

**Town of Nasewaupee**  
Town Board Meeting  
3388 County PD, Nasewaupee Town Hall  
July 17, 2025  
Minutes

**Call to Order**

The July 17, 2025, Nasewaupee Town Board meeting was called to order by Chairman Steve Sullivan at 6:00 p.m. at the Nasewaupee Town Hall.

**Establish a Quorum/Members Present**

Board Members present: Steve Sullivan, Mark Hilsabeck, Mark Feuerstein, Tim Smith, and Paul Keddell.

Also present: Clerk Jill Lau, Treasurer Christy Herschleb, and public.

**Approval of Agenda**

Motion by Hilsabeck, seconded by Feuerstein to approve the agenda. Motion carried by voice vote.

**Approve Minutes of the June 19, 2025 Town Board Meeting**

Motion by Hilsabeck, seconded by Smith to approve the minutes of the June 19, 2025 Board Meeting. Motion carried by voice vote.

**Fire Protection - Nasewaupee Fire Rescue Department**

**Fire Committee Update / Chief's Monthly Report**

Fire Committee Chairman Bill Krueger provided the monthly update which included: fire calls, YTD fire calls, EMR calls, YTD EMR calls, current roster is at 25, 2 interviews are being scheduled, internal training, used truck finishing up small details/items, fabricating mounts for jaws, badges, payroll, grants, and budget.

Fire Chief Jacob Schartner emailed Town Chairman Sullivan asking if a former person who resigned a couple of months ago could be hired back on without the need to interview process. The person has been separated from the department for about 40 days. By consensus the Board agreed to leave the decision up to the Fire Chief.

**Resolution 2025-05 Resolution Regarding Door County's Proposal to Charge an Annual Subscriber Fee for Emergency Medical Service Devices**

County Board Supervisor Jeff Miller explained this past Tuesday a joint meeting of County Committees was held. A recommendation from that meeting was to charge a per device maintenance fee which would cost the town \$1,200 - \$1,300 and not charge a subscriber or user fee. To be on record the Board decided to adopt the resolution and submit it to the County.

Motion Sullivan, seconded by Hilsabeck to approve Resolution 2025-05 as presented. Motion carried by roll call vote with all Members voting yes.

**Request from Brian Bosben to Abandon a Portion of Melland Road, Tax Parcel 020-0227282514B**

Chairman Sullivan received a request from Brian Bosben to abandon a portion of the Melland Road which is a town road. The portion is gravel. Sullivan noted a turn-around would be required at the end of the road for snow plowing purposes. The portion of the roadway asking to be abandoned would then become part of Bosben's property and become a private driveway. Brian Bosben would be responsible for filing the appropriate paperwork and taking the necessary action without cost to the Town. Discussion followed and included if the Town agrees to abandon the roadway Mr. Bosben would be responsible for paying for all costs related to abandonment including costs to build a turn around. Chairman Sullivan will obtain costs from the Highway Department and communicate this information with Mr. Bosben.

**Short Term Rental Ordinance – Policy for Enforcement of Maximum Occupancy**

Treasurer Herschleb has been monitoring non-compliant maximum occupancy properties. 15 properties are currently advertising over their allowed maximum occupancy. Herschleb asked the Board how they'd like to address this issue. The Board asked that Herschleb contact Town Attorney Buchta to draft a template letter that can be used to contact those properties who are advertising over maximum occupancy.

## **Local Fiber / Broadband**

### **Fibernet/Broadband Committee Update**

Broadband Committee Chairman John Kolodziej provided an update and distributed information regarding the BEAD Program changes. All bidding processes are expected to be completed by September 4. The significant change is that every type of service is now available for grant funding whereas the first rules were fiber only. The low-cost service plan requirement has been eliminated. Much of the coordination has been eliminated. There will be no involvement at the Town level. Anticipating award of bids will be announced by the first of next year. There is no local participation or funding required for this.

### **Door County Tourism Zone Commission – Rep Update**

Tourism Zone Rep D’Ann Jackson attended a commission meeting today. Room tax is up 5% from last year. Door County is one of 35 counties across the nation who are included in a research study focused on sustainability. Destination Door County is offering business reviews of accessibility.

## **Town Hall / Fire Station**

### **Roof Repairs and Gutters**

Chairman Sullivan reported Doug Schroeder has offered to complete most of the roof repair work as community service. Doug will prepare an invoice for a portion of his labor. The Board was very grateful for this generous donation of time. Doug has spent countless hours repairing the roof.

Gutters have been installed. Assistant Fire Chief Jeff Espe noted the gutter on the south end is not capped and will drip at the fill site which could cause heavy icing. Because of the amount of water that will run off the roof the south end had to remain open as a downspout would not be able to handle the flow. Fire personnel will keep an eye on this area over the winter and the Board will reevaluate in spring to determine if changes need to be made.

## **Roads, Park, and Cemetery**

### **Elms Road Water Access**

Chairman Sullivan reported there will be another meeting between the parties and the Judge on July 21<sup>st</sup>. If no decisions are reached the Town may end up in court to finally bring this matter to an end.

### **ARIP/Idlewild Road - Short-Term Borrowing**

#### **Resolution 2025-06 – Authorizing the Borrowing of \$2.2M, for the Purpose of Financing Road Construction and Improvements for Idlewild Road**

The Board anticipates the town will need a 3-to-6-month short-term loan. The town will not need to take a draw until the work begins and the first invoice is received. It is anticipated bid openings will be August 11<sup>th</sup> with acceptance of bids and award of the bid to follow. Final grant reimbursement cannot be made until all work is complete and the Town has paid all vendors. This is a shared project between Nasewaupée and the Town of Forestville. This project is expected to be completed in 2025.

Motion by Smith, seconded by Hilsabeck to approve Resolution 2025-06 Authorization to borrow. Motion carried by roll call vote with all Members voting Yes.

### **Accept Anonymous Grant for Haines Park for Additional Park Improvements**

Motion by Sullivan, seconded by Hilsabeck to approve the grant for Haines Park in the amount of \$4,000. Motion carried by voice vote.

## **Roads**

Supervisor Smith received a call from Tom Schmelzer about signage for Sully’s Produce. The concern is there is not signage causing vehicles to miss the driveway to the produce stand which results in vehicles turning around in the neighbors driveways. Mr. Schmelzer said several neighbors are upset about this. There are no town ordinances that address this. Signs could be placed in the right-of-way however if the County receives a complaint the sign will be removed. Smith will contact Tom Schmelzer to follow up.

## **Cemetery**

Richard Young reported we had one burial this past month.

## **Parks**

Haines Park – the signs that were on the dunes have not been located. Richard asked if the town can try to obtain new signs. Lau will contact Door County Soil & Water to see if they can assist with obtaining new signs.

Richard noted the new grant will be used to purchase an additional Mobimat and benches. Richard asked if the beach could be raked; a permit will be required to drive on the beach. Richard and Mary Young will work to find a person that would be willing to volunteer to rake the beach.

One of the buoys ended up on shore recently. The buoy has been put back in place.

## **Permits**

### **Administrative**

No Administrative permit applications were received.

### **Building**

Jeff & MaryAnn Miller, 4462 E Sherwood Point Rd – generator; Darren Berg, 6807 Woodview Dr – detached garage; Gina Slappy, 6630 N Rocky Ridge Circle – deck; Tom Soukup, 7148 HWY 42-57 – detached garage; David Ziarnik, 6608 Rocky Road – porch and deck addition; Richard Young, 3999 Snake Island Rd – generator; James Knaapen, 6846 Meadow Lane – single family home; Cindy Remington, 4539 Cabots Point Rd – kitchen remodel; Bernard Terrien, 8069 Sand Bay Rd – sunroom addition; Scott & Amy Richard, 3050 Rosy Lane – storage building.

Motion by Sullivan, seconded by Hilsabeck to approve the Building Permits. Motion carried by voice vote.

### **Driveway**

No Driveway permit applications were received.

### **Rasmussen Property Driveway Permit / Culverts Issue – Update**

Attorney Zachary Buchta drafted and sent a letter via certified mail to Alyssa Rasmussen Trust informing her of her final warning to replace the plastic culvert with a steel or concrete culvert and to remove the second access point on the property within 14 days after the receipt of the letter. Chairman Sullivan reported Rasmussen Construction contacted him to inform him they would be replacing the culvert. Ms. Rasmussen was in attendance at the meeting and informed the Board the culvert has been replaced and the second driveway has been removed. Ms. Rasmussen noted she had emailed a driveway permit application for a second driveway and had sent the permit fee via mail earlier this week.

### **Sign**

No Sign permit applications were received.

### **Camping**

Donald Routhieaux, Emerald Dr, Tax Parcel #020-0114272534A – event permit for September 4, 5, and 6.

Motion by Hilsabeck, seconded by Smith to approve the event permit. Motion carried by voice vote.

## **Licenses**

### **Operator**

Marya Wolffe (Baysport Outfitters/Pot Park Store); Mitesh Patel, Heidi Weckler, Connie Goetz, Wendy Mabrey, Kimberly Keller, and Nicole Worley (PJ's).

Motion by Hilsabeck, seconded by Smith to approve the Operator Licenses. Motion carried by voice vote.

### **Liquor**

MNM Ventures, LLC d/b/a PJ's of Door County Class A Beer and Liquor. The paperwork for their license was submitted to the Town on July 16<sup>th</sup>. Notice of the application must be published and a license cannot be issued until a 15-day waiting period has passed. Pending no issues, the license can be issued August 1<sup>st</sup>.

Motion by Smith, seconded by Hilsabeck to approve the License contingent upon publication and the 15-day waiting period passing without issue. Motion carried by voice vote.

**Cigarette**

MNM Ventures, LLC d/b/a PJ's of Door County.

Motion by Hilsabeck, seconded by Smith to approve the Cigarette License as presented. Motion carried by voice vote.

**Correspondence**

- Anonymous letter regarding property on Sawyer Dr
- Email from Christopher Dietzman re: appeal to assessment
- Email from Jennifer Paye-Weber re: camping without a permit
- Door County Connect Quarterly Newsletter

**Public Comment**

- Supervisor Hilsabeck questioned if the town is working on obtaining quotes for installation of a generator at the fire station
- Tom Wilda asked how many lenders were contacted for lending for the Idlewild Road project
- Constable Joey Wilke volunteered to clean up some of the town water access points
- Richard Young suggested we install a donation box at Haines Park
- Zoning questions, preservation of historic properties
- Mariah Sixel noted a brat fry is planned at Marchants Meats on August 21<sup>st</sup> for NFR

**August Agenda Items**

- Camping permits follow-up
- ARIP Grant
- Elms Road update

**Presentation and Approval of Bills**

Bills were read aloud.

Motion by Sullivan, seconded by Feuerstein to approve the bills as presented, checks 4932 – 4980, EFT/ACH to US Treasury, WI DOR, in the amount of \$68,040.05, and to approve the June debit card transactions as presented. Motion carried by voice vote.

**Next Meeting Date:**

- Thursday, August 21, 2025 - 6:00 p.m.

**Adjourn**

Motion by Sullivan, seconded by Hilsabeck to adjourn. Motion carried by voice vote. Time: 7:27 p.m.

Respectfully submitted by Jill M. Lau, Town Clerk