

Town of Nasewaupee
Town Board Meeting
3388 County PD, Nasewaupee Town Hall
September 18, 2025
Minutes

Call to Order

The September 18, 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 August 21, 2025 Town Board Meeting

Motion by Sullivan, seconded by Hilsabeck to approve the minutes of the August 21, 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: monthly fire calls, YTD fire calls 54; monthly EMR calls; YTD EMR calls 114; current roster 28; trainings and drills completed; used truck finishing up small details/items; Golf outing will be held on September 19th; need to replace apparatus bay TV; UTV trailer will be placed for sale on the Highway at Melville Auto; new pagers and portables were ordered; Door County Fire Chief's meeting was held here last night.

Town Hall / Fire Station

Roof Repairs

Repairs continue, in final stages.

Generator

Two companies were on-site to determine what size generator is needed. Chairman Sullivan noted by eliminating six circuits the town can still meet code and can go with a smaller generator. Chairman Sullivan will clarify generator size and elimination of circuits and bring back further information to the next board meeting.

Short Term Rental Ordinance

Policy for Enforcement of Maximum Occupancy – Update

Treasurer Herschleb reached out to Pinkert Law Firm. Our town attorney has been out of the office. He is back in and will be reviewing and drafting an enforcement letter.

Violation of Town Code of Ordinances, Section 8.5.030(F)(2) - 7375 Soukup Road – Mobile Home

Tim Soukup applied to the Town for a variance to the minimum width of a dwelling to place a 14' wide mobile home at 7375 Soukup Road. A public hearing and Plan Commission meeting was held in July at which time the variance request was denied. At the public hearing Mr. Soukup stated he had already purchased the mobile home, and he had already brought the home into the town. Town ordinance only allows a 14' mobile home in a licensed mobile home court. Mr. Soukup recently was issued a sanitary permit for this property. Chairman Sullivan requested the Town Attorney send a letter informing Mr. Soukup he must remove the mobile home from the property and move it out of the town. Supervisor Keddell will contact Mr. Soukup before having the attorney send a letter.

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

No updates.

Town Web – Upgraded Website & Communication Platform

The Town's website company, Town Web, recently notified Clerk Lau of the need to upgrade the website platform and notice of an increase in pricing. Town Web is offering the town a free upgrade and a fixed price 3-year contract. The annual cost is \$1,220.

Motion by Smith, seconded by Feuerstein to approve the 3-year contract with Town Web. Motion carried by voice vote.

Banking – New Financial Institution

Treasurer Herschleb explained in the process of researching loans for the Idlewild Road project Bank of Luxemburg asked how they can partner with the town for banking needs. Chairman Sullivan, Treasurer Herschleb and Clerk Lau recently met with the Bank of Luxemburg to discuss the town's options. Treasurer Herschleb had a follow-up meeting with BOL today. Herschleb will provide a written update to the Board in the coming weeks to compare our current bank to offerings at BOL.

Local Fiber / Broadband

Fibernet/Broadband Committee Update

Broadband Committee Chairman John Kolodziej reported the State has completed the awards to the various bidding partners. The final report has been submitted to the Federal Government. Federal approval is expected in the next 90 days. Once the State receives approval they will finalize agreements with the Internet Service Providers. Once all complete the ISP's have four years to complete installation. There is no need for the Fibernet/Broadband Committee to meet currently. Chairman Sullivan requested the committee continue, stay dormant for awhile while the BEAD funding plays out in case something changes and there is a need for the committee to continue.

Door County Tourism Zone Commission

Rep Update

Rep D'Ann Jackson reported there was an Executive Committee meeting held today; D'Ann was not able to log on to view today. D'Ann is willing to step down if there is another person in the Town interested in serving on the Tourism Zone Commission.

Roads, Park, and Cemetery

Supervisor Kedell reported Richard Young has filed the final report for Haines Park grant funding.

There was one cremain burial at the cemetery.

Elms Road Water Access

The Town Attorney will be contacting persons to testify at the upcoming October court hearing.

Driveway Location – Tax Parcel No. 0205003015A (County Road M & Idlewild Woods Drive)

Chairman Sullivan explained town ordinance requires a property of 10 acres or less bordering a county roadway and town roadway, where practical, the driveway be placed on a town road. The owner has requested a driveway placement off County M; he is willing to follow town ordinance if the town finds that placement more practical. By Consensus, the Board agreed town ordinance is to be followed and the driveway is to be placed off the town road.

Permits

Administrative

No administrative permit applications were received.

Building

Mike Frea, 6984 Deer Trail Rd – generator; Beata Koczwar, 4205 Hammarstrom Rd – detached garage; Robert & Mallory Haberli, 2179 Idlewild Rd – storage building; Adam Deeter, 3056 Rileys Bay Rd – storage building; Barbara Campbell, 3703 Town Park Rd – covered porch addition; Joey Meyer, 3909 Park Dr – storage building; Kyle Tielens, 7521 Eliason Rd – remodel detached garage; Chris & Ann Renard, 2189 County DK – shed; Marc Ellingsen, 4033 Golf View Ln – new sub-panel and spa wiring; Maren Olsen, 7838 Haines Rd – solar panels; Jim Thibodeau, 1941 County O – storage building and covered porch addition.

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

Driveway

Ryan Herschleb, 6869 Lamere Road – driveway paving.

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

Sign

No sign permit applications were received.

Camping

No camping permit applications were received.

Correspondence

- Email from Treasurer Herschleb regarding unclaimed checks from Nicolet and Wells Fargo
- UWO Fall 2025 Door County Private Well Monitoring Program
- WI DNR notification of MFL applicants
- Letter from Hager, Dewick & Zuengler, S.C. re: Petition for Direct Annexation by One-Half Approval

Public Comment

- Bob and Terri Starr re: the Petition for Direct Annexation. Bob asked the Town to work on a boundaries agreement with the City of Sturgeon Bay to exempt the storage unit park.

October Agenda Items

- Annexation
- Generator
- Budget

Presentation and Approval of Bills

Bills were read aloud.

Motion by Smith, seconded by Hilsabeck to approve the bills as presented, checks 5017 – 5041, EFT/ACH to US Treasury, in the amount of \$53,747.11, and to approve the August debit card transactions as presented.

Motion carried by voice vote.

Next Meeting Date:

- Thursday, October 16, 2025 - 6:00 p.m. – Regular Meeting
- Wednesday, October 22, 2025 – 6:00 p.m. - Budget Workshop

Adjourn

Motion by Feuerstein, seconded by Hilsabeck to adjourn. Motion carried by voice vote. Time: 7:09 p.m.

Respectfully submitted by Jill M. Lau, Town Clerk