

**VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, MAY 15, 2025
FINAL MEETING – NO APPROVAL**

1. Call to Order, Roll Call & Declaration of Quorum

Chair Dick Burress called the meeting to order in the large meeting room at the Fire Station at 2:00 p.m.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White (Trustee). Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), gentleman named Rick.

Staff Present: Julie Schmelzer, Village Administrator

2. Approve Agenda.

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

3. Approve Minutes

Motion by Church, second by Harff, to approve the April 30, 2025, minutes. Motion carried unanimously.

4. Comments, Correspondence, Concerns from the Public

(None.)

5. Discussion/Action Items

a) Burress Report on Hull Meeting

Burress updated the task force on his meeting with Ms. Hull and read an email between Ms. Hull's attorney and himself. In summary, Ms. Hull is not interested in exchanging a portion of her 76 acres for the former Logerquist property.

b) Schmelzer Report on Former Traver Clinic

Schmelzer explained the building was built in 1985, size was 6072 sq. ft., parking was adequate. She shared information from the architect that in his best estimation, without touring the property and not accounting for any exterior work, it would cost approximately \$1,669,800-\$1,912,680 to renovate the building. She also reported on information she received from the

DOT regarding the possibility of having an access point from the property to Highway 57 and the DOT's response that such access point would not be approved.

c) Discussion on Evaluation Criteria from First Meeting

Burress reminded the group of the evaluation criteria they established at their first meeting. At that meeting the following were ranked as important to their recommendation of a site for the new Administration Offices: the site being on sewer and water; the property had to be owned by the village; overall cost; parking would be available for multi-use; there would not be ingress and egress issues; there would be room for approximately 50 vehicles; the site would have 'presence'; there would be accommodations for expansion.

Comments from members included:

- Church – It doesn't make sense that we need a pond at the Mill Road site
- Burress – We don't need a building the size that was designed
- Champeau – We need to think of the future and growth; concern over parking at the Mill Road site
- Bell – Keep the disturbance on the Mill Road site under an acre and we shouldn't need a stormwater pond
- White – Perhaps we can bore under Mill Road and drain the Mill Road site into the wetland
- Burress - Perhaps we could have a lift station at the Mill Road site and lift the stormwater into the pond at the Library
- Harff – The Logerquist site has room for expansion, building designed for the future, no traffic issues, there is room for unforeseen needs
- White – We need a site with dual purpose parking, we need a site we own

Burress then reminded the group they were not tasked with designing a building, but he did feel the Mill Road site had enough room for the village's needs, including being large enough for a building to accommodate elections [a stated need]. He concluded that based on the analysis, he is recommending the Mill Road site be the home of the new Administration Offices, and made a motion to that effect. That motion was seconded by Church.

Roll call on the motion: Aye – Burress, Church, Kane, White; Naye – Champeau, Harff

d) Discussion and Next Steps for final Meeting

The group felt it was not necessary to meet again. Burress was tasked with summarizing their findings and presenting their recommendation to the Board in June.

Harff expressed his objection to the recommendation explaining the felt the task force was not looking at the future and the village would be 'stuck' with a site with no room for expansion.

6. Matters for Future Agenda

(NA)

7. Next Meeting Date

(NA)

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8. Adjourn.

Motion by Kane, second by Champeau to adjourn. Motion carried unanimously. The final meeting of the task force adjourned at 2:47 p.m.

Respectfully submitted,

Julie Schmelzer
Village Administrator

**Sister Bay / Liberty Grove Library Commission Meeting
May 12, 2025**

Call to Order:

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

Roll Call:

Commission Members Present: Maurice Ash, Kurt Harff, Lynn Herman, Julie Kingsbury (Chair), Glenna Peters, and David Watkins.

Commission Members Absent: none.

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

Library Staff Members Absent: none.

Public Present: Laurel Harff.

Agenda Approval:

The Chair requested moving up the Maintenance & Librarians Reports in order to accommodate Christina Johnson's schedule. **David Watkins moved to approve the adjusted agenda, seconded by Kurt Harff. Motion carried.**

Public Input: None.

Introduction of Richard (Rick) Kingsbury-New Facility Operations Manager:

The Chair introduced Richard Kingsbury as the new Facility Operations Manager beginning the first of May. Christina Johnson, who has been filling in for the position, shared a working folder of projects, contracts and other related documents with Mr. Kingsbury. She plans to do a walk-through of the facility and additional training as needed.

Maintenance Report:

1. Maintenance Repair/Handyman:

No action taken on this item; The Chair stated that they are going to see how it goes.

2. Maintenance Issues/Projects:

- **Door Repairs:** Christina Johnson has followed up with Tri City Glass & Doors to have a representative come out to do an estimate for the various metal doors in need of repair. She provided them with her observation of the issues and discussed a timeline for service. As the doors could be considered a repair instead of an installation, the service would be able to be completed much sooner. She also requested an itemized quote, which they will provide however, asked us not to piecemeal the project due to their travel time from Green Bay. Members felt that was an understandable request. An on-site visit is planned for Friday, May 16th. Mr. Kingsbury was asked to attend if available, after which he will formally take over the repair project.
- **Landscaping:** Ms. Johnson reported that the Springview Landscapers were here most of last week assessing the gardens, plants and taking photos. They are already working on the main garden areas in the back, including mulching which looks good.
- **Specialty Cleaning Services:** Christina Johnson has contacted Ahnapee Hill Cleaning Services and set up the following services as approved at last month's meeting. Service type and dates include:
 - Carpet and upholstery cleaning, and inside window cleaning-Saturday, May 17th after closing.

- Cleaning and sealing floor tiles in the bathroom and hallway-Friday, May 23rd after closing.
- Outside window cleaning-date to be determined.
- **Library Sign:** Ms. Johnson shared a concern from a patron who noticed that the Library Informational Sign on the corner of Mill and Woodcrest Road may still be down since the road construction. Mr. Kingsbury plans to follow up on the report.
- **Sail Shade:** Rick Kingsbury plans to install the seasonal sail shade before activities begin in the outside tech area.
- **Wasps:** Ms. Johnson shared with the new Facility Operations Manager the need to monitor the outside picnic tables for wasps as this has been a problem in the past and may need to be sprayed.

Librarians Report:

Christina Johnson dispersed copies of her statistical handouts and Board Report for the month of April. Items were not reviewed due to time constraints, see Librarians Report documents for detail.

Ms. Johnson shared the following handouts:

- Copies of the "Book Page" publication provided compliments of The Friends of Door County Libraries.
- An example of the screen-free craft project featuring "Marigolds." The pickup bags included a colorable bookmark, marigold seeds and planting brochure. This craft was in partnership with the Door County Seed Library.
- Event flyer for the "Door County Master Gardener's Little Free Plant Library." It will be held on Tuesday, May 27th here at the SIS branch. Flower and vegetable plants grown by the community will be available for anyone to take.
- Information regarding the off-site "Naturalists Guided Hikes Series." The second hike is scheduled for Wednesday, June 4th at Hotz Trail.
- The "May 2025 Free Events Calendar" flyer.

Christina Johnson and Rick Kingsbury left the meeting for orientation purposes.

Review and Approve the Minutes of April 14th, 2025, Meeting:

Glenna Peters moved, and Lynn Herman seconded a motion to approve the minutes of the April 14th, 2025, meeting. The motion passed 6-0.

Review and Approve Bills:

CliftonLarsonAllen	Annual Audit 2024	\$3,666.15
WPS	April Electric Service	\$668.21
Ahnapee Hill Cleaning	April Cleaning Services	\$1,392.00
Frontier	May Telephone Service	\$358.05
Nicolet National Bank	QuickBooks Payroll Fee	\$56.00
Total		<u>\$6,140.41</u>

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

Development of Neighboring Lot (Villages old Maintenance Building):

The Chair shared an email from Julie Schmeizer regarding the future development of the neighboring maintenance building lot. The Village is currently looking at options including its use for a new village administrative office. She noted an agreement ensuring the library had exclusive use of their thirty-seven parking stalls, however, questioned if the Commission would ever agree to share these spots. After some

discussion members felt strongly that sharing was not an option due to the heavy use of the library facility.

In addition, Ms. Schmeizer stated the library plans on file show a footnote regarding expansion and questioned whether the library plans to expand its footprint someday. The Chair, having researched these matters, discussed maintaining the right to expand but stated now is not that time, with members in agreement.

The Village also asked about patron counts and if our branch is the second most used library in the county. Ms. Bristol mentioned that Branch Manager Johnson has responded to the Village with the 2024 monthly counts as requested by a board member who had reached out directly. It was mentioned that both the Village and Town of Liberty Grove receive a monthly copy of the statistical reports, which include daily patron counts.

Next Meeting:

The next meeting of the Library Commission will be on **Monday, June 9th, 2025, at 1:00 P.M.**

Adjourn Meeting:

Julie Kingsbury proceeded to adjourn the meeting at 1:25 P.M.

Submitted by Sheila Bristol.

Board report recap of April 2025 – Sister Bay/Liberty Grove Library

From Christina Johnson

We hosted **10 events/programs in April**. This included our monthly book club (9 adults), hand-stitching group (6 adults), baby & me storytime taught by Miss Willa (with an attendance of 8 people), and genealogy group (5 adults). In addition to regular monthly programs, we held our weekly storytimes, so 5 sessions with an attendance of 59 people across the month participating, many of whom are regular weekly participants. We also added in this month as a celebration of National Library Week a Meet & Greet opportunity with our Library Director, Dominic Frandrup (16 in attendance), as well as 25 coloring books to take made by fellow Branch Manager of Baileys Harbor, Mary Sawyer.

To celebrate libraries, we featured **“staff picks” shelves** highlighting favorite library items for check out by our 5 staff at Sister Bay, each one getting a shelf. April 3rd marked the **completion of 8 years as branch manager** of the Sister Bay/Liberty Grove location. Looking forward to serving this 9th Spring and Summer ahead!

Projects we’ve worked on at our location with the collection recently include the **transition of TV Series DVDs** to be their own section, while movies and documentaries will still be as they normally are. This is a move that all branches will eventually make across DCL. Since we have a spine label printer, we’ve been able to get a head start on it. Patrons and staff have been enjoying the new layout and arrangement for this so far. I anticipate that people will more easily discover the wide variety of TV series that we have on hand, and check-out will continue to not only maintain, but increase.

May 27th we are launching a pilot program, the Little Free Plant Library featuring extra seedlings grown by local **Master Gardeners**. The plants will be free for patrons to take. It will be in our outside entryway area. We are grateful for this partnership.

Our **off-site naturalist guided hike series** launches the season May 10 at **Logan Creek**, with the second guided hike at **Hotz Trail** on Wednesday, June 4 at 3pm. All are welcome. Both hikes are funded by the **Ann Lewis Bequest**.

We had 10 people at the May 10th Logan Creek hike this weekend. Beautiful day, spring flowers, morels, trees, fresh pure air, water, deer and fish sighted, and a good time in nature learning together. It was also a wonderful opportunity to promote the Door Passes that we offer for both The Ridges and the opportunities with the Door County Maritime Museums (I brought one of each along to show and explain), as well as the upcoming June 4th hike at Hotz Trail. Participants were really impressed and grateful for the library doing programs like this. Great Door County Library buzz!



	Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes
Tue. 01-Apr-2025	270	135		1	
Wed. 02-Apr-2025	149	75		1	Storytime (12=7pk+5A)
Thu. 03-Apr-2025	192	96		1	
Fri. 04-Apr-2025	200	100		1	
Sat. 05-Apr-2025	122	61		1	
Sun. 06-Apr-2025					National Library Week 4/6 - 4/12
Mon. 07-Apr-2025	194	97		1	
Tue. 08-Apr-2025	232	116		2	Book Club (9A)
Wed. 09-Apr-2025	192	96		1	Storytime (13=7pk+6A) + Director Meet & Greet (16A)
Thu. 10-Apr-2025	205	103		1	
Fri. 11-Apr-2025	205	103		1	
Sat. 12-Apr-2025	120	60		1	
Sun. 13-Apr-2025					
Mon. 14-Apr-2025	214	107			
Tue. 15-Apr-2025	214	107		2	
Wed. 16-Apr-2025	196	98		2	Storytime (11=4pk+7A)
Thu. 17-Apr-2025	176	88			Baby & Me Storytime (8=4pk+4A)
Fri. 18-Apr-2025	239	120		1	
Sat. 19-Apr-2025	104	52		1	
Sun. 20-Apr-2025					
Mon. 21-Apr-2025	213	107		1	Woolly Stitches (6A)
Tue. 22-Apr-2025	192	96			
Wed. 23-Apr-2025					Storytime (16=7pk+9A) + Northern Door
Thu. 24-Apr-2025	227	114			Genealogy Society (5A)
Fri. 25-Apr-2025	174	87		1	
Sat. 26-Apr-2025	169	85		1	
Sun. 27-Apr-2025	162	81			
Mon. 28-Apr-2025					
Tue. 29-Apr-2025	192	96		1	
Wed. 30-Apr-2025	184	92		1	
	249	125			Storytime (7=3pk+4A)
Total	4986	2493	0	23	

National Library Week coloring book giveaway = 25
 April Craft Kits = 118 taken (since 2 left as of 4/30)

Monthly/YTD Circs and Renewals - April 2025

<u>Agency</u>	<u>Current Month</u>			<u>YTD</u>		
	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>	<u>Circs</u>	<u>Renewals</u>	<u>Total</u>
Algoma	2,761	1,040	3,801	10,964	3,071	14,035
Appleton	41,953	16,149	58,102	123,172	36,375	159,547
Black Creek	2,016	781	2,797	8,693	2,807	11,500
Clintonville	3,117	865	3,982	13,869	3,284	17,153
Door Cty - Baileys Harbor	901	243	1,144	3,906	932	4,838
Door Cty - Egg Harbor	997	331	1,328	3,918	1028	4,946
Door Cty - Ephraim	285	42	327	1104	277	1381
Door Cty - Fish Creek	527	102	629	2,084	448	2,532
Door Cty - Forestville	610	261	871	2,391	840	3,231
Door Cty - Sister Bay	2,500	780	3,280	9,939	2,561	12,500
Door Cty - Sturgeon Bay	7,797	2,255	10,052	30,378	8,606	38,984
Door Cty - Washington Island	843	104	947	2,829	354	3,183
Florence	796	134	930	2,950	379	3,329
Fremont	1,353	309	1,662	5,267	1189	6,456
Gillett	467	178	645	1876	610	2,486
Hortonville	4,701	1,625	6,326	20,748	6,507	27,255
Iola	1,949	629	2,578	7,198	1953	9,151
Kaukauna	9,697	3,145	12,842	41,711	12,649	54,360
Kewaunee	2,939	1,057	3,996	12,848	4,079	16,927
Kimberly	11,080	3,503	14,583	52,269	17,184	69,453
Lakewood	2,051	529	2,580	7,953	1991	9,944
Lena	644	217	861	2,944	911	3,855
Little Chute	8,303	2,876	11,179	39,537	14,415	53,952
Manawa	1,638	364	2,002	6,327	1565	7,892
Marinette Cty - Coleman	1,177	409	1,586	5,114	1414	6,528
Marinette Cty - Crivitz	1,915	653	2,568	8,203	2,422	10,625
Marinette Cty - Goodman	162	51	213	871	207	1078
Marinette Cty - Marinette	3,545	911	4,456	13,305	3,527	16,832
Marinette Cty - Niagara	518	199	717	1868	699	2,567
Marinette Cty - Peshtigo	581	191	772	2,707	929	3,636
Marinette Cty - Wausaukee	895	195	1,090	3,413	617	4,030
Marion	1,719	601	2,320	7,942	2,297	10,239
New London	4,439	1,341	5,780	17,878	3,752	21,630
Oconto	1,885	638	2,523	7,468	2226	9,694
Oconto Falls	2,870	597	3,467	11,144	2,043	13,187
Oneida Tribal - Green Earth	22	44	66	71	65	136
Oneida Tribal - Oneida	293	138	431	1434	581	2,015
Scandinavia	391	162	553	1,887	696	2,583
Seymour	2,610	1,204	3,814	10,645	4,113	14,758
Shawano Cty - Birnamwood	2,436	324	2,760	8,840	1291	10,131
Shawano Cty - Bonduel	878	350	1,228	3,537	1524	5,061
Shawano Cty - Mattoon	138	28	166	532	127	659
Shawano Cty - Shawano	6,738	1,783	8,521	27,671	6,552	34,223
Shawano Cty - Tigerton	415	152	567	1876	794	2,670
Shawano Cty - Wittenberg	532	84	616	1707	457	2,164
Shiocton	794	149	943	3,305	576	3,881
Suring	1,052	284	1,336	4,157	1233	5,390
Waupaca	9,491	2,645	12,136	40,503	9,935	50,438
Weyauwega	1,345	674	2,019	5,851	2188	8,039
Total	156,766	51,326	208,092	606,804	174,280	781,084

Posted 5/1/25

OWLSnet MyPC Statistics - April 2025

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	4,547	121	38
Black Creek	1,300	41	32
Clintonville	11,958	230	52
Door County - Baileys Harbor	1,073	13	83
Door County - Egg Harbor	1,817	50	36
Door County - Ephraim	50	2	25
Door County - Fish Creek	193	6	32
Door County - Forestville	254	9	28
Door County - Sister Bay	2,025	64	32
Door County - Sturgeon Bay	26,351	549	48
Door County - Washington Island	194	6	32
Florence	856	22	39
Fremont	3,624	70	52
Gillett	4,938	94	53
Hortonville	4,519	132	34
Iola	10,125	115	88
Kaukauna	15,467	375	41
Kewaunee	1,770	63	28
Kimberly	10,192	259	39
Little Chute	18,274	330	55
Lakewood	5,702	111	51
Lena	2,561	33	78
Manawa	3,413	81	42
Marinette County - Coleman	294	13	23
Marinette County - Crivitz	2,139	63	34
Marinette County - Marinette	13,300	271	49
Marinette County - Niagara	804	14	57
Marinette County - Peshtigo	1,492	29	51
Marinette County - Wausaukee	1,561	43	36
Marion	1,841	51	36
Oconto	5,660	99	57
Oconto Falls	11,602	250	46
Oneida Tribal - Green Earth	62	3	21
Oneida Tribal - Oneida	4,106	140	29
Scandinavia	0	-	0
Seymour	4,056	110	37
Shawano County - Bonduel	2,713	33	82
Shawano County - Mattoon	22	1	0
Shawano County - Shawano	25,274	468	54
Shawano County - Tigerton	2,479	30	83
Shawano County - Wittenberg	774	20	39
Shiocton	0	-	0
Suring	2,701	62	44
Waupaca	25,208	488	52
Weyauwega	4,888	79	62
Totals:	242,177	5,043	48

OWLSnet Wireless Statistics - April 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	209	22
Appleton	4,283	338
Black Creek	357	29
Clintonville	591	58
Door County - Baileys Harbor	248	19
Door County - Egg Harbor	380	29
Door County - Ephraim	87	5
Door County - Fish Creek	171	15
Door County - Forestville	80	8
Door County - Sister Bay	308	22
Door County - Sturgeon Bay	876	73
Door County - Washington Island	85	6
Florence	84	14
Fremont	155	18
Gillett	294	33
Hortonville	279	28
Iola	270	25
Kaukauna	1,368	143
Kewaunee	146	13
Kimberly	543	47
Lakewood	312	25
Lena	222	26
Little Chute	887	71
Manawa	216	16
Marinette County - Coleman	138	11
Marinette County - Crivitz	197	12
Marinette County - Marinette	390	30
Marinette County - Niagara	62	6
Marinette County - Peshtigo	306	24
Marinette County - Wausaukee	280	24
Marion	348	34
New London	474	38
Oconto	343	26
Oconto Falls	306	22
Oneida Tribal - Green Earth	39	3
Oneida Tribal - Oneida	93	10
Scandinavia	84	6
Seymour	161	15
Shawano County - Bonduel	387	42
Shawano County - Mattoon	47	7
Shawano County - Shawano	956	89
Shawano County - Tigerton	277	38
Shawano County - Wittenberg	277	29
Shiocton	52	5
Suring	324	37
Waupaca	838	89
Weyauwega	139	13
Totals:	18,969	1,693

PARKS, PROPERTY & STREETS COMMITTEE MINUTES**MAY 19, 2025****(Approval Pending)****Agenda Item No. 1. Call Meeting to Order and Roll Call:**

The May 19, 2025 special meeting of the Parks, Property & Streets Committee was called to order by Committee Chair Louise Howson at 2:30 P.M.

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

Staff Members Present: Village Administrator Julie Schmelzer, Parks & Streets Director Erik Linczmaier and Clerk Heidi Teich

Others Present: Kurt Harff

Agenda Item No. 2. Approval of Agenda

A motion was made by Bhirdo, seconded by Bell that the Agenda for the May 19, 2025 meeting of the Parks, Property & Streets Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Discussion/Action Items**a) STH 57 Trail Concerns**

The Parks, Property & Streets Committee met on May 5, 2025 to choose and recommend companies for Engineering and Construction Oversight of the proposed State Highway 57 Trail. At that meeting, Stantec Consulting Services was selected, and an applicable recommendation to approve is scheduled to be discussed at the upcoming Village Board meeting on May 20, 2025. In the interim, it was discovered that Stantec Consulting is not eligible to be approved as the Construction Oversight firm, as they were the ones who submitted the application to the Department of Transportation (DOT) for grant funding for the trail.

A motion was made by Bell, seconded by Howson to reconsider the motion made at the May 5, 2025 meeting of the Parks, Property & Streets Committee regarding the choice of an Engineering Firm for the State Highway 57 trail construction. Motion carried – all ayes.

After a brief discussion in which the members reviewed the bids for engineering services and spoke of the advantages of having the same company handle both components of the construction, the committee settled on Robert E. Lee for their choice of both engineering and construction services.

A motion was made by Bhirdo, seconded by Ahrens to recommend to the Village Board of Trustees the award of bid for the engineering component of the State Highway 57 trail to Robert E. Lee & Associates. Motion carried – all ayes.

A motion was made by Howson, seconded by Bell to recommend to the Village Board of Trustees the award of bid for the construction component of the State Highway 57 trail to Robert E. Lee & Associates. Motion carried – all ayes.

Agenda Item. No. 4. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:

1 It was the consensus of the committee that the following items be addressed at a future meeting of the
2 Parks, Property & Streets Committee:

- 3 • A referral will be made to the Village Board of Trustees to award the engineering and
4 construction bids for the State Highway 57 trail to Robert E. Lee and Associates

5
6 **Agenda Item No. 9. Next Meeting**

7 The next meeting of the Parks, Property & Streets Committee has been scheduled for **1:00 P.M.** on
8 Monday, June 2, 2025.

9
10 A special meeting of the Parks, Property & Streets Committee will take place on Monday, June 16, 2025
11 at 1:00 PM to conduct a walking tour of the Waterfront Park. The meeting will be called to order at the
12 gazebo and proceed from there.

13
14 **Agenda Item No. 10. Adjourn**

15 *At 2:42 P.M. a motion was made by Bhirdo, seconded by Ahrens to adjourn the May 19, 2025 meeting of*
16 *the Parks, Property & Streets Committee. Motion carried – All ayes.*

17
18 Respectfully submitted,



19 Heidi Teich, Village Clerk

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, June 4, 2025
(Approval Pending)

Agenda Item No. 1. The June 4, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 11:00 A.M.

Agenda Item No. 2. Roll Call

Present: Chair Howson and member Kurt Harff.

Staff: Village Administrator Julie Schmelzer, Administrative Assistant Sarah Bertges and Clerk Heidi Teich

Agenda Item No. 3. Approval of the Agenda

A motion was made by Harff seconded by Howson that the Agenda for the June 4, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – all ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Howson, seconded by Harff that the minutes of the May 13, 2025 meeting of the Personnel Committee be approved presented. Motion carried – All ayes.

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

No correspondence was received for this meeting.

Howson asked if anyone wished to offer any comments and no one responded.

Agenda Item No. 6. Discussion/Action Items

a) Contracts for Supervisors

Over the past months, the committee has been discussing the option of utilizing an employment contract for newly hired department heads/supervisors. President Bell was not present to share samples he has, but Schmelzer did obtain a sample supervisor contract from her administrator network. The members reviewed the sample and suggested revisions to make it fit the Village of Sister Bay. Howson reminded the group that any revisions made today should be reviewed by legal counsel before implementation. The committee suggested the following revisions to the sample draft provided:

- Item 3 – compensation would be per the adopted compensation schedule for the Village of Sister Bay
- Item 4 – should reflect the procedures of the Village of Sister Bay
- Item 5 – vacation would be per the procedures of the Village of Sister Bay, including the payment of any earned PTO to a beneficiary in the event of death, also known as a death benefit
- Item 10 – the timeline for notice of non-renewal should be amended to 30 days' notice

Schmelzer noted that everything included in items 1-10 of the sample were items that were already part of a regular employment agreement, so there is no incentive for an individual to sign it. She also shared that the 90 days' notice required for a party to terminate the contract was a non-starter for the current village supervisors, as this may only benefit a person who is closer to retirement rather than leaving to go to another position. The group continued their discussion on suggested revisions, including:

- 1 • Item 10.a – should specify that no termination of the Treasurer can take place within six months
- 2 of an election where trustees or the village president is elected
- 3 • Item 10.b - it was noted that Sister Bay employees are all at-will. The inclusion of this clause
- 4 protects anyone who signs the employment contract agreement as termination then cannot be
- 5 at-will, and a valid reason or termination must be established.
- 6 • Item 10.d – needs to clarify what “just cause” for termination would be, and be specific to the
- 7 employee’s position/role with the village
- 8 • Item 12 – The use of a village phone should be offered to the employee, but not required
- 9 • Add an item to state that if a personal phone is used in lieu of a village phone, a stipend should
- 10 be offered to the employee

11
12 *It was the consensus of the committee that the revisions discussed today would be made and brought*
13 *back to the committee for further review.*

14 15 **b) 2025 Administrator Evaluation Form & Process**

16 A tentative draft of an evaluation form specific to the Village Administrator was included in the meeting
17 packet. During review of the draft, it was noted that additional formatting would be applied to make
18 more space for hand-written comments (assuming they would be completed on hard copy).

19
20 A note was made to change the “Supervisor Signature” line to “Supervisor/Trustee Signature”.

21
22 *It was the consensus of the committee that the administrator evaluation form be revised as discussed*
23 *and sent out to the trustees and village supervisors immediately. The deadline to return the form is July*
24 *2, 2025.*

25 26 **c) Bonus Wages for Covering Administrative Duties**

27 With the departure of Administrative Assistant Janal Suppanz in April, the Personnel Committee has
28 discussed offering a stipend to staff who took on Suppanz’s duties while the search for a new
29 administrative assistant took place. Schmelzer shared that she and Teich, who have been completing
30 those tasks, had discussed the offer and felt that no compensation was necessary as they were working
31 as expected to ensure that the work got done. Therefore, the committee agreed that nothing additional
32 be provided for those covering extra administrative duties for the past couple months.

33 34 **d) Budget: Compensation Schedule & COLA**

35 A copy of the approved compensation table for the Village of Sister Bay was included in the meeting
36 packet. Schmelzer described the history of the schedule and how it provides a guide for employees to
37 know what to expect in wages, and the potential for additional increases for longevity. The committee
38 who approved the table three years ago intended for the schedule to be reviewed annually, which is the
39 purpose of this discussion today. The current committee members agreed that this method of
40 incentivizing employee wages was appropriate.

41
42 Schmelzer proceeded to discuss the option of including a cost-of-living increase (COLA) to employee
43 wages for the upcoming budget year. In the prior year, staff were given a 2.75% COLA based on the
44 Consumer Price Index (CPI) in place at the time last year’s budget was set. The April 2025 CPI report was
45 included in the meeting packet for reference, and Schmelzer noted that it will be updated again in mid-
46 June. The current CIP is roughly 2.3%, and Howson believes that that number will remain fairly steady in
47 the coming year. She felt that keeping the same rate of 2.75% for budget planning for 2026 would be
48 appropriate.

It was the consensus of the committee that the 2.75% rate would be reviewed after the June CIP report becomes available.

e) Staffing Updates and Job Description Discussion

Schmelzer explained that the duties currently being undertaken by the Village Clerk include some tasks that would be better suited for a Deputy Treasurer, which was a role held by Suppanz prior to her retirement. The position of Deputy Treasurer is not in the current compensation schedule, and Schmelzer proposed that it be added as the new administrative assistant would be taking on those tasks as a back-up/support to the Finance Director/Treasurer. This would help ease his workload and provide a second set of eyes on documents for checks and balances.

It was the consensus of the committee that a new line item be added to the compensation schedule for Administrative Assistant/Deputy Treasurer, with a wage to be determined.

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

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

- Review revised draft of the supervisor contract
- Discussion on the potential creation of a separate handbook just for supervisors defining tasks that general workers are not responsible for (i.e., filing incident reports)
- Review of policies and procedures that are not formalized at this time for possible inclusion in the employee handbook and/or board bylaws
- Discussion on a starting wage for an Administrative Assistant/Deputy Treasurer, if appointed

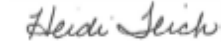
Agenda Item No. 8. Next Meeting Date

The next meeting of the Personnel Committee will take place on Wednesday, July 9, 2025 at 11:00 A.M.

Agenda Item No. 9. Adjourn

At 12:22 P.M. a motion was made by Harff, seconded by Howson to adjourn the May 20, 2025 meeting of the Personnel Committee. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

**VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, MAY 27, 2025
APPROVAL PENDING**

1. Call to Order & Roll Call

Chair Bhirdo called the meeting to order at 5:30 p.m. and took roll call.

Present: Plan Commission Chair Denise Bhirdo, and Commission members Steve Bacsi, Nate Bell, Patrice Champeau, Laurel Harff, Skip Heidler, Ron Kane

Staff Member(s): Village Administrator Julie Schmelzer

Others: In person were Jill Wiebe, Alison Werner, Ellie Soderberg-Guger, Scott Penniston, Kathleen Penniston, Al Gokey, Garritt Bader, John Blossom, John Lijewski, Terrence Rogers, Tina Rogers, Karl Fauerbach, Jeannie Fauerbach, Blake McAllister, Barb Feiner, Tom Feiner, Steve Musinsky, Andrew Torcivia, Sue Lundquist, Cal Lundquist, Sheila Lundquist, Louise Howson, Kurt Harff

2. Approval of Agenda

Motion by Bell, second by Heidler, to approve the agenda as presented. Motion carried unanimously.

3. Approval of April 22, 2025, Meeting Minutes

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

4. Comments, Correspondence and concerns from the Public

(None)

5. Public Hearing & Recommendations

a) Ord. 2025-009; Map Amendment; Former Wiltse Property; I-1 to R-4 & P-1

Bhirdo opened the hearing at 5:32 p.m. Schmelzer read the notice and shared a brief summary of the ordinance. Alison Werner testified in opposition citing the rezoning would allow for too many people in the village, density would be too high. There was no further testimony and no correspondence. The hearing closed at 5:35 p.m.

Commission discussion: Bell explained the proposal was consistent with the village's adopted land use plan; Harff questioned, and it was clarified, the zoning can be changed at a later date if needed; Champeau commented the housing is desperately needed and the village needed to rezone the property so they can continue planning for housing.

Motion by Bhirdo, second by Champeau, to recommend to the Village Board adoption of Ordinance 2025-009. Motion carried unanimously.

b) Ord. 2025-010; Map Amendment; Former Logerquist Property; I-1 to I-1 & P-1

Bhirdo opened the hearing at 5:41 p.m. Schmelzer read the notice and presented a brief summary of the ordinance. There was no public testimony and no correspondence. The hearing closed at 5:43 p.m.

Commission discussion: Bell again explained the proposal was consistent with the village's adopted land use plan; Heidler questioned, and it was clarified, the zoning can be changed at a later date if needed.

Motion by Champeau, second by Kane, to recommend to the Village Board adoption of Ordinance 2025-010. Motion carried unanimously.

c) Ord. 2025-011; Text Amendment; R-4 Dimensional Standards

Bhirdo opened the hearing at 5:44 p.m. Schmelzer read the notice and gave a brief summary of the ordinance. Steve Musinsky explained he supports depression era style housing and questioned the lot size standards. There was no further testimony and no correspondence. The hearing was closed at 6:02 p.m.

Commission discussion: Kane explained the commission did a lot of research to make sure affordable sized homes could fit on the parcels and these home sizes and smaller lots are what is needed; Bell commented he thought the home size standards should be maximum sizes not minimum standards, supports zero lot line development; Heidler asked why the village doesn't plan for alleys, with Schmelzer explaining on Wiltse, alleys actually increase home costs.

Motion by Champeau, second by Harff, to recommend to the Village Board adoption of Ordinance 2025-011. Motion carried:

Aye: Bhirdo, Champeau, Harff, Ron Kane

Nay: Bell, Heidler

Abstain: Bacs

6. Discussion/Action Items

a) Courtesy Review/Proposed Conditional Use Permit Application; Nonconforming Multiple Occupancy Development (Cottage Development) Expansion; 10885 N Bay Shore Dr. (Unit 4); Karl Fauerbach

Schmelzer referred the commission to the staff report and information from the applicant. Karl and Jeannie Fauerbach were present and offered testimony indicating they use and plan to continue to use the cottage seasonally only; it is not a short term rental and the owners have no intention of the property being used as a short-term rental; the condominium bylaws allow short term rentals but none of the units have opted to rent on a short-term basis; three other cottages have been modified and the Fauerbach's would be the last one in the resort to be modified. Heidler questioned the close proximity of the proposed addition to the shed on the property with the applicant explaining the shed is in a common area and not on Fauerbach's lot; Heidler then asked how the contractors will work with the building being so close to the lot line and the owner said he wasn't sure but he would discuss the matter with the builder; Heidler then asked how many trees would need to be removed and the owner anticipated "2-3 cedars".

Motion by Champeau, second by Bell, to schedule the matter for public hearing. Motion carried unanimously.

b) Change of Use/Architectural Review; Waterfront Museum; 10697 N Bay Shore Dr. (Village Boathouse); Sister Bay Historical Society

Members of the Historical Society were present but based on commission discussion, no testimony was requested or provided. The commissioners were given a staff report which provided information from the previous month's meeting and a draft Development Agreement. The only change suggested to the draft agreement was to item h) events, requiring approval from both committees.

1
2 Motion by Bell, second by Champeau, to recommend to the Village Board approval of the Development
3 Agreement, as edited at the meeting. Motion carried unanimously.
4

5 **c) Change of Use/Site Plan Review/Parking Fee; Office to Retail, Fee-In-Lieu of Parking; 10668 N**
6 **Bay Shore Dr.; Bay Blue, c/o Scott & Kathleen Penniston**

7 The meeting packet included a staff report and letter from the Pennistons who were requesting some
8 type of waiver to the fee-in-lieu of parking, which for the subject property is four stalls a year, requiring
9 \$1000 per stall, per year. Penniston shared information about the improvements they made to the
10 building; rationalized retail customers typically are passersby and don't drive to a gift shop just to buy a
11 product and leave thereby negating the need for customer parking; the fee is a hardship to a small
12 business; and if required, they'd be willing to restrict employee parking to the public Marketplace lot.
13

14 Bhirdo explained the village just revised their code so she was reluctant to provide relief at this time, with
15 Heidler stating he has concern about the precedent that could be set. Bhirdo did add though the
16 commission needs to be flexible and look at each property on a case-by-case basis. Champeau shared her
17 concern over the hardship being imposed on a small business with Bhirdo adding g the owner had the
18 option of not having a short-term rental so the hardship was somewhat self-created. Kane said the
19 commission invested a lot of time revising the code, but he did support reducing the amount for
20 Penniston.
21

22 Motion by Bhirdo, second by Bell, to approve the change of use to retail, and reduce the parking fee for
23 the floor area shown on plans that required no more than two employees, based on the following
24 conditions: a) the use approved is retail with no more than two employees at the busiest shift, b) there
25 shall be no employee parking on Highway 42, c) Penniston is to pay for two employee stalls and no
26 customer stalls, the rate of which is \$1000 each annually. Motion carried unanimously.
27

28 **d) Change of Use/Site Plan Review; Service to Retail; 2414 Country Walk Dr. (Unit 1); Door Stop**
29 **Furniture, c/o Terrence Rodgers**

30 Heidler recused himself from the discussion.
31

32 Mr. Rodgers was present to answer questions about his proposed store and the building he was leasing.
33 The staff report provided most of the information needed by the commission. Discussion focused on the
34 condition of the parking lot and main sign, both of which showed deterioration and needed upgrading.
35

36 Motion by Kane, second by Bell, to approve the change of use subject to the following questions: a) The
37 north side of the parking lot be striped to provide 19 parking stalls, b) Schmelzer is to send a letter to the
38 owner explaining no more change of use requests will be reviewed until the owner re-asphalts the parking
39 lot, stripes it, and installs perimeter landscaping that meets code. Motion carried all ayes with Heidler
40 abstaining.
41

42 **e) Development Agreement Amendment; Completion Deadline & Driveway Location; 10623 &**
43 **10627 Sister Bluff Dr.; Coming of Age in Sister Bay, LLC**

44 The staff report was accompanied by a letter and site plan from Garritt Bader, who was present at the
45 meeting. Mr. Bader argued with tariffs their project cannot proceed as originally scheduled and was
46 looking for a completion date extension, and, the way the driveway is designed the turnaround area is
47 small and trees will need to come down to accommodate the required runoff collection areas, requiring
48 an amendment to the site plan.

Plan Commission members were concerned about drainage and approving an amendment without a drainage plan; felt there were too many changes to the original approved plan; and did not feel comfortable recommending the Development Agreement be amended. Rather, Bader should wait until he's ready to build his second duplex and seek a new Development Agreement.

Motion by Bell, second by Heidler, to deny the request to amend the Development Agreement. Motion carried unanimously.

f) Development Agreement Amendment; Parking Deadline; 10553 Country Walk Dr.; Torch Brothers, LLC

Schmelzer explained Torcivia was not able to meet the deadline established to install his parking lot and therefore he requested an extension. During the meeting, Torcivia explained he also needed more time to install his fence and complete his landscaping. At the meeting he also inquired if he could use his neighbor's lot as overflow parking, which normally would not be allowed; Bhirdo agreed to consider the request if it were in writing with a parking plan and brought back to the commission.

Motion by Heidler, second by Harff, to recommend to the Village Board an amendment to the Development Agreement per the following conditions: a) the original conditions regarding the need for design approval of the parking lot shall remain as written, but the deadline to have the lot resurfaced and striped shall be extended by 90 days, b) bike racks can be reduced to one rack, c) the landscaping and fence deadline shall also be extended 90 days, d) the businesses can't open to the public until a Certificate of Compliance inspection has been made by the Zoning Administrator. Motion carried unanimously.

g) Development Agreement Amendment/Permit Extension; Stormwater Pipe Delay; 2399 Maple Dr.; Luna View, c/o Al Gokey

Schmelzer referred to the staff report explaining the need for the time extension and that until Gokey receives the stormwater pipe, he cannot complete the driveway. Bhirdo asked Mr. Gokey if a ninety-day time extension was sufficient, and he said it was, explaining he should have the pipe by July.

Motion by Kane, second by Harff, to recommend to the Village Board an amendment to the Development Agreement extending the deadline for compliance on the driveway, and landscaping around the driveway, by ninety days. Motion carried unanimously.

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

Aside from the matters discussed during the meeting, no other items were referred to the Village Board.

8. Next Meeting

It was confirmed the next regular meeting would be June 24, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station. That meeting would include the public hearing on the Fauerbach request.

9. Adjournment

Motion by Harff, second by Champeau, to adjourn. Motion carried unanimously. The meeting adjourned at 7:54 p.m.

Respectfully recorded and submitted by Julie Schmelzer, Village Administrator

**BOARD OF REVIEW
MEETING MINUTES
Monday, June 9, 2025
Sister Bay Village Hall**

The June 9, 2025 meeting of the Village of Sister Bay Board of Review was called to order by Clerk Heidi Teich at 6:00 P.M.

Present: Trustees Louise Howson and Kurt Harff

Absent: Denise Bhirdo, Patrice Champeau, Chad Kodanko, Brigid White, Nate Bell

Staff Members: Village Assessor Zack Zacharias, Village Clerk Heidi Teich and Susan Clarke

Others: None

Item No. 3. Appoint Chair

A motion was made by Harff, seconded by Howson to appoint Louise Howson as Chair of the Board of Review. Motion carried – all ayes.

Item No. 4. Confirmation of the following:

- a. Posting and publication of Board of Review and Open Meetings notices.
- b. That a member has met the mandatory training requirements.
- c. That the Village has received the assessment roll from the Assessor.

Howson asked for confirmation of the above items, to which Teich confirmed all in the affirmative. Posting for Open Book and Board of review within the Village and on the Village website took place on ***, with subsequent newspaper publications on May 9, 2025 and May 16, 2025. Member Kurt Harff completed the required training and filed his affidavit with the Clerk. Assessor Zackarias presented the Assessment Roll to the Clerk, who signed for receipt of the roll.

Item No. 5. During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,
- c. Requests to testify by telephone or submit sworn written statement,
- d. Act on any other legally allowed/required Board of Review matters.

No action was required on any of the above matters.

Item No. 6. Review Notices of Intent to File Objection.

No action was required.

Item No. 7. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.

1
2 No action was required.

3
4 **Item No. 8. Consider/act on scheduling additional Board of Review Date(s).**

5
6 No action was required.

7
8 **Item No. 9. Adjourn.** *A motion was made by Harff, seconded by Howson to adjourn the June 9, 2025*
9 *Board of Review Meeting at 8:00 PM. Motion carried – all ayes.*

10
11 Respectfully submitted,

12 
13 Heidi Teich,
14 Village Clerk