



VILLAGE BOARD MEETING

THURSDAY, SEPTEMBER 18, 2025 – 11:30 AM

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, Code 304078; Connect by Phone 1-301-715-8592, Meeting ID 4439901723#

[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 & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
4. Discussion/Action Items
 - a) Job Description; Village Administrator/Zoning Administrator
 - b) Contract; Innovative Public Advisors; Administrator Recruitment
 - c) Contract; Finalize Administrator Agreement
5. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
6. Adjourn

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at (vacant – in the interim email to julie.schmelzer@sisterbaywi.gov). Letters may not be read at the meeting but referenced and/or summarized. Depending on when submitted, they will be emailed to the Board members. 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***