



BOARD OF SUPERVISORS' MEETING

Monday, January 19, 2026, 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, and Supervisor Trent Olsen. Supervisor Vogel is excused.

Meet n' Greet. Following the introduction of the Board and also in attendance: Amy M. Flok – Clerk/Treasurer, Ryan Hoffmann – Sevastopol Videographer, Hugh Zettel, Kyle Guilette – Inspection Specialists, Brett Guilette – Inspection Specialists, Stacie Denil, Joe Polacheck and Jeff Schmeckpeper.

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 – December 15, 2025. Motion by Wait and second by Olsen to approve the minutes of the Board of Supervisors' Meeting, December 15, 2025. Motion carried.

7:15 p.m. - Presentation on Town Implementing E-Plan Exam – Kyle Guilette and Brett Guilette

Kyle Guilette explained E-Plan Exam is for commercial plan review only. This would expedite the process for commercial plan review, instead of having to go to the State with their review. This would give the business owner the option of going to the State or E-plan for the review. They also offer counseling services for the municipality along with business owners. The Town would not get charged any fees for working with E-Plan, instead E-Plan would share their profit with the municipality. The Board had some additional questions. We will bring this item back next month with more clarification.

Pending Business

Building Inspection Updated Fee Schedule.

At the last meeting, we spoke about increasing the occupancy bond to deter people from moving in before the final inspection. If we would make the owners aware of the bond with the final inspection, it would motivate them to wait until final inspection is done to move in. The Board is going to leave the occupancy bond where it is. Motion by Haen and second by Olsen to accept the new fee schedule for Inspection Specialists and contract with them for another year. Motion carried.

AT&T Update – Bay Shore Drive.

Woelfel stated AT&T is expecting to get the project done sometime in early spring. Sturgeon Bay Utilities has been contacted to put utilities underground on Bay Shore Drive. Sturgeon Bay Utilities' progress has slowed because they

now must go through rock which will take them longer to get through. AT&T filed an extension with the State and unfortunately, they declined the extension. There will now be a section of Bay Shore Drive that will not get underground utilities from AT&T. AT&T will complete the project within the time limits.

Schauer Rd. Update.

Woelfel stated that we are roughly \$100,000 short on the Schauer Road project. Woelfel has spoken to the Town of Jacksonport and informed them they will need to contribute additional funds if they would like the turnaround portion of the road completed. One of the concerns was having deviation from the original plans that were submitted to the Community Foundation to the grant. We have made them aware that this is a possibility, and they have accepted the deviation if necessary. One of the ways to cut down the cost of the project would be to gravel the turnaround instead of blacktopping it. We have had a conversation with Thad Ash, Highway Commissioner to see if there could be any changes to their estimate.

EMR Meeting Minutes Approval/Quorums/Head Count.

Olsen stated that the EMR Agency meeting was held on January 7th, 2026, with a quorum. They discussed the new point system, where you would have to make 15 points per year and you would get points by going to meetings and calls. The procedure was voted on and put into place. During the committee meeting, the Agency went through the ranking and the 6 with the lowest scores were sent letters. It was a good year for the EMR's. They responded to 227 calls, which was 81% of the total calls. Ashley Staats remains the Crew Chief and Grant Estes is now the Assistant Chief.

New Business

Door County Coastal Byway Grant.

Wait stated the Door County Coastal Byways applied for a grant through Raibrook. They will be printing 10,000 of the coloring books and 30,000 brochures. The Town acted as the sponsor for the grant. There will be a Coastal Byway meeting on Monday.

"Neighbors for a Safer Bayshore Drive." group.

Woelfel reported that "Neighbors for a safer Bayshore Drive" is an informal group of 25 people to bring safety to Bayshore Drive. Thad Ash has been acting as their focus leader. The group has come up with methods to make the road safer. They are attempting to hire a Traffic Engineer and identify potential solutions. They may ask the Town of Egg Harbor and the Town of Sevastopol for some financial help once they decide on the route they are taking.

Ordinances/Resolutions. None

Financial Report – December 2025. Motion by Wait and second by Haen to accept the financial reports for December 2025.

Treasurer's Report. The Town has paid for our first quarter of Fire Protection. We have also sent out settlement checks to the County, Sevastopol School District, Sturgeon Bay School District, NWTC and the Sevastopol Sanitary District. We also had the auditors here last week and they will be back at the Annual Meeting to give a full report.

Approval of Vouchers, Bills, and Claims - December 16, 2025, through January 19, 2026. Motion by Haen and second by Olsen to approve the vouchers, bills, and claims from December 16th, 2025, through January 19, 2026. Motion carried.

Oral Committee/Commission Reports/Minutes.

Wait attended the Door County Coastal Byways meeting as well as Destination Door County. Destination Door County's main concern was affordable housing. The next meeting for Destination Door County will be February 19th at the Sevastopol Town Hall.

County Board Report – District 14 Supervisor – Hugh Zettel.

Last month County Board spoke about the Younkers project. Supervisor Zettel stated that this was the most talked item when he canvassed for County Board. There are currently negotiations on land for the EMS tower upgrade project. They will be adding two additional towers in the Northern Door area to maintain the same coverage. The current cost is \$29.2 million. The County approved the Schauer Road Intergovernmental Agreement.

Licenses & Reports

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

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

Correspondence

City of Sturgeon Bay Fire Report – November 2025

City of Sturgeon Bay Fire Report – December 2025

General Transportation Aids

Donation from the Nature Conservancy

Door County Connect – Public Transit

Announcements

Board of Supervisors' Meeting – Monday, February 16, 2026, at 7:00 p.m.

Spring Election, Tuesday, April 7, 2026 – Polls open at 7:00 a.m. to 8:00 p.m.

Board of Supervisors' Meeting – Monday, April 20, 2026, at 7:00 p.m.

Annual Town Meeting – Tuesday, April 21, 2026, at 6:00 p.m.

Agenda Items for Next Month.

Adjourn. Motion by Olsen and second by Haen to adjourn. Motion carried and the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Amy M. Flok, Clerk

1/29/2026 - Draft