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**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.

**Others:** Laddie Chapman, Bob Kufrin, Allen Gokey, Steve Thomas, Louise Howson, Dan Powers, Keith and Vivian Nienow, Jane Wise, Judith Ross Stevenson, Greg Casperson, Faye Blue, Joel Kitchens, Chris Schmeltz, Paul and Barb Ristau, and Elizabeth Weborg.

**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.

1  
2 Lienau commented on his recent visit to the White House in Washington, DC with several  
3 county supervisors. They had the opportunity to speak with a number of government  
4 officials with a goal of obtaining direct contact information to numerous Federal agencies in  
5 order to share ideas and local issues in Wisconsin. Two of the issues he highlighted were  
6 Wisconsin's ranking of 17<sup>th</sup> in the nation in opioid use, and 16<sup>th</sup> in the nation in exports.

7  
8 Dan Powers, of Door County United to Amend, shared some updates since he appeared  
9 before the board in March asking for a resolution in support of a statewide referendum to  
10 allow limits on campaign spending. Powers stated that, statewide, 131 municipalities have  
11 now have passed similar resolutions, including 17 in Door County.

12  
13 Suppanz noted that several items of correspondence had been received by the Board for this  
14 meeting, including letters from the following individuals in protest of Ordinance 251 which  
15 allows "assembly halls" on several parcels in the R-3 Residential District:

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

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

26  
27 Suppanz noted additional correspondence from the following:

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

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

42  
43 **Item No. 1. Public hearing on the creation of Tax Increment Financing District #2 serving**  
44 **the south Highway 57 business corridor.**

45 Former Village Administrator Bob Kuftrin prepared a report which was included in the  
46 meeting packet and summarized the possibility of the creation of a TIF district along the STH

1 57 corridor. This is an area of potential commercial growth for the village. The village would  
2 benefit by capturing property tax revenue from newly developed properties in order to fund  
3 infrastructure improvements. Kufrin defined the boundaries of the proposed TIF District #2  
4 and prepared a plan which he stated would prove to be economically viable if development  
5 occurs in that area. These documents were also included in the meeting packet.

6  
7 Kufrin went on to state that without the TIF, the area would not be economically viable.  
8 There are areas along the STH 57 corridor that are contaminated with salt and agricultural  
9 pesticides. Special assessments in that area would be expensive due to this contamination  
10 and the long runs between parcels. The TIF would be a means of facilitating growth in that  
11 area.

12  
13 Kufrin further addressed the need for an amendment to TIF #1, which adds a percentage of  
14 the road and utility costs for projects along STH 57 to that TIF, as directed by the state DOR.  
15 This is due to the need for utilities to cross TIF #1 in order to be installed in TIF #2. The costs  
16 associated with the two TIF's would be \$73,781 (5%) to TIF #1 and \$1,401,989 (95%) to TIF #2.

17  
18 It was noted that since Kufrin began working on this analysis six months ago, a number of  
19 potential development projects have come and gone unrealized. There is no guarantee of  
20 development. However, with the creation of the TIF, infrastructure needs could be funded  
21 through growth-capture without the need for taxing the rest of the residents or rate-payers.  
22 Kufrin stated that job creation is also a benefit, with the potential for bringing young families  
23 into the area as some of the proposed projects are not tourist-related ventures.

24  
25 Kufrin closed by stating that the member of the Joint Review Board met to review the  
26 proposal, and are in favor of the proposed TIF creation. Lineau added that the Plan  
27 Commission has also reviewed the proposal and forwarded their recommendation for  
28 passage to the Village Board.

29  
30 *The public hearing was opened at 6:17 PM.*

31  
32 Barb Ristau, 10433 Northwoods Dr., referenced the options included in the meeting packet  
33 and asked how the village would justify spending an additional \$700,000 for the wedding  
34 venue property, which is only valued at 1.6 million. Kufrin answered that developer  
35 contributions were included in that analysis and the wedding venue would realize expenses  
36 for a private well, sprinkler systems, wastewater treatment and on-going maintenance.  
37 Ristau followed up by asking about the developer contribution from that specific project,  
38 which Kufrin believes to be about \$200,000 based on the limited information he had available  
39 when preparing the plan.

40  
41 Ristau then referenced Tables 6 and 7 in the meeting packet and questioned the payback to  
42 the loan if the village borrows the money to pay for planned projects. She asked for  
43 clarification on the shortfall. Kufrin stated that there is a \$500,000 shortage.

44  
45 Elizabeth Weborg, 12695 STH 42, Ellison Bay, stated that she owns property which borders  
46 two sides of the wedding venue. She asked if feasibility study was done on that wedding  
47 barn project to see if development could be sustained. Lienau stated that the wedding barn

1 was not the subject of this hearing, to which Ristau stated that it does need to be a  
2 consideration. Lienau clarified that no infrastructure would take place unless the  
3 development takes place. He stated that the village would not be providing water and sewer  
4 to the wedding barn unless there is other development along STH 57 to make up for the  
5 shortfall and infrastructure costs to do that.

6  
7 Lienau added that developer contributions can be negotiated based on what actually goes  
8 into the project and that Kufrin's proposal is just a model by which the Village can determine  
9 whether or not to proceed with the creation of the TIF #2. The numbers are preliminary  
10 projections and dependent on actual activity.

11  
12 Ristau asked what the tipping point would be for them to have enough to proceed. Lienau  
13 replied that it would depend on the scale of the project. He indicated that multiple projects  
14 would be needed to build the line far enough down to reach the wedding barn. Lienau  
15 shared that the village has been approached by three separate project proposals for  
16 development along STH 57, which is what started this process. He explained that tonight's  
17 meeting is to approve the model of the TIF so that they can capture the tax increment, and  
18 that there are many "ifs" involved.

19  
20 Ristau sought clarification that at this point there is no approval for money to be spent on  
21 proposed projects. Lienau replied affirmatively. Kufrin added that project plans would go  
22 to multiple committees (Utilities, Plan Commission, Village Board) before any final  
23 approvals are given.

24  
25 Vivian Nienow, 10439 Northwoods Dr, pointed out that the Land Use map included in the  
26 meeting packet shows the wedding barn property as commercial. She reaffirmed her  
27 opposition to commercial property in a residentially zoned area. Kufrin explained that he  
28 looked at the use of the land, not the zoning when preparing that map. Nienow agreed with  
29 him, stating "that is a commercial use on residential property... that's my point."

30  
31 Nienow also referenced a map prepared by Robert E. Lee map which illustrates a roadway  
32 with sewer and water running to a lotted area north of the wedding venue, making a 90  
33 degree turn south and then stopping at the boundary of the wedding venue parcel. Kufrin  
34 stated the reason behind that particular road was that the property owner had previously  
35 approached the village about potential development there if he were to create lots out of his  
36 parcel. That project did not see fruition. Kufrin went on to state that this particular map was  
37 used due to the amount of detail, showing an orderly and looped water system, which is  
38 necessary for better water pressure.

39  
40 Nienow noted that the map shows an abrupt stop to Ava Hope Trail and questioned if this  
41 was accurate. Kufrin replied that the official map should have picked this up as the property  
42 owner to the west cannot build lots without it.

43  
44 *The public hearing was closed at 6:35 PM.*

45  
46 **Item No. 2. Discussion on the proposed creation of Tax Increment Financing District #2**

1 **serving the south Highway 57 business corridor.**

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

6  
7 Kufrin noted that the first step would be for a potential developer to go to the Administrator  
8 with his/her proposal, which may or may not include underground utilities. There are other  
9 improvements, such as roads, which can be made in order to assist the developer. The  
10 process of review would then begin.

11  
12 Lienau addressed Kufrin and asked if he understood correctly that money from TIF #2 could  
13 flow into TIF #1. Kufrin indicated that he was correct, and explained the concept of "donor  
14 TIFs". The state statutes allow for municipalities with more than one TIF, noting that the TIF  
15 is doing well and exceeding the amount required for the debt service, it could then share  
16 with a second TIF through the Joint Review Board process.

17  
18 Kufrin briefly spoke about his research with the original CUPAC study and its usefulness as  
19 a guide in developing the model he is proposing for a second TIF district in Sister Bay.

20  
21 Lienau noted that the way TIF #2 is drawn, the north end of that area could be developed  
22 without major infrastructure changes. He stated that the board is aware of one project which  
23 will go into one of the properties on the north end, potentially gaining increment without  
24 additional spending or borrowing for infrastructure. If nothing further was to develop along  
25 STH 57, the increment gained for that one project could be funneled into TIF #1. Kufrin  
26 agreed with this analysis.

27  
28 Zoschke took a moment to introduce Kufrin to those in the audience who may not know that  
29 he is a former administrator of Village, thereby explaining his knowledge of the area.

30  
31 Zoschke went on to remind the board that Kufrin, during his time as administrator, added a  
32 provision to the Zoning Code allowing for employee housing on the same parcel as the  
33 potential development. He asked the board to remain open-minded about how necessary  
34 that may become if the TIF goes through, and asked that future development agreements  
35 hold employers accountable for providing employee housing. He referenced the 102 jobs  
36 created in Kufrin's model and stated that there already exists a crisis in housing within the  
37 Village and wondered about the accuracy of that number.

38  
39 Kufrin replied that his information came from contacts he has had with the DCEDC. The  
40 information he received was reviewed by Lienau and also by the developers for the project  
41 being proposed. Lienau added that the developers concurred with the numbers provided by  
42 DCEDC and are very aware of the need for housing for additional employees.

43  
44 Kufrin noted that since he began the project in January 2018, opportunities for growth have  
45 come and gone. It would be far too difficult to continually update this plan based on that  
46 variability. He stated that his model is based on what was available at one singular point in

1 time, and there is no promise to do more than just create the lines on a map as a framework  
2 to encourage development.

3  
4 **Item No. 5. Consideration of passing and adopting Resolution No. 383-052418 approving**  
5 **the creation of Tax Increment Financing District #2.**

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

8  
9 **Item No. 3. Public hearing on the proposed Second Amendment to the Tax Increment**  
10 **Financing District #1 Project Plan to add a project to the schedule of projects as part of TIFD**  
11 **#2.**

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

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

20 *The public hearing was closed at 6:51 PM.*

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

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

24  
25 **Item No. 6. Consideration of passing and adopting Resolution No. 384-052418 approving**  
26 **the Second Amendment to Tax Increment Financing District #1.**

27  
28 *A motion was made by Baker, seconded by Kodanko, to pass and adopt Resolution No. 384-052418*  
29 *approving the Second Amendment to Tax Increment Financing District #1. Motion carried – all*  
30 *ayes.*

31  
32 **Item No. 7. Discussion regarding Resolution No. 378 which supports a Constitutional**  
33 **Amendment to allow limits on campaign contributions and conduct a Non-binding**  
34 **Statewide Referendum; Consider a motion for action if appropriate.**

35  
36 *A motion was made by Lienau, seconded by Bell to approve Resolution 378 as presented, which*  
37 *supports a Constitutional Amendment to allow limits on campaign contributions and conduct a Non-*  
38 *binding Statewide Referendum. Motion carried – all ayes.*

39  
40 **Item No. 8. Review of the draft Development Agreement between the Village of Sister**  
41 **Bay and Allen Gokey and Christopher Schmeltz and Marina Development, LLC for the**  
42 **construction of a condo/hotel on the property located at 10722 N Bay Shore Drive;**  
43 **Consider a motion for action if appropriate.**

1 Suppanz noted that the development agreement between the Village of Sister Bay and Allen  
2 Gokey, for the property located at 10722 N Bay Shore Drive, was initially discussed at the  
3 March 27, 2018 Plan Commission meeting. At that time, grammatical revisions were made  
4 and the Plan Commission made a recommendation that the Village Board designate an  
5 official completion date and approve the agreement. At the April 17, 2018 Village Board  
6 meeting, October 1, 2019 was designated as the completion date for the condo/hotel to be  
7 built in that location. In the intervening time it was discovered that a change in ownership  
8 had occurred. Title is now held in the name of Marina Development LLC, whose principal  
9 owners are Allen Gokey and Christopher Schmeltz.

10  
11 Lienau confirmed that the agreement was reviewed by the plan commission and what was  
12 included in the meeting packet was recommended by them. Kodanko raised a question  
13 regarding the completion of landscaping within six months of having received an occupancy  
14 permit. He wonders what the governmental body can do if occupancy is given and the work  
15 is not completed in the specified time. Zoschke stated that he had a similar question.

16  
17 Lienau responded that there is limited enforcement which can be done, including involving  
18 the village attorney. He explained that that provision was added to allow for the seasonality  
19 of this area, and gave the example that if development is not completed until winter logic  
20 dictates that you must wait until spring for planting.

21  
22 Kodanko feels that the provision is not unreasonable, but is concerned that problems which  
23 have occurred in the past on other projects may be repeated in the future.

24  
25 Suppanz noted that previous landscaping issues which had arisen were resolved by putting  
26 money into an escrow account to complete the work if the developer did not finish it.

27  
28 Duffy agreed that putting money into an escrow account prior to issuing occupancy was a  
29 smart idea and that it could be used to complete the work if the deadline is not met.

30  
31 Lienau clarified that the money should really be used for enforcement, as the village is not in  
32 the business of landscaping.

33  
34 Zoschke recommended that the development agreement between the Village of Sister Bay  
35 and Marina View LLC be amended to include a dollar amount to be held in escrow for  
36 landscaping. Bell asked if that money would be escrowed at the time the occupancy permit is  
37 requested. Kodanko felt that would be acceptable, and Zoschke concurred.

38  
39 Lienau asked Schmeltz how he felt about adding a provision to the development agreement  
40 for an escrowed amount to be held against completion of landscaping. Schmeltz requested  
41 that the timing be taken into consideration so that the weather is appropriate for planting.  
42 He did state that he felt that the change is reasonable.

43  
44 Suppanz noted that she will revise Section 6 the development agreement in such a fashion  
45 that an amount sufficient to cover the cost of approved landscaping must be submitted at the  
46 time of the occupancy request. Lienau suggested that the Administrator/Interim  
47 Administrator determine that amount based on the landscaping plans provided.

1 Schmeltz made an additional request for an amendment to Section 16 of the development  
2 agreement to include an extended time for exterior construction to occur, as was granted to  
3 him for his project on the Sister Bay Marketplace property. Specifically, he is looking for  
4 permission to continue work Mondays through Thursdays beginning the Tuesday after  
5 Labor Day, Sept. 4, 2018 and concluding the Wednesday before Pumpkin Patch, October 3,  
6 2018.

7  
8 Zoschke was not in favor of granting Schmeltz's request for an expanded time frame for  
9 exterior work.

10  
11 Kodanko reminded the board that a similar request was discussed and denied at the April  
12 17, 2018 board meeting.

13  
14 Lienau stated a new partner is now involved, a different entity is created, and they have the  
15 right to come back and ask again. Kodanko acknowledged that that was their right.

16  
17 Lienau relayed a conversation he had with Suppanz in discussing the parking of heavy  
18 equipment on the marketplace property during that work period in September and October.  
19 They decided to refer that discussion to the Parks, Properties and Streets Committee in order  
20 that they come up with a plan and to make a recommendation to the board on what could  
21 and could not be done. He felt that it would be advantageous to spend time in developing a  
22 plan, which can be done at the committee level, and work with the contractors on what is  
23 feasible rather than making a quick decision at this meeting. Lienau asked the trustees if they  
24 felt this would be an acceptable suggestion as there is still time before September to get a  
25 plan put in place.

26  
27 Schmeltz asked that he be included in the Parks Committee meeting in July to define the  
28 terms of the work on this project site. The Parks Committee will then develop a  
29 recommendation for the Village Board to consider.

30  
31 *It was the consensus of the board that this item be referred to Parks, Properties, & Streets for further*  
32 *discussion.*

33  
34 **Item No. 9. Discussion regarding a request from Chris Schmeltz from Jaco Management**  
35 **that the Village Board designate specific locations for any heavy equipment and**  
36 **contractor vehicles to be parked while work is being done on the hotel to be constructed**  
37 **on the Sister Bay Marketplace Property, that a condition be included in the related**  
38 **Development Agreement that site prep and related work will be allowed Monday through**  
39 **Thursday from September 4, 2018 (the Tuesday after Labor Day), through October 3, 2018**  
40 **(the Wednesday before Pumpkin Patch Festival), on the condition that adequate safety**  
41 **fencing must be erected and maintained around the work zone at all times, and that the**  
42 **Village Board clearly delineate any other incidental conditions they would like to see**  
43 **included in the Development Agreement; Consider a motion for action if appropriate.**

44  
45 *It was the consensus of the board that this item be referred to Parks, Properties, & Streets for further*  
46 *discussion.*

1 **Item No. 10. Discussion regarding the Marina Committee's recommendation that the**  
2 **Village Board pass and adopt Resolution No. 379, which requests assistance from the WI**  
3 **DNR for Recreational Boating Facilities, (RBF), Grant Funding; Consider a motion for**  
4 **action if appropriate.**

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

10  
11 *A motion was made by Baker, seconded by Zoschke to pass and adopt Resolution No. 379, requesting*  
12 *assistance from the WI DNR for Recreational Boating Facilities, (RBF), Grant Funding. Motion*  
13 *carried - all ayes.*

14  
15 **Item No. 11. Discussion regarding passing and adoption of Resolution No. 382-052418**  
16 **which approves the 2017 Electronic Compliance Maintenance Annual Report (E-CMAR);**  
17 **Consider a motion for action if appropriate.**

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

22  
23 *A motion made by Duffy, seconded by Kodanko to pass and adopt Resolution No. 382 - 052418 which*  
24 *approves the 2017 Electronic Compliance Maintenance Annual Report (E-CMAR).*

25  
26 **Item No. 12. Discussion regarding the purchase of a new trackless; Consider a motion for**  
27 **action if appropriate.**

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

34  
35 Lienau asked if Finance was consulted on this matter. Suppanz reported that Finance is  
36 recommending using available money this year to put towards the purchase and additional  
37 funds be allocated in next year's budget to complete the payment. She added that the  
38 manufacturer, MacQueen Equipment, is willing to split the cost of the machine over two  
39 years.

40  
41 Duffy pointed out that there are additional features available for the machine, such as a  
42 salt/sand attachment and lawn mower attachment, and asked that the parks department  
43 consider purchasing those in the future in order to utilize the machine year-round.

44  
45 *A motion was made by Kodanko, seconded by Bell to purchase a Trackless MT7 as presented, using*  
46 *funds available in Capital Improvements: Vehicles & Equipment for 2018, and allocate funds in the*  
47 *2019 budget to pay the balance due. Motion carried - all ayes.*

1  
2 **Item No. 13. Discussion on Village Bylaws, review of the 2018 Committee Appointment**  
3 **Worksheet and spreadsheets on which Trustee and Committee member appointments**  
4 **have been delineated, and confirmation of all President Lienau's appointments.**

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

10  
11 Two of the changes he has made include inserting trustee Zoschke into spaces vacated by  
12 out-going trustee, Kathy Enquist. Zoschke will also replace Bhirdo on the Fire Board.

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

16  
17 *A motion was made by Baker, seconded by Bell to approve the trustee appointments and committee*  
18 *member recommendations made by President Lienau as presented. Motion carried – all ayes.*

19  
20 **Item No. 14. Report on County activities from the County Supervisor, Dave Lienau.**

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

24  
25 The only other item of note made by Lienau was that the Door County Humane Society was  
26 acquired by Wisconsin Humane Society and they now have a new director. He added that the  
27 village does provide funding for the humane society, and with the new consortium they will  
28 be able to provide activities and programs which have not been available previously.

29  
30 **Item No. 15. Review of the 2017 Village Financial Statements and Management Letter and**  
31 **discussion regarding those documents; Consider a motion to approve the 2017 Financial**  
32 **Statements.**

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

42  
43 *A motion was made by Lienau, seconded by Bell to approve the 2017 Village Financial Statements and*  
44 *Management Letter as presented. Motion carried – all ayes.*

45  
46 **Item No. 16. Review of the financial statements and consideration of a motion to approve**  
47 **the monthly bills.**

1 The monthly financial statements were included in the meeting packet and reviewed jointly  
2 by the board of trustees.

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

10  
11 *A motion was made by Lienau, seconded by Duffy that the monthly bills depicted on the reports which*  
12 *were included in the meeting packets totaling \$288,033.24 be approved as presented. Motion carried -*  
13 *All ayes.*

14  
15 **Item No. 17. Report by the Village Administration on Village Activities and Projects.**

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

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

29  
30 Suppanz also noted that Facilities Manager reports for Parks, Utilities and the Marina were  
31 included in the meeting packet and asked if anyone had questions concerning those reports.

32  
33 In regards to planned repair to the administration building steps, Bell recalls that those had  
34 been damaged steps by someone and asked what became of that. Suppanz noted that a  
35 settlement was received and used for repairs, but the repairs did not hold up.

36  
37 **Item No. 18. Discussion regarding a request from Wisconsin Public Service Corporation**  
38 **for Village officials to define the location of a utilities easement on the property located at**  
39 **2279 Scandia Road, (which is commonly referred to as Main Lift Station No. 1/Well**  
40 **Station No. 1), and authorize the execution of a related Easement; Consider a motion for**  
41 **action if appropriate.**

42 A request was received from WPS to approve an easement for utilities at Main Lift Station  
43 No. 1. Schell noted that the easement that exists now is on Bhirdo's property, and will be  
44 moved onto Village lands. The 12' by 100' easement will grant WPS permission to maintain  
45 the lines there.

1 *A motion was made by Baker, seconded by Duffy to approve a request by Wisconsin Public Service*  
2 *granting a utilities easement on the property located at 2279 Scandia Road. Motion carried – all ayes.*

3  
4 **Committee Reports**

5  
6 **Administrative Committee:** Has not met

7  
8 **Administration/Compensation Oversight:** Has not met.

9  
10 **Communication and Technology Committee:** Has not met.

11  
12 **Door County Coastal Byways Commission:** Meeting minutes have been included in the  
13 meeting packet.

14  
15 **DCEDC:** Bell was unable to attend the meeting.

16  
17 **Economic Development Committee:** Has not met.

18  
19 **Finance Committee:** Meeting minutes have been included in the meeting packet.

20  
21 **Fire Board:** Baker reported that the fire board met on May 15. They discussed the possibility  
22 of using the North fire station more. He also reported that Assistant Chief Michael  
23 Goldstone has received an offer to be fire chief in Gibraltar, and he is considering that offer.  
24 Finally, he noted that an invoice for brush truck will be forthcoming.

25  
26 **Fire District Exploratory Committee:** Has not met.

27  
28 **Historical Society:** Baker reported that the historical society met on May 3. They are working  
29 on the building updates and are looking for something in the range of \$35- \$40 per square  
30 foot. There has been a request for use of barn on May 31, and the volunteer program is being  
31 worked on. Baker invited any interested individuals to come out and help with cleaning  
32 which is happening now.

33  
34 **Holiday Lighting Committee:** Has not met. Suppanz noted that this would be a good time  
35 to meet in order to give direction to the Parks department regarding seasonal decorations  
36 and asked the committee to look at potential meeting dates.

37  
38 **Library Commission:** Meeting minutes have been included in the meeting packet.

39  
40 **Marina Committee and Marina Fest Committee:** Minutes were included in the meeting  
41 packet.

42  
43 **Parking Committee:** This committee has been dissolved and will be removed from future  
44 agendas.

45  
46 **Parks:** Meeting minutes were included in the meeting packet. Duffy noted that the  
47 navigational aids in the bay are already in place and was pleased to see them so early. He

1 did ask that the parks crew consider leaving them in the water until after fall fest as the  
2 marina is still being used at that time.

3  
4 Duffy also asked if the swim raft would be going in, and Lundquist responded in saying that  
5 the raft is ready and they are just waiting for more of the swim buoys to be placed before the  
6 final installation.

7  
8 Zoschke asked if the parks department has noticed the ice damage to the swim pier which is  
9 in need of immediate repair. Lundquist noted that it had been repaired.

10  
11 **Personnel Committee:** Duffy noted that Lundquist has been promoted to Supervisor of the  
12 Parks Department upon the retirement of Steve Mann.

13  
14 **Plan Commission:** Meeting minutes have been included in the meeting packet.

15  
16 **SBAA:** Quarterly financial statements have been included in the meeting packet and  
17 reviewed by the board.

18  
19 *Motion by Baker, second by Kodanko to approve the SBAA quarterly report and issue a check for*  
20 *quarterly support. Motion carried – all ayes.*

21  
22 **Tourism Zone Commission:** Meeting minutes have been included in the meeting packet.

23  
24 **Utilities – Water, Sewer, and Storm Sewer Committees:** Meeting minutes have been  
25 included in the meeting packet.

26  
27 **Item No. 19. Consider a motion to convene into Executive Session pursuant to and Wis.**  
28 **Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is**  
29 **rendering oral or written advice concerning strategy to be adopted by the body with**  
30 **respect to litigation in which it is or is likely to become involved and Wis. Stats.,**  
31 **§19.85(1)(c) to discuss personnel and employee benefits.**

32  
33 *At 7:52 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene into*  
34 *executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the*  
35 *governmental body who is rendering oral or written advice concerning strategy to be adopted by the*  
36 *body with respect to litigation in which it is or is likely to become involved and Wis. Stats.,*  
37 *§19.85(1)(c) to discuss personnel and employee benefits. A roll call vote was taken on that motion, and*  
38 *the Trustees voted in the following fashion:*

39  
40 *Baker – Aye; Duffy – aye; Bell – Aye; Kodanko – Aye; Lienau – Aye; Zoschke - aye*

41  
42 *Motion carried.*

43  
44 **Item No. 20. Consider a motion to reconvene into open session:**

45 *At 8:33 PM a motion was made by Lienau, seconded by Baker that the Village Board reconvenes into*  
46 *open session. Another roll call vote was taken, and the Trustees voted in the following fashion:*

1 Baker – Aye; Duffy – aye; Bell – Aye; Kodanko – Aye; Lienau – Aye; Zoschke - aye

2  
3 Motion carried.

4  
5 **Item No. 21. Consider a motion to take action, if required:**

6 Staff was directed to take action as discussed in closed session.

7  
8 A motion was made by Bell, seconded by Kodanko that the Personnel Policy be amended in such a  
9 fashion that all employees required to be on call shall be paid at a daily, pro-rated on call rate rather  
10 than the current established weekly call-in rate. The recommendation is also made that the Personnel  
11 Committee review the on call policy and the on call rate of pay. Motion carried – all ayes.

12  
13 It was the consensus of the Village Board that staff is directed to inform the village attorney that he  
14 should move forward with the actions described in a letter concerning a pending litigation.

15  
16 A motion was made by Kodanko, seconded by Baker that effective immediately, Heidi Teich shall be  
17 appointed Clerk of the Village of Sister Bay, Janal Suppanz shall be appointed Deputy Clerk of the  
18 Village of Sister Bay, Tasha Rass shall be appointed Treasurer of the Village of Sister Bay, and Janal  
19 Suppanz shall be appointed Deputy Treasurer of the Village of Sister Bay. Heidi Teich shall be paid a  
20 new hourly rate of \$19.00/hour. Motion carried – all ayes.

21  
22 A motion was made by Zoschke, seconded by Kodanko that Dan Lundquist shall be promoted to the  
23 position of Parks Supervisor, and shall be paid a new hourly rate of \$27.00/hour. It was also the  
24 recommendation of the Board that all department heads be salaried and that matter will be referred to  
25 the Personnel Committee and be addressed in the 2019 budget. Motion carried – all ayes.

26  
27 **Item No. 22. Discussion regarding matters to be placed on a future agenda or referred to a**  
28 **Committee, Official or Employee:**

29  
30 It was the consensus that the following item appear on a future meeting of the Village Board:

- 31 • The official swearing in of the new Village Clerk and Village Treasurer will take place  
32 at the next regular meeting of the Village Board of Trustees.

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

35  
36 The next regular meeting of the Village Board of Trustees is scheduled for Tuesday, June 19, 2018 at  
37 6:00 PM.

38  
39 **Adjournment:**

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

42  
43 Respectfully submitted,

44 

45 Heidi Teich

46 Administrative Assistant