

Village of Sister Bay Ad Hoc Administration Building Review Task Force Meeting

Thursday, April 2, 2025

(Approved)

Agenda Item No 1. Call to Order

The April 2nd meeting of the Sister Bay Ad Hoc Review Task Force was called to order by Chairman Burress at 2:02 PM at the Fire Station.

Agenda Item No. 2. Roll Call

Present Chairman Burress, and members Patrice Champeau, Brigid White, Ken Church, Kurt Harff, Ron Kane, Chris Hecht, and ex-officio Nate Bell. Excused, member Jill Wiebe.

Others: Lousie Howson, Scott Shanahan, Terry Wolf, Chris Schmeltz

Agenda Item 3. Approval of the Agenda

Motion by Church, second by Kane, to approve the agenda as presented. Motion carried. All ayes.

Agenda Item 4. Comments, Correspondence and concerns from the Public

Terry Wolf asked if the analysis being undertaken would include a look at how many meeting rooms the village needs. His question was in part to let us know that eventually, there may be available meeting room space in the Little Sister Barn at the historical site. Scott Shanahan raised the issue of spending on this project, and the need to keep the village taxpayers in mind.

Agenda Item 5. Discussion/Action items

a) Introduction of Committee Members

The members introduced themselves and gave a brief background.

b) Authorization of Committee: Resolution 2025-002

Burress referred committee member to Resolution 2025-002.

c) Discussion of Site Location and Evaluation of Same

Committee members reviewed eighteen possible locations sites as handed out by Chairman Burress. Committee member added two additional sites for a total of twenty. With discussion, the committee eliminated five of the sites from consideration. Members felt that the remaining fifteen warranted further consideration (see attached).

Discussion then turned to how we would evaluate the potential sites. Members then developed a list of 23 considerations. Members were given a ranking sheet asking that they would rank their top five considerations with the number one receiving 5 points, number two receiving 4 points and so on down to their number 5 receiving one point. Considerations were totaled and totals are listed (see attached).

Agenda Item 5. Matters to be placed on Future Agendas

Chairman Burress has discussed with the Village Administrator an April 10th meeting date scheduled for 2:00pm. Burress will ask the Administrator to attend with history and concerns of potential sites selected by the committee.

Agenda Item 6. Future Meeting Dates:

The Committee has set the following dates to meet. April 10th, April 24th, April 30th. All meetings will be at 2:00P.M.

Agenda Item 7. Adjourn

At 3:55 PM a motion was made by Champeau, seconded by Burress to adjourn the April 2, 2025, meeting of the Ad Hoc Administration Building Review Task Force Committee. Motion carried-all ayes.

Respectfully submitted,

Richard Burress
Committee Chair

Item 5.c, inventory list:

1. Logerquist
2. Wiltse off ZZ
3. Wiltse off Woodcrest
4. Wiltse off Autumn Ct.
5. Wiltse off Scandia
6. Add on to parks building (Autumn Ct)
7. At current Parks building site
8. Krist location
9. Swap 40's with Barbra Hull
10. Silver Birch gift shop (1.2)
11. Across from Mill rd. on Woodcrest 2.14

12. Country Walk Dr. and 57 (1.2)
13. Old Traver clinic (3.45)
14. Old Bank-NWTC
15. Property South of Wolf on Highway 42 (3.3)

Item 5.c, ranking:

1. Is this property owned by the Village? 5,1,1,4,4,5=20
2. Is this property currently served by Sewer and Water? 4,5,5,3,3,5=25
3. Is the property within 500 ft of S&W? 3
4. Is the property available or for sale? 3
5. Does this property exhibit any building restrictions?
6. Overall cost of the project 1,2,3,5,5,4=20
7. Does this property exhibit any ingress/egress issues? 3,4=7
8. Is there an existing parking lot at this property for 50 vehicles? 4,1=5
9. Would the parking at this site be multi-use? 1,5,3=9
10. Is this property compatible with a government building?
11. Would the location of this building constitute spot zoning?
12. Would the building at this site compromise adjacent land use?
13. Is there meeting space in an existing building?
14. Does the site accommodate expansion? 1
15. Is the site East of Bayshore Drive if downtown 2
16. What are the infrastructure costs 4,2=6
17. Is the property in a B3 district 1
18. Do we maintain Green Space
19. Is there remediation of contaminants
20. Is there Presence-represents the Village style 2,4=6
21. Is there a water view?
22. Is there use of an existing building 2
23. Does the site accommodate future government buildings 2