



**Town of Sevastopol
Ordinance Committee Meeting - Minutes**

Tuesday, November 4, 2025, 6:00 p.m.
4528 State Highway 57, (Institute), Sturgeon Bay, WI 54235

Call to Order. Chairman Olsen called the meeting to order at 6:00 p.m. The following Committee members are present and constitute a quorum: Laddie Chapman, Linda Wait and Trent Olsen. Excused are Jeff Schmeckpeper and Amy Flok.

Proper Notice / Adopt Agenda. The agenda has been properly noticed. Motion by Chapman and second by Wait to adopt the agenda; motion carried.

Approval of Previous Minutes. Motion by Chapman and second by Olsen to accept the previous minutes of August 5, 2025; motion carried.

Discussion on Organization of Ordinances and Website Layout. Flok had previously indicated that all ordinances have been scanned and saved as pdf files for adding to the Town website when we are prepared to do that.

There was discussion on how we would want to organize those pages, using a consistent numbering system (i.e., No. 01-2025), offering easy access via links, and searchability by topic and/or date only within the Ordinance pages. We could also include references as to amendments, inactives and those repealed. Ordinances could be organized using the following categories: Roads & Driveways, Short Terms Rentals & Room Tax, Elections, Licensing, Buildings & Dwellings, Land Use, Nuisance, Town Parks & Camping, and Taxes.

It was suggested that we reach out to Tweak/TownWebDesign for their input on format, loading the ordinances, organization, using links and search capability. Also, some ordinances currently on our website should be changed from "word doc" to "pdf" format.

Olsen will update his excel list using categories plus references to new additions, amendments and those repealed.

Adjourn. Motion by Olsen and second by Chapman to adjourn; motion carried and meeting adjourned at 6:36 p.m.

Respectfully submitted,
Linda Wait
[draft 11/6/2025]