VILLAGE OF SISTER BAY
MEETING OF THE BOARD OF TRUSTEES
THURSDAY, MAY 24, 2018
SISTER BAY/LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
APPROVED VERSION

The May 24, 2018 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 5:45 PM.

Present: President Lienau and Trustees Scott Baker, Pat Duffy, Chad Kodanko, and Rob Zoschke. Nate Bell arrived at 6:01 PM.

Excused: Denise Bhirdo

Staff Members: Interim Village Administrator Janal Suppanz, Utilities Director Mike Schell, Parks Facilities Manager Dan Lundquist, Marina Manager Amy Lorona, and Administrative Assistant Heidi Teich.


Approval of the Agenda as published:
A motion was made by Duffy, seconded by Baker that the Agenda for the May 24, 2018 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

Approval of Minutes as published:
A motion was made by Baker, seconded by Duffy that the minutes of the April 17, 2018 meeting of the Village Board be approved as amended. Motion carried – All ayes.

Comments and correspondence:
Lienau asked if anyone in the audience wished to comment regarding a non-agenda item.

Faye Blue, residing at 10591 Koessl Lane, was in attendance to address her concerns regarding noise from neighboring business, e-Tailer, Inc., and read from a letter she prepared. Lienau added his own comments on this item, stating that he is very aware of the concerns with e-Tailer, and shared that the business is expanding outside of Sister Bay. Additionally, they are purchasing other property within the village and will be moving to that new location within a matter of weeks.

State Representative Joel Kitchens addressed the board and stated that as they are not currently in session, this would be an opportune time to bring any concerns to his attention so that they can be addressed when session resumes. Kitchens added that transportation is expected to be brought up. Duffy asked Kitchens if there was anything that could be done to address seasonal help shortages and housing for those employees. Kitchens stated that the work-Visa issue is a federal concern and one he cannot address, but will explore grant options for housing assistance once more plans are made.
Lienau commented on his recent visit to the White House in Washington, DC with several county supervisors. They had the opportunity to speak with a number of government officials with a goal of obtaining direct contact information to numerous Federal agencies in order to share ideas and local issues in Wisconsin. Two of the issues he highlighted were Wisconsin’s ranking of 17th in the nation in opioid use, and 16th in the nation in exports.

Dan Powers, of Door County United to Amend, shared some updates since he appeared before the board in March asking for a resolution in support of a statewide referendum to allow limits on campaign spending. Powers stated that, statewide, 131 municipalities have now passed similar resolutions, including 17 in Door County.

Suppanz noted that several items of correspondence had been received by the Board for this meeting, including letters from the following individuals in protest of Ordinance 251 which allows “assembly halls” on several parcels in the R-3 Residential District:

- Elizabeth Weborg, 12695 STH 42, Ellison Bay, WI
- Keith and Vivian Nienow, 10439 Northwoods Dr, Sister Bay, WI
- Ellen Goodrich, 10445 Northwoods Dr, Sister Bay, WI
- Sandra Reisenauer, 2674 Sandra Rose Ln, New Franken, WI
- Cliff and Kim Anderson, 39116 N Rustic Dr, Lake Villa, IL
- Paul and Barb Ristau, 10433 Northwoods Dr, Sister Bay, WI
- Steve and Julia Berndt, W195 S7828 Ancient Oaks, Muskego, WI

An additional letter was received from Elizabeth Weborg in opposition to allowing a wedding/event venue next to her property and creating a definition for “assembly halls” at this time.

Suppanz noted additional correspondence from the following:

- The Sunshine House sent a letter announcing its 16th annual Corn Fest fundraiser
- A letter from the Town of Liberty Grove regarding road work along Humbug and Kensoha Roads
- An email from Ann Freiwald of the WI DNR inviting public participation in an open house to learn about resource management and public use of DNR-managed properties located in the Lake Michigan Coastal regions
- A thank you note from Kathy Enquist acknowledging the plaque she received from the board and stating her pleasure at having been a part of the board for the past several years
- A letter of thanks from the Sister Bay Historical Society for a monetary donation from the village to help meet their operational needs
- The quarterly Door County Sheriff’s Department call log

Lienau asked if there was anything of note on the sheriff’s call log to which Suppanz replied that it contained fairly standard issues.

Item No. 1. Public hearing on the creation of Tax Increment Financing District #2 serving the south Highway 57 business corridor.

Former Village Administrator Bob Kufrin prepared a report which was included in the meeting packet and summarized the possibility of the creation of a TIF district along the STH
57 corridor. This is an area of potential commercial growth for the village. The village would benefit by capturing property tax revenue from newly developed properties in order to fund infrastructure improvements. Kufrin defined the boundaries of the proposed TIF District #2 and prepared a plan which he stated would prove to be economically viable if development occurs in that area. These documents were also included in the meeting packet.

Kufrin went on to state that without the TIF, the area would not be economically viable. There are areas along the STH 57 corridor that are contaminated with salt and agricultural pesticides. Special assessments in that area would be expensive due to this contamination and the long runs between parcels. The TIF would be a means of facilitating growth in that area.

Kufrin further addressed the need for an amendment to TIF #1, which adds a percentage of the road and utility costs for projects along STH 57 to that TIF, as directed by the state DOR. This is due to the need for utilities to cross TIF #1 in order to be installed in TIF #2. The costs associated with the two TIF’s would be $73,781 (5%) to TIF #1 and $1,401,989 (95%) to TIF #2.

It was noted that since Kufrin began working on this analysis six months ago, a number of potential development projects have come and gone unrealized. There is no guarantee of development. However, with the creation of the TIF, infrastructure needs could be funded through growth-capture without the need for taxing the rest of the residents or rate-payers. Kufrin stated that job creation is also a benefit, with the potential for bringing young families into the area as some of the proposed projects are not tourist-related ventures.

Kufrin closed by stating that the member of the Joint Review Board met to review the proposal, and are in favor of the proposed TIF creation. Lineau added that the Plan Commission has also reviewed the proposal and forwarded their recommendation for passage to the Village Board.

The public hearing was opened at 6:17 PM.

Barb Ristau, 10433 Northwoods Dr., referenced the options included in the meeting packet and asked how the village would justify spending an additional $700,000 for the wedding venue property, which is only valued at 1.6 million. Kufrin answered that developer contributions were included in that analysis and the wedding venue would realize expenses for a private well, sprinkler systems, wastewater treatment and on-going maintenance. Ristau followed up by asking about the developer contribution from that specific project, which Kufrin believes to be about $200,000 based on the limited information he had available when preparing the plan.

Ristau then referenced Tables 6 and 7 in the meeting packet and questioned the payback to the loan if the village borrows the money to pay for planned projects. She asked for clarification on the shortfall. Kufrin stated that there is a $500,000 shortage.

Elizabeth Weborg, 12695 STH 42, Ellison Bay, stated that she owns property which borders two sides of the wedding venue. She asked if feasibility study was done on that wedding barn project to see if development could be sustained. Lineau stated that the wedding barn
was not the subject of this hearing, to which Ristau stated that it does need to be a consideration. Lienau clarified that no infrastructure would take place unless the development takes place. He stated that the village would not be providing water and sewer to the wedding barn unless there is other development along STH 57 to make up for the shortfall and infrastructure costs to do that.

Lienau added that developer contributions can be negotiated based on what actually goes into the project and that Kufrin’s proposal is just a model by which the Village can determine whether or not to proceed with the creation of the TIF #2. The numbers are preliminary projections and dependent on actual activity.

Ristau asked what the tipping point would be for them to have enough to proceed. Lienau replied that it would depend on the scale of the project. He indicated that multiple projects would be needed to build the line far enough down to reach the wedding barn. Lienau shared that the village has been approached by three separate project proposals for development along STH 57, which is what started this process. He explained that tonight’s meeting is to approve the model of the TIF so that they can capture the tax increment, and that there are many “ifs” involved.

Ristau sought clarification that at this point there is no approval for money to be spent on proposed projects. Lienau replied affirmatively. Kufrin added that project plans would go to multiple committees (Utilities, Plan Commission, Village Board) before any final approvals are given.

Vivian Nienow, 10439 Northwoods Dr, pointed out that the Land Use map included in the meeting packet shows the wedding barn property as commercial. She reaffirmed her opposition to commercial property in a residentially zoned area. Kufrin explained that he looked at the use of the land, not the zoning when preparing that map. Nienow agreed with him, stating “that is a commercial use on residential property... that’s my point.”

Nienow also referenced a map prepared by Robert E. Lee map which illustrates a roadway with sewer and water running to a lotted area north of the wedding venue, making a 90 degree turn south and then stopping at the boundary of the wedding venue parcel. Kufrin stated the reason behind that particular road was that the property owner had previously approached the village about potential development there if he were to create lots out of his parcel. That project did not see fruition. Kufrin went on to state that this particular map was used due to the amount of detail, showing an orderly and looped water system, which is necessary for better water pressure.

Nienow noted that the map shows an abrupt stop to Ava Hope Trail and questioned if this was accurate. Kufrin replied that the official map should have picked this up as the property owner to the west cannot build lots without it.

The public hearing was closed at 6:35 PM.

Item No. 2. Discussion on the proposed creation of Tax Increment Financing District #2
serving the south Highway 57 business corridor.

Duffy reiterated that this action needs to be done in a timely fashion in order to get the TIF set up. No money is being expended, other than those costs associated with the creation of the TIF and that this is a procedural move in order for the village to benefit from potential future development.

Kufrin noted that the first step would be for a potential developer to go to the Administrator with his/her proposal, which may or may not include underground utilities. There are other improvements, such as roads, which can be made in order to assist the developer. The process of review would then begin.

Lienau addressed Kufrin and asked if he understood correctly that money from TIF #2 could flow into TIF #1. Kufrin indicated that he was correct, and explained the concept of “donor TIFs”. The state statutes allow for municipalities with more than one TIF, noting that the TIF is doing well and exceeding the amount required for the debt service, it could then share with a second TIF through the Joint Review Board process.

Kufrin briefly spoke about his research with the original CUPAC study and its usefulness as a guide in developing the model he is proposing for a second TIF district in Sister Bay.

Lienau noted that the way TIF #2 is drawn, the north end of that area could be developed without major infrastructure changes. He stated that the board is aware of one project which will go into one of the properties on the north end, potentially gaining increment without additional spending or borrowing for infrastructure. If nothing further was to develop along STH 57, the increment gained for that one project could be funneled into TIF #1. Kufrin agreed with this analysis.

Zoschke took a moment to introduce Kufrin to those in the audience who may not know that he is a former administrator of Village, thereby explaining his knowledge of the area.

Zoschke went on to remind the board that Kufrin, during his time as administrator, added a provision to the Zoning Code allowing for employee housing on the same parcel as the potential development. He asked the board to remain open-minded about how necessary that may become if the TIF goes through, and asked that future development agreements hold employers accountable for providing employee housing. He referenced the 102 jobs created in Kufrin’s model and stated that there already exists a crisis in housing within the Village and wondered about the accuracy of that number.

Kufrin replied that his information came from contacts he has had with the DCEDC. The information he received was reviewed by Lienau and also by the developers for the project being proposed. Lienau added that the developers concurred with the numbers provided by DCEDC and are very aware of the need for housing for additional employees.

Kufrin noted that since he began the project in January 2018, opportunities for growth have come and gone. It would be far too difficult to continually update this plan based on that variability. He stated that his model is based on what was available at one singular point in
time, and there is no promise to do more than just create the lines on a map as a framework to encourage development.

Item No. 5. Consideration of passing and adopting Resolution No. 383-052418 approving the creation of Tax Increment Financing District #2.

A motion was made by Duffy, seconded by Baker, to pass and adopt Resolution No. 383-052418 approving the creation of Tax Increment Financing District #2. Motion carried – all ayes.

Item No. 3. Public hearing on the proposed Second Amendment to the Tax Increment Financing District #1 Project Plan to add a project to the schedule of projects as part of TIFD #2.

Kufrin noted that TIF #1 was amended in 2011. When considering TIF #2, he struggled with the idea of expanding TIF #1 or creating a new TIF. What it came down to was the logic of creating a second TIF in order to keep costs and projects separate. The Department of Revenue did inform him that he needed to allocate a portion of the costs to TIF #1, as parcels there would benefit. He added that one of the promises for TIF #1 is that commercial projects would not be assessed for improvements going in. Additionally, TIF #1 improvements are to be paid by the increment, as will be in the case in TIF #2 and there will not be special assessments.

The public hearing was opened at 6:50 PM. No discussion was offered.

The public hearing was closed at 6:51 PM.

Item No. 4. Discussion on the proposed Second Amendment to the Tax Increment Financing District #1 Project Plan to add a project to the schedule of projects as part of TIFD #2.

No one on the board offered additional discussion on this item.

Item No. 6. Consideration of passing and adopting Resolution No. 384-052418 approving the Second Amendment to Tax Increment Financing District #1.

A motion was made by Baker, seconded by Kodanko, to pass and adopt Resolution No. 384-052418 approving the Second Amendment to Tax Increment Financing District #1. Motion carried – all ayes.

Item No. 7. Discussion regarding Resolution No. 378 which supports a Constitutional Amendment to allow limits on campaign contributions and conduct a Non-binding Statewide Referendum; Consider a motion for action if appropriate.

A motion was made by Lienau, seconded by Bell to approve Resolution 378 as presented, which supports a Constitutional Amendment to allow limits on campaign contributions and conduct a Non-binding Statewide Referendum. Motion carried – all ayes.

Item No. 8. Review of the draft Development Agreement between the Village of Sister Bay and Allen Gokey and Christopher Schmeltz and Marina Development, LLC for the construction of a condo/hotel on the property located at 10722 N Bay Shore Drive; Consider a motion for action if appropriate.
Suppanz noted that the development agreement between the Village of Sister Bay and Allen Gokey, for the property located at 10722 N Bay Shore Drive, was initially discussed at the March 27, 2018 Plan Commission meeting. At that time, grammatical revisions were made and the Plan Commission made a recommendation that the Village Board designate an official completion date and approve the agreement. At the April 17, 2018 Village Board meeting, October 1, 2019 was designated as the completion date for the condo/hotel to be built in that location. In the intervening time it was discovered that a change in ownership had occurred. Title is now held in the name of Marina Development LLC, whose principal owners are Allen Gokey and Christopher Schmeltz.

Lienau confirmed that the agreement was reviewed by the plan commission and what was included in the meeting packet was recommended by them. Kodanko raised a question regarding the completion of landscaping within six months of having received an occupancy permit. He wonders what the governmental body can do if occupancy is given and the work is not completed in the specified time. Zoschke stated that he had a similar question.

Lienau responded that there is limited enforcement which can be done, including involving the village attorney. He explained that that provision was added to allow for the seasonality of this area, and gave the example that if development is not completed until winter logic dictates that you must wait until spring for planting.

Kodanko feels that the provision is not unreasonable, but is concerned that problems which have occurred in the past on other projects may be repeated in the future.

Suppanz noted that previous landscaping issues which had arisen were resolved by putting money into an escrow account to complete the work if the developer did not finish it.

Duffy agreed that putting money into an escrow account prior to issuing occupancy was a smart idea and that it could be used to complete the work if the deadline is not met.

Lienau clarified that the money should really be used for enforcement, as the village is not in the business of landscaping.

Zoschke recommended that the development agreement between the Village of Sister Bay and Marina View LLC be amended to include a dollar amount to be held in escrow for landscaping. Bell asked if that money would be escrowed at the time the occupancy permit is requested. Kodanko felt that would be acceptable, and Zoschke concurred.

Lienau asked Schmeltz how he felt about adding a provision to the development agreement for an escrowed amount to be held against completion of landscaping. Schmeltz requested that the timing be taken into consideration so that the weather is appropriate for planting. He did state that he felt that the change is reasonable.

Suppanz noted that she will revise Section 6 the development agreement in such a fashion that an amount sufficient to cover the cost of approved landscaping must be submitted at the time of the occupancy request. Lienau suggested that the Administrator/Interim Administrator determine that amount based on the landscaping plans provided.
Schmeltz made an additional request for an amendment to Section 16 of the development agreement to include an extended time for exterior construction to occur, as was granted to him for his project on the Sister Bay Marketplace property. Specifically, he is looking for permission to continue work Mondays through Thursdays beginning the Tuesday after Labor Day, Sept. 4, 2018 and concluding the Wednesday before Pumpkin Patch, October 3, 2018.

Zoschke was not in favor of granting Schmeltz’s request for an expanded time frame for exterior work.

Kodanko reminded the board that a similar request was discussed and denied at the April 17, 2018 board meeting.

Lienau stated a new partner is now involved, a different entity is created, and they have the right to come back and ask again. Kodanko acknowledged that that was their right.

Lienau relayed a conversation he had with Suppanz in discussing the parking of heavy equipment on the marketplace property during that work period in September and October. They decided to refer that discussion to the Parks, Properties and Streets Committee in order that they come up with a plan and to make a recommendation to the board on what could and could not be done. He felt that it would be advantageous to spend time in developing a plan, which can be done at the committee level, and work with the contractors on what is feasible rather than making a quick decision at this meeting. Lienau asked the trustees if they felt this would be an acceptable suggestion as there is still time before September to get a plan put in place.

Schmeltz asked that he be included in the Parks Committee meeting in July to define the terms of the work on this project site. The Parks Committee will then develop a recommendation for the Village Board to consider.

It was the consensus of the board that this item be referred to Parks, Properties, & Streets for further discussion.

Item No. 9. Discussion regarding a request from Chris Schmeltz from Jaco Management that the Village Board designate specific locations for any heavy equipment and contractor vehicles to be parked while work is being done on the hotel to be constructed on the Sister Bay Marketplace Property, that a condition be included in the related Development Agreement that site prep and related work will be allowed Monday through Thursday from September 4, 2018 (the Tuesday after Labor Day), through October 3, 2018 (the Wednesday before Pumpkin Patch Festival), on the condition that adequate safety fencing must be erected and maintained around the work zone at all times, and that the Village Board clearly delineate any other incidental conditions they would like to see included in the Development Agreement; Consider a motion for action if appropriate.

It was the consensus of the board that this item be referred to Parks, Properties, & Streets for further discussion.
Item No. 10. Discussion regarding the Marina Committee’s recommendation that the Village Board pass and adopt Resolution No. 379, which requests assistance from the WI DNR for Recreational Boating Facilities, (RBF), Grant Funding; Consider a motion for action if appropriate.

Suppanz summarized the benefits of receiving a grant to help fund proposed repairs to “A” dock, “J” dock and the marina parking lot. Marina Manager, Amy Lorona, has obtained information on the grant process through the Department of Natural Resources and is in the process of completing that application. She noted that the application is due June 1, 2018 and the committee will meet in August to grant those awards.

A motion was made by Baker, seconded by Zoschke to pass and adopt Resolution No. 379, requesting assistance from the WI DNR for Recreational Boating Facilities, (RBF), Grant Funding. Motion carried – all ayes.

Item No. 11. Discussion regarding passing and adoption of Resolution No. 382-052418 which approves the 2017 Electronic Compliance Maintenance Annual Report (E-CMAR); Consider a motion for action if appropriate.

Suppanz indicated that Utilities are required, on an annual basis, to review the DNR’s Compliance Maintenance Annual Report and have it approved by the local government. Suppanz commended Schell and his utilities crew for their hard work which resulted in the grade of A across all categories.

A motion made by Duffy, seconded by Kodanko to pass and adopt Resolution No. 382 – 052418 which approves the 2017 Electronic Compliance Maintenance Annual Report (E-CMAR).

Item No. 12. Discussion regarding the purchase of a new trackless; Consider a motion for action if appropriate.

Suppanz summarized a recommendation by the Parks, Properties & Streets committee which requests funds be allocated to purchase a new Trackless MT7. The current Trackless is in poor condition and it was determined that replacement would be a better option than further repair of the machine. A grant for funding was investigated, but found that this particular piece of equipment did not meet the criteria for economic advancement and safety as required by the grant applicants.

Lienau asked if Finance was consulted on this matter. Suppanz reported that Finance is recommending using available money this year to put towards the purchase and additional funds be allocated in next year’s budget to complete the payment. She added that the manufacturer, MacQueen Equipment, is willing to split the cost of the machine over two years.

Duffy pointed out that there are additional features available for the machine, such as a salt/sand attachment and lawn mower attachment, and asked that the parks department consider purchasing those in the future in order to utilize the machine year-round.

A motion was made by Kodanko, seconded by Bell to purchase a Trackless MT7 as presented, using funds available in Capital Improvements: Vehicles & Equipment for 2018, and allocate funds in the 2019 budget to pay the balance due. Motion carried – all ayes.
Item No. 13. Discussion on Village Bylaws, review of the 2018 Committee Appointment Worksheet and spreadsheets on which Trustee and Committee member appointments have been delineated, and confirmation of all President Lienau’s appointments.

A schedule of committee appointments was passed out prior to this meeting the trustees were given time to review them. Lienau explained that there were several committee members he has not yet been able to contact, so all committees are not complete. He is asking for approvals at this time in order for committee meetings to be held in the coming weeks.

Two of the changes he has made include inserting trustee Zoschke into spaces vacated by out-going trustee, Kathy Enquist. Zoschke will also replace Bhirdo on the Fire Board.

Lienau also noted that citizen appointments were re-affirmed for all except Mary Kay Shumway as a member of the Plan Commission. Lienau will continue to try and reach Shumway and confirm her assignment.

A motion was made by Baker, seconded by Bell to approve the trustee appointments and committee member recommendations made by President Lienau as presented. Motion carried – all ayes.

Item No. 14. Report on County activities from the County Supervisor, Dave Lienau.

Lienau noted that a county board meeting was held the day prior to his departure for Washington, DC. The majority of the activity taking place at that meeting was text amendments made in reference to zoning issues.

The only other item of note made by Lienau was that the Door County Humane Society was acquired by Wisconsin Humane Society and they now have a new director. He added that the village does provide funding for the humane society, and with the new consortium they will be able to provide activities and programs which have not been available previously.

Item No. 15. Review of the 2017 Village Financial Statements and Management Letter and discussion regarding those documents; Consider a motion to approve the 2017 Financial Statements.

Suppanz noted that Finance Director Rass was not able to attend tonight’s meeting, but relayed that the auditors from Schenk have met with the finance committee. Copies of the financial statements were distributed to the trustees for review. The auditors made recommendations regarding the following: monitoring of the fund balance on a yearly basis in order to meet the minimum fund balance policy, assessing outstanding debt service and its effect on future levies, and TIF spending. Suppanz continued by stating that Rass is working with the auditor’s concerns in mind and is addressing them. She also informed the trustees that Rass is available during the week to answer additional questions anyone may have.

A motion was made by Lienau, seconded by Bell to approve the 2017 Village Financial Statements and Management Letter as presented. Motion carried – all ayes.

Item No. 16. Review of the financial statements and consideration of a motion to approve the monthly bills.
The monthly financial statements were included in the meeting packet and reviewed jointly by the board of trustees.

Baker raised a question regarding payments by utilities for the information booth. Schell responded by saying that there is a pressure-reducing valve in that location. New service was added near that valve rather than being run up to the building. An arrangement was made that the information booth would pay part of those costs, but that went by the wayside for a time. This past winter it came to light again as the bill increased to over $300 due to the seasonal light display there. A formula has since been defined to allocate the appropriate funds between utilities and the village.

A motion was made by Lienau, seconded by Duffy that the monthly bills depicted on the reports which were included in the meeting packets totaling $288,033.24 be approved as presented. Motion carried – All ayes.

Item No. 17. Report by the Village Administration on Village Activities and Projects.

Suppanz prepared a report summarizing various activities happening in the Village, which was included in the meeting packet. She noted that a number of development agreements are still pending and arrangements are being made to finalize them in the near future. She went on to add comments regarding the following:

• Zoning and building permits have been issued to the Gallardo property on Mill Road
• Landscaping plans have been submitted by Jaco Management for the hotel to be constructed on the Sister Bay Marketplace property and will be reviewed by the Plan Commission
• The Plan Commission has been working on the village’s parking issues and is making progress
• The search for a new village administrator continues
• Steve Mann is retiring as Parks Facilities Manager and will be replaced by Dan Lundquist effective June 1, 2018.

Suppanz also noted that Facilities Manager reports for Parks, Utilities and the Marina were included in the meeting packet and asked if anyone had questions concerning those reports.

In regards to planned repair to the administration building steps, Bell recalls that those had been damaged steps by someone and asked what became of that. Suppanz noted that a settlement was received and used for repairs, but the repairs did not hold up.

Item No. 18. Discussion regarding a request from Wisconsin Public Service Corporation for Village officials to define the location of a utilities easement on the property located at 2279 Scandia Road, (which is commonly referred to as Main Lift Station No. 1/Well Station No. 1), and authorize the execution of a related Easement; Consider a motion for action if appropriate.

A request was received from WPS to approve an easement for utilities at Main Lift Station No. 1. Schell noted that the easement that exists now is on Bhirdo’s property, and will be moved onto Village lands. The 12’ by 100’ easement will grant WPS permission to maintain the lines there.
A motion was made by Baker, seconded by Duffy to approve a request by Wisconsin Public Service granting a utilities easement on the property located at 2279 Scandia Road. Motion carried – all ayes.

Committee Reports

Administrative Committee: Has not met

Administration/Compensation Oversight: Has not met.

Communication and Technology Committee: Has not met.

Door County Coastal Byways Commission: Meeting minutes have been included in the meeting packet.

DCEDC: Bell was unable to attend the meeting.

Economic Development Committee: Has not met.

Finance Committee: Meeting minutes have been included in the meeting packet.

Fire Board: Baker reported that the fire board met on May 15. They discussed the possibility of using the North fire station more. He also reported that Assistant Chief Michael Goldstone has received an offer to be fire chief in Gibraltar, and he is considering that offer. Finally, he noted that an invoice for brush truck will be forthcoming.

Fire District Exploratory Committee: Has not met.

Historical Society: Baker reported that the historical society met on May 3. They are working on the building updates and are looking for something in the range of $35- $40 per square foot. There has been a request for use of barn on May 31, and the volunteer program is being worked on. Baker invited any interested individuals to come out and help with cleaning which is happening now.

Holiday Lighting Committee: Has not met. Suppanz noted that this would be a good time to meet in order to give direction to the Parks department regarding seasonal decorations and asked the committee to look at potential meeting dates.

Library Commission: Meeting minutes have been included in the meeting packet.

Marina Committee and Marina Fest Committee: Minutes were included in the meeting packet.

Parking Committee: This committee has been dissolved and will be removed from future agendas.

Parks: Meeting minutes were included in the meeting packet. Duffy noted that the navigational aids in the bay are already in place and was pleased to see them so early. He
did ask that the parks crew consider leaving them in the water until after fall fest as the
marina is still being used at that time.

Duffy also asked if the swim raft would be going in, and Lundquist responded in saying that
the raft is ready and they are just waiting for more of the swim buoys to be placed before the
final installation.

Zoschke asked if the parks department has noticed the ice damage to the swim pier which is
in need of immediate repair. Lundquist noted that it had been repaired.

**Personnel Committee:** Duffy noted that Lundquist has been promoted to Supervisor of the
Parks Department upon the retirement of Steve Mann.

**Plan Commission:** Meeting minutes have been included in the meeting packet.

**SBAA:** Quarterly financial statements have been included in the meeting packet and
reviewed by the board.

_Motion by Baker, second by Kodanko to approve the SBAA quarterly report and issue a check for
quarterly support. Motion carried – all ayes._

**Tourism Zone Commission:** Meeting minutes have been included in the meeting packet.

**Utilities – Water, Sewer, and Storm Sewer Committees:** Meeting minutes have been
included in the meeting packet.

**Item No. 19. Consider a motion to convene into Executive Session pursuant to and Wis.
Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is
rendering oral or written advice concerning strategy to be adopted by the body with
respect to litigation in which it is or is likely to become involved and Wis. Stats.,
§19.85(1)(c) to discuss personnel and employee benefits.**

At 7:52 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene into
executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the
governmental body who is rendering oral or written advice concerning strategy to be adopted by the
body with respect to litigation in which it is or is likely to become involved and Wis. Stats.,
§19.85(1)(c) to discuss personnel and employee benefits. A roll call vote was taken on that motion, and
the Trustees voted in the following fashion:

_Baker – Aye; Duffy – aye; Bell – Aye; Kodanko – Aye; Lienau – Aye; Zoschke - aye_

_Motion carried._

**Item No. 20. Consider a motion to reconvene into open session:**
At 8:33 PM a motion was made by Lienau, seconded by Baker that the Village Board reconvenes into
open session. Another roll call vote was taken, and the Trustees voted in the following fashion:
Baker – Aye; Duffy – aye; Bell – Aye; Kodanko – Aye; Lienau – Aye; Zoschke - aye

Motion carried.

Item No. 21. Consider a motion to take action, if required:
Staff was directed to take action as discussed in closed session.

A motion was made by Bell, seconded by Kodanko that the Personnel Policy be amended in such a fashion that all employees required to be on call shall be paid at a daily, pro-rated on call rate rather than the current established weekly call-in rate. The recommendation is also made that the Personnel Committee review the on call policy and the on call rate of pay. Motion carried – all ayes.

It was the consensus of the Village Board that staff is directed to inform the village attorney that he should move forward with the actions described in a letter concerning a pending litigation.

A motion was made by Kodanko, seconded by Baker that effective immediately, Heidi Teich shall be appointed Clerk of the Village of Sister Bay, Janal Suppanz shall be appointed Deputy Clerk of the Village of Sister Bay, Tasha Rass shall be appointed Treasurer of the Village of Sister Bay, and Janal Suppanz shall be appointed Deputy Treasurer of the Village of Sister Bay. Heidi Teich shall be paid a new hourly rate of $19.00/hour. Motion carried – all ayes.

A motion was made by Zoschke, seconded by Kodanko that Dan Lundquist shall be promoted to the position of Parks Supervisor, and shall be paid a new hourly rate of $27.00/hour. It was also the recommendation of the Board that all department heads be salaried and that matter will be referred to the Personnel Committee and be addressed in the 2019 budget. Motion carried – all ayes.

Item No. 22. Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official or Employee:

It was the consensus that the following item appear on a future meeting of the Village Board:
• The official swearing in of the new Village Clerk and Village Treasurer will take place at the next regular meeting of the Village Board of Trustees.

Discussion on proposed changes to the terms of the Development Agreement between the Village of Sister Bay and Marina View LLC has been referred to the Parks Committee.

The next regular meeting of the Village Board of Trustees is scheduled for Tuesday, June 19, 2018 at 6:00 PM.

Adjournment:
A motion was made by Baker, seconded by Kodanko to adjourn the May 24, 2018 meeting of the Village Board of Trustees at 8:36 PM. Motion carried – All ayes.

Respectfully submitted,
Heidi Teich
Administrative Assistant