



## VILLAGE HALL PLANNING TASK FORCE VIRTUAL MEETING AGENDA

**TUESDAY, NOVEMBER 12, 10:00 AM**

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

For additional information visit: [www.sisterbaywi.gov](http://www.sisterbaywi.gov) and click 'Meetings'

1. Call to Order & Roll Call

|                                                |  |                                    |  |
|------------------------------------------------|--|------------------------------------|--|
| Patrice Champeau –Chairperson/Trustee          |  | Lilly Orozco - Trustee             |  |
| Doug Hanson – Citizen                          |  | Kathleen Van Gemert - Citizen      |  |
| Nancy Akerly – Resident                        |  | (Vacant)                           |  |
| <i>Julie Schmelzer – Village Administrator</i> |  | <i>Heidi Teich – Village Clerk</i> |  |

2. Approve Agenda

3. Approve Minutes – June 11, 2024

4. Comments, Correspondence and Concerns from the Public

5. Discussion/Action Items:

- a) CDBG Grant Application
- b) Report for Board of Trustees

6. Adjournment

### Public Notice

Questions regarding the nature of the agenda items above or more detail on the agenda items scheduled to be considered by the governmental body can be directed to Julie Schmelzer, Village Administrator at [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. Mondays through Thursdays, and 8 a.m. – 12:00 p.m. Fridays).

***The Village of Sister Bay is an Equal Opportunity Provider.***

**VILLAGE HALL PLANNING TASK FORCE**  
**TUESDAY, JUNE 11, 2024**  
**(APPROVAL PENDING)**

**Agenda Item No. 1. Call Meeting to Order**

The June 11, 2024 meeting of the Village Hall Planning Task Force was called to order by Chairperson Patrice Champeau at 10:00 A.M.

**Present:** Patrice Champeau, Lilly Orozco, Nancy Akerly and Kathy Van Gemert.

**Staff:** Administrator Julie Schmelzer and Clerk Heidi Teich

**Others:** Terry Wolf

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

*A motion was made by Akerly, seconded by Orozco that the Agenda for the June 11, 2024 meeting of the Village Hall Planning Task Force be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 3. Approve Minutes – September 20, 2023, October 3, 2023 and February 12, 2024**

*A motion was made by Orozco, seconded by Akerly to approve the minutes of the September 20, 2023, October 3, 2023 and February 12, 2024 meetings of the Village Hall Planning Task Force as presented. Motion carried – all ayes.*

**Agenda Item No. 4. Comments, Correspondence and Concerns from the Public**

Champeau noted that she, and the other committee members, received a letter of correspondence from Bjorn Johnson. Johnson, writing on behalf of Al Johnson Swedish Restaurant and Butiks, requested that the committee have a discussion on parking for the village hall should changes to the current use of the building take place. No other comments were shared.

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

**a) Restroom Addition Design**

Included in the meeting packet was a depiction of the restroom addition to the back of the village hall, as revised to include the recommendations of the Marina Committee. The task force members briefly discussed the funding of this addition. It was noted that because a portion of the addition is being added specifically for use by marina patrons, the marina will fund that portion of the project including separate utilities (electric, water, and sewer). Additionally, the restrooms will be winterized for year-round use as the current bathrooms in Waterfront Park are not available in the off-season. With the task force's approval, Schmelzer will forward the plan to the architect to continue his final proposal for the entire building.

*A motion was made by Akerly, seconded by Orozco to approve the restroom addition to the back of the village hall as presented. Motion carried – all ayes.*

**b) Stage Area Proposed Revisions**

Schmelzer shared a conversation from a past Parks, Property & Streets Committee meeting that the stage be removed during the renovation project. The architect, Henry Isaksen, agreed that there would be more room in the hall without the stage, but other issues then arise, such as the resulting step up needed to access the deck area. Isaksen is currently working on a design that retains the stage and

preserves the pillars at the front of the stage area but may perhaps reduce the depth of it overall. A question was raised on the amount of space needed keep it a useable space. Van Gemert compared the space to that of a local bar which provides not much more than 8' for band performances. The task force was asked to keep in mind that when the wall is removed behind the stage, additional space may be gained from the hallway behind that area.

The conversation to address interior amenities, such as hanging drapes or installing blinds to block sunlight streaming in the patio doors will come at a later date.

#### **c) Floodplain Survey Results**

Schmelzer shared the need to do a floodplain survey as they look to add to the footprint of the hall. Should the building fall within a floodplain area, it would need to be elevated to a level of 2' above the floodplain. The hall was found not to be in the floodplain, with 26' of space to work with. The proposed addition is 23' and should not require additional elevation.

#### **d) Grant Opportunity & Required Funding**

Schmelzer asked the task force to consider spending their remaining budget to hire Robert E. Lee, an engineering firm, to write a grant for the renovations to the hall. A Flexible Facilities Program Grant was recently announced, with a maximum award of \$4.2 million. Eligible projects include the construction of new, or renovation or expansion of existing libraries, community centers, or multi-purpose community facilities. The deadline to apply is July 11, 2024 and Schmelzer does not have the time to complete the 20-page application herself. With the task force's approval, the engineer will draft the application and Schmelzer will review it to ensure that the full story of Sister Bay's need is captured. One of the challenges of this grant is the need to show that the building can be used for health-related programs, which requires at least two private rooms or workspaces. Isaksen is working to design a floor plan that would incorporate two individual workspaces and then submit the total renovation plan for construction estimates, which can then be submitted with the grant application.

*A motion was made by Akerly, seconded by Champeau to approve the expenditure of \$7500 to hire an engineering firm to write a Flexible Facilities Program Grant on behalf of the Village Hall Task Force, with the final application to be reviewed by Schmelzer before submittal. Motion carried – all ayes.*

#### **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 members that the task force address parking issues at the hall at its next meeting. Schmelzer will also provide an update on the grant application.*

#### **Agenda Item No. 7. Adjournment**

*At 10:35 A.M. a motion was made by Orozco, seconded by Akerly to adjourn the June 11, 2024 meeting of the Village Hall Planning Task Force. Motion carried – All ayes.*

Respectfully submitted,



Heidi Teich  
Village Clerk