



VILLAGE BOARD MEETING

TUESDAY, MAY 20, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

[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 (Zoom Participants Mute Devices)
2. Roll Call
3. Approve Agenda [pg. 1](#)
4. Approve Meeting Minutes: April 29, 2025 [pgs. 3-7](#)
5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
6. Proclamations [pg. 8](#)
 - a) Historical Society; 30 Year Anniversary [pg. 10](#)
 - b) June is Pride Month [pg. 11](#)
7. Ordinances & Resolutions
 - a) Res. 2025-013; Recreating an Ad Hoc Village Hall Planning Task Force [pg. 13](#)
 - b) Res. 2025-014; Modifying Membership of the Housing Committee to Allow 2 Additional Trustees [pg. 14](#)
 - c) Res. 2025-15; Modifying the Membership of the Finance Committee to Allow 2 Stakeholders [pg. 15](#)
 - d) Res. 2025-016; Amending the Village Board and Committee/Commission Bylaws [pg. 16 - 33](#)
8. Discussion/Action Items
 - a) Highway 57 Trail; Award Contracts [pg. 35](#)
 - b) Housing Committee; 'Wiltse' Property Funding Request [pg. 37](#)
 - c) Fire Board; Donation Request [pg. 39](#)
 - d) Liquor License Request; One Star Burgers & Dogs; 10440 Orchard Dr; Hannah Paulus – Agent [pgs. 41-46](#)
 - e) Revised Employee Handbook [pgs. 48-82](#)
 - f) Ex Officio Discussion; Possible Amendment to the Bylaws [pg. 84](#)
 - g) Committee Appointments [pgs. 86-88](#)
 - h) Monthly Financial Report & Appropriations [pgs. 90-105](#)
9. Committee Reports (see below) [pg. 106](#)
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Executive Session [pg. 107](#)
 - a) Consider a motion to convene into Executive Session pursuant to:
 - 1). 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:
 - i. Preserving Foundations Agreement - 2387 Ava Hope Ct
 - ii. Bertram Contract Addendum
 - iii. Knowles-Nelson Stewardship Grant - Marketplace Property
 - 2). 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:
 - i. Village Administrator compensation and benefits
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
12. 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***

1. Ad Hoc Admin Bldg Review Task Force pgs. 1-5	10. Parking Committee
2. Door County Coastal Byways pg. 6	11. Parks, Property & Streets Committee pgs. 38-43
3. Finance Committee	12. Personnel Committee pgs. 44-47
4. Fire Board pgs. 7-8	13. Plan Commission pgs. 48-51
5. Ad Hoc Green Tier Legacy Community Cmte	14. SBAA
6. Historical Society	15. Tourism Zone Commission pgs. 52-54
7. Housing Committee pgs. 9-18	16. Sewer and Water Utility Committee pgs. 55-57
8. Library Commission pgs. 19-29	17. Village Hall Planning Task Force pgs. 58-61
9. Marina Committee pgs. 30-37	