

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2 **TUESDAY, MARCH 18, 2014**  
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4

5 The March 18, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order  
6 by Village President Dave Lienau at 6:04 PM.  
7

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

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

14 **Others:** Laddie Chapman and Virginia Phelan  
15

16 **Approval of minutes as published:**

17 **As to the minutes for the February 11, 2014 meeting of the Village Board:**

18 *A motion was made by Clove, seconded by Solomon to approve the minutes for the February*  
19 *11, 2014 meeting of the Village Board as presented. Motion carried - All ayes.*  
20

21 **Comments and Correspondence:**

22 Lienau asked if anyone in the audience wished to address a non-agenda item. No one  
23 responded. He then pointed out that a thank you letter from the Door County Film Fest  
24 Committee, as well as a thank you letter from Scandia Village for a donation which had been  
25 made in memory of George Kufirin, and an excerpt from the February edition of the DOA Local  
26 Government Report were included in the meeting packets.  
27

28 **New Business Items:**

29 **Item No. 1. Consider a motion to approve Resolution No. 282, which supports SB 566,**  
30 **relating to the statewide 9-1-1 emergency telecommunications system:**

31 Senate Bill 566, (SB 566), addresses how 9-1-1 emergency telecommunications systems are  
32 funded and operated. If adopted, SB 566 will eliminate fees on telephone land lines only, and  
33 fees will be imposed on all telecommunications lines. This funding mechanism is similar to  
34 how other states fund 9-1-1 operations. SB 566 does limit counties to one 9-1-1 center for  
35 funding purposes. This has been opposed by the League of Municipalities on the premise that  
36 funding for larger municipalities would be restricted. NRS and Emergency Management best  
37 practices indicate that a single point of contact per county is optimal, and allows for broader  
38 coordination of local government resources. The Door County Board of Supervisors and the  
39 Fire Board have already gone on record as supporting SB 566.  
40

41 *A motion was made by Duffy, seconded by Baker that the Village Board approves Resolution*  
42 *No. 282, which supports SB 566, and pertains to the statewide 9-1-1 emergency*  
43 *telecommunications system. Motion carried – All ayes.*  
44

45 **Item No. 2. Consider a motion to approve Resolution No. 281, adopting a Local Preference**  
46 **Purchasing Policy:**

47 The Village regularly purchases a wide variety of goods and services from a number of different  
48 vendors. Local purchasing by municipalities has a direct effect on the velocity of money in the  
49 community, thereby enhancing the local economy. This need should be balanced with  
50 generally recognized best practices related to procurement of goods and services at the lowest

1 possible cost. Many local, state and federal agencies have implemented purchasing policies  
2 which reflect the “public good” as opposed to an “absolute financial good”, and a draft of a  
3 Local Preference Purchasing Policy for the Village of Sister Bay was included in the meeting  
4 packets. Basically that agreement states that the Village will give a 10% vendor bid/pricing  
5 preference for goods, materials and general services to Sister Bay businesses which have been  
6 in existence for at least six months. The policy will not apply to public construction contracts,  
7 nor to any other bid processes which would violate the laws of the State of Wisconsin or the  
8 Federal Government for competitive bid, prevailing wage, or other mandated requirements or  
9 thresholds. It will also not apply to contracts which are funded in whole or in part by other  
10 entities such as private donors or other governmental units or agencies, and/or goods or  
11 services procured under Intergovernmental Agreements. The Finance Committee has  
12 recommended that Resolution No. 281 be approved. The Board members jointly reviewed  
13 Resolution No. 281, and during that review some grammatical revisions were suggested.  
14 Jackson took note of all of them.

15  
16 *A motion was made by Baker, seconded by Abshire that the Village Board passes and adopts*  
17 *Resolution No. 281, which establishes a Local Preference Purchasing Policy, as amended.*  
18 *Motion carried – All ayes.*

19  
20 **Item No. 3. Consider a motion to approve management goals for fiscal year 2014:**

21 Jackson noted that public administration best practices indicate that Municipal Managers  
22 should develop a set of goals for staff to execute in the ensuing year. To that end he identified  
23 the following management goals for 2014:

- 24 1. Ensure that operational expenditures do not exceed budgeted sums;
- 25 2. Coordinate distribution of Board and Committee minutes with action items among staff  
26 members to ensure appropriate staff action;
- 27 3. Require that staff identify, research and produce one external grant application each  
28 month to augment local funding of goals and objectives;
- 29 4. Complete major projects as identified by the Board;
- 30 5. Work to develop leadership potential of existing staff members as well as potential new  
31 staff members.

32  
33 *A motion was made by Duffy, seconded by Solomon that all the management goals which were*  
34 *identified by Zeke Jackson for fiscal year 2014 are approved as presented. Motion carried – All*  
35 *ayes.*

36  
37 **Item No. 4. Consider a motion to approve appointment of Election Inspectors for the Village**  
38 **of Sister Bay:**

39 The State Election Board manual states that “the governing body shall appoint election  
40 inspectors for a two year term at a regular meeting conducted before December 31 of odd-  
41 numbered years.” This requirement was complied with, but unfortunately three of the people  
42 who were appointed recently informed the Village Clerk that they wish to retire. The Clerk is  
43 now recommending that Shirley Adams, Betty Anderson, Bob Anderson, Jackie Hoekstra, Fred  
44 Landstrom, Lee Lhost and Doug VanVorous be appointed Regular Election Inspectors for 2014  
45 and 2015. She also is recommending that Dwight Anderson, Mary Jo Anderson, Jill Lhost and  
46 Carol Sandstrom be appointed Alternate Election Inspectors for that same time period. A  
47 typographical error was noted on the list which had been included in the meeting packets, and  
48 that information will be passed on to the Village Clerk.

49  
50 *A motion was made by Lienau, seconded by Scattergood that Shirley Adams, Betty Anderson,*  
51 *Bob Anderson, Jackie Hoekstra, Fred Landstrom, Lee Lhost and Doug VanVorous shall all be*

1 *appointed Regular Election Inspectors for the Village of Sister Bay for 2014 and 2015. Further,*  
2 *Dwight Anderson, Mary Jo Anderson, Jill Lhost and Carol Sandstrom shall be appointed*  
3 *Alternate Election Inspectors for the Village of Sister Bay for that same time period. Motion*  
4 *carried – All ayes.*

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

7 Lienau gave the following oral report:

- 8  
9
  - 10 • He is happy to report that Dan Williams has been appointed EMS Director;
  - 11 • There were a number of unanticipated retirements on the County level, and, therefore, budget amendments were required;
  - 12 • Chris Hecht was able to obtain a \$1.125 million FEMA communications grant which will allow simultaneous emergency pages to be made, and bids were let for that project. Bay Electronics was the successful bidder, and representatives of that company suggested that the bid specs be amended in such fashion that simulcasting on all four emergency frequencies could occur. The County Board approved the specification amendments, and additional expenditures of up to \$750,000 were authorized.
  - 18 • Some Door County municipalities have enacted regulations which allow ATV's to be operated on public rights-of-way.

20  
21 *The Board members indicated that they believe it is “fantastic” and commendable that Hecht*  
22 *was able to obtain such a large grant and thanked him for all his efforts.*

23  
24 **Item No. 6. Review of the financial statements and consideration of a motion to approve the**  
25 **monthly bills:**

26 A 2013 Year-End Budget Report as well as Payment approval reports for the period February  
27 13, 2014 through March 18, 2014 were included in the meeting packets and the Board  
28 members jointly reviewed all of those documents.

29  
30 *A motion was made by Lienau, seconded by Duffy that the monthly bills totaling \$1,712,321.07*  
31 *are all approved. Motion carried – All ayes.*

32  
33 **Item No. 7. Consider a motion to adopt Resolution 238, which amends the 2014 Budget for**  
34 **the Village of Sister Bay:**

35 At its January 16, 2014 meeting the Village Board approved a contract for the construction of a  
36 performance pavilion, stating that “the cost of the pavilion shall not exceed \$485,000, and the  
37 Village’s contribution for that structure shall not exceed \$50,000.” The Finance Committee  
38 discussed this issue and has recommended that up to \$50,000 be taken from the “Helm’s Debt  
39 Reserve”, (a/k/a the “Helm’s Beach Reserve”). The “Helm’s Debt Reserve” was created in 2010,  
40 and was intended to offset costs associated with the purchase of the Helm’s property when  
41 DNR grant funds were received. With that in mind it seems fitting that up to \$50,000 should be  
42 used to leverage the construction of a performance pavilion on that property.

43  
44 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*  
45 *recommendation of the Finance Committee to reallocate up to \$50,000 of the “Helm’s Debt*  
46 *Reserve” and, therefore, approves Resolution No. 283, amending the 2014 budget for the*  
47 *Village of Sister Bay. Motion carried – All ayes.*

1 **Item No. 8. Discussion regarding updates to the Village's Comprehensive Outdoor Recreation**  
2 **Plan:**

3 **Item No. 9. Discussion regarding a contract amendment with JJR concerning the Knowles-**  
4 **Nelson Grant and other grant opportunities:**

5 A copy of the Village's Comprehensive Outdoor Recreation Plan, which was prepared by JJR,  
6 was included in the meeting packets. Jackson recently had a meeting with DNR representatives  
7 and employees from JJR concerning the possibility of obtaining sizeable grants for the beach  
8 project, and during that meeting it became evident that the Comprehensive Outdoor Recreation  
9 Plan was out of date and needed to be revised, as such a document must accompany several  
10 grant applications. The funding cycle for submission of Knowles-Nelson Stewardship Grant  
11 Applications and related documents is May 1, 2014. In the past JJR was successful in obtaining  
12 grant funds of approximately \$2 million for Village projects.

13  
14 *A motion was made by Clove, seconded by Baker that the Village Board authorizes Jackson to*  
15 *enter into a contract with JJR for updating of the Village of Sister Bay's Comprehensive Outdoor*  
16 *Recreation Plan and authoring of a Knowles-Nelson Stewardship grant application. That work*  
17 *must be completed by May 1, 2014 and the cost of the services provided by JJR shall not*  
18 *exceed \$15,000. Motion carried – All ayes.*

19  
20 **Item No. 10. 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 the following issues should be addressed at a future Village Board*  
23 *meeting(s):*

- 24 *1. Discussion regarding regulations pertaining to operation of ATV's on Village streets.*  
25

26 **Committee Reports:**

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

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

29  
30 Public service announcements concerning the detours and potholes and the fact that "the  
31 Village is open for business and accessible" will be airing on local radio stations soon. Jackson  
32 obtained a copy of one of those ads, which features Terry Vogel, the Sheriff of Door County,  
33 and it was played aloud. A detour map which is representative of the entire community has  
34 also been prepared and distributed. The Board members indicated that they are happy to see  
35 that a light-hearted approach is being taken to the situation at hand and like the radio ad very  
36 much.

37  
38 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

39 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.  
40

41 **(3) Communication and Technology Committee**

42 The Communication and Technology Committee has not met recently. The next meeting of that  
43 Committee has been scheduled for 2:00 P.M. on April 24, 2014.  
44

45 **(4) Door County Coastal Byways Commission**

46 No action based on the minutes which were included in the meeting packets. Since the  
47 Village's Coastal By-Ways kiosk will not be erected until work is completed on the highway  
48 reconstruction project it will be displayed on a float which is sponsored by the Door County  
49 Coastal Byways Commission and will appear in a number of parades throughout the County.  
50 The float was entered in Sturgeon Bay's St. Patrick's Day Parade, and Baker distributed photos  
51 of it.

- 1     **(5) DCEDC**  
2     No action based on the minutes which were included in the meeting packets. The DCEDC  
3     Annual Meeting will be conducted on April 14, 2014 at Stone Harbor Resort in Sturgeon Bay. If  
4     any of the Board members are interested in attending that meeting they should contact Jackson.  
5     The City of Sturgeon Bay has been officially designated as a “Coast Guard City”.  
6  
7     **(6) Economic Development Committee**  
8     No action based on the minutes which were included in the meeting packets.  
9  
10    **(7) Finance Committee**  
11    No action based on the minutes which were included in the meeting packets.  
12  
13    **(8) Fire Board and Fire District Exploratory Committee:**  
14    No action based on the minutes which were included in the meeting packets. Funding for the  
15    new fire truck has been approved.  
16  
17    **(9) Historical Society**  
18    The Historical Society met last week but Scattergood was not able to attend that meeting.  
19  
20    **(10) Library Commission**  
21    No action based on the minutes which were included in the meeting packets. The next Library  
22    Commission Meeting has been scheduled for Tuesday, April 8, 2014 at 1:00 P.M. An error was  
23    discovered on a recent propane bill for the Library. That issue is being investigated by the  
24    propane distributor.  
25  
26    **(11) Marina Committee and Marina Fest Committee:**  
27    No action based on the minutes which were included in the meeting packets. The Marina  
28    Committee just met this afternoon. The Committee has been discussing long term and short  
29    term goals. There are a few seasonal slips available and Wendy Tatzel is working on getting  
30    them filled.  
31  
32    The Marina Fest Committee has not met recently. Planning is ongoing for Marina Fest and  
33    revisions will be made to the Marina Fest By-Laws in an attempt to grow the festival and “get  
34    heads in beds”.  
35  
36    **(12) Parks Committee**  
37    No action based on the minutes which were included in the meeting packets.  
38  
39    **(13) Personnel Committee**  
40    The Personnel Committee has not met recently.  
41  
42    **(14) Plan Commission**  
43    No action based on the minutes which were included in the meeting packets. The Plan  
44    Commission will not be meeting in March.  
45  
46    **(15) SBAA**  
47    No action based on the minutes which were included in the meeting packets.  
48  
49    **(16) Teen Center Board**  
50    A Teen Center Board Meeting was scheduled for March 6, 2014 but there was not a quorum.  
51

1 **(17) Tourism Zone Commission**

2 The Tourism Zone Commission met on February 20, 2014 but the approved version of those  
3 minutes is not available yet.

4

5 **(18) Utilities Committee**

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

8

9 **(19) Administration/Compensation Oversight Committee**

10 No action based on the minutes which were included in the meeting packets. The Committee  
11 will be meeting next week.

12

13 **(20) Waterfront Oversight Committee**

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

15

16 **(21) Zoning Board of Appeals**

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

18

19 **Adjournment:**

20 *A motion was made by Abshire, seconded by Solomon to adjourn the meeting of the Board of*  
21 *Trustees at 8:20 P.M. Motion carried – All ayes,*

22

23 Respectfully submitted,



24

25 Janal Suppanz,

26 Administrative Assistant