



Board of Supervisors Meeting

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

August 17, 2026

Call to Order. The meeting was called to order by Chairman, Dan Woelfel, at 7:04 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 Jeanne Vogel, Supervisor Stacie Denil and Supervisor Mark Haen.

Meet n' Greet. Following the introduction of the Board and also in attendance: Amy M. Flok – Clerk/Treasurer, Ryan Hoffmann – Sevastopol Videographer, Hugh Zettel – District 14 County Board Supervisor, Melanie Shilbauer, Mark Brown – Associated Appraisal Consultants, Kregg Shilbauer, Connie Judd, George Zachariasen, Derek Denil, Gwenn Graboys, Andy Staats, Grant Shilbauer, Sandy Walters, Mike Steinle, Beth Allen and Dale Vogel.

Public Participation.

Gwenn Graboys – spoke about Lake Districts, time frame to become a Lake District, asking the Town Board to reconsider a no wake ordinance on Clark Lake. Would like clarification on something that was stated in correspondence at the July 20th, 2026, meeting by Chairman Woelfel.

Agenda/Proper Notice/Adopt. Upon proper notice, motion by Vogel and second by Denil to adopt the agenda. Motion carried.

Approval of Minutes – Board of Supervisors' Meeting – July 20, 2026. Motion by Haen and second by Vogel to approve the minutes of the Board of Supervisors' Meeting of July 20, 2026. Motion carried.

Pending Business

Associated Appraisal Consultants – Assessment Services Summary – Mark Brown.

Woelfel stated that we touched on this subject at last month's meeting. Two (2) years ago, we went through a reassessment process for the town. You must be within 10% above or below 100% of equalized to assessed valuation. We have since slipped to 80% in 2 years. The compliance clock is now running. Mark Brown is here from Associated Appraisal to speak tonight. Wisconsin Department of Revenue states that we could do an interim market update which would bring everything back into compliance. It's the same process that was done in 2024, but people would not be going door to door. The Assessment itself would be roughly \$45,000 with the annual maintenance in 2027 of \$19,950. We would also renew a new 5-year

1 contract schedule. Motion by Vogel and second by Wait to accept the maintenance assessment
2 services for Associated Appraisal. Motion carried unanimously. We will bring back the
3 revaluation portion.

4
5 **Designation of Destination Door County Funds.** Woelfel stated that we have been giving the
6 portion of Room Tax to Destination Sturgeon Bay to promote the Town of Sevastopol.
7 Supervisor Denil helped to get a Business Association going. So, 100% of our room tax revenue
8 funds go to Sevastopol Business Association, Inc. There are a lot of things to do before we need
9 to get the 501C6 determination. They need the bylaws, 3 years of a proposed budget, summarize
10 the activities. Along with a \$600 filing fee. The application can take up to 90 days to approve.
11 The Sevastopol Business Association, Inc., will continue to move forward and work hard to get
12 everything done by the end of 2026. If for whatever reason we cannot make the deadline, we
13 will then determine where to allocate the Town's funds.

14
15 **America's 250th Celebration at the Town Park.** Woelfel stated that in honor of America's
16 250th Anniversary, Destination Door County gave us some funds to each municipality to
17 celebrate in our own community. We would spend roughly \$6,000 that we were provided. Wait
18 stated that there will be a screen to play the movie The Sandlot on. We have reserved 2 bounce
19 houses that will be delivered on Friday, and we will put them up on Saturday. Josh from FLS is
20 working on banners for the event. Ding-A-Ling ice cream is reserved and set. We have the tent
21 rental all set up in case of inclement weather. Welsing's is contributing 400 hot dogs and Walmart
22 gave \$100 gift card for water/soda. We will have Amvets Post 51 that will perform presentation
23 of colors. The Sevastopol pep band will be here playing music. We are looking for volunteers to
24 help with the set up. This item will be brought back.

25
26 **Newsletter Update.** Wait stated that the newsletter went out last week and it went out to
27 everyone in the municipality. We also got a compliment regarding sending a physical newsletter
28 instead of an email.

29
30 **Neighbors for a SAFE Bay Shore Drive Funding Request.** Woelfel stated that the group
31 Neighbors for a SAFE Bay Shore Drive is asking the Town of Sevastopol, Town of Egg Harbor,
32 and Door County Highway Department to contribute \$2,000 each to do a traffic study.
33 Supervisor Denil supports safety, but believes this is County Road, so it's in their jurisdiction.
34 Supervisor Haen is against funding this endeavor. Supervisor Vogel also believes that this is a
35 county issue and approving this will create a precedent. Supervisor Wait stated that our sheriff's
36 department is already spread this and to authorize them to spend more time a single road and is
37 not in favor of this proposal. Chairman Woelfel stated that the Town of Egg Harbor has declined
38 the proposal.

39
40 **New Business**

41 **Commissioners for Sevastopol Sanitary District #1 Recommendation.**

42 Woelfel stated that we were sent this request to approve Cheryl Polster being appointed to serve
43 out the remainder of Paul Wegner's terms as a commissioner for that district. Motion by Wait

1 and second by Vogel pursuant to section Wis. Stats that Cheryl poster fill out the remainder of
2 the Commissioners' the commissioners' conditions on the receipt of financials required by the
3 Town. Motion carried 4 to 1 (Haen).

4
5 **Kregg & Melanie Shilbauer Trust request a variance to construct a 2-story, 30' x 40'**
6 **garage, 23' 3" tall, with electricity on the vacant lot located east of the road right-of-way at**
7 **5049 Bay Shore Drive, Parcel No. 022-0112282511K3. The Door County Comprehensive**
8 **Zoning Ordinance requires accessory structures on lots without an associated principal**
9 **structure to be a maximum of 120 square feet, not greater than 13' 6" in height, and have**
10 **no water, sanitary waste disposal or electricity services connected to the structure.**

11 Wait stated the plan commission heard this on August 3rd, and they were unanimous to send a
12 recommendation of support to the Town Board. The reason's in in keeping it residential. There
13 are only a handful of parcels that fall into this category that a single parcel is split by a roadway
14 but is still one parcel but considered two. There would not be an additional driveway. There was
15 support from the neighbors. The draft report did indicate that there was room on the south side
16 of home, but in doing this, they would take down less trees. This building will not have any
17 living quarters. It is consistent with the Town's Comprehensive Plan. The Plan Commission
18 looked at it as a single lot. We ask the Board of Adjustment to do the same. This will be heard
19 on August 25 at the Board of Adjustment. Motion by Denil and second by Haen to send a
20 recommendation of support on to the Board of Adjustment. Motion carried.

21
22 **Consideration of Health Insurance for Clerk/Treasurer for 2027.** Woelfel stated that the
23 Clerk approached him about considering health insurance for her. The majority of municipalities
24 that have full-time employees offer them health insurance. Wait stated that the resolution needs
25 to be done to get coverage October 1st. Wait would like to see this go into closed session. Clerk
26 will provide Board with additional information, and we will bring this back in September.

27
28 **Ordinances/Resolutions.**

29
30 **Financial Reports – July 2026.** Motion by Wait and second by Vogel to accept the financial
31 reports for July 2026. Motion carried unanimously.

32 **Treasurer's Report.** The Town has received the August Settlement from the
33 County for the remainder of 2025 taxes. To date, our Charter Franchise Fees are
34 \$3,700 lower this year than last year so far. Committees should start working on
35 2027 budgets.

36
37 **Approval of Voucher's Bills and Claims – July 21, 2026, through August 17, 2026.** Motion
38 by Denil and second by Haen to approve the vouchers, bills, and claims from July 21, 2026,
39 through August 17, 2026. Motion carried.

Oral Committee/Commission Reports/Minutes.

Wait stated the Door County Tourism Zone has an opening for an administrative position with full benefits. The building they are currently in (Door County Economic Development Center) has sold and they are now looking at a new location. A suggestion was to move into the old Younkers building across from the Post Office.

Motion by Haen and second by Denil to accept the meeting minutes from the Business Association, Plan Commission, and the Park and Recreation Meeting. Motion carried.

County Board Report – District 14 Supervisor – Hugh Zettel.

Hugh would like to get the Yonker's building up to compliance and then hand it off to the Friends of Door County Museum and does not want to see the County be in the business of renting. Cherryland Airport had a resolution for a runway project cost overage. This Thursday, they will be going over the feedback from other Town's for shipping containers along with a discussion on Temporary Use Permits.

Licenses and Permits

Inspection Specialists LLC – July 2026. Placed on file.

Door County Zoning Permits – July 2026. Placed on file.

Correspondence

Pinkert Law Fee

Population – January 1, 2026

DNR – Bley

Town of Clay Banks Proposed Text Amendment

Announcements

Vintage Revival – August 20th through August 22nd – 5005 Country View Road

Class Tournaments September 5-6, 2026 – Sevastopol Town Park

Board of Supervisors' Meeting – Monday, September 21, 2026, at 7:00 p.m.

Agenda Items for Next Month

Red line version of the Door County Tourism Zone

Adjourn. Motion by Denil and second by Haen to adjourn. Motion carried and the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Amy M. Flok, Clerk

Draft 8/24/2026