

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, December 16, 2025
(Approved with Amendments)

1. Call to Order & Roll Call

President Bell called the meeting to order at 6:00 p.m.

Present: Denise Bhirdo, Louise Howson, Nate Bell, Brigid White, Denise Bhirdo, Kurt Harff and Patrice Champeau. Staff present: Administrator Julie Schmelzer, Village Clerk Julie Thyssen, Finance Specialist/Treasurer Vlad Gannik.

Via Zoom: Cynthia Nelson, Marina Manager Dave Lieneau, Karen Bernt, Laurel Harff, Utility Director Megan Barnes, Trustee, Brian Dahlke, Parks Director Erik Linczmaier, Linda and John Blossom, Sarah Bertges, Thor, mw. Others: Robert Krystyniak, John Lijewski, Skip Heidler, John Wettstein, Ken Church, Mary Kay Shumway.

2. Approve Agenda

Motion by Howson, seconded by Harff, to approve the agenda. Motion carried – all ayes.

3. Approve Meeting Minutes: Nov. 11, Nov. 17 Budget, Nov. 17 Board, Nov. 18 and Nov. 24, 2025

Minutes were reviewed individually. The Board made minor corrections, including:

- Ensuring consistency in referring to President Nate Bell.
- Correcting "Austin" to "Townsend" on Nov. 18 minutes
- Revising misidentification of Bhirdo as being opposed on ice rink matching funds
- Correcting Parks building budget reference from \$2 million to \$4 million

Motion by Bhirdo, seconded by Kodanko, to approve November 11 minutes as amended. Motion carried – all ayes.

Motion by Bhirdo, seconded by White, to approve November 17 (first meeting) minutes as amended. Motion carried – all ayes.

Motion by White, seconded by Howson, to approve the November 17 (non-budget) minutes. Motion carried – all ayes.

Motion by White, seconded by Bell, to approve November 18 minutes as amended. Motion carried – all ayes.

Motion by Bell, seconded by White, to approve November 24 minutes as amended. Motion carried. – all ayes.

4. Comments, Correspondence and Concerns from the Public

Lijewski noted that two documents regarding the Sister Bay Historical Society lease agreement need to be reconciled before board consideration.

Champeau thanked Schmelzer for her excellent service as Village Administrator, acknowledging her knowledge, organization, and contributions to Sister Bay projects including the historic district and Boathouse Museum.

The Board acknowledged correspondence regarding the Deviley project and the Halper project.

5. Ordinances & Resolutions

Ord. 2025-014; Planned Unit Development & Zoning Map Amendment; Nicholas & Mary Deviley; Limited Access Road off Highway 57.

Schmelzer clarified this was being treated as a public hearing as required by code. The proposal is for a 55-unit planned unit development off a limited access road from Highway 57 north of the aquatic center. Planning Commission recommended approval with conditions that would be addressed in the development agreement.

Discussion addressed concerns about dumpster placement, garage units, road connectivity options, and buffering between properties. The development will include 11 "A" units, 16 "D" units, 18 townhomes, and 10 "R" units. Building envelopes will dictate what type of home can be built in each location.

Motion by Bhirdo, seconded by Champeau, to adopt Ordinance 2025-014 for the planned unit development and zoning map amendment. Motion carried – all ayes.

6. Discussion/Action Items

a. Development Agreement; Planned Unit Development; Nicholas & Mary Deviley; Limited Access Road off Highway 57

The Board reviewed the development agreement that included provisions addressing concerns about garage units and dumpster placement. The development includes a dog park, appropriate parking accommodations, and specific building envelopes.

Motion by Bhirdo, seconded by Kodanko, to approve the development agreement as presented. Motion carried – all ayes.

b. Development Agreement; Multi-Family Development; Tim Halbrook Builders; 2390 & 2394 Ava Hope Court

Schmelzer noted several changes requested by Halbrook, including a contribution of \$5,000 rather than \$8,000 for playground equipment, assignment provisions, and insurance modifications. The Board was concerned about Halbrook's request to remove the obligation to maintain the park area.

Motion by Bhirdo, seconded by Bell, to approve the development agreement contingent on: (1) retaining original insurance requirements, (2) reinstating park maintenance obligations, and (3) subject to attorney review of assignment provisions. Motion carried – all ayes.

c. Lease Agreement; Marina Boathouse; Historical Society; 10697 Bay Shore Drive

Two versions of the agreement were presented - one from village staff and another developed by the attorneys. Discrepancies were identified in the payment structure and termination provisions. Board members expressed concerns about the payment terms changing from a \$50,000 cap plus CPI to \$40,000 plus CPI after 2035.

Motion by Bell, seconded by Kodanko, to refer the agreement to a joint Marina/Finance committee meeting to reconcile differences before final approval. Motion carried – all ayes.

d. Operational Agreement; Waterfront Museum; Historical Society; Marina Boathouse at 10697 Bay Shore Drive

1 This item was deferred pending resolution of the lease agreement.

2
3 **e. Development Agreement, Marina Boathouse; Historical Society; 10697 Bay Shore Drive**

4 This item was noted as informational only.

5
6 **f. Agreement; TSS Engineering Design Services; Marina Building**

7 Lienau explained this agreement completes the engineering package for the marina building, with
8 TSS Engineering handling exterior structure analysis while ACE Engineering covers interior elements.
9 Total engineering costs remain under the \$25,000 threshold for bidding requirements.

10 *Motion by Howson, seconded by Bhirdo, to approve the TSS Engineering design services agreement.*
11 *Motion carried – all ayes.*

12
13 **g. Current Administration Building; Impact on Road Reconstruction Project**

14 Extensive discussion focused on whether to sell or demolish the current administration building. The
15 Parks Committee had recommended demolition to create parking spaces, but several trustees
16 advocated for exploring the building's value before making a decision. The building, constructed in
17 1948, is 1,601 square feet and insured for \$300,340.

18 *Motion by Kodanko, seconded by Champeau, to pause the demolition planning and obtain a*
19 *professional appraisal of the property. Motion carried 6-1 with Bhirdo abstaining.*

20
21 **h. Future Administration Building; Finalize Location**

22 The Board discussed the merits of the Mill Road site versus the Logerquist property. Bhirdo
23 presented extensive documentation supporting the Logerquist site, citing future expansion
24 potential, less congestion, and better long-term planning. Other trustees favored the Mill Road
25 location for its central location, existing utilities, and compatibility with the library.

26 *Motion by Howson, seconded by Kodanko, to select Mill Road as the site for the new administration*
27 *building. Motion carried 4-3 with Bhirdo, Harff and Champeau opposed.*

28
29 **i. Post Office Lease; Renewal**

30 The Board reviewed the revised lease that removed auto-renewal provisions favoring the Post
31 Office. The lease term is five years.

32 *Motion by Howson, seconded by White, to approve the Post Office lease renewal as presented.*
33 *Motion carried – all ayes.*

34
35 **j. 2026 Fee Schedule**

36 The Board discussed the fee schedule, with particular attention to short-term rental violation fees.
37 Kodanko advocated for aligning STR violations with comparable violations elsewhere in the village
38 code. The Board agreed to address STR fees specifically at a future meeting.

39 *Motion by Bell, seconded by Howson, to approve the 2026 fee schedule with amendments to*
40 *washer/dryer tax language and skate sharpening fees. Motion carried – all ayes.*

41
42 **k. Employee Handbook; Miscellaneous Amendments**

43 Amendments included addressing harassment from the public, parks department compensation for
44 Fall Fest and winter work, and tobacco usage clarification.

1 *Motion by Bhirdo, seconded by Kodanko, to approve the employee handbook amendments with*
2 *corrections to the harassment policy language. Motion carried – all ayes.*

3
4 **I. Legal Consultation Allocation for Housing Review**

5 *Motion by Bell, seconded by Howson, to allocate \$5,000 for legal review of housing committee*
6 *documents. Motion carried – all ayes.*

7
8 **m. Monthly Financial Report & Appropriations**

9 *Motion by Bell, seconded by Kodanko, to approve bills totaling \$578,850.40. Motion carried – all*
10 *ayes.*

11
12 **7. Staff Reports**

13 The Board suspended the rules to consider the appointment of election inspectors, which needed
14 approval before December 30, 2025.

15 *Motion by Bell, seconded by Howson, to suspend the rules. All in favor: Aye. Motion carried. Motion*
16 *by Bell, seconded by Kodanko, to move election inspector appointments to the action items. All in*
17 *favor: Aye. Motion carried. Motion by Howson, seconded by Kodanko, to approve the election*
18 *inspectors as presented. All in favor: Aye. Motion carried – all ayes.*

19
20 The 2025 tax levy resulted in a 7.3% decrease in property taxes, which was acknowledged as a
21 positive achievement by the Finance Committee.

22
23 Finance was acknowledged for achieving a 7.3% decrease in property taxes.

24
25 **8. Committee Reports**

26 Utilities Committee received a presentation on sludge drying equipment.

27 Library Committee hired Laura Wilker as new clerk-treasurer, replacing Sheila Bristol.

28 Historical Society reported the Christkindle event was highly successful despite cold weather,
29 generating approximately \$60,000 in revenue.

30
31 **9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

- 32
 - STR violation fees review
 - IPE wood for picnic tables and benches

33
34
35 **10. Next Meeting**

36 January 20, 2026

37
38 **11. Adjourn**

39 *Motion by Howson, seconded by Kodanko, to adjourn the meeting. Motion carried.*

40 The meeting was adjourned at 9:25 p.m.

41
42 Respectfully submitted,

43
44 Julie Thyssen, Village Clerk