

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 19, 2023
(APPROVED VERSION)

Agenda Item No. 1. Call Meeting to Order

The December 19, 2023 regular monthly meeting of the Village of Sister Bay Board of Trustees was called to order by President Nate Bell at 6:00 P.M.

Agenda Item No. 2. Roll Call

Present: Nate Bell, Alison Werner, Lilly Orozco, Patrice Champeau, Denise Bhirdo, Sarah White and Don Cox.

Staff: Administrator Julie Schmelzer, Finance Director Tasha Rass, DPW Dan Klansky, Marina Manager Dave Lienau and Clerk Heidi Teich

Others: Kurt and Laurel Harff, Mike Tomasian, Matt Sagorac, Rick Dahlstrom, Louise Howson, Skyler Witalison, Lars Johnson, Kevin Nordahl, Joel Ehrfurth, Amber Drewieske

Agenda Item No. 3. Approval of Agenda

A motion was made by Orozco, seconded by White that the Agenda for the December 19, 2023 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approve Minutes – November 21, 2023

Concerning the minutes of the November 21, 2023 meeting of the Village Board, Bell requested that the abbreviation of kilowatt as appears on page 3, line 2 be corrected to “k” versus “kw.”

A motion was made by Champeau, seconded by Orozco that the minutes of the November 21, 2023 Village Board of Trustees Meeting be approved as amended. Motion carried – All ayes.

Agenda Item No. 5. Comments, Correspondence and Concerns from the Public

Correspondence for this meeting included a donation request from the Sister Bay Liberty Grove Firefighter’s Association and the November issue of the Destination Door County newsletter specific to Sister Bay. Schmelzer stated that she also has received correspondence pertaining to Agenda Item 9d, which she will present at that point in the meeting.

Bell asked if anyone in the audience wished to make a public statement and no one responded.

Agenda Item No. 6. County Supervisor Report: Dave Lienau

Supervisor Lienau reported on the actions of the County Board that took place earlier in the day, including:

- A donation has been made for a therapy dog for the County, which differs from dogs used for drug enforcement or criminal apprehension.
- The new County Emergency Management Director, Joseph Saelens, officially began work on December 1st.
- Lienau will serve his last day on the board in April 2024 as he has chosen to not run for re-election. He shared his retirement letter, which was published in the County newsletter, and

encouraged anyone who might be interested in running to take out papers for that position.

Agenda Item No. 7. Ordinances

a) Ordinance No. 2023-013; Chapter 30; Nuisances; Fireworks Regulation

A recommendation was made earlier this year to include regulations for fireworks in the Municipal Code. A draft ordinance was reviewed at the October 17, 2023 Board meeting, upon recommendation of the Parks, Property & Streets Committee, and was further updated with information from Lienau, who provides fireworks for the Village. A new draft was included in the meeting packet for the trustees to review.

During discussion on this item, Bhirdo requested that all references to “his/her” and “he/she” be changed to “they/them” which Schmelzer noted will be done. Bhirdo also asked if 300’ is an adequate distance for resident notification whenever a fireworks permit is issued.

Werner requested that alternate methods of notification be used, such as the Village website or Facebook. White asked if notification was necessary as most residents are familiar with the standing events in Sister Bay that incorporate fireworks, such as New Year’s, 4th of July, and Marina Fest. Orozco would like the Village to explore options such as email or text notifications.

Bell noted that he can hear fireworks at his home, which is 2000’ from the marina, making a 300’ notification radius somewhat illogical. He suggested that language in the ordinance be changed to include that reasonable effort is made to notify the residents when fireworks will be used.

Schmelzer shared that the Village is working with a new web developer to update the website and have the ability to do Village newsletters and email blasts. In the meantime, notifications can be added to the Village home page, and Sec. 30(5)(d)(7) will be revised to add that additional level of notification.

White questioned why the ordinance does not allow for changes in location, time or date if weather cancellation occurs, as is noted in Sec. 30.5(d)(5). Bhirdo suggested adding “excluding Village events” to that clause, and the board members concurred. Schmelzer noted that the change will be made before the ordinance is signed.

Bell questioned the enforcement of this ordinance. Cox noted that fireworks are difficult to enforce on private property and they can hope that the ordinance is followed. White felt it would be easy to identify who is shooting off fireworks in the Village. Bhirdo asked what the penalty would be for violating the ordinance, and Schmelzer noted that those penalties are outlined in Chapter 30 of the Municipal Code, which addresses Nuisances. Law enforcement will not enforce this ordinance, and that would be left to Village officials to address.

Schmelzer was asked to see that a press release be issued to alert the public to the adoption of this ordinance in time for New Year’s.

A motion was made by Orozco, seconded by Bhirdo to pass Ordinance 2023-013 which amends Chapter 30 of the Municipal Code for the Village of Sister Bay to put forth regulations regarding fireworks in the Village of Sister Bay as presented and amended at this meeting. Motion carried – all ayes.

b) Ordinance No. 2023-014; Chapter 66; Mobile Food Vendor Courts and Festival Permits

Schmelzer introduced Ordinance 2023-014 which requests that text amendments be made to Chapter 66 of the Municipal Code clarifying the purpose and intents of the code in regard to mobile food vendor courts. In addition, the definition of “Festival Permit” is asked to be revised to allow food trucks at the Sister Bay Historical Society’s *Christkindlmarkt*, affording them the same opportunities as the Sister Bay Advancement Association in their use of food trucks.

A motion was made by Bhirdo, seconded by Champeau to pass Ordinance 2023-014 which amends Chapter 66 of the Municipal Code for the Village of Sister Bay as presented. Motion carried – all ayes.

Agenda Item No. 8. Resolutions

a) Resolution No. 2023-024; Adopting 2024 Fee Schedule

A draft of the 2024 fee schedule for the Village of Sister Bay was presented at the November 21, 2023 board meeting and appears here again for final approval after revisions were made. A copy of the schedule with revisions indicated in red was included in the meeting packet for the trustees to review.

A lengthy discussion took place on the \$1500 fee associated with Short-term Rental (STR) licenses. It was noted that this fee, and all regulations pertaining to STR’s, will be discussed at the January meeting of the Sister Bay Plan Commission.

Bhirdo asked Cox if he was confident in the pricing structure set forth in the schedule for commercial vendors and the marina, and he responded affirmatively.

A motion was made by Bhirdo, seconded by Orozco to pass Resolution 2023-024 which updates the fee schedule for the Village of Sister Bay as presented. The schedule will take effect January 1, 2024. Motion carried – all ayes.

b) Resolution No. 2023-025; Waiving Certain Village Fees

The Village of Sister Bay will be working on several village projects in the coming year, such as a new Parks Maintenance building and development of the former Wiltse property. The Plan Commission has recommended that the Village need not charge itself for fees to obtain permits to proceed with necessary projects. Fees for contracted services, such as state-reviewed plan fees and building inspection, will not be waived.

A motion was made by Bhirdo, seconded by Orozco to pass Resolution 2023-025 which waives certain fees for development projects to be undertaken by the Village of Sister Bay on Village-owned lands as presented. Motion carried – all ayes.

c) Resolution No. 2023-026; Creating a Sister Bay Parking Task Force and Updating the Village Bylaws

d) Resolution No. 2023-027; Creating a Holiday Lighting Task Force and Updating the Village Bylaws

Schmelzer presented draft documents defining both a Sister Bay Parking Task Force and Holiday Lighting Task Force, which were included in the meeting packet, and encouraged the members to discuss each. A definition of “stakeholder” - those members who comprise the task forces - was included in an update to the Village’s committee/commission bylaws as part of the process of structuring these task forces.

1 Bell noted that he requested the use of the term “stakeholder” to cast as wide a net as possible for
2 membership on these task forces to encourage anyone with the necessary skills to participate. He
3 asked his fellow trustees how many stakeholders should participate in each task force and what
4 duration for each task force they would like to see instituted. He added that the only staff required to
5 participate in the task force be someone to take meeting minutes. Werner added that diversity of
6 individuals to serve as stakeholders be taken into account.

7
8 After discussion, the board members conceded that membership of each task force contains four to
9 seven stakeholders. Discussion on the duration of each committee settled on a twelve-month limit for
10 both the Parking Task Force and the Holiday Lighting Task Force, with the option of extending the terms
11 based on need as the board completes its annual review of the Village bylaws.

12
13 Schmelzer encouraged the board to consider the timing of each task force and how their
14 recommendations will need to also pass through the Parks, Property & Streets Committee level before
15 anything can be added to the budget for action. The budget does need to be completed in the Fall of
16 each year.

17
18 It was noted that Resolution 2023-027, Holiday Lighting Task Force, also be revised to state that they
19 will report to the Parks, Property and Streets Committee.

20
21 *A motion was made by Orozco, seconded by Champeau to pass Resolution 2023-026 which creates a*
22 *limited-term Parking Task Force to address parking needs in the Village of Sister Bay, and Resolution*
23 *2023-027 which creates a limited-term Holiday Lighting Task Force to study current lighting options*
24 *and make recommendations for future displays as presented and amended at this meeting. The*
25 *applicable updates to the Village of Sister Bay Board, Committee and Commission Bylaws will also be*
26 *made. Motion carried – all ayes.*

27
28 **e) Resolution No. 2023-028; Dissolution of Marina Fest Fund #204**

29 Marina Fest Fund #204 was created by Resolution 364-102417 to hold funds associated with the
30 operation of Marina Fest, held annually over Labor Day weekend. The Marina Fest event will be taken
31 over and operated by the Sister Bay Advancement Association (SBAA) in 2024. Therefore, funds held
32 in the Marina Fest fund shall be redistributed back to the non-profits participating in that event and
33 the fund dissolved. In the event there is a small remaining balance, those dollars will go back into the
34 general fund.

35
36 *A motion was made by Bhirdo, seconded by Orozco to pass Resolution 2023-028 which dissolves the*
37 *Marina Fest Fund #240 as presented. Motion carried – all ayes.*

38
39 **f) Resolution No. 2023-029; Authorizing the Partial Redemption of the Village’s Taxable General**
40 **Obligation Promissory Notes, dated February 9, 2021**

41 The Village took on debt to purchase the former Wiltse property in 2021. There is no penalty for
42 prepayment of that debt, and the Village wishes to begin development of that property in the coming
43 year. In order for development by an outside party, the loan does need to be paid in full, which will
44 be done in 2024.

1 *A motion was made by Orozco , seconded by White to pass Resolution 2023-029 which authorizes staff*
2 *to pay the remaining balance on the Village General Obligation Promissory Notes dated February 9,*
3 *2021 as presented. Motion carried – all ayes.*
4

5 **g) Resolution No. 2023-030; 2023 Budget Amendment**

6 Rass introduced an amendment to clean up the funding allocations in the 2023 budget, such as when
7 quotes came back above budgeted amounts or usage and related costs increased. She noted that all
8 general fund amendments are net zero changes.
9

10 *A motion was made by Bell, seconded by White to pass Resolution 2023-030 which amends the 2023*
11 *Budget for the Village of Sister Bay as presented. Motion carried – all ayes.*
12

13 **h) Resolution No. 2023-031; 2024 Budget Amendment**

14 Rass explained that a grant for the purchase of a new shuttle bus was received in 2022 for \$45,520.
15 With the Village's contribution of \$35,724 and \$10,000 from the SBAA, there is still not enough money
16 available for a new bus due to price increases. In addition, the bus will need fold-up seats, a bike rack,
17 and a fare box, which were not included in the \$143,673 price tag for a new bus. A recommendation
18 from the Parks, Property & Streets Committee was forwarded to the board to contribute an additional
19 sum of up to \$10,000 as necessary. These funds are not available in the general fund and will come
20 from the unassigned fund balance.
21

22 Champeau asked to go on record in support of all efforts to use the bus to serve the population during
23 the day as right now the only ones benefiting from the bus are evening businesses.
24

25 *A motion was made by Orozco, seconded by Bhirdo to pass Resolution 2023-031 which amends the*
26 *2024 Budget for the Village of Sister Bay to include additional funds for the shuttle bus expense as*
27 *presented. Motion carried – all ayes.*
28

29 **Agenda Item No. 9. Discussion/Action Items**
30

31 **a) Conditional Use Permit; Mobile Food Vendor Court; Raeanne, LLC; Country Walk Drive**

32 **b) Development Agreement; Mobile Food Vendor Court; Raeanne, LLC; Country Walk Drive**

33 Schmelzer prepared a staff report, included in the meeting packet, which shared the recommendation
34 of the Plan Commission to approve a conditional use permit for the property located at 10563 Country
35 Walk Lane. Mike Tomasian, Raeanne, LLC, desires to develop the land for use as a mobile food vendor
36 court. The Plan Commission provided a list of 23 conditions that the permit would be subject to, and
37 those conditions were outlined in Schmelzer's staff report.
38

39 *A motion was made by Bhirdo, seconded by Cox to approve a conditional use permit for the construction*
40 *of a mobile food vendor court at 10563 Country Walk Lane as presented and subject to the conditions*
41 *included as part of the staff memo included in the meeting packet. Motion carried – all ayes.*
42

43 During discussion on the proposed Development Agreement between Raeanne, LLC and the Village of
44 Sister Bay for the construction of a mobile food vendor court at 10563 Country Walk Lane, Schmelzer
45 noted that Tomasian has requested a change in completion date of the project to 2026. There was
46 agreement by the board that the timeline for development will commence upon receipt of all
47 necessary permits and the completion date of December 19, 2025 shall stand. If an extension is

1 required due to difficulty in finding available contractors, Tomasian may request one without having
2 to restart the entire application process. The clarification was made that Zoning Permits are valid for
3 two years, and Building Permits are valid as long as construction has commenced within one year of
4 the grant of the permit.

5
6 *A motion was made by Bell , seconded by Cox to approve a Development Agreement between Raeanne,*
7 *LLC and the Village of Sister Bay for the construction of a mobile food vendor court at 10563 Country*
8 *Walk Lane as presented and subject to the conditions contained in the Conditional Use Permit granted*
9 *for this property. Motion carried – all ayes.*

10
11 **c) Conditional Use Permit; Two Apartment Buildings; Premier Fieldcrest Sister Bay, LLC; Glen Lane**
12 **d) Development Agreement; Two Apartment Buildings; Premier Fieldcrest Sister Bay, LLC; Glen Lane**
13 A recommendation was forwarded from the Plan Commission for approval of a conditional use permit
14 and subsequent development agreement for the construction of two twelve-unit apartment buildings
15 on Sister Bay Parcel 181-00-07312811A3, which property is owned by Premier Fieldcrest Sister Bay
16 LLC.

17
18 Schmelzer noted that the developer has asked for a number of revisions to the standard development
19 agreement template. She continued to read an email from the property owner into record which
20 emphasized their position that, should the revisions they requested not be made, they will not sign a
21 development agreement. Schmelzer pointed out that the development agreement template they use
22 has been reviewed by the Village's attorney, engineer, and Plan Commission, and those entities have
23 all approved it.

24
25 Both Bhirdo and Bell voiced the need for any revisions to the Village's standard development
26 agreement template to be addressed at the Plan Commission level, as it was not the Board's job to
27 make those changes. White expressed openness to any suggestions that would make the template
28 better.

29
30 Joel Ehrfurth, an engineer for Premier Fieldcrest Sister Bay LLC, noted that they are not asking for site
31 plan changes with their requested revisions. He requested that the site plan be approved at this
32 meeting to allow continuation of planning for this project while the development agreement continues
33 to be discussed. Schmelzer stated that the Conditional Use Permit could be approved, but the property
34 owners had concerns with some of those conditions, particularly access to S Bay Shore Dr. Bell
35 suggested that the approval of the conditional use permit be based on what was reviewed at the
36 December 12, 2023 Plan Commission meeting and Ehrfurth agreed.

37
38 Bhirdo asked Schmelzer to prepare the standard development agreement template, in opposing
39 colors, to reflect the differences between what the Village has prepared and what Premier Fieldcrest
40 Sister Bay, LLC desires. This will be presented at the January meeting of the Plan Commission for
41 further discussion. As a result of that discussion, any new template approved would be used going
42 forward for all future development agreements.

43
44 *A motion was made by Bhirdo, seconded by Champeau to refer the matters concerning the*
45 *development of two, twelve-unit apartment buildings on Sister Bay Parcel 181-00-07312811A back to*
46 *the Plan Commission for further discussion and action. Motion carried - all ayes.*
47

e) TID #1 Audit Through December 31, 2022

Rass explained that the Village is required to perform an audit at the end of the expenditure period for its Tax Increment Financing District. Amber Drewieske, of CliftonLarsonAllen (CLA), joined the meeting via phone to discuss the Village's recent audit concerning TID #1. Drewieske noted that this is the second of three required audits for the TID, and highlighted that projections are trending in a much better direction than anticipated in that area. Increment will continue to be collected through 2028, with a termination date in August of 2028.

Bhirdo asked for clarification on the deficiency on the internal controls of CLA preparing the statements for the Village. Drewieske explained that this is a formality, for disclosure purposes, and not uncommon for small municipalities to have outside firms prepare their financial statements. She went on to state that Finance Director Rass has a good understanding of the financial statements and verifies her calculations before they are presented to CLA for review. Drewieske stated that they are not concerned by this deficiency.

A motion was made by Orozco, seconded by White to accept the TID #1 Audit Report as presented. Motion carried – all ayes.

f) Animal Control Contract for 2024

The Village contracts with M.R. Wildlife - Mark Richards - for animal control services throughout the year. The contract with Mr. Richards is reviewed annually and presented here for consideration.

A motion was made by Bhirdo, seconded by White to enter into a contract with M.R. Wildlife for animal control services in the Village of Sister Bay for 2024 as presented. Motion carried – all ayes.

Don Cox left the meeting at approximately 8:00 P.M.

g) Employee Handbook Revisions

Included in the meeting packet was a proposed draft of the Village of Sister Bay Employee Handbook with revisions as suggested by the Personnel Committee. Rass noted that revisions ranged from minor, typographical corrections to more substantive changes in procedures to match current practices within the Village. Additional revisions to this document will be presented at a later date, but she is asking the board to approve the proposed changes presented here to respond to employee questions regarding those areas.

Bhirdo requested that clarification be made to state that the Personnel Committee is authorized to meet without the Administrator present to discuss their evaluation. However, an Executive Session at the Board level to discuss employee evaluations may only be held without the employee present when it has been properly noticed and the employee is made aware of the session.

Schmelzer suggested a revision to the statement on page 10 of the handbook which reads *"The evaluation shall be signed by the Administrator and all trustees present during the presentation of the evaluation"* to state acknowledgement that the evaluation has been shared, but not necessarily that the employee agrees with the evaluation. The board members concurred.

1 Bhirdo requested that Finance should oversee all actions of the Personnel Committee related to
2 compensation schedules. Bell voiced his agreement.

3
4 *A motion was made by Bell, seconded by Bhirdo to approve the revisions to the Village of Sister Bay*
5 *Employee Handbook as presented and amended to give oversight to the Finance Committee regarding*
6 *compensation schedules. Motion carried – all ayes.*

7
8 **h) Authorize Grant of WPS Easement for Mill Road Project**

9 Wisconsin Public Service has been asked to complete utility work at the beach parking lot (off Mill
10 Road) in conjunction with anticipated roadwork on Mill Road in the coming year. To access the site,
11 which lies along the east edge of the public parking lot, it is necessary to grant an easement to WPS
12 for access to the property. A draft of such an easement and map of the project site was included in
13 the meeting packet for the members to review. Klansky noted that a second easement will be
14 necessary in the future on the transformer box.

15
16 *A motion was made by Bhirdo, seconded by Orozco to authorize the grant of an access easement to*
17 *Wisconsin Public Service (WPS) for utility work along the east edge of the public parking lot off Mill*
18 *Road as presented on the condition that the Village President provides final approval. Motion carried*
19 *– all ayes.*

20
21 **i) Amendment of the SBAA 2024 Operating Agreement**

22 The Sister Bay Advancement Association (SBAA) has agreed to take on the organization of Marina Fest
23 for 2024 and subsequent years. This affects the terms of the operating agreement SBAA has with the
24 Village of Sister Bay, and the two parties agree that Section 2.2 of that agreement, included in the
25 meeting packet, be modified to reflect the addition of Marina Fest as an SBAA sponsored event. In
26 addition, the Brick Party and/or Kite Day event, which was previously approved as part of the 2024
27 operating agreement, will not take place as scheduled and that item has been struck from the
28 document. The Parks, Property & Streets Committee has already approved the changes, and a
29 recommendation for the Village Board to grant approval is asked for here.

30
31 *A motion was made by Orozco, seconded by White to approve amendments to the 2024 Operating*
32 *Agreement between the Sister Bay Advancement Association (SBAA) and Village of Sister Bay as*
33 *presented. Motion carried – all ayes.*

34
35 **j) Approve Election Inspectors for 2024-2025 Election Cycle**

36 Every two years municipalities must formally appoint election officials for the upcoming election cycle,
37 in this case, 2024-2025. The Village of Sister Bay did receive nominations from the two major political
38 parties, and those individuals must be given preference over all others who offer to work in the role of
39 an election official. A full list of nominated individuals to serve as election officials for the 2024-2025
40 election cycle was included in the meeting packet for the members to review.

41
42 *A motion was made by Orozco, seconded by Bell to approve the list of nominated individuals to serve*
43 *as election officials for the Village of Sister for the 2024-2025 election cycle as presented. Motion*
44 *carried – all ayes.*

45
46 **k) Approve Appointment of Successor Agent; Matthew Sagorac; Wild Tomato Sister Bay LLC**

1 Wild Tomato Sister Bay LLC, operating as Wild Tomato, is undergoing a change of ownership resulting
2 in a change in the make-up of the LLC operating the business at 10677 N Bay Shore Drive. Matthew
3 Sagorac has been appointed as the new agent, pending board approval. Sagorac has completed the
4 necessary application and submitted the \$10 as required. Teich noted that the confirmation of the
5 sale of the property will take place prior to issuance of a revised license naming Sagorac as Agent.

6
7 *A motion was made by Bhirdo, seconded by Orozco to approve the appointment of Matthew Sagorac*
8 *as Agent for Wild Tomato Sister Bay LLC, dba Wild Tomato, for the purposes of alcohol licensing and*
9 *direct the Clerk to issue an updated license reflecting that change upon verification of the property*
10 *transfer. Motion carried – all ayes.*

11
12 **l) Board Training Update**

13 No training has been scheduled as of yet.

14
15 **m) Financial Report**

16 The financial statements to date were prepared and presented to the board for review. Bhirdo raised
17 one question regarding the purchase of an AED. It was noted that the AED has been installed at the
18 Village Hall.

19
20 *A motion was made by Bell, seconded by Orozco to pay the monthly bills in the amount of \$315,516.48*
21 *as presented. Motion carried – all ayes.*

22
23 **Agenda Item No. 10. Staff Reports**

24 Included in the meeting packet were staff reports from the DPW Klansky, Sewer and Water Utility, and
25 Parks. Bhirdo asked Klansky to comment on the Kiel sludge dryer he recently toured. Klansky noted
26 that it works well but would be larger than what is needed in the Village.

27
28 Schmelzer provided an oral update on the Village's application for broadband financing and noted that
29 the Village has received notification of final approval of that loan from the Board of Commissioners of
30 Public Lands. She also shared that the Village has an accepted offer to purchase the 40-acre lost at
31 the corner of County HWY ZZ and Woodcrest Road.

32
33 **Agenda Item No. 11. Committee Reports**

34 **Coastal Byways:** Minutes of the November 20, 2023 meeting were included in the meeting packet.

35
36 **Emergency Management and Hazard Mitigation Planning Task Force:** No meeting has been held
37 recently.

38
39 **Finance Committee:** A meeting was held today, December 19, 2023. Bell updated the board on the
40 status of a request to reimburse legal fees to Paula Anschutz, noting that no action will be taken until
41 she becomes compliant with Village ordinances.

42
43 **Fire Board:** No minutes were available for the meeting packet. Werner shared that the fire
44 department is actively fundraising to purchase a drone.

45
46 **Ad Hoc Green Tier Legacy Community Committee:** Minutes of the December 4, 2023 meeting were
47 included in the board packet. White highlighted the GIS demonstration of the Village's tree inventory

1 and the need to complete the coal tar sealants ordinance for final board approval. The January
2 meeting will feature a presentation by Blue Zones.

3
4 **Historical Society:** No minutes were provided for this meeting. Trustee Champeau reported that she
5 was not able to attend the December meeting.

6
7 **Library Commission:** Minutes of the November 13, 2023 meeting were included in the meeting packet.
8 White shared a request from the library to recognize Allen Strack for his participation on the library
9 board for asked the Village to assist in that. Teich will contact the Library Commission chair to arrange
10 the appropriate recognition. A vacancy does need to be filled on the commission.

11
12 **Marina Committee:** Minutes from December 11, 2023 meeting of the Marina Committee were
13 included in the board packet. Bhirdo requested that the committee identify the size of the parking
14 space they will need as depicted on the Ayres plan that places the long-term parking lot near the new
15 Parks Maintenance building.

16
17 **Marina Fest Committee:** Minutes of the November 16, 2023 Marina Fest Committee Meeting were
18 included in the meeting packet. This is the final set of minutes for this committee, which dissolves at
19 year end.

20
21 **Ad Hoc Outdoor Recreation & Transportation Plan Committee:** Minutes of the December 11, 2023
22 joint meeting of the Ad Hoc Outdoor Recreation & Transportation Plan Committee, Parks, Property &
23 Street Committee, and Plan Commission were not available at the time the board packets were
24 assembled.

25
26 **Parks, Property & Streets Committee:** Minutes of the October 2, 2023, November 6, 2023 and
27 December 4, 2023 meetings of the Parks, Property & Streets Committee were included in the meeting
28 packet.

29
30 **Personnel Committee:** Minutes of the December 4, 2023 meeting were included in the meeting
31 packet. Bell noted that another meeting will be held in the near future.

32
33 **Plan Commission:** Minutes of the November 20, 2023 and December 12, 2023 meetings of the Plan
34 Commission were included in the meeting packet.

35
36 **SBAA:** Minutes of the October 23, 2023 and October 25, 2023 meetings of the Sister Bay Advancement
37 Association were included in the meeting packet. Cox was not available to report further.

38
39 **Tourism Zone Commission:** Minutes of the October 19, 2023 meeting of the Door County Tourism
40 Zone were included in the meeting packet. Schmelzer noted that they have completed the budget for
41 the coming year and discussed Destination Door County's strategic plan. They are also working to
42 develop a new grant program for accessibility improvements. The Sister Bay branch of the TZC has
43 officially closed and they can now be found solely at the Economic Development Corporation building
44 in Sturgeon Bay.

45
46 **Sewer and Water Utility Committee:** The December meeting of the Sewer and Water Utility was
47 canceled.

Village Hall Planning Task Force: No meeting has been held recently.

A motion was made by Bhirdo, seconded by Bell that the various committee minutes presented at this meeting be approved as presented as noted. Motion carried - all ayes.

Agenda Item No. 12. Matters to be placed on a future agenda or referred to a committee, official or employee.

The following items were noted for discussion at a future meeting:

- *Coal Tar Sealants Ordinance*
- *Premier Fieldcrest Sister Bay LLC development agreement*
- *Village of Sister Bay Housing Plan*
- *Committee Appointments*

The next regular meeting of the Sister Bay Village Board of Trustees will take place on Tuesday, January 16, 2024 at the Sister Bay Liberty Grove Fire Station.

Agenda Item No. 13. Adjournment

At 8:50 P.M. a motion was made by Orozco, seconded by White to adjourn the December 19, 2023 meeting of the Village Board of Trustees. Motion carried – All ayes.

Respectfully submitted,



Heidi Teich
Village Clerk