



VILLAGE HALL PLANNING TASK FORCE MEETING AGENDA

TUESDAY, APRIL 15, 2025, AT 11:00 A.M.

Sister Bay-Liberty Grove Fire Station – 2258 Mill Rd., Sister Bay, WI – Large Meeting Room

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=9706363858>

Meeting ID: 443 990 1723 Passcode: 304078

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

For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes' or watch the meeting video online.

AGENDA

1. Call to Order
2. Roll Call & Declaration of Quorum
3. Approval of Agenda
4. Approval of November 12, 2024, Meeting Minutes
5. Comments, Correspondence and Concerns from the Public
6. Public Hearing
7. Discussion/Action Items:
 - a. Recommend Citizen Participation Plan to Village Board for Adoption
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Adjournment

Public Notice

For questions regarding the above agenda items or to review the related files contact Heidi Teich, Village Clerk at heidi.teich@sisterbaywi.gov. To submit letters in support or opposition of an agenda item that is *not* part of a public hearing, email the Village Clerk by 4:00 pm the day before the meeting. It is possible that members of, or quorum 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. 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 or accommodation 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 Village Administration Office at 920.854.4118 or in writing to: Village Administration Building, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are typically available online and can also be viewed at the Village Administration Office 8 am – 4 pm Monday through Thursday, except holidays.

The Village of Sister Bay is an Equal Opportunity Provider & Employer

1
2 **VILLAGE HALL PLANNING TASK FORCE MEETING MINUTES**

3 **Tuesday, November 12, 2024**

4 **(Approval Pending)**

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.*

19
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

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

6
7 In addition to the grant application, the task force discussed the need for more detailed
8 drawings which will be used to calculate construction costs. The amount to enter a contract
9 with an engineering firm should not exceed \$24,900.

10
11 The term of this task force expires in December 2024. The members briefly discussed the idea of
12 requesting an extension of the task force's timeline to continue to meet and plan throughout the
13 CDBG application process.

14
15 *A motion was made by Akerly, seconded by Hanson to recommend to the village board to sign a contract
16 with Bay-Lake Regional Planning Commission for up to \$10,000 to write a Community Development
17 Block Grant to fund renovations at the village hall as presented. Motion carried – all ayes.*

18
19 *A motion was made by Hanson, seconded by Akerly to proceed with a design contract for engineering and
20 construction costs based on the original village hall renovation drawings, which excluded additional
21 classrooms and computer lab. Motion carried – all ayes.*

22
23 *A motion was made by Akerly, seconded by Champeau to request the Village Hall Planning Task Force be
24 extended by one year, to December 2025, to continue planning discussions throughout the CDBG grant
25 application process. Motion carried – all ayes.*

26
27 Should this task force be extended, the group would like to see an additional resident member
28 appointed to replace Sills.

29
30 **b) Report for Board of Trustees**

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

34
35 **Agenda Item No. 6. Adjournment:** *A motion was made by Hanson, seconded by Akerly to adjourn
36 the November 14, 2024 meeting of the Village Hall Planning Task Force at 10:31 A.M. Motion carried –
37 all ayes.*

38
39 Respectfully submitted,

40 *Heidi Teich*

41 Heidi Teich,
42 Village Clerk



NOTICE OF PUBLIC HEARING

**Village of Sister Bay Village Hall Planning Task Force
Proposed Community Development Block Grant Application
Tuesday, April 15, 2025 at 11:00 A.M.**

Large Meeting Room - Sister Bay-Liberty Grove Fire Station - 2258 Mill Road

To access the public hearing electronically, please click on the following hyperlink:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

The Sister Bay Village Hall Planning Task Force will conduct a public hearing regarding the Village of Sister Bay's proposed application for Community Development Block Grant (CDBG) Public Facilities (PF) program funds. The funds that are being applied for will be utilized to assist with renovating the Village Hall located at 10693 N. Bay Shore Drive, Sister Bay, WI into a community center. The public is invited to attend to learn about the CDBG program, provide input on community development and housing needs, and comment on the activities proposed to be included in the CDBG application.

Agenda for the public hearing:

1. Identification of total potential funding available
2. Eligible CDBG activities
3. Presentation of identified community development and housing needs
4. Presentation of activities proposed in the CDBG application
5. Review of any potential residential and non-residential displacement
6. Resident input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities
7. Review of the draft Citizen Participation Plan to engage persons, especially low-to-moderate-income (LMI) persons, in the proposed CDBG project. To access the plan please click on the following hyperlink:

[Link to the Draft Citizen Participation Plan](#)

Residents of the Village of Sister Bay, including residents with low and moderate incomes that may be impacted by the project are encouraged to attend the Public Hearing. The meeting room is ADA accessible. Meeting participation may be in-person; or you may participate virtually by clicking the link above, or locating the meeting agenda, and following the link on that document. Comments may also be e-mailed to heidi.teich@sisterbaywi.gov by April 14, 2025; or by writing letters and mailing or delivering them to the Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 no later than April 14, 2025. Persons needing additional accommodations should contact Heidi Teich, the Village Clerk, at telephone number (920) 854-4118 or email at heidi.teich@sisterbaywi.gov.

The Village of Sister Bay is an equal opportunity provider and employer. The Village has adopted a Language Access Plan, so if individuals with Limited English Proficiency need assistance, please contact the Village Clerk.

Village of Sister Bay

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the Village of Sister Bay, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Village of Sister Bay shall create a Citizen Participation Committee, members of which shall be appointed by the Village President and confirmed by the Village Board. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The Village of Sister Bay shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the Village of Sister Bay shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Village of Sister Bay shall establish a committee composed of persons representative of the Village of Sister Bay demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the Village of Sister Bay.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Peninsula Pulse newspaper as a Class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the Village of Sister Bay Administration Building at 2383 Maple Drive, Sister Bay, WI. These notices will include the time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include

where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The Village of Sister Bay will have all public hearings in the service area.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Village staff in the Administration Office. A Village staff member will meet with citizens on request.
2. The Village of Sister Bay will maintain, Village of Sister Bay Administration Building at 2383 Maple Drive, Sister Bay, WI, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 5 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. The Village of Sister Bay staff will respond to all such requests within 5 days after the Village Board has met to discuss the request.

COMPLAINTS

The Village of Sister Bay will handle citizen complaints about the program in a timely manner. By federal regulation the Village will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be recorded in a complaint log. The first contact for complaints should be made to the Village Clerk, Heidi Teich.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 P.O. Box 7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: Community Development Block Grants for Community Development (CDBG – PF),
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

ACCOMMODATIONS

The Village of Sister Bay will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The Village of Sister Bay will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

THIS PLAN WAS RECOMMENDED FOR ADOPTION BY THE VILLAGE BOARD FOLLOWING A PUBLIC HEARING HELD BY THE VILLAGE HALL PLANNING TASK FORCE ON APRIL 15, 2025.

**By the Sister Bay Village Hall Planning Task Force
 Patrice Champeau, Chair**