VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 10, 2025
APPROVAL PENDING

1. Call to Order

Chair Dick Burress called the meeting to order in the conference room of the fire station at 2:00 p.m.

2. Roll Call.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White. Village President Nate Bell was present serving in an ex-officio capacity, meaning he could not vote unless there was a tie vote.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Dave Smith.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Burress announced they would be discussing the agenda items in a revised order. Motion by Church, second by Kane, to approve the agenda, acknowledging the order would be revised. Motion carried unanimously.

4. Approve Minutes

Motion by Church, second by Burress, to approve the April 2, 2025, minutes. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Schmelzer explained since a majority of the Village Board of Trustees was in attendance, those trustees who were not Task Force members could provide comments or concerns but the committee could not engage in a dialogue with them since the Village Board would ultimately be making a decision on the subject matter of the Task Force's mission. There was no public comment (including Non-Task Force Trustees in attendance).

6. Discussion/Action Items

a. Review Staff Summary of Potential sites.

The Task Force reviewed the handout that was in the meeting packet which provided detailed information about each of the sites the Task Force decided to discuss at the meeting. The Task Force voted on each of the fifteen sites, of which two sites had tie votes and the ex officio member had to vote to break the tie vote.

Of the fifteen sites, the Task Force narrowed their focus to five sites:

i. The former Logerquist property on Woodcrest Road;
ii. The current Park Maintenance Facility site at 2313 Mill Road;
iii. A 2.14 acre site adjacent to the Sports Complex owned by Our Balmoral, LLC on Woodcrest Road;
iv. A portion of the Hull property along Woodcrest Road;
v. The former Traver Clinic on Applewood Road.

b. Work Assignments

Burress handed out a 'ranking sheet' the Task Force discussed at the last meeting. The sheet lists 23 items the group indicated needed to be considered for each site. Each member is to complete the sheet for each site and rank their selections in order, based on the criteria the group agreed was critical to their decision making process.

c. Discussion and Next Steps

Burress asked for volunteers to contact the owners of the sites the village did not own and determine if the owner(s) would be willing to sell their property, or trade, and at what price. Assigned property inquiries were:

i. 2313 Mill Road – Schmelzer is to map out setbacks and determine if there is room for the design already approved, including parking.
ii. Our Balmoral, LLC – Kane
iii. Hull – Hecht and White
iv. Traver – Burress

7. Matters for Future Agenda

Burress indicated all three items discussed should be on the next agenda, as well as an agenda item to discuss a temporary operating site for the administration offices.

8. Next Meeting Date

The next meeting will be April 24, 2024. Village staff will try to find a larger meeting room, but if none is available, the group will meet in the conference room again.

9. Adjourn.

The Task Force adjourned their meeting at approximately 3:45 p.m.

Respectfully submitted,

Julie Schmelzer
Village Administrator