

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **THURSDAY, FEBRUARY 11, 2014**
3 **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**
4

5 The February 11, 2014 meeting of the Village of Sister Bay Board of Trustees was called to
6 order by Village President Dave Lienau at 6:02 PM.
7

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

10
11 **Excused:** Pat Duffy
12

13 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Juliana Neuman, and
14 Janal Suppanz, Administrative Assistant.
15

16 **Others:** Village Assessor Troy Zacharias, Laddie Chapman and Virginia Phelan
17

18 **Approval of minutes as published:**

19 **As to the minutes for the January 16, 2014 meeting of the Village Board:**

20 Abshire pointed out that Shirley Senarighi, not Shirley Skalish made a presentation regarding
21 the Door County Civility Project.
22

23 *A motion was made by Clove, seconded by Baker to approve the minutes for the January 16,*
24 *2014 meeting of the Village Board as corrected. Motion carried - All ayes.*
25

26 **Comments and Correspondence:**

27 Lienau asked if anyone in the audience wished to address a non-agenda item. No one
28 responded. He then noted that a Door County Sheriff's Department Call Log for the period
29 September through December, 2013; as well as a letter from Governor Scott Walker concerning
30 Resolution 279; a year-end summary which was received from the Door County Humane
31 Society; a copy of a League of Wisconsin Municipalities "Capitol Buzz" article; and Paul
32 Soper's letter of resignation from the Zoning Board of Appeals were included in the meeting
33 packets.
34

35 Scattergood asked if Village officials are aware of any Village residents who are having
36 difficulties staying in their homes because of the high price of propane, and Jackson responded
37 that emergency warming stations have been established at the Fire Station and the Library. A
38 number of public service announcements have aired regarding the availability of those
39 facilities.
40

41 **New Business Items:**

42 **Item No. 1. Consider a motion to approve Ordinance No. 221 amending the portion of the**
43 **Official Map for the Village of Sister Bay which relates to the area east of Orchard Drive and**
44 **north of Flint Ridge Road:**

45 Jim Springer, Willard Kramer's son-in-law, recently approached the Village with a request to
46 divide Parcel No. 181-00-08312842, consisting of approximately 38.70 acres of land. That
47 land has been owned by Willard, who is now 93 years of age and is residing in a nursing
48 home, for many years. The property has historically been used for farming purposes, and is still
49 maintained as such. Unfortunately the Kramer family has found that it will be necessary to sell
50 Willard's land to cover his expenses. Springer believes that division of Parcel No. 181-00-

1 08312842 into smaller parcels would be prudent and will help facilitate the sale of the
2 property.

3
4 In May of 2013 the Village adopted new routes for officially mapped streets. Those new street
5 rights-of-way were intended to “straddle” property lines so as not to adversely impact property
6 owners disproportionately. Current policy would mandate that in the process of dividing the
7 previously mentioned land the Kramer family be required to record dedicated rights-of-way for
8 roads and utilities in accord with the Official Map. The Zoning Code contains specific
9 regulations regarding lengths of driveways and modification of the Official Map. There have
10 been a number of people interested in purchasing the Kramer property, but all of them had
11 issues with the costs associated with creation and dedication of the officially mapped streets.
12 Springer asked if the Plan Commission would consider eliminating the officially mapped streets
13 on the Kramer property or has suggestions for alternate measures which could be taken so as to
14 eliminate a perceived burden on his family. The suggestion was made that the north/south
15 officially mapped streets be eliminated from the “low density” property in question, and the
16 Commission members also suggested that an Interpretive Guideline be prepared which states
17 that improvements to dedicated rights-of-way may only be required if and when there is a
18 change in use or if development is proposed. A map on which the requested official map
19 amendments were depicted was included in the meeting packets. On February 4, 2014 a
20 public hearing was conducted regarding this issue, and the Plan Commission has
21 recommended that the requested Official Map amendments be approved.

22
23 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
24 *recommendation of the Plan Commission and approves Ordinance No. 221, which amends a*
25 *portion of the Official Map for the Village of Sister Bay in the fashion depicted on the diagram*
26 *which is hereby attached and incorporated by reference. Motion carried – All ayes.*

27
28 **Item No. 2. Consider a motion to approve a transfer in the amount of \$127,761 from the CIP**
29 **for the purchase of a new tanker truck for the Sister Bay-Liberty Grove Fire Department:**

30 The Sister Bay-Liberty Grove Fire Department has had a long range CIP in place for quite some
31 time, and the acquisition of a new tanker truck was part of that plan. This purchase has been
32 delayed because some cost sharing issues have arisen. The Town has now allocated funding for
33 this purchase, and the Fire Department is in a position to move forward with the acquisition
34 pending the Village Board’s approval of the transfer. At the time the 2014 budget was approved
35 the Finance Committee and the Village Board were not aware that the purchase of the tanker
36 would take place during this fiscal year, and believed the purchase would not occur until 2015.
37 The new truck will replace three smaller fire trucks.

38
39 *A motion was made by Baker, seconded by Abshire that the Village Board approves of the*
40 *transfer of \$127,761 from the CIP for the purchase of a new tanker truck for the Sister Bay-*
41 *Liberty Grove Fire Department. Motion carried – All ayes.*

42
43 **Item No. 3. Discussion on scheduling Board of Review dates for 2014:**

44 *A motion was made by Lienau, seconded by Baker that the 2014 Board of Review for the*
45 *Village of Sister Bay shall be conducted from 5:00 P.M. to 7:00 P.M. on June 17, 2014. Motion*
46 *carried – All ayes.*

47
48 *The Village’s Assessor, Troy Zacharias, was present and noted that Open Book will be*
49 *conducted from 2:00 P.M. to 4:30 P.M. on May 29, 2014. He also noted that some regulation*
50 *changes were proposed with respect to Board of Review proceedings. Zacharias indicated that*
51 *he would be more than happy to conduct a refresher course regarding Board of Review*

1 *proceedings and procedures. If any of the Board members are interested in receiving that*
2 *training they should contact Jackson.*

3
4 **Item No. 4. Review of the financial statements and consideration of a motion to approve the**
5 **monthly bills:**

6 Payment approval reports for the period January 15, 2014 through February 11, 2014 were
7 included in the meeting packets and the Board members jointly reviewed all of those
8 documents.

9
10 *A motion was made by Solomon, seconded by Abshire that the monthly bills totaling*
11 *\$1,396,159.91 are all approved. Motion carried – All ayes.*

12
13 Neuman noted that during the previously mentioned time period January real estate tax
14 settlement payments were made to Door County, the Gibraltar School District and NWTC.

15
16 **Item No. 5. Report on County activities from the County Supervisor, Dave Lienau:**

17 Lienau noted that the County Board won't be meeting until February 25th, so he doesn't have
18 anything to report at this time.

19
20 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a**
21 **Committee, official or employee:**

22 *It was the consensus that additional committee appointments should be addressed at the next*
23 *Village Board Meeting.*

24
25 **Committee Reports:**

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

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

28
29 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

30 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.

31
32 **(3) Communication and Technology Committee**

33 The Communication and Technology Committee has not met recently.

34
35 **(4) Door County Coastal Byways Commission**

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

37
38 **(5) DCEDC**

39 No action based on the minutes which were included in the meeting packets. The DCEDC has
40 sent a letter of support for Bay Shipbuilding's application for a partial waiver of the full
41 requirements of Section 33-CFR Part 105 of the Maritime Security Facilities Standard.
42 Yesterday's DCEDC Meeting was conducted at Hatco in Sturgeon Bay.

43
44 **(6) Economic Development Committee**

45 The Economic Development Committee won't be meeting again until March 5, 2014.

46
47 **(7) Finance Committee**

48 The Finance Committee will be meeting tomorrow.

49
50 **(8) Fire Board and Fire District Exploratory Committee:**

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

1 **(9) Historical Society**

2 The Historical Society has not met recently. Scattergood believes a meeting will be scheduled
3 soon.

4
5 **(10) Library Commission**

6 No action based on the minutes which were included in the meeting packets. From now on the
7 Library Commission will only be meeting every six to seven weeks.

8
9 **(11) Marina Committee and Marina Fest Committee:**

10 The Marina Committee just met on Tuesday, February 4, 2014. At that meeting the mission
11 statement for the Marina as well as the possibility of installing air conditioning in the Marina
12 restrooms and doing some low cost improvements was discussed. The Marina Committee is
13 recommending that Dan Jungwirth be appointed to fill the vacancy on that committee.

14
15 The Marina Fest Committee has not met recently.

16
17 **(12) Parks**

18 No action based on the minutes which were included in the meeting packets. Thanks to the
19 cold weather the ice rink is having a “phenomenal” year. Lienau indicated that he believes Joe
20 Baldarotta, the Rink Manager, is doing a great job.

21
22 **(13) Personnel Committee**

23 The Personnel Committee has not met recently.

24
25 **(14) Plan Commission**

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

27
28 **(15) SBAA**

29 No action based on the minutes which were included in the meeting packets. At the last SBAA
30 meeting the possibility of charging for identification wristbands at Fall Fest and a potential
31 “Uptown” event were discussed.

32
33 **(16) Teen Center**

34 The Teen Center Board has not met recently.

35
36 **(17) Tourism Zone Commission**

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

38
39 **(18) Utilities**

40 The Utilities Committee will now only be meeting on a quarterly basis, so there were no
41 minutes included in the meeting packets.

42
43 **(19) Waterfront Oversight**

44 The Waterfront Oversight Committee met for the first time this evening.

45
46 **Adjournment:**

47 *A motion was made by Abshire, seconded by Baker to adjourn the meeting of the Board of*
48 *Trustees at 7:07 P.M. Motion carried – All ayes,*

1 Respectfully submitted,

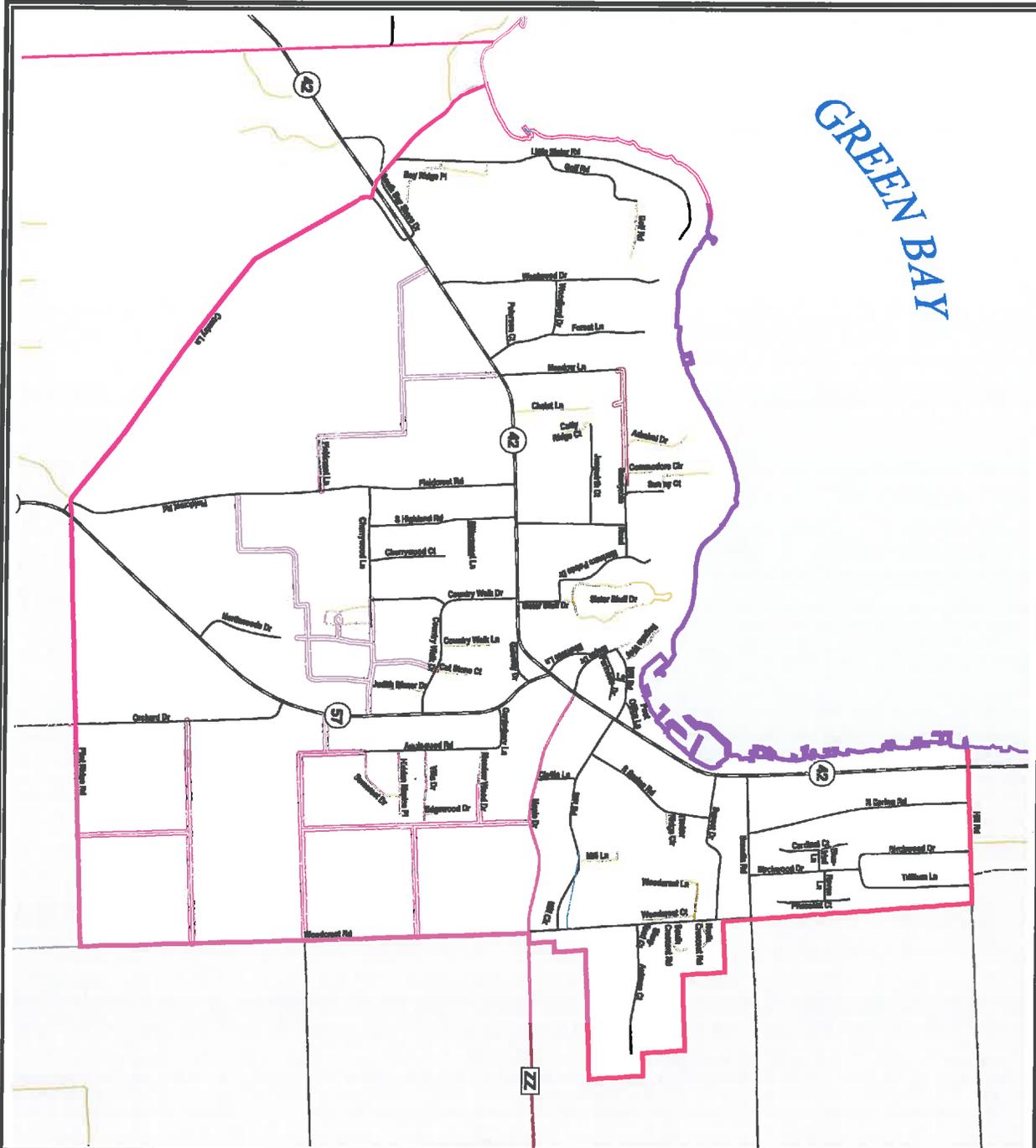


2

3 Janal Suppanz,

4 Administrative Assistant

GREEN BAY



Official Map
of the
Village of Sister Bay
Door County, Wisconsin
Last Updated: October 8, 2013

- STATE HIGHWAY
- COUNTY ROAD
- TOWN ROAD
- VILLAGE STREET
- PRIVATE ROAD
- PROPOSED RIGHT-OF-WAY
- Village Boundary
- Parcel Boundaries



Map created for the Village of Sister Bay
by Door County Planning Department:
421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2323