

MARINA COMMITTEE MEETING MINUTES
Wednesday June 18th, 2025
(Approval Pending)

Agenda Item No. 1. The June 18th, 2025 meeting of the Marina Committee was called to order by White at 4:00 P.M.

Present: Brigid White, Pat Duffy, Kevin Grant, Patrice Champeau

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

Others: Merih Bayerli, Marley Inksetter, Nick Dokolas, John Blossom

Agenda Item No. 2. Approval of the Agenda

A motion was made by Grant, seconded by Duffy that the Agenda for the June 18th, 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 May 14th, 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. White asked if anyone would like to make a public comment, and no one responded.

Agenda Item No. 5. Discussion/Action Items

a) Boathouse Project

Schmelzer summarized the status of the boathouse project, noting that the development agreement is currently being assessed by the village's legal counsel. Schmelzer highlighted some specific clauses in the operational agreement including that the waterfront museum will be open to the public no later than June 1st of 2027, and that the second floor of the boathouse is to be open to the public and not exclusively used by a single party. The Historical Society will also be responsible for its own utility costs, which will be metered separately. The committee discussed the specific uses of the second story, with Grant hoping that the marina will retain some claim to use the space and that it will not be an exclusive space for members of the Marina Club. Blossom and White clarified that the Historical Society's Marina Club would just want to use it as a meeting room. Schmelzer followed, listing further responsibilities that the historical society will have regarding maintenance of the boathouse building, staffing of the museum, and regulation of the museum's hours. The committee addressed the annual \$6,000 "payment in lieu of taxes" that the marina will be absolved of paying now that the boathouse is being leased by the Historical Society. Blossom voiced assent to removing \$6,000 from the Historical Society's

yearly bill given that the boathouse project is allowing the marina to stop paying that amount from its annual budget. Grant and Duffy voiced hesitation to the idea of crediting the \$6,000 to the historical society's bill, given that the marina would be able to cover that cost if it were a rental operation. Schmelzer highlighted multiple options that she is looking into to help cover the lease fee to the boathouse through grants and reimbursement funds.

The committee came to consensus that Schmelzer will draft an operational agreement, have the village attorney review it, and bring it back to committee for approval.

b) Water Levels & Dock Changes

Lienau summarized the status of the dock-lowering and modification projects with Pier & Waterfront Solutions to accommodate the lowering water levels in the marina. This includes repairing and fabricating ramps and steps for B-Dock and J-Dock as well as lowering all the fixed piers on A-Dock. Lienau foresees that marina staff will potentially need to cancel some reservations in the coming weeks if the piers are not lowered on A-Dock by then. Lienau added that the marina staff will first warn boaters of challenging water levels and dock heights and try to move them around to more adequate docks before cancelling any reservations. Lienau voiced confidence that the marina's projects are a priority for Pier and Waterfront Solutions to complete amongst their many county-wide projects.

c) Construction Projects

Lienau summarized current and completed construction projects throughout the marina. Lienau noted that the refabrication of the three older A-Dock piers will be pushed off to the fall given that the contractors did not have enough time to complete it this season.

d) Parking Update - Long Term Parking Lot

Lienau reminded the committee of the recent changes to the marina parking, including the removal of the long-term marina parking lot and the stenciling of over fifty permit required spaces in the short-term lot across the street from the marina. Lienau noted that since these changes have been made, marina staff have discovered how the parking lots have previously been used. Staff are finding that short-term rentals and hotels are directing their visitors to use the marina short-term lot as a place to hold their trailer during the duration of their stay at the hotel. Lienau noted that use of the parking lot and launch passes for just parking and not for boat launch parking specifically, would be frowned upon by the DNR given that they helped fund the marina's launch operation. Lienau also added that individuals have been using the seasonal launch pass as a season-long parking permit, without respecting the 48-hour time limit of the lot. Jordan added that marina management is currently working with spectrum to add a camera in the short-term marina parking lot to help regulate parking better.

e) Robomow Test Trial

Lienau noted that the automatic lawnmower being trialed by the marina is leaving at the end of the month, but both the marina staff and the public have been impressed with its performance.

f) Pump-Out Update

Lienau summarized the current state of the pump-out service throughout the marina, noting that the system works on A, B and C-Dock but the port at D-Dock still does not have a strong enough vacuum to properly service boats. Lienau clarified that the lack of vacuum at the end of D-Dock is likely due to the large amount of head height and distance away from the pump. Crane Engineering is currently looking into ways to fix this, which may include installing a booster pump to the current pump. In the meantime, marina staff are using the end of A-Dock to have vessels tie-up to and receive pump-outs there. Duffy inquired if the pump-out service will ever become available at J-Dock, to which Lienau responded that this will likely be done when the cement boardwalk project begins.

g) Review of Financials

Lienau noted that the marina has around \$985,000 in unencumbered dollars in the marina fund. Lienau summarized changes in the CIP to cover the boardwalk project that was pushed to 2026. Jordan also added that management is looking into changing the schedule of fees in 2026 to ensure that the marina is not losing money on sales tax for store sales items such as launch passes.

h) Current State of Marina

Lienau noted that reservations continue to be made, with some cancellations due to June weather. The most recent budget report approximates the marina revenue at about \$787,000, but Lienau noted the actual year-to-date number is \$805,000, which is ahead of current projections.

i) New Building Update

Lienau noted that marina management has met with a new architect and then summarized the next steps towards designing the new building. Lienau estimates that the drawings will likely be completed and hopefully approved in the fall so that ground can be broken as soon as late fall of 2025. Lienau assured the committee that the marina has funds in the budget to start this process in the fall if a contractor is ready to do so.

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

It was the consensus of the committee that that following items be included on a future marina committee meeting agenda:

- Boathouse Operating Agreement to Julie Schmelzer, Village Administrator
- 2026 Marina Budget at next Marina Committee Meeting

The next meeting of the Marina Committee is scheduled for July 16th, 2025 at 4:00 P.M. at the Sister Bay Fire Station & via zoom.

Adjournment: *A motion was made by Duffy, seconded by Grant to adjourn the June 18th, 2025 meeting of the Marina Committee at 6:15 P.M. Motion carried – All ayes.*

1 Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Samuel Jordan', written in a cursive style.

2
3 Samuel Jordan

4 Assistant Marina Manager

1 **PARKS, PROPERTY & STREETS COMMITTEE MINUTES**

2 **MONDAY, JUNE 2, 2025**

3 **(Approved)**

4
5 **Agenda Item No. 1. Call Meeting to Order and Roll Call:**

6 The June 2, 2025 monthly meeting of the Parks, Property & Streets Committee was called to order by
7 Committee Chair Louise Howson at 1:00 P.M.

8
9 **Committee Members Present:** Committee Chair Louise Howson and members Denise Bhirdo, Nate Bell,
10 and Mike Laszkiewicz. Jerry Ahrens was excused.

11
12 **Staff Members Present:** Village Administrator Julie Schmelzer, Parks & Streets Department Director Erik
13 Linczmaier and Clerk Heidi Teich

14
15 **Others Present:** Kurt Harff, Mike and Angela Fitzgibbons, Ellie Soderberg-Guger, Jill Wiebe, Erin Peddle,
16 Susan Gullick, Myles Dannhausen, Jr. and Chris Schmeltz.

17
18 **Agenda Item No. 2. Approval of Agenda**

19 *A motion was made by Howson, seconded by Bell that the Agenda for the June 2, 2025 meeting of the Parks,*
20 *Property & Streets Committee be approved as amended to remove item 5.b. Motion carried – 3-1, with*
21 *Bhirdo opposed.*

22
23 **Agenda Item No. 3. Approval of Minutes**

24 *A motion was made by Bell, seconded by Laszkiewicz that the minutes for the May 5, 2025 be approved as*
25 *amended to correct a typo in the date. Motion carried – all ayes.*

26
27 *A motion was made by Bell, seconded by Howson to approve the minutes of the May 19, 2025 meeting of*
28 *the Parks, Property & Streets Committee as presented. Motion carried – All ayes.*

29
30 **Agenda Item No. 4. Comments, correspondence and concerns from the public:**

31 Howson asked if anyone would like to comment regarding a non-agenda item. Angela Fitzgobbons, 10842
32 N Bay Shore Dr, was recognized and asked if this committee was an advisory or a rule-making body, as she
33 sees more trustees than citizen members being appointed, which is a structure that she is not familiar with.
34 Howson and Schmelzer responded to her questions by explaining the role and function of this committee
35 and extending the invitation to all citizens to seek appointment to a committee if they are interested.

36
37 Correspondence for this meeting was received from committee member Jerry Ahrens, who was unable to
38 participate today. The email, in which Ahrens shared his thoughts on several items appearing on today's
39 agenda, was shared with the committee members prior to the start of the meeting.

40
41 **Agenda Item No. 5. Discussion/Action Items**

42 **a. Ice Rink; Draft Lease**

43 A draft land lease between the Village of Sister Bay and Friends of the Sister Bay Ice Rink, Inc., was
44 included in the meeting packet. The proposed agreement is for a ten-year term, and obligates the village
45 to renovate and maintain the ice rink for an annual sum of \$1 from the Friends of the Ice Rink. An
46 operational agreement is pending.

47
48 During discussion on this item, Laszkiewicz asked if a survey detailing the exact description of the rink

1 area will be required for insurance purposes. Schmelzer replied that the legal description included in the
2 document is fairly standard and has not been called into question on other documents which included a
3 similar description.

4
5 Laszkiewicz also felt the \$1 million was low considering the sport being played on the rink. Schmelzer
6 replied that the amount is the village's standard for all development agreements and Bhirdo brought up
7 the village's protection under the recreational immunity law.

8
9 Myles Dannhausen, representing the Friends of the Sister Bay Ice Rink, was present and invited to share
10 any feedback on the draft. Dannhausen noted that he does have a more exact legal description of the
11 rink that he could share. He inquired about the lack of language in the agreement that clarifies that the
12 terms of the lease do not preclude the village from utilizing it during the summer months. Schmelzer
13 noted she is still awaiting a response from the village's attorney on that issue.

14
15 Schmelzer asked Dannhausen if the group has received their Wisconsin non-stock non-profit corporation
16 status, and Dannhausen replied that they are registered with the State, but awaiting their 501(c)(3)
17 certification.

18
19 There were a number of other modifications to the draft presented, including:

- 20 • *Section 2. Right to Renew* and *Section 3. Surrender and Termination* should be modified to require
21 twelve (12) months prior notice of intent to not renew.
- 22 • *Section 3. Surrender and Termination* should be modified to separate the statement reading "in
23 the event the Operator fails to erect and operate the ice rink..." into two distinct clauses and
24 include the timeline of "within two years of the date of the agreement."
- 25 • *Section 2. Right to Renew* includes a statement that the parties engage in good faith negotiations
26 to find an alternate location for the ice rink should the Landowner give notice of non-renewal.
27 Bhirdo asked for clarification of this statement and Dannhausen stated he would follow up with
28 his attorney.
- 29 • *Section 6. Insurance* should include the clause that certificates of liability insurance should be
30 automatically sent to the village and not require staff to request them on an annual basis.
- 31 • *Section 8. Access to Property* should include a statement that access be granted during the
32 months of December to March.

33
34 The suggested revisions to the documents will be made by Schmelzer and forwarded to Attorney Nesbitt
35 and Dannhausen for review, and then forwarded to the Village Board. Bhirdo requested that a track
36 changes version of the document be presented at that time.

37
38 Mike Fitzgibbons, 10842 N Bay Shore Dr. requested to speak, and asked if the new ice rink would impact
39 any of the existing ballfields at the sports complex. Howson responded that the ballfields would not be
40 affected in any way.

41
42 **c. WPS Dark Sky Lighting Initiative; Streetlights**

43 Schmelzer provided a staff report with further detail on the lumens of village streetlights. During
44 discussion, Bell clarified that *lumens* is a measure of light output, while *wattage* is the amount of energy
45 required so the two are not synonymous terms.

46
47 Bell noted his satisfaction with the lights as they are. Laszkiewicz noted that there are inconsistencies in

1 color of the lights and asked if this could be corrected. He also shared that the worst area of the village
2 for light pollution appears to be around the Door County Medical Center and Scand (Serenity Springs
3 Senior Living Facility). Howson shared her opinion that medium output lights are adequate.

4
5 *It was the consensus of the committee that WPS be asked for the lowest possible output on the remaining*
6 *eight lights in the village that have yet to be converted. If nothing less than medium output is available,*
7 *then the request is for the medium output lights.*

8
9 As an aside, Bhirdo asked if the committee could hold a future discussion on pedestrian crossing at the
10 intersection of Mill and N Bay Shore Dr. The decorative lights there do a fine job of illuminating the
11 sidewalk, but not the crosswalks. Schmelzer noted that any potential solutions to this issue will be need
12 to be researched and put into the budget.

13
14 Bell asked what the procedure is for removing streetlights should the public no longer want them in their
15 neighborhood. Schmelzer responded that affected landowners would approach this committee with that
16 request.

17
18 **d. Concession Stand Bids; Resolution to Board**

19 The village received a grant of \$75,000 to construct restrooms at the sports complex concession stand.
20 A request for bids was let to find a contractor to complete the work at that price. However, all of the
21 bids received came in far over the budgeted amount. The options open to the committee now are to
22 accept the lowest bid (which is more than double the budgeted amount), or recommend to the board
23 that a Resolution be passes rejecting all bids. This would then allow the village to subcontract and
24 complete the work itself.

25
26 *A motion was made by Bhirdo, seconded by Howson that a recommendation be made to the village board*
27 *to pass a Resolution to reject all bids received for the sports complex restroom construction and proceed*
28 *with hiring the village's own contractor to complete the work. Motion carried – all ayes.*

29
30 **e. Post Office; Lease Renewal**

31
32 The post office lease for the property at 10685 N Bay Shore Dr. is due for renewal. The procedure for
33 renewal has changed, and a brokerage commission is now part of the lease price. Per the postal service,
34 the lease amount cannot exceed \$25,000, which includes a 4% commission to their broker. The term of
35 the lease would be five years.

36
37 Bhirdo was in favor of raising the annual fee to \$25,000, and the renewal option be removed at Section
38 4 and made the following motion:

39
40 *A motion was made by Bhirdo, seconded by Laszkiewicz to recommend to the Village Board that a lease*
41 *with the United States Postal Services for the property located at 10685 N Bay Shore Dr. be approved as*
42 *presented with a cap of \$25,000 including the brokerage fee.*

43
44 Bell was not in favor of accepting the lease with a limit of \$25,000 as dictated by the USPS, and felt this
45 was a negotiable point.

46
47 After further discussion, the committee requested that Schmelzer ask the USPS for more information on

1 their reasons for a lease with a “not-to-exceed” amount.

2
3 *A motion was made by Bhirdo, seconded by Laszkiewicz to rescind their prior motion. Motion carried –*
4 *all ayes.*

5
6 **f. Recycling Day Report**

7 A report on the village’s annual recycling and shredding day event was prepared by Teich and included
8 in the meeting packet. She reported that, despite the lack of newspaper advertising, the event appeared
9 to be a success. Teich highlighted the move to the utilities plant as a better space for the event, and the
10 willingness of the utilities director to offer the location for future events. Laszkiewicz shared that he
11 participated in this year’s event and felt that it was very well done.

12
13 Schmelzer noted the remarks from Sunshine Resources which detailed the amount of shredding material
14 collected that did not need to be shredded, namely newspapers and magazines. In order to control
15 unnecessary costs, the committee members requested that future event notices include the specification
16 that shredding is for sensitive documents only. Newspaper and magazines will not be accepted.

17
18 **Agenda Item No. 6. Staff Reports**

19 Reports included in the meeting packet were provided by Parks & Streets Director Linczmaier and Village
20 Administrator Schmelzer.

21
22 Bhirdo raised a concern about the item in the Parks & Streets Director Report which mentioned a delay
23 in installing the swim raft at the beach. Linczmaier explained that the water is too cold at this time for a
24 staff member to dive in and locate the chain needed to secure the raft, which was broken over the the
25 winter. The committee suggested finding an experienced diver to assist, and Linczmaier noted that he
26 will inquire with the fire department.

27
28 Bhirdo also asked about the trees around the ball field which appear to be dying. Linczmaier explained
29 that the trees are planted on the slope and are not catching water as well as if they were on flat land. His
30 crew is trying alternative methods to save the trees, including changing fertilizer, the cessation of weed
31 trimming around the trees to preserve moisture, and more frequent watering.

32
33 Regarding the Administrator’s report, Schmelzer shared that the construction on the Parks Building has
34 now been delayed to August. Bhirdo suggested that this be referred to the June village board meeting
35 for further discussion, and the committee members concurred.

36
37 **Agenda Item. No. 7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or**
38 **Employee:**

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

- 41
 - Review of the Ice Rink Operating Agreement
 - 42 • Discussion on potential solutions for illuminating pedestrian crosswalks
 - 43 • Review of the USPS lease for the property at 10685 N Bay Shore Dr.
 - 44 • Discussion on alternate locations for parking related to the Marketplace Property encumbrances

45
46 **Agenda Item No. 8. Next Meeting**

47 The next regular meeting of the Parks, Property & Streets Committee has been scheduled for 1:00 P.M.

1 on Monday, July 7, 2025.

2
3 *A special meeting of the Parks, Property & Streets Committee will be held at 1:00 PM on Monday, June*
4 *16, 2025. This meeting will start at the Waterfront Park Gazebo.*

5
6 **Agenda Item No. 10. Adjourn**

7 *At 2:31 P.M. a motion was made by Bhirdo, seconded by Laszkiewicz that the June 2, 2025 meeting of the*
8 *Parks, Property & Streets Committee be adjourned. Motion carried – All ayes.*

9
10 Respectfully submitted,



11 Heidi Teich, Village Clerk

PARKS, PROPERTY & STREETS COMMITTEE MINUTES
MONDAY, JUNE 16, 2025 (SPECIAL MEETING)
(Approved)

1. Call Meeting to Order and Roll Call

Chair Louise Howson called the meeting to order at 1:00 p.m.

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

Staff Members Present: Village Administrator Julie Schmelzer, Parks & Streets Department Director Erik Linczmaier, and Administrative Assistant Sarah Bertges

Others Present: (None)

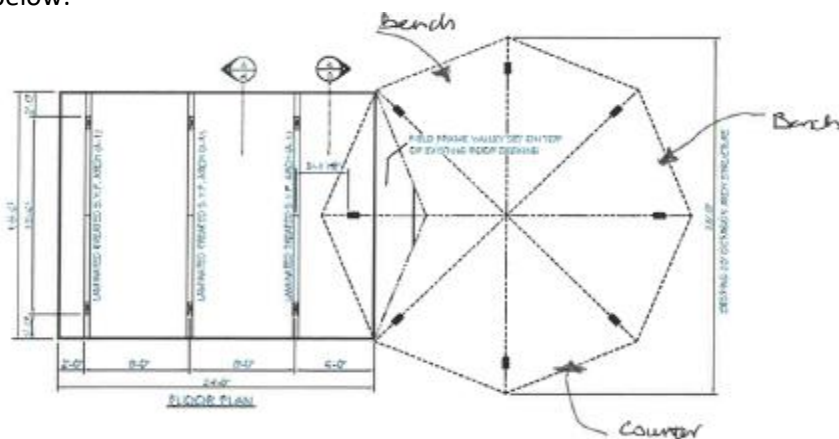
2. Approve Agenda

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

3. Walking Tour

The committee met at the gazebo at Waterfront Park and proceeded to discuss the following items. Unless noted, all directives were by consensus:

- Gazebo counter and benches – Schmelzer updated the committee that the counter and benches had not been built because the contractor was told by someone he had to clean up every night and could not leave his materials in the park. She also explained there was \$12,388.34 left for the project, and Municipal Reimbursement Funds may be needed to complete the project. By consensus the committee elected to proceed with the project, noting structures should be erected as shown below:



- Binocular Viewers by Tower Optical – Schmelzer explained the committee previously heard a proposal to erect stand-up, and ADA, binocular viewers. Members supported the idea provided the village owned, not leased them, and, purchased the versions which did not require coin operation. A slab will be need to be installed to mount the binoculars. A request would be made to the Finance Committee to use Municipal Reimbursement Funds. Schmelzer is to proceed with the order, and the final location, west of the fire pit, is to be approved at a later date.
- Historic signage – The Historical Society is to proceed with the design and obtaining an estimate for the sign, which is to be mounted in stone. Schmelzer is to request a bid from the company installing the gazebo and benches, if the stone base is not provided by the sign maker. A request would be made to the Finance Committee to use Municipal Reimbursement Funds. The final location, in the vicinity of the fire pit, is to be approved at a later date.

- 1 • Landscaping – There were a lot of weeds in the flower beds, and by one group of shrubs, a
2 substantial amount of ivy. Staff needs to pull the weeds/ivy. Howson is to contact Joy from the
3 local nursery to see if she would agree to maintain the beds. At Marina Park the center group of
4 landscaping, and the landscaping immediately north of it, are to be removed and planted with
5 grass.
- 6 • Marina restroom sign – Needs to be revised to make it clear they are for public use, not just marina
7 customers.
- 8 • Little Library – The committee agreed the Grutzmacher Little Library should be located south of
9 the hedge, south of the Grutzmacher and Kane benches.
- 10 • Trees – There was much discussion about the tree planted about two years ago that is south of the
11 village hall. Bhirdo advocated that the tree should be removed and planted south of the
12 Grutzmacher and Kane benches. Eventually there was a motion by Bell to keep the tree and install
13 two benches under it, second by Laszkiewicz, but the motion failed: Aye -2 (Bell, Laszkiewicz); Nay
14 -3 (Ahrens, Bhirdo, Howson). There was then a motion by Laszkiewicz to keep the tree in its current
15 location, remove the shrubbery, and add two benches, second by Bell. Motion carried 5-1: Aye –
16 Ahrens, Bell, Howson, Laszkiewicz; Naye -Bhirdo. Consensus to plant more trees - and diversify
17 them – in the area north of the village hall. The committee proceeded to the area near the
18 restrooms. Motion by Bhirdo, second by Howson, that the birch on the south side of the new
19 asphalt path south of the restrooms is to be removed and a balsam fir tree planted. Motion carried
20 all ayes with Bell voting nay. More trees need to be planted in the park and staff is to contact the
21 DNR to make sure the village is diversifying its species; staff is to incorporate autumn blaze maples
22 periodically. Trees are to be planted along the shore between the pavilion and west lot line; staff
23 is to plant at least a red maple and an autumn blaze maple to add more color in the park.
- 24 • Post Office light – Staff is to tilt the light down so it doesn't shine towards the beach and does not
25 illuminate more than the back of the building.
- 26 • Asphalt – Staff is to contact Pigeon Asphalt to repair the dip in the new asphalt near Highway 42.
- 27 • eBike Shed – Committee members noted the shed had been erected, although it had not yet been
28 approved. It was nestled in the trees along the shore, near the Yacht Club. Concern was raised
29 over Yacht Club owners looking out from their decks and seeing the shed. Motion by Bhirdo,
30 second by Howson, the shed is to be relocated south of all trees, between the sidewalk and west
31 lot line, and cedars be planted to screen the shed from view. The village is to plant the trees.
32 Motion carried unanimously. The location would need approval of the Plan Commission. There is
33 to be no electric provided to the shed.
- 34 • Misc. – Frontier is to be contacted to straighten out their utility boxes. Benches to be power
35 washed with Wet and Forget to return them to a lighter color. Research a robo mower.

36
37 **4. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee:**

38 Walking tours to be scheduled for the Sports Complex and Pebble Beach. Other items are as noted above.
39

40 **5. Next Meeting**

41 The next regular meeting of the Parks, Property & Streets Committee has been scheduled for 1:00 P.M.
42 on Monday, July 7, 2025.
43

44 **6. Adjourn**

45 Motion by Bhirdo, second by Howson, to adjourn. Motion carried unanimously. The meeting adjourned
46 at 3:23 p.m.

47 Notes by Sarah Bertges, Administrative Assistant/Minutes by Julie Schmelzer, Village Administrator

SISTER BAY & LIBERTY GROVE FIRE BOARD

Meeting Minutes

Place: Sister Bay Fire Station, 2258 Mill Road

Date: Thursday, May 8, 2025

Time: 6:00pm

Call Meeting to Order

Approval of the Agenda

Approval of Minutes: February 27, 2025

Public Input

Discussion Items:

Appoint Board Chair

Hecht Family Accommodations

Chief's Report

Clerk Report

Annual Audit Report for 2024

Disposal of Squad 54

Disposition of Old Equipment

Capital Improvement Plan (CIP) Modifications

Set date for next meeting

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

Present: Janet Johnson, Kurt Harff, Dan Watts, Chad Kodanko, Assistant Chief Mike Goldstone, Clerk Stacy Bell, and 3 members of the public.

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

Motion by Goss, second by Harff to approve the 2/27/2025 meeting minutes as presented. Motion carried without discussion, all ayes.

Public – None.

Motion by Johnson, second by Watts to appoint Nancy Goss as Chair of the Fire Board Commission. Motion carried without discussion, all ayes.

Hecht Family – Goldstone reported that due to a medical event, Liz and family have remained in Indiana. The first month of lodging is approximately \$5,000, and this can be reviewed for future consideration. **Motion by Kodanko, second by Goss** to approve payment for the first month of lodging for the Hecht Family.

Chief Report:

- Goldstone is acting as interim Chief. Run reports are up to date and firefighters have stepped up to assist.
- 2025 calls are slightly higher than last year so far. Response varies by time of day. We had three structure fires and were able to cancel mutual aid (MABAS) quickly.
- Fire Chiefs Association was awarded a grant for AEDs from 100+ Women Who Care.

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.

2024 Audit - Bell indicated there was nothing out of the ordinary in the report, the items noted are similar to prior years. **Motion by Watts, second by Johnson** to approve the 2024 audit as presented. Motion carried without discussion, all ayes.

Squad 54 – Goldstone reported Squad 623 (F350) is in service so Utility 654 can be removed from the fleet. **Motion by Goss, second by Kodanko** to approve the sale of the Utility 654 on Wisconsin Surplus with the proceeds to be returned to the SBLG Firefighters Association as they purchased the vehicle originally. Motion carried without discussion, all ayes.

Old Equipment – Goldstone reported there is a fair amount of unused and/or outdated equipment around the stations. The equipment can be sold with proceeds being returned to the department or association according to who purchased the equipment. **Motion by Kodanko, second by Johnson** to sell the unused equipment and to pay the individual that completes the process 10% of the proceeds. Motion carried without discussion, all ayes.

CIP Modifications: Tender 11 is next on replacement list and is used very infrequently. Goldstone requested this project be paused so he can research the impacts if it were removed entirely from the fleet. **Motion by Goss, second by Kodanko** to authorize the Tender 11 replacement be paused at this time. Motion carried without discussion, all ayes.

The next Fire Board meeting was scheduled for Thursday, June 12, 2025 at 6:00pm.

Motion by Johnson, second by Goss to adjourn at 6:41pm. Motion passed without discussion, all ayes.

Respectfully submitted,
Anastasia Bell, Fire Commission Clerk
Approved at the 6/12/2025 Fire Commission meeting.

**VILLAGE OF SISTER BAY
HYBRID PLAN COMMISSION MEETING MINUTES
TUESDAY, JUNE 24, 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: Only four people signed the attendance sheet - Kurt Harff; Kim Erzinger; Ken Church; Rick Dahlstrom. Also present however were Karl Fauerbach (virtually), Bjorn Johnson and his client, Marc Savard.

2. Approval of Agenda

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

3. Approval of May 27, 2025, Meeting Minutes

Heidler noted a typo on page 4, line 17. Motion by Heidler, second by Champeau, to approve the minutes as amended. Motion carried unanimously.

4. Comments, Correspondence and concerns from the Public

In addition to the correspondence in the meeting packet, Attorney Bjorn Johnson spoke to the letter he sent on behalf of his clients, Amedee and Marc Savard, which was in the meeting packet, and indicated he was available if there were questions. Bhirdo indicated since the letter was not an agenda item, the Commission could not discuss the matter.

5. Public Hearing, Discussion, Action:

a) Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.

Bhirdo opened the hearing at 5:34 p.m. Schmelzer read the notice and shared a brief summary of the conditional use permit request and distributed a survey from the file showing building locations. Fauerbach was available via Zoom to answer questions. Discussion focused on the distance the addition would be from the shed located in the area of the common element. Since the shed had no fire wall, and was not ten feet from the addition, the Plan Commission had concerns about its location; discussion followed. The hearing closed at 5:52 p.m.

Motion by Harff, second by Champeau, to recommend to the Village Board approval of the conditional use permit subject to the condition that if the shed is rebuilt, or relocated, or the vegetation thinned or removed so as to result in the shed being visible from the road, a permit be obtained; the condominium is to understand sheds are not allowed in front yards and cannot be rebuilt in the same location. Motion carried unanimously.

6. Discussion/Action Items

a) Development Agreement Amendment; Time Extension; 2399 Maple Dr; Luna View; Al Gokey

Schmelzer explained the Development Agreement Amendment the Plan Commission previously recommended to the Village Board was remanded back to the Plan Commission to revise the completion deadline. During the meeting it was noted the original Development Agreement allowed Mr. Gokey until June 30 to work on his project and by consensus they therefore authorized him to continue to work on the development until that date. Discussion followed regarding a deadline for completion.

Motion by Harff, second by Kane, to send property owners within 300 feet of the development a letter explaining the Village Board is to review the timeline extension request at their July 15 meeting. The letter is to seek input as to whether Mr. Gokey should be allowed to work until July 15; or, resume work only after Labor Day; or, wait until after Fall Fest to complete the work. Motion carried: Aye-6; Nay-1 (Bell voted no explaining he did not support Mr. Gokey being allowed to work until June 30)

b) Setback and Building Material; Temporary Vendor Shed; Waterfront Park

Schmelzer shared information about a temporary shed for a park vendor operating at Waterfront Park that the Parks, Property & Streets Committee had approved, subject to Plan Commission approval. She distributed an aerial photo showing the approximate location the Parks Committee had recommended. The shed was erected and houses eBikes and does not meet the required side yard setback, and, is made of metal, which is not allowed in Sister Bay. On June 16 the Parks, Property & Streets Committee noted the shed close to the water and near the west property line, in view of the Yacht Club. They elected to have the shed relocated further from the water to protect the view from the Yacht Club, and allow it to be less than five feet from the property line. The Plan Commission didn't object to the shed being closer to the lot line than allowed, but felt allowing a metal shed would set a precedent.

Motion by Bhirdo, second by Champeau, to deny the request and order the shed removed. Motion carried unanimously.

7. Permit Report

Schmelzer explained she forgot to include the report in the meeting packet and would include it in next month's packet.

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

Bhirdo requested a text amendment be presented when the Commission presents its next set of text amendments: Setbacks for commercial vendors' accessory structures on public parklands.

9. Next Meeting

It was confirmed the next regular meeting would be July 22, 2025, at 5:30 p.m. in the large meeting room at the Sister Bay-Liberty Grove Fire Station.

10. Adjournment

Motion by Harff, second by Kane, to adjourn. Motion carried unanimously. The meeting adjourned at 6:49 p.m.

Respectfully recorded by Sue Clarke, Village Clerk, and submitted by Julie Schmelzer, Village Administrator

**Sister Bay / Liberty Grove Library Commission Meeting
June 9, 2025**

Call to Order:

Chairwomen Kingsbury called the meeting of the Sister Bay/Liberty Grove Library Commission to order at 12:55 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:

Lynn Herman moved to approve the agenda as presented, seconded by Glenna Peters. Motion carried.

Public Input: None.

Review and Approve the Minutes of May 12th, 2025, Meeting:

David Watkins moved, and Lynn Herman seconded a motion to approve the minutes of the May 12th, 2025, meeting. The motion passed 6-0.

Review and Approve Bills:

Springview Landscape Service	May Landscaping	\$2,000.00
WPS	May Electric Service	\$368.61
Vans Fire & Safety	Fire Extinguisher Inspection	\$57.49
Ahnapee Hill Cleaning	May Cleaning Services including Windows	\$1,566.00
Ahnapee Hill Cleaning	Upholstery Cleaning	\$464.96
Ahnapee Hill Cleaning	Tile & Grout Cleaning/Sealing	\$770.28
Frontier	June Telephone Service	\$358.05
Springview Landscape Service	June Landscaping	\$2,000.00
Culligan Water Conditioning	Bottled Water	\$35.00
Total		<u>\$7,620.39</u>

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

Maintenance Report:

1. **Door Repairs:** Rick Kingsbury reported on several failed phone attempts to contact Tri City Glass and Doors regarding their door repair proposal for requested work. He stated he had many questions and needed more detail to understand what work they are actually performing. Some concern was voiced regarding the high prices quoted on the proposal. Mr. Kingsbury plans to reach out to a couple other vendors as well.
2. **Other Maintenance Issues:**
 - **Landscaping:** A member questioned the monthly invoice from Springview Landscapers regarding the work that they are doing. Ms. Bristol explained the invoice represents the contract price per month for their service, as previously approved by the Commission. Christina Johnson verified that they have been onsite recently to perform work including

mulching. The appearance of the pond was brought up and there was discussion about the water valve and whether the new landscapers were aware of it. Ms. Johnson plans to show Mr. Kingsbury where it is located and follow up as needed. Regarding mowing and concern that weeds are coming up, the Village Maintenance Crew continues to do the mowing as needed. In response to a member inquiring about spraying, Ms. Johnson cautioned members that the library is a no spray zone, in order for kids to play safely in grassy areas.

- **Latch:** Mr. Kingsbury has replaced the latch on the air conditioner fence door that needed repair.
- **Sail Shade:** Rick Kingsbury has installed the seasonal sail shade for the outside tech area. Regarding the pergola, he reported that there is tension in the middle causing it to bow and will keep an eye on it. His future plans include reproducing some of the wings that are broken or missing.
- **Outside Shed:** Mr. Kingsbury has sanded the wood trim on the outside book shed. He plans to repaint this week, weather permitting.

Ms. Johnson reported that the outside water hose is not working and requested the Facility Operations Manager to check into it. She stated the water hose is needed for outdoor summer events.

Librarians Report:

Christina Johnson distributed and reviewed May's statistical handouts-see Librarians Reports. An uptick in patrons was noted with the in-library count for the month being 2,973.

Ms. Johnson shared two successful outdoor events in May. One was in the library garden featuring our permanent labyrinth for World Labyrinth Day with guided meditation. This event was facilitated by The Clearing with eleven adults participating. The second event was off-site for a naturalist guided spring hike at Logan Creek. Nine adults and a child enjoyed the hike sponsored by the Ann Lewis Bequest.

She shared the success of Our Little Free Plant Library located at the SIS branch. This new partnership with the local Master Gardeners and community members provided rotating batches of seedlings and new plants available for the community to take.

Flyers for some of the upcoming programing included:

- June 1 – August 31 “Color Our World” Summer Reading Program-participants of all ages read, attend library events, or do activities and crafts to win prizes.
- June 1 – August 31 “2025 Door County Summer Passport Program”-participants can be entered to win prizes by turning in a completed passport to any Door County Library Branch.
- All summer long “The Colors of Door County” program-participants share a picture to be entered into a weekly raffle.
- “Welcome to Beanstack”-a web-based reading challenge software available for download. Participants track reading minutes, write book reviews and other fun activities to earn digital tickets to be entered into raffle drawings.
- June 17th-Plant Propagation Workshop-hosted by Maury Brancamp.
- The “June 2025 Free Events Calendar” flyer.

Ms. Bristol informed the Commission that Heidi Teich, Clerk for the Village of Sister Bay, has resigned. She shared how knowledgeable and helpful Ms. Teich has been assisting with Library issues and will be missed. Sue Clarke has been selected as her replacement and will begin employment this week. Ms. Bristol reached out to her with a warm welcome.

Ms. Bristol reminded the Commission that the Capital Improvement Plan for 2026 will need to be considered at next month's meeting. She plans to meet with Rick Kingsbury and Christina Johnson to begin the process soon.

Next Meeting:

The next meeting of the Library Commission will be on **Monday, July 14th, 2025, at 1:00 P.M.**

Adjourn Meeting:

Julie Kingsbury proceeded to adjourn the meeting at 1:27 P.M.

Submitted by Sheila Bristol.



	Door Count	Patron Visits	Pick-up Service	Community Puzzle Tally	Notes
Thu. 01-May-2025	143	72			
Fri. 02-May-2025	215	108			
Sat. 03-May-2025	233	117			World Labyrinth Walk Day in Garden (11A) + Pool Noodle Light Saber Craft Lab 2 (13=2pK+5K+6A)
Sun. 04-May-2025					
Mon. 05-May-2025	234	117		1	
Tue. 06-May-2025	176	88			
Wed. 07-May-2025	185	93		1	Storytime (10=4pK+6A)
Thu. 08-May-2025	170	85			Baby & Me Storytime (4=2pK+1YA+1A)
Fri. 09-May-2025	192	96			
Sat. 10-May-2025	119	60			Logan Creek Off-site Guided Hike (Ann Lewis Bequest) (10=1pK+9A)
Sun. 11-May-2025					
Mon. 12-May-2025	202	101			
Tue. 13-May-2025	176	88		1	Book Club (10A)
Wed. 14-May-2025	223	112			Storytime (8=4pK+4A)
Thu. 15-May-2025	174	87			
Fri. 16-May-2025	165	83			
Sat. 17-May-2025	194	97			
Sun. 18-May-2025					
Mon. 19-May-2025	475	238			Woolly Stitches (7A)
Tue. 20-May-2025	302	151			
Wed. 21-May-2025	272	136			
Thu. 22-May-2025	204	102			
Fri. 23-May-2025	258	129			
Sat. 24-May-2025	219	110			
Sun. 25-May-2025					
Mon. 26-May-2025					
Tue. 27-May-2025					
Wed. 28-May-2025					
Thu. 29-May-2025	355	178			Storytime (19=9pK+10A) + Northern Door
Fri. 30-May-2025	226	113		3	Genealogy Society (3A)
Sat. 31-May-2025	318	159		2	
	200	100			
Total	5946	2973	0	12	

* May Craft Kits 120 + 2 from April = 122 - 22 left at end of May = 100 taken during May
 * Coloring pages May the 4th Be With You theme & Storytime crafts in kids area

Monthly/YTD Circs and Renewals - May 2025

Agency	Current Month			YTD		
	Circs	Renewals	Total	Circs	Renewals	Total
Algoma	2,129	783	2,912	13,093	3,854	16,947
Appleton	38,255	15,353	53,608	161,427	51,728	213,155
Black Creek	1,893	659	2,552	10,586	3,466	14,052
Clintonville	3,179	870	4,049	17,048	4,154	21,202
Door Cty - Baileys Harbor	1,073	226	1,299	4,979	1,158	6,137
Door Cty - Egg Harbor	1,091	260	1,351	5,009	1,288	6,297
Door Cty - Ephraim	230	71	301	1,334	348	1,682
Door Cty - Fish Creek	572	136	708	2,656	584	3,240
Door Cty - Forestville	585	208	793	2,976	1,048	4,024
Door Cty - Sister Bay	2,439	704	3,143	12,378	3,265	15,643
Door Cty - Sturgeon Bay	7,348	2,292	9,640	37,726	10,898	48,624
Door Cty - Washington Island	655	85	740	3,484	439	3,923
Florence	653	122	775	3,603	501	4,104
Fremont	1,310	316	1,626	6,577	1,505	8,082
Gillett	362	199	561	2,238	809	3,047
Hortonville	4,516	1,524	6,040	25,264	8,031	33,295
Iola	1,504	510	2,014	8,702	2,463	11,165
Kaukauna	8,985	2,810	11,795	50,696	15,459	66,155
Kewaunee	2,877	764	3,641	15,725	4,843	20,568
Kimberly	10,739	3,525	14,264	63,008	20,709	83,717
Lakewood	2,108	478	2,586	10,061	2,469	12,530
Lena	664	166	830	3,608	1,077	4,685
Little Chute	7,610	2,771	10,381	47,147	17,186	64,333
Manawa	1,444	498	1,942	7,771	2,063	9,834
Marinette Cty - Coleman	141	288	429	5,255	1,702	6,957
Marinette Cty - Crivitz	1,818	553	2,371	10,021	2,975	12,996
Marinette Cty - Goodman	215	48	263	1,086	255	1,341
Marinette Cty - Marinette	3,262	914	4,176	16,567	4,441	21,008
Marinette Cty - Niagara	441	206	647	2,309	905	3,214
Marinette Cty - Peshtigo	610	183	793	3,317	1,112	4,429
Marinette Cty - Wausaukee	849	190	1,039	4,262	807	5,069
Marion	1,817	391	2,208	9,759	2,688	12,447
New London	4,094	937	5,031	21,972	4,689	26,661
Oconto	1,679	545	2,224	9,147	2,771	11,918
Oconto Falls	2,628	487	3,115	13,772	2,530	16,302
Oneida Tribal - Green Earth	8	13	21	79	78	157
Oneida Tribal - Oneida	247	154	401	1,681	735	2,416
Scandinavia	390	169	559	2,277	865	3,142
Seymour	2,455	977	3,432	13,100	5,090	18,190
Shawano Cty - Birnamwood	1,380	158	1,538	10,220	1,449	11,669
Shawano Cty - Bonduel	731	355	1,086	4,268	1,879	6,147
Shawano Cty - Mattoon	134	39	173	666	166	832
Shawano Cty - Shawano	6,524	1,629	8,153	34,195	8,181	42,376
Shawano Cty - Tigerton	370	163	533	2,246	957	3,203
Shawano Cty - Wittenberg	444	95	539	2,151	552	2,703
Shiocton	557	109	666	3,862	685	4,547
Suring	1,050	319	1,369	5,207	1,552	6,759
Waupaca	9,396	2,568	11,964	49,899	12,503	62,402
Weyauwega	1,409	699	2,108	7,260	2,887	10,147
Total	144,870	47,519	192,389	751,674	221,799	973,473

Posted 6/2/25

May 2025 Interlibrary Lender/Borrower Statistics

YTD

Library	May 2025			YTD		
	Code	Items Loaned	Items Borrowed	Net	Ratio	
Albany	NKALG	1,156	1,304	(148)	0.89	
Allegany	OOAPL	8,797	10,838	(2,041)	0.81	
Baileys Harbor	NDBAI	599	477	122	1.26	
Birmingham	NSBIR	563	202	381	2.89	
Black Creek	OOBCL	1,617	854	763	1.89	
Bondel	NSBON	320	620	(300)	0.52	
Clintonville	OWCPL	2,104	962	1,142	2.19	
Coleman	NMCOL	281	316	(35)	0.89	
Crittitz	NMCRI	533	1,111	(578)	0.48	
Egg Harbor	NDEGG	534	534	0	1.00	
Ephraim	NDEPH	392	98	294	4.00	
Fish Creek	NDFIS	373	381	(8)	0.98	
Florence	NFFLO	371	329	42	1.13	
Forestville	NDFOR	432	335	97	1.29	
Fremont	OWFPL	579	592	(13)	0.98	
Gillett	NOGIL	525	368	157	1.43	
Goodman	NMGOC	64	208	(144)	0.31	
Green Earth	NBON2	120	4	116	30.00	
Hortonville	OOHPL	1,483	2,497	(1,014)	0.59	
Iola	OWIVL	978	906	72	1.08	
Kaukauna	OOKAU	3,102	3,374	(272)	0.92	
Keweenaw	NKKEW	1,422	1,211	211	1.17	
Kimberly	OOKIM	2,868	4,699	(1,831)	0.61	
Lakewood	NOLAK	702	816	(114)	0.86	
Lena	NOLEN	562	338	224	1.66	
Little Chute	OOILT	3,055	3,400	(345)	0.90	
Manawa	OWMAW	1,115	719	396	1.55	
Mannette	NMMRT	1,320	1,473	(153)	0.90	
Marion	OWMAF	1,087	721	366	1.51	
Mattoon	NSMAT	119	126	(7)	0.94	
New London	OWNLP	2,013	1,587	426	1.27	
NFLS	NFLS	0	10	(10)	0.00	
Niagara	NMNIA	253	379	(126)	0.67	
Oconto	NOOCC	993	856	138	1.16	
Oconto Falls	NOOCF	1,543	851	692	1.81	
Oreida	NBONE	722	208	514	3.47	
OWLS	OWLS	0	6	(6)	0.00	
Peshigo	NMPES	333	301	32	1.11	
Scandinavia	OWSCA	505	260	245	1.94	
Seymour	OOSEY	1,833	1,462	371	1.25	
Shawano	NSSHA	2,374	2,173	201	1.09	
Shiocton	OOSHI	817	404	413	2.02	
Sister Bay	NDSIS	1,218	1,035	183	1.18	
Sturgeon Bay	NDSTR	2,627	3,015	(388)	0.87	
Suring	NOSUR	763	509	254	1.50	
Tigerton	NSTIG	288	316	(28)	0.91	

Washington Island	NDWS-	288	334	(46)	0.86	1,659	1,644	15	1.01
Waupaca	OWWA	2,855	3,312	(457)	0.86	15,374	16,941	(1,567)	0.91
Wausaukee	NMWA	402	561	(159)	0.72	2,183	2,511	(328)	0.87
Weyauwega	OWWE	1,084	693	391	1.56	6,066	3,346	2,720	1.81
Wittenberg	NSWT	231	251	(20)	0.92	1,119	1,410	(291)	0.79
TOTAL		58,335	58,335	0	1.00	294,706	294,706	0	1.00

Net = Number of items loaned less number of items borrowed
Ratio = Number of items loaned for every item borrowed

OWLSnet Overdrive Usage - May 2025

Library	Ebook Uses	Audiobook Uses	Magazine Uses
Algoma	376	372	125
Appleton	6,744	9,241	2,943
Black Creek	193	230	48
Clintonville	329	551	135
Door Cty - Baileys Harbor	236	155	139
Door Cty - Egg Harbor	176	185	158
Door Cty - Ephraim	21	36	35
Door Cty - Fish Creek	232	148	52
Door Cty - Forestville	46	76	
Door Cty - Sister Bay	449	472	215
Door Cty - Sturgeon Bay	1,217	1,549	473
Door Cty - Washington Island	62	107	56
Florence	103	189	137
Fremont	117	154	13
Gillett	111	223	26
Hortonville	592	921	151
Iola	163	192	6
Kaukauna	1,011	1,366	201
Kewaunee	315	350	52
KIM-LIT - Kimberly	944	1,361	165
KIM-LIT - Little Chute	780	902	132
Lakewood	268	254	38
Lena	35	209	35
Manawa	144	134	17
Marinette Cty - Coleman-Pound	86	152	7
Marinette Cty - Crivitz	279	390	117
Marinette Cty - Goodman-Dunbar	3	15	2
Marinette Cty - Marinette	597	745	231
Marinette Cty - Niagara	72	145	5
Marinette Cty - Peshtigo	145	195	29
Marinette Cty - Wausaukee	187	114	67
Marion	73	182	19
New London	380	718	107
Oconto	292	392	64
Oconto Falls	391	517	66
Oneida Tribal - Green Earth	16	8	43
Oneida Tribal - Oneida	29	47	8

Monday, June 2, 2025

Library	Ebook Uses	Audiobook Uses	Magazine Uses
OWLS office			
Scandinavia	34	49	17
Seymour	306	508	62
Shawano Cty - Birnamwood	30	141	1
Shawano Cty - Bonduel	83	178	13
Shawano Cty - Mattoon	1	5	8
Shawano Cty - Shawano	1,078	1,293	292
Shawano Cty - Tigerton	48	71	3
Shawano Cty - Wittenberg	42	89	13
Shiocton	63	97	18
Suring	48	86	11
Waupaca	860	1,286	345
Weyauwega	120	215	28
Totals:	19,927	27,015	6,928

OWLSnet MyPC Statistics - May 2025

Library	Total Minutes	Total Sessions	Avg Minutes per Session
Algoma	5,728	142	40
Black Creek	1,152	39	30
Clintonville	14,847	260	57
Door County - Baileys Harbor	980	23	43
Door County - Egg Harbor	1,243	42	30
Door County - Ephraim	6	2	3
Door County - Fish Creek	527	18	29
Door County - Forestville	190	8	24
Door County - Sister Bay	3,041	95	32
Door County - Sturgeon Bay	23,949	514	47
Door County - Washington Island	318	5	64
Florence	1,064	33	32
Fremont	3,085	63	49
Gillett	2,919	54	54
Hortonville	4,454	124	36
Iola	7,110	105	68
Kaukauna	15,885	371	43
Kewaunee	2,332	68	34
Kimberly	9,898	275	36
Little Chute	19,893	351	57
Lakewood	4,315	87	50
Lena	2,756	43	64
Manawa	2,448	72	34
Marinette County - Coleman	33	2	16
Marinette County - Crivitz	2,037	55	37
Marinette County - Marinette	10,801	254	43
Marinette County - Niagara	906	23	39
Marinette County - Peshtigo	913	16	57
Marinette County - Wausaukee	1,155	30	39
Marion	2,164	53	41
Oconto	4,861	97	50
Oconto Falls	8,338	202	41
Oneida Tribal - Green Earth	206	8	26
Oneida Tribal - Oneida	3,565	118	30
Scandinavia	0	0	0
Seymour	3,089	80	39
Shawano County - Bonduel	1,807	25	72
Shawano County - Mattoon	0	0	0
Shawano County - Shawano	22,322	441	51
Shawano County - Tigerton	3,091	45	69
Shawano County - Wittenberg	1,391	32	43
Shiocton	74	2	37
Suring	2,480	49	51
Waupaca	26,765	569	47
Weyauwega	3,766	79	48
Totals:	227,904	4974	46

OWLSnet Wireless Statistics - May 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	233	21
Appleton	4,017	305
Black Creek	346	27
Clintonville	651	61
Door County - Baileys Harbor	418	27
Door County - Egg Harbor	516	33
Door County - Ephraim	161	9
Door County - Fish Creek	220	17
Door County - Forestville	83	7
Door County - Sister Bay	425	29
Door County - Sturgeon Bay	990	70
Door County - Washington Island	67	4
Florence	93	15
Fremont	166	19
Gillett	303	30
Hortonville	238	24
Iola	247	24
Kaukauna	1,480	144
Kewaunee	131	11
Kimberly	563	52
Lakewood	404	28
Lena	310	32
Little Chute	923	69
Manawa	213	15
Marinette County - Coleman	77	5
Marinette County - Crivitz	202	13
Marinette County - Marinette	396	28
Marinette County - Niagara	55	5
Marinette County - Peshtigo	315	21
Marinette County - Wausaukee	294	26
Marion	350	36
New London	395	31
Oconto	336	25
Oconto Falls	291	19
Oneida Tribal - Green Earth	30	2
Oneida Tribal - Oneida	85	9
Scandinavia	69	5
Seymour	132	15
Shawano County - Bonduel	468	47
Shawano County - Mattoon	69	6
Shawano County - Shawano	974	89
Shawano County - Tigerton	283	39
Shawano County - Wittenberg	336	34
Shiocton	50	4
Suring	428	39
Waupaca	838	83
Weyauwega	98	16
Totals:	19,769	1,670

Sister Bay/Liberty Grove Library highlights from May 2025

With about 3,000 visitors inside the Sister Bay/Liberty Grove Library during the month of May, things are starting to get busier up North as we launch into the Spring/Summer season. For events and programs, we hosted ten during May.

- We held **two outdoor events**:
 - One was in **our library garden** featuring our permanent **labyrinth** for **World Labyrinth Day with guided meditation** led by volunteers from The Clearing and our community (11 adults participating).
 - Our second May outdoor event was off-site for a **naturalist guided spring hike at Logan Creek** (9 adults and 1 preschooler) sponsored by the Ann Lewis Bequest.



- We also held **on-site indoor programs**:
 - Open Craft Lab for “May the Fourth Be With You” Pool Noodle Lightsaber making (13 participants)
 - Monthly book club (10 adults)
 - Woolly Stitches hand-stitching (7 adults)
 - Northern Door Genealogy Society (3 adults)
 - Baby & me storytime taught by Miss Willa (4 people)
 - Three weekly pre-school storytimes with a total of 37 people participating (17 littles and 20 adults. Respectively by week: 10 people, 8 people, and 19 people)

Our Little Free Plant Library has been a huge hit for the community. Batches of seedlings grown by local Master Gardeners and community members continue to be exchanged daily, with many new plants rotating out within moments of them being added in. So much joy and happiness community members are finding in connecting with vegetables, flowers, and succulents from this new partnership.

Parks, Property & Streets Committee Meeting Minutes

Monday, July 7, 2025

(Approval Pending)

1. Call to Order & Roll Call

The meeting was called to order at 1:09 PM by Louise Howson, Chair. A roll call was conducted, with the following members present: Louise Howson, Denise Bhirdo, Nate Bell, Jerry Ahrens, and Mike Laszkiewicz.

Staff present: Julie Schmelzer, Village Administrator; Erik Linczmaier, Parks Director; Sarah Bertges, Administrative Assistant; and joining the meeting at approximately 4:00 was Megan Barnes, Utilities Director.

Public Attendance: Approximately 12 people were in attendance with Robert Geitner, Dane Spitzer, and Nicolos Romos being the only members to sign the attendance sheet. Participating virtually was Myles Dannhausen.

2. Approve Agenda

Howson asked for approval of the agenda or any edits. Bhirdo suggested moving item 5g after 5i. Howson questioned the reason for this change. Bhirdo explained that if the village can't identify any other new parking lot location to rectify the issues with the Knowles-Nelson grant encumbrance, and have to use the park's maintenance site, then the administrative building cannot be built there, which could interfere with the crop contract on the Logerquist property.

Louise Howson expressed uncertainty about the clarity of the reasoning and mentioned the need for a longer conversation about the Knowles-Nelson Grant encumbrance. She noted that item 5g's contract is for a full year from June 1st to September 30th, and she didn't think any changes would be made by September 30th.

Nate Bell made a motion to approve the agenda as presented, which was seconded by Mike Laszkiewicz. The motion carried- 4-1, with Bhirdo opposed.

3. Approve Minutes: June 2, 2025, Regular Meeting and June 16, 2025, Special Meeting

Ahrens noted that for the June 16th meeting walkabout, on page 9 in the tree section, they had also discussed adding trees north of the village wall where the tent is usually set up for the pancake breakfast. He stated that in addition to the trees listed, they wanted to add trees to that area as well.

Denise Bhirdo pointed out a typo on page 5, line 47, where "asked" should be "ask." She also noted on page 9, line 3, that it should read "Howson is to contact Joy from the local nursery." Additionally, in the same bullet point, she clarified that both the center and the north landscaping groups at Marina Park were supposed to be removed and planted with grass, not just the center one.

Louise Howson asked for any other changes or edits to either the June 2nd or June 16th meeting minutes. Hearing none, she called for a motion to approve the minutes as amended.

Motion to approve the minutes as amended was made by Bhirdo and seconded by Ahrens. The motion carried unanimously.

4. Comments, Correspondence, and Concerns from the Public

Chris Schmeltz from 1067 Bay Shore Drive expressed concern about the plans to redo Bluffside Rd.

1 Bell brought up an issue regarding an event tent at Marina Park from July 3rd to July 7th, which had
2 a permit for July 4th to 6th. He suggested revisiting the policy about permitting such events on
3 holiday weekends and ensuring clear timelines for setup and takedown. He emphasized the
4 importance of public use of the park during holidays.

5 Howson addressed the communication in the packet which was from Mark Lindem regarding the
6 condition of Sunset Drive between the exit of Marina parking and Woodcrest. Lindem expressed
7 worry about potential injuries and the overall deterioration of the road surface.

8 **5. Discussion/Action Items**

9 **a. Event Request; Long Dayze Festival; Waterfront Park Pavilion**

10 Schmelzer addressed the email regarding the event that was included in the meeting packet. A
11 representative from *Long Dayze*, Sage Baruth, and an unidentified male, were present to provide
12 event information.

13 Baruth introduced himself as a resident of Sister Bay. He addressed the questions raised in the
14 email:

- 15 ● Regarding security, he confirmed they have people on standby pending approval of the
16 event.
- 17 ● On the issue of underage drinking, he clarified that they won't be selling alcohol. Wild
18 Tomato will be using their beach bar to sell alcohol and donate proceeds to the land trust.
- 19 ● They will have a dumpster for trash and will clean up after the event.
- 20 ● He didn't think porta-potties would be required due to the presence of public restrooms at
21 the beach.
- 22 ● Water will be available from Wild Tomato and the drinking fountains at the restrooms.
- 23 ● He hadn't contacted the county department of health but didn't think it would be necessary
24 given the expected crowd size.
- 25 ● They intend to be done by 9:55 PM to avoid conflicts with noise regulations.
- 26 ● Regarding parking, he suggested using the sports complex with a shuttle service for future
27 events, if they have more time to promote.
- 28 ● They are checking to ensure Wild Tomato's liquor license covers the event.
- 29 ● For signage, he proposed a banner on Highway 57 to promote the event.

30 Howson asked about previous attendance numbers, to which Baruth responded that their highest
31 attendance was around 400-450 people at an event in Nasewaupee. He clarified that previous
32 events were multiple days, while this one would be a single evening.

33 The committee discussed various aspects of the event, including:

- 34 ● The potential impact on local businesses
- 35 ● The lack of vendors at the event
- 36 ● Wild Tomato's liquor license and its implications
- 37 ● The possibility of holding the event in September or October instead
- 38 ● The process for reserving the pavilion and getting committee approval

39 The committee also discussed the fees and charges associated with the event, including the
40 application fee and retainer. They agreed on a \$250 fee to cover potential overtime for village staff
41 for cleanup and restroom maintenance.

1 After thorough discussion, the committee reached a consensus on approving the event with certain
2 conditions.

3 *Motion to approve Long Days Festival at the Waterfront Pavilion on July 19th, pending an*
4 *application, payment of fees, and proof of insurance was made by Nate Bell and seconded by*
5 *Mike Laszkiewicz. The motion carried unanimously.*

6 **b. Operating Agreement; Friends of the Ice Rink; Ice Rink**

7 Schmelzer explained that she had sent the draft received from the Friends Group to the Attorney
8 quite a while ago but prepared her own draft last week and sent it to the Attorney and the
9 representative from the Friends group, Myles Dannhausen. Dannhausen indicated their attorney did
10 not have time to review the draft yet either. Schmelzer noted that the initial draft from the Friends
11 group had asked for \$60,000-\$80,000, which was not included in this version. Instead, the draft
12 proposes continuing to pay for everything as they currently do.

13 Howson interrupted to mention that Dannhausen had emailed Schmelzer on Sunday asking to have
14 the item removed from the agenda because their attorney hadn't had a chance to review it. Ahrens
15 explained if the item were to be removed, the agenda should have been amended earlier.

16 There was discussion about the draft included in the meeting packet and revisions were made. The
17 committee discussed the complexity of the agreement and the need for both parties' attorneys to
18 review it.

19 *By consensus they agreed to postpone further discussion until the next meeting when a more*
20 *complete version would be available.*

21 **c. Lighting Retrofit; Ice Rink**

22 Linczmaier presented information previously requested from the committee to make the lighting at
23 the Sports Complex more efficient. The information in the packet was specific to the ice rink. He
24 explained that a company had looked at sports and floodlights, focusing on efficiency rather than
25 night sky friendliness. The proposal would allow for directing the light more effectively than the
26 current flood lights and could be installed without changing the existing poles.

27 Dannhausen, speaking on behalf of the Friends of the Ice Rink, expressed interest in creating dark
28 sky friendly lighting at the rink, either through new poles or retrofitting existing ones. He mentioned
29 that it has always been a goal of the Friends to minimize light pollution and improve the experience
30 for neighbors.

31 The committee discussed the potential costs, which were close to \$24,000, and the relatively
32 minimal cost savings over 10 years. They also considered the possibility of the Friends of the Ice Rink
33 contributing to or fully funding the lighting upgrade as part of their larger rink improvement project.

34 *By consensus the committee decided to postpone action on the lighting retrofit until more*
35 *information is available, including potential funding options and coordination with the*
36 *Friends of the Ice Rink's larger project plans.*

37 **d. Park Vendor Contract & Storage; eBike Proposal; Peninsula Kayak Co.; Waterfront Park**

38 Schmelzer reported on the previous month's walking tour where it was discovered a vendor had
39 already erected a shed for their bike rentals, and the referral the committee had made to the Parks
40 Commission. The Plan Commission had concerns about the shed being metal, as the village doesn't
41 allow metal sheds. The vendor, Robert Geitner, offered to move the shed and make it a wooden
42 structure. He explained that they had already purchased and installed a metal shed due to time
43 constraints and misunderstanding about the approval process. He expressed willingness to work
44 with the committee on finding a suitable solution, acknowledging that building a wooden shed this
45 season might not be feasible.

46 The committee discussed various options, including:

- Potential locations for the shed
- The possibility of using a temporary structure for the season
- Concerns about setting precedents for future vendors
- The need to comply with zoning regulations

After extensive discussion, the committee reached a consensus on a path forward.

Motion by Laszkiewicz to approve a vendor contract for the remainder of the 3-year term, provided the Plan Commission approves a storage shed or shelter for the applicant, they secure all necessary permits, and it's in a compliant location, seconded by Howson. The motion carried unanimously.

e. Lease Agreement; USPS; 10685 N Bay Shore Dr.

Schmelzer presented information about the lease agreement with the United States Postal Service that the committee had previously reviewed.

The committee discussed various aspects of the lease agreement, including:

- The current lease rate and potential market value of the property
- The process for determining fair market value for the lease
- The unique requirements set by the USPS for comparable properties
- The possibility of hiring an appraiser to determine the property's value
- The importance of maintaining a post office in the village while also ensuring fair compensation for the use of the property

After extensive discussion, the committee decided to gather more information before making a decision.

Consensus was reached to look into the insurance value of the property and to ask the board for permission to hire an appraiser to generate the comps needed for lease negotiation with the USPS.

f. Annual Crop Contract; Former Wiltse Property; Jim Seaquist

Schmelzer presented the annual crop contract for the former Wiltse property with Jim Seaquist. She explained that this was a renewal of an existing contract and that Jim had expressed interest in renewing.

The committee discussed the contract, including:

- The duration of the contract (April to end of year)
- The rental fee (\$500 per year)
- The historical context of the agreement
- The potential future development of the property

After discussion, the committee was in favor of renewing the contract.

Motion to approve the annual crop contract for the former Wiltse property with Jim Seaquist was made by Bhirde and seconded by Laszkiewicz. The motion carried- 4-1, with Bell opposed.

g. Annual Crop Contract; Former Logerquist Property; Robbie Schopf

Schmelzer presented the annual crop contract for the former Logerquist property with farmer Robbie Schopf. She explained that there was some confusion as Robbie had already planted crops without a renewed contract.

The committee discussed several aspects of this situation, including:

- The fact that crops (corn) had already been planted without a contract
- The potential impact on future development plans for the property
- The end date of the contract (September 30th) and how it relates to the corn harvest timeline
- The committee's responsibility to manage village assets effectively

After extensive discussion, the committee decided to allow the crops to remain for this season but to clarify the terms for future agreements.

Motion by Howson to allow Robbie Schopf to maintain and harvest the crops currently planted on the former Logerquist property until harvest time or until otherwise notified, with no formal contract or payment required for this season, second by Bell. Motion carried unanimously.

h. Review Binocular Order

Laszkiewicz presented research he had done on binocular options for the village. He identified three main manufacturers: Tower Optical, Overwork, and Seacoast. Schmelzer had provided information from Tower optical in the packet, and Laszkiewicz provided information on costs, features, and installation requirements for each option.

The committee discussed various aspects of the binocular installation, including:

- Cost comparisons between different manufacturers
- Installation requirements and potential locations
- The importance of having activated safety systems to maximize driver awareness
- Different types of crosswalk markings and their effectiveness

The committee decided to gather more information before making a decision.

Consensus was reached to have Laszkiewicz compile more detailed information on the binocular options and present it at the next meeting.

i. Identify New Parking Lot Location, Re: Knowles Nelson Encumbrance

Schmelzer explained the Board had referred the matter to the committee to identify a new parking lot location due to the Knowles Nelson encumbrance. She presented three options: pay the DNR back the money, come up with another parking lot of 22 stalls, or find a location of equal or higher value. She shared information about the parking lot options she had found. No members offered alternate parking lot locations.

The committee discussed various aspects of the issue, including:

- The history of the grant and the original land acquisition
- The complexity of the Knowles-Nelson Stewardship requirements
- Potential other public use spaces that could be used in lieu of creating 22 new parking stalls elsewhere
- The financial implications of different options

After extensive discussion, the committee decided to gather more information before making a decision.

Consensus was reached to invite a representative from the DNR to attend the next meeting (via Zoom) to discuss options and requirements related to the Knowles-Nelson encumbrance.

j. Hwy 42 Crosswalk Concerns

Laszkiewicz presented research he had done on crosswalk safety options for Wisconsin State Highways. He shared information on different technologies and their effectiveness, focusing on in-road warning lights with pedestrian-activated beacons.

The committee discussed various aspects of crosswalk safety, including:

- Different types of crosswalk markings and their visibility
- The effectiveness of various warning light systems
- Concerns about maintaining the village's aesthetic while improving safety
- The need for better lighting at crosswalks
- Potential funding sources for safety improvements

After discussion, the committee decided to gather more information before making any decisions.

Consensus was reached to invite a representative from the Department of Transportation to a future meeting to discuss crosswalk safety options and potential funding opportunities.

k. Stop Sign Request

Schmelzer referenced the staff memo in the packet identifying a need for a stop sign at the intersection the Country House resort.

Motion to approve the stop sign request was made by Bell and seconded by Ahrens. The motion carried Aye -4, with Bhirdo not present for the vote.

l. Prioritize Street Repairs for 2026

Linczmaier presented a list of roads in need of repair and their estimated costs. The committee discussed various factors to consider when prioritizing road repairs, including:

- Traffic volume on different roads
- The condition of each road and the urgency of repairs
- Budget constraints and the need to balance repairs over multiple years
- The impact of ongoing construction projects on certain roads

After discussion, the committee reached a consensus on priorities for road repairs in 2026.

Consensus was reached to prioritize the Cardinal roads (Cardinal Court North, Cardinal Court Bluebird, and Cardinal Court Full Road) and Koessl Lane for repairs in 2026, subject to budget availability and final cost estimates.

m. Grant Opportunities

Schmelzer presented information on three grant opportunities:

- Highway Safety Improvement Program (HSIP)
- CMAQ grant
- TAP 42 trail grant

The committee discussed the pros and cons of each grant opportunity, considering factors such as:

- The village's eligibility for each grant
- The potential impact of each project on the community
- The required matching funds and budget implications
- The timeline for application and project completion

After discussion, the committee decided to pursue two of the three grant opportunities.

1 *Consensus was reached to apply for the CMAQ grant and the TAP 42 trail grant, but to*
2 *postpone application for the HSIP grant until a future cycle.*

3 **n. Waterfront Park Landscaping Update; Jerry's Flowers Proposal**

4 Howson presented information from her conversation with Joy of Jerry's Flowers, who has
5 volunteered her time to maintain the flower bed in front of the post office. Howson presented a list
6 of services and plants that was in the meeting packet that Joy offered to provide at no cost to the
7 village.

8 The committee discussed various aspects of the landscaping, including:

- 9 ● The current maintenance schedule and responsibilities
- 10 ● Proposed changes to plants and mulch; if Joy is planting a hydrangea, she needs to diversify
11 species, and, a desire not to use cocoa bean fiber due to its toxicity for dogs
- 12 ● The need for consistent watering and care
- 13 ● Potential expansion of landscaping responsibilities to other areas in the village

14 *After discussion, by consensus the committee agreed to accept Joy's offer at no cost to the*
15 *village and to continue to work with Joy on other potential options for more comprehensive*
16 *landscaping care throughout the village.*

17 **o. Preliminary Budget Review**

18 Linczmaier presented a preliminary budget for the upcoming year. The committee discussed various
19 aspects of the budget, including:

- 20 ● Proposed cuts and additions to different department budgets
- 21 ● Capital improvement projects and their prioritization
- 22 ● Potential new equipment purchases, including a robotic mower for the sports complex
- 23 ● Long-term financial planning and the impact of various projects on future budgets

24 The committee had an extensive discussion about the proposed robotic mower, considering factors
25 such as cost savings, maintenance requirements, and potential challenges in implementation.
26 Representatives from Husqvarna, and Vlad Gannik, the Finance Director, were present virtually to
27 answer questions.

28 After thorough discussion, the committee decided to gather more information on several budget
29 items before making final decisions.

30 *Consensus was reached to have Linczmaier provide more detailed information on the robotic*
31 *mower proposal and other significant budget items at the next meeting.*

32 **6. Staff Report(s)**

33 Staff reports were included in the meeting packet. No additional discussion took place during the
34 meeting.

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

36 The committee identified several items for future agendas or referral:

- 37 ● Follow-up on the Knowles-Nelson encumbrance and parking lot location
- 38 ● Update on crosswalk safety options from the Department of Transportation
- 39 ● More detailed information on binocular options
- 40 ● Continued discussion on the budget, including the robotic mower proposal

8. Next Meeting: Regular Meeting August 4, 2025, at 1:00 PM

- **Schedule Walking Tour – Pebble Beach**

The committee agreed to schedule a walking tour of Pebble Beach but did not set a date.

9. Adjourn

Motion to adjourn was made by Bhirdo and seconded by Howson. The motion carried unanimously.

The meeting was adjourned at 5:31 PM

Minutes by Sarah Bertges, Administrative Assistant