



BOARD OF SUPERVISORS' MEETING

Monday, April 21st, 2025, at 7:00 p.m.

4528 State Highway 57 (Institute), Sturgeon Bay, WI 54235

Call to Order. The meeting was called to order by Chairman, Dan Woelfel, at 7:00 p.m.

Pledge of Allegiance. The Chairman asked all to rise and join in the Pledge of Allegiance.

Roll Call to Establish Quorum. In addition to Woelfel, the following Board members were in attendance and constitute a quorum: Supervisor Linda Wait, Supervisor Mark Haen, Supervisor Jeanne Vogel, and Supervisor Trent Olsen.

Meet n' Greet. Following introductions of the Board and also in attendance: Amy M. Flok – Clerk/Treasurer, Laddie Chapman – Video Voice of Door County, Darrick DeMeuse, Kalin Montevideo – Sturgeon Bay Fire Chief, Aaron LeClair – Director of Door County Emergency Services, Dale Vogel, Russ Burie, Travis Thyssen – Town of Gibraltar Administrator, Steve Parent, Whitney Bittorf, Denise Berberich, Marti Gerber, Marie Berberich, Austin Staats, Jasper Staats, John Denil, Matt Sagorac, Steve Estes, Grant Estes, Mark Hasenjager, Steve Sohns – Town of Gibraltar, Gwenn Graboyes, Hannah marks, Cheryl Berka, Tom Berka, Mariellen Haen, Tim Pflieger, Sarah Sohns, Mike Parent, Kent Ingram, Chris Ingram, Arlene Woelfel and Russ Burie.

Public Participation.

Gwenn Graboyes – 5343 S Lake Road. The Clark Lake Advancement Association would like to take a “two pronged” approach to artificial enhanced wake boarding/boating. They would like to get a local ordinance but also work for a state ordinance regulating wake boarding/boating.

Agenda/Proper Notice/Adopt. Motion by Vogel and second by Olsen to approve and adopt the agenda as noticed. Motion carried.

Approval of Minutes – Board of Supervisors' Meeting – March 17, 2025. Motion by Wait and second by Vogel to approve the minutes of the Board of Supervisors' meeting of March 17, 2025. Motion carried unanimously.

Pending Business. None

New Business

Town of Gibraltar – Request for Reserve Liquor License Transfer. Woelfel reported that we were approached by the Town of Gibraltar to transfer our reserve liquor license. Per State law, this must sell for a minimum of \$10,000. Any municipality in Door County can transfer their reserve license to any municipality within the County. Gibraltar Administrator Travis Thyssen spoke on behalf of the Town of Gibraltar. Matt Sagorac, the business owner of the former “Cookery” property, has petitioned the Town of Gibraltar to approach the Town of Sevastopol for the reserve license.

Gibraltar Town Board minutes of March 5, 2025 reflect support for the request to transfer the Sevastopol reserve license. The Board was in agreeance with entertaining talking about a price. Motion by Haen and second by Olsen to accept the offer from Matt Sagorac for \$117,500, with proof of the escrowed funds in the next 3 days and payment from the Town of Gibraltar by May 1st, 2025. Motion carried unanimously.

Russ Burie petitions to rezone 9.21 acres from Prime Agriculture (PA) to General Agricultural (GA) to establish a campground and use the property for additional agricultural purposes. The property is located at 5299 State Highway 57, Parcel No. 022-03-05282732C. Wait reported the Plan Commission heard this rezone on April 10th. They were provided with the packet from Door County Land Use. There was a neighbor in attendance tonight and he would have no problem with a campground on that property. The Plan Commission supports the zoning change only. If the zoning change is granted, Burie would have to come back to the Plan Commission, Town Board and Resource Planning Commission (Door County) for approval to proceed with a conditional use permit for a campground. Motion by Wait and second by Olsen to support the rezone from Prime Ag to General Ag only. Motion carried 5-aye to 0-nay.

Driveway Permit Application – Steve Parent – Rock Ridge Road Cul De Sac.

Woelfel stated we were approached earlier this year by Steve Parent to obtain access to his parcel from Rock Ridge Road, off the cul du sac. Wait does not see this as a hardship for Mr. Parent as he could access this off County P. Mr. Parent would like access because the driveway would be shorter. Marie Berberich, Marti Gerber, and Kent Ingram, neighbors, are here and are completely against granting the access off of Rock Ridge Road. Motion by Wait and second by Vogel to not support the driveway application at this time based on input of the neighbors and the expectations of a cul de sac along with alternate access points available. Wait and Vogel withdrew the motion. Motion by Haen and second by Olsen to table until next month. Motion carried.

EMR's – 2022 Bylaws/2024 Bylaws/Updated Bylaws/Rules and Regulations. Woelfel gave a brief history of the Emergency Medical Responders. Initially the EMR's were a group of 5, then it grew to 15, and currently the limit is 20 and we have 21. When it started, the group was volunteer, but in 2007 the Town started compensating them for their calls/meeting and also provided them with work compensation and liability insurance. Our EMR group is the only one that is not managed under a fire department which makes the Town the governing body. We value the EMR's and invest in them. The Board approved a revised set of bylaws in June 2024. We are now presented with new bylaws. There was a discussion of where we are, and where we need to be with everyone on one page. The EMR's will work off of the 2024 Bylaws to create new/updated version. We will define the roles and responsibilities of everyone involved.

Set Time/Date for 2025 Road Tour. Woelfel stated that the road tour will be on May 16th at 8:00 a.m.

Set Time/Date for 2026 Budget Work Session. October 14th at 5:30 p.m.

Ordinances/Resolutions. None

Financial Reports – March 2025. Motion by Haen and second by Wait to accept the financial reports for March 2025. Motion carried.

Treasurer's Report. The Town has made our annual contribution to the Door County Humaine Society and took advantage of their matching contribution campaign. The Town has paid our second quarter fire protection to the City of Sturgeon Bay. We budgeted \$110,000 for snow removal and we have spent roughly \$80,000 to date.

Approval of Vouchers, Bills, and Claims – March 18, 2025, through April 21, 2025. Motion by Olsen and second by Haen to approve the vouchers, bills and claims for the period of March 18, 2025, through April 21, 2025. Motion carried

Oral Committee/Commission Reports/Minutes.

Motion by Wait and second by Vogel to approve and place on file the meeting minutes from the Plan Commission (January 7, 2025), Ordinance Committee Meeting (March 11, 2025), and the EMR Committee Meeting (February 24, 2025). Motion carried.

County Board Report – District 14 Supervisors – Hugh Zettel. No update.

Licenses & Permits

Inspection Specialists, LLC – March 2025. Placed on file.

Door County Zoning Permits – March 2025. Placed on file.

Institute & Valmy Athletic Club – Season 2025 Class B/Beer License. Motion by Haen and second by Haen to approve the Institute & Valmy Athletic Club

Correspondence

Updated Local Roads Improvement Program Agreement

Municipal Treasurer's Appreciation Week

General Transportation Aids – 2nd Quarter

Door County Code Administrator – Code Violations

City of Sturgeon Bay Fire Department Report – March 2025

Letter Supporting City of Sturgeon Bay Comprehensive Stormwater Management Planning

Door County Connect – Quarterly Update

Thank You Letter to Door County Pickleball Club

WI DOT Letter Regarding Construction Meeting

Announcements

Board of Supervisors' Meeting – Monday, May 19, 2025, at 7:00 p.m.

Open Book – Friday, June 20, 2025- 10:00a.m. to 1:00 p.m.

Agenda Items for Next Month.

WTA Unit Meeting at Sevastopol – August

Yard Sale/Grand Restroom Opening – June 21st

1 Parent driveway request

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3 **Adjourn.** Motion by Olsen and second by Haen to adjourn. Motion carried and the meeting
4 adjourned at 9:13 p.m.

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6 Respectfully Submitted,

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8 Amy M. Flok, Clerk

9 Draft 4/24/2025

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