VILLAGE HALL PLANNING TASK FORCE AGENDA

Wednesday, October 28, 2026 4:00 P.M.

Sister Bay Village Hall – 10693 N Bay Shore Dr

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=97063638580
Meeting ID: 443 990 1723 Passcode: 304078
To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#
For additional information check: www.sisterbaywi.gov

1. Call to Order — Deviations from agenda order may occur.

Patrice Champeau –Chairperson/Trustee		Brigid White - Trustee	
Doug Hanson – Citizen		Kathleen Van Gemert - Citizen	
Vacant Stakeholder			
		Erik Linczmaier – Parks & Streets Director	
Vacant– Village Administrator		*Sarah Bertges – Administrative Assistant*	

2. Approval of Agenda
3. Approval of Minutes – April 15, 2025
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items:
    a) Sister Bay Advancement Association (SBAA) Request to Explore Use of Village Hall for Office Space
6. Matters to be placed on a future agenda or referred to a committee, official or employee
7. Adjournment

Public Notice

Questions regarding the nature of the agenda items above or more detail on the agenda items scheduled to be considered by the governmental body can be directed to Sarah Bertges, Village Administrative Assistant at adminassist@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 in this notice. 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 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 920-854-4118, (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 at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

The Village of Sister Bay is an Equal Opportunity Provider.

POSTED DATE/SIGNATURE _____

VILLAGE HALL PLANNING TASK FORCE MEETING MINUTES
Tuesday, April 15, 2025
(Approval Pending)

Agenda Item No. 1. The April 15, 2025, meeting of the Village Hall Planning Task Force was called to order by Village Administrator Julie Schmelzer at 11:01 A.M.

Present: Doug Hanson, Nancy Akerly, and Kathy Van Gemert (virtually). Patrice Champeau was excused.

Staff: Village Administrator Julie Schmelzer and Clerk Heidi Teich

Others: Shirley Hanson and Yvonne Wiltse

Agenda Item No. 2. Approval of the Agenda
A motion was made by Akerly, seconded by Hanson that the Agenda for the April 15, 2025 meeting of the Village Hall Planning Task Force be approved as presented. Motion carried – All ayes.

Agenda Item No. 3. Approval of the Minutes
A motion was made by Akerly, seconded by Hanson that the minutes of the November 12, 2024, meeting of the Ad Hoc Village Hall Planning Task Force be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public
No correspondence was received for this meeting.

Schmelzer asked if anyone would like to make a comment not related to the public hearing. None were offered.

Agenda Item No. 6. Public Hearing
Schmelzer opened the public hearing at 11:03 A.M. She explained the purpose of the public hearing was to consider, and hopefully recommend adoption to the Village Board, of a Citizen Participation Plan. She continued to explain the CDBG program and the details of the proposed Plan.

1. **Identification of total potential funding available**
   Sister Bay is a non-entitlement community, therefore the maximum grant award possible for the community is $1 million dollars. Sister Bay is eligible for an award this year due to the classification by the Department of Housing and Urban Development of 59.6% percent of the village's population being in the low-to-moderate income range.

   Other funding has been committed through the Village of Sister Bay's Capital Improvement Plan (CIP) in the amount of $500,000 for calendar year 2027, with engineering design dollars in the CIP for 2026.

2. Eligible CDBG activities

Eligible CDBG activities include infrastructure projects (roads, sewer and water systems) and public facilities, such as a community center. The proposed future use of the village hall is that of a community center which makes the proposed project an eligible project for application.

3. Presentation of identified community development and housing needs

In 2023, a local survey was conducted. The public who participated in the survey overwhelmingly responded that the village hall be preserved and renovated into a community center.

Sister Bay has also identified housing as an area of need in the community and funding through CDBG grants for housing projects can also now be explored.

4. Presentation of activities proposed in the CDBG application

Schmelzer distributed a draft of the renovation plan for which CDBG funding was being requested. She explained the cost, and the matching funds needed.

The public hearing serves as an avenue in which to create awareness among the public of the village's proposed village hall renovation grant application. Future public hearings will be scheduled if funding is secured. All efforts will be made to include appropriate notice to individuals in the low-to-moderate income range so their participation can be solicited.

Ordinances and resolutions which ensure fair and open housing, as well as other requirement of the CDBG application process have already been adopted, or are proposed for adoption in the near future. The following documents have been passed by the Village Board of Trustees:

- Resolution 2025-006; A Policy for Non-Violent Civil Rights Demonstrations
- Resolution 2025-007; Residential Anti-Displacement & Relocation Assistance Plan
- Resolution 2025-008; Resolution to Adopt a Fair & Open Housing Ordinance
- Ordinance 2025-009; Creating Ch. 42 of the Municipal Code for Fair & Open Housing

On the docket for approval at the next meeting of the Sister Bay Village Board are:

- Resolution 2025-009; Adopting a Public Participation Plan
- Resolution 2025-010; Authorizing Resolution to Commit Match Funds
- Resolution 2025-011; Resolution to Submit CDBG Application
- Resolution 2025-012; Creating a CDBG Citizen Participation Committee

5. Review of any potential residential and non-residential displacement

The village hall renovation project does not endanger any residential or non-residential individuals as the project area is not inhabited.

6. Review of input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities

Member Akerly asked for a definition of low-to-moderate income and Schmelzer explained that "low income" are persons and families whose income does not exceed 50% of the median income of the area, as determined by the Secretary of the Department of Energy and

Housing. "Moderate income" persons and families are those who income falls in the range of 51% to 80% of median area income by definition.

7. Review of the draft Citizen Participation Plan to engage persons, especially low-to-moderate income (LMI) persons, in the CDBG project

A Citizen Participation Plan has been proposed, and a draft was included in the meeting packet. Schmelzer read the plan and explained the purpose of the Plan. It was noted that all meetings/public hearings of the Participation Plan Committee, aka, Village Hall Planning Task Force, relevant to the CDBG project, will be published as Class 1 notices in the *Peninsula Pulse*, a local area newspaper. Staff at the administration office will have supporting documentation available for those interested at 2383 Maple Dr, Sister Bay, WI. All inquiries and suggestions for improvements on the project, as well as other needs the public may identify within the village, will be welcomed.

Complaints and concerns can be made to Village Clerk at 2383 Maple Drive, Sister Bay, WI 54234. Beyond the Clerk, concerns can be addressed to the Wisconsin Department of Energy and Administration Division of Energy, Housing and Community Resources, for which Schmelzer provided an address.

Yvonne Wiltse, 10535 Koessl Lane, spoke in favor of the project and the possibility of grant funding. She is pleased with the village's efforts to preserve a piece of their past, but expressed dismay that eligibility for funding is based on income levels and Sister Bay is only now eligible due to its number of residents in the low to moderate income range.

No additional comments were shared by members of the Task Force.

At 11:19 AM, the public hearing was closed.

Agenda Item No. 7 Discussion/Action Items

a) Recommend Citizen Participation Plan to Village Board for Adoption

A draft proposal was distributed to those in attendance, and it was noted the proposed plan is available online. Schmelzer described the project for those attending via Zoom, and a copy of the renovation drawing, albeit just a draft, would be available at the administration office and upon request.

A motion was made by Akerly, seconded by Van Gemert to adopt a resolution referring the aforementioned Citizen Participation Plan to the Sister Bay Village Board of Trustees for approval as presented and discussed at this meeting. Motion carried – all ayes.

Agenda Item No. 8. Matters to be placed on a future agenda or referred to a committee, official or employee

It was noted that a meeting will be scheduled when final plans for the proposed renovations to the village hall are made available.

Agenda Item No. 9. Adjournment

A motion was made by Hanson, seconded by Akerly to adjourn the April 15, 2025, meeting of

the Village Hall Planning Task Force at 11:23 A.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

Good Afternoon,

Thank you for scheduling this meeting today. We recognize everything the Village is working through right now, and we truly appreciate you taking the time to explore the future of Village Hall.

SBAA would like to formally outline potential two options that we would like the Task Force to consider. We are open to more ideas and all conversations with the Task Force on what growing our partnership could look like.

Option 1: Incorporating SBAA into the Isaacson Plans

If the Village moves forward with the Isaacson plans, we would like to explore the possibility of incorporating SBAA into the building. Ideally, we would need space for both a visitor center and our administrative office. We would be willing to contribute toward our portion of the construction and associated costs in exchange for consideration of a reduced rental rate, and a long-term lease.

Option 2: SBAA Leasing the Entire Building

If the Village decides not to move forward with the Isaacson plans, we would be interested in exploring a long-term lease for SBAA to utilize the entire building.

If the Village Task Force would like to explore either of these options, we would also appreciate any information you can share regarding the following:

- What were the findings from the NorthStar environmental testing?
- Has any remediation or other corrective work been completed since that testing?
- Are there approximate costs available for addressing the issues identified in the environmental testing?
- Are there estimates available for the costs of bringing the building into ADA compliance?

We are also interested in understanding the potential timeline for either option, including how quickly we might be able to move forward and what the general process would look like.

We do have another opportunity we are actively pursuing as we work to secure a future home for SBAA. Given our need to make a timely and informed decision, understanding the

feasibility, potential costs, and timeline associated with the Village property will be important as we evaluate our options.

Following today's meeting, we will bring the discussion and any potential next steps back to our board as soon as possible so we can determine how best to proceed. If there is anything further that the Task Force needs to continue exploring this growth in our partnership, please let us know.

Thank you again for your time, consideration, and willingness to have this conversation. We genuinely appreciate the opportunity to work together toward a solution and hope we can find a way to continue building a strong, long-term partnership with the Village.

Best,

Abby Doobie

Executive Director, Sister Bay Advancement Association