



## VILLAGE BOARD MEETING

### TUESDAY, DECEMBER 16, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station, 2258 Mill Rd., Large Meeting Rm.

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](http://www.sisterbaywi.gov), click 'Agendas and Minutes'

#### AGENDA

1. Call to Order & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Approve Meeting Minutes: Nov. 11, Nov. 17 Budget, Nov. 17 Board, Nov. 18 and Nov. 24, 2025
4. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
5. Ordinances & Resolutions
  - a) Ord. 2025-014; Planned Unit Development & Zoning Map Amendment; Nicholas & Mary Deviley; Limited Access Road off Highway 57
6. Discussion/Action Items
  - a) Development Agreement; Planned Unit Development; Nicholas & Mary Deviley; Limited Access Road off Highway 57
  - b) Development Agreement; Multi-Family Development; Tim Halbrook Builders; 2390 & 2394 Ava Hope Court
  - c) Lease Agreement; Marina Boathouse; Historical Society; 10697 Bay Shore Drive
  - d) Operational Agreement; Waterfront Museum; Historical Society; Marina Boathouse at 10697 Bay Shore Drive
  - e) Development Agreement, Marina Boathouse; Historical Society; 10697 Bay Shore Drive
  - f) Agreement; TSS Engineering Design Services; Marina Building
  - g) Current Administration Building; Impact on Road Reconstruction Project
  - h) Future Administration Building; Finalize Location
  - i) Post Office Lease; Renewal
  - j) 2026 Fee Schedule
  - k) Employee Handbook; Miscellaneous Amendments
  - l) Legal Consultation Allocation for Housing Review
  - m) Monthly Financial Report & Appropriations
7. Staff Reports
8. Committee Reports (See below committee listing)
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Next Meeting
11. Adjourn

1. Finance Committee	10. Parks, Property & Streets Committee
2. Fire Board	11. Personnel Committee
3. Green Tier Legacy Community Committee	12. Plan Commission
4. Historical Society	13. Sewer and Water Utility Committee
5. Holiday Lighting	14. SBAA
6. Housing Committee	15. Technology & Telecomm Committee
7. Library Commission	16. Tourism Zone Commission
8. Marina Committee	17. Village Hall Planning Task Force
9. Parking Committee	

#### Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at [clerk@sisterbaywi.gov](mailto:clerk@sisterbaywi.gov) or at the Village Administration Office at 2383 Maple Drive, Sister Bay. Letters may not be read at the meeting but referenced and/or summarized. You may also email Board members directly. Questions regarding the nature of the agenda items or more detail on the items listed can be directed to the Village Administrator at [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). Copies of reports and other supporting documentation are available for review online and at the Village Administration Office during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

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 Village Administration Office at 920-854-4118; (FAX) 920-854-9637; emailing the Village Clerk at [clerk@sisterbaywi.gov](mailto:clerk@sisterbaywi.gov), or, by writing to the Village Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 (allow adequate mail time).

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.

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