

1 **FINANCE COMMITTEE MEETING MINUTES**  
2 **WEDNESDAY, SEPTEMBER 14, 2016**  
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4

5 The September 14, 2016 meeting of the Village of Sister Bay Finance Committee was called to order  
6 by Finance Committee Chair Denise Bhirdo at 5:49 P.M.  
7

8 **Committee Members Present:** Finance Committee Chair Denise Bhirdo, and Finance Committee  
9 members Dave Lienau and Pat Duffy.  
10

11 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Facilities  
12 Manager Steve Mann, Utilities Manager Mike Schell, Marina Manager Nicole Krauel and Assistant  
13 Administrator Janal Suppanz.  
14

15 **Others:** Sharon Doersching, Nate Bell and John Clove.  
16

17 **Approval of the Agenda:**

18 *A motion was made by Lienau, seconded by Bhirdo that the Agenda for the September 14, 2016 meeting of the*  
19 *Finance Committee be approved as presented. Motion carried – All ayes.*  
20

21 **Approval of Minutes as Published:**

22 **As to the Minutes for the September 6, 2016 meeting of the Finance Committee:**

23 *A motion was made by Lienau, seconded by Duffy that the minutes for the September 6, 2016 meeting of the*  
24 *Finance Committee be approved as presented. Motion carried.*  
25

26 **Comments, correspondence and concerns from the public:**

27 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
28

29 Jackson noted that a letter which had been received from Kurt Pagel had been included in the  
30 meeting packets. In that letter, which is hereby attached and incorporated by reference, Pagel sites a  
31 number of reasons why he objects to the installation of a fuel dock at the Marina. It was the  
32 consensus that Pagel's letter shall be addressed when the Marina's draft budget for 2017 is reviewed.  
33

34 **Item No. 3. Discussion regarding the recommendations from the Parks Committee regarding the**  
35 **draft 2017 budget for the Parks Department; Consider a motion for action if required:**

36 A draft of the 2017 budget for the Parks Department was included in the meeting packets, and the  
37 Committee members jointly reviewed that document. During the review process Rass, Mann and  
38 Jackson noted that a document on which the following significant budgetary changes from 2016 to  
39 2017 had been delineated was included in the meeting packets:

- 40 1. Account #53105 – Wages, Part-time: Part-time costs are expected to increase significantly in  
41 2017 for several reasons:
  - 42 • A Beach/Youth Center Attendant is budgeted to be hired for 400 hours at \$14.00 per  
43 hour totaling \$6,000.
  - 44 • A \$0.50/hour increase in summer help wages has been budgeted for an increase in  
45 compensation of \$5,128.
- 46
- 47 2. Account #53110 – Wages, Overtime: Overtime was under-calculated in 2016. In 2017, the  
48 overtime calculation was based on the number of on-call weekends and the hours required  
49 for cleaning during on-call weekends. 21 seasonal weekends are divided among three

- 1 employees and 2-4 hours are worked each of those weekends. In addition, all employees  
2 work between 12 and 20 hours on Fall Fest weekend.
- 3 3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums were budgeted  
4 at a 65/35 split. The Village actually paid 85% of employee premiums and 65% of  
5 dependent premiums resulting in the low budget total for employees.
- 6 4. Account #53145 – Insurance, Workers Comp: The mod factor for the Village is increasing  
7 from 1.19 to 1.59. Workers Compensation rates have increased regardless of the fund.
- 8 5. Account #53192 – Parks to Marina Transfer: The transfer in the Marina budget in 2016 was a  
9 total of \$8,498. In 2017, the Parks Committee recommends reverting to allocation of actual  
10 hourly wages to other funds. The payroll software is capable of this and it is more accurate  
11 than a percentage allocation.
- 12 6. Account #53215 – Uniforms and Clothing: In accord with the Employee Handbook, U&C  
13 was calculated as \$400 per full-time employee, \$50 per employee for work gloves, and a  
14 lump sum of \$250 for seasonal employees for shirts.
- 15 7. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for new  
16 playground equipment.
- 17 8. Account #53480 – Street Light Bulbs: Expense was increased because the new lightbulbs cost  
18 about \$29 each and current inventory is low.
- 19 9. Account #53555 – Special Events Costs: In the past, the General Fund coordinated more  
20 special events in the Village such as the car show and rummage sale. Those events have  
21 been mostly turned over to the SBAA. As a result, budget was lowered.
- 22 10. Account #53631 – Seasonal Decorations: Additional expense was budgeted in 2017 for new  
23 Christmas lights in the Village.
- 24 11. Account #53635 – Lawn Maintenance: The lawn maintenance contract in 2017 is estimated  
25 to be approximately \$10,000. Additional expense is budgeted for normal miscellaneous lawn  
26 maintenance expense.
- 27 12. Account #53650 – Storm Drainage System: There is an increased need for repairs to the  
28 storm drainage system. In addition, periodically, the vortech units need to be cleaned. This  
29 has been scheduled for 2017.
- 30 13. Account #53671 – Garbage Cans: Due to the need for more garbage cans in the Parks and at  
31 the Beach, an increase in the expenditure for garbage cans was budgeted.

32 **PUBLIC PARKING/TRANSPORTATION**

33 The Parks Committee recommended the addition of revenues and expenses to the General Fund  
34 related to the proposed Sister Bay Trolley. Revenues are recorded in General Revenues under  
35 accounts #46744 and #46745. Expenses are recorded in the Parks budget. The part-time wages for a

1 trolley operator are recorded in #53106 and the remainder of the expenses are recorded in section  
2 #53900.

3 *Duffy noted that in light of the Village's current debt load he simply cannot justify spending \$45,000 on a*  
4 *trolley which will basically only be used on a limited term basis during "the season".*

5 *It was the consensus that Jackson shall do a cost analysis with respect to a reduced use period for the trolley and*  
6 *present that information at a future meeting of the Finance Committee.*

7 **CAPITAL**

8 1. The Parks Committee concurs with the following expected capital outlays in 2017 that were  
9 approved by the Finance Committee:

- 10 a. \$8500 for new lawnmower  
11 b. \$6000 for a Tarzan boat  
12 c. \$3000 for a slide on the swim dock  
13 d. \$45,000 for a truck  
14 e. Up to \$5612.22 for a snow making machine

15 2. The Parks Committee requests the following additions to capital outlay in 2017:

- 16 a. \$14,000 for a UTV (allocation of an additional \$7000 to Vehicle Replacement)  
17 b. Additional allocation of \$10,000 to Various Parks Projects

18 *A motion was made by Bhirdo, seconded by Lineau that the draft 2017 budget for the Parks Department which*  
19 *was reviewed at this meeting be amended in such fashion that any and all revenues and expenditures related to*  
20 *the trolley are deleted. Motion carried - All ayes.*

21  
22 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee recommends that the draft*  
23 *2017 budget for the Parks Department which was reviewed at this meeting be approved as amended. Motion*  
24 *carried - All ayes.*

25  
26 **Item No. 4. Discussion regarding recommendations from the Utilities Committee regarding the**  
27 **draft 2017 budget for the Utilities Department; Consider a motion to take action if required:**

28 A draft of the 2017 budget for the Utilities Department was included in the meeting packets, and the  
29 Committee members jointly reviewed that document. During the review process Rass, Schell and  
30 Jackson noted that a document on which the following significant budgetary changes from 2016 to  
31 2017 had been delineated was included in the meeting packets:

32  
33 **WATER SYSTEM**

34 1. Account #61105 -Salaries, Admin: Increased expense due to increased allocation from  
35 Administration. Due to the turnover in Utilities in 2016, a short-term increase in the  
36 allocation was budgeted.

37  
38 2. Account #61201 - Travel/Training: Employee Dave Alberts will need training for  
39 certification and all employees require additional safety training.

40  
41 3. Account #61502 - Accounting/Software Support: As a result of the conversion to Clarity,  
42 accounting and software support has increased across all funds.

43

- 1 4. Account #61504 – Information Technology: Schell works with a representative at Contronix  
2 for assistance on improving spreadsheets and other reports for the Utility. This expense will  
3 decrease in 2018.
- 4 5. Account #61507 – Testing: The decrease in expense is the result of a change in coding. Steve  
5 Jacobson coded testing and all expenses (postage, etc.) to this account. Mike Schell codes  
6 these separately and therefore, to their own accounts.
- 7 6. Account #61610 – Water Plant Maintenance: #1 and #3 well rebuild expenses exceeded  
8 expectations. A camera was used to more accurately assess the condition of the wells. The  
9 couplings and bowls were checked and replaced where needed. The motor was sent to L&S  
10 in Appleton for refurbishing.
- 11
- 12 7. Account #61930 – Bank Fees & Finance Charges: Increased expense is related to the bill  
13 payment module that will be operational in 2017.
- 14

#### 15 WASTE WATER TREATMENT PLANT

- 16 1. Account #62105 – Salaries, Admin: Increased expense due to increase allocation from  
17 Administration. Due to the turnover in Utilities in 2016, a short-term increase in the  
18 allocation was budgeted.
- 19 2. Account #62201 – Travel/Training: Additional classes should be provided to employees to  
20 maintain certification and for other required training.
- 21 3. Account #62502 – Accounting/Software Support: As a result of the conversion to Clarity,  
22 accounting and software support has increased across all funds.
- 23 4. Account #62505 – Engineering: The budget has been increased to prepare for possible work  
24 at the main lift station. Changing the generator controls will have to be discussed with  
25 Robert E. Lee and Mermom Electrical Engineering before deciding how to move forward.
- 26 5. Account #62620 – WWTP – Plant Structures: Expense was budgeted for the WWTP  
27 pretreatment grit cement work. The budget was lowered for 2017 back to normal levels.

#### 28 COLLECTION SYSTEM

- 29 1. Account #63201 – Travel/Training: Additional classes should be provided to employees to  
30 maintain certification and/or other required training.
- 31 2. Account #63502 – Accounting/Software Support: As a result of the conversion to Clarity,  
32 accounting and software support has increased across all funds.

#### 33 CAPITAL

- 34 1. Water System – Valve Operating Wrench - \$6,239 from Operating Funds
- 35 2. Wastewater – Main Lift Station Generator – between \$100,000 and \$400,000 based on  
36 engineer’s recommendations; funds from Replacement Funds
- 37 3. Collection

- 1 a. Flow line/Manhole SBE - \$40,000 from replacement funds
- 2 b. Flow line/Manhold Pheasant Ct - \$6,000 from replacement funds
- 3 4. Split Among Funds - new truck to replace 2001 F350 4x4 - \$45,000 from Operating Funds

4 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the draft 2017*  
5 *budget for the Utilities Department which was reviewed at this meeting be approved as presented. Motion*  
6 *carried - All ayes.*

7

8 **Item No. 5. Discussion regarding recommendations from the Marina Committee regarding the**  
9 **draft 2017 budget for the Marina; Consider a motion to take action, if required:**

10 • **Discussion regarding a fuel dock at the Marina; Consider a motion to take action if required:**

11 Bhirdo read the previously mentioned letter from Kurt Pagel aloud. Duffy noted that he respectfully  
12 disagrees with many of the statements Pagel makes in his letter. He also stated that he believes there  
13 has been a lot of miscommunication regarding a fuel dock. He has done a significant amount of  
14 research on this issue and does not believe any environmental issues will come into play.

15

16 Bhirdo agreed that there has been a lot of miscommunication regarding installation of a fuel dock at  
17 the Marina, but stated that before any further action is taken on this issue she would like to see a  
18 Marine Structural Engineer conduct a study and prepare fuel dock site plans. She firmly believes this  
19 issue should be referred to the Plan Commission, and would like to see at least three proposals from  
20 contractors who install and service fuel dispensers and underground tanks.

21

22 John Clove, who is the Chair of the Marina Committee, noted that the Marina Committee has  
23 recommended that the Village Board authorize a loan for a fuel dock. That loan will be paid off in its  
24 entirety with revenues generated at the fuel dock, and, if necessary, Marina reserve funds.

25

26 Jackson and Krauel noted that they believe the ideal location for a fuel dock would be "J" Dock, but  
27 cautioned that there are structural issues which will come into play that must be addressed before  
28 any equipment or fuel dock components are installed.

29

30 Clove responded that he and others have done a considerable amount of research regarding this  
31 issue. They agree that J" Dock would be the ideal location for a fuel dock, but were told a lot of  
32 additional expense would be incurred as fuel lines would have to be buried under the water and  
33 existing concrete would have to be torn up. Based upon cost considerations and a number of other  
34 factors he believes "B" Dock would be the best alternative location for a fuel dock.

35

36 Lienau cautioned that "this is a big deal in the community", and Duffy responded that there are  
37 always people who disagree with decisions which are made by elected officials. Lienau stated that he  
38 firmly believes any information the Village has about a fuel dock must be made available to the  
39 members of the public. He also believes that a public presentation which is properly noticed must be  
40 made regarding this issue. Bhirdo agreed.

41

42 *A motion was made by Lienau, seconded by Duffy that the draft of the 2017 budget for the Sister Bay Marina*  
43 *which was reviewed at this meeting shall be amended in such fashion that any revenues and expenses related to*  
44 *installation of a fuel dock shall be deleted. Staff is, however, directed to prepare an RFP for an engineering*

1 *study and preparation of site plans related to installation of a fuel dock at the Sister Bay Marina ASAP.*  
2 *Motion carried – All ayes.*

3  
4 *It was the consensus that after the previously mentioned study has been conducted and site plans have been*  
5 *received this issue shall be re-addressed by the Marina Committee.*

6  
7 *At 7:26 P.M. a brief recess was taken, and the Committee members reconvened at 7:38 P.M.*

8  
9 A draft of the 2017 budget for the Marina was included in the meeting packets, and the Committee  
10 members jointly reviewed that document. During the review process Rass, Krauel and Jackson noted  
11 that a document on which the following significant budgetary changes from 2016 to 2017 had been  
12 delineated was included in the meeting packets:

13  
14 **REVENUES**

- 15 1. Account #46741 – Festivals (Marina Fest): The Marina Committee recommends moving the  
16 Marina Fest revenues and expenditures to the General Fund. The Marina Committee has  
17 designated \$10,000 to be the title sponsor for the event with the expectation that this amount  
18 will decrease over the next three years. As a result of this decision, no revenues have been  
19 included for Marina Fest in the 2017 Budget.
- 20 2. Account #46751 – Seasonal Fees: Although the Marina Committee did not make a final  
21 decision on rate changes, they recommended a place holder of a 5% rate increase over the  
22 2016 budget.
- 23 3. Account #46752 – Transient Fees: Although the Marina Committee did not make a final  
24 decision on rate changes, they recommended a place holder of a 12% rate increase over the  
25 2016 budget. In addition, \$7452 was removed from the budget as estimated income from the  
26 80 ft slip that is recommended to be the place for the fuel dock.
- 27 4. Account #46753 – Launch Fees: Launch fees are regulated by the DNR and therefore cannot  
28 be increased at this time. However, revenue levels were increased based on expected sales  
29 from 2016.
- 30 5. Account #46755 – Marina Services: Marina services are primarily pump outs. The mobile  
31 pump out machine purchased in early 2016 has been very valuable. Fees were not increased  
32 but revenues were increased based on 2016 estimates.
- 33 6. Account #46761 – Commercial Docking: Commercial Docking contracts must be renewed  
34 for 2017. Although the Marina Committee did not make a final decision on commercial fees,  
35 they recommended a place holder reflecting a 10% increase in fees.

36 **EXPENDITURES**

- 37 1. Account #55101 – Wages, Manager: This subject will be discussed in closed session. There  
38 are differing recommendations from the Personnel Committee and the Marina Committee.
- 39 2. Account #55105 – Wages, Admin: In 2016, the Admin allocation to the marina was increased  
40 as a result of Administration's additional time spent assisting the Marina Manager with

- 1 Scribble setup, reconciliations, cash handling, and other items. This cost has been reduced  
2 for 2017.
- 3 3. Account #55105 – Maintenance, Parks: In 2016, a sum was budgeted as an allocation from  
4 Parks to Marina for work performed by Parks employees on the Marina. However, the  
5 Parks Committee disagrees with this methodology and proposes that the allocation be  
6 budgeted but that actual hours worked by Parks employees on the Marina be charged as  
7 such (at their regular hourly rate). The system is capable of this change and it has been  
8 included in the proposed Marina budget.
- 9 4. Account #55105 – Wages, Seasonal: The seasonal wages have been increased in 2017 as a  
10 result of a recommendation from the Personnel Committee to increase compensation for two  
11 employees who could serve as Shift Managers and alleviate some of the burden on the  
12 Marina Manager. In addition, \$5,000 has been added to cover additional hours related to the  
13 fuel dock.
- 14 5. Account #55110 – Wages, Overtime: In 2016, overtime was used occasionally for dockhands  
15 although overtime was not budgeted to that level. In 2017, a more generous overtime  
16 calculation was included in the budget. In addition, \$300 has been added to cover potential  
17 overtime related to the fuel dock.
- 18 6. Account #55111 – Bonuses: Labor Day bonuses have been budgeted for 2017 as an  
19 enticement to keep employees at the marina in the Fall. The Marina is having difficulty  
20 staffing during the Fall. This account also covers sales bonuses for the Marina Manager.
- 21 7. Account #55201 – Travel/Training: Expense in 2016 was related to Quickbooks and Scribble  
22 training. In 2017, additional expense is budgeted for classes for the Manager and for dock  
23 staff.
- 24 8. Account #55225 – Recognition: Expense for recognition has been added to all budgets so  
25 that Management has an additional tool to recognize staff members for dedication and  
26 service.
- 27 9. Account #55340 – Marina Utility Costs: Like other expenses in the 2017 budget, all line items  
28 were cut to where possible to increase income/decrease loss for the marina.
- 29 10. Account #55370 – Internet: Wi-Fi repeaters have been budgeted in 2017.
- 30 11. Account #55405 – Computer Hardware: The budgeted amount for 2016 was supposed to  
31 cover the purchase of Scribble; however, since the agreement was signed in 2015, it actually  
32 was expended then. For 2017, the budget has been returned to more normal levels.
- 33 12. Account #55430 – Custodial Supplies: Like other expenses in the 2017 budget, the line item  
34 was decreased to attempt to bring the budget into the black.
- 35 13. Account #55465 – Service Equipment: The marina is in need of a new commercial, coin  
36 operated washer and dryer. It was originally budgeted in 2017. However, because of other  
37 expected expenditures in 2017, the item was moved to 2016. The Finance Director and

1 Marina Manager will review the budget at the end of the season and determine where the  
2 budget can be amended to cover this purchase.

3 14. Account #55475 - Bicycles: The Marina Manager requested that new bicycles be purchased  
4 in 2017. The Marina Committee will consider whether these are rented or an amenity.

5 15. Account #55502 - Accounting Support: Due to the conversion from Classic to Clarity  
6 accounting software, support costs will increase across all funds.

7 16. Account #55503 - Credit Card Fees: Due to the increased use of credit cards at the marina,  
8 fees have also increased.

9 17. Account #55647 - Dock Maintenance: The 2017 Budget was increased to compensate for the  
10 purchase of rub rails.

11 18. Account #55986 - Interest and bank fees related to the fuel dock loan. Annual P&I payments  
12 on a 7 year loan will be approximately \$51,000 per year; however, only one semi-annual  
13 payment will be made in 2017.

14 19. Account #55991 - Transfer to General Fund: Sponsorship for Marina Fest

15 20. Account #55992 - The Marina Committee has recommended that the Marina PILOT  
16 payment be revisited. Calculations of the Marina and the Water PILOTs were included in  
17 the meeting packets.

18 Jackson noted that staff has suggested that the Marina and Utility PILOTS be eliminated in their  
19 entirety, but cautioned that if that occurs property taxes might increase. If the Marina PILOT were to  
20 be eliminated money could be set aside for necessary repairs to facilities and appurtenances at the  
21 Marina. It would also be possible to adjust the capital outlay in the General Fund. There are creative  
22 financing measures which could be taken, and that might reduce tax increases.

23 Duffy noted that he has done a considerable amount of research on this issue and believes the  
24 wrong formula was used when the Marina PILOT was originally calculated. He also believes the  
25 property value upon which the PILOT calculations are based is wrong.

26 *Staff was asked to re-calculate the Marina PILOT based upon property values delineated in the 2016 audit.*  
27 *After that has been done a spreadsheet shall be prepared which delineates the Marina PILOT based upon the*  
28 *audit data, as well as the assessed values at the Alibi Dock and Yacht Works. That spreadsheet will be reviewed*  
29 *at a future meeting of the Finance Committee.*

### 30 **ADJUSTMENTS FOR OTHER SOURCES AND USES OF CASH**

31 The Marina Committee would like to establish a replacement fund and is recommending that \$75,000  
32 be put into reserves. This is a practice that needs to be started due to the significant capital projects  
33 at the Marina; however, establishing this reserve will challenge the Marina's cash flow based on  
34 current revenues and expenditures.

1 *A motion was made by Lienau, seconded by Duffy that Agenda Item No. 5 – Discussion on recommendations*  
2 *from the Marina Committee regarding the Draft 2017 Budget for the Marina; Consider a motion to take action*  
3 *if required shall be tabled until the next meeting of the Finance Committee. Motion carried.*

4  
5 **Item No. 1. Presentation of the draft 2017 Sister Bay-Liberty Grove Fire Department budget:**  
6 The draft 2017 budget for the Sister Bay-Liberty Grove Fire Department was included in the meeting  
7 packets, and the Committee members jointly reviewed that document.

8  
9 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the draft 2017*  
10 *Sister Bay-Liberty Grove Fire Department budget which was reviewed at this meeting be approved on the*  
11 *condition that the \$7,500 increase to the Fire Chief's salary be eliminated. Motion carried – All ayes.*

12  
13 **Item No. 2. Discussion regarding the draft 2017 budget for the Skate Park Special Revenue Fund;**  
14 **Consider a motion for action if required:**

15 A draft of the 2017 budget for the Skate Park Special Revenue Fund was included in the meeting  
16 packets and the Committee members jointly reviewed that document.

17 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the draft 2017*  
18 *budget for the Skate Park Special Revenue Fund which was reviewed at this meeting be approved as presented.*  
19 *Motion carried – All ayes.*

20  
21 **Item No. 6. Discussion on the second draft 2017 budget for the Capital Improvement Fund and**  
22 **TIF #1; Consider a motion for action, if required:**

23 The second drafts of the 2017 budget for the Capital Improvement Fund and TIF #1 were included in  
24 the meeting packets and the Committee members jointly reviewed those documents. During the  
25 review process Rass pointed out the following issues:

26  
27 **Second Draft - CAPITAL**

28 After other committees met to discuss their individual sections of the budget, additional capital  
29 requests were made.

- 30 1. Parks Committee – addition of \$10,000 allocated to Various Parks Projects, additional \$7,000  
31 allocated to Vehicle Replacement for a UTV (which will deplete this reserve to \$0)  
32 2. Parks Committee outlay in 2016 – spend approximately \$4,000 in funds from the Various  
33 Parks Projects reserves to hook up the beach shower stations to Village water.

34 **Second Draft - TAX INCREMENT FINANCING DISTRICT**

- 35 1. Account #41110 – Tax Increment: The 2017 amount is an estimate based on new  
36 construction values. The final amount will not be known until November.  
37 2. Account #48300 – Sale of Property: These figures reflect the accepted offers on the Braun lots  
38 in 2016 and the estimated sale of remaining lots in 2017.  
39 3. Account #49210 – Transfer from General Fund: A transfer from the general fund was made  
40 to cover engineering costs on the Dahlstrom site and the completion of infrastructure and  
41 other work at the Braun site.

- 1 4. Account #49230 – Transfer from Debt Service: This reflects the movement of loan proceeds  
2 and interest income from the Debt Service Fund to the TID for Stony Ridge.
- 3 5. Account #56515 – Legal Services: The budget for legal services has increased to account for  
4 assistance with pending or threatened suits.

5 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the second*  
6 *draft 2017 budgets for the Capital Improvement Fund and TIF #1 which were reviewed at this meeting be*  
7 *approved as presented. Motion carried – All ayes.*  
8

9 **Item No. 7. Discussion on the second drafts of the following sections of the 2017 Budget:**

- 10 • **General Revenues**
- 11 • **General Government**
- 12 • **Administration**
- 13 • **Debt Service**

14 Second drafts of the General Revenue, General Government, Administration and Debt Service  
15 sections of the 2017 Budget were included in the meeting packets, and the Committee members  
16 jointly reviewed those documents. During the review process Rass gave explanations for all of the  
17 following significant budgetary changes from 2016 to 2017:  
18  
19

20 **Second Draft – GENERAL REVENUES**

- 21
- 22 1. Account #46743 – Marina Fest Revenues/Donations: The Marina Committee requested that  
23 the General Fund take on the revenues and expenditures related to Marina Fest. Donations  
24 and revenues of \$15,000 have been budgeted.
- 25 2. Account #49220 – Transfer from Marina Fund for Marina Fest: The Marina Committee  
26 recommended budgeting a sum to serve as the title sponsor for Marina Fest in 2017.

27 **Second Draft - GENERAL GOVERNMENT**

- 28 1. Account #51567 – Festival/Event Costs: The Marina Committee requested that the General  
29 Fund take on the revenues and expenditures related to Marina Fest. Expenditures of \$25,000  
30 have been budgeted. With budgeted revenues of \$15,000 and \$10,000 transferred from the  
31 Marina Fund, the Village would break even on Marina Fest if expenditures are kept to  
32 \$25,000.
- 33 2. Account #51993 – Transfer to Marketing Fund 2016: With a \$21,556 transfer to the Marketing  
34 Fund in 2016, this fund can be closed. The Marketing Fund is no longer used.

35 **Second Draft - ADMINISTRATION**

- 36 1. No changes were made at committee levels that affected the Administration expense budget.

37 **DEBT SERVICE**

38 Outstanding debt levels for 2017 and into the future include the full amount of the Stony Ridge loan  
39 and a loan for the quarry. As of 12/31/16, we are expected to have debt of \$15.1 million outstanding,  
40 with a debt capacity of \$20.372 million. The Village's available debt capacity is less than most other  
41 municipalities in the area.

1 A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends that the second  
2 draft 2017 budgets for the General Revenues, General Government, Administration and Debt Service accounts  
3 which were reviewed at this meeting be approved as presented. Motion carried – All ayes.  
4

5 **Item No. 8. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c)**  
6 **to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the**  
7 **purchase of public properties, the investment of public funds, or conduct other specified public**  
8 **business whenever competitive or bargaining reasons require a closed session:**

9 *At 8:40 P.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee convene into*  
10 *closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and*  
11 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or*  
12 *conduct other specified public business whenever competitive or bargaining reasons require a closed session. A*  
13 *roll call vote was taken on that motion and the Committee members voted in the following fashion:*

14  
15 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*  
16

17 *Motion carried.*  
18

19 *Bhirdo requested that Clove remain in the room during the closed session. He left at 9:30 P.M.*  
20

21 **Item No. 9. Consider a motion to reconvene into open session:**

22 *At 9:55 P.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee reconvene into*  
23 *open session. A roll call vote was taken on that motion and the Committee members voted in the following*  
24 *fashion:*

25  
26 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*  
27

28 *Motion carried.*  
29

30 *A motion was made by Lienau, seconded by Duffy that the Finance Committee accepts the recommendation of*  
31 *the Marina Committee with respect to wages and benefits, on the condition that those wages and benefits must*  
32 *be reviewed by the Finance Committee before final adoption of the budget for 2017. Motion carried – All ayes.*  
33

34 *A motion was made by Duffy, seconded by Lienau that the Utilities Clerk position shall become full-time*  
35 *immediately. Motion carried – All ayes.*  
36

37 **Item No. 6. Matters to be placed on a future agenda or referred to a committee, official or**  
38 **employee:**

39 *The next meeting of the Finance Committee has been scheduled for Wednesday, September 14, 2016 at 5:30*  
40 *P.M. At that meeting the following issue will be addressed:*

- 41 • *Discussion regarding the Marina and Utility PILOTS.*
- 42
- 43 • *Jackson will do a cost analysis with respect to a reduced use period for the trolley and present that*  
44 *information at a future meeting of the Finance Committee.*  
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1 **Adjournment:**

2 *At 9:57 P.M. a motion was made by Bhirdo, seconded by Lienau that the September 14, 2016 meeting of the*  
3 *Finance Committee be adjourned. Motion carried – All ayes.*

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5 Respectfully submitted,



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7 Janal Suppanz,

8 Assistant Administrator

9

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To: Zeke Jackson,  
Village Administrator  
Sister Bay, Wisconsin  
5-24-2016

## **Fuel at the Sister Bay Marina**

### **History:**

I am hearing a rumor, confirmed by Zeke that a fuel depot is again being considered at the Sister Bay Marina. This idea was floated years ago when the marina was just being developed and it was decided that the risk of a spill in this vulnerable area was not worth the limited convenience of the fuel being available on site.

The proximity of Bierdo's gas station across the road was adequate for those fueling smaller boats that were on trailers. For larger boats the Yacht Works provided both gasoline, and diesel fuel which most large boats use. The dock in Fish Creek and the Yacht Club in Ephraim also served as an on water fuel source.

### **Mechanical:**

With today's technology most outboards are better served by using non-ethanol gasoline, which is always available at Ken's Citgo or other gas stations in and around Sister Bay. Tests have consistently shown that these small two stroke engines run better and last longer when fed the non-ethanol fuel. An article in the April 2016 issue of Popular Mechanics explains the problem. "One of the problems with non-ethanol fuel is that it has a tendency to collect moisture when in a damp environment such as marine use. Ethanol actually pulls moisture out of the air and can create a layer of condensation in the fuel storage tank or in the fuel tank of the machine. This water obviously does not contain any of the lubricating oil in a two stroke fuel mix. The lack of lubrication alone can damage the engine. Even worse, the water can flash into steam when it enters a hot engine, wrecking it in the process."

This means that in order to service boats at the marina you would probably need two sources of fuel, one for non-ethanol gasoline, and one for marine grade diesel fuel. It would also be necessary to employ extra help to pump this fuel. Both of these considerations will work to the detriment of the current local gas stations that employ residents year round in our community.

### **Environmental:**

The other and larger problem is the question of the environmental and physical damage that can occur if, or when, a spill occurs as a result of a poor filling process, broken hose, or leaking fuel tank, or vandalism. If this occurs the fuel will spread on the water and pollute the marina area causing a stain on the boats that will be hard to remove without taking all the boats out of the water and scrubbing the hull. The cleanup costs will be a nightmare.

The very location of the Sister Bay marina adjacent to the newly developed waterfront beach and scenic area means that any spill will spread to the beach area making it unfit for swimming or water sports. This would have a definite impact on the Sister Bay Waterfront as a destination for travelers and residents. The fuel depots at Yacht Works, Ephraim, and Fish Creek are all a

substantial distance from swimming beaches and while the cleanup and contamination will be substantial, they will have little effect on any popular swimming beach.

**Economic:**

By providing another source of fuel in an area where fuel options are available will only dilute the number of people using our current sources. This will have an economic impact on those businesses we depend on for every day fuel needs. These are merchants who live in our community year around, pay property and sales taxes, and serve on our committees, boards and civic groups which make our community thrive. Is it right to deny them part of their income in order to provide fuel at the marina?

I feel that the environmental risks of a spill and possible beach destruction as well as the economic impact to current businesses outweigh the small amount of money to be gained from providing this area as a fuel source. The boats that are permanently moored at the marina are not cheap and perhaps a small raise in dock fees is warranted.

Thank you for your consideration and willingness to protect our water resource.

/s/ Kurt (Kip) Pagel

Kurt Pagel  
1086 Melody Drive  
Green Bay, WI 54303

And  
2363 Parkview Dr.  
Sister Bay

P.S. Zeke- Would you please see that a copy of this gets to each board member. Thank you.