

**VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
**TUESDAY, NOVEMBER 19, 2024**  
**(APPROVED VERSION)**

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

The November 19, 2024 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: Trustees Nate Bell, Denise Bhirdo, Kurt Harff, Louise Howson, Lilly Orozco, Patrice Champeau and Alison Werner.

**Staff:** Finance Director/Treasurer Volodymyr Gannik, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier and Clerk Heidi Teich

**Others:** Laurel Harff, Amy Zacharias, Zack Zacharias, Mike Martin, Steve Musinsky, Rachel Stollenwerk, Debra Fitzgerald, Ellie Soderberg-Guger, Karen Berndt, Chris Schmeltz, Christian McWhinney, Lissa Parr, Myles Dannhausen, "Roger", and one other individual

**Agenda Item No. 3. Approval of Agenda**

*A motion was made by Howson, seconded by Orozco that the Agenda for the November 19, 2024 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.*

**Agenda Item No. 4. Approve Minutes – October 15, 2024 and October 21, 2024**

*A motion was made by Bhirdo, seconded by Orozco that the minutes of the October 15, 2024 regular meeting be approved as presented and October 21, 2024 special meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.*

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

Correspondence received for this meeting included the Sheriff's Department Incident Report for the third quarter.

Bell asked if anyone wished to make a public statement. Steve Musinsky – 10519 Fieldcrest Rd – was recognized. Musinsky relayed concerns he had about a neighboring short-term rental (STR) property at which the guests had lit a bonfire during recent serious drought conditions. He then suggested that the village set a limit on campfires and bonfires used by STR guests. He further suggested that the village require house numbers be placed at the edge of the driveway for emergency services as it is difficult to identify addresses when the numbers are affixed to the home. Finally, Musinsky noted that he has questions about the broadband service coming to Sister Bay, but no one from Bertram is responding to multiple messages he has left.

**Agenda Item No. 6. County Supervisor Report**

County Supervisor Voight was unable to attend tonight's meeting.

**Agenda Item No. 7. Ordinances/Resolutions**

**a) Res. 2024-019; Village Hall Planning Task Force; Extend Responsibility to Three-Year Term**

The Village Hall Planning Task Force was originally set to dissolve in December 2024. The task force has requested an extension for an additional year to continue work while they pursue grant funding for desired renovations at the village hall. A formal resolution is needed to approve their request.

*A motion was made by Bhirdo, seconded by Orozco to approve Resolution 2024-019 which grants the Village Hall Planning Task Force an additional year of organization until December 2025 as presented. Motion carried – all ayes.*

**b) Ord. 2024-020; Adopting a Records Retention Policy for the Village of Sister Bay Water and Sewer Utility**

The Sister Bay Sewer and Water Utility Committee has recommended a formal policy for records retention, in alignment with requirements of the Wisconsin Public Records Board, Department of Natural Resources, and Wisconsin Public Service Commission. An ordinance to that effect was included in the meeting packet and has been reviewed at the committee level.

*A motion was made by Werner, seconded by Harff to adopt and pass Ordinance 2024-020, Adopting a Records Retention Policy for the Village of Sister Bay Water and Sewer Utility, following approvals of the State of Wisconsin Public Records Board, Department of Natural Resources and Public Service Commission as presented. Motion carried – all ayes.*

**c) Ord. 2024-021; Amend Chapter 6; Alcoholic Beverages**

In October, the Village Board reviewed an ordinance updating Chapter 6 of the Municipal Code as necessitated by the passage of 2023 Wisconsin Act 73 in December 2023. Teich noted that there was a change to the draft previewed at the prior meeting to correct the form numbers of the alcohol applications provided by the state which appear in §Sec. 6.10(2)(a).

*A motion was made by Werner, seconded by Harff to adopt and pass Ordinance No. 2024-021 updating Chapter 6 of the Sister Bay Municipal Code pertaining to alcoholic beverages as presented. Motion carried – all ayes.*

**Agenda Item No. 8. Discussion/Action Items**

**a) Administration Building; Design Approval**

Multiple designs for a new administration building were drafted and reviewed by the Parks, Property & Streets Committee over the past several weeks and are coming to the board for approval tonight. After its most recent meeting on November 4, 2024, the Parks Committee is recommending approval of *Design C* as it appears in the meeting packet. With approval of a design, the village will proceed with a Request for Proposals to generate construction drawings and obtain a final cost estimate. Display boards with the three design options were posted at the fire station and made available for members of the public to view.

Little discussion took place on the designs presented. Werner asked if there was unanimity on *Design C* among the Parks Committee members and it was noted that Laszkiewicz was the only one opposed to the project. Werner then reiterated the need for the new building and spoke in favor of *Design C*, as did the other members.

1 *A motion was made by Howson, seconded by Orozco to approve Design Option C for a new*  
2 *administration building as presented. Motion carried – all ayes.*

3  
4 **b) Ice Rink; Friends Group Report**

5 Myles Dannhausen was present to update the board on the progress of the Friends of the Sister Bay  
6 Ice Rink group to date. Dannhausen shared that the group, which includes Christian McWhinney, Kevin  
7 Grant, Brian Fitzgerald, Jess Reinke, Elizabeth Grooms, Carrie Baldwin, Bobby Kroenig, Matt Stone, Ellie  
8 Soderberg, Anne Dannhausen and Cole Vanderleest, among others, is continuing to work on obtaining  
9 501(c)3 status. He stated that when the village commits its \$500,000 to the project, they will connect  
10 with Brett Bicoy at the Door County Community Foundation to begin fundraising efforts through a  
11 capital campaign. In addition to other fundraising efforts, the group had a booth at this past year's Fall  
12 Fest. He further noted that volunteers have already spent time cleaning the rink surface to prepare it  
13 for the coming season.

14  
15 Dannhausen requested that the friends group enter into a management agreement with the village  
16 for the new rink once built. The group would manage the rink in exchange for an annual contribution  
17 from the village to cover operational costs. Dannhausen shared that a member of their group, Jess  
18 Reinke, has substantial management experience and most recently served as director at the Kress  
19 Pavilion in Egg Harbor.

20  
21 In response to an earlier question about the ease of operating a chiller system, Dannhausen noted that  
22 overall concerns with chiller systems are minimal. The systems work well, and very little training is  
23 required. He spoke with other system operators who cited small issues with rodents who may get in  
24 by the electrical cords. Bell asked if maintenance needs to be performed by specialists and  
25 Dannhausen replied that most systems offer service contracts. Also, there is an option to rent a chiller  
26 on a seasonal basis and maintenance of those rental units would not be the village's responsibility.

27  
28 Howson spoke about the benefits of establishing an operating agreement and shared the example of  
29 the SBAA agreement with the village for the shuttle bus. Bhirdo also clarified for Dannhausen that the  
30 village has approved the \$500,000 commitment of funds for the 2025 budget year. Champeau asked  
31 Dannhausen what additional costs the village would be responsible for after the initial fundraising.  
32 Dannhausen noted that this would be negotiated in the operating agreement, but estimates that at  
33 least \$30,000, which the village currently budgets for rink operations, would be reasonable, plus up to  
34 \$55,000 annually for electric to run the chillers.

35  
36 Dannhausen concluded by stating their aim is for the rink to be open five days a week from mid-Nov  
37 to the end of February, and that he will contact the Community Foundation immediately and begin the  
38 process of approaching donors to contribute to this project. He will provide additional updates as work  
39 progresses and report back to the Parks, Property & Streets Committee.

40  
41 **c) Development Agreement; Stollenwerk; Aquatic Facility; Highway 57**

42 A recommendation was forwarded from the Plan Commission to approve a development agreement  
43 between the Village of Sister Bay and PCI Holdings, LLC, for the construction of an aquatic facility on  
44 Sister Bay Parcel 181-00-08312813H on State Highway 57. The development is planned for completion  
45 by November 19, 2026 and is subject to the conditions outlined in the draft development agreement  
46 included in the packet for this meeting.

1 Howson inquired about the lighting, and it was noted that the conditions outlined on the second page  
2 of the development agreement do address lighting. The proposed hours of operation are 6:00 AM to  
3 8:00 PM. No additional discussion was held.

4  
5 *A motion was made by Bell, seconded by Orozco to approve the development agreement between the*  
6 *Village of Sister Bay and PCI Holdings, LLC, Rachel Stollenwerk – Agent, for the construction of an*  
7 *aquatic facility on State Highway 57 as presented. Motion carried – all ayes.*  
8

9 **d) Development Agreement; Eagle Mechanical; Contractor Sales and Service; Highway 57**

10 The Sister Bay Plan Commission has forwarded a recommendation that the village approve a  
11 development agreement with Eagle Mechanical, Inc, for the construction of a contractor's sales and  
12 service facility on Parcel 181-00-08212831H along State Highway 57. The project is slated for  
13 completion by November 19, 2026 and is subject to the conditions as outlined in the draft development  
14 agreement included in the packet for this meeting. No additional comments were offered by the  
15 trustees.

16  
17 *A motion was made by Howson, seconded by Harff to approve the development agreement between*  
18 *the Village of Sister Bay and Eagle Mechanical, Inc., Mark Nelson – Manager, for the construction of a*  
19 *contractor sales and service facility on State Highway 57 as presented. Motion carried – all ayes.*  
20

21 **e) Assessment Services Contract; Action Appraisers & Consultants, Inc.**

22 The village's contract for assessment services expires this year. A renewal contract from the current  
23 assessor, Action Appraisers & Consultants, was included in the meeting packet. The contracted price  
24 offered is \$28,500 for the first year (which is the same as the village has been paying annually for the  
25 past eight years), and \$48,920 for the following three years, which includes a full revaluation of village  
26 properties in 2027. It was noted that there was a typo in the staff report which will be corrected before  
27 the documentation is filed.

28  
29 Amy and Zack Zacharias of Action Appraisers were in attendance at the meeting to respond to  
30 questions regarding their services. Zacharias explained that prior contracts with the village were  
31 executed in such a fashion that the village would always be kept in compliance with the state, whether  
32 that require multiple market updates in subsequent years or simply maintenance services. During the  
33 past contract period, Action Appraisers performed two market updates. This past year, the village was  
34 at a 94% level of assessment, but has again fallen out of compliance since the release of the state's  
35 property report in early October.

36  
37 Also included in the meeting packet was a proposal for services from Associated Appraisal Consultants,  
38 Inc., who serves as assessor for the City of Sturgeon Bay and Towns of Gibraltar and Liberty Grove. The  
39 proposed cost of their services is a total of \$150,000 spread over five years, plus revaluation costs.

40  
41 *A motion was made by Werner, seconded by Howson to approve a contract for village assessment*  
42 *services with Action Appraisers & Consultants Inc. through 2028 at a total cost of \$175,260 as*  
43 *presented. Motion carried – all ayes.*  
44

45 **f) CDBG Contract; Village Hall Renovations; Bay-Lake RPC**

46 Champeau explained the Village Hall Planning Task Force has allocated funds in the amount of \$10,000  
47 to write a Community Development Block Grant (CDBG) as they pursue renovation of the village hall

1 as a community center. This is the first time the village is eligible for such a grant program, as low- to  
2 moderate income levels of village residents now fall within the program criteria. A proposed contract  
3 with Bay-Lake Regional Planning Commission to draft the grant application was included in the meeting  
4 packet.

5  
6 *A motion was made by Bhirdo, seconded by Orozco to approve a contract with Bay-Lake Regional*  
7 *Planning Commission to draft a grant application for the Community Development Block Grant*  
8 *program to renovate the village hall as a community center as presented. Motion carried – all ayes.*  
9

10 **g) Design Services Contract; Village Hall Renovation & Restrooms; McMahon Group**

11 The Village Hall Planning Task Force is seeking approval to request architectural drawings for  
12 renovations to the village hall based on earlier conceptual plans provided by Isaksen Architects. The  
13 cost to enter into an agreement with McMahon Associates, Inc. to create the drawings is less than  
14 \$25,000 and does not require a request for bids. A contract for services was included in the meeting  
15 packet for the members to review. No additional discussion was held.

16  
17 *A motion was made by Bhirdo, seconded by Harff to approve a contract with McMahon Associates for*  
18 *the drafting of an architectural design and opinion of probable costs for renovations to the Sister Bay*  
19 *Village Hall as presented. Motion carried – all ayes.*  
20

21 **h) Animal Control Contract; M.R. Wildlife, LLC**

22 The Village of Sister Bay contracts with M.R. Wildlife, LLC for animal control services. The fees  
23 associated with the contract, which expires at the end of the year, are \$100/month plus additional fees  
24 for responding to an animal call, mileage reimbursement and related services.

25  
26 *A motion was made by Bell, seconded by Orozco to renew the annual agreement between the Village*  
27 *of Sister Bay and M.R. Wildlife, LLC, Mark Richard, for animal control services through December 31,*  
28 *2025 as presented. Motion carried – all ayes.*  
29

30 **i) Utility Rate Study**

31 The Sister Bay Water and Sewer Utility has been considering the methods by which it calculates rates  
32 for treatment and collection. They desire to move to an annual review of rates, and assisted by the  
33 village's auditor, have proposed several rate increases as outlined in the staff report included in the  
34 meeting packet. It is the committee's goal to gradually introduce rate increases to cover the costs  
35 associated with sludge handling, among other needs. A public hearing is proposed on this matter for  
36 December 17, 2024 as part of the regular monthly village board meeting.

37  
38 *A motion was made by Orozco, seconded by Werner to conduct a public hearing on increases to the*  
39 *Sister Bay Water and Sewer Utility rates for treatment and collection services as presented. The hearing*  
40 *will be scheduled for Tuesday, December 17, 2024 at or about 6:00 P.M. Motion carried – all ayes.*  
41

42 **j) Fee Schedule Changes**

43 The 2025 fee schedule will be presented for approval at the December 17, 2024 board meeting.  
44 Currently there are proposed changes for the Sister Bay Marina, and the utility is proposing increased  
45 or additional fees for code violations. The trustees were asked for input on any additional were  
46 recommendations for changes.  
47

1 During the review process, Bell requested that a change be made to the Fee in Lieu of Parking. The  
2 current rate is \$3000 per change of use. Bell proposed the fee be \$1000 per space, per year, with the  
3 intention that this fee be used to address parking issues within the village. Bhirdo agreed with the  
4 proposed rate and noted that there should be a maximum number of parking spaces a business would  
5 be permitted to pay for. This will be forwarded to the Plan Commission for discussion.

6  
7 Formal approval of the proposed 2025 fee schedule will be requested at the December meeting of the  
8 Village Board of Trustees.

9  
10 **k) Monthly Financial Report and Appropriations**

11 The financial statements through November were prepared and included in the meeting packet. No  
12 questions were raised by the members.

13  
14 *A motion was made by Bell, seconded by Werner to approve and pay the monthly bills in the amount*  
15 *of \$623,320.23 as presented. Motion carried – all ayes.*

16  
17 **Agenda Item No. 9. Staff Reports**

18 Staff reports provided for this meeting came from the Parks & Streets Director, Utilities Director,  
19 Finance Director and Marina Manager. The trustees were invited to comment on any of the reports.

20  
21 Bhirdo requested that the board agree to direct staff that no holiday decorations be lit until the  
22 *Capture the Spirit* festival. The members concurred.

23  
24 Bell complimented Gannik on his recent restructuring of village funds that will result in a small annual  
25 increase in interest revenues in the coming year.

26  
27 **Agenda Item No. 10 Committee Reports**

28  
29 **Finance Committee:** The Finance Committee has not met.

30  
31 **Fire Board:** The Fire Board has not met.

32  
33 **Ad Hoc Green Tier Legacy Community Committee:** The Green Tier Legacy Community Committee  
34 scheduled a meeting for November but was unable to secure a quorum of members. Schmelzer did  
35 provide an informal update on a plastics baler to those members in attendance on November 14<sup>th</sup>.

36  
37 **Historical Society:** Minutes of a recent Historical Society meeting were included in the packet.  
38 Champeau reported that planning for Christkindl is well underway, and the vendor stalls are all filled.  
39 The village bus will be utilized for shuttling visitors and Gibraltar school students are being asked to  
40 serve as volunteers as they are able.

41  
42 **Housing Committee:** Minutes of the November 12, 2024 meeting of the Housing Committee were  
43 included in the packet. A question was raised on \$1000/sq. ft. cost noted for the Geneva Ridge homes  
44 in Sturgeon Bay and a request was made to verify that figure and what is truly included in that price  
45 (land, infrastructure, etc.).

1 **Library Commission:** Minutes of the October 14, 2024 meeting of the Library Commission were  
2 submitted. Trustee Harff reported on recent repairs to the sprinkler system, which were unbudgeted,  
3 but necessary. The library will also be looking for a new landscaper as the company they had contracted  
4 with is not renewing for the coming year.

5  
6 **Marina Committee:** The Marina Committee met on October 16, 2024 and minutes of that meeting  
7 were included in the packet. Werner noted that there was a meeting last week, but minutes were not  
8 ready in time for this meeting. The committee will be working with the utility to negotiate the costs  
9 associated with water consumption after a large leak was discovered at the marina. In addition, the  
10 marina will also see increased costs in 2025 for sewer collections.

11  
12 **Parking Committee:** The Parking Committee has not yet met.

13  
14 **Parks, Property & Streets Committee:** The Parks, Property & Streets Committee minutes from  
15 November 4, 2024 were submitted by Schmelzer. Howson brought up the use of the village bus during  
16 Christkindlmarkt and commented that the previous bus was not suited for winter driving, but had new  
17 tires, which helped. Orozco added that the village will be paying the associated bus costs (gas, driver  
18 wages) for Christkindlmarkt according to available funds in the transportation account. Amounts  
19 exceeding the village's funds will be billed to the Historical Society.

20  
21 **Personnel Committee:** The Personnel Committee has not met.

22  
23 **Plan Commission:** Minutes from the October 22, 2024 meeting of the Plan Commission were included  
24 in the meeting packet. No additional questions were asked.

25  
26 **SBAA:** No minutes were provided. Orozco noted that a special meeting was held to discuss an incident  
27 which occurred during Fall Fest. To address this issue, all future parade participants will be required  
28 to register in advance and updated rules and regulations will be enforced.

29  
30 **Tourism Zone Commission:** No minutes were provided. Howson reported that the tourism zone will  
31 meet with Destination Door County on Dec. 5, 2024 to discuss the upcoming year's strategic plan. She  
32 also noted that room taxes are up for the year overall despite decreased occupancy due to increased  
33 room rates.

34  
35 **Sewer and Water Utility Committee:** The Sewer and Water Utility met on October 29, 2024 and  
36 November 12, 2024. Minutes of both meetings were included in the packet for the members to review.

37  
38 **Village Hall Planning Task Force:** Minutes of the November 12, 2024 meeting of the Village Hall  
39 Planning Task Force were included in the meeting packet. Bhirde pointed out that the minutes refer  
40 to an item of correspondence received by the task force members at an earlier meeting. However,  
41 because that correspondence was sent directly to the committee members and not staff, it was not  
42 accessible to the public. After a brief conversation, it was agreed that correspondence sent directly to  
43 committee members should be forwarded to staff by the Chair for proper action and filing.

44  
45 *A motion was made by Orozco, seconded by Howson to approve the various committee reports as*  
46 *presented. Motion carried – all ayes.*  
47

**Agenda Item No. 11. Matters to be placed on a future agenda or referred to a committee, official or employee**

The following items were recommended for future discussion:

- A public hearing on rates increases to the Sewer and Water Utility Collections System
- Approval of the Village of Sister Bay 2025 Fee Schedule
- The maximum number of parking spaces for which a business pays the Fee in Lieu of parking to be addressed by the Plan Commission
- Werner requested a conversation about garbage requirements in the off-season

*The next regular meeting of the Sister Bay Village Board of Trustees will take place on Tuesday, December 17, 2024 at the Sister Bay Liberty Grove Fire Station at 6:00 P.M.*

**Agenda Item No. 12 Executive Session**

**a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more particularly to discuss the offer to purchase 2313 Mill Road. Also, discussion may include, pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved, regarding Knowles-Nelson Stewardship Program Grant No. UGS3-166, public parking lot on Mill Road.**

*At 7:55 P.M., a motion was made by Bell, seconded by Orozco to convene into Closed Session pursuant to Wis. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more particularly to discuss the offer to purchase 2313 Mill Road; and, Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental body with respect to litigation in which it is or is likely to become involved, regarding Knowles-Nelson Stewardship Program Grant No. UGS3-166, public parking lot on Mill Road. A roll call vote was taken on the motion and the members voted in the following manner:*

*Bell - aye; Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Orozco – aye; Werner – aye*

*Motion carried.*

**b) Motion to Reconvene into Open Session**

**c) Motion for Action, if Appropriate**

*A motion was made by Werner, seconded by Orozco to adjourn the November 19, 2024 meeting of the Village Board of Trustees at 8:43 P.M. from Closed Session with no action to be taken. Motion carried – all ayes.*

Respectfully submitted,



Heidi Teich  
Village Clerk