

1 **VILLAGE BOARD OF TRUSTEES MEETING MINUTES**

2 **Tuesday, August 18, 2026**

3 **Approved**

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6 **1. Call to Order & Roll Call**

7 President Nate Bell called the meeting to order at 6:00 PM on Tuesday, August 18, 2026.

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9 Present: President Nate Bell, Lousie Howson, Brigid White, Terry Kelly, Steve Bacsi, Skip Heidler,
10 Patrice Champeau.

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12 Staff: Administrator Benjamin Andrews, Administrative Assistant Sarah Bertges. Zoom: Finance
13 Specialist/Treasurer Vlad Gannik, Utilities Director Megan Barnes.

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15 Others: Abby Doobie, Erin Peddle. Zoom: Michael Miller.

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17 **2. Approve Agenda**

18 *Motion to approve the agenda was made by Howson and second by Heidler. Motion carried – all*
19 *ayes.*

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21 **3. Approve Meeting Minutes**

22 **a. July 21, 2026; Regular Meeting**

23 A few corrections were noted prior to approval.

24 *Motion to approve the July 21, 2026 Regular Meeting minutes as amended was made by Heidler and*
25 *second by Bacsi. Motion carried — all ayes.*

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27 **b. August 5, 2026; Special Meeting**

28 *Motion to approve the minutes as presented was made by Kelly and second by White. Motion carried*
29 *– all ayes.*

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31 **4. Comments, Correspondence and Concerns from the Public**

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33 Abby Doobie, representing the Sister Bay Advancement Association (SBAA), addressed the Board to
34 express interest in establishing a long-term rental arrangement for the Village Hall building. She
35 noted that SBAA would need to vacate its current location by year's end and identified the Village
36 Hall as an ideal site given its downtown location and foot traffic, which would benefit both its visitor
37 center and office operations. Doobie requested that the Board consider placing the matter on a
38 future agenda for further discussion.

39 The Board acknowledged additional correspondence included in the packet.

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41 **5. Ordinances & Resolutions: N/A**

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43 **6. Discussion/Action Items**

44 **a. Employee Handbook; Fire Station Support**

45 Andrews presented a proposed Employee Handbook policy regarding village employees who also
46 serve as volunteer fire department members, noting the policy was referred from the Personnel
47 Committee following two reviews. The policy formalizes longstanding informal arrangements and
48 clarifies expectations for participation, compensation, and leave.

49 Discussion focused on two areas of concern raised by Heidler: the handling of training time that
50 occurs during work hours, and the discretionary language allowing supervisors to require employees
51 to use PTO following fire department service for safety or fatigue reasons. The Board agreed that the
52 safety and fatigue provision should be amended to place the decision regarding PTO or unpaid time

off with the employee rather than the supervisor, removing the subjective element. The training provision, which requires supervisor approval with an encouragement to reasonably accommodate requests, was retained as written. The Board acknowledged that the current two village employees who serve as fire department members would effectively receive overlapping compensation during the first covered hour, as they receive both village pay and fire department call pay during that period.

Motion to approve the Employee Handbook policy for Fire Station Support as amended was made by Bell and second by Howson. Motion carried — all ayes.

b. Village Administration Building; Request for Proposal Architecture/Engineering Services

Andrews reported that fifteen firms submitted proposals in response to the Village's RFP for architecture and engineering services for the Village Administration Building. The Parks, Property, and Streets Committee reviewed the submissions and narrowed the field to four finalists: Birchbach and Associates, the Bolt Company, Somerville, and Wold Architects. Following an apples-to-apples comparison prepared by staff, the Parks Committee recommended Wold Architects based on the breadth of inclusions offered and competitive cost.

The Board noted that Wold has relevant municipal experience, including work on the Palatine Village Hall and the Long Grove Village Hall, and that the assigned project manager also led the Palatine project. Discussion touched on several contract-related matters, including the need to obtain updated certificates of insurance prior to execution, as the submitted certificate expires September 1, 2026, the firm's primary insurer (RLI Insurance) carrying an A+ superior AM Best rating, and the monthly payment structure tied to proportional progress. Heidler offered to review the contract carefully prior to execution. Andrews confirmed that the contract would be brought back to the Board at the following meeting after review by Heidler and the Village's attorney.

Motion to accept the Parks Committee's recommendation of Wold Architects as the preferred firm was made by Kelly and second by Champeau. Motion carried — all ayes.

c. Donation Proposal; Sister Bay Lion's Club; Flagpole

The Board considered a proposal from the Sister Bay Lion's Club to donate funds for the installation of a flagpole on Village property. Andrews explained that the Village would receive the donated funds, coordinate with a flag company for procurement and installation, and retain ownership of the pole. The Lion's Club requested the opportunity to add a commemorative plaque in the future and asked that the Village consider landscaping around the installation. The flagpole will include a dark-sky-compliant downward-facing solar light and will come with a U.S. flag and Wisconsin state flag. Discussion was raised regarding the proposed location and the completeness of the overall proposal. Heidler expressed a preference for a more comprehensive submission inclusive of landscaping and plaque details. The Board agreed that the donation itself would be accepted and that remaining details — including final placement, landscaping, and the plaque — would be worked through the appropriate process, which may include Plan Commission review given the pole's anticipated height relative to the Village Hall building.

Motion to accept the donation proposal from the Sister Bay Lion's Club for a flagpole as presented was made by Bell and second by Champeau. Motion carried 6-1 with Heidler opposed.

d. Strategic Planning; Public Administration Associates; Schedule for Implementation

Andrews provided an update on implementation of the strategic planning engagement with Public Administration Associates, noting that facilitator Clint would lead a two-day workshop consisting of approximately five to six hours per day, with sessions ideally held on consecutive days. Day one would focus on mission, vision, and values development; day two on strategic goal development. The Board discussed scheduling and settled on October 26 and 27, 2026 as the proposed dates, with the Plan Commission meeting to be rescheduled to October 29, 2026 to accommodate. The NWTC facility was identified as the preferred venue. The Board also agreed to establish an informal steering

committee to work with the facilitator in advance of the sessions. Bell and Heidler volunteered to serve on the steering committee alongside the Village Administrator.

e. Monthly Financial Report & Appropriations

Motion to approve payment of bills in the amount of \$500,251.07 was made by Bell and second by Heidler. Motion carried — all ayes.

7. Staff Reports

Staff reports were presented. No questions were raised by Board members.

8. Committee Reports

Motion to accept the committee reports was made by Bell and second by Bacsi. Motion carried — all ayes.

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

White noted that the Sister Bay Public Library had requested an official proclamation related to a Winnie the Pooh event in October. After brief discussion, the Board declined to issue a formal proclamation, though members expressed appreciation for the request.

Andrews noted that the Highway 57 Trail project timeline may shift from 2028 to 2029 due to design coordination delays with the Wisconsin DOT, though the 2028 timeline remains possible. It was also noted that the Village successfully argued against additional clear zone improvements, retaining project funding.

The Board discussed the need to prioritize Village-owned property and capital projects in a broader planning context. It was agreed that the matter would be more appropriately addressed following completion of the strategic planning process.

With respect to the SBAA request made during public comment, the Board directed the item to be referred to the Village Hall Task Force and the Parks, Property, and Streets Committee for initial review prior to returning to the full Board.

10. Next Meeting

a. September 15th, 2026; 6:00 PM

11. Adjourn

Motion to adjourn made by Heidler and second by White. Motion carried — all ayes.

The meeting adjourned at 7:22 p.m.

Minutes respectfully submitted by Sarah Bertges, Administrative Assistant