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2 **VILLAGE HALL PLANNING TASK FORCE MEETING MINUTES**

3 **Tuesday, November 12, 2024**

4 **(Approved Version)**
5

6 **Agenda Item No. 1.** The November 12, 2024 meeting of the Village Hall Planning Task Force
7 was called to order by Chairperson Patrice Champeau at 10:00 A.M.
8

9 **Present:** Patrice Champeau, Doug Hanson, and Nancy Akerly. Lilly Orozco and Kathleen Van
10 Gemert were absent.
11

12 **Staff:** Village Administrator Julie Schmelzer and Clerk Heidi Teich
13

14 **Others:** Bjorn Johnson, "16368934420", Terry Wolf
15

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

17 *A motion was made by Akerly, seconded by Hanson that the Agenda for the November 12, 2024 meeting*
18 *of the Village Hall Planning Task Force be approved as presented. Motion carried – All ayes.*
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20 **Agenda Item No. 3. Approval of the Minutes**

21 *A motion was made by Akerly, seconded by Hanson that the minutes of the June 11, 2024 meeting of the*
22 *Ad Hoc Village Hall Planning Task Force be approved as presented. Motion carried – All ayes.*
23

24 **Agenda Item No. 4. Comments, correspondence, and concerns from the public**

25 No correspondence was received for this meeting.
26

27 Champeau asked if anyone would like to make a comment and Schmelzer noted that Aretha
28 Sills has resigned from the task force due to other commitments at this time of year.
29

30 Bjorn Johnson, appearing on behalf of Al Johnson Restaurant & Butik, asked the task force to
31 consider a discussion on parking as noted in his correspondence from the June 2024 meeting as
32 the task force continues to discuss improvements at the village hall. This matter will be
33 referred to the Sister Bay Plan Commission.
34

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

36 **a) CDBG Grant Application**

37 Schmelzer explained the procedure for applying for a Community Development Block Grant to
38 fund renovations at the village hall. This program is available to communities with more than
39 50% of its residents considered in the low- or moderate-income range, and Sister Bay now meets
40 that criterion with more than 50% of residents at the poverty level. CDBG grants are restricted
41 for use, but a community center is an eligible project and the task force previously identified a
42 community center as the direction they would like to take with the village hall.
43

44 Schmelzer noted the time and expertise needed to complete the CDBG application process,
45 which includes such tasks as completing an environmental assessment, and recommended that
46 the village contract with Bay-Lake Regional Planning Commission. The associated cost for that
47 service is \$10,000. If a grant is awarded, it will cover the entire cost of the renovation although

those costs are not known at this time. The most recent drawing of the village hall included two additional rooms per the requirements of the last grant applied for, but the drawing to be submitted for the CDBG would be the original revision of the village hall proposed by the task force that excludes those additional rooms. The request would still include bathrooms off the back of the building. The deadline for submitting the application is May, 2025.

In addition to the grant application, the task force discussed the need for more detailed drawings which will be used to calculate construction costs. The amount to enter a contract with an engineering firm should not exceed \$24,900.

The term of this task force expires in December 2024. The members briefly discussed the idea of requesting an extension of the task force's timeline to continue to meet and plan throughout the CDBG application process.

A motion was made by Akerly, seconded by Hanson to recommend to the village board to sign a contract with Bay-Lake Regional Planning Commission for up to \$10,000 to write a Community Development Block Grant to fund renovations at the village hall as presented. Motion carried – all ayes.

A motion was made by Hanson, seconded by Akerly to proceed with a design contract for engineering and construction costs based on the original village hall renovation drawings, which excluded additional classrooms and computer lab. Motion carried – all ayes.

A motion was made by Akerly, seconded by Champeau to request the Village Hall Planning Task Force be extended by one year, to December 2025, to continue planning discussions throughout the CDBG grant application process. Motion carried – all ayes.

Should this task force be extended, the group would like to see an additional resident member appointed to replace Sills.

b) Report for Board of Trustees

In light of the task force's desire to extend its work for another year, it was the consensus of the group to prepare a progress report of their actions over the past two years rather than a final report for submittal to the village board.

Agenda Item No. 6. Adjournment: *A motion was made by Hanson, seconded by Akerly to adjourn the November 14, 2024 meeting of the Village Hall Planning Task Force at 10:31 A.M. Motion carried – all ayes.*

Respectfully submitted,


Heidi Teich,
Village Clerk