

Village of Sister Bay Ad Hoc Administration Building Review Task Force Meeting

Thursday, April 2, 2025

(Approved)

Agenda Item No 1. Call to Order

The April 2nd meeting of the Sister Bay Ad Hoc Review Task Force was called to order by Chairman Burress at 2:02 PM at the Fire Station.

Agenda Item No. 2. Roll Call

Present Chairman Burress, and members Patrice Champeau, Brigid White, Ken Church, Kurt Harff, Ron Kane, Chris Hecht, and ex-officio Nate Bell. Excused, member Jill Wiebe.

Others: Lousie Howson, Scott Shanahan, Terry Wolf, Chris Schmeltz

Agenda Item 3. Approval of the Agenda

Motion by Church, second by Kane, to approve the agenda as presented. Motion carried. All ayes.

Agenda Item 4. Comments, Correspondence and concerns from the Public

Terry Wolf asked if the analysis being undertaken would include a look at how many meeting rooms the village needs. His question was in part to let us know that eventually, there may be available meeting room space in the Little Sister Barn at the historical site. Scott Shanahan raised the issue of spending on this project, and the need to keep the village taxpayers in mind.

Agenda Item 5. Discussion/Action items

a) Introduction of Committee Members

The members introduced themselves and gave a brief background.

b) Authorization of Committee: Resolution 2025-002

Burress referred committee member to Resolution 2025-002.

c) Discussion of Site Location and Evaluation of Same

Committee members reviewed eighteen possible locations sites as handed out by Chairman Burress. Committee member added two additional sites for a total of twenty. With discussion, the committee eliminated five of the sites from consideration. Members felt that the remaining fifteen warranted further consideration (see attached).

Discussion then turned to how we would evaluate the potential sites. Members then developed a list of 23 considerations. Members were given a ranking sheet asking that they would rank their top five considerations with the number one receiving 5 points, number two receiving 4 points and so on down to their number 5 receiving one point. Considerations were totaled and totals are listed (see attached).

Agenda Item 5. Matters to be placed on Future Agendas

Chairman Burress has discussed with the Village Administrator an April 10th meeting date scheduled for 2:00pm. Burress will ask the Administrator to attend with history and concerns of potential sites selected by the committee.

Agenda Item 6. Future Meeting Dates:

The Committee has set the following dates to meet. April 10th, April 24th, April 30th. All meetings will be at 2:00P.M.

Agenda Item 7. Adjourn

At 3:55 PM a motion was made by Champeau, seconded by Burress to adjourn the April 2, 2025, meeting of the Ad Hoc Administration Building Review Task Force Committee. Motion carried-all ayes.

Respectfully submitted,

Richard Burress
Committee Chair

Item 5.c, inventory list:

1. Logerquist
2. Wiltse off ZZ
3. Wiltse off Woodcrest
4. Wiltse off Autumn Ct.
5. Wiltse off Scandia
6. Add on to parks building (Autumn Ct)
7. At current Parks building site
8. Krist location
9. Swap 40's with Barbra Hull
10. Silver Birch gift shop (1.2)
11. Across from Mill rd. on Woodcrest 2.14

- 12. Country Walk Dr. and 57 (1.2)
- 13. Old Traver clinic (3.45)
- 14. Old Bank-NWTC
- 15. Property South of Wolf on Highway 42 (3.3)

Item 5.c, ranking:

- 1. Is this property owned by the Village? 5,1,1,4,4,5=20
- 2. Is this property currently served by Sewer and Water? 4,5,5,3,3,5=25
- 3. Is the property within 500 ft of S&W? 3
- 4. Is the property available or for sale? 3
- 5. Does this property exhibit any building restrictions?
- 6. Overall cost of the project 1,2,3,5,5,4=20
- 7. Does this property exhibit any ingress/egress issues? 3,4=7
- 8. Is there an existing parking lot at this property for 50 vehicles? 4,1=5
- 9. Would the parking at this site be multi-use? 1,5,3=9
- 10. Is this property compatible with a government building?
- 11. Would the location of this building constitute spot zoning?
- 12. Would the building at this site compromise adjacent land use?
- 13. Is there meeting space in an existing building?
- 14. Does the site accommodate expansion? 1
- 15. Is the site East of Bayshore Drive if downtown 2
- 16. What are the infrastructure costs 4,2=6
- 17. Is the property in a B3 district 1
- 18. Do we maintain Green Space
- 19. Is there remediation of contaminants
- 20. Is there Presence-represents the Village style 2,4=6
- 21. Is there a water view?
- 22. Is there use of an existing building 2
- 23. Does the site accommodate future government buildings 2

VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 10, 2025
APPROVAL PENDING

1. Call to Order

Chair Dick Burress called the meeting to order in the conference room of the fire station at 2:00 p.m.

2. Roll Call.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White. Village President Nate Bell was present serving in an ex-officio capacity, meaning he could not vote unless there was a tie vote.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Dave Smith.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Burress announced they would be discussing the agenda items in a revised order. Motion by Church, second by Kane, to approve the agenda, acknowledging the order would be revised. Motion carried unanimously.

4. Approve Minutes

It was noted the minutes indicated Wiebe was absent but she was excused. Motion by Church, second by Burress, to approve the April 2, 2025, minutes, as amended. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Schmelzer explained since a majority of the Village Board of Trustees was in attendance, those trustees who were not Task Force members could provide comments or concerns but the committee could not engage in a dialogue with them since the Village Board would ultimately be making a decision on the subject matter of the Task Force's mission. There was no public comment (including Non-Task Force Trustees in attendance).

6. Discussion/Action Items

a. Review Staff Summary of Potential sites.

The Task Force reviewed the handout that was in the meeting packet which provided detailed information about each of the sites the Task Force decided to discuss at the meeting. The Task

Force voted on each of the fifteen sites, of which two sites had tie votes and the ex officio member had to vote to break the tie vote.

Of the fifteen sites, the Task Force narrowed their focus to five sites:

- i. The former Logerquist property on Woodcrest Road;
- ii. The current Park Maintenance Facility site at 2313 Mill Road;
- iii. A 2.14 acre site adjacent to the Sports Complex owned by Our Balmoral, LLC on Woodcrest Road;
- iv. A portion of the Hull property along Woodcrest Road;
- v. The former Traver Clinic on Applewood Road.

b. Work Assignments

Burress handed out a 'ranking sheet' the Task Force discussed at the last meeting. The sheet lists 23 items the group indicated needed to be considered for each site. Each member is to complete the sheet for each site and rank their selections in order, based on the criteria the group agreed was critical to their decision making process.

c. Discussion and Next Steps

Burress asked for volunteers to contact the owners of the sites the village did not own and determine if the owner(s) would be willing to sell their property, or trade, and at what price.

Assigned property inquiries were:

- i. 2313 Mill Road – Schmelzer is to map out setbacks and determine if there is room for the design already approved, including parking.
- ii. Our Balmoral, LLC – Kane
- iii. Hull – Hecht and White
- iv. Traver – Burress

7. Matters for Future Agenda

Burress indicated all three items discussed should be on the next agenda, as well as an agenda item to discuss a temporary operating site for the administration offices.

8. Next Meeting Date

The next meeting will be April 24, 2024. Village staff will try to find a larger meeting room, but if none is available, the group will meet in the conference room again.

9. Adjourn.

The Task Force adjourned their meeting at approximately 3:45 p.m.

Respectfully submitted,

Julie Schmelzer
Village Administrator



Door County Coastal Byway

DCCB Council Meeting - Minutes



Date / Time: Monday, March 24th 2025 – 9:00 a.m.

Location: Gibraltar Administrative Offices
4097 STH 42, Fish Creek WI 54212

1. Call to Order / Quorum. DCCB Chair Ann Miller called the meeting to order at 9:04 a.m. The following DCCB Council members were present and constitute a quorum:

Janal Suppanz – Village of Sister Bay

Ann Miller – Town of Liberty Grove

Laura Reetz – Town of Gibraltar

Al Birnschein – Town of Jacksonport

Madison Dietzen – Village of Egg Harbor

Linda Wait & Jeanne Vogel – Town of Sevastopol

2. Approval of Agenda. Motion by Suppanz and second by Birnschein to adopt the agenda; motion carried.

3. Approve Previous Minutes. Motion by Birnschein and second by Suppanz to approve the minutes of February 10, 2025; motion carried.

4. Treasurer Report / Update on 2025 Municipal Funding. Wait reported the following:

2/1/2025	Balance Checking		Debits	Credits	\$4,035.01
3/7/2025	Village of Egg Harbor	Funding contribution 2025		\$500	
3/24/2025	Balance Checking				\$4,535.01

Moneymarket/savings account balance is \$5,001.64. We have received 2025 funding from Sister Bay, Ephraim, Jacksonport and Village of Egg Harbor. We can follow up with Sevastopol, Gibraltar, Liberty Grove and Baileys Harbor.

5. Initial Contact with Door County Land Use on problematic junked vehicles/machinery/trailers etc. as relates to County, DNR, WI DOT and FHWA local ordinance/law for State and Federal guidelines of properties on and adjacent to State/Federal Scenic Byway Corridors.

Miller identified properties at 5299 & 5390 STH 57 and 4289 S. Country View and called Door County Zoning Administrator Jeff Kussow and Land Use Director Karyn Behling regarding concerns and asked if the County would be taking action. She also indicated to them that assistance could be available from State and Federal byway units. Wait responded that one of the properties has previously been referred to the County and that she was not aware of any complaints at the local level on the other two properties, especially since they are some distance from Highway 57. Birnschein, Vogel and Suppanz supported Miller's concerns and that asking for action now showed we want to abide by the Byway rules and not let it get out of hand or lose byway status.

Miller will wait to hear back from Land Use and offered to contact various Federal and State departments for their input on the situation.

6. Coloring Book Project. Miller has not had an opportunity to reach out to sponsors and many northern businesses are closed for the season. Innovative Printing indicates a run of 10,000 coloring books now would be in the range of \$8,522 (excluding any design time if changes were made) plus a 10% overrun. Miller does have a supply if you need replenishment, along with plenty of crayon packs.

It was the consensus that, regarding a grant application to the Community Investment Fund, Wait will send the previous application to Council members for additional input and tweaking. We should also check to see if any of the CIF parameters have changed. They do recommend a preliminary discussion with CIF coordinators ahead of submitting an application. Miller will also get recent statistics from Destination Door County on visitor increase. We can also add that our DCCB was nominated for Best Scenic Drive, is now included in Wisconsin's Rustic Roads booklet, and that our many sponsors feel the coloring book is a worthwhile promotional effort. The next round of CIF applications is due June 2025. Ann has a call into Paper Boy on who is getting coloring books and how many they have gone through in less than a year. We can use that estimate and include it in the CIF request.

7. Correspondence. Miller receive some information from the electric car folks and a new initiative called "Kayak Travel Guide." The electric car people will be touring the State and hope that there are enough charging stations around the communities, as free charging stations are being replaced by those with a fee. The kayak people are putting out a book/guide and we could be included if we placed their link on our DCCB website. Likewise, with the electric car folks.

8. Agenda items for next meeting: coloring books, unkempt properties.

Next Meeting: Monday, April 28th 2025 – 9:00 a.m. – Town of Gibraltar office.

9. Payment of bills – none.

10. Adjourn Motion by Wait and second by Birnschein to adjourn; motion carried at 9:56 a.m.

Respectfully submitted,

Linda Wait, Secretary
[draft 03/26/2025]

DOOR COUNTY COASTAL BYWAY
2604 GROVE ROAD, BAILEYS HARBOR WI 54202
TELEPHONE: CHAIR ANN MILLER (920) 839-2288

Sister Bay Historical Society

Minutes of the April 3, 2025, Meeting of the Board of Directors

To support this meeting, John Lijewski emailed the following documents to Board members on April 1, and Terry Wolf sent the Children's Program Report on April 3, 2025:

- Treasurer's Report from Cathy Mangan
- Minutes of the March Meeting 2025 from Roberta Champeau
- 30th Celebration Dinner
- Building and Grounds by Bob Jischke
- Children's Programs at SBHS by Terry Wolf
- Waterfront Museum for the first Quarter 2025 Report by John Blossom
- Introduction of new SBHS Director Amy Hennings by John Lijewski
- Business Membership Working Committee by Kristin Sanders
- Communications by Lisa O'Hern
- Fall Harvest Dinner by Laurie Zelnio
- History Center by John Lijewski
- Membership Report by Kristin Sanders
- Strawberry Fest Budget by Laurie Zelnio
- Board Member resignation:
- Children's Program by Terry Wolf

Board Members Present: John Lijewski, Fred Johnson, Bob Jischke, Cathy Mangan, Linda Johnson, Roberta Kutlik, Roberta Champeau, Karen Sunstrom, Paula Anschutz

Board Members via Zoom: John Blossom, Kristin Sanders

Board Members absent: Dennis Lonstine

Nonmembers present via Zoom: Lisa O'Hearn, Patrice Champeau, Debbie Wolf

Nonmembers present: John Nelson, Terry Wolf, Laurie Zelnio, Marla Horwitz,

The regular meeting of the Board of Directors of Sister Bay Historical Society, at Northeast Wisconsin Technical College, was called to order at 4:05 p.m. by John Lijewski.

We started with an introduction of the finalist candidate for the Director of the SBHS by John Lijewski. We heard the experience and professional history of the candidate followed by a question-and-answer period.

- Bob Jischke made a motion second by Karen Sunstrom to offer Amy Hennings the position of Director of the Sister Bay Historical Society. All in favor. Motion carried.

1. **Approval of the Minutes** (see Minutes provided by Roberta Champeau)
Motion to approve the Minutes made by Linda Johnson, second by Cathy Mangan.

All in favor, motion carried.)

2. **Financial Report** (See report provided by Cathy Mangan)

Terry mentioned some things worth noting. The bottom line for the Christkindlmarkt estimate might be \$50,000. The filming of the movie is \$5000.00 which we will build into the budget for the rebuilding of the website. Terry, Marla and John Nelson estimate \$7,500.00 for the new website.

The Mother's Day silent auction money will go to the museum budget this year. Bruce Horwitz is working on the financial review for CLA.

Motion to approve the Financial Report by Bob Jischke, second by John Blossom. All in favor, motion carried.

3. **History Center Report** (see the report provided by John Lijewski)
Thank you to Bill Zelnio for his work in moving forward on the History Center project.
4. **Waterfront Museum and Marina Club Committee Report** (see resolution provided by John Blossom, John Lijewski and Terry Wolf).
A status report on the Waterfront Museum fundraising was given by John Blossom including a waterfront photo. Bottom to top categories were designed for the donation brochure. The next steps include 1) drawings, and 2) construction estimates 3) how are we going to pay for it?
5. **Membership Committee Report** (See the Membership report provided by Kristin Sanders)
The differentiation between Business supporters, Business membership and Event Sponsors needs to be determined. Thanks to Laurie Zelnio for her work on the committee.
6. **Communications** (See report from Lisa O'Hearn)
Thank you, Lisa, for the logo designs for various events. Lisa is now the social media person with Fred Johnson as a back-up. Both Lisa and Fred can access the software program.
7. **Buildings and Grounds** (See Buildings and Grounds report provided by John Lijewski)
8. **Upcoming Events** (see list of events in Meeting Agenda)
 - a. **Open Aire Market** John Lijewski and Fred Johnson
 - b. **30th Anniversary Dinner** (see report from Dennis Lonstine).
 - c. **Sister Bay Stories** – Terry Wolf:
 - June 19 – Sister Bay History in Postcards, led by SBHS Postcard team
 - July 22 – Baseball in Sister Bay, led by Myles Dannhausen, Jr.
 - August 19 – Beach Road Families, led by Heidi Orsted and Caroline Ault
 - September 16 – Jerry's Flowers, led by Joy Lang
 - d. **Strawberry Festival** by Laurie Zelnio
 - e. **Volunteer Appreciation** event – date now set for September 18
9. **Children's Programs** (See report provided by Marla Horwitz).
We are planning partnering with the Ephraim Library to provide a Children's Play and Literacy program at a minimal cost.
10. **Clean-up of the "Christmas Pie Christmas" filming**
John Nelson reported that floors are cleaned, decorations are in the barn and hay will be removed. The artifacts were hidden.

Motion to adjourn by Bob Jischke, second by Karen Sunstom at 6:05.
All in favor and motion carried.

Time of next meeting: 4:00 pm on May, 2025, at NWTC, and by Zoom.

Respectfully submitted by Roberta Champeau.

MARINA COMMITTEE MEETING MINUTES
Thursday March 20, 2025
(Approval Pending)

Agenda Item No. 1. The March 20, 2025 meeting of the Marina Committee was called to order by Howson at 4:00 P.M. A motion was made by Duffy, seconded by Grant to make Howson interim chair due to Werner's absence. Motion carried – All ayes.

Present: Louise Howson, Pat Duffy, and Kevin Grant

Staff: Marina Manager Dave Lienau, Assistant Manager Sam Jordan

Others: Terry Wolf, John Lijewski, Nicholas Dokolas, Marley Inksetter, Thor Johnson, Merih Bayirli

Agenda Item No. 2. Approval of the Agenda

A motion was made by Grant, seconded by Duffy that the Agenda for the March 20th, 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 February 19th, 2025 meeting of the Marina Committee be approved by the committee. Motion carried – All ayes.

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

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

Agenda Item No. 5. Discussion/Action Items

a) Boathouse Project

Howson requested further information on the Marina Club and the intended use of the second floor of the boathouse. Lijewski noted that the Shadow preservation group of the Sister Bay Historical Society intends to work with an architect to establish a clear development plan of both floors of the boathouse once they have received confirmation from the village that their intended plans are viable. Grant recalled the committee's discussion during the last meeting and noted that the committee requested a clear and established plan and intended use from the group before giving any permission. Grant noted that the objective of himself as a committee member is to ensure that the boathouse finds better use for the village than its previous use as revenue-producing rental property. Lijewski inquired if the committee seeks to retain the boathouse as a summer rental property. Grant noted that this was the committee's initial intention, but this has changed since the group has offered alternative plans in which they would use both floors. Grant and Duffy both voiced hesitations to give the group any permission without seeing clear and distinct plans that highlight the intended use of the second floor and how the group intends to recoup some of the marina's lost revenue from the rental

1 operation. Lijewski stated that he will return to the Shadow group and address these concerns.

2
3 **b) Astronomy Tours**

4
5 Dokolas requested committee approval for Sister Bay Boat Tours to continue offering the night-
6 time, dark sky boat tours around two to three times a month.

7
8 *A motion was made by Grant, seconded by Duffy to allow a marina commercial vendor, Sister Bay Boat*
9 *Tours, to continue offering evening and nighttime cruises throughout the 2025 boating season. Motion*
10 *carried - All ayes.*

11
12 **c) Review of Financials**

13
14 Lienau noted that the marina's year-to-date total revenue is at about \$547,000, which is on par
15 with last year's number of \$535,000. Lienau noted that these numbers should be similar given
16 that the slip rates are the same as last year. Lienau noted that the line item "Transfer to Capital
17 Projects" shows a figure of \$550,000 being taken out of this year's operating budget. Lienau
18 followed that this number is not properly accounted and is why the bottom line currently
19 shows the marina operating in 2025 at a deficit. Duffy inquired as to why the "Auditing &
20 Consulting" line item is notably over what is budgeted. Lienau replied that he will add this to
21 the list of things to speak with the finance director about. Lienau also noted that many of the
22 financial reports during these first few months of the year are being constantly adjusted due to
23 the audit that is still in progress.

24
25 *A motion was made by Howson, seconded by Duffy to acknowledge the monthly financials as presented.*
26 *Motion carried - All ayes.*

27
28 **d) Dredging Permit**

29
30 Lienau summarized the status of the maintenance dredging permit, noting that the permit
31 application has been received by the DNR and that the marina is awaiting the permit to be
32 given. Howson inquired how long the dredging project will take once the permit is received, to
33 which Lienau responded that it will only take a couple days. Grant questioned what the marina
34 staff will do if maintenance dredging is not done. Lienau estimated that the marina has nearly a
35 hundred reservations that could potentially need to be relocated in the marina if maintenance
36 dredging cannot be done.

37
38 **e) Construction Projects**

39
40 Lienau summarized the several dock rebuilding and refacing projects happening throughout
41 the marina including C Dock main pier, D Dock main floating pier and B Dock finger piers.

42
43 **Agenda Item No.6 Executive Session**

44
45 **a) Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes**
46 **19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of**
47 **public funds, or conducting other specified public business, whenever competitive or**
48 **bargaining reasons require a closed session, more particularly marina vendor contracts.**

At 4:31 P.M., a motion was made by Grant, seconded by Duffy to convene into Executive Session pursuant to Wisconsin State Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more particularly marina vendor contracts.

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

Howson – aye; Grant – aye; Duffy – aye

Motion carried.

b) Motion to reconvene into Open Session

At 4:46 P.M. a motion was made by Howson, seconded by Grant to reconvene into an open session. A roll call vote was taken and the members voted in the following fashion:

Howson – aye; Grant – aye; Duffy – aye

Motion carried.

c) Motion for Action, if Appropriate

No motion was made as a result of the closed session.

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 that following items be included on a future marina committee meeting agenda:

- Update on maintenance dredging
- Updated monthly financials and specific line items in need of correction

The next meeting of the Marina Committee is scheduled for April 16th, 2025 at 4:00 P.M. via virtual Zoom meeting.

Adjournment: A motion was made by Grant, seconded by Duffy to adjourn the March 20th, 2025 meeting of the Marina Committee at 4:50PM. Motion carried – All ayes.

Respectfully submitted,



Samuel Jordan

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, APRIL 7, 2025
(APPROVAL PENDING)**

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

The April 7, 2025 hybrid regular monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:30 P.M.

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

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

Others Present: Kim Erzinger, Terry Wolf, John Lijewski, Ben Fitzgerald, Kurt Harff, Ellie Soderberg-Guger, Erin Peddle, Robert Geitner, Vivian Nienow, Jessica Hatch and four other individuals.

Agenda Item No. 2. Approval of Amended Agenda:

Schmelzer noted that representatives of "The Friends of the Ice Rink" didn't request that discussion take place regarding the terms of a potential Property Lease Agreement for the Ice Rink until this weekend, and, therefore, the Amended Agenda wasn't posted until Saturday, April 5, 2025. Because of that fact there could be assertions that there were "issues" with respect to the posting requirements that are delineated in the Wisconsin Statutes, and, therefore, if the Committee members deem such action to be necessary it would be appropriate for a motion to be made that Agenda Item No. 5(k) – Property Lease Agreement With The Friends of the Ice Rink, be deleted. If that action is taken Agenda Item No. 5(k) would be tabled until the next meeting of the Committee.

Schmelzer then read an e-mail that had been received from Nick Deviley aloud. In his e-mail Mr. Deviley indicates that he believes discussion regarding "The Friends of the Ice Rink's" request for a Lease should be tabled until the next meeting of the Committee as the Amended Agenda on which that item is mentioned was not posted until this past weekend. He goes on and indicates that if the "Friends" request is not postponed he sincerely hopes that Village officials don't agree to a check in any amount as the Village is already "on the hook" for most of the expense that allows the rink to operate. In conclusion Mr. Deviley states that he would like to know how many of the "Friends" making the request for a lease actually reside in and/or pay taxes to the Village.

Discussion took place regarding this issue, and it was eventually the consensus that the previously mentioned Lease Agreement shall not be addressed until the next meeting of the Committee.

Motion by Orozco, second by Ahrens that the Agenda for the April 7, 2025 meeting of the Parks, Property & Streets Committee be amended in such fashion that Agenda Item No. 5(k) is deleted, but that that Agenda item be tabled until the next meeting of the Committee. Motion carried – All ayes.

Agenda Item No. 3. Approval of Minutes:

As to the minutes for the March 3, 2025 regular monthly meeting of the Parks, Property & Streets Committee:

Motion by Ahrens, second by Bhirdo that the minutes for the March 3, 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:

Schmelzer indicated that she had received a letter from Cesare Fontanini, and read that document aloud. In his e-mail Mr. Fontanini expresses concerns about the multi-family development that is being proposed for the Village owned property that is near Northwoods Drive. The Committee members asked if it would be possible for them to receive a copy of Mr. Fontanini's letter, and Schmelzer indicated that she will scan that document and send the digital file to them ASAP.

Kim Erzinger stated that he is hopeful that the existing drainage issues on Maple Drive will be addressed when the engineering work is done on "The Triangle Road Repair Project". He also noted that he is concerned that 1" rock was placed along the boulevard by Mill Road as it "will not hold up".

Agenda Item No. 5. Discussion/Action Items:**(a) Concession Building Restrooms; Review Design and Approve For Bid:**

The Architects from McMahon have completed the draft of the building and floor plans for the proposed restroom addition to be constructed at the Sports Complex, and a copy of the related plan set was included in the digital meeting packets. Schmelzer noted that the employees at McMahon have offered to help prepare engineered drawings so that the restroom project can be let for bids in as timely a fashion as possible, and have also offered to perform some construction management services. (All of that work would be performed at no extra charge, but the employees from McMahon will not be able to be on site on a routine basis to do inspections, and, instead, will stop in from time to time during the time that construction is taking place to do them.)

Discussion took place regarding this issue, and during that time Schmelzer distributed copies of an updated plan set that had been received from the employees at McMahon to each of the Committee members. During the review process Bhirdo noted that it is her understanding that the new restrooms will not be heated, and stated that she finds that fact to be very troubling. Schmelzer pointed out that there isn't funding available for such an upgrade, and also noted that there is no heat in any other portions of the concession building as it was intended to only be utilized on a seasonal basis. Lengthy discussion took place regarding this issue, and it was eventually the consensus that the employees from McMahon shall be asked to investigate the options for winterizing the new restrooms and report their findings to Schmelzer in as timely a fashion as possible.

Motion by Orozco, second by Laszkiewicz that the Parks, Property & Streets Committee gratefully accepts the offer from the employees at McMahon & Associates to create engineered drawings and specifications for the restroom addition to the Baseball Field Concession Building at the Sports Complex, and let that project for bids in as timely a fashion as possible. Motion carried with Bhirdo opposed.

Motion by Orozco, second by Laszkiewicz that prior to the time that bids are actually let for the restroom addition to the Concession Building at the Sports Complex, Schmelzer shall ask the employees from McMahon to investigate the possibility of winterizing the restrooms, and, if necessary, see that a related referral is made to the Parks, Property & Streets Committee. Motion carried – All ayes.

(b) Mill Road Closure Request; Peninsula Century Fall Challenge Bike Ride:

The start/finish line for the Peninsula Century Fall Challenge Bike Ride, that will be take place on Saturday, September 13, 2025, will be located in Waterfront Park, and some diagrams that depict the road closures and detours that have been suggested by Brian Fitzgerald of the Peninsula Pacers were included in the digital meeting packets. A letter from Mr. Fitzgerald was also included in the digital meeting packets, and in that document he indicates that he believes the proposed detours and temporary road closures are necessary to ensure that motorists as well as the bicyclists who participate in the ride are safe.

Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee grants the request from Brian Fitzgerald of the Peninsula Pacers to detour Mill Road traffic for a portion of the day on Saturday, September 13, 2025 for the Peninsula Century Fall Challenge Bike Ride, and, therefore, the road closures and detours that are depicted on the diagrams that were included in the digital meeting packets will be enforced during the stated times. Motion carried – All ayes.

(c) Waterfront Park Concession Proposal; E-Bike Rental Proposal; Robert Geitner:

An E-Bike Rental Concession Proposal that was received from Robert Geitner of Peninsula Kayak Company was included in the digital meeting packets. That proposal was not submitted by the deadline that had been established for submission of proposals from individuals who wished to offer concession services in Waterfront Park, but at their last meeting the Committee members had indicated that they would be interested in seeing such a proposal when Mr. Geitner, who had submitted a kayak rental proposal that was accepted, indicated that he would also be able to offer e-bike rental services.

Schmelzer indicated that in accord with Robert's Rules of Order the Committee could make a motion to reconsider Mr. Geitner's proposal, and a motion was subsequently made by Laskiewicz, seconded by Orozco that the Parks, Property & Streets Committee will reconsider the concession proposal that was submitted by Robert Geitner at this meeting as he would also like to offer e-bike rental services in Waterfront Park. Motion carried – All ayes.

The proposal that had been received from Mr. Geitner was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process discussion took place regarding the setbacks that would be imposed for the storage shed that will be used to store the e-bikes, and it was eventually the consensus that if the e-bike proposal is accepted a location for that structure should be determined when the Committee members take their spring walking tour of the Village. Mr. Geitner did point out that because there is potential for the cost of the e-bikes to increase he would like to order them as soon as possible.

Motion by Ahrens, second by Orozco that the Parks, Property & Streets Committee recommends that the Village Board accept the proposal that was submitted by Robert Geitner of Peninsula Kayak, who would also like to provide e-bike rental services in Waterfront Park, on the condition that at the end of the season proceeds of 10% of Mr. Geitner's gross bike rental proceeds must be provided to the employees in the Village Administration Office. This approval is contingent upon Schmelzer making a determination that the provisions of the Zoning Code will be satisfied with respect to placement of the storage shed for the e-bikes, and receiving confirmation from a licensed Electrician that the fashion in which Mr. Geitner would like to charge the e-bikes satisfies the provisions of the State Electrical Code. Motion carried – All ayes.

(d) Historic Signage Program:

As requested the members of the Sister Bay Historical Society have begun drafting verbiage for the proposed historic signs that were discussed by the Committee members in the past, and rough drafts of

the proposed verbiage as well as historical photos to be included on the signage for The Logerquist Farm, Little Sister/Pebble Beach and the Village Hall, as well as signage that describes some of the history of the Village were included in the digital meeting packets. The Committee members jointly reviewed the drafts, and during that time Terry Wolf and John Lijewski, representatives of the Historical Society, indicated that they believe Waterfront Park and/or the waterfront area might be an excellent location for the proposed signage. It was eventually the consensus that the first step in the signage process should be to incorporate stories and photos about several different historical locations in the Village on two larger display boards. One of them could be erected near the marina and the other one could be placed near the Village's boathouse. Schmelzer indicated that she will work with the members of the Historical Society on this issue and see that related cost estimates as well as artists renderings of the proposed signage are referred to the Parks, Property & Streets Committee in as timely a fashion as possible.

(e) Wayfinding Signage:

In 2016 Village officials finalized a Wayfinding Signage Plan, and hyperlinks to the digital version of that plan were included in the digital meeting packets. Schmelzer noted that money had originally been included in the Village's Capital Improvement Plan to implement the Wayfinding Signage Plan, but the Finance Committee has now recommended that implementation of that plan be removed from the CIP as there are other Village projects that must take precedence. Discussion took place regarding this issue, and the Committee members concurred that no money should be allocated for the Wayfinding Signage Project at this time, but suggested that there still be reference made to the related plan in the CIP so that it does not "get forgotten".

(f) Sports Complex Lift Station; Request To Remove; Refer For Funding Approval:

Schmelzer noted that there is an old, non-functioning lift station near the TKH Building at the Sports Complex that is adjacent to where the sewer lateral for the new Parks/Maintenance Building will be installed. The contractor who is working on the Parks/Maintenance Building has informed the Utilities Director that he can remove the lift station now for under \$12,000.00, or, if it is removed at a later date, that work will be much more costly. In light of the circumstances staff is recommending that the old lift station be removed in as timely a fashion as possible, and is also recommending that a portion of the March, 2025 Municipal Reimbursement Funds be utilized to pay the related costs. Such actions must be approved by the Finance Committee.

Motion by Orozco, second by Bhirdo that the Parks, Property & Streets Committee recommends that the Finance Committee authorize utilization of a portion of the Village's March, 2025 Municipal Reimbursement Funds to cover the costs related to removal of the old lift station that is near the TKH Building at the Sports Complex in as timely a fashion as possible. Motion carried – All ayes.

(g) Multi-Family Housing and Community Park Proposal; Northwoods and Ava Hope Court:

The Village's Housing Committee has recommended that the Village solicit proposals from contractors who are interested in constructing affordable housing on the Village owned land that is located at the intersection of Northwoods Drive and Ava Hope Court, and a draft of the related RFP was included in the digital meeting packets.

The Committee members jointly reviewed the RFP, and during that time the Committee members agreed that the members of the Housing Committee had come up with a really great idea. Schmelzer indicated that the hope is that developers will come up with unique ideas for development of the previously mentioned property that will ensure that the housing that is created on the Village's property remains affordable for many years to come, and the Committee members requested that she see that related

1 conditions are included in the RFP.

2
3 *It was eventually the consensus that the Request For Proposals from contractors who are interested in*
4 *constructing affordable housing on the Village owned land that is located at the intersection of*
5 *Northwoods Drive and Ava Hope Court that was reviewed at this meeting should be released as amended*
6 *at this meeting. Motion carried – All ayes.*
7

8 **(h) “Dark Sky Friendly” Streetlights:**

9 The Plan Commission is currently working on the drafting of “Dark Sky Friendly” lighting regulations, and
10 in the course of conducting the required research Schmelzer contacted representatives of Wisconsin
11 Public Service Corp., who indicated that they would be willing to replace all the bulbs on the streetlights
12 that are north and south of the Village on Highway 42 as well as Highway 57 with “dark sky friendly”
13 bulbs. That work would be done at no cost to the Village, but the officials from Wisconsin Public Service
14 informed Schmelzer that they won’t make any lighting changes unless and until formal Village approvals
15 have been obtained. Schmelzer also contacted officials from the Door County Highway Department
16 regarding this issue, and they informed her that they don’t have any objections to the previously
17 mentioned changes being made.
18

19 *The Committee members indicated that they would like to know how many lumens the new bulbs will*
20 *actually contain, and Schmelzer indicated that she will do the related research and see that all of that*
21 *data is included in the digital packets for the next meeting of the Committee.*
22

23 **(i) Winter Snow Removal Schedule:**

24 For obvious reasons during and after snow storms the Parks Department crew members always remove
25 snow from the EMS entrance at the Fire Station first; then they plow the Post Office, and from there they
26 proceed down the alley by Grasse’s on their way to the Administration Building. After the Administration
27 Building is done they do snow removal at the Sister Bay-Liberty Grove Library. A staff member in the
28 Administration Office recently approached one of the Trustees with concerns that after a recent snow
29 storm the Administration Building wasn’t plowed out or shoveled by 8:00 A.M., when the office is
30 supposed to be open, and the Trustee requested that this matter be referred to the Parks, Property &
31 Streets Committee. Linczmaier indicated that he has established a prioritized winter
32 plowing/shoveling/snow removal duty list for his crew members, and they always make an effort to see
33 that the Administration Building is plowed before 8:00 A.M., but on the date in question the snow was
34 very wet and heavy and it took longer than normal to do the required plowing.
35

36 *Bhirdo stated that she believes the Administration Building should become a higher priority if necessary,*
37 *and it was eventually the consensus that all the plowing, snow shoveling and salting should be done at*
38 *the Administration Building before any plowing is done at the Post Office. Linczmaier indicated that he*
39 *will see that the snow removal list is amended accordingly.*
40

41 **(j) Parks & Streets Department Staffing:**

42 At a previous meeting the members of the Committee had discussed the possibility of not filling the
43 vacant Parks Maintenance Technician I position, and, instead, had recommended that the current
44 Maintenance Department employees assume the duties that would have been performed by a
45 Maintenance Technician I, but be given a bonus, since they would be assuming more work and would
46 have to put in more hours on the weekends. The decision was made that such an arrangement should be
47 instituted on a trial basis, and a related recommendation was made to the Personnel Committee. In an
48 attempt to reduce the weekend hours that would have to be worked during the winter months

1 Linczmaier did request proposals from snow removal companies, but none of the contractors who were
 2 contacted submitted proposals. Discussion took place regarding this issue, and it was eventually the
 3 consensus that the original plan shall be adhered to, but if issues arise another referral will be made to
 4 the Personnel Committee.

5
 6 There will be a vacancy in the Administration Office as Suppanz has decided to retire, and her last day of
 7 employment with the Village will be Thursday, April 10, 2025. In the past discussion had taken place
 8 regarding the possibility of hiring a part-time Administrative Assistant for the Parks/Maintenance
 9 Department, but at that time Linczmaier felt such action would be premature. Since Suppanz will be
 10 leaving the members of the Personnel Committee are working on revising the Administrative Assistant's
 11 job description and specified duties, and Schmelzer is recommending that the individual who is hired to
 12 replace Suppanz spend 50% of their time on general Village administrative work and 50% of their time
 13 on Parks/Maintenance Department clerical needs, including coordinating facilities rentals and memorial
 14 bench rentals.

15
 16 Discussion took place regarding this issue, and it was the consensus that the 50%/50% Administrative
 17 Assistant job duties are preferred.

18
 19 Those were present gave Suppanz a round of applause, and she thanked everyone for the recognition.

20
 21 **(k) Property Lease Agreement With The Friends of the Ice Rink:**

22 *In accord with the previously mentioned motion, this agenda item won't be addressed until the next*
 23 *meeting of the Committee.*

24
 25 **Agenda Item No. 6. Staff Reports**

26 *Linczmaier and Schmelzer's Staff Reports were included in the digital meeting packets and the Committee*
 27 *members jointly reviewed both of those documents. During the review process Howson noted that the*
 28 *Village's first Community Volunteer Day has been scheduled for Saturday, April 26, 2025 and will take*
 29 *place from 8:00 A.M. to noon. At that event a concerted effort will be made to pick up trash throughout*
 30 *the Village. Bhirdo and Orozco indicated that they will not be able to volunteer on April 26, 2025 as they*
 31 *have to work, and suggested that in the future the Committee members consider scheduling volunteer*
 32 *opportunities for sometime during the week or on a Sunday.*

33
 34 *Bhirdo noted that the "Frosty the Snowman" that's normally placed in the flower beds by the Village Hall*
 35 *"looks pretty sad", and Linczmaier was asked to see that that decoration is discarded.*

36
 37 *Bhirdo noted that there is mention of The Brooks Act in Schmelzer's Administrator's Report, and asked*
 38 *what that act actually requires. Schmelzer responded that The Brooks Act requires that bids for municipal*
 39 *projects must be based on qualifications of the contractors who submitted those bids; not cost. Further,*
 40 *D.O.T. officials must approve any and all related contracts that are entered into.*

41
 42 *Schmelzer indicated that she has talked with representatives of the Village's engineering firm that will be*
 43 *working on the "Triangle Project" and they are aware of the drainage issues that Mr. Erzinger referred to.*
 44
 45
 46
 47
 48

Agenda Item Nos. 7 and 8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

Next Meeting:

a. Schedule Walking Tour

b. Regular Monthly Meeting – Monday, May 5, 2025 at 2:30 P.M.

The next regular monthly meeting of the Parks, Property & Streets Committee has been scheduled for 2:30 P.M. on Monday, May 5, 2025. In accord with the Committee's directives the following issues will be addressed at that meeting:

Discussion/Action Items:

- **Property Lease Agreement With The Friends of the Ice Rink:**
- **Marge Grutzmacher's "Little Library" location and the appearance of that structure**
- **Establishment of a Village Tree Planting Plan**
- **Possible Locations For Historical Markers**

The Committee members also decided that their annual spring walking tour of the Village shall be conducted as soon as the May 5, 2025 meeting has concluded.

Agenda Item No. 9.

(a) Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

At 4:56 P.M. a motion was made by Orozco, seconded by that the Parks, Property & Streets Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

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

Bhirdo – Aye; Howson – Aye; Orozco – Aye; Ahrens – Aye; Laszkiewicz – Aye

Motion carried.

(b) Motion to reconvene into open session:

At 5:39 P.M. a motion was made by Orozco, seconded by Ahrens that the Parks, Property & Streets Committee reconvene into open session.

Another roll call vote was taken, and the Committee members again voted in the following fashion:

Bhirdo – Aye; Howson – Aye; Orozco – Aye; Ahrens – Aye; Laszkiewicz – Aye

Motion carried.

(c) Motion for action, if appropriate:

No formal action was taken, but staff members will take the actions that were recommended by the Committee during the closed session.

1 **Agenda Item No. 10. Adjournment**

2 *At 5:44 P.M. a motion was made by Ahrens, seconded by Orozco that the April 7, 2025 meeting of the*
3 *Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

4
5 Respectfully submitted,

6 

7 Janal Suppanz,
8 Administrative Assistant

PERSONNEL COMMITTEE MEETING MINUTES
TUESDAY, MARCH 18, 2025
SMALL MEETING ROOM – SISTER BAY-LIBERTY GROVE FIRE STATION
2258 MILL ROAD, SISTER BAY, WI
(APPROVAL PENDING)

The March 18, 2025 meeting of the Village of Sister Bay Personnel Committee was called to order by Committee Chair Louise Howson at 10:00 A.M.

Present: Committee Chair Louise Howson and Committee member Nate Bell

Excused: Committee member Lilly Orozco and Village Clerk Heidi Teich

Staff Member Present: Administrative Assistant Janal Suppanz

Agenda Item No. 3. Approval of Agenda:

A motion was made by Bell, seconded by Howson that the Agenda for the March 18, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

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

A motion was made by Bell, seconded by Howson that the minutes for the March 3, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

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

Howson noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Agenda Item No. 6. Discussion/Action Items:

a) Discussion Regarding Employee Contracts

Bell indicated that he has been doing some research regarding the contracts that some other municipalities have in place for their department heads/supervisors as well as some appointed staff members, and so far he has received copies of two of them. He also noted that Schmelzer had informed him that one of the Department Heads was adamantly opposed to having a contract, and in light of that fact he believes it would be best for him to personally sit down with all the Department Heads in the near future and explain why he believes it would be advantageous from them to enter into a contract with the Village and answer any questions they may have. He also stressed that he believes “how” the concept of entering into contracts is presented is key, and suggested that a condition be included in the contracts that incentivizes the giving of advance notice upon deciding to leave employment with the Village.

Discussion took place regarding this issue, and Bell reiterated that he believes a contract would provide security for staff members and continuity for the Village, and would “be a good thing for all parties involved”. It was eventually the consensus that he should meet with all the department heads/supervisors and appointed staff members in the near future to discuss this issue at length. He still intends to see that a draft of a contract is prepared and will forward that document to the Village Attorney for review and comment in as timely a fashion as possible so that it can be reviewed at a future meeting of the Committee.

b) Review and Finalize the 2025 Employee Handbook

A draft of the revised Employee Handbook for the Village was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process several grammatical revisions were suggested and Howson and Suppanz took note of all of them.

Suppanz indicated that she will see that the draft is revised in such fashion that all the recommended revisions are made, and will see that the revised document is included in the digital packets for the next meeting of the Committee.

Item No. 7. Matters to be placed on a future agenda or referred to a Committee or Commission:

The next meeting of the Personnel Committee has been scheduled for 11:00 A.M. on Thursday, April 3, 2025 and will be conducted in the Small Meeting Room at the Fire Station.

The following issues will be addressed at that meeting:

Discussion/Action Items:

- *Review of the revised draft of the Personnel Handbook for the Village of Sister Bay*
- *Review of the draft of the Village's Grievance Form*
- *Further discussion regarding employee contracts*
- *Review of drafts of some of the Village's revised Employee Review forms*

Adjournment:

At 11:25 A.M. a motion was made by Bell, seconded by Howson that the March 18, 2025 meeting of the Personnel Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator

SISTER BAY PERSONNEL COMMITTEE
Monday, March 31, 2025
Via ZOOM

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

Public: Karen Berndt; Laurel McDermott

At 2:02PM Chair Howson called the meeting to order and took roll call

Motion to approve today's meeting agenda

Lily made the motion. Nate seconded. All Ayes

Motion to approve minutes from the February 12, 2024 and February 18, 2024 Personnel meetings.

Nate made the motion. Lily seconded. All Ayes

No correspondence

No comments from the public

The Committee reviewed and discussed the current draft of the Employee Handbook.

After much discussion the Committee made some amendments to the current draft.

Lily motioned to make a recommendation to the Sister Bay Village Board for the adoption of the Employee Handbook, as amended.

Bell seconded the motion. All Ayes

The Committee reviewed and discussed the current job description for the Administration Department Administrative Assistant. There was a discussion regarding Committee members speaking individually with the Village Administrator, Janal Suppanz, and other Administration office staff to get feedback regarding their current workload and office processes. It was decided that members would attempt to schedule time with staff members if it did not interfere with their daily work plan.

Items for future agenda:

Updated Employee Evaluation forms

Lily motioned to adjourn. Bell seconded. All Ayes

Submitted by,
Louise Howson

PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, April 8, 2025

(Approval Pending)

Agenda Item No. 1. Call to Order

The April 8, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 4:00 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 Bell, seconded by Orozco that the Agenda for the April 8, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

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

No correspondence was received for this meeting. No other comments were shared.

Agenda Item No. 5. Discussion/Action Items

a) Discuss job description for Administrative Assistant

The position of Village Administrative Assistant will be vacant with the departure of long-time employee Janal Suppanz this week. Schmelzer suggested a change to the format of the position, as much of Suppanz's work over the past couple of years has been not so much as that of an administrative assistant and more oriented to a specific village project. She proposed that the position be comprised of a 50% village administrative assistant and 50% assistant to the Parks and Streets Director. Currently, the utility and marina each have someone to assist with preparation of meeting packets and transcribing minutes, among other clerical tasks. The Parks department has not. As Parks and Streets Director Linczmaier becomes more involved with the creation of agendas and staff reports for the Parks, Properties and Streets Committee, an admin assistant would be invaluable help to him. Also, because Linczmaier works hand-in-hand with his crew in the field, his assistant could work out of the administration office, thereby filling the need at the office as well.

The committee then discussed specifics of the role, which included supervision by both the Parks and Streets Director and Village Administrator, the ability to become a notary public, the ability to track the receipt of grant funding and related expenditures on village projects, and being the first point of contact for visitors to the administration office. This person would not be required to assist with elections and would have flexibility in work hours when attending evening meetings. Those meetings would include the Parks, Property and Streets Committee, as well as any committee that was created out of Parks, such as the Parking Committee, Ad Hoc Administrative Building Review Task Force, and Housing Committee. The salary as noted in the current village compensation schedule is \$24/hr.

Schmelzer indicated that the position would be posted around the village, submitted to the newspaper for publication, and included in Door County job postings online immediately.

b) Review Employee Evaluation Forms

Schmelzer prepared revisions to several employee evaluation forms over the weekend and emailed them to the committee members ahead of this meeting. Those evaluations included one form to assess either the 3-month, 6-month or annual evaluation of general employees, a Manager evaluation form, and an Administrator Evaluation Form.

During discussion on the forms, Howson reminded the members that the general employee form and Manager Evaluation are options for those who conduct those evaluations. The only form that they would like to see used is the Administrator Evaluation, over which this committee has authority. It was the consensus of the committee that all forms include more space to write comments when they are finalized.

After taking note of the various verbiage changes the committee suggested during the meeting, Howson indicated that these would be revised and brought back to the committee for review one more time before being implemented this summer. It was also suggested that all forms be presented in a fillable pdf format for completion by staff and trustees.

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

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

- Presentation of the revised Employee Handbook to the Village Board for approval
- Final review of Employee Evaluation Forms
- Development of Employee contracts

Agenda Item No. 7. Next Meeting Date

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

Agenda Item No. 8. Adjourn

A motion was made by Orozco, seconded by Howson to adjourn the April 8, 2025 meeting of the Personnel Committee at 4:49 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich
Village Clerk

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, MARCH 18, 2025
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVAL PENDING

At 5:30 P.M. on Tuesday, March 18, 2025 Denise Bhirdo, the Chair of the Plan Commission, called the hybrid meeting of the Village of Sister Bay Plan Commission to order.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Nate Bell and Ron Kane.

Staff Members: Village Administrator Julie Schmelzer and Code Compliance Officer Carla Heck.

Excused: Commission members Patrice Champeau and Laurel Harff, and Administrative Assistant Janal Suppanz.

Others: Andrew Hendrickson, Karen Berndt, Steve Musinsky, Louise Howson, Roly Tvedt, Ellie Soderberg-Guger, Jill Ghodes-Wiebe, Skip Heidler, Richard and Jeannie Hoffman, Victoria Wuolett, Sally Pfeifer, Bjorn Johnson, Tyler Duvall, “Jenn”, and William Woodward.

Agenda Item No. 2: Approval of the Agenda:

Motion by Kane, second by Bell that the Agenda for the March 18, 2025 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 3: Comments, correspondence and concerns from the public:

Bhirdo asked if anyone would like to comment regarding a non-agenda item. No one responded.

Agenda Item No. 4: Approval of February 25, 2025 and March 11, 2025 meeting minutes:

Motion by Bell, second by Kane that the minutes for the February 25, 2025 meeting of the Village of Sister Bay Plan Commission be approved as presented. Motion carried – All ayes.

Motion by Kane, second by Bell that the minutes for the March 11, 2025 special meeting of the Village of Sister Bay Plan Commission be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, Correspondence and Concerns From The Public:

Bhirdo asked if anyone would like to comment regarding a non-agenda item. Andrew Hendrickson of 10649 Chalet Lane asked if the Plan Commission works with D.O.T. officials when access points are designated for businesses that are located along S. Bay Shore Drive, and Schmelzer responded that before any Village approvals are granted for such driveways, written approval must be received from the D.O.T.

Steve Musinsky stated that he believes the Commission members “are on the right track” with respect to the proposed R-4 regulations, and would be happy to provide some insight on that issue at a future meeting. He also stated, “Sister Bay is not Flagstaff”, and indicated that he believes it will be very difficult to get people to comply with the suggested “dark sky” initiatives if the decision is made to adopt regulations that are identical to the lighting regulations that were adopted in that community.

1 Louise Howson of 10637 Westwood Drive indicated that it doesn't look like the proposed Land Use Map
 2 that was included in the draft of the Village's 2025 - 20 Year Comprehensive Plan was amended in the
 3 fashion that had been suggested by the Plan Commission at their last meeting, and Bhirdo stated that she
 4 had also observed that. She then explained that she intends to recommend some map amendments when
 5 the next agenda item is addressed.

6
 7 **Agenda Item No. 6. Ordinances/Resolutions:**

8 **(a) Resolution 2025-001 – Recommending Adoption of the 2025 Comprehensive Plan:**

9 A revised draft of the 2025 – 20 Year Comprehensive Plan for the Village as well as a draft of Resolution
 10 No. 2025-001, which recommends adoption of that plan, were included in the digital meeting packets,
 11 and the Committee members jointly reviewed all of that documentation. During the review process Bhirdo
 12 noted that several of the grammatical revisions to the Comprehensive Plan that were suggested by the
 13 Plan Commission members at their last meeting had not been made yet, and she then proceeded to point
 14 out all of the revisions that had apparently been overlooked. Schmelzer took note of all those items, and
 15 indicated that she will provide all of that information to Sydney Swan of the Baylake Regional Planning
 16 Commission. Discussion then took place regarding the Future Land Use Map that is contained in the plan,
 17 and Bhirdo noted that there are actually two versions of that map in the plan – the original map, that
 18 should have been deleted, and a map that only contains some of the revisions that were recommended
 19 at the last meeting of the Commission. She went on and indicated that it does not appear that any type
 20 of use was designated for a small portion of property by the Door County Highway Shop as there is a
 21 “white blob” on the map, and also noted that all of the Johnson property, with the exception of the natural
 22 area, should have been designated as “Commercial”. Further, the portion of the Trenchard property that
 23 had been a golf course should have been designated as “Natural Area”.

24
 25 *Discussion took place regarding the issues that Bhirdo had pointed out, and it was eventually the consensus*
 26 *that Ms. Swan shall be asked to see that all the required revisions are made to the Comprehensive Plan as*
 27 *well as the Future Land Use Map in time for the revised document to be included in the digital packets for*
 28 *the April 15, 2025 Village Board Meeting.*

29
 30 *Motion by Kane, second by Bell that the Plan Commission recommends that the Village Board pass and*
 31 *adopt Resolution No. 2025-001 as presented, and approve the 2025 - 20 Year Comprehensive Plan for the*
 32 *Village of Sister Bay as amended at this meeting. Motion carried – All ayes.*

33
 34 **Agenda Item No. 7.**

35 **Discussion/Action Items:**

36 **(a) Introduce Code Compliance Officer Carla Heck:**

37 Schmelzer introduced Carla Heck, the Village's new Code Compliance Officer, and Bhirdo, Kane and Bell
 38 welcomed her and indicated that they look forward to working with her.

39
 40 Bhirdo indicated that she has some concerns about a couple of the provisions of the Code Compliance
 41 Officer job description that was included in the digital meeting packets, and then pointed out that the job
 42 description states that the Code Compliance Officer will research and recommend amendments to Village
 43 Codes and documents, will engage with the community and developers, and review and approve permits.
 44 All of those duties will require a thorough understanding and working knowledge of the Zoning Code, and
 45 she is concerned that any new employee, regardless of how much zoning or Code enforcement experience
 46 they already have, would have a very difficult time satisfying those job requirements for quite some time
 47 as the Village's Zoning Code is very “convoluted”. Discussion took place regarding Bhirdo's concerns, and

1 it was eventually the consensus that Heck will definitely not be expected to perform the previously
 2 mentioned tasks unless and until she feels comfortable doing them. The Commission members also
 3 pointed out that they're certain Heck will have a number of questions about the provisions of the Zoning
 4 Code, and should not hesitate to ask for clarification.

5
 6 **(b) Site Plan Review; Change of Use; New Café; Country Walk Unit 11; Victoria Wuollett:**

7 Victoria Wuollett would like to move her children's retail store, The Little Rad House, to an existing retail
 8 area in Unit 10 at the Country Walk Shops. Because there will not be a change of use Plan Commission
 9 review will not be required for The Little Rad House.

10
 11 Ms. Wuollett would also like to convert Unit 11 in the previously mentioned building into a small café.
 12 Since there will not be any changes to the exterior of the building, architectural review, lighting review
 13 and landscaping review will not be required, but based upon the number of seats that will be provided
 14 and the number of employees who will be on-site at one time there will be a need for 16 parking stalls.
 15 Because the new businesses are in the B-1 Zoning District a credit of three spaces could be granted for
 16 each of them, and, therefore, 10 parking spaces are really only required. Ms. Wuollett provided a copy of
 17 a document that describes the parking rules that are imposed by the Country Walk Owner's Association
 18 to Schmelzer, and based upon the provisions of that document she does not believe there will be any
 19 parking concerns for either of the previously mentioned businesses. Schmelzer indicated that under the
 20 circumstances she does not believe a Development Agreement should be required for either of Ms.
 21 Wuollett's businesses, and all the Commission members who were present concurred. They also agreed
 22 that there is more than sufficient on-site parking provided in the parking lots at the Country Walk Shops,
 23 so there won't be any need for them to address that issue.

24
 25 *Motion by Kane, second by Bell, that the Plan Commission approves the request from Victoria Wuollett to*
 26 *convert Unit 11 in the Country Walk Shops from a retail area to a café as presented. Motion carried – All*
 27 *ayes.*

28
 29 **(c) Site Plan Review; Architectural Review, Development Agreement; Hoffman Rentals; Chalet Lane;**
 30 **Richard Hoffman:**

31 In 2022 Richard and Jeannie Hoffman received the required approvals to construct an 11-unit hotel on
 32 Parcel No. 181-00-08312844P, which is located off of Chalet Lane, a private road, and is located in the
 33 B-1 Zoning District. A Development Agreement was required, but Mr. and Mrs. Hoffman never applied for
 34 a Zoning Permit, and the Development Agreement eventually expired. Mr. and Mrs. Hoffman recently
 35 informed Schmelzer that they still would like to construct the previously mentioned building, but want to
 36 amend the floor plans in such fashion that one of the units will be converted into a Manager's Quarters.
 37 That unit will be adjacent to the lobby and the laundry area on the lower level of the building. Schmelzer
 38 noted that when the previously mentioned approvals were originally granted there was some controversy
 39 over the fact that Chalet Lane was a private road. The Zoning Code now allows a two-way private road to
 40 be 22' wide as long as there is an 18' wide strip of asphalt on the surface. The affected portion of Chalet
 41 Lane is 22' wide, but Mr. and Mrs. Hoffman will have to add a layer of asphalt that is 18' wide from the
 42 intersection with S. Bay Shore Drive to the access point for their development. The Code also requires a
 43 fog line, and Mr. and Mrs. Hoffman are aware of that fact. Revised floor plans as well as a site plan, a
 44 landscaping plan, a grading plan, a lighting plan and related elevation drawings were included in the digital
 45 meeting packets, and the Commission members jointly reviewed all of that documentation.

1 Discussion took place regarding this issue, and it was eventually the consensus that if the required
 2 approvals are granted for Mr. and Mrs. Hoffman's project the related Development Agreement must
 3 contain all of the following conditions:

- 4 • A tree replacement/planting plan that is similar to the plan that was required for the Luna View
 5 Development must be approved by the Zoning Administrator and be fully complied with;
- 6 • No parking will be allowed along Chalet Lane at any time;
- 7 • The height of the parking lot pole and the lumens of any exterior lighting that will be utilized on Mr.
 8 and Mrs. Hoffman's property must satisfy the lighting specifications that were required for the Eagle
 9 Mechanical and/or The Door County Medical Center Projects.
- 10 • Mr. and Mrs. Hoffman must see that an 18' wide strip of asphalt is added to the surface of Chalet Lane.
 11 That strip of asphalt must run from the intersection of Chalet Lane with S. Bay Shore Drive to the access
 12 point/driveway for their development, and they must also see that a fog line is added to that portion
 13 of Chalet Lane.

14
 15 Motion by Bell, second by Kane that the Plan Commission grants approval for Richard and Jeannie Hoffman
 16 to construct the 10-unit hotel with a manager's quarters as well as a lobby and a laundry area on the lower
 17 level of the building to be constructed on Parcel No. 181-00-08312844P as presented, on the condition that
 18 all of the previously mentioned conditions must be included in the related Development Agreement. The
 19 draft of that Development Agreement will be reviewed at the next regular meeting of the Plan Commission.
 20 Motion carried.

21
 22 The Commission members agreed that whenever they consider further Zoning Code amendments the
 23 parking requirements for units that contain multiple bedrooms will be addressed as there is potential for
 24 people who rent those units to travel to their destinations in more than one vehicle.
 25

26 **(d) Potential Amendments to the R-4 Zoning District Regulations:**

27 In accord with the Plan Commission's directives Schmelzer met with a local builder in an attempt to
 28 determine if it would make sense from a developer's perspective for the Village to pursue creation of an
 29 affordable housing complex. That individual, who has worked on affordable housing projects in other Door
 30 County communities, indicated that he thought such a project would be very well received up here as
 31 there is a definite need for affordable housing, and agreed to draw up some plans for small, affordable
 32 homes that could potentially be constructed on "the Wiltse Property". Those plans depict homes that
 33 have one bedroom and one full bath, two bedrooms and either one or two full baths, and three bedrooms
 34 and two full baths. The sizes of the one bedroom homes range in size from 728 square feet to 832 square
 35 feet, the two bedroom homes range in size from 952 square feet to 1122 square feet, and the three
 36 bedroom homes range in size from 1092 square feet to 1350 square feet. It very quickly became evident
 37 that in order for the previously mentioned homes to be constructed the current setbacks that are required
 38 in the R-4 District would have to be modified. Those regulations require that one side of a home must be
 39 5' from the lot line, but the total of the side setbacks must be 20'. This means that homes could either be
 40 10' apart or 30' apart. Additionally, it means that lots would have to be 20' wider than the projected
 41 homes. After doing a considerable amount of research Schmelzer is recommending that the Village's R-4
 42 regulations be amended in such fashion that 8' side setbacks are required and state that measurements
 43 must be taken from the walls of the homes. An 8' setback is consistent with the setbacks that were
 44 imposed in Sturgeon Bay's affordable housing subdivisions, and Chris Hecht, the Fire Chief, has verified
 45 that a separation of 18' between the homes will be acceptable. Schmelzer is also recommending that a
 46 reduced road setback of 10' be required to encourage communication within neighborhoods, and is
 47 suggesting that the minimum lot width for one and two bedroom homes be 50'. Additionally, the

1 recommendation is being made that the minimum lot width for three bedroom homes be 60' to 65', the
 2 recommended minimum lot size be 5,000 square feet, and the minimum lot depth be 100'. If the R-4
 3 regulations were to be amended in the fashion that has been suggested by Schmelzer it would be possible
 4 for garages to be constructed behind several of the homes in the previously mentioned development, and
 5 driveways would quite likely only need to be 10' wide.

6
 7 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that the Plan*
 8 *Commission shall make a formal determination as to how much of "the Wiltse Property" should actually*
 9 *be set aside for affordable housing in as timely a fashion as possible so that the zoning designation for*
 10 *that property can be changed to R-4 - Small Lot Residential. It was also the consensus that a draft of an*
 11 *Ordinance that contains all of the previously mentioned Zoning Code revisions shall be included in the*
 12 *digital packets for the next meeting of the Commission. Schmelzer indicated that she intends to contact*
 13 *Brett Guilette, the Village's Building Inspector, to see if the State Building Code requires a minimum square*
 14 *footage for single family homes, and she also stated that she intends to do some research regarding the*
 15 *possibility of requiring that front setbacks for all zoning districts in the Village be determined by taking the*
 16 *required measurements from the centerline of the roadway. She will keep the Commission members*
 17 *advised of her findings, and, if possible, will see that the Public Hearings on the re-zoning recommendation*
 18 *as well as the revisions to the R-4 Zoning District regulations are scheduled for the same date.*

19
 20 **(e) Potential Amendments to Lighting Regulations:**

21 *Schmelzer recently met with representatives of Wisconsin Public Service, who offered to see that actions*
 22 *are taken that will ensure that all the streetlights which are north and south of the Village on Highway 42*
 23 *as well as Highway 57 satisfy "dark sky initiatives" at no cost to the Village, but they informed her that*
 24 *they won't make any of the required changes unless and until formal Village approvals have been obtained.*
 25 *She subsequently contacted Door County representatives as well as representatives of the Wisconsin*
 26 *Department of Transportation to see if they had any objections to the proposed lighting changes, and they*
 27 *did not. Discussion took place regarding this issue, and it was eventually the consensus that a related*
 28 *referral shall be made to the Parks, Property & Streets Committee in as timely a fashion as possible.*

29
 30 In accord with the Commission's directives Schmelzer met with Brian Grube from Newport State Park to
 31 discuss "Dark Sky Initiatives", and he forwarded her a copy of a related ordinance from Flagstaff, AZ. (A
 32 copy of that document was included in the digital meeting packets.) Schmelzer stated that it is her
 33 understanding that Bell is very knowledgeable about lighting requirements, and asked if he would be
 34 willing to review the sample ordinance and recommend any applicable revisions. He agreed to do that,
 35 and as soon as he has provided his comments and recommendations for revisions to Schmelzer she will
 36 see that a related referral is again made to the Plan Commission.

37
 38 **(f) Request for Proposal; Multi-Family; Northwoods & Ava Hope Court:**

39 The Village's Housing Committee has recommended that the Plan Commission consider the possibility of
 40 recommending that an RFP be issued for developers who are willing to create affordable multi-family
 41 housing units on the Village-owned lots that are adjacent to Northwoods Drive and Ava Hope Court. The
 42 recommendations have also been made that as an incentive to encourage development the previously
 43 mentioned lots be gifted to a developer, and that increased density be allowed, but that the condition be
 44 imposed that any developers who submit a proposal must suggest a creative way to create a community
 45 park on a portion of the property. The Housing Committee has also recommended that Village officials
 46 require that deed restrictions be imposed that will require that all the homes within the previously
 47 mentioned development must remain affordable in perpetuity.

Schmelzer noted that an e-mail had been received from Vivian Nienow regarding the previously mentioned property, and proceeded to read that document aloud. (In her e-mail Ms. Nienow indicates that it is her understanding that the Village Board designated a portion of the previously mentioned property as parkland, and urges the Commission members to honor that decision.)

Bell explained that the previously mentioned property is comprised of four individual parcels, and one of those parcels contains a retention pond. He also stated that he believes it's very important that a park be created on one of the previously mentioned parcels as the Village Board committed to that action, but pointed out that it is his understanding that it could be very difficult for Village officials to ensure that any deed restrictions are monitored and/or enforced.

Lengthy discussion took place regarding this issue, and Schmelzer was asked to see that a draft of the previously mentioned RFP is prepared and included in the digital packets for the next meeting of the Commission. The Commission members stressed that they believe a statement must be included in the RFP which makes it perfectly clear that deed restrictions will be imposed and recorded in the Office of the Register of Deeds for Door County. (The deed restrictions will specifically state that any homes that are constructed on the Village's property must remain "affordable" in perpetuity.) They also indicated that they believe it should be made perfectly clear that no Occupancy Permits will be issued for any of the homes that are constructed on the previously mentioned property unless and until a "neighborhood park" has been formally approved and accepted by the Village Administrator.

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:

The next regular monthly meeting of the Plan Commission will be conducted on Tuesday, April 22, 2025 at 5:30 P.M., and that meeting will be conducted in the Large Meeting Room at the Sister Bay-Liberty Grove Fire Station. At that meeting the following issues will be addressed:

- 1. Discussion regarding changing the zoning designation for a portion of "The Wiltse Property" to R-4 – Small Lot Residential, and scheduling of a related Public Hearing;*
- 2. Review of a draft ordinance that recreates Section 66.0314 of the Zoning Code – the R-4 - Small Lot Residential Regulations, and scheduling of a related Public Hearing.*
- 3. Discussion regarding potential amendments to the Zoning Code; more specifically,*
 - Amendment of the front setback regulations that appear throughout the Zoning Code in such fashion that the requirement is imposed that applicable measurements must be taken from the centerline of the roadway; and,*
 - Amendment of the parking regulations for units that contain multiple bedrooms;*
- 4. Review of the draft Development Agreement for the 10-unit hotel that will be constructed by Richard and Jeannie Hoffman on Parcel No. 181-00-08312844P, which is located off of Chalet Lane, and will contain a manager's quarters as well as a lobby and a laundry area on the lower level.*
- 5. Review of the draft of the Request For Proposals from developers who are interested in creating a multi-family housing development on the four Village owned parcels that are adjacent to Northwoods Drive and Ava Hope Court.*

The draft of the proposed lighting regulations that address "Dark Sky Initiatives" will be referred to the

Minutes for the March 18, 2025 regular monthly meeting of the Plan Commission

1 *Plan Commission as soon as Bell has provided that document to the employees in the Village*
2 *Administration Office.*

3
4 *The offer from representatives of Wisconsin Public Service Corp. to take actions that will ensure that all*
5 *the streetlights which are north and south of the Village on Highway 42 as well as Highway 57 satisfy "dark*
6 *sky initiatives" at no cost to the Village will be referred to the Parks, Property & Streets Committee in as*
7 *timely a fashion as possible.*

8
9 **Agenda Item No. 10. Adjournment:**

10 *At 7:04 P.M. a motion was made by Kane, seconded by Bell that the March 18, 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