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VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, MAY 15, 2025
FINAL MEETING – NO APPROVAL

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

Chair Dick Burress called the meeting to order in the large meeting room at the Fire Station at 2:00 p.m.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White (Trustee). Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), gentleman named Rick.

Staff Present: Julie Schmelzer, Village Administrator

2. Approve Agenda.

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

3. Approve Minutes

Motion by Church, second by Harff, to approve the April 30, 2025, minutes. Motion carried unanimously.

4. Comments, Correspondence, Concerns from the Public

(None.)

5. Discussion/Action Items

a) Burress Report on Hull Meeting

Burress updated the task force on his meeting with Ms. Hull and read an email between Ms. Hull's attorney and himself. In summary, Ms. Hull is not interested in exchanging a portion of her 76 acres for the former Logerquist property.

b) Schmelzer Report on Former Traver Clinic

Schmelzer explained the building was built in 1985, size was 6072 sq. ft., parking was adequate. She shared information from the architect that in his best estimation, without touring the property and not accounting for any exterior work, it would cost approximately \$1,669,800-\$1,912,680 to renovate the building. She also reported on information she received from the

1 DOT regarding the possibility of having an access point from the property to Highway 57 and the
2 DOT's response that such access point would not be approved.

3
4 **c) Discussion on Evaluation Criteria from First Meeting**

5 Burress reminded the group of the evaluation criteria they established at their first meeting. At
6 that meeting the following were ranked as important to their recommendation of a site for the
7 new Administration Offices: the site being on sewer and water; the property had to be owned
8 by the village; overall cost; parking would be available for multi-use; there would not be ingress
9 and egress issues; there would be room for approximately 50 vehicles; the site would have
10 'presence'; there would be accommodations for expansion.

11
12 Comments from members included:

- 13 • Church – It doesn't make sense that we need a pond at the Mill Road site
- 14 • Burress – We don't need a building the size that was designed
- 15 • Champeau – We need to think of the future and growth; concern over parking at the Mill Road site
- 16 • Bell – Keep the disturbance on the Mill Road site under an acre and we shouldn't need a stormwater
17 pond
- 18 • White – Perhaps we can bore under Mill Road and drain the Mill Road site into the wetland
- 19 • Burress - Perhaps we could have a lift station at the Mill Road site and lift the stormwater into the
20 pond at the Library
- 21 • Harff – The Logerquist site has room for expansion, building designed for the future, no traffic
22 issues, there is room for unforeseen needs
- 23 • White – We need a site with dual purpose parking, we need a site we own

24
25 Burress then reminded the group they were not tasked with designing a building, but he did feel
26 the Mill Road site had enough room for the village's needs, including being large enough for a
27 building to accommodate elections [a stated need]. He concluded that based on the analysis, he
28 is recommending the Mill Road site be the home of the new Administration Offices, and made a
29 motion to that effect. That motion was seconded by Church.

30
31 Roll call on the motion: Aye – Burress, Church, Kane, White; Naye – Champeau, Harff

32
33 **d) Discussion and Next Steps for final Meeting**

34 The group felt it was not necessary to meet again. Burress was tasked with summarizing their
35 findings and presenting their recommendation to the Board in June.

36
37 Harff expressed his objection to the recommendation explaining the felt the task force was not
38 looking at the future and the village would be 'stuck' with a site with no room for expansion.

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40 **6. Matters for Future Agenda**

41 (NA)

42
43 **7. Next Meeting Date**

44 (NA)

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8. Adjourn.

Motion by Kane, second by Champeau to adjourn. Motion carried unanimously. The final meeting of the task force adjourned at 2:47 p.m.

Respectfully submitted,
Julie Schmelzer
Village Administrator