VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 17, 2026
Approved as Amended

1. Call to Order & Roll Call

President Bell called the meeting to order at 6:00 PM on Tuesday, February 17, 2026.

Present: President Nate Bell and trustees Denise Bhirdo, Louise Howson, Kurt Harff, Patrice Champeau, and Brigid White.

Staff: Village Administrator Benjamin Andrews, Finance Specialist/Treasurer Vlad Gannik, Village Clerk Julie Thyssen. Zoom: Utilities Director Megan Barnes, Marina Manager Dave Lienau and Assistant Marina Manager Sam Jordan.

Others: Laural Harff, Terry Wolf, Sophie Parr, Jill Wiese, Rick Dahlstrom, Skip Heidler, Lissa Parr, Amanda Accardi. Zoom: Ellie Soderberg Guger, John Lijewski, Michael, Sarah Bertges.

2. Approve Agenda

Motion by Howson, seconded by Harff to approve the agenda as presented. Motion carried - all ayes.

3. Approve Meeting Minutes

a. January 20, 2026

Motion by Howson, seconded by Harff to approve the minutes as presented. Motion carried - all ayes.

4. Comments, Correspondence, and Concerns from the Public

Representatives from Door County Trails presented information about their comprehensive countywide trail transportation network initiative. They are developing a high-level strategic plan connecting communities throughout Door County and will be asking municipalities to review a draft plan in late March with the goal of collecting resolutions of support from all 19 municipalities by May. They requested that Sister Bay appoint two municipal liaisons to interact with Door County Trails. The organization will send a survey link for distribution.

5. Ordinances & Resolutions

a. Ord. 2026-003; Amending Ch. 66 of the Municipal Code, Zoning

The Board discussed proposed amendments to Chapter 66 of the Municipal Code that had been previously reviewed by the Planning Commission. Concerns were raised about the restriction on string lights that would prohibit white Christmas lights. The Board determined that section 66.0809 item 4 regarding string lights was overly restrictive.

Motion by White, seconded by Howson to approve the zoning amendments as presented with the removal of item 4 in section 66.0809 regarding string lights. Motion carried 4-2 with Harff and Bell opposed.

b. Res. 2026-001; 2025 Budget Amendment and Year-End Review of Finances

Treasurer Gannik explained that budget amendment was necessary to reallocate funds between categories while maintaining a net-zero impact on the overall budget. This proactive approach would avoid having auditors make these corrections later at additional cost.

Motion by White, seconded by Bell to adopt Resolution 2026-001 approving the 2025 budget amendment. Motion carried - all ayes.

6. Discussion/Action Items

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

The Board reviewed three payment options for the lease agreement with the Historical Society. After discussion of the financial implications of each option, the Board determined the compound CPI percentage option was most appropriate as it had been recommended by both the Finance Committee and Marina Committee.

Motion by Howson, seconded by Champeau to approve the lease agreement using the compound CPI percentage formula subject to final review and approval by legal counsel. Motion carried 5-1 with Bhirdo opposed.

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

The Board discussed the operational agreement which required minor revisions to match the surrender and termination language in the lease agreement.

Motion by Bell, seconded by White to approve the operational agreement with modifications to include revised surrender and termination language consistent with the lease agreement. Motion carried - all ayes.

c. Marina Building Project; Proposal for Geotechnical Engineering Services; Professional Service Industries, Inc.

Andrews explained that Geotechnical Engineering Services are necessary for the marina building project to ensure proper foundation design. The proposed cost of $4,825 falls within the anticipated budget range and would be covered under the marina's building maintenance fund.

Motion by Howson, seconded by White to accept PSI's proposal for geotechnical engineering services as presented. Motion carried - all ayes.

d. By-Law Review; Committee By-Laws

The Board conducted a review of the committee bylaws. Several amendments were discussed including:

- Adding a date for budget submission in section 7
- Clarifying language regarding attendance at executive sessions
- Updating the finance director title to village treasurer throughout the document
- Removing the time limitations on the Parking Task Force and Holiday Lighting Task Force
- Disbanding the Village Administration Building Review Task Force which has completed its mission

The Board agreed to bring back the revised bylaws for formal approval at a future meeting.

e. Hwy 57 Trail Project; Proposed Contract Amendment Nos. 2 and 3; Robert E. Lee and Associates

Andrews presented contract amendments for the Highway 57 Trail project totaling $48,500, which would bring the total engineering services cost to approximately $122,000. The amendments include wetland delineation, hazardous material assessments, right-of-way plans for 12 parcels, and ADA compliant crossings. The Board discussed concerns about landowner notifications regarding easements and agreed that communication with property owners should be prioritized before offering payments.

Motion by White, seconded by Bell to approve contract amendment numbers 2 and 3 for the Highway 57 Trail project. Motion carried - all ayes.

f. Consideration and Possible Action on Issuance of a Class "C" Wine License to Blush Bridal Salon, 2521 S Bay Shore Dr, License Valid Until June 30, 2026

The owner of Blush Bridal Salon explained that the business provides a bridal suite where hair and makeup services are performed. The wine license would allow them to offer mimosas to bridal parties while they prepare for weddings.

Motion by White, seconded by Howson to approve the Class "C" Wine License for Blush Bridal Salon. Motion carried - all ayes.

g. Monthly Financial Report & Appropriations

The Board reviewed monthly expenditures. Questions were raised about United Airlines tickets (for marina conference), website hosting fees, and ongoing attorney fees related to a previous issue.

Motion by Bell, seconded by White to approve payment of bills in the amount of $204,615.58. Motion carried - all ayes.

7. Staff Reports

Andrews provided updates on:

- Triangle reconstruction project progress with the Parks Committee
- Highway 57 Trail project timeline
- Future administration building on Mill Road and upcoming public informational meeting on March 2
- Pickleball policy updates including new reservation limitations and increased court fees
- Facility rental fees for nonprofits
- TIF incentives policy development
- Highway 57 utility extension project review by Finance Committee

8. Committee Reports

The Board reviewed reports from all committees. Questions were raised about pending items including:

- DNR clarification on park encumbrances
- Fiber optic bond recommendation from Finance
- Bus grant update status

Motion by Bell, seconded by White to accept the committee reports. Motion carried - all ayes.

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

Logerquist property maintenance to be referred to Parks Committee. Fiber optic bond recommendation to be discussed in closed session at an upcoming Finance Committee meeting.

10. Next Meeting

The Board agreed to move the next meeting from March 17th to March 24th at 6:00 PM due to Spring Break schedules. The Planning Commission meeting will be moved to March 31st.

11. Adjourn

Motion to adjourn at 9:31 by Howson, seconded by Harff to adjourn. Motion carried - all ayes.

Meeting minutes by Julie Thyssen, Village Clerk