

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

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

Motion by Church, second by Burress, to approve the April 2, 2025, minutes. 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

Burruss 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

Burruss 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 – Burruss

7. Matters for Future Agenda

Burruss 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

**VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 30, 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, Ken Church, Kurt Harff (Trustee), Brigid White. Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Patrice Champeau (Trustee), Chris Hecht, Ron Kane, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Mickie Mostardi, Chris Schmeltz.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Motion by Church, second by Harff, to approve the agenda as presented. Motion carried unanimously.

4. Approve Minutes

Motion by Church, second by Harff, to approve the April 10, 2025, minutes. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Mostardi commented Hecht wanted a location for a future fire station and to keep that idea in mind when looking at a location.

Burress presented a letter he had received from Myles Dannhausen.

6. Discussion/Action Items

a) Review Staff Summary of Potential sites.

Item b), *Work Assignments*, was discussed jointly with item a).

Burress reminded the group they were assigned research on the final list of five potential sites, the sites being:

- 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.

Schmelzer shared her findings on the Mill Road site. Based on building needs, as the building is currently designed, and 37 parking stalls required by a 2007 Library Agreement, there would be a need for 117 stalls, but the Plan Commission could consider an exemption for 41 of those stalls, meaning a need for 76 stalls. The site could fit 55 stalls, but after deducting the required Library parking, there would be just 18 stalls for the Administration Building. Discussion was the building could be redesigned, and, the Library Commission might agree to revise their agreement and allow for shared parking stalls. She added that with the building and 55 stalls, there would be no room for the required stormwater pond, and, based on contours, the site could not flow to the Library's stormwater pond or the pond behind the Fire Station.

Burress reported Kane heard back from the Balmoral site owners, and they are not interested in selling, so that site would be removed from the list.

He then reported on a meeting he would be having with Barbara Hull on May 13. Barbara has agreed to meet and hear Burress' issues related to consideration and possibilities of her property on Woodcrest. Burress restated his long-held belief that a road from Highway 57 to Woodcrest could not only reduce traffic in downtown Sister Bay, but also provide much needed ingress/egress to those living on Canterbury Lane and Applewood Road.

He also met with the owner of the former Traver Clinic property and said the building is about 12,000 square feet and was built in 1999, had an atrium and room for the administration offices, and with remodeling, a meeting room. He said it has a new HVAC system. He shared the value of the property and indicated the owner would want double the assessed value [about \$1.4 million]. Bell estimated renovations would be \$500,000; Schmelzer thought over \$1 million. Based on cost, Burress did not feel it was a realistic option. He added a road should be extended across the property to connect Applewood to Hwy 57. Burress said the owner reported he had approval from the DOT to access Highway 57. Schmelzer agreed to contact the DOT to see if the access was still valid, and ask the Finance Director if the village could afford the purchase.

c) Temporary Location for Administration Offices

Burress inquired if a temporary location was needed for the administrative offices, noting the road project scheduled by the offices may impact the use of their current building. Schmelzer explained she was grateful for the group's concern about a temporary location for the administrative offices, but she spoke with her staff and they are not interested in moving to a temporary location; they prefer not to move twice.

d) Discussion and Next Steps

Burress then briefly discussed the Dannhausen letter pointing out the comments that the meeting room was too large and there were too many bathrooms [in the current proposed Administration Building design]. Schmelzer clarified the number of restrooms were based on

1 state requirements, with the addition of one family restroom, and the design was half of what
2 was originally designed. Burress added the letter mentioned no community space with a kitchen
3 was being provided, and Schmelzer explained when the Facility Study was being drafted, public
4 input revealed people wanted a community space at the ice rink, and to renovate the Village Hall,
5 so the administration building was designed as a meeting room, instead of a community center.
6 Dannhausen's letter also reported on the size meeting room other communities had and
7 Schmelzer cautioned that some places, like Sturgeon Bay, may have a meeting room for about
8 50 people, but they also have a community room for meetings, which she guessed housed about
9 50 people as well.

10
11 Burress concluded that the Task Force is not tasked with designing the building, and it appears
12 the village did their due diligence when selecting the Logerquist site.

13
14 **6. Matters for Future Agenda**

15 Burress said that the group should meet after he meets with Hull, and therefore he set the next
16 meeting date for May 15 at 2:00 p.m., and their last meeting would be scheduled for May 29 at
17 2:00 p.m. At the May 29 meeting he would have a rough draft of their findings that he would
18 present to the Board in June.

19
20 **7. Next Meeting Date**

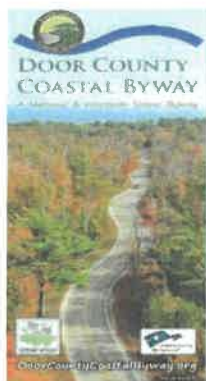
21 (See item 6 above.)

22
23 **8. Adjourn.**

24 The Task Force adjourned their meeting at approximately 3:08 p.m.

25
26 Respectfully submitted,

27
28 Julie Schmelzer
29 Village Administrator



DOOR COUNTY COASTAL BYWAY

2024 Financial Report & 2025 Budget

Note: The DCCB Bylaws do not state an accounting period, whether annual or fiscal. It does indicate that a financial report of revenues and expenditures should be submitted to member municipalities for review and comment. Nicolet National Bank holds the DCCB checking and savings account.

Checking Account Beginning Balance January 1, 2024		\$ 8,683.88
Savings Account Beginning Balance January 1, 2024		<u>\$ 5,000.86</u>
Funds as of January 1, 2024		\$13,684.74
Revenues:		
Municipality Member Contributions	\$ 4,000.00	
Coloring Book Sponsors/Advertisers	4,350.00	
Donations-Baileys Harbor & Jacksonport Bus. Assocs.	37.00	
Interest earned on Savings	<u>1.64</u>	
		<u>+ 8,388.64</u>
		22,073.38
Expenditures:		
Madden Media – half page ad share Scenic Byways	\$ 715.00	
Logo registration	15.00	
4-pak Crayons (10,000)	1,555.87	
Paper Boy – deposit on rack card service 2025	150.00	
Innovative Printing – 10,000 coloring books	9,350.00	
National Scenic Byway Foundation – dues renewal	200.00	
Tweak Web Design – annual hosting/domain	<u>1,880.00</u>	<u>-13,865.87</u>
Ending Funds Balance December 31, 2024		\$ 8,207.51

2025 Budget		
Revenues:		
Municipal Member Contributions (8 @ \$500)	\$ 4,000.00	
Potential Grant for Coloring Book publication*	<u>5,000.00</u>	<u>+ 9,000.00</u>
Expenditures:		
Paper Boy rack card distribution (6 months)	\$ 670.00	
Madden Media-renew half page ad Wis Scenic Byways	715.00	
Tweak Web Design – website hosting/domain	1,880.00	
National Scenic Byway Foundation – renewal	200.00	
Coloring book – additional run of 10,000	<u>8,550.00*</u>	<u>12,015.00</u>
*offset by potential grant funds and advertisers		
Projected Ending Funds Balance December 31, 2025		\$ 5,192.51

SISTER BAY & LIBERTY GROVE FIRE BOARD

Meeting Minutes

Place: Sister Bay Fire Station, 2258 Mill Road

Date: Monday, February 27, 2025

Time: 6:00pm

Call Meeting to Order

Approval of the Agenda

Approval of Minutes 08-08-2024, 12-30-2024

Public Input

Discussion Items:

Chief's Report

Clerk Report

2024 and 2025 Budget Updates

Changes to Structure of Fire Board

Set date for next meeting

Adjourn

The meeting was called to order by Nancy Goss at 6:00pm.

Present: Janet Johnson, Kurt Harff, Dan Watts, Chief Chris Hecht, Clerk Stacy Bell, and 1 member of the public. Allison Werner was excused.

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

Motion by Jonnson, second by Goss to approve the 8/8/2024 meeting minutes as presented. Motion carried without discussion, all ayes.

Motion by Jonnson, second by Harff to approve the 12/30/2024 meeting minutes as presented. Motion carried without discussion, all ayes.

Public – None.

Chief Report:

- 2024 ended with 6 calls more than 2023.
- Eight members are taking Fire Officer I and two members are taking Fire Officer II.
- The 2025 DNR grant is closed. SBLGFFA will be reimbursed.
- State FAP funds are available for EMR organizations this year and we're estimated to get \$20,000-\$25,000 which may be able to purchase radios.
- The Engine is expected to be delivered in May. The USDA grant funds are still secure. The municipalities will need to pay their portion and will be reimbursed once the grants funds have been received.
- No update on the County radio system .
- The mandatory meeting went well, and members were able to accomplish many annually required items.
- The tender contract should be signed this year and the current estimate is \$725,000 to be due in 2027.

Clerk Report:

The list of checks and calls were reviewed. **Motion by Johnson, second by Goss** to approve the checks as presented. Motion carried with no discussion, all ayes.

Fire Board Structure:

Hecht reported that both municipalities have adopted the changes to the operating agreement which will allow non-board members to be members of the Fire Commission. The appointments will be at the discretion of the Town Chair and/or Village President.

The next Fire Board meeting was scheduled for Thursday, May 8, 2025 at 6:00pm.

Motion by Johnson, second by Harff to adjourn at 6:43pm. Motion passed without discussion, all ayes.

Respectfully submitted,
Anastasia Bell, Fire Commission Clerk
Approved at the 5/8/2025 Fire Board Meeting.

VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)
MEETING MINUTES
TUESDAY, JANUARY 28, 2025
(APPROVED)

1. Call Meeting to Order & Roll Call

Chair Patrice Champeau called the meeting to order at 11:00 a.m.

Present: Chair and Trustee Patrice Champeau, Lauren Aurelius, Razvan Ciobanu, Gustavo Gallardo, Kay Smith

Absent: Lori Allen, Marissa Downs

Staff: Administrator Julie Schmelzer

Others: Louise Howson, susan Miller

2. Approval of Agenda

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

3 & 4. Approve Minutes & Notes

Motion by Smith, second by Aurelias, to approve the minutes from the January 7, 2025, meeting and recognize the notes from the December 3, 2025, meeting. Motion carried unanimously.

5. Comments, Correspondence and Concerns from the Public

Downs was unable to attend the meeting but did provide written comments about matters being discussed. She indicated she agreed with much of what was provided in the housing model questionnaire (in the meeting packet), but did not feel the committee was ready to provide all the answers in that some decisions cannot be made until more is known about the budget and costs involved. The written comments were read and made part of the record.

A letter from Meg Ziegelman, who attended the previous Housing Committee meeting, submitted a letter commending the committee on the work being done.

6. Discussion/Action Items

a. Draft Preliminary Housing Model

The committee was given a summary of the comments and recommendations made to date by the committee and asked members to discuss them and try to narrow down what they believed should be included in a draft housing model. (The questions asked, and committee's responses, are attached to these minutes.)

b. Review Housing Plan and Recommended Code Changes

Schmelzer shared information about the one-, two-, and three-bedroom affordable home plans Portside Builders had drawn for the committee. Based on the drawings, it was evident the current R-4 zoning regulations would not accommodate a small home of even 700 sq. ft., even if the garage were located behind the home. In the R-4 district, in order to fit a small home with a garage behind it, the R-4 standards will need to be revised. An overview of the regulations and recommended changes were

1 discussed and it was the consensus of the committee that the Plan Commission needed to propose
2 amendments addressing home size, lot width, area and setbacks for the R-4 district.

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

5 The committee anticipates the Housing Partnership will have more information about the revisions
6 they are making to their model's formula and that information will be shared with the committee.

7
8 **7. Set Meeting Schedule & Topic(s); Speaker Invite List.**

9 Schmelzer will try to arrange for a speaker that can present on new or alternative housing ideas the
10 committee has not yet considered.

11
12 **8. Adjournment**

13 Motion by Smith, second by Gallardo, to adjourn. Motion carried unanimously. The meeting was
14 adjourned at 12:43 p.m.

15
16 Respectfully submitted,
17 Julie Schmelzer, Acting Recording Secretary
18
19

HOUSING MODEL DISCUSSION

(Jan. 2025)

Below is information from various Housing Committee meetings, as well as comments made at those meetings that may or may not affect policy. On the are the comments or ideas brought up at the various meetings, which were also discussed at the January 2025 meeting. The right column, with red font, is what was proposed at the January 2025 meeting.

Idea/Discussion	Recommend?
<p>9/17/24 – a. Village should begin addressing affordability by developing Wiltse site w/ both homes and apartments.</p> <p>b. Does this include duplexes and townhomes?</p> <p>c. Start with 20 homes and see how it goes.</p> <p>d. Ava Hope/Northwoods should be multi-family.</p> <p>e. We need senior housing.</p> <p>f. On Wiltse only a portion of the lot (<38 acres) can be served. Just develop that portion, or, don't develop it until the whole 56-acre site can be served?</p>	<p>a. Yes. Primary housing units on Wiltse – 20% of them should be at 80% LMI, and market rate up to 120% LMI. Start by developing Northwoods and Ava Hope – need an RFP.</p> <p>b. Both</p> <p>c. No, pursue Development Agreements and see what developer can offer.</p> <p>d. Schmelzer proposed a model whereby the parkland be included in the development site so it can be used to meet density requirements. Committee members supported the idea, agreed Development Agreements should be required, and see what a developer can offer.</p> <p>e. Yes, but not top priority since they can rent/buy other units proposed. This can be focused on at a later date.</p> <p>f. Only focus on what can be served. Other land set aside for future needs.</p>
<p>9/24/24 – a. Habitat can offer loans at 0% for those denied a conventional loan.</p>	<p>a. Offer them lots as requested – if they need them, we will have some available, but we should not tie up lots if there is not a demand.</p>
<p>10/14/2024 – a. Village should research the ability to put deed restrictions on private lots. (An attorney we contracted with a few</p>	<p>a. Yes, make sure restrictions are legal.</p>

years ago determined we couldn't, but this could be revisited with a different real estate attorney.)	
10/22/24 – a. Should the village model (for homeownership on village lots) limit resale value to a 1% increase? Is that annually? Plus the value of any improvements? (Called a 'value added policy')	a. No, do not limit resale to a 1% increase. Follow resale formula in HP model, which is being revised at the current time.
b. Should we limit our lot sales to those whose mortgage and costs do not exceed 30% of the AMI?	b. 30%, but the lender typically checks that. We should look at income restrictions; 120% AMI.
11/12/2024 -a. Should we recommend the Village reduce their minimum lot size and setback requirements to fit the home design?	a. This should be reviewed by Plan Commission.
b. After the infrastructure/lot is 'paid back' through the taxes, or some other period of time (to be determined), should the resale limitation (if any) and employment restrictions (if any) be lifted?	b. Look at the purpose of the program. Tax on improvements only, or, tax on the lot and improvements. Once calculated, which formula keeps the housing affordable? Won't know until we know all development costs and projected taxes. Concern: Will taxes price them out, make the homes not affordable?
c. Should we limit sales to those employed in the county? Village? Or limit to those currently residing in the village? Or start by limiting it to those living in the village, and once demand is met, offer sales to those who may not live in the village, but work in the village?	c. Phase. 1 st – Those that live here. 2 nd – Those that live and work here.
d. Should we have a deed restriction stating the property can never be used as a short-term rental?	d. STR restriction required. No long-term restriction limiting home to owner occupied only – people may need to rent it out someday.
e. Should property be marketed and sold to developers, or, should the village install the infrastructure and sell the lots to those with a contract to build?	e. Less expensive development costs if village installs infrastructure and sells lots to buyer and requires contract to build on sold lot.
f. Should we involve realtors?	f. No.
g. Who decides to sell/accept the offer to whom?	g. Vetted by Housing Committee; referral to Board

<p>h. Should there be a Development Agreement with the builder whereby he is required to build x number of homes, at x price, per approved plans? How many years to build them? X per year?</p> <p>i. Should there be a special clause for those who have an emergency and have to sell? Or no longer work in the village?</p> <p>j. Can the lots/homes be sold as second homes? Or, can they only be used as a primary residence?</p> <p>12/3/2024 – a. Telluride example: x per cent of lots offered to x AMI?</p> <p>b. Should we allow for a first right of refusal for certain demographics/occupations, such as teachers or nurses?</p> <p>c. Should we have a list of preferred lenders we know understand the program and strive to make the deal?</p>	<p>h. Leave to developer to propose what they can do, and require a Development Agreement. Deadline needs to be set by village to ensure homes are built on the village's investment.</p> <p>i. Yes, need an emergency situation clause, but that clause language needs to be discussed yet.</p> <p>j. No second homes or rental homes. Must be owner's primary residence.</p> <p>a. 120% AMI = 10% of the lots 100% AMI = 20% of the lots 80% AMI = 50% of the lots 60% AMI = 20% of the lots (What a person can afford decreases as the AMI % decreases)</p> <p>b. No.</p> <p>c. Yes.</p>
<p>1/7/2025 – a. Do we want to prioritize who we sell to?</p> <p>b. Who monitors the deeds?</p> <p>c. Does the percent AMI include income and assets?</p> <p>d. If we require an occupant to be a village employee, is that FT? What happens if they lose their job or switch to PT?</p>	<p>a. Yes, but make sure its legal first.</p> <p>b. Title company (would need to be paid).</p> <p>c. Can't own other property. Assets can't exceed 140% of annual income (Crested Butte was 140%).</p> <p>d. FT preferred; PT on waiting list. Need to decide if PT with children impacts priority status.</p>

e. Should appreciation/sale price be able to increase by 3% a year? Or the 1% discussed earlier?	e. HOLD – needs more discussion
-----------------------------------------------------------------------------------------------------	---------------------------------

- Apartments:

Assuming we gift the land like we would a home, what would be the expectation? Certain number of units all at a max rent? Only market rate and lock them into that rent? Max density? Only sell to developers who sign a development agreement whereby we approve max units at lowest locked in rents? Only sell if using multiple financing packages? Required to use WHEDA tax credits? Does this apply to the property at Ava Hope and Northwoods too? Only consider surface parking and other examples we saw to keep rents low? **Need rent restrictions based on income. Need tiered apartments – AMI 60-120%. Cannot be more than 30% of the 60-120% AMI. Max rent should be the 30% tier.**

- Townhomes:

Require both townhomes for sale and some for rent? 50%? Limit who they rent to?

- Duplexes:

Duplexes treated the same as single family residences?

- ADUs: **Revisit in future – not appropriate for Wiltse at this time.**

Recommend we once again allow ADUS but only with a minimum 6 month lease? To a resident ? Required to work in the village?

- Zoning Incentives:

Recommend revision to the current zoning incentive? They read: **Not at this time**

Sec. 66.1025 Impact on Housing Stock**(1) Purpose.**

The purpose of these regulations is to ensure that commercial projects that create employment opportunities for area residents also address the shortage of employee housing and create housing opportunities given the seasonal nature of employment in the Sister Bay area.

(2) Definition.

For the purposes of this section:

- (a) The term “housing” shall include dwelling units or rooms in hotels, motels, inns, single-family housing and apartments that are in compliance with the zoning code and if applicable, properly licensed by the State of Wisconsin.

(3) Applicability.

The following standards apply to:

- (a) All new developments in the B-1, B-2 and B-3 Districts.
- (b) Projects in the B-1, B-2 or B-3 Districts that require a Certificate of Compliance.

(4) Requirement.

As a condition of site plan and zoning approval, the Plan Commission shall review the employment being created by the project. The Plan Commission may give consideration to offsetting some of the required employee parking if employee housing dwelling units are created on site. The Plan Commission may give consideration to offsetting some of the required open space to a maximum credit of 5% if employee housing dwelling units are created on site. (*Amended Ordinance 163-030910*)

Sec. 66.1030 Impact on Workforce Housing**(1) Purpose.**

The purpose of these regulations is to ensure that residential projects address the need for workforce housing.

(2) Applicability.

The following standards apply to new developments in the R-2 District.

(3) Requirements.

As a condition of site plan and zoning approval, the Plan Commission shall review the number of housing units being created for the project. If the Plan Commission determines that the need for workforce housing remains as outlined in Chapter 3 and 4 of the 2003 Comprehensive Plan and as defined in Sec. 66.0314, then the Plan Commission may make certain adjustments to the density requirements delineated in Sec. 66.0312. The Plan Commission may increase the overall project unit density by 0.2 units for each dwelling unit that meets the requirements of workforce housing. (*Amended Ordinance 163-030910*)

VILLAGE OF SISTER BAY HOUSING COMMITTEE (VIRTUAL)
MEETING MINUTES
TUESDAY, APRIL 22, 2025
(UNAPPROVED)

1. Call Meeting to Order & Roll Call

Chair Patrice Champeau called the meeting to order at 11:06 a.m.

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

Absent: Lori Allen, Razvan Ciobanu, Gustavo Gallardo

Staff: Administrator Julie Schmelzer

Others: (None)

2. Approval of Agenda

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

3. Approve Minutes

Motion by Smith, second by Aurelius, to approve the minutes from the January 28, 2025, meeting. Motion carried unanimously.

4. Presentation

Greg Cops of LinkedLiving.com, out of Appleton, gave a summary of their product and answered questions. They build small prefabricated additions and accessory dwelling units to enable families to care for loved ones, specializing in housing for seniors and those with special needs. They do individual home additions or units and leave mass developments to larger developers. The company is a family owned business constructing about twenty units a year. The units are built on site or built in a factory and put together on site. About half the units they build are modular units and about half are stick built. When building modular units, they build four at a time. Some units have kitchens and laundry, depending on the customization requested. They use an open floor plan, 36" door frames, roll-in showers, grab bars, and special appliances and fixtures that are better suited for seniors. They are focused on "serving families to stay connected".

Schmelzer asked if the additions are considered duplexes. Cops explained if it is an addition to the living quarters and the unit is accessed off an interior door, many communities don't consider the addition a duplex; however, if accessed through a garage, they are often treated as a duplex. Champeau inquired about pricing and Cops said the free-standing units, including concrete work and everything to finish the unit, cost about \$125,000 to \$200,000, depending on what is requested. The units are about 400-600 sq. ft. in area.

Aurelius asked if the free-standing units are more than one bedroom and Cops explained that some are, and some are three-bedroom, about 2000 sq. ft. in area, with Cops stressing the size is really dependent on the customers request. He explained that although they have done larger units, they really specialize in small additions and small free-standing modular units.

After Cops left the call, there was a brief discussion on zoning, and whether the village's regulations

would permit such development; members noted deed restrictions may be required to allow such land use and construction.

5. Discussion/Action Items

a. Proposed Zoning Code Changes

Schmelzer reminded the committee of the plans Portside Builders had prepared that they reviewed in January, and the conversation that the current zoning code would not allow development of small homes, with garages behind them, if utilizing the current R-4 zoning district regulations. The committee had discussed recommended code changes. She informed them the Plan Commission did discuss the recommendations in March and would be discussing them again that evening at their meeting, with a potential May public hearing.

b. RFP for Multi-Family at Northwoods and Ava Hope

The committee had discussed a proposed Request for Proposals (RFP) at their last meeting and since that time the Plan Commission had discussed the idea, as did the Parks, Property & Streets Committee. Members suggested the rent section be revised to specify the rents had to be market rate. Schmelzer explained a Parks Committee member objected to using 'market rate' because the rents would be too high, but the Housing Committee members explained that is the reality of the market – the rents are high right now. The committee suggested the RFP instead cite HUD data, but eventually it was decided the rent language in the RFP be similar to the Workforce Housing Lending Corporation's standards in that developers may take advantage of the Corporation's programs and it would be preferable to have the RFP rent limitations match that of the Corporation. As such, the recommended change was to require at least 20% of the rental units to be capped at 80% CMI. Other changes suggested were that the zoning standards be incorporated into the RFP; the density allowed be specific; for possible owner occupied units, the committee felt it best to let the developer suggest a structured model that would ensure affordability. Lastly, they felt developers should have two months to respond to the RFP since proformas and designs would need to be prepared and submitted. Schmelzer agreed to share the recommended changes with the Plan Commission.

c. Continue Discussion on Housing Model

There were no changes to the notes on the model for the former Wiltse site that were included in the meeting packet, but the committee acknowledged they can't finalize a model until they know what the development costs will be, and that all depends on engineering and infrastructure costs, which are unknown at this time. They also noted they can't finalize the model until they know what the DC Housing Partnership recommends for their resale formula in that the committee earlier agreed to wait to review the revised formula to decide if it were appropriate for the village.

d. Discuss Request to Confirm Funding

Members discussed a need to find out if the Board was really going to allow the \$3 million in the CIP to be spent on the former Wiltse site, and when. With new R-4 standards, the committee is to the point where a preliminary plat should be created, and bids sought, so a model can be finalized. There was a motion by Champeau, second by Aurelius, to request the Village Board for clarification on the \$3 million, whether it will really be spent on the project, and when. Motion carried unanimously.

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

The committee agreed there was no need for them to meet again until they know if the funding for the former Wiltse site/housing project will indeed be allocated, and when; until they have a recommended resale formula to review; or, until the RFP responses have been received and they are needed to review the affordability proposal in those RFPs.

The committee also discussed the stormwater pond near the area where the village has seen a lot of multiple family development and is proposing additional multi-family development. Of concern was the large stormwater pond and how children find it interesting and visit there; there was concern over children's safety, and the reality children go along the perimeter to play and disrupt the stones which are protecting the pond. Schmelzer explained the Parks, Property & Streets Committee toured the pond area last year for purposes of considering a trail around the pond, and a fence, but after seeing the encroachment on the pond by neighbors' plantings, and limited space between the encroachments and the pond, the committee decided not to install a trail or a fence around the pond. By consensus the Housing Committee requested the Parks Committee revisit the idea, pointing out as more and more children visit the area – often times to use the Shoal's playground, and then exploring the pond – a child could get hurt.

7. Set Meeting Schedule & Topic(s); Speaker Invite List.

(See 6 above.)

8. Adjournment

Motion by Smith, second by Downs, to adjourn. Motion carried unanimously. The meeting was adjourned at 12:34 p.m.

Respectfully submitted,
Julie Schmelzer, Acting Recording Secretary

**Sister Bay / Liberty Grove Library Commission Meeting
April 14, 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, and Christina Johnson.

Library Staff Members Absent: none.

Public Present: Laurel Harff.

Agenda Approval:

Glenna Peters moved to approve the agenda as presented, seconded by David Watkins. Motion carried.

Public Input: None.

Review and Approve the Minutes of February 10th, 2025, Meeting:

Lynn Herman moved, and Glenna Peters seconded a motion to approve the minutes of the February 10th, 2025, meeting. The motion passed 6-0.

Review and Approve Bills:

Village of Sister Bay	Propane-January Delivery	\$1,803.88
Warner-Wexel LLC	Paper Towels, Toilet Paper, Garbage Bags	\$330.58
WPS	February Electric Service	\$736.59
	Credit Card-Bldg. Equipment-Baby Changing Table, Toddler Seats, Foot/Door Handle, Garbage Can, Vomit Cleaner.	
Nicolet National Bank		\$390.28
Ahnapee Hill Cleaning	February Cleaning Service	\$1,392.00
Frontier	March Telephone Service	\$317.71
Quantum Technologies	Annual Fees Microsoft, Malware & Backup	\$408.96
Ace Hardware	Supplies for Electrical Outlet	\$2.58
Village of Sister Bay	Propane-February Delivery	\$970.31
WPS	March Electric Service	\$654.57
Johnson Controls	Annual Inspection Contract	\$1,330.65
Johnson Controls	Annual Alarm Monitoring	\$704.55
Christina Johnson	1st Qtr. Payroll	\$110.82
David Watkins	1st Qtr. Payroll	\$73.88
Glenna Peters	1st Qtr. Payroll	\$73.88
Julie Kingsbury	1st Qtr. Payroll	\$73.88
Lynn Herman	1st Qtr. Payroll	\$73.88
Maurice Ash	1st Qtr. Payroll	\$73.88
Sheila Bristol	1st Qtr. Payroll	\$1,459.13
Stacey Bahrke	1st Qtr. Payroll	\$406.34
US Treasury	1st Qtr. Payroll Taxes	\$388.62
Sister Bay Water & Sewer	Utilities: Water & Sewer-1st Qtr.	\$541.66
Sister Bay Water & Sewer	Utilities: Fire Sprinkler-1st Qtr.	\$110.25

Village of Sister Bay	1st. Qtr. Maintenance-Snow removal	\$862.63
Ahnapee Hill Cleaning	March Cleaning Services	\$1,566.00
Village of Sister Bay	Propane (2 March Deliveries)	\$1,718.81
Frontier	April Telephone Service	\$318.05
Culligan Water	Water Delivery	\$35.00
US Postmaster	Annual PO Box Fee	\$120.00
Nicolet National Bank	Credit Card-QuickBooks w/Payroll	<u>\$1,699.00</u>
Total		<u>\$18,748.37</u>

Two months of invoices were included in the approvals above, as there was no meeting in March.

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

Facility Operations Manager Position:

1. Recruitment:

The Chair asked members for suggestions regarding recruitment for the new Facility Operations Manager. She shared it would be ideal if one person could perform both positions, this in addition to the handyman. The difficulty in finding someone qualified for either position has been an issue before. Some members felt the two positions are separate and need to be split into two distinct functions. Several members felt the present salary was not sufficient and suggested an increase in light of the current job description requirements. Suggestions included an increase from \$200 to \$300/month. The Chair reminded members of the importance of staying within the budget.

The Chair reported on a candidate for the position who declined after reviewing the job description. She plans to circle back to him to see if the increase in reimbursement may help, or if he would consider being the handyman.

Also suggested was using social media to assist in the process. Christina Johnson volunteered to do a post on Facebook but needed the Commission to draft it. Members suggested a shorter version of the job description. Ms. Bristol will obtain the last recruitment ads from the Village and meet with the Chair to create a document. Other ideas included posting the ad in the library and at other community sites.

2. Reimbursement for Christina Johnson's Service:

In the interim, Christina Johnson has been dealing with maintenance issues as they arise, including the recent roof leaks that needed repair. Compensation for her service was discussed in detail by the Commission. Ms. Johnson stated that the County Library Director is aware of her helping out for the short term. **Motion by Maurice Ash, seconded by Julie Kingsbury, to reimburse Christina Johnson \$300/month beginning in March, for her service during the Facility Operations Manager vacancy. The motion passed 6-0.**

2024 CliftonLarsonAllen Audit Report:

Sheila Bristol dispersed copies of the Annual Audit Report for 2024 provided by CliftonLarsonAllen LLP. She encouraged members to review the report and the letter to the Commission citing no significant audit findings. The year ended exceeding the budgeted expense by \$4,482 which was financed by excess revenues and available fund balance. The increase in expenses for building repairs was due to the sprinkler system upgrade in the amount of \$3,940. She shared the overall fund balance increased by \$5,803. **Motion by Maurice Ash, seconded by Lynn Herman, to accept the CliftonLarsonAllen Annual Audit Report for 2024 as presented. The motion passed 6-0.**

2025 Amended CIP Budget:

Ms. Bristol presented an amended 2025 CIP Budget, with the addition of \$3,500 carryover from 2024 CIP Funding, to complete the Libraries Tree Cutting Project. Both municipalities have stated there was no issue with the carryover request. Approved copies will be sent to both municipalities and our auditing firm CliftonLarsonAllen. **Motion by Maurice Ash, seconded by Julie Kingsbury, to accept the 2025 Amended CIP Budget as presented. The motion passed 6-0.**

Maintenance Report:**1. Landscaping Contract:**

The Chair reported on obtaining an estimate from Springview Landscape Services in the amount of \$10,000 for the 2025 season. The detailed estimate mirrored our previous contract with Lowney's Landscaping, who shared our scope of services and referred this company. The Commission was relieved to have a qualified landscaping company secured due to the knowledge required to care for our unique gardens and pond. **Motion to approve the Springview Landscape Services contract for 2025 was made by David Watkins, seconded by Lynn Herman. The motion passed 6-0.**

2. Carpet & Upholstery Cleaning:

Christina Johnson contacted Ahnapee Hill Cleaning Services regarding an estimate for both upholstery and carpet cleaning. She shared the following results:

- Carpets are included/wrapped into our annual contract billing costs.
- Upholstery estimate (for all upholstered furniture) totals \$464.96.
- Tile floors estimate (for tile and grout cleaning/sealing) totals \$770.28. It was noted that these services typically last 1 year, and some degrading has been noticed lately.

Motion by Julie Kingsbury, seconded by Lynn Herman, to accept the estimates from Ahnapee Hill Cleaning for the upholstery cleaning and tile/grout cleaning/sealing as presented. The motion passed 6-0. Christina Johnson will coordinate the scheduling of both services in addition to the windows and carpet cleaning already included in the current budget.

3. Other Maintenance Items:

Christina Johnson reviewed a number of maintenance items needing attention.

- (Pending) Wall-mounted child safety seats need to be installed.
- (New Issue) Three exterior doors and one interior door in need of repairs. Issues vary from needing new seals, hinge issues, and push bars sticking to some rotting of door materials. In speaking with the Village Maintenance Supervisor, Ms. Johnson was given contact information for a qualified window and door vendor. After discussion, the Commission agreed that the doors were a serious issue and in need of prompt attention. **Motion by Julie Kingsbury, seconded by Maurice Ash, to have Christina Johnson proceed with securing estimates for the door repairs. The motion passed 6-0.**

Spring maintenance items-all pending:

- (Pending) Book shed trim board replacement or painting.
- (Pending) A.C wallboard replacement or painting.
- (Pending) A.C. door in need of repair-does not stay closed.
- (Pending) Repurpose vandalized picnic tabletop.

Librarians Report:

Christina Johnson dispersed copies of her February and March events along with her monthly statistical handouts. Items were not reviewed due to time constraints, see Librarians Report documents for detail.

In addition, she included both the February and March Board Reports. Highlights for February included the specialized partnership with the Door County Seed Library, while March focused on preparation for Summer programming at our branch and several in collaboration with other branches.

Ms. Johnson reported on the “Meet & Greet” Wednesday April 10th, with Door County Library Director, Dominic Frandrup in celebration of National Library Outreach Day and National Library Week. She felt there were good conversations and added that the Director is always open to attending a future meeting.

The “April 2025 Free Events Calendar” was dispersed and included the following programming:

- *Storytime with Miss Jenny-Wednesdays-topics remaining for the month include:*
April 16-Green.
April 23-Earth Day.
April 30-Rain.
- *April 17-Baby & Me Storytime with Miss Willa.*
- *April 21-Wooly Stitches: Hand Stitching Crafts Group.*
- *April 23-Northern Door Genealogy Society.*

Next Meeting:

The next meeting of the Library Commission will be on **Monday, May 12th, 2025, at 1:00 P.M.**

Adjourn Meeting:

Julie Kingsbury proceeded to adjourn the meeting at 2:22 P.M.

Submitted by Sheila Bristol.

February 2025 Board Report Highlight – Sister Bay/Liberty Grove Library

One of our favorite outcomes from February was a specialized partnership with the Door County Seed Library. We harvested, separated, and dried some of the seeds from our library garden's famous compass plant this fall, and connected with our seed library volunteers to see if we could get them packaged to share in the March seed library sharing. Volunteer Jeanne Rabel stepped up and took the lead organizing the packing of them.

In coordination with the seed sorting party that was hosted at our branch location in February, Jeanne was able to get packets and labels specially made for our compass plant seeds through her resources at the DC Seed Library and the seeds were sorted into them. About 2,000 seeds in total, packaged across small groupings, will be available at the Sister Bay/Liberty Grove Library this Spring.

This is a wildly popular plant that patrons notice by our entrance. We get compliments daily with people asking what it is and what we know about it. Many will be excited when they hear they can get seeds of this native plant right here ready to go; let alone from ours, even more epic of an opportunity.





	Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes
Sat. 01-Feb-2025	132	66		4	
Sun. 02-Feb-2025					
Mon. 03-Feb-2025	123	62		2	DCR SIS: Close-up Magic Show w/David Watkins (25=5K+1YA+19A)
Tue. 04-Feb-2025	241	121		1	Storytime (Valentines) (15=7pk+8A) + DCR off-site 2:30@ Cherry Cove: NZ/AUS Travelogue (15A)
Wed. 05-Feb-2025	252	126		1	DCR off-site 9am@ Scandia Independent Living Meadows - NZ/AUS Travelogue (8A)
Thu. 06-Feb-2025	165	83		1	
Fri. 07-Feb-2025	170	85		2	
Sat. 08-Feb-2025	0	0			CLOSED (Snowstorm)
Sun. 09-Feb-2025					
Mon. 10-Feb-2025	240	120		2	Library Commission Meeting
Tue. 11-Feb-2025	217	109			DCR Book Club (12A) + Tanzania Travelogue (16 Adults)
Wed. 12-Feb-2025					DCR off-site 10am@ Cherry Cove: Pioneers of RnR (15A) + DCR off-site 1pm@Scand Care Center: NZ/AUS Travelogue (13A)
Thu. 13-Feb-2025	114	57			Baby & Me Storytime (0) + DCR off-site 2pm@Scand Assisted Living Woodview: NZ/AUS Travelogue (8A)
Fri. 14-Feb-2025	105	53			
Sat. 15-Feb-2025	204	102			
Sun. 16-Feb-2025	69	35			(Snowy roads & weather)
Mon. 17-Feb-2025					
Tue. 18-Feb-2025	184	92		1	Woolly Stitches (2A)
Wed. 19-Feb-2025	233	117		3	
Thu. 20-Feb-2025	178	89		1	
Fri. 21-Feb-2025	136	68			
Sat. 22-Feb-2025	215	108		2	Door County Seed Library - seed sorting volunteer meet-up
Sun. 23-Feb-2025	144	72		1	
Mon. 24-Feb-2025					
Tue. 25-Feb-2025	170	85		2	
Wed. 26-Feb-2025	215	108		2	Storytime (Pets) (5=2pk+3A) + Northern Door Genealogy Society (3A)
Thu. 27-Feb-2025	209	105		3	
Fri. 28-Feb-2025	106	53			
	196	98		1	
Total	4018	2009	0	29	

+15 Warmth for Winter more + 3 left from Jan = 18 total available for Feb
 + 17 from Jan craft kits to use in Feb in addition to 120 Feb kits = 137 on hand
 Passive Crafts in kids area: Coloring pages and spare art projects done ~100

11 left so 7 taken
 123 taken
 14 left in Feb

Monthly/YTD Circs and Renewals - February 2025

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,526	641	3,167	5,394	1,333	6,727
Appleton	28,199	2,544	30,743	28,231	5,119	33,350
Black Creek	2,097	666	2,763	4,272	1,289	5,561
Clintonville	3,137	794	3,931	6,825	1,534	8,359
Door Cty - Baileys Harbor	838	201	1,039	1,991	460	2,451
Door Cty - Egg Harbor	867	253	1,120	1,798	450	2,248
Door Cty - Ephraim	273	117	390	594	168	762
Door Cty - Fish Creek	574	117	691	1,046	218	1,264
Door Cty - Forestville	632	211	843	1,203	351	1,554
Door Cty - Sister Bay	2,162	547	2,709	4,833	1,215	6,048
Door Cty - Sturgeon Bay	6,856	1,920	8,776	14,544	3,887	18,431
Door Cty - Washington Island	650	78	728	1,274	172	1,446
Florence	705	66	771	1,498	166	1,664
Fremont	1,224	267	1,491	2,507	664	3,171
Gillett	480	166	646	972	302	1,274
Hortonville	4,842	1,632	6,474	10,791	3,224	14,015
Iola	1,762	369	2,131	3,533	768	4,301
Kaukauna	9,767	3,308	13,075	21,222	6,360	27,582
Kewaunee	2,843	952	3,795	6,552	1,918	8,470
Kimberly	12,757	4,794	17,551	29,337	9,017	38,354
Lakewood	1,818	421	2,239	3,839	930	4,769
Lena	770	227	997	1,514	449	1,963
Little Chute	9,245	3,812	13,057	22,139	7,733	29,872
Manawa	1,550	377	1,927	3,192	763	3,955
Marinette Cty - Coleman	1,419	326	1,745	2,769	690	3,459
Marinette Cty - Crivitz	1,997	628	2,625	4,339	1,123	5,462
Marinette Cty - Goodman	193	49	242	503	110	613
Marinette Cty - Marinette	2,918	731	3,649	6,553	1,645	8,198
Marinette Cty - Niagara	415	151	566	891	306	1,197
Marinette Cty - Peshtigo	619	319	938	1,467	549	2,016
Marinette Cty - Wausaukee	825	155	980	1,685	294	1,979
Marion	1,963	624	2,587	4,050	1,136	5,186
New London	4,053	811	4,864	8,610	1,601	10,211
Oconto	1,808	495	2,303	3,589	995	4,584
Oconto Falls	2,580	461	3,041	5,538	1,023	6,561
Oneida Tribal - Green Earth	10	4	14	15	10	25
Oneida Tribal - Oneida	396	143	539	751	285	1,036
Scandinavia	586	148	734	1,071	317	1,388
Seymour	2,479	981	3,460	5,136	1,807	6,943
Shawano Cty - Birnamwood	2,288	306	2,594	4,711	712	5,423
Shawano Cty - Bonduel	854	305	1,159	1,706	680	2,386
Shawano Cty - Mattoon	144	42	186	269	65	334
Shawano Cty - Shawano	6,538	1,621	8,159	14,048	3,063	17,111
Shawano Cty - Tigerton	366	236	602	970	430	1,400
Shawano Cty - Wittenberg	392	125	517	888	227	1,115
Shiocton	843	138	981	1,538	328	1,866
Suring	1,010	281	1,291	2,103	611	2,714
Waupaca	9,693	2,356	12,049	20,294	4,764	25,058
Weyauwega	1,375	508	1,883	2,807	851	3,658
Total	142,338	36,424	178,762	275,402	72,112	347,514

Posted 3/3/25

OWLSnet MyPC Statistics - February 2025

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	3,872	83	47
Black Creek	821	29	28
Clintonville	14,006	282	50
Door County - Baileys Harbor	2,425	19	128
Door County - Egg Harbor	2,403	27	89
Door County - Ephraim	0	0	0
Door County - Fish Creek	303	5	61
Door County - Forestville	85	6	14
Door County - Sister Bay	1,909	62	31
Door County - Sturgeon Bay	18,635	374	50
Door County - Washington Island	106	4	26
Florence	301	10	30
Fremont	5,410	90	60
Gillett	6,540	105	62
Hortonville	3,191	84	38
Iola	8,145	117	70
Kaukauna	17,144	345	50
Kewaunee	2,229	67	33
Kimberly	12,161	358	34
Little Chute	21,078	384	55
Lakewood	3,841	70	55
Lena	3,392	42	81
Manawa	1,540	44	35
Marinette County - Coleman	1,055	26	41
Marinette County - Crivitz	2,474	68	36
Marinette County - Marinette	9,699	202	48
Marinette County - Niagara	375	11	34
Marinette County - Peshtigo	982	25	39
Marinette County - Wausaukee	987	32	31
Marion	1,724	46	37
Oconto	5,714	104	55
Oconto Falls	7,686	158	49
Oneida Tribal - Green Earth	165	6	28
Oneida Tribal - Oneida	2,582	75	34
Scandinavia	0	0	0
Seymour	3,714	96	39
Shawano County - Bonduel	577	23	25
Shawano County - Mattoon	205	2	0
Shawano County - Shawano	22,036	441	50
Shawano County - Tigerton	2,457	33	74
Shawano County - Wittenberg	263	7	38
Shiocton	46	1	46
Suring	1,614	40	40
Waupaca	21,010	432	49
Weyauwega	4,155	80	52
Totals:	219,056	4515	49

OWLSnet Wireless Statistics - February 2025

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

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

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

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

Library	Unique Devices ⁺	Average Devices Connected Per Day ⁺⁺
Algoma	214	22
Appleton	2,823	207
Black Creek	219	21
Clintonville	509	57
Door County - Baileys Harbor	156	15
Door County - Egg Harbor	312	29
Door County - Ephraim	59	4
Door County - Fish Creek	132	11
Door County - Forestville	61	7
Door County - Sister Bay	217	21
Door County - Sturgeon Bay	788	64
Door County - Washington Island	53	5
Florence	84	15
Fremont	166	21
Gillett	279	31
Hortonville	237	25
Iola	206	21
Kaukauna	1,258	132
Kewaunee	147	12
Kimberly	577	54
Lakewood	214	19
Lena	219	24
Little Chute	772	57
Manawa	171	14
Marinette County - Coleman	112	8
Marinette County - Crivitz	150	10
Marinette County - Marinette	353	31
Marinette County - Niagara	52	4
Marinette County - Peshtigo	235	19
Marinette County - Wausaukee	220	19
Marion	288	31
New London	404	37
Oconto	298	23
Oconto Falls	253	19
Oneida Tribal - Green Earth	23	1
Oneida Tribal - Oneida	76	10
Scandinavia	63	6
Seymour	135	13
Shawano County - Bonduel	348	39
Shawano County - Mattoon	34	4
Shawano County - Shawano	861	83
Shawano County - Tigerton	260	34
Shawano County - Wittenberg	254	26
Shiocton	42	5
Suring	317	37
Waupaca	733	86
Weyauwega	98	10
Totals:	15,482	1,443

OWLSnet Overdrive Usage - February 2025

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	333	376	105
Appleton	6,696	8,025	2,424
Black Creek	198	206	40
Clintonville	296	474	136
Door Cty - Baileys Harbor	248	152	127
Door Cty - Egg Harbor	169	165	118
Door Cty - Ephraim	22	46	25
Door Cty - Fish Creek	205	108	41
Door Cty - Forestville	49	71	6
Door Cty - Sister Bay	488	402	266
Door Cty - Sturgeon Bay	1,249	1,474	380
Door Cty - Washington Island	62	102	18
Florence	132	178	50
Fremont	126	147	11
Gillett	127	179	30
Hortonville	679	773	142
Iola	146	180	8
Kaukauna	1,037	1,379	224
Kewaunee	294	299	45
KIM-LIT - Kimberly	919	1,302	255
KIM-LIT - Little Chute	741	881	182
Lakewood	284	239	37
Lena	36	190	43
Manawa	161	149	16
Marinette Cty - Coleman-Pound	75	150	6
Marinette Cty - Crivitz	232	323	70
Marinette Cty - Goodman-Dunbar	10	12	12
Marinette Cty - Marinette	585	717	247
Marinette Cty - Niagara	68	133	9
Marinette Cty - Peshtigo	169	170	9
Marinette Cty - Wausaukee	196	124	131
Marion	89	168	20
New London	464	607	89
Oconto	295	358	56
Oconto Falls	377	485	50
Oneida Tribal - Green Earth	13	24	29
Oneida Tribal - Oneida	37	19	10

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office	1	2	2
Scandinavia	26	43	30
Seymour	329	417	48
Shawano Cty - Birnamwood	35	173	5
Shawano Cty - Bonduel	118	94	15
Shawano Cty - Mattoon	2	5	6
Shawano Cty - Shawano	1,157	1,289	284
Shawano Cty - Tigerton	47	43	3
Shawano Cty - Wittenberg	49	67	6
Shiocton	59	65	8
Suring	68	101	8
Waupaca	952	1,261	326
Weyauwega	93	225	40
Totals:	20,243	24,572	6,248

MARINA COMMITTEE MEETING MINUTES**Wednesday April 16th, 2025****(Approval Pending)**

Agenda Item No. 1. The April 16th, 2025 meeting of the Marina Committee was called to order by Howson at 4:01 P.M.

Present: Louise Howson, Pat Duffy, and Kevin Grant

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

Others: Terry Wolf, John Lijewski, Nicholas Dokolas, Marley Inksetter, Thor Johnson, Merih Bayirli, Steve Bacsi, Laurie Zelnio

Agenda Item No. 2. Approval of the Agenda

A motion was made by Duffy, seconded by Grant that the Agenda for the April 16th, 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 March 20th, 2025 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. 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**

John Blossom requested the marina committee provide approval for Shadow Preservation Group from the Sister Bay Historical Society to proceed with their proposed development plans for both the first and second stories of the Boathouse. Blossom noted that once the marina committee approves these plans, the group can move on to begin working with the Plan Commission and the Village Board. Howson responded that the committee's remaining questions are primarily financial. Blossom confirmed that the group intends to spend nearly \$300,000 on renovations, however, the project has not yet gone out to bid. Blossom added that the group has about \$190,000 in cash, with pledges of amounts beyond that sum up to an additional \$100,000. Blossom feels confident that the group is financially prepared for the project and hopes to start construction as soon as possible. Howson and Blossom agreed that constructions would not likely start until 2026 at the earliest. Schmelzer seconded that the project wouldn't likely break ground until 2026 and then explained the next steps required for the group to begin construction which includes approval from plan commission, approval from

1 the board, the creation of a signed development contract and then going out to bid for a
2 contractor. Howson inquired as to what the committee will do with the building during the
3 upcoming summer season before any development begins. Blossom explained how the building
4 is not realistically rentable in its current status. Thor Johnson inquired about the need for
5 parking for individuals using the second story of the boathouse facility once the project is
6 complete. Blossom noted that the group has no need for any additional parking based on what
7 is publicly available. Howson noted that it will be important to fully understand the intended
8 use of the second story to determine how the project would affect the demand for parking in the
9 area. Schmelzer noted that the village has not expected parking requirements for other village
10 attractions such as marina park or tour boat operations. Blossom specified that the second story
11 would be an extension of the first story museum and not a lounge for the marina club. This
12 would be made available to small groups of individuals involved with the marina and village,
13 similar to how the village hall is managed. Grant inquired as to how the entire space will be
14 accessed by the public and regulated by staff. Blossom responded that they hope to employ
15 enthusiastic marina club members and security cameras to monitor the space during general
16 hours like those of waterfront park and at least seven days a week during the primary season.
17 Howson and Lienau clarified that the second story would not be available to rent this summer.
18 Duffy voiced assent to the current proposal and asked if the boathouse group will be charged
19 rent to the marina for continuous use of the property. Blossom responded that the group feels
20 their \$300,000 investment into rebuilding the boathouse should allow the marina to forgo
21 charging any rent. Duffy noted that this project benefits the village more than the marina as a
22 for-profit enterprise fund. Duffy added that monthly rent ensures that marina users are offered
23 some benefit when they are losing a marina-owned asset. Blossom assured the committee that
24 the organization could afford to pay \$12,000 a year, as an example, if the committee required
25 that. Schmelzer provided some examples where the village leases properties to non-village
26 entities and made note that the village usually asks little to no rent given that the tenant is also
27 maintaining and investing into the property. Schmelzer added that with the boathouse project
28 happening, the marina can save the \$45,000 that it budgeted to rehabilitate the boathouse.
29 Schmelzer clarified that the specifications of the lease can be determined after the plan
30 commission has approved the intended use of the space.

31
32 *A motion was made by Grant, seconded by Duffy to refer the proposed Boathouse Project from the Sister*
33 *Bay Historical Society's Shadow Preservation Group to the village Plan Commission for consideration.*
34 *Motion carried – all ayes.*

35 36 **b) Water Level & Dredging**

37
38 Lienau summarized pages 11, 12 and 13 of the meeting packet, highlighting that the water level
39 of Lake Michigan is projected to only increase about 3 inches between today and May 4th.
40 Lienau added that 2025 is the first year since 2014 that the year's average water level is below
41 the long-term average water level. Lake Michigan undergoes a cycle of high and low water
42 levels from about 11 to 15 years long and is currently in a downward trend. Lienau listed some
43 risk areas of the marina where the water level is low enough to prevent vessels from traveling
44 safely. These areas are included in the dredging permit from the DNR. However, due to fish
45 spawning times, the DNR does not allow dredging to happen in the bay of Green Bay from
46 November 1st to June 21st. Mike Kahr worked with the marina to submit an appeal for an
47 exception from the DNR to allow dredging to happen during the fish spawning period and

1 before boats begin entering their slips. The appeal has officially been granted by the DNR and
2 the marina is now permitted to dredge until April 27th at the latest. The current maintenance
3 dredging permit does not expire until May 26th, 2026 which will allow the marina to dredge
4 again in the fall, prior to the November 1st deadline. Lienau noted that if the water level
5 continues to decrease, the marina will likely need to dredge again immediately after it closes on
6 October 14th. Lienau added that the \$20,000 the committee reallocated for dredging should be
7 enough money to finance both spring and fall dredging projects.
8

9 **c) Construction Projects**

10
11 Lienau summarized current construction projects underway in the marina, including the
12 refacing of C-Dock main pier, refacing of D-Dock main floating pier, repairing and reinstalling
13 of ten B-Dock finger-piers, refacing of three A-Dock finger-piers and the complete de-
14 winterization and reassembly of the marina. Lienau noted that the contractor completing these
15 projects has assured the marina that they will have them all complete by April 30th. Lienau
16 added that he has consulted alternative contractors to potentially assist if these deadlines and
17 projects are not fulfilled as promised. Lienau has also consulted alternative contractors to assist
18 in lowering various piers throughout the marina to accommodate the extremely low water
19 level. These contractors will also repair a large commercial pier on D-Dock that was damaged
20 over winter due to the impact from floating icebergs. Lienau estimated that this repair project
21 will require anywhere from \$7,000 to \$10,000 unbudgeted dollars. Lienau concluded that all
22 these projects can only be completed after dredging is complete, which puts the marina at risk
23 of not having all of its projects and repairs finished by opening day.
24

25 **d) Parking Space Stenciling**

26
27 Lienau summarized the changes that have occurred in the short-term marina parking lot since
28 the long-term lot is no longer available for public use. These changes include swapping 50
29 unmarked public-use spaces to permit-required, marina only parking spaces. These spots will
30 be stenciled with "Permit Required" signage by the end of the first week of May. Fifteen of
31 these additional permit-required spots will be made specifically available to the commercial
32 entities within the marina to use at their discretion.
33

34 **e) Internet Camera Connection - Parking Lot**

35
36 Lienau outlined the marina's intention to work with their internet and camera providers to
37 establish an internet connection & mount a camera in the short-term marina parking lot to help
38 monitor parking.
39

40 **f) Review of Financials**

41
42 Lienau noted that the YTD actuals for revenue in the packet are still slightly incorrect and as of
43 today, the marina is at \$672,000 YTD total revenue which is greater than the \$644,000 the marina
44 had reached by the same YTD in 2024. Lienau also pointed out that the bottom line for the
45 marina's 2025 Budget is showing a loss of about \$460,000, which is reported incorrectly.
46
47

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:

- The Boathouse Project – Lease*

The next meeting of the Marina Committee is scheduled for May 14th, 2025 at 4:00 P.M. via virtual zoom meeting.

Adjournment: *A motion was made by Grant, seconded by Duffy to adjourn the April 16th, 2025 meeting of the Marina Committee at 5:12 P.M. Motion carried – All ayes.*

Respectfully submitted,



Samuel Jordan

Assistant Marina Manager

MARINA COMMITTEE MEETING MINUTES

Wednesday April 16th, 2025

(Approval Pending)

Agenda Item No. 1. The April 16th, 2025 meeting of the Marina Committee was called to order by Howson at 4:01 P.M.

Present: Louise Howson, Pat Duffy, and Kevin Grant

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

Others: Terry Wolf, John Lijewski, Nicholas Dokolas, Marley Inksetter, Thor Johnson, Merih Bayirli, Steve Bacsi, Laurie Zelnio

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a) Boathouse Project

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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:

- The Boathouse Project – Lease*

The next meeting of the Marina Committee is scheduled for May 14th, 2025 at 4:00 P.M. via virtual zoom meeting.

Adjournment: *A motion was made by Grant, seconded by Duffy to adjourn the April 16th, 2025 meeting of the Marina Committee at 5:12 P.M. 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, MAY 5, 2025
(Approval Pending)**

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

The May 5, 2025 monthly meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:33 P.M.

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

Staff Members Present: Parks & Streets Department Director Erik Linczmaier and Clerk Heidi Teich

Others Present: Laural and Kurt Harff, Myles Dannhausen, Chris Schmeltz, Erin Peddle, Ellie Soderburg-Guger, Sklyer Witalison, Hannah Burns, and Jessica Hatch

Agenda Item No. 2. Approval of Agenda

A motion was made by Bells, seconded by Ahrens that the Agenda for the March 3, 2025 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of Minutes

A motion was made by Bhirdo, seconded by Laszkiewicz that the minutes for the April 7, 2025 meeting of the Parks, Property & Streets Committee be approved as amended. 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. Chris Schmeltz was recognized and read a prepared statement regarding the village's receipt of Knowles-Nelson Stewardship Grant Funds and its obligation to use lands acquired with those funds for public recreation purposes. He stated that the village is currently in non-compliance concerning lands adjacent to the Dorr Hotel, and that he was given consent by the village board to contact Vierbicher to research options for the village to bring the land back into compliance. Schmeltz distributed the results of Vierbicher's work to the members for their review.

Correspondence was received for this meeting from Terry Wolf, Sister Bay Historical Society, which Howson read for the public. Wolf indicated that he was unable to attend this afternoon's meeting, but that Schmelzer was familiar with the sites they were going to propose for historical signage near the boathouse.

Howson also distributed an email from Jessica Hatch, Door County Broadband Coordinator, concerning fiber markers in the right-of-way for the members to reference as part of Agenda Item No. 6, in which the Administrator reports on the broadband infrastructure.

Agenda Item No. 5. Discussion/Action Items

a. Property Lease Agreement; Friends of the Ice Rink

The committee previously reviewed a draft of a proposed Operating Agreement between the Village of Sister Bay and "The Friends of the Sister Bay Ice Rink" for the new Sister Bay Ice Rink, which was again

1 included in the packet for this meeting. Dannhausen explained that he had corresponded with Schmelzer
 2 over the weekend and a red-line version of the agreement prepared by the Friends' legal counsel was
 3 forwarded to the village's attorney and will be available for review at the next Parks meeting. The changes
 4 addressed in the draft currently being reviewed by legal counsel states that the term of the lease is 10
 5 years, a termination clause given 90 days' notice by the village of the Friends' group's failure to meet the
 6 terms of the agreement, and options for remedies if the village seeks to terminate for cause before the
 7 term is up. Dannhausen continued, noting that additional language was added to address damage to the
 8 Sports Complex facility, as the Friends' group cannot be held responsible for all potential damage done to
 9 the facility when it is not being used for skating. Also, he shared the advice of their attorney to combine
 10 the lease agreement and operating agreement either in the same document, or as separate documents
 11 that have the same term dates.

12
 13 Each of the committee members then shared comments. Laszkiewicz requested clarification on the use
 14 of the terms "property owner" versus "village property" but liked that the agreement is short and simple.

15
 16 Bell spoke in favor of auto-renewal of the lease and proposed it be with 12 months of lead time.
 17 Dannhausen noted that the current draft includes a six-month lead time, but he would not be opposed to
 18 a change to 12 months. Laszkiewicz spoke of the need to revisit the terms of the agreement throughout
 19 the lease term to ensure the village is still benefiting from it.

20
 21 Ahrens felt the land lease and operating agreement were inter-dependent and could be combined. He
 22 asked Dannhausen what the group can do at this point with the lease agreement as the operating
 23 agreement has not yet been approved. Dannhausen explained that the land lease will allow them to start
 24 talking with contractors about renovations and prefers to move quickly to get it approved so they can
 25 start work this year. He was also optimistic that both agreements could be carried out at the same time.
 26 Howson added that the land lease provides assurances that work being done on the rink will be
 27 undertaken by the Friends group and is not the obligation of village staff.

28
 29 Bhirdo asks that the lease includes the provision that the lessor will automatically provide their certificate
 30 of liability of insurance annually rather than requiring the village to ask for it each year. Teich added that
 31 many insurance companies already do this for other entities that interact with the village.

32
 33 Ahrens asked about the use of the rink during the summer months if it is under lease and being used for
 34 other activities, such as basketball or pickleball. Bhirdo echoed this fact, and everyone agreed that this
 35 needs to be brought up to the attorneys to contemplate a response. One initial thought was to relinquish
 36 the land back to the village in the summer season (June – October) as it would not benefit anyone to close
 37 it if the Friends group is unable to manage it during the summer. Bell pointed out that whatever the
 38 arrangement, it will be crucial to make sure that any summer use of the ice rink doesn't damage its
 39 surface.

40
 41 Howson summarized the next steps to receive a revised draft of the land lease agreement for review at
 42 the June Parks, Property & Streets Committee meeting in anticipation of it being forwarded to the village
 43 board in June as well. Schmelzer will also be asked for an update on the status of the Operating Agreement
 44 to keep that document moving forward as well.

45 **b. Bid Review; Highway 57 Trail**

46 Bids were received for both engineering and construction oversight of a proposed trail along State
 47

Highway 57 from AECOM, Graef, McMahon, Robert E. Lee, and Stantec. Links to all the proposed bids were included in the meeting packet and the committee members jointly reviewed that information.

Howson began by stating their task to recommend a company for award the engineering and construction oversight contracts. Due to the way in which this project is being funded, through a Department of Transportation TAP Grant, the actual costs of construction are not able to be known at this time. Skyler Witalison, of Stantec Consulting Services, Inc., was present at this meeting and asked by the committee to elaborate on this. Witalison explained that this practice by the state intends to make the selection of a contractor based on quality rather than cost.

Laszkiewicz noted the dramatic difference in pricing among the bidders and inquired about the grant amount. It was noted that the village received an award of \$906,000 from the TAP Grant. The actual costs of the trail construction, and construction oversight, are reimbursable by the DOT, but the engineering costs will be the responsibility of the village. Ahrens added that money has been budgeted for this expense, as well as funds allocated for a sidewalk near the new medical center when they opted not to install the sidewalk on the east side of the highway.

Howson asked if the village was required to decide right now, knowing that construction cannot begin until 2027. Witalison was again asked for input, and he replied that the DOT sets the schedule for when the trail can be completed based on their review timelines, which could be months. He stated that there are a dozen reviews involved in this project, which could push the actual construction date out further. This does not prevent the engineering component from being completed now and available when they are ready for it.

The committee members each voiced their preferences in recommending a firm to the board. They pointed out that Stantec was the lowest bidder, and AECOM is working on a trail in neighboring Ephraim right now. Robert E. Lee has done work with the village previously, but staff has not been asked to provide feedback on how they are to work with. Everyone agreed that Graef and McMahon were priced too high. The committee discussed the option of choosing different firms for each award, which is allowable.

A motion was made by Ahrens, seconded by Laszkiewicz to recommend to the Village Board that the award for engineering of the State Highway 57 trail be granted to Stantec Consulting Services, Inc. as presented. Motion carried – all ayes.

A motion was made by Laszkiewicz, seconded by Ahrens to recommend to the Village Board that the award for the construction oversight of the State Highway 57 trail be awarded to Stantec Consulting Services, Inc. as presented. Motion carried – all ayes.

c. Referral from Housing Committee; Stormwater Fence

The Sister Bay Housing Committee has brought up a concern regarding the stormwater pond off Ava Hope Court, which is without a physical barrier between it and the public. Their concern is that it could pose a potential hazard for curious children who might play in that area. The Parks, Property & Streets Committee previously visited this area and determined that no fencing was necessary.

A brief discussion was held on what type of fencing might be appropriate for that area, but Ahrens reminded the committee that there was very little space to install a fence based on their prior visit to the

1 area. It was suggested that if the concern came from residents at the Shoals, the management there
2 could consider erecting a fence on their own property. If the village were to construct a fence, additional
3 maintenance to do mowing and edging, as well as trash cleanup from debris that gets blown into it, would
4 be required of village staff.

5
6 Bell asked if there might be other ways to dissuade people from playing in the pond, such as planting tall
7 aquatic plants. It was noted that a fence could actually work to encourage bad behavior by those wanting
8 to access the pond, and signage will be ineffective.

9
10 Howson concluded the conversation by stating that they report back to the Housing Committee that the
11 Parks, Property & Streets Committee has agreed to not proceed with fencing at the retention pond,
12 however they will gauge the response of the Housing Committee and may consider additional research
13 and exploration in the future.

14 15 **d. Dark Sky Initiatives; State Highway Streetlights**

16 Schmelzer conducted some research into dark sky friendly streetlights and provided a report, which was
17 included in the meeting packets.

18
19 Bhirdo requested that this item be postponed until the members have more time to visit the sites and
20 observe the differences in lighting. The committee members all agreed. It was also requested that
21 Schmelzer update her committee report with the actual wattage in lumens, as there appears to be a
22 discrepancy in reference to those lights which are 135 lumens.

23 24 **e. Consider Jaco Management Offer to Install Sprinklers at N Bay Shore Dr & Mill Rd**

25 Jaco Management, owner of the Dorr Hotel and the property on which Chop Restaurant is located, will
26 be installing sprinklers on property it owns along North Bay Shore Dr. Chris Schmeltz, representing Jaco
27 Management, was present to ask for permission to also install sprinklers on the property owned by the
28 Village of Sister Bay at 2355 Mill Road.

29
30 Ahrens inquired about the maintenance of the sprinklers on village lands and who would be paying the
31 water costs. Schmeltz responded that he would fully cover those expenses for the period in which the
32 sprinklers are installed.

33
34 Bhirdo asked for an update on future plans to develop the properties along N Bay Shore Drive, where
35 Phase II of the Dorr Hotel project is slated to be. Schmeltz indicated that development plans are still in
36 the works, and they are simply looking to water the grass themselves rather than pay another company
37 to do it to keep it looking nice in the interim.

38
39 *A motion was made by Bhirdo, seconded by Laszkiewicz to recommend to the Village Board that a*
40 *proposal from Jaco Management to install and maintain sprinklers on the property at 2355 Mill Road*
41 *owned by the village be drafted and approved as presented. Motion carried – all ayes.*

42 43 **Agenda Item No. 6. Staff Reports**

44 Reports were provided by Parks & Streets Director Linczmaier and Village Administrator Schmelzer.
45 Neither one was in attendance to report at the time they were addressed. Bhirdo noted a typo in the
46 Parks & Streets Director's report to be corrected.

Howson updated the committee on the first home baseball game taking place this weekend, and the concern about the work on the installation of the water lateral which will require the parking lot to be closed for the game. Bhirdo commented on the unanticipated delays in the project to install water and sewer at the concession stand, and the resulting added time and expense to the company completing the work.

The committee members all noted that, despite the lack of participation at their inaugural Volunteer Day event, they would like to try holding another event, possibly this year, when their schedules are more open.

Howson noted that she contacted Jessica Hatch regarding information on the broadband project provided in the Administrator's report. The orange posts used as fiber optic markers are five feet tall, not three. Hatch provided a note that there are no universal specifications in Wisconsin for those posts. Howson therefore suggested that they request the poles be reduced to less than two feet and be brown or black and white in color.

Laszkiewicz explained that these posts are permanent, used for identification, and to protect the connection points where the fiber is installed. However, as they are seeing in Baileys Harbor already, the posts are being knocked down. Bhirdo was strongly opposed to installing the posts at all and stated they have no place in Sister Bay.

Hatch was asked for input. She noted that the orange color is typically associated with utilities, and the posts contain the contact information needed of who to call if damage is done to the post or as a result of someone digging where they shouldn't. This information is beneficial as service providers change from one municipality to the next as you travel throughout the county.

It was the consensus of the committee that no such posts be installed in Sister Bay, and directed staff to contact Bertram with that request. They also noted that anyone doing digging of any kind should be contacting Digger's Hotline.

Linczmaier rejoined the meeting at 4:12 PM and was able to confirm that there will be no water for the baseball game this weekend, although they were able to turn it on temporarily to roll the fields. He noted that additional damage was done to the existing sidewalk and a bench pad in order to run the excavator for the lateral installation. As a precautionary measure during this weekend's game, the parking lot at the sports complex will be closed to prevent the possibility of accidents by individuals walking to the ball field.

Agenda Item No. 7. Walking Tour; Waterfront Park (Possible Action/Discussion)

- i. **Historic Signage**
- ii. **Gazebo Benches**
- iii. **Ebike Shed**
- iv. **Little Library**

It was the consensus of the committee that this agenda item be postponed until such time as Schmelzer can be present. A special meeting to conduct the walking tour only will be scheduled in the next couple of weeks.

Agenda Item. No. 8. 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 of the Parks, Property & Streets Committee:

- Final review of a land lease between the Village of Sister Bay and Friends of the Ice Rink group
- Review of the Operating Agreement between the Village of Sister Bay and Friends of the Ice Rink group
- Dark Sky Initiatives discussion
- Walking tour of Waterfront Park

Additionally, a proposal from Jaco Management to install sprinklers on property owned by the village at 2335 Mill Road shall be brought before the village board.

Agenda Item No. 9. Next Meeting

The next meeting of the Parks, Property & Streets Committee has been scheduled for **1:30 P.M.** on Monday, June 2, 2025.

Agenda Item No. 10. Adjourn

At 4:22 P.M. a motion was made by Laszkiewicz, seconded by Ahrens that the May 5, 2025 meeting of the Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Heidi Teich, Village Clerk

SISTER BAY PERSONNEL COMMITTEE
 2:00PM
 Tuesday, February 25, 2025
 Sister Bay Liberty Grove Fire Station
 Small Conference Room – 2258 Mill Road
OPEN SESSION

Present: Chairperson Howson and members Nate Bell and Lilly Orozco.
 Also present: Julie Schmelzer, Sister Bay Village Administrator

Chair Howson called the meeting to order at 2:01PM.

Howson took roll call

Bell – here. Orozco – here Howson - here

Bell motioned to approve the agenda Orozco seconded All ayes

There was no correspondence and no comments from the Public

Chair Howson made a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically, performance evaluation of the Village Administrator.

Orozco seconded the motion

Bell – yes – Howson – Yes. Orozco – Yes

Orozco made a motion to reconvene into Open Session

Motion for Action, if Appropriate – None taken

Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
 None

Bell made a motion to adjourn – Orozco seconded

Howson – aye. Bell – aye. Orozco. Aye

Meeting adjourned at 3:06 PM

Submitted by,
 Louise Howson

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Tuesday, May 13, 2025**

3 **(Approval Pending)**

4
5 The May 13, 2025 meeting of the Personnel Committee was called to order by Kurt Harff at 1:22
6 P.M. Nate Bell was present in an Ex-officio role as there is a vacancy on the committee. Also
7 present were Village Administrator Julie Schmelzer and Clerk Heidi Teich.

8
9 Due to a lack of voting members at the start of the meeting, Schmelzer proceeded to provide an
10 overview of the committee activities over the past several months to inform Harff, who is new
11 to the committee, of the current business at hand. Louise Howson arrived at 1:53 P.M. and the
12 following motions were then made:

13
14 *A motion was made by Harff, seconded by Bell that the Agenda for the May 13, 2025 meeting of the*
15 *Personnel Committee be approved. Motion carried – All ayes.*

16
17 *A motion was made by Harff, seconded by Howson to approve the minutes of the April 8, 2025 meeting of*
18 *the Personnel Committee as presented. Motion carried – all ayes.*

19
20
21 **Agenda Item No. 6. Discussion/Action Items**

22 **a) Review Employee Handbook**

23 The committee has spent some time reviewing and updating the Employee Handbook for the
24 Village of Sister Bay. A final revision was prepared after the April Personnel Committee
25 meeting and then shared with staff for feedback. Suggestions suggested by staff were reflected
26 in the draft included in the packet for this meeting.

27
28 During discussion on the draft employee handbook, Bell questioned the inclusion of gossip and
29 offensive behaviors as part of item 5 under the heading “Inappropriate Behavior,” retitled as
30 “Misconduct,” as those are not clearly defined terms and can be viewed from various
31 perspectives. Schmelzer explained that any report of harassment from an employee must be
32 investigated and felt comfortable leaving the terms in this section. Howson provided
33 information she researched from the National Labor Board, and the term “gossip” was removed
34 from the draft.

35
36 Discussion continued on those sections of the handbook referencing “Gifts and Gratuities,” the
37 removal of a specific company name under “Timekeeping,” the value of donated time in the
38 event an employee receives PTO hours from other staff under “Family and Medical Leave,” the
39 addition of “Bereavement Leave” and the removal of the redundant language referencing long
40 distance phone calls under “Personal Communications.”

41
42 *A motion was made by Harff, seconded by Howson to recommend to the village board that the employee*
43 *handbook be approved as presented and amended at this meeting. Motion carried – all ayes.*

44
45 **b) Contracts for Supervisors**

46 The committee has been considering developing employment contracts for village
47 supervisors/department heads. President Bell presented the idea at a recent Department

1 Head/Manager's meeting on April 16, and comments shared by staff were included in
2 Schmelzer's staff report provided in the packet. It appears that staff are not opposed to
3 contracts but would like to see how they are presented before making any firm decisions. The
4 committee discussed how contracts would include standard language that applies to all, but
5 each department would have additional language specific to their roles.
6

7 The committee identified the need to research a legal interpretation of employee "at-will"
8 status. Schmelzer shared a League of Wisconsin Municipalities interpretation that stated "at-
9 will" status can be replaced by an employment contract depending on the wording of that
10 contract.
11

12 Howson would like to gather some sample contracts, and Bell has several administrators
13 contracts already, to share at a future meeting. Schmelzer also has access to a ListServ that she
14 can inquire of for other types of contracts, not necessarily those of an administrator.
15

16 **c) Parks Staff Temporary Wage Increases**

17 The Parks Department staff lost an employee to an interagency transfer at the start of the year.
18 Rather than filling the position, the Parks Director and his staff requested that they try to
19 complete the season without an additional full-time staff member in exchange for an increase in
20 wages. The department currently has four full-time staff, which includes the Director, and two
21 part-time staff. Schmelzer noted that one of the challenges of filling another full-time position
22 is the seasonality of the job, in which the winter months hold far less work than in the summer
23 months.
24

25 Discussion on an appropriate wage to compensate the three full-time Parks Maintenance
26 employees for added work during the summer months (through October) ensued. A minimum
27 suggestion was made to offer at least \$500 to \$750 per month. Bell suggested calculating a rate
28 based on the charge-out rate of the vacant employee divided among the remaining full-time
29 staff.
30

31 Staff was directed to do some calculations based on the current charge-out rate (salary plus
32 benefits) of the vacant Parks Technician position and provide those to Howson for review. The
33 committee agreed that Howson would make the final determination of the temporary wage
34 increase if the calculations are not found to negatively impact the amount budgeted for this
35 year.
36

37 *A motion was made by Howson, seconded by Harff to temporarily increase the wages of the full-time,*
38 *non-exempt, Parks Department employees, retroactive to April 1, 2025, as determined by the Personnel*
39 *Committee Chair after reviewing the calculations requested of staff. Motion carried – all ayes.*
40

41 **d) Administrative Assistant Update**

42 The village received multiple applications for the vacant administrative assistant position. Two
43 applicants were interviewed, and both were found highly capable of filling the role. An offer
44 was extended to one candidate, and a background check is pending.
45

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

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

- 2 • Review and discussion on sample employment contracts
- 3 • Continuing discussion on employee evaluation forms
- 4 • Possible bonus for administration staff assuming duties of former administrative assistant
- 5 • Preliminary discussion on 2026 budget considerations
- 6 • Approval of the employee handbook will be referred to the Village Board

7
8 **Agenda Item No. 8. Next Meeting Date**

9 The next regular meeting of the Personnel Committee will be Wednesday, June 4, 2025 at 11:00
10 A.M.

11
12 **Agenda Item No. 9. Adjourn**

13 *A motion was made by Harff, seconded by Howson to adjourn the May 13, 2025 meeting of the Personnel*
14 *Committee at 2:38 P.M. Motion carried – all ayes.*

15
16 Respectfully submitted,

17 

18 Heidi Teich

19 Village Clerk

VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, APRIL 22, 2025
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVAL PENDING

1. Call to Order & Roll Call

Chair Bhirdo called the meeting to order at 5:31 P.M. and took roll call. She introduced new commissioner, Skip Heidler.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Nate Bell, Patrice Champeau, Laurel Harff, Skip Heidler.

Excused: Commissioner Ron Kane.

Staff Member(s): Village Administrator Julie Schmelzer.

Others: In person were Kurt Harff, Louise Howson, Mike Laszkiewicz, Richard and Jeannie Hoffman, Nick and Mary Deviley, Mark Rukamp and Jamie Sprutles of Alliance Construction, MaryKay Shumway, and an unidentified man and woman. Virtually were John Blossom, Terry Wolf of the Historical Society, Kevin Havlovitz of Alliance Construction, Steve Bacs, Bjorn Johnson, Ellie Soderberg-Guger, Louise Howson, and an unidentified person by phone number 920-634-9297.

2. Approval of Agenda

Motion by Champeau, second by Harff, to approve the agenda as presented. Motion carried unanimously.

3. Approval of March 25, 2025, Meeting Minutes

Motion by Harff, second by Champeau, to approve the minutes as presented. Motion carried unanimously.

4. Comments, Correspondence and concerns from the Public

(None)

5. Discussion/Action items:

(a) Development Agreement; 11 Unit Hotel with Manager's Unit; Chalet Lane; Hoffman Family's Investment Properties, LLC (Richard & Jeannie Hoffman)

Sent to committee members was a staff report, draft Development Agreement, and plans previously reviewed and tentatively approved the previous month.

Schmelzer briefly summarized a letter from the Hoffmans' attorney, William Woodward of the von Briesen law firm. Richard and Jeannie Hoffman were present to offer comment. Woodward questioned why the proposed Development Agreement, Section 1.1., included language about if the improvements were not made by May 20, 2027, the Agreement becomes void and minimum assessed value payments would be required. Hoffman explained that due to the economy, the unknown impact of tariffs, and concerns over his family's future unknown financial situation, he did not know if he could complete the project by the

1 date in the proposed Agreement. Bhirdo asked if Hoffman needed more time and offered an approval
 2 date of July, resulting in a completion deadline of July 15, 2027. Hoffman felt the extension would help,
 3 with Bhirdo suggesting if that timeline did not work, he should let the Plan Commission know prior to the
 4 July Board meeting so the schedule for completion could be revisited; fellow commissioners concurred.

5
 6 Discussion then focused on the light poles and the commissioners stressed the poles should not exceed
 7 20' in height. Hoffman stated the poles would not exceed 20' and he actually preferred poles lower in
 8 height. By consensus the Plan Commission agreed the proposed Development Agreement should clarify
 9 20' is the maximum allowable height.

10
 11 Heidler questioned the height of the building in that it exceeded 35' in height. Schmelzer explained the
 12 application for site plan and architectural review was submitted prior to the recent code amendment
 13 about how height is measured, adding the plan was the same plan previously approved.

14
 15 *Motion by Champeau, second by Bell to withhold sending the proposed Development Agreement to the*
 16 *Board for approval until the July 2027 Board meeting, with additional language regarding the light poles,*
 17 *and, if Hoffman needed more time, he was to let the Plan Commission know prior to the July Board meeting*
 18 *so the Agreement could be reviewed for a possible later effective date and completion schedule. Motion*
 19 *carried unanimously.*

20
 21 **(b) Change of Use & Architectural Review; Waterfront Museum; 10697 N Bay Shore Dr.**
 22 **(Village Boathouse); Sister Bay Historical Society**

23 John Blossom, from a group trying to preserve a boat known locally as the 'Jack Bunda boat', and Terry
 24 Wolf, from the Historical Society, were present virtually. Both have an interest in converting the Village
 25 boathouse to a waterfront museum. The museum would be operated by the Historical Society, who would
 26 also undertake renovations.

27
 28 Schmelzer read a letter into the record from Bjorn Johnson regarding parking for the change of use.

29
 30 Members had been sent a staff report with renovation drawings and information about the change of use,
 31 required parking and parking available. Schmelzer explained the parking calculations and what was
 32 available, indicating any approval should condition a 6' wide sidewalk parallel to the water on the west
 33 side of the existing parking area. There were concerns over whether an elevator would be required and
 34 if the restrooms were to code for the proposed use. Blossom indicated no elevator was required, and the
 35 restrooms would be to code, but he could have the architect put these matters in a letter format so the
 36 Plan Commission knew they were considered and addressed. Also questioned was the loss of revenue
 37 the Marina will face when the second floor is converted from an apartment to an exhibit space; Marina
 38 Committee Acting Chair, Louise Howson, said that is to be addressed in a future contract with the
 39 Historical Society. Wolf added the Historical Society will be renovating the boathouse, at a cost of several
 40 hundreds of thousands of dollars, and the museum will be a community asset.

41
 42 *By consensus the commission agreed to tentatively approve the renovation, pending the elevator and*
 43 *restrooms issues are satisfactorily resolved at their next meeting. A Development Agreement will be*
 44 *required.*

45
 46 **(c) Courtesy Review; Residential Condominium; Off Highway 57; Alliance Constr. & Nicholas**
 47 **Deviley**

48 Staff previously sent the commissioners a staff report and preliminary layout of the proposed

development. Mark Rukamp of Alliance Construction submitted a Preliminary Plan Review of information his company was using to design the proposal. Mr. Deviley, the property owner, explained his intention was for the lots to sell for approximately \$60,000, and to offer creative financing, including GAP financing, to those that could not afford the purchase price of a unit. Rukamp said they were working on designs for the duplex and triplex buildings.

Bell questioned if the development would allow short-term rentals and Deviley indicated the deeds would be restricted to prohibit them. Bell also questioned if the easement to the south would be a road and extended someday, and Deviley explained the easement is for utilities and has no village access. The private roads were discussed briefly with Rukamp explaining the sharp curve would be 'softened' as they did the final engineering.

Heidler asked if the pavilion would be open to the public, with Rukamp explaining it would be for condominium association owners and guests, but it is along the trail, so presumably pedestrians on the trail would stop by, but there are parking stalls on the plan in front of the pavilion for anyone arriving by car. Heidler also questioned the unit designs and how far the garage entrances extended from the building; Rukamp said the designs were preliminary and would be redesigned to meet code.

The group discussed the limited access road that would intersect Highway 57 and acknowledged the driveway for the new aquatic center, to the west, would have to relocate their driveway to come off of the new road.

Bhirdo expressed support saying the development was designed to resemble a true neighborhood. Other members supported the concept with no opposition voiced.

(d) Draft Request for Proposals; Housing Development & Park; Northwoods Drive & Ava Hope Ct; Village of Sister Bay

Commissioners reviewed a staff report and draft Request for Proposals (RFP) that was emailed to them as part of the meeting packet. Schmelzer indicated the affordability language was revised, per the recommendation of the Housing Committee.

The members reviewed the RFP and indicated they should set a density for the property and by consensus did so at 20 units. They also agreed by consensus buildings should not exceed two stories. Schmelzer said she would make the revisions and send the RFP out for solicitation.

(e) Draft Text Amendment & Rezone Petition; R-4 Zoning; Former Wiltse Property & Former Logerquist Farm; Village of Sister Bay

Schmelzer referenced the staff report sent to commissioners. *By consensus the members agreed the R-4 dimensional standards should specify the road setback would be measured from the furthest extension of the building, such as a porch; the former Wiltse site should be rezoned to Small Lot Residence (R-4) with the area that cannot be served by sewer and water rezoned to Park/Recreation (P-1); and, the former Logerquist site be rezoned whereby the west half would be Institutional (I-1) and the east half Park/Recreation (P-1).* Schmelzer indicated she would schedule the public hearings on the R-4 amendment and two map amendments as soon as possible.

(f) Draft Text Amendments; Ch. 66; Dark Sky Lighting

Bell was tasked earlier with developing proposed Dark Sky lighting regulations and explained after further review, he didn't think the village should change what they have in the code but instead look at the

streetlights and see how they can be converted to Dark Sky friendly lighting. Schmelzer explained that the Parks, Property & Streets Committee was looking at converting the lights along Highways 42 and 57 to be Dark Sky Approved, and WPS has already converted many of the bulbs to meet Dark Sky initiatives.

Bell added the village needed to look at the lighting at the Sports Complex. Heidler pointed out the code still allows for halide lights, and that it should be removed from the code. Harff raised concern over string lights, especially when the lights are left on all day. Bell suggested the village amend their Nuisance Code to address lights that are left on all day.

6. Quarterly Permit Report

Schmelzer indicated the report in the meeting packet was inaccurate and she is aware there were more permits issued than was put in the packet. This would be updated at the six-month report, which is in July.

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

Schmelzer shared information from the county that they would now be charging for address assignments, so the village would need to update their fee schedule, and possibly code, to collect the new fee.

Referral to the Parks & Streets Director to research and hopefully convert the lighting at the Sports Complex to Dark Sky Approved lighting.

To be scheduled for future discussion and possible code amendment: deleting halide lighting from the Zoning Code and amending the Nuisance Code to address lighting that is left on all day and is a distraction to neighbors.

8. Next Meeting

It was confirmed the next regular meeting would be May 27, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station. That meeting would include public hearings regarding a text amendment to the R-4 dimensional standards, and two map amendments.

9. Adjournment

Motion by Heidler, second by Harff, to adjourn. Motion carried unanimously. The meeting adjourned at 8:09 p.m.

Respectfully recorded and submitted by Julie Schmelzer, Village Administrator



**DOOR COUNTY TOURISM ZONE
2025 FULL COMMISSION MEETING**

April 17th, 2025- 9:00 a.m.

Door County Tourism Zone Office- 185 E Walnut St, Sturgeon Bay 54235

ACTION ITEMS:

- 1 **Robillard moved and Ward seconded to approve the agenda.** Motion carried.
- 2 **Wait moved and Weddig seconded to approve the Minutes of the March 20th, 2025, Executive Committee meeting.** Motion carried.
- 3 **Van Lieshout moved and Ward seconded to approve the creation of the Joint Finance Committee with Destination Door County.** Motion carried.
- 4 **Eliot moved and Ward seconded to appoint Megan Sawyer, Josh Van Lieshout, Fred Anderson, Cameryn Ehlers-Kwaterski, and Juliana Behme to the Joint Finance Committee.** Motion carried.
- 5 **Van Lieshout moved and Ward seconded to approve current reports and payables plus receipts to date.** Motion carried.
- 6 **Van Lieshout moved and Weddig seconded to enter into Closed Session.** Motion carried.
- 7 **Robillard moved and Dannhausen seconded to return to Open Session.** Motion carried.
- 8 **Van Lieshout moved and Young seconded to deny the Alpine Resort payment plan request and reduce the LeVoy property payment requirement to room tax, legal fees, and Commission time expense.** Motion carried.
- 9 **Weddig moved and Anderson seconded to adjourn.** Motion carried.

Committee Members Present by Roll Call: Fred Anderson, Dave Eliot, Kate Lindsley, Mary Zeller, Megan Sawyer, Eleanor Cauthen, Myles Dannhausen, Ken Nelson, Nancy Robillard, Bill Weddig, Theresa Cain-Bieri, Cathy Ward, Matt Hockers, Richard Young, D'Ann Jackson, Linda Wait, Ellie Soderberg-Guger, Julie Schmelzer, Louise Howson, Josh Van Lieshout, Mary Andersen.

Excused:

Absent: Nedd Neddersen, Mike Johnson, Missy LeBelle, Matt Meacham, Travis Thyssen, Kay Engelbert, Jeanne Vogel, Cameryn Ehlers-Kwaterski.

Also in Attendance: Juliana Behme/DCTZ, Refik Ozbek/DCTZ, Julie Gilbert/DDC, Jon Jarosh/DDC, Yvonne Torres/DDC, Tony Waldren/DCTZ, Karen Berndt.

10 **Call to Order**

Chair Van Lieshout called the meeting to order at 9:01 am.

11 **ACTION ITEMS:**

- 12 **Robillard moved and Ward seconded to approve the agenda.** Motion carried.
- 13 **Wait moved and Weddig seconded to approve the Minutes of the March 20th, 2025, Executive Committee meeting.** Motion carried.
- 14 **Van Lieshout moved and Ward seconded to approve the creation of the Joint Finance Committee with Destination Door County.** Motion carried.
- 15 **Eliot moved and Ward seconded to appoint Megan Sawyer, Josh Van Lieshout, Fred Anderson, Cameryn Ehlers-Kwaterski, and Juliana Behme to the Joint Finance Committee.** Motion carried.
- 16 **Marketing report, financial report, and key performance indicator update from Destination Door County.**
Gilbert and Jarosh reviewed the Destination Door County report.
- 17 **Report from Administrator.**

Behme provided an overview of the previous month's activities as included in the meeting packet.

- 18 **Discussion on the current comparable occupancy numbers.**
- 19 **Van Lieshout moved and Ward seconded to approve current reports and payables plus receipts to date.**
Motion carried.
- 20 **Van Lieshout moved and Weddig seconded to enter into Closed Session.** Motion carried.
- 21 **Robillard moved and Dannhausen seconded to return to Open Session.** Motion carried.
- 22 **Van Lieshout moved and Young seconded to deny the Alpine Resort payment plan request and reduce the LeVoy property payment requirement to room tax, legal fees, and Commission time expense.** Motion carried.
- 23 **Weddig moved and Anderson seconded to adjourn.** Motion carried.

Respectfully submitted,
Juliana Behme



**DOOR COUNTY TOURISM ZONE
2025 FULL COMMISSION MEETING**

April 17th, 2025- 9:00 a.m.

Door County Tourism Zone Office- 185 E Walnut St, Sturgeon Bay 54235

The closed session of the Door County Tourism Zone Full Commission Meeting was convened by Josh Van Lieshout.

Committee Members Present by Roll Call: Fred Anderson, Dave Eliot, Kate Lindsley, Mary Zeller, Megan Sawyer, Eleanor Cauthen, Myles Dannhausen, Ken Nelson, Nancy Robillard, Bill Weddig, Theresa Cain-Bieri, Cathy Ward, Matt Hockers, Richard Young, D'Ann Jackson, Linda Wait, Ellie Soderberg-Guger, Julie Schmelzer, Louise Howson, Josh Van Lieshout, Mary Andersen.

Excused:

Absent: Nedd Neddersen, Mike Johnson, Missy LeBelle, Matt Meacham, Travis Thyssen, Kay Engelbert, Jeanne Vogel, Cameryn Ehlers-Kwaterski.

Also in Attendance: Juliana Behme/DCTZ, Refik Ozbek/DCTZ, Tony Waldren/DCTZ.

Consideration of adjournment into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments.

- a. Konop Property**
- b. Graywhale Farms**
- c. Kaye Properties**
- d. Little Sweden/Shell Vacations Club**
- e. LeVoy Property**
- f. Alpine Resort-Abrahams**

24 **Discussion took place regarding compliance and enforcement issues.**

25 **Robillard moved and Dannhausen seconded to return to Open Session. Motion carried.**

CLOSED SESSION

Respectfully submitted,

Juliana Behme

SPECIAL SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES
TUESDAY, MAY 13, 2025
VIA VIDEO CONFERENCE
(APPROVAL PENDING)

The May 13, 2025 meeting of the Sewer and Water Utilities Committee was called to order by Committee Chairperson Denise Bhirdo at 7:45 A.M.

Present: Chairperson Denise Bhirdo and members Kurt Harff and Nate Bell

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 Harff, seconded by Bhirdo that the Agenda for the May 13, 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 Bhirdo, seconded by Harff that the minutes for the February 11, 2025 Sewer and Water Utilities Committee be approved as amended per Bhirdo's request. 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 and said the mud valves on ditch 3 have been replaced. Maintenance was done at the main lift station. Hydrant painting on all Sister Bay and Liberty Grove hydrants was completed. Great Lakes is currently in the area televising the sanitary lines. The PRV refurbishments have been completed. The sports complex sewer main extension has been finished, but testing and televising of the lines still needs to be performed.

Bhirdo asked Barnes if she had received footage of the blockage that was caused by a grease trap being emptied into the sanitary sewer. Barnes said that she hadn't received the information yet, but requested the information be sent as soon as possible.

Bell had questions about the new ArcGIS. Barnes explained the prior GIS was through Ruekert and Meilke and the Asset Alley program they had was being discontinued. Barnes received quotes on ArcGIS from Ruekert and Mielke and Stantec. Ruekert and Mielke's quote for the transfer was around \$19,000.00 and Stantec's cost was around \$9,000.00, so Barnes had Stantec complete the transfer. The new GIS allows more layers to be added, so it is a more comprehensive system. The Counties zoning layer has already been added and information on the Villages utilities, parks and streets is being added. The Village has its own organizational license for the ArcGIS. This allows the Village to add layers from outside companies.

b) WWTP Facilities Study Update/PFAs Discussion

Barnes included the project kick-off meeting outline in the meeting packet. Barnes made a comment about how surprised she is by the Wisconsin DOA projections comparing the 2019 numbers and current projections. The numbers show how quickly the area is growing. Barnes also discussed the current DNR guidance of PFAs needing to be less than 20 ug/kg to land apply biosolids. The EPA risk assessment is 1 ug/kg. The Sister Bay Wastewater Treatment Plant is currently at 40 ug/kg, so the Village can't land apply per the new restrictions. Barnes said this is a big concern and the waste from the treatment plant is going to have to get to a class A solid. Once you get your waste to a class A solid, then it can be land applied. Barnes said a large contributor to PFAs is septage waste. Barnes is waiting for the results of the April sample, because the plant doesn't except septage waste in the winter. The first sample was taken in November and included septage waste.

c) Sludge Hauling/SBU Update

A letter from Jeff Hoffman from the Sturgeon Bay Utilities was included in the meeting packet. Barnes said the upgrade project at the Sturgeon Bay Utilities has been delayed, due to a pump needing to be ordered. Barnes is operating under the assumption that the Utilities will need to find a place for their sludge to be delivered into the start of 2026. Barnes is hoping to resume delivery to Sturgeon Bay Utilities in 2026 after they complete their upgrade project, but Sturgeon Bay Utilities isn't increasing their capacity. They are just changing their pumps. Barnes would like to get a signed agreement with Sturgeon Bay Utilities once they reopen, that states they will accept our sludge. Barnes is very concerned because NEW Water has made it very clear that they don't want our sludge, and our agreement is not indefinite. The current rate being charged by NEW Water is \$0.06 per gallon and is lower than expected. The rate depends on the concentration level and each load is tested, so it is possible that the rates could change. Barnes assumes the rates will increase once septage is accepted at the plant again. Barnes has reached out to other communities to see if they would allow Sister Bay Utilities to bring sludge to their facilities.

Bhirdo asked if there are other options available. Barnes said yes, she is looking into other options, such as a dryer system, solar options and reed beds. Bell questioned the smell with a dryer system and Barnes said dryers have air ventilation and air scrubbers, so the exhaust smell isn't bad. It has more of a milorganite smell.

d) Discuss Hauler Request to Accept Out of Area Holding Tank Waste

Barnes was contacted by a hauler that asked if the Sister Bay Wastewater Treatment Plant would be willing to open and accept holding tank waste from out of the area. After discussion with the committee, Barnes decided that she will not except holding tank waste from out of the area.

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

- None at this time

Executive Session

- a) Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; Request to Public Service Commission of Wisconsin to open docket filed by Town of Liberty Grove and Town of Liberty Grove Sanitary District #1.**

1 *A motion by Bhirdo, seconded by Harff to convene into Executive Session pursuant to Wis. Stats.,*
2 *\$19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written*
3 *advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to*
4 *become involved; Request to Public Service Commission of Wisconsin to open docket filed by Town of*
5 *Liberty Grove and Town of Liberty Grove Sanitary District #1.*

7 *A roll call was taken on that motion, and the Committee voted in the following fashion:*

9 *Bhirdo-Aye; Harff-Aye; Bell-Nay*

11 Motion carried.

13 **b) Consider a motion to reconvene into Open Session.**

15 *At 8:17am a motion by Bhirdo, seconded by Bell that the Sewer and Water Utilities Committee reconvene*
16 *into Open Session.*

18 *Another roll call was taken, and the Committee voted in the following fashion:*

20 *Bhirdo-Aye; Bell-Aye; Harff- Aye*

22 **c) Motion for Action, if required.**

24 *No formal action was required.*

26 **Adjournment**

27 *At 8:17 A.M. a motion was made by Harff, seconded by Bell to adjourn the May 13, 2025 meeting of the*
28 *Sewer and Water Utilities Committee. Motion carried – all ayes.*

30 *The next meeting of the Sewer and Water Utilities Committee will be conducted at 7:45 A.M. on Tuesday,*
31 *June 10, 2025 via Video Conference.*

34 Respectfully submitted,

35 

36 Kara Kroll

37 Utilities Clerk

VILLAGE HALL PLANNING TASK FORCE MEETING MINUTES

Tuesday, April 15, 2025

(Approval Pending)

Agenda Item No. 1. The April 15, 2025, meeting of the Village Hall Planning Task Force was called to order by Village Administrator Julie Schmelzer at 11:01 A.M.

Present: Doug Hanson, Nancy Akerly, and Kathy Van Gemert (virtually). Patrice Champeau was excused.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Others: Shirley Hanson and Yvonne Wiltse

Agenda Item No. 2. Approval of the Agenda

A motion was made by Akerly, seconded by Hanson that the Agenda for the April 15, 2025 meeting of the Village Hall Planning Task Force be approved as presented. Motion carried - All ayes.

Agenda Item No. 3. Approval of the Minutes

A motion was made by Akerly, seconded by Hanson that the minutes of the November 12, 2024, meeting of the Ad Hoc Village Hall Planning Task Force 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.

Schmelzer asked if anyone would like to make a comment not related to the public hearing. None were offered.

Agenda Item No. 6. Public Hearing

Schmelzer opened the public hearing at 11:03 A.M. She explained the purpose of the public hearing was to consider, and hopefully recommend adoption to the Village Board, of a Citizen Participation Plan. She continued to explain the CDBG program and the details of the proposed Plan.

1. Identification of total potential funding available

Sister Bay is a non-entitlement community, therefore the maximum grant award possible for the community is \$1 million dollars. Sister Bay is eligible for an award this year due to the classification by the Department of Housing and Urban Development of 59.6% percent of the village's population being in the low-to-moderate income range.

Other funding has been committed through the Village of Sister Bay's Capital Improvement Plan (CIP) in the amount of \$500,000 for calendar year 2027, with engineering design dollars in the CIP for 2026.

2. Eligible CDBG activities

Eligible CDBG activities include infrastructure projects (roads, sewer and water systems) and public facilities, such as a community center. The proposed future use of the village hall is that of a community center which makes the proposed project an eligible project for application.

3. Presentation of identified community development and housing needs

In 2023, a local survey was conducted. The public who participated in the survey overwhelmingly responded that the village hall be preserved and renovated into a community center.

Sister Bay has also identified housing as an area of need in the community and funding through CDBG grants for housing projects can also now be explored.

4. Presentation of activities proposed in the CDBG application

Schmelzer distributed a draft of the renovation plan for which CDBG funding was being requested. She explained the cost, and the matching funds needed.

The public hearing serves as an avenue in which to create awareness among the public of the village's proposed village hall renovation grant application. Future public hearings will be scheduled if funding is secured. All efforts will be made to include appropriate notice to individuals in the low-to-moderate income range so their participation can be solicited.

Ordinances and resolutions which ensure fair and open housing, as well as other requirement of the CDBG application process have already been adopted, or are proposed for adoption in the near future. The following documents have been passed by the Village Board of Trustees:

- Resolution 2025-006; A Policy for Non-Violent Civil Rights Demonstrations
- Resolution 2025-007; Residential Anti-Displacement & Relocation Assistance Plan
- Resolution 2025-008; Resolution to Adopt a Fair & Open Housing Ordinance
- Ordinance 2025-009; Creating Ch. 42 of the Municipal Code for Fair & Open Housing

On the docket for approval at the next meeting of the Sister Bay Village Board are:

- Resolution 2025-009; Adopting a Public Participation Plan
- Resolution 2025-010; Authorizing Resolution to Commit Match Funds
- Resolution 2025-011; Resolution to Submit CDBG Application
- Resolution 2025-012; Creating a CDBG Citizen Participation Committee

5. Review of any potential residential and non-residential displacement

The village hall renovation project does not endanger any residential or non-residential individuals as the project area is not inhabited.

6. Review of input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities

Member Akerly asked for a definition of low-to-moderate income and Schmelzer explained that "low income" are persons and families whose income does not exceed 50% of the median income of the area, as determined by the Secretary of the Department of Energy and

Housing. "Moderate income" persons and families are those who income falls in the range of 51% to 80% of median area income by definition.

7. Review of the draft Citizen Participation Plan to engage persons, especially low-to-moderate income (LMI) persons, in the CDBG project

A Citizen Participation Plan has been proposed, and a draft was included in the meeting packet. Schmelzer read the plan and explained the purpose of the Plan. It was noted that all meetings/public hearings of the Participation Plan Committee, aka, Village Hall Planning Task Force, relevant to the CDBG project, will be published as Class 1 notices in the *Peninsula Pulse*, a local area newspaper. Staff at the administration office will have supporting documentation available for those interested at 2383 Maple Dr, Sister Bay, WI. All inquiries and suggestions for improvements on the project, as well as other needs the public may identify within the village, will be welcomed.

Complaints and concerns can be made to Village Clerk at 2383 Maple Drive, Sister Bay, WI 54234. Beyond the Clerk, concerns can be addressed to the Wisconsin Department of Energy and Administration Division of Energy, Housing and Community Resources, for which Schmelzer provided an address.

Yvonne Wiltse, 10535 Koessl Lane, spoke in favor of the project and the possibility of grant funding. She is pleased with the village's efforts to preserve a piece of their past, but expressed dismay that eligibility for funding is based on income levels and Sister Bay is only now eligible due to its number of residents in the low to moderate income range.

No additional comments were shared by members of the Task Force.

At 11:19 AM, the public hearing was closed.

Agenda Item No. 7 Discussion/Action Items

a) Recommend Citizen Participation Plan to Village Board for Adoption

A draft proposal was distributed to those in attendance, and it was noted the proposed plan is available online. Schmelzer described the project for those attending via Zoom, and a copy of the renovation drawing, albeit just a draft, would be available at the administration office and upon request.

A motion was made by Akerly, seconded by Van Gemert to adopt a resolution referring the aforementioned Citizen Participation Plan to the Sister Bay Village Board of Trustees for approval as presented and discussed at this meeting. Motion carried – all ayes.

Agenda Item No. 8. Matters to be placed on a future agenda or referred to a committee, official or employee

It was noted that a meeting will be scheduled when final plans for the proposed renovations to the village hall are made available.

Agenda Item No. 9. Adjournment

A motion was made by Hanson, seconded by Akerly to adjourn the April 15, 2025, meeting of

1 the Village Hall Planning Task Force at 11:23 A.M. Motion carried – all ayes.

2

3 Respectfully submitted,

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5 Heidi Teich,

6 Village Clerk