



AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Thursday, May 15, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – **Large Meeting Room**

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order, Roll Call & Declaration of Quorum

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.		9.	Nate Bell – <i>ex officio</i>
10.	Julie Schmelzer – Village Administrator				

2. Approve Agenda

3. Approve Meeting Minutes: April 30, 2025

4. Comments, Correspondence and Concerns from the Public

5. Discussion/Action Items

- a) Burress Report on Hull Meeting
- b) Schmelzer Report on Former Traver Clinic Site
- c) Discussion on Evaluation Criteria From First Meeting
- d) Discussion and Next Steps for Final Meeting

6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

7. Next Meeting Date: May 29, 2025

8. 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 at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 30, 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, Ken Church, Kurt Harff (Trustee), Brigid White. Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Patrice Champeau (Trustee), Chris Hecht, Ron Kane, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Mickie Mostardi, Chris Schmeltz.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Motion by Church, second by Harff, to approve the agenda as presented. Motion carried unanimously.

4. Approve Minutes

Motion by Church, second by Harff, to approve the April 10, 2025, minutes. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Mostardi commented Hecht wanted a location for a future fire station and to keep that idea in mind when looking at a location.

Burress presented a letter he had received from Myles Dannhausen.

6. Discussion/Action Items

a) Review Staff Summary of Potential sites.

Item b), *Work Assignments*, was discussed jointly with item a).

Burress reminded the group they were assigned research on the final list of five potential sites, the sites being:

- 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

1 Road;

2 iv. A portion of the Hull property along Woodcrest Road;

3 v. The former Traver Clinic on Applewood Road.

4
5 Schmelzer shared her findings on the Mill Road site. Based on building needs, as the building is
6 currently designed, and 37 parking stalls required by a 2007 Library Agreement, there would be
7 a need for 117 stalls, but the Plan Commission could consider an exemption for 41 of those stalls,
8 meaning a need for 76 stalls. The site could fit 55 stalls, but after deducting the required Library
9 parking, there would be just 18 stalls for the Administration Building. Discussion was the building
10 could be redesigned, and, the Library Commission might agree to revise their agreement and
11 allow for shared parking stalls. She added that with the building and 55 stalls, there would be no
12 room for the required stormwater pond, and, based on contours, the site could not flow to the
13 Library's stormwater pond or the pond behind the Fire Station.

14
15 Burress reported Kane heard back from the Balmoral site owners, and they are not interested in
16 selling, so that site would be removed from the list.

17
18 He then reported on a meeting he would be having with Barbara Hull on May 13. Barbara has
19 agreed to meet and hear Burress' issues related to consideration and possibilities of her property
20 on Woodcrest. Burress restated his long-held belief that a road from Highway 57 to Woodcrest
21 could not only reduce traffic in downtown Sister Bay, but also provide much needed
22 ingress/egress to those living on Canterbury Lane and Applewood Road.

23
24 He also met with the owner of the former Traver Clinic property and said the building is about
25 12,000 square feet and was built in 1999, had an atrium and room for the administration offices,
26 and with remodeling, a meeting room. He said it has a new HVAC system. He shared the value
27 of the property and indicated the owner would want double the assessed value [about \$1.4
28 million]. Bell estimated renovations would be \$500,000; Schmelzer thought over \$1 million.
29 Based on cost, Burress did not feel it was a realistic option. He added a road should be extended
30 across the property to connect Applewood to Hwy 57. Burress said the owner reported he had
31 approval from the DOT to access Highway 57. Schmelzer agreed to contact the DOT to see if the
32 access was still valid, and ask the Finance Director if the village could afford the purchase.

33 34 **c) Temporary Location for Administration Offices**

35 Burress inquired if a temporary location was needed for the administrative offices, noting the
36 road project scheduled by the offices may impact the use of their current building. Schmelzer
37 explained she was grateful for the group's concern about a temporary location for the
38 administrative offices, but she spoke with her staff and they are not interested in moving to a
39 temporary location; they prefer not to move twice.

40 41 **d) Discussion and Next Steps**

42 Burress then briefly discussed the Dannhausen letter pointing out the comments that the
43 meeting room was too large and there were too many bathrooms [in the current proposed
44 Administration Building design]. Schmelzer clarified the number of restrooms were based on

1 state requirements, with the addition of one family restroom, and the design was half of what
2 was originally designed. Burress added the letter mentioned no community space with a kitchen
3 was being provided, and Schmelzer explained when the Facility Study was being drafted, public
4 input revealed people wanted a community space at the ice rink, and to renovate the Village Hall,
5 so the administration building was designed as a meeting room, instead of a community center.
6 Dannhausen's letter also reported on the size meeting room other communities had and
7 Schmelzer cautioned that some places, like Sturgeon Bay, may have a meeting room for about
8 50 people, but they also have a community room for meetings, which she guessed housed about
9 50 people as well.

10
11 Burress concluded that the Task Force is not tasked with designing the building, and it appears
12 the village did their due diligence when selecting the Logerquist site.

13
14 **6. Matters for Future Agenda**

15 Burress said that the group should meet after he meets with Hull, and therefore he set the next
16 meeting date for May 15 at 2:00 p.m., and their last meeting would be scheduled for May 29 at
17 2:00 p.m. At the May 29 meeting he would have a rough draft of their findings that he would
18 present to the Board in June.

19
20 **7. Next Meeting Date**

21 (See item 6 above.)

22
23 **8. Adjourn.**

24 The Task Force adjourned their meeting at approximately 3:08 p.m.

25
26 Respectfully submitted,

27
28 Julie Schmelzer
29 Village Administrator
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