



BOARD OF SUPERVISORS' MEETING

Monday, June 16, 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 Vice Chair, Linda Wait at 7:00 p.m.

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

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

Meet n' Greet. Following introduction of the Board and also in attendance: Amy M. Flok – Clerk/Treasurer, Ryan Hoffmann – Sevastopol Videographer, Marie Berberich, Denise Berberich, Mike Parent, Steve Parent, Julianna Behme – Door County Tourism Zone, Jon Jarosh – Destination Door County, Kent Ingram, Kristine Ingram, Bill Schuster, Tom Berka, Cheryl Berka, Ashley Staats, Jeff Loppnow, Jim Parent, Tonya Felhofer, Chad Micoliczyk, and Sam Micoliczyk.

Public Participation.

Bill Schuster spoke regarding public town road access. Two access points in particular, Bittersweet Lane and Arrowhead Lane, don't have any room for parking off the lane. He would like the Town Board to consider brushing out the right of way on those lanes. Bill stated that he is even willing to do the work for the Town. We will take a look at the pictures Bill brought and we will let him know. Another topic he would like to see address is signage at Shivering Sands. Bill is wondering if there could be some signage showing public property, and then when the property ends, some signage to also alert people.

Agenda/Proper Notice/Adopt. Upon verification of proper notice, motion by Vogel and second by Olsen to approve and adopt the agenda, as noticed. Motion carried.

Approval of Minutes – Board of Supervisors' Meeting – May 19, 2025. Motion by Haen and second by Olsen to approve the minutes of the Board of Supervisors' meeting May 19, 2025. Motion carried unanimously.

7:15 p.m. – Presentation – Destination Door County and Door County Tourism Zone.

Julianna Behme spoke on behalf of the Door County Tourism Zone. The Town of Sevastopol received \$209,447.00 for 2024 in room tax revenues. She also briefly spoke about occupancy and available rooms.

Jon Jarosh spoke on behalf of Destination Door County regarding tourism promotion and fueling our economy by attracting visitors. He went over the Community Investment Fund, DDC Core Operations, and Strategic Community Partnership Program.

Pending Business

EMR Bylaws. Through June 2025, there have been 81 calls with 89% response rate for the Town's EMR's. Currently they have 21 members which is over the cap of 20. They would like to address possibly raising the cap. The minutes will be taken, given to Supervisor Olsen and then he will send those to the Town Clerk. Motion by Olsen and second by Vogel motion to ratify the 2024 Bylaws and accept the current presented EMR Bylaws.

Newsletter Summer 2025 Update. Wait stated we aim to have a newsletter out by August. Everyone needs to submit their articles to Supervisor Wait within the next week.

Driveway Permit Application – Steve Parents – Rock Ridge Road Cul De Sac. Wait recapped the Parent previous request to allow access to two parcels off the Rock Ridge Road cul de sac. The Town again suggested the use of the easement off County P, as opposed to off the cul de sac on Rock Ridge Road. The neighbors were given the opportunity to voice their opinion on the access off Rock Ridge Road and those in attendance expressed their opposition. The Parents offered to combine both lots (N1 and N2) if they could access the new lot from Rock Ridge Road. Following discussion on conditions (set forth below), motion by Haen and second by Olsen to approve the driveway off Rock Ridge Road in conjunction with a Memorandum of Understanding outlining all the conditions set forth. Motion carried 3-aye to 1-nay (Wait).

Conditions: combine lots N1 and N2 into a single parcel, the new parcel shall remain SF20 (no zoning change), improvements shall be limited to one single family residence on the combined parcel, Rock Ridge Road shall never be a through street to County P, the access off Rock Ridge Road shall never serve lot N3, any damage to Rock Ridge Road as a result of clearing of the property or construction shall be the responsibility of the owner of the combined parcel, and the Parents will give up the easement of County P directly east of address 4875.

Ordinance Committee Update. Olsen reported that the Committee has updated drafts of the following Ordinances: Noxious weed, Snowmobiling on Town Roads, Burning in the Town, and Voting Hours. The Committee will meet again in August and present the updated ordinances to the Board at the August meeting.

2025 Road Work.

Consensus by the Board to allow Bill Schuster to go into Bittersweet and Arrowhead Lanes to brush out the right-of-way to create a better parking area and Supervisor Olsen volunteered to assist.

As a result of the road tour on May 16, 2025, the following roads were identified as projects for 2025, with estimated as provided by the Door County Highway Department:

- Walker Road from STH 42 to west of the intersection of Peterson Road, approximately 6,750 ft x 20 ft - \$167,337.00
- Mathey from Ripp Road head north to County P, approximately 2,675 ft. x 20 ft. - \$76,233.00
- Erdman Drive from West Shore Road to Townline Road, approximately 1,000 ft x 14 ft. - \$23,871.00
- Edward Drive from fire number 5984 to intersection of Elaine Drive approximately 325 ft x 10 ft patch - \$6,016

1 • Whitefish Bay Road from County HH easterly toward the Highway 42, approximately $\frac{3}{4}$ of a mile,
2 or for a total of \$126,553.00

3 Motion by Olsen and second by Haen to do the aforementioned roads based on the estimates we
4 received from Randy Dvorak with the Door County Highway Department. Motion carried.

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6 **New Business.** None

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8 **Ordinances/Resolutions.** None

9
10 **Financial Reports – May 2025.** Motion by Haen and second by Olsen to accept the financial
11 reports for May 2025. Motion carried.

12 **Treasurer's Report.** The Town sent out its second quarter fire dues to the City of
13 Sturgeon Bay. The Maintenance of Effort report that is due to the State by July 1st has been
14 submitted. The state started this report last year when we had that large increase in Shared
15 Revenues. If you fail to submit this report, your shared revenues are decreased by 15%.

16
17 **Approval of Vouchers, Bills, and Claims – May 20, 2025, through June 16, 2025.** Motion by Vogel
18 and second by Olsen to approve the vouchers, bills, and claims for May 20, 2025, through June 16,
19 2025. Motion carried.

20
21 **Oral Committee/Commission Reports/Minutes.**

22 DCTZ annual meeting this coming Thursday.

23 Vogel reported that AT&T held a ribbon cutting ceremony at the Kress Pavilion in Egg Harbor. AT&T
24 has partnered with the Town of Sevastopol, Town of Egg Harbor, Town of Sturgeon Bay, and Village
25 of Egg Harbor.

26 Motion by Olsen and second by Haen to accept Ordinance Committee Minutes (5/6/25) and Park
27 and Recreation Minutes (5/14/25) and place on file.

28
29 **County Board Report – District 15 – Hugh Zettel.** No report given.

30
31 **Licenses & Permits**

32 **Inspection Specialists, LLC – May 2025.** Placed on file.

33 **Door County Zoning Permits – May 2025.** Placed on file.

34 **Alcohol Beverage, Cigarette, and Operator License Application/Renewals for Period**
35 **7/1/2025 through 6/30/2026.** Motion by Haen and second by Olsen to approve the
36 presented liquor licenses for the period July 1, 2025, through June 30, 2026. Motion
37 carried.

38
39 **Correspondence**

40 Door Cancer Walk/Run Thank You

41 City of Sturgeon Bay Fire Report – May 2025

42 Destination Connection – June 2025

43
44 **Announcements**

45 Open Book at Town Hall, Friday, June 20, 2025, from 10:00 a.m. to 1:00 p.m.

Town of Sevastopol, Board of Supervisors' Meeting, June 16, 2025

Board of Supervisors' Meeting – Monday, July 21, 2025, at 7:00 p.m.

Board of Review, Tuesday, July 22, 2025, 1:00 p.m. to 3:00 p.m.

Agenda Items for Next Month.

Adjourn. Motion by Olsen and second by Haen to adjourn. Motion carried and the meeting adjourned at 849 p.m.

Respectfully submitted,

Amy M. Flok, Clerk

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