



Ordinance Committee Meeting - Minutes
Monday April 7, 2025, 6:00 p.m.
4528 State Highway 57, (Institute), Sturgeon Bay, WI 54235

Call to Order. Ordinance Committee Chairman Trent Olsen called the meeting to order at 6:02 p.m.

Establish Quorum. The following members were present and constitute a quorum: Laddie Chapman, Trent Olsen, Jeff Schmeckpeper and Linda Wait. Excused: Amy Flok.

Proper Notice / Adopt Agenda. Proper notice was confirmed. Motion by Jeff and second by Laddie to adopt the agenda; motion carried.

Approve Previous Minutes. Motion by Linda and second by Laddie to approve the minutes of March 11, 2025, with minor corrections (add period after website and correct to Adobe Indesign); motion carried.

Pending Business – Discussion/Action:

a. Status update – Scanning of ordinances in OCR recognizable format. Laddie believes all of the ordinances have been scanned in by Amy and that there should be no problem putting them into formats for design and publishing purposes. The dropbox appears to have the ordinances in pdf form and Laddie is looking at utility accommodations to work with the documents. With the Adobe Indesign program, it does not matter if the documents are in pdf or word doc as they can be converted.

Laddie mentioned some typos in the documents. Trent indicated we can make notes as to changes but any change will need to go before the Town Board. Laddie hopes to have a rough draft by our next meeting.

b. Preview of Web Design. We discussed that there will likely be a link to ordinance information on the Town website, making it as user friendly as possible, with a table of contents for easy reference.

c. Review updated list showing which ordinances are recommended for repeal, need attention, or have been replaced. Trent developed a list of our ordinances and recommendations as to:

1. Ordinances that have been repealed, replaced, disregarded or never put in place;
2. Current ordinances with no changes needed;
3. Ordinances that are outdated, no longer relevant and recommended for repeal; and
4. Ordinances requiring discussion, replacement or amendment.

Jeff suggested adding columns with references as to repeal or replace so there is some historical backup and background to use as a cross-reference, along with a brief note of explanation or justification for that action. We also suggested a header for better identification in case pages are mixed up and perhaps using a conventional numbering system, as needed.

It was suggested that we deal with No. 3 items first and then get into No. 4 items.

Linda did obtain some sample ordinances from WTA (ethics, snowmobile trails, burning, etc.) and will compare those with our current ordinances.

Trent suggested we may be at that stage to bring No. 1 items to the Town Board, perhaps at the May meeting. Trent will send out an updated listing for our review.

Agenda Items for Next Meeting / Meeting Date:

Tuesday, May 6th 2025 at 6:00 p.m.

Adjourn. Motion by Jeff and second by Laddie to adjourn; motion carried and meeting adjourned at 6:35 p.m.

Recorded by
Linda Wait
[draft 04/08/2025]