VILLAGE BOARD MEETING

TUESDAY, APRIL 29, 2025 – 4:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

Deviations from the agenda order shown may occur/For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order & Declaration of Quorum
2. Approve Agenda
3. Approve Meeting Minutes: April 15, 2025 Regular Meeting
4. Discussion: Legal Counsel summary of legal obligations of Village Trustees
5. Executive Session
    a) Adjourn to closed session pursuant to Wis. Stats. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:
        - Utility Claim of Town of Liberty Grove
        - Hunter and Jessica Clinton, et al Lawsuit
        - Adam & Brigid White Lawsuit

    b) Adjourn to closed session pursuant to Wis. Stats. 19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
        - Discussion of Village Administrator compensation and benefits

6. Motion to Reconvene into Open Session
7. Motion for Action, if Appropriate
8. Discussion/Action Items
    a) Change of Agent Request; Boathouse Properties Sister Bay, LLC; Matthew Peterson
    b) Committee Appointments
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members 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 Sister Bay Village Administration Office at 854-4118; (FAX) 854-9637; or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review online and at the Village Administration Building during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

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

Posted Date/Signature ______________________

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, April 15, 2025
(Approval Pending)

Agenda Item No. 1. Call to Order and Declaration of Quorum
The April 15, 2025 meeting of the Sister Bay Village Board of Trustees was called to order by Village President Nate Bell at 6:00 P.M. Those present included Trustees Denise Bhirdo, Louise Howson, and Kurt Harff, returning President Nate Bell and newly elected Trustees Chad Kodanko and Brigid White. Patrice Champeau joined the meeting at 6:45 P.M.

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik, Utilities Director Megan Barnes, Marina Manager Dave Lienau, Parks & Streets Director Erik Linczmaier, and Clerk Heidi Teich

Others: Laurel Harff, Steve Musinsky, Doug and Barbara Hanson, "Melanie", Nick Deviley, Ellie Soderberg-Guger, Nancy Akerly, Deb Fitzgerald, Paul Grossman, Skip Heidler, Sam Jordan and Nick Dahlstrom

Agenda Item No. 2. Welcome and Oath of Office
Village Clerk Teich administered the Oath of Office to the newly elected President and Trustees.

Agenda Item No. 3. Honoring Outgoing Village Trustees
President Bell noted that thanks were offered to outgoing trustees Lilly Orozco and Alison Werner for their service. Both were unable to attend this meeting.

Agenda Item No. 4 Approval of the Agenda
A motion was made by Harff, seconded by Kodanko that the Agenda for the April 15, 2025 meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Approval of Minutes
A motion was made by Bhirdo, seconded by Howson that the minutes of the March 25, 2025 regular meeting of the Village Board of Trustees be approved as amended to correct one typo. Motion carried – all ayes.

A motion was made by Harff, seconded by Bhirdo that the minutes of the April 3, 2025 Special Meeting of the Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 6. Comments, correspondence, and concerns from the public
Multiple items of correspondence were received for this meeting, including:
- The first quarter incident report from the Door County Sheriff's Office
- A letter from SKB Management inquiring about the "unsightly" property at 2387 Ava Hope Ct and what steps the village is taking to bring the property into compliance
- An email from Nick Deviley with several attachments pertaining to employee resignations and a DNR notice of violation

Bhirdo did request an update from Bell on the status of the home at 2387 Ava Hope Ct, which he indicated he will provide at a later date.

President Bell asked if anyone wished to offer any additional comments, and the following individuals were recognized:

Nick Deviley, 10438 Orchard Dr, spoke regarding the letter and attachments which were submitted for this meeting, as well as offering comments on several recent meetings of the village board.

Steve Musinsky, 10519 Fieldcrest Rd, asked for clarification on why the CDBG grant application for the Village Hall references low-income housing. He also spoke on the need for continual diligence in contacting Diggers Hotline as related to a recent incident discussed at a village committee meeting.

Nancy Akerly, 10810 N Spring Rd, spoke in regard to the CDBG application and thanked the board for their efforts to renovate the hall into a community center.

Agenda Item No. 7. Ordinances & Resolutions

a) Resolution 2025-009; Adopting a Public Participation Plan

The Village Hall Planning Task Force met recently and forwarded a recommendation to the board for approval of a Public Participation Plan, which is required per the Community Development Block Grant (CDBG) application. Schmelzer took the opportunity to respond to Musinsky's earlier query on low-income housing, explaining that CDBG grants are available for a variety of programs, such as low-income housing programs. This language is included to bring awareness to the public that funding is available for those other programs as well.

Bhirdo made it clear that she is in favor in renovating the village hall into a more functional facility but believes that the village's budget cannot support the expense at this time. She provided the following numbers:

- The Capital Projects Levy for 2025 is $1,089,000
- The levy for 2026 is proposed at $1,185,529 (9% increase over this year)
- The levy for 2027 is proposed at $1,368,000 (15.5% increase over 2026)

Bhirdo reminded the board that the Village Hall Planning Task Force was tasked with fundraising for renovations to the hall, but that was not done. Grant funding can be explored in the future, but she will not vote in support of this, or any, of the resolutions on tonight's agenda to commit taxpayer funding to those renovations in the next couple years.

Kodanko agreement with the need to improve the structure, but also to curb village spending.

Howson asked for clarification on how the village would qualify for a CDBG grant if it is based on income levels. Schmelzer explained the low-to-moderate income requirement in the grant must be more than 50%, and currently the village lies at 59.6%, with a poverty level of 26% as compared to figures from a decade ago.

White asked for clarification on the village's monetary obligation if matching funds are offered. Schmelzer explained that it is a 2:1 match, so the village would be responsible for 1/3 of the project cost. The maximum grant amount available is $1 million. Should the full grant be awarded, there is no way of knowing at this time if there will be enough money to cover the full project cost, even considering the portion that would be funded by the marina for the addition of restrooms and showers for the boaters off the back of the hall.

It was noted that the village has already spent approximately $50,000 for schematic drawings of the proposed renovations and for the grant application to be drafted. A brief discussion was held on how these items can still be utilized in the future.

A motion was made by Bhirdo, seconded by Kodanko to deny Resolution 2025-009 which would have adopted a Public Participation Plan as the village seeks funding for renovations to the village hall. Motion carried – all ayes. Champeau was not yet in attendance during the vote.

b) Resolution 2025-010; Authorizing Resolution to Commit Match Funds
c) Resolution 2025-011; Resolution to Submit CDBG Application
d) Resolution 2025-012; Creating a CDBG Citizen Participation Committee

A motion was made by Bhirdo, seconded by Kodanko to deny Resolutions 2025-010, 2025-011 and 2025-012 related to the Community Block Development Grant application. Motion carried – all ayes.

Agenda Item No. 8. Discussion/Action Items
a) Set Board of Review Training Dates
Prior to the Village's annual Board of Review meeting, one member of the board is required, by state statute, to take an approved training course and submit an affidavit to the Clerk. This year's meeting is scheduled for June 9, 2025 at the Sister Bay Village Hall. Kodanko and White indicated that, due to prior commitments, they would not be able to attend the meeting. If ZOOM is an option, White stated she would be able to participate in that manner.

The remaining board members requested that training be offered as a link on the village's website for individual viewing. Teich indicated that she would try to make those arrangements.

b) Liquor License Request; Alpaca to Apparel LLC; 2340 Mill Rd; Benjamin Kornowski - Agent
An application for a combination Class A beer and liquor license was received from Benjamin Kornowski, agent for Alpaca to Apparel LLC. Kornowski recently purchased the property at 2340 Mill Road and desires to operate it as a retail store, with liquor sales. The Class A license is the most appropriate for this use. During discussion on the item, Trustee Bhirdo recommended that the premise description be revised to restrict alcohol sales to the interior of the building and not the entire property as requested by the applicant. The other trustees concurred.

A motion was made by Bhirdo, seconded by Howson to approve the license request of Alpaca to Apparel LLC for a combination Class A liquor license to sell intoxicating liquors and fermented malt beverages at the premises located at 2340 Mill Road for the period of May 1, 2025 to June 30, 2025 as presented and amended to limit the sales areas to the interior of the building. Motion carried – 6-1, with Kodanko opposed.

c) Liquor License Request; Savor BBQ Co., Inc; 10635 N Bay Shore Dr #F; Corey Brydon - Agent
The property at 10635 N Bay Shore Dr, Unit F, is currently under lease by Savor BBQ Co., Inc. Corey Brydon, agent, has requested a Class B Beer and Class C Wine license for the premises to offer sales of beer and wine for on-premise consumption. A completed application and all applicable fees have been paid.

A motion was made by Howson, seconded by Kodanko to approve the license request of Savor BBQ Co., Inc for a Class B Beer and Class C Wine license for the premises located at 10635 N Bay Shore Dr #F for the period of May 1, 2025 to June 30, 2025 as presented. Motion carried – all ayes.

f) Monthly Financial Report & Appropriations

Finance Director Gannik prepared the monthly statements and included them in the meeting packet for the members to review. Bhirdo asked a series of questions related to the bills and responses were provided.

A motion was made by Bhirdo, seconded by Champeau to approve the monthly bills in the amount of $2,199,458.48 as presented. Motion carried – all ayes.

Agenda Item No. 9. Staff Reports

No questions were asked pertaining to the staff reports included in the meeting packet.

Agenda Item No. 10. Committee Reports

Bell announced a change in procedure regarding committee reports. Previously, committee chairs and liaisons were asked to summarize the actions of the committees since they last met. Instead, Bell asked for questions pertaining to any of the reports so that the time can be spent more efficiently.

Minutes shared in the meeting packet included:

- Ad Hoc Admin Building Review Task Force: April 2, 2025 and April 10, 2025
- Door County Coastal Byways: March 24, 2025
- Sister Bay Historical Society: April 3, 2025
- Marina Committee: March 20, 2025
- Parks, Property & Streets Committee: April 7, 2025
- Personnel Committee: March 18, 2025, March 31, 2025 and April 8, 2025
- Plan Commission: March 18, 2025

A question was raised on the reference to electric vehicle charging stations included in the Door County Coastal Byways minutes. No one was present to respond to the question.

Bhirdo asked for a correction to the March 31, 2025 Personnel Committee minutes to include the time of adjournment. Howson indicated that she would make that change.

A motion was made by Bhirdo, seconded by Harff to accept the various committee reports as presented. Motion carried – all ayes.

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

It was the consensus of the committee that the following items be included on a future board meeting agenda:

- Presentation from the village attorney on board member responsibilities
- Discussion on the village website design and need for renovations
- Committee appointments

Bell requested that a special meeting of the Village Board be held on April 29, 2025 and all the trustees agreed, with the time yet to be determined.

The next regular meeting of the Village Board of Trustees will take place on Tuesday, May 20, 2025 at 6:00 P.M.

At 7:14 P.M., Bell recused himself from further discussion and left the board meeting.

Agenda Item No. 12. Executive Session

a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

At 7:15 P.M., a motion was made by Bhirdo, seconded by Kodanko to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Broadband Contract.

A roll call vote was taken on the motion, and the members voted in the following fashion:

Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Kodanko – aye; White – aye

Motion carried.

b) Motion to reconvene into Open Session

At 7:56 P.M. a motion was made Howson, seconded by Bhirdo to reconvene into open session. Again, a roll call vote was taken and the members voted in the following fashion:

Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Kodanko – aye; White – aye

Motion carried.

c) Motion for Action, if Appropriate

A motion was made by Howson, seconded by Kodanko to amend the contract with Bertram Communications to accept the phasing plan that was provided as presented, as well as request reimbursement from Bertram Communications for attorney fees incurred to amend the contract and the costs of installing fiber to the new Parks Maintenance (Public Works) building and both the existing and proposed Administration buildings. These costs will be deducted from the final bill paid to Bertram for services rendered. Motion carried – all ayes.

Agenda Item No. 13 Adjourn

At 7:57 P.M. a motion was made by Kodanko, seconded by Harff to adjourn the April 15, 2025 meeting of the Village Board of Trustees. Motion carried – all ayes.

Respectfully submitted,

Heidi Teich

Heidi Teich,
Village Clerk

Village of Sister Bay
BOARD REPORT

Meeting Date 4/29/2025

Recommendation:
That the Village Board move to approve the appointment of Matthew Peterson as Agent for Boathouse Properties Sister Bay LLC, dba Boathouse on the Bay.

Background:
A request for appointment of Successor Agent has been received from Boathouse on the Bay, 10716 N Bay Shore Dr. This request is being addressed now instead of at the time of license renewals in June due to the departure of the current agent and the need for the business to have a designated Agent for product delivery. Some requirements to be Agent include having resided in the state of Wisconsin for at least 90 continuous day prior to the date of application, and providing proof of having taken a Wisconsin-approved responsible beverage server course. Mr. Peterson has met these conditions.

Fiscal Impact:
Successor Agent Fee of $10 has been collected.

Respectfully Submitted,

Heidi Teich
Village Clerk

Form **AB-101**

Alcohol Beverage Appointment of Agent

Date 4/15/25

Agent Type *(check one)*

☐ Original (no fee) ☑ Successor ($10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Boathouse Properties Sister Bay, LLC

2. Business Trade Name or DBA
Boathouse on the Bay

3. Entity Type *(check one)*
☑ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization *(check one)*
☑ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number
VOSB-309

6. Describe the reason for appointing a successor agent, if successor is checked above.
Current agent departed for another job.

Part B: Agent Information

1. Last Name	2. First Name	3. M.I.
Peterson	Matthew	D

4. Email	5. Phone
Mpetersonbbq@gmail.com	(920) 421-0566

6. Home Address
10195 Orchard Dr.

7. City	8. State	9. Zip Code	10. Age
Sister Bay	WI	54234	58

11. Drivers License/State ID Number	12. Drivers License/State ID State of Issuance
[redacted]	WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? . . . . ☑ Yes ☐ No
Submit proof of completion.

2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire?* . . . . ☑ Yes ☐ No
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? . . . . ☑ Yes ☐ No
See instructions for exceptions.

Continued ⟶

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Cross	Timothy	T

Title	Email	Phone
Partner	Tim@restorewood.com	(414) 491-1713

Signature	Date
	4/14/25

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, herby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Peterson	Matthew	D

Signature	Date
	4/14/25