



BOARD OF SUPERVISORS' MEETING

Monday, December 15, 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 a Quorum. In addition to Woelfel, the following Board members were in attendance and constitute a quorum: Supervisor Mark Haen, Supervisor Linda Wait, Supervisor Jeanne Vogel, and Supervisor Trent Olsen.

Meet n' Greet. Following the introduction of the Board and also in attendance: Amy M. Flok – Clerk/Treasurer, Ryan Hoffmann – Sevastopol Videographer, Hugh Zettel, Jeb Saelens – Director of Door County Emergency Management.

Public Participation. None.

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

Approval of Minutes – Board of Supervisors' Meeting – November 17, 2025. Motion by Vogel and second by Olsen to approve the minutes of the Board of Supervisors' Meeting, November 17, 2025. Motion carried.

Special Report: Jeb Saelens – Update on E911 Fire Signs.

Jeb is here tonight to update the Town on the new E911 signs. New signs are needed since the current ones have faded. The new signs will be perpendicular to the road and have the reflective numbers on both sides. There are 2 phases to this. They will go out first and swap out the signs that still are on good posts. Second phase, they will go out and do the signs that need a new post since Digger's Hotline will need to mark the lines. The Town of Sevastopol is the next municipality to have the new signs placed.

Pending Business

Grant Update – Schauer Road Construction Options. Woelfel reported the Town of Sevastopol has been awarded \$150,000 grant from the Door County Community Foundation for the construction of the "new Schauer Road". The Town is still short by roughly \$100,000 to complete the project. Woelfel has gone back to the County to see if they can take another look at the total expense of the road to see if they can trim back anything. Woelfel thinks we should possibly go back to the Town of Jacksonport to see if they would be willing to contribute more with the cul-de

sac creation that totals \$52,000. We could also look at things to see if we should maybe eliminate the cul de sac. Wait believes that this is definitely a tourist-related expense, since Cave Point is the No. 1 outdoor visited site in Door County, and all parties involved need to take a closer look at contributing additional funds. We will wait for some final numbers from the County and the Town of Jacksonport. We will bring this item back.

EMR Meeting Minutes Approval/Quorums/Head Count.

Woelfel stated we placed this on the agenda since the EMR hasn't had a quorum since February. Olsen reported that meetings have been an issue with EMR's. They only seem to get a quorum for elections. They might have to institute a point system for EMR's to stay active in the group. It would decrease the amount of EMR's once instituted since it would make the EMR's that aren't active removed. We are hoping to broaden the amount of EMR's taking calls and attending meetings. A suggestion was made for the crew chief to send out the meeting/training minutes to the agency to make sure everyone is in the loop. The next EMR meeting will be on January 7th, 2026. We will bring this back in January at the Town Board.

New Business

Clerk/Treasurer – Contract Renewal. Motion by Wait and second by Woelfel to renew the Clerk/Treasurer's contract for 2026 as presented in the packet. Motion carried.

Approval of Republican/Democrat/Unaffiliated Election Officials. Motion by Vogel and second Haen by to approve the election officials for the 2026 to 2027 election cycle. Motion carried.

Notice of Public Hearing on Door County Comprehensive Plan. Wait stated that on Thursday, January 15th at 3:00 p.m., the RPC will be holding a hearing on some zoning text amendments.

Building Inspection Updated Fee Schedule. Woelfel stated that the building inspectors increased some charges. There were some comments about the occupancy bond and how to make residents and/or builders obtain their final inspection before they move in. We will bring this item back in January to talk about occupancy bonds.

AT&T Updated Map. Woelfel stated that in January 2026 AT&T will be roughly 60% finished with the Town of Sevastopol. Last week there was a zoom meeting regarding Sturgeon Bay Utilities burying their utilities. Jason Bieri, from Sturgeon Bay Utilities, stated in 2026 they will complete roughly 0.80 miles, in 2027 they will complete 0.09 miles to roughly Gordon Road, and in 2028 they will finish Bay Shore Drive. Originally ATT's quote was to do all ariel in that area of Bay Shore Drive. This item will be brought back as updates are available.

Tax Rate and Assessment Ratio. Woelfel reported that when looking at the tax bills that went out this year, we are already out of compliance with the state because as of this year, we are only at 88% whereas last year we were at 100% average assessment ratio. Once the Town is above or below by 10%, the clock starts on the need for a revaluation, which is required to be completed in 5 years.

Ordinances/Resolutions. None

Financial Reports – November 2025. Motion by Wait and second by Vogel to accept the financial reports for November 2025.

Treasurer's Report. The EMR's received a grant from the State of Wisconsin for roughly \$18,000. It was the first year EMR's were eligible and they have a specific list of supplies they are able to use that money for within a year. Tax bills have gone out, and residents have already been paying them. Currently our "Road Construction" budget category has a balance of \$370,000 versus the \$400,000 we budgeted. That is mostly due to Whitefish Bay Road coming in at roughly \$179,000 versus the quote of \$199,000.

Approval of Vouchers, Bills, and Claims – November 18 through December 15, 2025. Motion by Haen and second by Olsen to approve the vouchers, bills, and claims from November 18th, 2025, through December 15th, 2025. Motion carried.

Wait stated that the RPC did grant the conditional use permit to the Scheuerman's. The Scheuerman's were in attendance and stated they did not get notice of the Plan Commission nor Board of Supervisors' Meetings for the Town of Sevastopol.

Destination Door County has asked Supervisor Wait and Clerk Flok to take a look at the 2026 Destination Sturgeon Bay Activity Guide and make suggestions if needed.

Oral Committee/Commission Reports/Minutes.

Motion by Haen and second by Vogel to accept the Plan Commission Meeting minutes from November 11, 2025, and place on file. Motion carried.

County Board Report – District 14 Supervisor – Hugh Zettel.

Hugh stated that November is the busiest month for the County Board. There was no comment on the overall budget. Net new construction number went up almost 20%. The Door County Fair had an increase of 2,000 people attending. The State did get their BEAD funding approved from the federal government. The County received about \$22.6 million.

Licenses & Permits

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

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

Correspondence

Rural Mutual Letter

Destination Connection Correspondence for Sevastopol

State of Wisconsin Proclamation – Election Officials

Announcements

Board of Supervisors' Meeting – January 19th, 2026, at 7:00 p.m.

130 **Agenda Items for Next Month**

131

132 **Adjourn.** Motion by Olsen and second by Haen to adjourn. Motion carried and the meeting
133 adjourned at 8:44 p.m.

134

135 Respectfully Submitted

136

137 Amy M. Flok

138 Draft 12/22/2025

139