

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2 **TUESDAY, DECEMBER 10, 2013**  
3 **Sister Bay Liberty Grove Fire Station – 2258 Mill Road**  
4

5  
6 The December 10, 2013 meeting of the Village of Sister Bay Board of Trustees was called to  
7 order by Village President Dave Lienau at 6:05 PM.  
8

9 **Present:** President Lienau and Trustees Pam Abshire, Donna Scattergood, Scott Baker, John  
10 Clove, Pat Duffy, and Shane Solomon.  
11

12 **Staff Members:** Zeke Jackson, Village Administrator, Robert Kuftrin, Consultant, Juliana  
13 Neuman, Finance Director, and Janal Suppanz, Administrative Assistant.  
14

15 **Others:** Christy Sully and Mike and Millie Walker  
16

17 **Approval of minutes as published:**

18 **As to the minutes for the November 12, 2013 meeting of the Village Board:**

19 *A motion was made by Solomon, seconded by Baker to approve the minutes for the November*  
20 *12, 2013 meeting of the Village Board as presented. Motion carried - All ayes.*  
21

22 **Comments and Correspondence:**

23 Lienau asked if anyone wished to address a non-agenda item. No one responded. He then in-  
24 troduced Laddie Chapman, the Director of the Public Access television station in Sevastopol,  
25 who stated that this meeting will be recorded and in a few days broadcast on Charter Channel  
26 986 as well as YouTube.  
27

28 Jackson noted that the following correspondence had been included in the meeting packets:

- 29 • A letter from representatives of Donohue & Associates concerning the status of the  
30 Utility Construction Project;
- 31 • A thank you letter from the Old Glory Honor Flight Association for a donation made in  
32 memory of Art Walrabenstein;
- 33 • A thank you letter from the Sister Bay Historical Society for a donation made in  
34 memory of Ken Kutlik; and,
- 35 • A letter from Josh VanLieshout, the Chairperson of the Door County Tourism Zone  
36 Commission, concerning Assembly Bill 385.  
37

38 **New Business Items:**

39 **Item No. 1. Consider a motion to adopt Resolution No. 276, which recognizes the service of**  
40 **Mike Walker:**

41 Lienau noted that Mike Walker, who served as the Assessor for the Village for over thirty years,  
42 retired at the end of 2013. He then read Resolution No. 276, which formally recognizes Walk-  
43 er's service and was signed by all the Board members aloud, and presented that document as  
44 well as a plaque to Walker.  
45

46 *A motion was made by Lienau, seconded by Baker that Resolution No. 276, an expression of*  
47 *thanks and appreciation to Mike Walker for over thirty years of service as the Municipal Valuer,*  
48 *(Assessor), for the Village of Sister Bay, be passed and adopted as presented. Motion carried –*

1 All ayes.

2

3 Walker thanked the Board members for the recognition and pointed out that he has been the  
4 Assessor for the Village of Sister for “nearly half his life”.

5

6 **Item No. 2. Update on the beach project, the pavilion project and the Bay Shore Drive Re-**  
7 **construction project:**

8 JJR will be working on resolving the issues which resulted in excessively high bids being  
received for the Beach Project. Once all the issues are resolved the project will again be let for  
bids. It is quite likely that work will not commence on the Beach Project until Fall of 2014.

11

12 The bids for the Pavilion Project again came in a little higher than had been expected. A meet-  
13 ing with the donors has been scheduled. Jackson will keep the Board members advised of the  
14 status of this issue.

15

16 Due to the unseasonably cold weather work will be delayed on the Utility Construction Project  
17 until sometime in March.

18

19 **Item No. 3. Consider a motion to approve Resolution No. 274, which establishes convenience**  
20 **fees for utility bill processing:**

21 A number of Utility customers have requested that they be allowed to pay their quarterly bills  
22 by electronic means. The Utility Clerk did a significant amount of research regarding this issue  
23 and recently presented her findings to the Utilities Committee, which has recommended that  
24 Payment Service Network be retained. A draft of an applicable Resolution was included in the  
25 meeting packets, and the Board members jointly reviewed that document.

26

27 Several of the Board members voiced concerns about the \$1 eCheck and eSaving fees which  
28 must be paid to Payment Service Network by customers as they do not believe it's fair to re-  
29 quire those individuals to pay for a portion of the Village's cost of doing business. The sugges-  
30 tion was made that the previously mentioned fees be absorbed by the Utility and included in  
31 the rate structure.

32

33 *It was the consensus that this issue shall be referred back to the Utilities Committee for further*  
34 *review and consideration.*

35

36 **Item No. 4. Consider a motion to adopt Resolution 275, which extends the time for use of**  
37 **Water Utility impact fees which have been collected:**

38 Water tower impact fees were established on October 25, 2005 and they have been collected  
39 whenever necessary, but fire flow testing will not be required until after 2015. Wisconsin Act  
40 44 places time limitations on expenditure of impact fees unless a Resolution which identifies  
41 extenuating circumstances or a hardship is adopted. The Utilities Committee has recommended  
42 that Resolution No. 275, which does extend the time for using Water Tower impact fees be  
43 passed and adopted.

44

45 *A motion was made by Clove, seconded by Baker that the Village Board accepts the recom-*  
46 *mendation of the Utilities Committee and passes and adopts Resolution No. 275, which extends*  
47 *the time for using Water Utility impact fees which have been collected, as presented. Motion*  
48 *carried – All ayes.*

49

1 **Item No. 5. Consider a motion to adopt Ordinance No. 220, which recreates §62.1 through**  
2 **§62.28 of the Utility Code:**

3 The Utilities Committee recently reviewed the Utility Code and determined that some revisions  
4 were warranted. Therefore, a draft copy of Ordinance No. 220, which recreates §62.1 through  
5 §62.28 of the Utility Code was included in the meeting packets. A number of the previously  
6 mentioned revisions were editorial in nature, but in particular §62.11(f)(2)(a)(2) has been modi-  
7 fied to allow restaurant owners to stop cleaning grease interceptors when they are closed for  
8 more than one month. The time interval for bacteriological testing of private wells, which is de-  
9 lined in §62.6(3)(c), has also been reduced from two weeks to one week between samples.

10  
11 *A motion was made by Baker, seconded by Duffy that the Village Board accepts the recom-*  
12 *mendation of the Utilities Committee and approves Ordinance No. 220, which recreates §62.1*  
13 *through §62.28 of the Utility Code, as presented. Motion carried – All ayes.*

14  
15 *At 6:50 P.M. a brief recess was taken. The Board reconvened at 6:52 P.M.*

16  
17 **Item No. 6. Consider a motion to adopt Resolution No. 277, which authorizes the sale of “The**  
18 **Old School” property:**

19 Village officials have entered into an agreement to sell the three parcels which are commonly  
20 referred to as “The Old School Property” to Mitch Larson for \$400,000, and a draft of Resolu-  
21 tion No. 277, which authorizes the sale of two of the three parcels was included in the meet-  
22 ing packets. (Some issues have arisen with respect to the third parcel, but as soon as those is-  
23 sues are resolved Jackson will see that the matter is referred back to the Board.)

24  
25 *A motion was made by Duffy, seconded by Solomon that the Village Board approves Resolu-*  
26 *tion No. 277, which authorizes the sale of “The Old School Property” - Parcel Nos. 181-42-*  
27 *30001 and 181-42-40001 to Mitch Larson for \$400,000. Motion carried – All ayes.*

28  
29 **Item No. 7. Consider new appointments to the Door County Tourism Zone Commission:**

30 *A motion was made by Lienau, seconded by Abshire that Zeke Jackson shall be appointed to*  
31 *replace Chad Kodanko as a representative for the Village of Sister Bay on the Door County*  
32 *Tourism Zone Commission. Motion carried – All ayes.*

33  
34 **Item No. 8. Review of the monthly financial statements and consideration of a motion to ap-**  
35 **prove the monthly bills:**

36 Payment approval reports for the period November 13, 2013 through December 10, 2013  
37 were included in the meeting packets, and the Board members jointly reviewed all of those  
38 documents.

39  
40 It was the consensus that the bill from JJR for 78% of the Beach Expansion Project redesign  
41 costs shall be held until Neuman has an opportunity to discuss the bill with Kufrin.

42  
43 *A motion was made by Duffy, seconded by Clove that the monthly bills totaling \$1,058,576.09*  
44 *are all approved. Motion carried – All ayes.*

45  
46 *A motion was made by Solomon, seconded by Duffy that the charges delineated in the Speed*  
47 *Letter from Donohue & Associates which is dated December 4, 2013 and total \$286,590.30*  
48 *shall be paid in full. Motion carried – All ayes.*

1 **Item No. 9. Consider a motion to adopt Resolution 278, which amends the 2013 budget:**

2 Budgeting is a crucial part of the fiscal planning process, and staff members do strive to adhere  
3 to adopted budgetary constraints. However, from time to time unforeseen events do unfold in  
4 such fashion as to necessitate an expenditure which is greater than what was originally con-  
5 templated. When the 2013 budget was approved Village officials were not aware that the then  
6 Village Administrator, Bob Kufirin, would be retiring on June 30, 2013. The Village subsequent-  
7 ly contracted with Kufirin to serve as Interim Administrator/Consultant. The 2013 budget also  
8 divided revenue from State Aid for Roads between the Parks and Streets Department and the  
9 Capital Improvements Fund, but street maintenance costs have been higher than usual. The Fi-  
10 nance Director has reviewed financial reports for 2013 and is recommending that an Adminis-  
11 trative Consulting Account with a balance of \$30,122 be established. She is also recommend-  
12 ing that \$5,000 be reallocated from the Street Resurfacing Capital Improvements Account to the  
13 Street Maintenance line item in the budget. Because this is a budget amendment a motion must  
14 carry by a 2/3 majority.

15  
16 *A motion was made by Abshire, seconded by Clove that the Village Board accepts the recom-*  
17 *mendation of the Village's Finance Director and passes and adopts Resolution No. 278, which*  
18 *amends the 2013 budget for the Village of Sister Bay, as presented. Motion carried – All ayes.*  
19

20 **Item No. 10. Consider a motion to approve a contract amendment with Donohue & Associ-**  
21 **ates for a lighting plan design in the amount of \$7,000:**

22 A document entitled Amendment No. 1 to the Engineering Services Agreement for the Bay  
23 Shore Drive Utility and Roadway Improvements Project was included in the meeting packets,  
24 and the Board members jointly reviewed that document. Basically, if the amendment is ap-  
25 proved the scope of services for the Bay Shore Drive Utility and Roadway Improvements Pro-  
26 ject will be modified in such fashion that employees from Donohue & Associates will deter-  
27 mine the lighting and pull box layout, size the wiring based on the preliminary spacing calcula-  
28 tions approved by the D.O.T., complete the final design of the layout and provide construction  
29 details, develop street lighting quantities, provide the D.O.T. with lighting detail sheets, and  
30 prepare the final street lighting permit application and submit it to the D.O.T. for approval. The  
31 cost of the additional services will be \$7,000.

32  
33 *A motion was made by Clove, seconded by Abshire that the Village Board approves Amend-*  
34 *ment No. 1 to the Engineering Services Agreement for the Bay Shore Drive Utility and Roadway*  
35 *Improvements Project, as presented. Motion carried – All ayes.*  
36

37 **Item No. 11. Report on County activities from the County Supervisor, Dave Lienau:**

38 Lienau gave the following oral report:

- 39 • All the County employees' positions were recently re-evaluated, and pay grades and  
40 detailed job descriptions were created for those positions based upon a compensation  
41 study and plan which was completed by an outside firm. There were some employees  
42 who were being paid less than the minimum wage established for their positions, and  
43 therefore, their salaries will be increased. There were also some employees who were  
44 paid more than the maximum wage established for their positions, and therefore, some  
45 wage freezes will be initiated.

46  
47 **Committee Reports:**

48 **(1) Administrative Committee/Public Relations Committee**

49 The Administrative Committee/Public Relations Committee has not met recently.

1 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

2 No action based upon the minutes which were included in the meeting packets. The Bay Shore  
3 Drive Reconstruction Oversight Committee will be meeting tomorrow at 2:00 P.M.

4  
5 **(3) Communication and Technology Committee**

6 The Communication and Technology Committee will be meeting at the Administration Building  
7 at 2:30 P.M. on Thursday, December 12, 2013.

8  
9 **(4) Door County Coastal Byways Commission**

10 No action based on the minutes which were included in the meeting packets.

11  
12 **(5) DCEDC**

13 No action based on the minutes which were included in the meeting packets.

14  
15 **(6) Economic Development Committee**

16 The Economic Development Committee has not met recently.

17  
18 **(7) Finance Committee**

19 The Finance Committee has not met recently.

20  
21 **(8) Fire Board and Fire District Exploratory Committee:**

22 No action based on the minutes which were included in the meeting packets.

23  
24 The Fire District Exploratory Committee has not met recently. Chris Hecht, the Fire Chief, antic-  
25 ipates that some major decisions should be made soon by the Exploratory Committee.

26  
27 **(9) Historical Society**

28 No action based on the minutes which were included in the meeting packets. It is Scattergood's  
29 understanding that the Historical Society has not made any formal decisions regarding acquisi-  
30 tion of "The Old School" yet.

31  
32 **(10) Library Commission**

33 No action based on the minutes which were included in the meeting packets. The Library  
34 Commission also met this afternoon but those minutes have not been completed yet.

35  
36 **(11) Marina Committee and Marina Fest Committee:**

37 The Marina Committee did not meet this month. Wendy Tatzel, the Marina Manager, is on  
maternity leave.

39  
40 **(12) Parks**

41 No action based on the minutes which were included in the meeting packets. The Parks Com-  
42 mittee met on December 4, 2013, but those minutes have not been completed yet. The ice rink  
43 should be opening soon.

44  
45 **(13) Personnel Committee**

46 The Personnel Committee has not met recently.

47  
48 **(14) Plan Commission**

49 No action based on the minutes which were included in the meeting packets. The Plan Com-

1 mission met on December 3, 2013, but those minutes have not been completed yet.

2  
3 **(15) SBAA**

4 No action based on the minutes which were included in the meeting packets. The SBAA Board  
5 of Directors met on Thursday, December 5, 2013. Elections were held and Steve Gomoll will  
6 serve as the President of the SBAA, Jessica Grasse will serve as Vice-President, and Windy  
7 Bittorf will again serve as Treasurer.

8  
9 **(16) Teen Center**

10 The Teen Center Board met on Wednesday, November 20, 2013, but those minutes have not  
11 been completed yet. Deb Anderson has promised to get them to Suppanz ASAP. It is Abshire's  
12 understanding that the YMCA is not interested in providing supervisory services on a regular  
13 basis at the Teen Center. Other staffing alternatives are now being considered.

14  
15 **(17) Tourism Zone Commission**

16 No action based on the minutes which were included in the meeting packets.

17  
18 **(18) Utilities**

19 No action based on the minutes which were included in the meeting packets. Late this after-  
20 noon Lienau received a letter from John Lowry, the Chair of the Town of Liberty Grove. In that  
21 letter Lowry states that Town officials would like to cancel the December 16, 2013 ownership  
22 meeting as they have been dealing with a number of other highly contested issues and haven't  
23 had sufficient time to prepare for the meeting. Lienau will discuss this issue with Lowry and re-  
24 port his findings at a future Board meeting.

25  
26 *At 7:39 P.M. a brief recess was taken and the Board reconvened at 7:41 P.M.*

27  
28 **Item No. 12. Consider a motion to convene into closed session pursuant to Wis. Stats.,**  
29 **§19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation da-**  
30 **ta of any public employee subject to the jurisdiction or authority of the governing body:**

31 *At 7:42 PM a motion was made by Lienau, seconded by Baker that the Village Board convene*  
32 *into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss employment, promotion,*  
33 *compensation or performance evaluation data of any public employee subject to the jurisdic-*  
34 *tion or authority of the governing body. A roll call vote was taken on the motion, and the Board*  
35 *members voted in the following fashion:*

36  
37 *Abshire – Aye; Baker – Aye; Clove – Aye;*  
38 *Duffy – Aye. Lienau – Aye; Scattergood – Aye;*  
39 *Solomon – Aye.*

40 *Motion carried.*

41  
42 **Item No. 13. Consider a motion to reconvene into Open Session:**

43 *At 9:01 PM a motion was made by Abshire seconded by Clove that the Board reconvene into*  
44 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*  
45 *the following fashion:*

46  
47 *Abshire – Aye; Baker – Aye; Clove – Aye;*  
48 *Duffy – Aye. Lienau – Aye; Scattergood – Aye;*  
49 *Solomon – Aye*

1 *Motion carried.*

2

3 **Item No. 14. Consider a motion to take action, if required:**

4 *A motion was made by Abshire, seconded by Duffy that the Village shall pay up to \$120,000 for health insurance costs for employees, and those funds shall be allocated as proposed. Motion carried – All ayes.*

7

8 **Item No. 15. Discussion regarding matters to be placed on a future agenda or referred to a**  
9 **Committee, official or employee:**

10 It was the consensus that the following items shall be added to the Agenda for the next Village  
11 Board Meeting:

- 12 • Consider a motion to create the new Ad Hoc/Standing Committees which were dis-  
13 cussed during the closed session; and,
- 14 • Consider a motion to approve a Resolution opposing Senate Bill 349 related to non-  
15 metallic mining.

16

17 Jackson suggested that the Board members think about goal setting for 2014 and 2015. It was  
18 the consensus that this issue shall be addressed at a future Board meeting.

19

20 **Adjournment:**

21 *A motion was made by Solomon, seconded by Clove to adjourn the meeting of the Board of*  
22 *Trustees at 9:08 PM. Motion carried – All ayes,*

23

24 *Respectfully submitted*



25

26 Janal Suppanz,  
27 Administrative Assistant