconto	1,794	494	2,288	24,596	6,538	31,134
Oconto Falls	2,301	624	2,925	33,212	7,005	40,217
Oneida Tribal - Green Earth	8	6	14	251	87	338
Oneida Tribal - Oneida	211	109	320	3,741	1,331	5,072
Scandinavia	378	114	492	4,999	2,303	7,302
Seymour	2,182	1,001	3,183	31,357	11,683	43,040
Shawano Cty - Birnamwood	1,746	441	2,187	20,024	2,442	22,466
Shawano Cty - Bonduel	757	403	1,160	11,514	4,646	16,160
Shawano Cty - Mattoon	136	22	158	1,628	322	1,950
Shawano Cty - Shawano	6,370	1,762	8,132	86,994	19,515	106,509
Shawano Cty - Tigerton	525	180	705	6,594	1,688	8,282
Shawano Cty - Wittenberg	367	113	480	5,375	1,203	6,578
Shiocton	606	175	781	8,636	1,626	10,262
Suring	991	377	1,368	14,046	3,568	17,614
Waupaca	8,321	2,379	10,700	117,498	31,527	149,025
Weyauwega	980	556	1,536	17,958	7,178	25,136
<b>Total</b>	<b>106,755</b>	<b>35,370</b>	<b>142,125</b>	<b>1,816,568</b>	<b>531,350</b>	<b>2,347,918</b>

## OWLSnet MyPC Statistics - December 2024

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	4,392	107	41
Black Creek	1,232	47	26
Clintonville	7,796	172	45
Door County - Baileys Harbor	967	11	88
Door County - Egg Harbor	2,041	36	57
Door County - Ephraim	60	4	15
Door County - Fish Creek	113	6	19
Door County - Forestville	402	15	27
Door County - Sister Bay	1,721	64	27
Door County - Sturgeon Bay	23,068	426	54
Door County - Washington Island	28	1	28
Florence	402	11	37
Fremont	1,572	31	51
Gillett	4,904	66	74
Hortonville	1,782	66	27
Iola	9,306	103	90
Kaukauna	13,858	317	44
Kewaunee	2,684	68	39
Kimberly	13,722	332	41
Little Chute	21,715	382	57
Lakewood	4,598	82	56
Lena	3,018	48	63
Manawa	1,725	48	36
Marinette County - Coleman	252	11	23
Marinette County - Crivitz	1,594	56	28
Marinette County - Marinette	9,212	231	40
Marinette County - Niagara	1,229	17	72
Marinette County - Peshtigo	1,572	23	68
Marinette County - Wausaukee	1,166	35	33
Marion	545	22	25
Oconto	3,000	79	38
Oconto Falls	6,693	145	46
Oneida Tribal - Green Earth	74	3	25
Oneida Tribal - Oneida	4,484	105	43
Scandinavia	0	0	0
Seymour	3,072	82	37
Shawano County - Bonduel	569	15	38
Shawano County - Mattoon	0	0	0
Shawano County - Shawano	20,054	392	51
Shawano County - Tigerton	2,869	37	78
Shawano County - Wittenberg	482	13	37
Shiocton	571	6	95
Suring	1,031	28	37
Waupaca	16,514	393	42
Weyauwega	2,524	55	46
<b>Totals:</b>	<b>198,613</b>	<b>4191</b>	<b>47</b>



# OWLSnet Wireless Statistics - December 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 <sup>+</sup>	Average Devices Connected Per Day <sup>++</sup>
Algoma	198	19
Appleton	54	3
Black Creek	263	20
Clintonville	478	45
Door County - Baileys Harbor	241	18
Door County - Egg Harbor	329	26
Door County - Ephraim	86	5
Door County - Fish Creek	163	13
Door County - Forestville	66	6
Door County - Sister Bay	287	20
Door County - Sturgeon Bay	779	59
Door County - Washington Island	56	5
Florence	72	11
Fremont	141	18
Gillett	275	27
Hortonville	236	22
Iola	212	20
Kaukauna	1,292	115
Kewaunee	154	12
Kimberly	579	51
Lakewood	262	22
Lena	243	24
Little Chute	844	61
Manawa	227	14
Marinette County - Coleman	116	9
Marinette County - Crivitz	151	10
Marinette County - Marinette	368	26
Marinette County - Niagara	43	4
Marinette County - Peshtigo	275	25
Marinette County - Wausaukee	234	18
Marion	321	30
New London	424	33
Oconto	315	24
Oconto Falls	247	16
Oneida Tribal - Green Earth	27	1
Oneida Tribal - Oneida	86	10
Scandinavia	48	4
Seymour	144	14
Shawano County - Bonduel	306	32
Shawano County - Mattoon	43	5
Shawano County - Shawano	828	71
Shawano County - Tigerton	245	35
Shawano County - Wittenberg	254	27
Shiocton	41	3
Suring	357	37
Waupaca	798	75
Weyauwega	97	8
<b>Totals:</b>	<b>13,305</b>	<b>1,153</b>

# OWLSnet Overdrive Usage - December 2024

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	390	341	109
Appleton	6,423	7,191	2,571
Black Creek	192	200	44
Clintonville	321	355	150
Door Cty - Baileys Harbor	224	129	124
Door Cty - Egg Harbor	171	165	98
Door Cty - Ephraim	24	33	27
Door Cty - Fish Creek	153	127	41
Door Cty - Forestville	43	50	16
Door Cty - Sister Bay	435	373	194
Door Cty - Sturgeon Bay	1,238	1,244	421
Door Cty - Washington Island	55	94	32
Florence	130	200	82
Fremont	149	100	31
Gillett	117	195	40
Hortonville	638	652	109
Iola	118	172	13
Kaukauna	955	1,106	189
Kewaunee	243	220	40
KIM-LIT - Kimberly	918	1,242	140
KIM-LIT - Little Chute	770	730	107
Lakewood	240	209	48
Lena	39	199	41
Manawa	119	113	23
Marinette Cty - Coleman-Pound	86	143	8
Marinette Cty - Crivitz	252	304	81
Marinette Cty - Goodman-Dunbar	5	15	7
Marinette Cty - Marinette	613	627	215
Marinette Cty - Niagara	55	122	7
Marinette Cty - Peshtigo	150	161	12
Marinette Cty - Wausaukee	223	132	21
Marion	65	141	38
New London	528	533	83
Oconto	317	319	53
Oconto Falls	353	432	82
Oneida Tribal - Green Earth	8	18	32
Oneida Tribal - Oneida	17	33	6

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office	4	7	7
Scandinavia	36	36	11
Seymour	286	417	53
Shawano Cty - Birnamwood	37	150	2
Shawano Cty - Bonduel	104	95	15
Shawano Cty - Mattoon		6	8
Shawano Cty - Shawano	970	1,045	188
Shawano Cty - Tigerton	64	44	11
Shawano Cty - Wittenberg	47	46	4
Shiocton	53	63	8
Suring	49	78	4
Waupaca	919	1,124	356
Weyauwega	83	196	19
<b>Totals:</b>	<b>19,429</b>	<b>21,727</b>	<b>6,021</b>

**MARINA COMMITTEE MEETING MINUTES**  
**Wednesday, January 8<sup>th</sup>, 2025**  
**(Approval Pending)**

**Agenda Item No. 1.** The January 8<sup>th</sup>, 2025 meeting of the Marina Committee was called to order by Chairperson Alison Werner at 4:00 P.M.

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

**Staff:** Marina Manager Dave Lienau, Assistant Manager Sam Jordan

**Others:** Thor Johnson, Marley Inksetter, Merih Bayirli

**Agenda Item No. 2. Approval of the Agenda**

*A motion was made by Champeau, seconded by Duffy that the Agenda for the January 8<sup>th</sup>, 2025 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 Duffy, seconded by Grant that the minutes of the November 13<sup>th</sup>, 2024 meeting of the Marina Committee be amended and 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. Werner asked if anyone would like to make a public comment, and no one responded.

**Agenda Item No. 5. Manager's Report**

Lienau provided the manager's report as listed in the meeting agenda. He noted that the marina winterization process is complete. Seasonal slip renewals are finalized with only three slips turning over for 2025. Transient reservation requests have started filtering in with over a hundred reservations currently in process. Sail Door County's new contract has been signed and is ready for the board to approve at the next meeting. Marina construction consultants and vendors have advised that concrete is the best material to replace the boardwalk with. The marina managers are still awaiting a final quote for a concrete replacement, but it is imperative that the boardwalk is replaced by next season. A maintenance dredging permit is currently in process to allow dredging of the lakebed in the marina to accommodate gradually lowering water levels in the great lakes. The Sumerset Marine construction quotes in the packet for C and D Dock resurfacing are reversed in their labeling but will be amended soon. Both marina managers will be attending the American Marine Industries National Conference and Expo in late January.

**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 February 19<sup>th</sup>, 2025 at 4:00 P.M. via virtual*



1 Zoom meeting.

2  
3 **Adjournment:** A motion was made by Grant, seconded by Howson to adjourn the January 8<sup>th</sup>, 2025  
4 meeting of the Marina Committee at 4:36 P.M. Motion carried – All ayes.

5  
6 Respectfully submitted,

7 

8 Samuel Jordan

9 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,  
MONDAY, FEBRUARY 3, 2025  
(APPROVAL PENDING)**

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

*The February 3, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:31 P.M.*

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

**Excused:** Denise Bhirdo

**Staff Members Present:** Village Administrator Julie Schmelzer, Parks & Streets Department Director Erik Linczmaier, and Administrative Assistant Janal Suppanz.

**Others Present:** Amanda Dietrich, Ellie Soderberg-Guger, Rachel Lawrenz, Kassie Soukup, Roger and Paula Oakdale, Ben Fitzgerald, Tonya Crowell, Alan Sraga, “Barb”, Tom Seagard and Brigett Kozma, Sally Pfeifer, and Sam Gullick.

**Agenda Item No. 2. Approval of Agenda:**

*Motion by Ahrens, second by Orozco that the Agenda for the February 3, 2025 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 January 6, 2025 regular monthly meeting of the Parks, Property & Streets Committee:**

**Ahrens and Howson – See Notes**

*Motion by Ahrens, second by Orzoco that the minutes for the January 6, 2025 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, and Roger Oakdale of 10687 Commodore Circle, Unit No. 701, stated that he had logged on to the last Village Board Meeting via “Zoom” as he wanted to let the Trustees know that he has concerns about the Village’s budget, but was not allowed to speak as he was “constantly muted”, so since Schmelzer and some of the Trustees were at this meeting he would like to make a related statement at this time. Mr. Oakdale indicated that he believes there are “some very significant issues” with the Village’s budget, and would like to schedule an appointment to meet with Schmelzer to discuss what can be done about those issues in the near future. Howson thanked Mr. Oakdale for sharing his concerns, and suggested that he submit a detailed letter to the Finance Committee. She then noted that no correspondence had been received that would require the attention of the Committee.*

**Agenda Item No. 5. Discussion/Action Items:****a. Parking; Peninsula Century Fall Challenge Bike Ride:**

Complaints have been received that several of the individuals who participate in the Peninsula Century Fall Challenge 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. Howson indicated that she would discuss this issue with Brian Fitzgerald, one of the organizers of the Peninsula Century Fall Challenge, and report her findings to the Committee members at this meeting, and Mr. Fitzgerald's son, Ben, was present. Ben indicated that he and his father and their associates intend to make a concerted effort to inform all the people who participate in the Peninsula Century Fall Challenge that they should not park along STH 42. To that end they intend to send out an "e-mail blast" to all registered ride participants a short time before the ride actually takes place. They also intend to post a related notice on their social media platforms, will include a similar notice in the ride packets, and will leave copies of those notices at local motels and lodging establishments.

*The Committee members thanked Mr. Fitzgerald for taking the time to attend this meeting, and also indicated that they are happy to hear that actions will be taken to resolve the previously mentioned parking issues.*

**b. Parking; Mill Road East (The Area In Front of the Mill Road Gallery)**

Tom Seagard, who owns an art gallery that has been assigned an address of 2328 Mill Road, has called the Village Office on several occasions complaining that vehicles were parking in the designated "No Parking" areas in front of his gallery; thereby totally blocking his driveway and the parking area for his business. Mr. Seagard and his wife, Brigitte Kozma, were asked to prepare a diagram that depicts the appearance and placement of the "no parking" designations they would like to have added in front of their business, and Ms. Kozma complied with that request. (The documentation she provided was included in the digital meeting packets.) If Mr. Seagard and Ms. Kozma's request is approved a 4' wide X 55' long striped "No Parking" zone that is yellow in color will be created on a portion of Mill Road.

*Motion by Howson, second by Orozco that as soon as weather permits Linczmaier shall see that the 4' X 55' street striping that was proposed by Tom Seagard and Brigitte Kozma is added to the area where parking will be prohibited in front of the Mill Road Gallery. Motion carried – All ayes.*

**c. Concession Building Addition; Design Contract:**

In accord with the Committee members' request, Schmelzer submitted an application for a grant to cover the costs of an addition to the baseball field concession building at the Sports Complex that will contain two ADA accessible restrooms, but has not been notified of the status of that application yet. In light of the fact that the grant application was submitted, the employees at Stantec were asked to complete the engineering work related to the installation of a sewer lateral stub on the baseball field concession building, and Schmelzer proceeded to work with the employees from McMahon Engineers & Architects on the drafting of a proposed contract for the creation of plans for the addition. A copy of the proposed contract was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process Schmelzer noted that because of the location of the existing infrastructure in the concession building and the actual design of that building, the addition will need to be located off the south side of the building, rather than on the east side of it as had originally been anticipated. She also noted that the employees from McMahon have agreed to design the addition and do all the required engineering work for less than \$25,000.00. Therefore, it will not be necessary to solicit bids for any of the required engineering work.

1 Laskiewicz expressed concerns about the proposed costs of the engineering work, especially in light of  
 2 the fact that the restrooms are quite small, and suggested that in the future staff members request price  
 3 quotes from a few engineering firms before making a referral to the Committee.  
 4

5 Sally Pfeifer explained that her husband, Jeff, who normally represents The Bays at Village meetings, had  
 6 another obligation and was unable to attend this meeting, so she was appearing on his behalf. The main  
 7 reason The Bays are asking that new restrooms be created by the baseball field is that there are a number  
 8 of elderly people who attend their games, and several of those individuals find it difficult, if not  
 9 impossible, to “walk up the hill” to use the restrooms in the concession building by the Little League Field.  
 10 There are “Port-A-Potties” by the baseball field, but because of mobility issues some of the previously  
 11 mentioned individuals have difficulties accessing and exiting them, and, therefore, they are not really a  
 12 safe or effective solution.  
 13

14 *Motion by Orozco, second by Laskiewicz that the Parks, Property & Streets Committee recommends that*  
 15 *the Village Board approve the Agreement For Professional Services between McMahon Engineers &*  
 16 *Architects and the Village of Sister Bay that pertains to the engineering costs for the construction of an*  
 17 *addition to the baseball field concession building at the Sports Complex as presented, but before any of*  
 18 *the stated work actually commences, Schmelzer must receive confirmation that the grant application she*  
 19 *submitted for funding to help cover the costs of the engineering services has actually been approved.*  
 20 *Motion carried – All ayes.*  
 21

#### 22 **d. Trail Updates:**

23 As requested Schmelzer gave the Committee members updates on the status of the Highway 57 Trail,  
 24 the Highway 42 Trail and the Woodland Trail by the Fire Station. Now that the conceptual design work  
 25 has been completed for the Highway 57 Trail, Schmelzer intends to see that a related RFP is issued in as  
 26 timely a fashion as possible. The employees from Stantec are still working on a final design for the  
 27 Highway 42 trail, and are doing the engineering work for that portion of the trail that will be off the  
 28 ground or is elevated. Once the Highway 42 trail is designed Schmelzer intends to start applying for  
 29 related grants. A wetland delineation and a DNR permit will be required for the Woodland Trail, (which  
 30 is also referred to as “the land by the Fire Station”), but due to budgetary constraints Village officials have  
 31 basically put that project “on hold”. It would be possible to utilize the Community Development funds  
 32 that have been collected thus far to help pay for the related expenses, but at this time that funding option  
 33 is not even being considered.  
 34

35 *The Committee members requested that Schmelzer forward them a hyperlink to the preliminary plans for*  
 36 *all of the previously mentioned trails, and she agreed to do that.*  
 37

#### 38 **e. Broadband Updates:**

39 In accord with the Committee members’ request Schmelzer contacted the employees at Bertram  
 40 Communications and asked for an update on the Village’s “Fiber-To-The-Home Project”. She was  
 41 subsequently informed that the employees from the company that will be doing the installation work, “5  
 42 Star”, intend to secure all required permits in the coming month, but no construction will actually  
 43 commence until it warms up because of the current frost levels. To date 367 residents and 460 condo  
 44 units have been signed up for “drops”, but not all of them have subscribed to service from Bertram. The  
 45 employees at Bertram have reported that based upon their experience in other communities this is a  
 46 very low response rate. It is possible that more people will ask for “drops” and sign up for service once  
 47 work actually commences on the Village’s project, but if the employees from “5 Star” have to “jump  
 48 around” that could definitely negatively impact the anticipated completion date for the project.

Schmelzer provided copies of maps on which the properties for which “drops” have been scheduled thus far are delineated to each of the Committee members, and during the review process Laskiewicz expressed concerns that “pedestals”, “flower pots” and “hand holds” which are similar to those that were installed in Baileys Harbor will be utilized in the Village. He believes all of that equipment is quite unsightly and is positive that several Village residents will agree with him.

*Kassie Soukup and Rachel Lawrenz from Bertram Communications were present, and they answered all of the questions that the Committee members had concerning the fiber-to-the-home project.*

#### **f. Public Space Audits:**

*Public space audits for the Sister Bay Sports Complex and Waterfront Park that were prepared by representatives of Do Good Door County were included in the digital meeting packets, and the Committee members jointly reviewed all of that documentation. It was eventually the consensus that each of the Committee members should carefully review the data that the public space audits contain and send Schmelzer their own prioritized listings of the suggestions that were made no later than February 21, 2025, as she intends to see that a related report is prepared and included in the digital packets for the next meeting of the Committee.*

#### **g. Village “Volunteer Day”**

*The suggestion has been made that Village officials consider designating an “Official Volunteer Day in Sister Bay”. Discussion took place regarding this issue at the last meeting of the Committee, and it was the consensus that at some point a list of potential volunteer opportunities should be created and maintained in the Village Office, but at least initially emphasis should be placed on encouraging people to volunteer on Earth Day, which is slated for Tuesday, April 22, 2025. The suggestion was also made that all the Trustees as well as Village employees should be encouraged to work alongside the members of the community who do volunteer.*

*Orozco noted that the Village Board has suggested that the Committee members collaborate with the members of the Green Tier Legacy Community Committee on this issue, and it was the consensus that the Green Tier Committee members should be invited to attend the next regularly scheduled meeting of the Parks, Property & Streets Committee.*

*Schmelzer noted that it is her understanding that the members of The Village’s Green Tier Legacy Community Committee are already planning special activities for the week of April 20, 2025, but she will see that a related invitation is forwarded to the members of the Green Tier Legacy Committee in as timely a fashion as possible. (The members of the Green Tier Legacy Committee have considered sponsoring a brochure that describes the Village’s preferred recycling practices, and will again be giving small trees away. In addition to those activities, they will also be working on implementation of a “reusable shopping bag program”.)*

#### **h. Employee Recognition Benches:**

Linczmaier noted that some of the park benches that have been placed out at the Sports Complex have not been sponsored by anyone for quite some time, and they simply bear a panel that reads, “VILLAGE OF SISTER BAY”. He intends to see that those benches are “power washed in spring”, and thought it might be a “nice gesture” to honor any Village employees who served for twenty or more years by replacing the “VILLAGE OF SISTER BAY” panels with panels that bear those individuals’ names. (At the present time he and Schmelzer are aware of five or possibly six individuals who would qualify for the recognition Linczmaier is suggesting.)

1 *Motion by Orozco, second by Laszkiewicz that the members of the Parks, Property & Streets Committee*  
 2 *believe that any individuals who were or have been employed by the Village for twenty years or more*  
 3 *should be publicly recognized for their service to the community. Therefore, staff members in the*  
 4 *Administration Office shall identify the names of any former or current Village employees who satisfy the*  
 5 *criteria for recognition in as timely a fashion as possible, and provide that information to Linczmaier, who*  
 6 *will see that the top two panels of a sufficient number of the benches that have already been placed at*  
 7 *the Sports Complex are removed and replaced with panels that state, "IN HONOR OF" and the name of*  
 8 *the employee to be recognized. Whenever the determination is made that any additional employees*  
 9 *satisfy the previously mentioned criteria they likewise will be recognized in the previously mentioned*  
 10 *fashion. Motion carried – All ayes.*

11  
 12 **i. Staffing Discussion:**

13 When Linczmaier started working as the Parks & Streets Director there were a lot of issues that needed  
 14 to be addressed, but over the past three years the staff members in the Maintenance Department have  
 15 been making a concerted effort to address all of those issues, and they are now "caught up" and should  
 16 only have to work on "maintaining" Village owned properties and buildings. In light of that fact Linczmaier  
 17 does not believe there will be a need to fill the full-time staff person position that is currently vacant,  
 18 and, instead, is proposing that the existing part-time seasonal position be extended from three days per  
 19 week to four days per week on a trial basis. Because the existing full-time staff members will be expected  
 20 to perform additional duties, especially during the summer months, and will have to increase their  
 21 weekend rotations, Linczmaier believes it would only be fair to increase their wages, and, therefore, this  
 22 matter was referred to the Committee.

23  
 24 *Motion by Howson, second by Ahrens that the recommendation is made to the Personnel Committee that*  
 25 *the full-time staff person position that is currently vacant in the Parks/Maintenance Department not be*  
 26 *filled for now, but that the hours for the existing part-time seasonal position in the Parks/Maintenance*  
 27 *Department be extended from three days per week to four days per week on a trial basis. This*  
 28 *arrangement will be reviewed by the members of the Parks, Property & Streets Committee as well as the*  
 29 *Personnel Committee in mid-November of 2025, and since the existing Parks/Maintenance Department*  
 30 *line workers will be expected to perform additional duties during the interim period, the Parks, Property*  
 31 *& Streets Committee is also recommending that each of those employees receive a seasonal bonus that*  
 32 *the members of the Personnel Committee believe is commensurate with the level of work they will be*  
 33 *expected to perform. Motion carried – All ayes.*

34  
 35 **Agenda Item No. 6. Staff Reports**

36 *Linczmaier and Schmelzer's Staff Reports were included in the digital meeting packets, and the Committee*  
 37 *members jointly reviewed both of those documents. During the review process the Committee members*  
 38 *reviewed the lighting audit that was performed by NCLED, and it was the consensus that the Post Office*  
 39 *shall be utilized as a "test site". Linczmaier indicated that he will contact the Postmaster as well as*  
 40 *representatives of NCLED, to see if they are interested in participating in the trial, and will report his*  
 41 *findings at the next meeting of the Committee.*

42  
 43 **Agenda Item Nos. 7, 8 and 9.**

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

45 **Next Meeting:**

46 *The next meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on*  
 47 *Monday, March 3, 2025. In accord with the Committee's directives the following issues will be addressed*  
 48 *at that meeting:*

**Discussion/Action Items:**

- a. Report from the Parks & Streets Director on the status of utilizing the Sister Bay Post Office as a revised LED lighting test site.
- b. Wayfinding Signage
- c. Discuss potential "Volunteer Day" activities with the members of the Green Tier Legacy Community Committee
- d. Public space audits
- e. Update on the progress that has been made to date by the Friends of the Ice Rink

*The Committee's recommendation concerning staffing recommendations for the Parks/Maintenance Department will also be referred to the Personnel Committee.*

**Adjournment**

*At 5:12 P.M. a motion was made by Orozco, seconded by Ahrens that the February 3, 2025 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant

**PERSONNEL COMMITTEE MEETING MINUTES**

**Wednesday, February 5, 2025**

**(Approval Pending)**

**Agenda Item No. 1. Call to Order**

The February 5, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 2:33 P.M.

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

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.

Staff: 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 February 5, 2025 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 January 8, 2025 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) Personnel Committee Bylaws**

The committee proposed language for bylaws specific to the Personnel Committee at a prior meeting, and further revisions were made at the January committee meeting. The most current revisions were included in the meeting packet for review, although they are still waiting on a final draft of the Personnel Handbook so that can be referenced properly in these committee bylaws.

Schmelzer informed the committee that she had heard from the HR consultant yesterday regarding updates to the Personnel Handbook. Schmelzer will forward the suggested draft from the consultant immediately following this meeting and asked if the committee would like to meet in the next week to discuss suggested changes. The committee agreed to review the material Schmelzer will forward and set a follow-up meeting.

It was the consensus of the committee that the following change be made to the proposed Personnel Committee Bylaws, which will then be forwarded to the Village Board for approval:

*2. Review and establish employee recruiting, hiring, and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) or their designee, ~~and above~~, and participation in all Department Head Exit Interviews.*

**b) Review Personnel Evaluation Forms**



Howson had requested that the current village staff evaluation forms be revised and made more specific to employee roles. Schmelzer provided examples of the forms available in the meeting packet and noted that the forms were most recently revised in 2023.

The committee discussed the four separate forms provided and suggested several revisions including:

- Ensuring that each form has an appropriate title
- Including a check box on the form currently titled "Optional New Employee Performance Appraisal" to indicate if it is being used as a 90-day or Annual Review
- Adding more space to reviewers to add comments and suggestions for improvement, particularly on forms that are provided in PDF form
- Revising the scoring scale on general staff forms to remove the word "Greatly" from "Greatly Exceeds Expectations" and adding an option to choose N/A
- Revising the scoring scale on the administrator evaluation form to reduce the number of scoring choices to six as follows: 1- Unacceptable 2- Needs Improvement 3- Achieves/Meets Expectations 4- Exceeds Expectations 5- Outstanding/Excellent 6 - N/A
- Revising the item which reads "Relationship with Peers and Public" to two separate questions on the administrator evaluation form
- Revise the signature line on the administrator evaluation form completed by trustees to read "Trustee Signature" rather than "Supervisor Signature"
- Add a signature line for employees to sign the Employee Review of Administrator form

Schmelzer took note of the suggested revisions and revised drafts will be presented at a future meeting for further review.

**Agenda Item No. 7. 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 items be addressed at a future meeting:

- Continued discussion on revisions to the Personnel Handbook
- Review revised drafts of evaluation forms

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

*A special meeting of the Personnel Committee has been scheduled for Wednesday, February 12, 2025 at 11:00 AM.*

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

**Agenda Item No. 9. Adjourn**

*A motion was made by Orozco, seconded by Bell to adjourn the February 5, 2025 meeting of the Personnel Committee at 3:17 P.M. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich  
Village Clerk

**VILLAGE OF SISTER BAY**  
**HYBRID PLAN COMMISSION MEETING MINUTES**  
**TUESDAY, JANUARY 28, 2025**  
**SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
**APPROVAL PENDING**

*At 5:30 P.M. on Tuesday, January 28, 2025 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, James Lohmiller, Chad Kodanko, “Heather”, Dave Matasek, James Lohmiller, Chris Schmeltz, Jamie Sanger, Mary Kay Shumway and Ben Kornowski.

**Agenda Item No. 2: Approval of the Agenda:**

*Motion by Bell, second by Harff that the Agenda for the January 28, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

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

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

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

Bhirdo asked if anyone would like to comment regarding a non-agenda item, but no one responded. She then noted that an e-mail that was received from Steve Musinsky had been included in the digital meeting packets. (In his e-mail Mr. Musinsky explains a number of different street lighting requirements, and also describes several of the Dark Sky initiatives that he is aware of.)

**Agenda Item No. 5. Discussion/Action Items:**

**(a) Temporary Use; Portable Sauna; Dorr Hotel – 2329 Mill Road:**

James Lohmiller, the Manager of The Dorr Hotel, which business is located at 2329 Mill Road, has asked if it would be possible for he and his associates to see that a sauna which is displayed on a trailer is parked on the hotel grounds on February 8 and 9, 2025, as they will be hosting a health & wellness event. In accord with the provisions of §66.0302 of the Zoning Code the Zoning Administrator, the Plan Commission Chair, or the Village President may allow such a use, but in some instances a referral must be made to the Plan Commission. Due to the fact that the sauna will be on a trailer and will be displayed downtown Schmelzer determined that a referral should be made to the Plan Commission, and, therefore, a related site plan and photos of the sauna and trailer that will be utilized if the required permissions are granted were included in the digital meeting packets. Mr. Lohmiller was present and answered all the questions the Commission members had concerning the health and wellness event and the display of the sauna.

*Motion by Bell, second by Harff that the Plan Commission grants permission for representatives of The Dorr Hotel to see that a sauna which is displayed on a trailer and will be utilized during a health and wellness event*

1 *to be conducted on February 8, 2025 and February 9, 2025, is parked on the hotel grounds from February 7,*  
 2 *2025 through February 10, 2025, on the condition that if any damage is done to the adjacent Village owned*  
 3 *property when the trailer is driven across it, that property must be restored to the satisfaction of Village officials.*  
 4 *Motion carried – All ayes.*  
 5

6 **(b) Development Agreement Amendment; Exterior Revisions; Eagle Mechanical; Highway 57:**

7 On November 19, 2024 the Village Board approved a Development Agreement that allowed the owners of  
 8 Eagle Mechanical to see that an HVAC/Plumbing contractor workshop and sales facility is constructed off of  
 9 Highway 57. The owners of Eagle Mechanical have now decided that they would actually like to utilize a  
 10 different type and color of siding and trim on their new building, and, therefore, this matter was referred back  
 11 to the Plan Commission. If the owners' request is granted the new building will be brown with black gables,  
 12 trim, windows and doors, rather than midnight blue with clay and white accents. The brand name and color of  
 13 the preferred siding is "Nichiha Vintagewood Cedar" fiber cement board, and color renderings of the new  
 14 building that depict what it will look like with the proposed changes were included in the digital meeting  
 15 packets.  
 16

17 *Motion by Bell, second by Harff that the Plan Commission recommends that the Village Board approve the*  
 18 *Amended Development Agreement for the contractor workshop and sales facility that the owners of Eagle*  
 19 *Mechanical will be constructing off of Highway 57. That Development Agreement shall be amended in such*  
 20 *fashion that it states that the exterior of the new building will be brown with black gables, trim, windows and*  
 21 *doors, and the specific brand and color of the siding that will now be utilized on the new building will be "Nichiha*  
 22 *Vintagewood Cedar" fiber cement board. Motion carried – All ayes.*  
 23

24 **(c) Architectural Review/Site Plan Review; Façade and Entrance Improvements; Husby's; 10641 N Bay Shore**  
 25 **Drive:**

26 The owners of Husby's, which establishment is located at 10641 N. Bay Shore Drive, would like to remodel the  
 27 front façade of their building in such fashion that it appears more historic in nature. If their request is granted  
 28 new windows and siding will be installed on the building, and the parapet will no longer be just one height.  
 29 Since the Plan Commission serves as the Architectural Review Board for the Village, this issue was added to the  
 30 Agenda for this meeting. Related building plans and elevation drawings were included in the meeting packets,  
 31 and the Commission members jointly reviewed all of that documentation. During the review process  
 32 Schmelzer noted that if the plans are approved the railing on the entry-way to Husby's that is located at the  
 33 corner of N. Bay Shore Drive and Maple Drive will be replaced. Due to its close proximity to the right-of-way  
 34 the entry is "non-conforming", but since the Plan Commission has proposed a text amendment that will allow  
 35 non-conforming building exits and landings, she did not require that a variance be requested. Chad Kodanko,  
 36 one of the owners of Husby's, was present and answered all the questions that the Commission members had  
 37 concerning the proposed remodeling project. He also explained that cedar shake siding that matches the siding  
 38 that was utilized on "The Garage" at Husby's as well as new "barn style" light fixtures that are black in color  
 39 will be installed. The Commission members asked if the existing sign will continue to be utilized, and Mr.  
 40 Kodanko stated that it is his understanding that it will be, but it may have to be moved.  
 41

42 Bhirdo stated that she believes all the proposed renovations will look very nice, and the other Commission  
 43 members wholeheartedly agreed.  
 44

45 *Motion by Kane, second by Harff that the Plan Commission grants permission for the owners of Husby's to see*  
 46 *that the building that is located at 10641 N. Bay Shore Drive is remodeled in the fashion that is depicted on the*  
 47 *elevation drawings and building plans that were reviewed at this meeting, on the condition that if the existing*  
 48 *sign for Husby's is going to be moved a Sign Permit will be required, and before any new light fixtures are*

1 *installed the Village Administrator and the Plan Commission Chair must be provided related spec. sheets and*  
 2 *grant written approval for those fixtures to be utilized. Motion carried – All ayes.*  
 3

4 **(d) Site Plan Review; Retail Area Expansion and Alpaca Displays; “Alpaca to Apparel”; 2340 Mill Road:**

5 Ben Kornowski from “Alpaca To Apparel”, has submitted an Offer To Purchase for the property that is located  
 6 at 2340 Mill Road and would like to convert most of the first floor area of the building that formerly housed  
 7 Pipka’s and “Glo” to retail space. He would also like to retain the rental on the second floor of the building, and  
 8 would like to display his Alpacas on the lawn from time to time. In total eight parking stalls will be required for  
 9 the proposed use, and in an attempt to satisfy the Village’s parking regulations Mr. Kornowski has proposed  
 10 that he be allowed to utilize the existing dumpster stall for parking. (If that occurs the dumpster that is currently  
 11 on-site will be removed and replaced with standard trash bins.)  
 12

13 The Alpacas will never be stabled in the Village, and instead, two or three of them (typically a mother and her  
 14 baby as well as another adult female) will periodically be trailered from the area where they are stabled to the  
 15 property at 2340 Mill Road, and will temporarily be on display inside a picket fence that is approximately four  
 16 feet high. (Mr. Kornowski stated that he operates a similar business in Fish Creek, WI and has found that the  
 17 Alpacas are a very popular attraction. He also noted that he has heard “nothing but good comments” about  
 18 the fact that they are on display.) Because there is not sufficient parking for the truck and trailer that will be  
 19 used to transport the Alpacas at 2340 Mill Road, the Plan Commission would either have to grant a one-time  
 20 parking credit of three stalls or impose the condition that the truck and trailer may never remain on-site  
 21 overnight.  
 22

23 Harff expressed concerns that there is potential for Mr. Kornowski’s Alpacas to become quite stressed as they  
 24 will be on display in a very small, rather congested and busy area, three days a week from May through  
 25 November, and Champeau agreed. Champeau also expressed concerns that there is potential for precedence  
 26 to be set. She is very concerned that other business owners in the Village will decide that they also want to  
 27 display different breeds of animals, which could lead to “all kinds of problems”.  
 28

29 Mr. Kornowski responded that he truly cares about all of his Alpacas, and has no intention of ever doing or  
 30 allowing anything to happen that would harm any of them or cause them to become stressed.  
 31

32 Schmelzer noted that if Mr. Kornowski is granted the required permissions, she is recommending that the Plan  
 33 Commission formulate specific conditions related to the Alpaca displays, and is also recommending that the  
 34 following additional conditions be imposed:

- 35 • The on-site landscaping is to be maintained;
- 36 • Any dead or dying vegetation must be replanted in as timely a fashion as possible; and,
- 37 • The trash and recycling bins must be kept under the stairs and screened from view by a fence.  
 38

39 *Motion by Bell, second by Kane that the Plan Commission grants permission for Ben Kornowski from “Alpaca*  
 40 *To Apparel” to convert most of the first floor area of the building that formerly housed Pipka’s and “Glo”, that*  
 41 *is located at 2340 Mill Road, to retail space. Permission is also granted for Mr. Kornowski to retain the rental*  
 42 *on the second floor of the previously mentioned building, and display his Alpacas in both of the areas on the*  
 43 *lawn at 2340 Mill Road that are designated on the site plan that was included in the digital meeting packets,*  
 44 *but the Alpacas will only be allowed to be on display on Saturdays and Sundays from May through November,*  
 45 *as well as on the Friday of Fall Fest Weekend. All of the previously mentioned permissions are granted subject*  
 46 *to the following conditions:*

- 47 • *All on-site landscaping must be maintained, and any dead or dying vegetation must be replanted in as*  
 48 *timely a fashion as possible;*

- *The trash and recycling bins for the property must be kept under the stairs and screened from view by a fence;*
- *The trailer that is used to haul the Alpacas may never be parked in the parking lot on the property; and,*
- *A permit will be required for any fencing that is installed on the property.*

*Motion failed as there was a tie vote –*

*Ayes - Bhirdo, Kane and Bell;*

*Nays - Ohnesorge, Champeau and Harff.*

*A motion was then made by Harff, seconded by Bhirdo that the Plan Commission grants permission for Ben Kornowski from “Alpaca To Apparel” to convert most of the first floor area of the building that formerly housed Pipka’s and “Glo”, that is located at 2340 Mill Road, to retail space. Permission is also granted for Mr. Kornowski to retain the rental on the second floor of the previously mentioned building, and display his Alpacas in the area on the lawn at 2340 Mill Road that has been designated “Area 1” on the site plan that was included in the digital meeting packets, on the condition that that area must be expanded in such fashion that the Alpacas have as much room to roam about as possible. Before “Area 1” is actually expanded a related site plan must be presented to and approved in writing by the Village Administrator and the Chair of the Plan Commission, and the Alpacas will only be allowed to be on display on Saturdays and Sundays from May through November, as well as on the Friday of Fall Fest Weekend. All of the previously mentioned permissions are granted subject to the following conditions:*

- *All on-site landscaping must be maintained, and any dead or dying vegetation must be replanted in as timely a fashion as possible;*
- *The trash and recycling bins for the property must be kept under the stairs and screened from view by a fence;*
- *The trailer that is used to haul the Alpacas may never be parked in the parking lot on the property; and,*
- *A permit will be required for any fencing that is installed on the property.*

*A roll call vote was taken on that motion, and the Plan Commission members voted in the following fashion:*

*Bhirdo – Aye; Harff – Aye; Bell – Aye; Kane – Aye; Ohnesorge – Nay; Champeau – Nay.*

*Motion carried.*

**(e) Proposed Text Amendments; Chapter 66 – B-2 Overlay:**

**(f) Proposed Text Amendments; Chapter 66 – B-3 Building Height Limitations:**

**(g) Proposed Text Amendments; Chapter 50 & Chapter 66 – Miscellaneous Provisions**

Drafts of documents that contain all the revisions that the Plan Commission members formulated at their last meeting concerning the proposed B-2 Historic Overlay District regulations, the proposed B-3 Building Height Limitations, and several miscellaneous provisions that are contained in Chapters 50 and 66 of the Municipal Code were included in the digital meeting packets, and the Commission members jointly reviewed all of that documentation. During the review process Schmelzer and Suppanz took note of all the suggested revisions.

*It was the consensus that a Public Hearing shall be conducted regarding all of the previously mentioned Municipal Code revisions at the next regularly scheduled monthly meeting of the Plan Commission that will take place at 5:30 P.M. on Tuesday, March 25, 2025. Schmelzer indicated that she will see that all the agreed upon*

1 *revisions are made to the drafts, and will also see that related Public Hearing Notices are prepared and*  
 2 *processed in as timely a fashion as possible.*

3  
 4 **(h) Proposed Re-Draft of Floodplain Ordinance:**

5 Last spring a Floodplain Zoning Ordinance was adopted by the Village, and that ordinance was modelled after  
 6 the template that had been provided to Schmelzer by employees from the Wisconsin Department of Natural  
 7 Resources. Recently DNR officials asked that the Village's Floodplain Ordinance be re-adopted as the wrong  
 8 template had apparently been provided and/or utilized, and, therefore, another Public Hearing will be  
 9 required. Staff members intend to see that a re-draft of a Floodplain Ordinance that is modelled after the  
 10 correct template as well as a related Public Hearing Notice are prepared and processed ASAP.

11  
 12 *It was the consensus that a Public Hearing shall also be conducted regarding the Re-Draft of the Floodplain*  
 13 *Ordinance at the March 25, 2025 meeting of the Plan Commission.*

14  
 15 **(i) Identify Location for Marge Grutzmacher's "Little Library"**

16 The decision has been made that a "Little Library" should be erected somewhere in the Village in honor  
 17 of Marge Grutzmacher's service to the community; but, in particular, the number of years she served as  
 18 a member of the Plan Commission. Schmelzer noted that she has not had an opportunity to reach out to  
 19 Marge to determine what the "Little Library" should actually look like yet, but the members of the Parks,  
 20 Property & Streets Committee have requested that the Plan Commission decide where it should be  
 21 located.

22  
 23 *Discussion took place regarding this issue, and it was the consensus that Marge's "Little Library" should*  
 24 *be placed along the path that is adjacent to the existing bench that bears her name in Waterfront Park. It*  
 25 *was also the consensus that Bhirdo and Schmelzer shall decide upon the actual design of Marge's "Little*  
 26 *Library", and Linczmaier was asked to see that it is created and installed in as timely a fashion as possible.*

27  
 28 **(j) Review Draft Comprehensive Plan; Schedule Informational Session/Public Hearing:**

29 A draft of the proposed Comprehensive Plan for the Village was included in the digital meeting packets,  
 30 and the Commission members jointly reviewed that document. During the review process Schmelzer took  
 31 note of all the suggested revisions, and indicated that she will see that the document is revised in as timely  
 32 a fashion as possible.

33  
 34 *It was the consensus that a Public Hearing shall be conducted on the Draft Comprehensive Plan on Tuesday,*  
 35 *March 4, 2025 at 5:30 P.M. Motion carried – All ayes.*

36  
 37 **Agenda Item No. 6. Matters To Be Placed on a Future Agenda or Referred to a Committee, Official or**  
 38 **Employee:**

39 **Agenda Item No. 7. Next Meetings:**

40 *The next regular monthly meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday,*  
 41 *February 25, 2025.*

42 *At that meeting the following issues will be addressed:*

- 43 • **Public Hearings and discussion regarding all of the previously mentioned Municipal Code revisions.**
- 44 • **Discussion regarding the Village's R-4 District regulations**
- 45 • **Discussion regarding the Village's Dark Sky regulations**

1 *A Special Meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday, March 4, 2025, and*  
2 *at that meeting a Public Hearing will be conducted regarding the draft of the Villages Twenty Year*  
3 *Comprehensive Plan.*

4  
5 *It was also the consensus that the following issue shall be addressed at a future meeting of the Plan*  
6 *Commission.*

- 7 • **Discussion regarding the Village's Bluff Protection regulations**

8  
9 **Agenda Item No. 9. Adjournment:**

10 *At 8:40 P.M. a motion was made by Kane, seconded by Harff that the January 28, 2025 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

**SPECIAL SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES**  
**TUESDAY, FEBRUARY 11, 2025**  
**VIA VIDEO CONFERENCE**  
**(APPROVAL PENDING)**

The February 11, 2025 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 7:46 A.M.

**Present:** Chairperson Denise Bhirdo and members Kurt Harff and Alison Werner

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

**Others:** Laurel Harff

**Approval of the Agenda:**

*A motion was made by Werner, seconded by Harff that the Agenda for the February 11, 2025 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 Harff, seconded by Werner that the minutes for the January 14, 2025 Sewer and Water Utilities Committee be approved as amended per Werner's requests. Motion carried – all ayes.*

**Public Comments and Correspondence**

No correspondence was received for this meeting.

**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. Barnes gave an update on sludge hauling and said three of the area operators met and discussed sludge issues that northern Door County is facing. All the area plants are transferring sludge to NEW Water in 2025. Some of the area plants are looking into using FSO Management to dewater their sludge and then land apply it in Kewaunee County, but no one has signed a contract with them yet. The operators would like to meet again, but next time they would like Sturgeon Bay Utilities to be present to discuss the ongoing sludge issues.

Bhirdo questioned the hauler overflow item. Barnes said the hauler left the overflow and the staff had to clean it up. Barnes contacted the DNR Septage Coordinator and was told that it is the haulers responsibility to notify the DNR of any spills and it is the haulers responsibility to complete all the forms related to spills. Barnes notified all the haulers and posted notices at the plant on what needs to be done if there is a spill in the future. Barnes said there are now cameras installed at the plant, so the utilities can now go back and look at prior footage if needed.

**b) Discuss Marina Billing**

Schmelzer reached out to Randy Nesbitt, the Village Attorney, on the Marina billing questions from the January Sewer and Water Utilities meeting. Nesbitt sent a response letter that was included in the meeting



1 packet. Lienau asked Nesbitt another question and he is waiting for a response. Further discussion took  
2 place at the February meeting, and it was decided that the Marina will be treated like every other customer,  
3 and they will have to pay the sewer and water charges going forward. The Marina will have to adjust their  
4 budget appropriately. There is no way of accurately calculating the amount of water that is placed in the  
5 sanitary sewer system from J dock.

6 *A motion was made by Bhirdo, seconded by Harff that the Marina will be treated like every other customer*  
7 *and will have to pay the sewer charge and adjust their budget appropriately. Motion carried – all ayes.*  
8

#### 9 **c) Amendments to Ch. 62; Utilities Code**

10 Barnes reported that she made a few changes to the code since the last meeting and the table of contents  
11 still needs to be updated. Barnes asked the committee members if they saw anything that needed updating.  
12 Werner questioned the service line sizes on page 58 and noted that an apostrophe needed to be added on  
13 page 66. Schmelzer and Barnes are going to see if a public hearing is required or if the Board can approve  
14 the changes to the code.

15 *A motion was made by Bhirdo, seconded by Harff to schedule a public hearing if needed, if a public hearing*  
16 *isn't needed the amendments should go to the Village Board for their approval. Motion carried – all ayes.*  
17

#### 18 **d) Discuss Selling Utilities Parcels in Liberty Grove**

19 Schmelzer said she was contacted by an individual that was interested in purchasing land the Village owns  
20 in Liberty Grove. The Village owns a total of sixty acres in Liberty Grove. The land was purchased for the  
21 utilities to apply sludge. Currently the utilities do not land apply sludge, but Barnes would like the utilities to  
22 keep the land. The utilities might need the land in the future for land spreading. It was determined that the  
23 land will not be sold at this time.  
24

#### 25 **e) WWTP Facilities Study/Review Facilities Study RFP Responses**

26 The Village received six proposals for the facility assessment, feasibility study, and long-term facilities  
27 planning of the wastewater treatment facility. The members reviewed and rated the proposals before the  
28 meeting. All three members agreed that McMahon, Strand and Donahue are the top three proposals.  
29 McMahon would need to shorten their timeline to September. Strand would need to work with our  
30 neighbors and stay within the budget amount of \$30,000.00. Donahoe would need to help explore funding.  
31

32 *A motion was made by Bhirdo, seconded by Werner that the recommendation is made to the Village Board*  
33 *that McMahon be awarded the contract for the Facility Assessment, Feasibility Study, and Long-Term*  
34 *Facilities Planning of the Wastewater Treatment Facility if they can meet the September first deadline. If they*  
35 *cannot meet that deadline then Strand would be the second choice, but they would have to work with our*  
36 *neighbors and stay within the \$30,000.00 budget. Donahue is the third choice, and they need to agree to*  
37 *explore funding. Motion carried – all ayes.*  
38

39 Barnes discussed the sports complex RFP briefly. The RFP is for the sewer lateral that will provide service to  
40 the new parks maintenance facility. The proposals are due March 4, 2025, and there will not be a March  
41 Utilities Committee meeting, so Barnes wanted to make sure that the Committee agreed to award the bid  
42 to the lowest bidder. The Engineer sets the specifications, and all companies must go off the specifications.  
43 State law states that you must award the contract to the lowest bidder. The bid would go straight to the  
44 Board for approval.  
45

#### 46 **Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or** 47 **Employee.**

- 48 • Conversation on PFA information supplied by McMahon

- Discuss Marina Billing

The next meeting of the Sewer and Water Utilities Committee will be conducted at 7:45 A.M. on Tuesday, April 8, 2025 via Video Conference.

**Adjournment**

*At 8:39 A.M. a motion was made by Bhirdo, seconded by Harff to adjourn the February 11, 2025 meeting of the Sewer and Water Utilities Committee. Motion carried – all ayes.*

Respectfully submitted,



Kara Kroll

Utilities Clerk