



FINANCE COMMITTEE MEETING AGENDA

Monday, March 31, 2014 at 2:00 pm
Fire Station – Large Meeting Room
2258 Mill Road

For additional information check: www.sisterbaywi.gov

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order
Roll Call

1	Chair – Shane Solomon		2	Dave Lienau	
3	Pat Duffy			Administrator – Zeke Jackson	
				Finance Director – Juliana Neuman	

Approval of the Agenda
Approval of minutes as attached
Comments and Correspondence
Discussion Items

1. Update on grant application for Beach project.
2. Update on Pavilion project progress.
3. Update on Marina budget projections.
4. Review of quote for Village Hall/Boathouse water and sewer lateral.
5. Review of quote for repairs to Scandia and Woodcrest roads.
6. Discussion on funding for planned capital projects.
7. Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss personnel and employee benefits and 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
8. Consider a motion to reconvene into Open Session.
9. Consider a motion to take action, if required.
10. Matters to be placed on a future agenda or referred to a Committee, Official or Employee

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Village Administrator Zeke Jackson, at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, P.O.B. 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ /		Date _____

1 **FINANCE COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, FEBRUARY 12, 2014**
3 **(APPROVAL PENDING)**

4
5 The Village of Sister Bay Finance Committee meeting of February 12, 2014 was called to order by
6 Chairman Shane Solomon at 2:11 PM.

7
8 **Present:** Chairman Shane Solomon and Committee Members Pat Duffy and Dave Lienau, Village
9 Administrator Zeke Jackson and Finance Director Juliana Neuman

10
11 **Approval of the Agenda**

12 *Lienau moved and Duffy seconded. Motion carried—all Ayes.*

13 **Approval of minutes as attached**

14 *Duffy moved and Lienau seconded approval of the minutes of the November 5, 2013 meeting as*
15 *presented. Motion carried—all Ayes.*

16
17 **Comments, correspondence and concerns from the public**

18 A letter sent by the Ephraim-Gibraltar Airport Commission on October 2, 2013 requested a \$1000
19 donation from each local municipality. Lienau said he had inquired about how the airport is currently
20 funded but has not received an answer. The consensus was that this request be considered during the
21 2015 budget cycle if more information can be obtained from the commission.

22
23 **Discussion Items**

24 **1. Discussion on a policy regarding local purchases.**

25 Jackson presented a draft policy which would give a 2.5% bid/price preference to established local
26 vendors, for items other than public construction projects costing over \$25,000. The committee
27 discussed this and recommended a higher percentage for the preference.

28 *Solomon made a motion to recommend this policy to the Village Board for approval with a revised 10%*
29 *bid/price preference. Duffy seconded the motion and all voted Aye.*

30
31 Purchasing of fuel and maintenance for vehicles and equipment was also discussed. Lienau explained
32 that gas prices fluctuate so much that bidding would be impractical. He suggested that our fleets of
33 vehicles alternate by month among the three Village gas stations. Neuman suggested that each Village
34 department (Parks and Utilities) assign one truck to each station, with perhaps a quarterly rotation. This
35 would give a share of Village business to all three stations throughout the year. However, Lienau
36 prefers one month on, two months off. Use of a Voyager or similar credit card was also suggested,
37 preferably with cash rewards for gas. A separate card for gas would keep gas expenses separate.

38
39 **2. Discussion on potential Budget Amendments to CIP to fund the Pavilion Project.**

40 Lienau suggested tabling this item until a later date, since there are other projects to be funded as well.

41
42 **3. Consider a recommendation to the Board to disburse \$127,761 from the CIP Fund to the Fire**
43 **Department for the purchase of a new tanker truck.**

44 *The Board passed this recommendation at its meeting on February 11, 2014.*

45
46 **4. Discussion on Stony Ridge Development and proposed TIF financing.**

47 Jackson noted that the minutes of the September 25, 2013 Finance meeting reported that the committee
48 was in favor of assisting Garot with the Sewer and Water infrastructure but not with stormwater and
49 roads. Since then, Garot has requested a loan for all of the above, in an amount of close to \$1 million.
50 Jackson is hoping that Utilities might be able to make the loan out of cash reserves and benefit by

1 earning a better rate of interest, but Neuman noted that only the Wastewater replacement fund would
 2 be large enough, and that is restricted by the DNR.
 3 (Jackson added that the road layout within Garot's project would work out better if Garot were to
 4 acquire an additional 5 to 10 acres adjacent to his current property.)
 5

6 **5. Discussion on future borrowings to fund planned capital projects.**

7 Jackson reviewed a spreadsheet detailing all of the projects currently pending, their projected costs,
 8 sources of funds and shortfalls. The Pavilion project will require an additional \$50,000; economic
 9 development is already \$35,000 in the hole and needs another \$20,000; the Village portion of the
 10 current phase of the Bay Shore Drive project is lacking almost \$600,000 while the overhead line burial
 11 is short by at least \$710,000 (minus the proceeds from the Old School sale); the beach project needs an
 12 additional amount estimated at \$626,840; DOT lighting needs an estimated \$192,000; and the
 13 Canterbury to Maple road connection needs \$115,000.
 14

15 Returning to Garot's request for a loan of about \$1 million, Lienau expressed concern about loaning
 16 such a large amount to this one developer when the Village might also wish to support future projects in
 17 the downtown area within its limited borrowing capacity. Jackson responded with a list of fundraising
 18 activities that he has undertaken.
 19

20 **6. Discussion on Marina budget projections**

21 None.
 22

23 **7. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c)**
 24 **to discuss personnel and employee benefits and 19.85(1)(e) deliberating or negotiating the purchasing**
 25 **of public properties, the investing of public funds, or conducting other specified public business,**
 26 **whenever competitive or bargaining reasons require a Closed Session.**

27 *Motion by Solomon, seconded by Duffy. Duffy – Yes Lienau– Yes Solomon -- Yes*
 28

29 **8. Consider a motion to reconvene into Open Session.**

30 *Motion by Solomon, seconded by Duffy. Duffy – Yes Lienau– Yes Solomon -- Yes*
 31

32 **9. Consider a motion to take action, if required**

33 None.

34 *Solomon moved to recess the meeting until a later date. Lienau seconded the motion and all agreed.*
 35 *The next meeting will be held on Monday, February 17, 2014 at 2:00 PM.*
 36

37 **10. Matters to be placed on a future agenda or referred to a Committee, Official or Employee**

38 -- Neuman to file the airport correspondence in the 2015 Budget file.

39 -- The amended Local Purchasing policy to be presented at the March Board meeting.

40 -- Staff to explore credit card use at gas stations.

41 -- Jackson to research off-road tax on diesel fuel.
 42

43 **Adjournment**

44 *At 4:15 PM Lienau moved and Duffy seconded that the meeting be adjourned. Motion carried.*
 45

46 Respectfully submitted,

47 

48
 49 Juliana Neuman

50 Village Finance Director

51 Name: h:\files\active\agendas\finance\2014\2014_02\02122014 finance minutes - unapproved version.docx Created:
 52 5/21/2013 9:14 AM Printed: 3/28/2014 2:02 PM Author: Juliana Neuman Last Saved By: Juliana Neuman

RECESSED FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 17, 2014
(APPROVAL PENDING)

The Village of Sister Bay Finance Committee meeting of February 17, 2014 was called to order by Chairman Shane Solomon at 2:09 PM.

Present: Chairman Shane Solomon and Committee Members Pat Duffy and Dave Lienau, Village Administrator Zeke Jackson and Finance Director Juliana Neuman

Approval of the Agenda

Lienau moved and Duffy seconded. Motion carried—all Ayes.

Approval of minutes as attached

None

Comments, correspondence and concerns from the public

None

Discussion Items

7. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) to discuss personnel and employee benefits and 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.

Motion by Solomon, seconded by Lienau. Duffy – Yes Lienau– Yes Solomon – Yes

8. Consider a motion to reconvene into Open Session.

Motion by Lienau, seconded by Duffy. Solomon -- Yes Lienau– Yes Duffy – Yes

9. Consider a motion to take action, if required

Duffy moved to terminate the annual contracts with Bridenhagen Landscaping and Ron Smith's Lawn Maintenance. Solomon seconded the motion and all voted Aye.

Duffy further moved to reallocate \$9868 from Parks Maintenance to the Parks Personnel for part-time labor. Lienau seconded the motion and all voted Aye.

Lienau made a motion to recommend to the Village Board that up to \$50,840 of the Helms Debt Reserve be reallocated to cover Pavilion project costs in excess of the grant amount. Solomon seconded the motion and all voted Aye.

Solomon moved and Duffy seconded that Utilities cash reserve accounts #2 and #4 be used to cover the unfunded balance of the BayShore Drive Utilities project. All voted Aye.

Neuman and Duffy voiced disagreement with the need for this motion. Lienau stated that, in making this motion, the Finance Committee is operating in place of the currently inactive Utility Committee. Neuman disagreed, stating that the Bay Shore Drive Oversight Committee had already approved the use of available Utility cash to fund the project, with a possible bank loan to fund any excess.

Solomon moved to recommend reallocation of \$115,000 of the Fire Truck Reserve account to pay for costs associated with the Canterbury/Maple road connection. Lienau seconded the motion and all voted Aye.

1 **Adjournment**

2 *Lienau moved to adjourn the meeting at 5:15 PM. Duffy seconded the motion and all agreed. Motion*
3 *carried.*

4

5 Respectfully submitted,

6

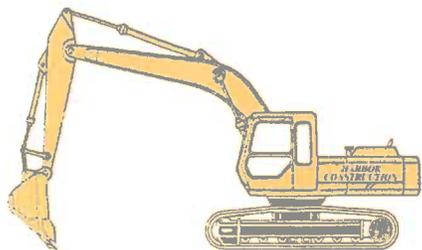
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8 
Juliana Neuman

9 Village Finance Director

10 Name: h:\files\active\agendas\finance\2014\2014_02\02172014 finance minutes - unapproved version.docx Created:

11 5/21/2013 9:14 AM Printed: 3/28/2014 2:01 PM Author: Juliana Neuman Last Saved By: Juliana Neuman



HARBOR CONSTRUCTION

Of Door County, Inc.

P.O. Box 368 • Baileys Harbor, WI 54202 • (920) 839-2927 • Fax (920) 839-9208

email: harborconstruction@dcwis.com

Steve Jacobson Waste Water Plant Manager
Village of Sister Bay

3/21/2014

RE: Water and sewer lateral for Town Hall and Boat House Building

Install new 6 inch PVC sewer lateral and 2 inch water service from new stub for Town Hall. Install 6x4 tee and lay 4 inch lateral for Town Hall and connect to existing lateral stub from building. Install 6x4 reducer and connect to existing lateral from Boat House. Install new 2 inch SDR 9 water line from new curb stop, connect and reduce to 1 inch and install 1 inch SDR waterline into Town Hall with curb stop and box. Connect to existing $\frac{3}{4}$ curb stop for Boat House. Price includes all labor, materials, machinery, removal and re-planting of small trees, topsoil, seed & mulch, abandon existing lift station by removal and disposal, disconnect and abandon existing water sewer at manhole 10A.

\$15,800.00

Note: Price does not include sidewalk or asphalt replacement if needed, locating sprinkler system or repairs, Village electrical lines.



Door County Highway Department

John P. Kolodziej PE, Commissioner

1001 South Duluth Avenue

Sturgeon Bay WI 54235

Telephone 920/746-2500 • Fax: 920/743-7060

Mr. Zeke Jackson
Village Administrator
2383 Maple Drive
Sister Bay, WI 54234

March 18, 2014

Re: 2014 Road Construction Estimates

Dear Mr. Jackson,

After meeting with your staff to inspect the road conditions on Scandia Road and Woodcrest Road I have prepared the following cost estimates and recommendations for your consideration.

Scandia Road – STH 42 to Woodcrest Road, 1680 feet, 20 feet wide:

The pavement on this roadway has failed with the increased road traffic from the detour. There are some areas that will require repairs to the gravel base course. The recommended action is to pulverize the existing roadway, grade, compact and resurface with 2.5 inches of hot mix asphalt. This work would increase the road elevations approximately 3 inches requiring adjustments of the private driveways to match the new road elevation. The following estimates includes all work, except the full depth gravel base repair.

Total estimated cost \$46,710

Option to add 2 inches of gravel to entire roadway to improve strength of base. ..\$7,000

Option for full depth excavation for base repair 7" breaker run, 7" gravel ... \$ 26/Square Yard

Woodcrest Road – Scandia Road to Autumn Court, 1415 feet, 20 feet wide:

Recommend same scope of work as Scandia Road.

Total estimated cost \$35,300

Option to add 2 inches of gravel to entire roadway to improve strength of base. ..\$5,950.

Option for full depth base repair 7" breaker run, 7" gravel \$ 26/Square Yard

Sincerely,

John P. Kolodziej, PE
Commissioner

Village of Sister Bay Capital Reserve Balances

Cumulative Major Project Reserves		opening balance		YTD balance		budget funding		opening balance		YTD balance		YTD balance	
as of 3/31/14		2013		2013		for 2014		2014		2013		2014	
Number	Project	opening balance	adjustments	added	expended	YTD balance	added	expended	YTD balance	added	expended	YTD balance	YTD balance
				as of 12/31/13									
03 13	Fire Truck Available	328,980.21		2,086.29		331,066.50			356,066.50			356,066.50	
04 08	Streets Resurfacing	70,605.89				70,605.89			88,605.89			88,605.89	
04 18	Old Fire Station Demolition	50,000.00				50,000.00			50,000.00			50,000.00	
04 24	Park Maintenance Bldg	347,698.00				347,698.00			347,698.00			347,698.00	
07 46	Waterfront Development'	(6,197.69)	645,995.00		87,473.13	552,324.18			702,324.18			702,324.18	
08 50	Trees	6,081.76	-6,081.76			0.00			0.00			0.00	
09 56	Various Parks Projects	9,987.64	6,081.76			16,069.40			26,069.40			26,069.40	
09 57	Vehicle Replacement	19,711.00				19,711.00			29,711.00			29,711.00	
10 58	Village Hall acoustics & A/C	43,909.32				43,909.32			43,909.32			43,909.32	
10 59	Parks Equipment	4,038.40	933.57		4,708.99	262.98			262.98			262.98	
10 60	Garbage containers	343.48	-343.48			0.00			0.00			0.00	
10 61	Picnic Tables & Benches	590.09	-590.09			0.00			0.00			0.00	
10 64	Johnson Property Acquisition	190,523.95	-190,523.95			0.00			0.00			0.00	
11 65	OS Election Machine replacement	5,500.00				5,500.00			5,500.00			5,500.00	
11 67	Bay Shore Drive reconstruction	38,986.19	190,523.95		89,445.52	140,064.62			190,064.62			158,347.94	
11 68	Helms Debt Reserves	391,197.00			138,579.00	252,618.00			252,618.00			252,618.00	
12 69	Skatepark Polished Slab	20,000.00				20,000.00			20,000.00			20,000.00	
12 70	Coastal Byways Kiosk/Grant	17,714.00				17,714.00			17,714.00			17,714.00	
12 71	Paperless Meeting Computers	5,000.00			2,716.70	2,283.30			2,283.30			2,283.30	
12 72	Redevelopment Planning	2,000.00		5,000.00	41,839.21	-34,839.21			-34,839.21			-34,839.21	
13 75	Baseball field improvements	8,800.00			5,357.30	3,442.70			3,442.70			3,442.70	
13 76	Trackless snow machine replacement	25,000.00				25,000.00			50,000.00			23,200.00	
14 77	Information/Technology upgrades								30,000.00			27,701.09	
14 78	Marina Capital Projects								25,000.00			25,000.00	
14 79	Cash receipting software								3,700.00			3,700.00	
	Unallocated	731.70				731.70			731.70			731.70	
	CIP Interest Income	11,208.46		6,858.06		18,066.52			18,066.52			18,066.52	
	TIF Computer Aids	4,153.00				4,153.00			4,153.00			4,153.00	
	TIF Stewardship Grant & loan to Marina	645,995.00	-645,995.00			0.00			0.00			0.00	
13 74 (TIF)	Pavilion/Donations	35,484.04			27,451.54	8,032.50			8,032.50			8,032.50	
	TIF TIF Fees	(2,300.00)			150.00	-2,450.00			-2,450.00			-2,450.00	
	TIF Other TIF exp.	(14,436.06)			3,255.25	-17,691.31			-17,691.31			-17,691.31	
	TIF Interest on Debt	(41,044.00)		16,300.34		-24,743.66			-24,743.66			-24,743.66	
	TIF Transfers Out	(122,888.11)			17,432.46	-140,320.57			-140,320.57			-140,320.57	
	Totals	2,097,373.27	-	30,244.69	418,409.10	1,709,208.86	-	60,815.59	2,055,908.86	-	60,815.59	1,995,093.27	

Village of Sister Bay Major Projects

	Needed by	Expended thru 3/31/13	Projected Cost Remaining	Allocated YTD Balance	Over/ Under	Remaining Balance
Pavilion	March, 2014	\$ 47,776	\$ 496,969	\$ 442,224	\$ (54,745)	\$ (4,745)
Economic Development	Spring, 2014	\$ -	\$ 20,000	\$ (35,000)	\$ (55,000)	\$ (55,000)
Bayshore Utilities/ Sewer & Water/Engineering	June, 2014	\$ 654,056	\$ 1,123,740	\$ 1,141,367	\$ 17,627	\$ -
Bayshore Village/ Stormwater & Engineering	June, 2014	\$ 111,765	\$ 630,435	\$ 158,348	\$ (360,321)	\$ (360,321)
Bayshore Overhead Burial	July, 2014	\$ 24,000.00	\$ 875,000	\$ 50,000	\$ (826,000)	\$ (441,000)
Beach	Summer, 2014	\$ -	\$ 1,329,140	\$ 150,000	\$ (1,179,140)	\$ 116,860
DOT Lighting	September, 2014	\$ -	\$ 282,000	\$ 90,000	\$ (192,000)	\$ (192,000)
Canterbury to Maple Connection	October, 2014	\$ -	\$ 115,000	\$ -	\$ (115,000)	\$ -
Marina	Fall, 2014	\$ -	\$ 54,000	\$ 54,000	\$ -	\$ -
Garot Development TIF	Fall, 2014	\$ -	\$ 1,100,000	\$ -	\$ (1,100,000)	\$ -
Visitor's Center	Fall, 2016	\$ -	\$ 250,000	\$ -	\$ (250,000)	\$ -
Village Hall/Waterfront	Fall, 2016	\$ -	\$ 150,000	\$ 44,000.00	\$ (106,000)	\$ (106,000)
VILLAGE				\$ (4,238,206.22)		\$ (944,506.22)
UTILITIES				\$ 17,627.00		\$ -
TOTAL				\$ (4,220,579.22)		\$ (944,506.22)

Board action taken to use \$50,000 of Helms Debt Reserve.

Developer recruitment

Utilities can take a short-term bank loan or use cash reserve CD's with a loss of 6 months of interest (\$2450)

\$385,000 anticipated from sale of old school property

Use part of Stewardship loan balance? (\$646,000)
DNR Grant or Baylake Bank loan (\$650,000)

DOT allocation

Borrow \$115,000 from Fire Truck Reserves? (of \$228,305)

Village to offer maximum loan of \$600,000 to \$650,000

Use Park Maintenance Bldg fund? (\$347,700)

revised 3/28/2014

BAYLAKE BANK



Member FDIC

*Helping Build
The Good Life™*

March 5, 2014

217 N. 4th Avenue
Sturgeon Bay, Wisconsin 54235-2405

Tel: (920) 743-5551

Village of Sister Bay
Attn: Matthew "Zeke" Jackson
P.O. Box 769
Sister Bay, WI 54234-0769

Dear Zeke:

Baylake Bank is pleased to provide the Village of Sister Bay with a financing commitment for a tax-exempt \$650,000 Tax and Revenue Anticipation Promissory Note. This Commitment has been duly authorized by the Bank and is subject to the acceptance by the Borrower of the following terms and conditions.

<u>Borrower:</u>	Village of Sister Bay
<u>Amount/Purpose:</u>	\$650,000 term loan to fund the beach project
<u>Interest Rate:</u>	The interest rate will be 1.965% fixed for 5 years.
<u>Amortization:</u>	The loan will be amortized over a 10 year period.
<u>Payments:</u>	Principal and interest payments of approximately \$36,010 will be due semi-annually, beginning 6 months from the funding date of the loan.
<u>Collateral:</u>	The borrower shall pledge taxes, for operation and maintenance of the borrower heretofore levied and other available current fiscal year revenues, sufficient to pay the note
<u>Fees:</u>	\$500 loan documentation and origination fees

ADDITIONAL REQUIREMENTS:

- This Loan Commitment is subject to Baylake Bank's receipt of the appropriate minutes authorizing this borrowing.

FINANCIAL REQUIREMENTS:

- Provide annual audited statements of the Village of Sister Bay to Baylake Bank upon completion.

Helping Build The Good Life™