

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2 **TUESDAY, AUGUST 19, 2014**  
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4

5 The August 19, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order  
6 by Village President Dave Lienau at 6:00 PM.  
7

8 **Present:** Village President Dave Lienau and Trustees Scott Baker, John Clove, Shane Solomon,  
9 Pat Duffy and Nora Zacek.  
10

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

14 **Others:** Laddie Chapman, Ron Kane, Ken Church, Gerry and Karen Knudson, Sharon  
15 Doersching, Denise Bhirdo, Greg Casperson, Collin Dahl, Ron Flittner, Kathy Enquist, Jeff  
16 Johnson, John and Jill Wettstein and one other individual.  
17

18 **Approval of minutes as published:**

19 **As to the minutes for the July 15, 2014 meeting of the Village Board:**

20 *A motion was made by Solomon, seconded by Baker to approve the minutes for the July 15,*  
21 *2014 meeting of the Village Board as presented. Motion carried - All ayes.*  
22

23 **As to the minutes for the July 31, 2014 special meeting of the Village Board:**

24 *A motion was made by Duffy, seconded by Baker to approve the minutes for the July 31, 2014*  
25 *special meeting of the Village Board as presented. Motion carried – All ayes.*  
26

27 **Comments and Correspondence**

28 Lienau asked if anyone wished to address a non-agenda item. No one responded.  
29

30 **New Village Board Business**  
31

32 **Item No. 7. Consider a motion to confirm and appoint President Lienau's nomination of a**  
33 **qualified citizen to fill Pam Abshire's vacant seat on the Village Board for the remainder of**  
34 **her unexpired term:**

35 Lienau indicated that he would like to nominate Kathy Enquist to fill Pam Abshire's vacant seat  
36 on the Village Board.  
37

38 Enquist introduced herself and indicated that she owns Dogma Grooming Studio. She is very  
39 pleased that all the waterfront parkland was created in the Village and "would like to be part of  
40 all that's happening".  
41

42 *A motion was made by Lienau, seconded by Zacek that Kathy Enquist shall be appointed to fill*  
43 *Pam Abshire's vacant seat on the Village Board for the remainder of her unexpired term. Motion*  
44 *carried – All ayes.*  
45

46 The Board members welcomed Enquist and indicated that they look forward to working with  
47 her.  
48  
49

1 **Item No. 1. Consider a motion to approve Ordinance No. 230, which amends numerous**  
2 **portions of the Official Map for the Village of Sister Bay relating to the areas east of**  
3 **Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and west of STH 57:**

4 Jackson presented a draft of a revised version of the Official Map for the Village of Sister Bay,  
5 and pointed out the amendments which have been made in the areas east of Canterbury Lane  
6 and south of Maple Drive, south of Cherrwood Lane and west of STH 57. (Those amendments  
7 will “clean up” the map so that it accurately reflects roadways which have been planned by  
8 developers and approved by the Plan Commission and Village Board.) On July 22<sup>nd</sup> the Plan  
9 Commission conducted a public hearing regarding the previously mentioned Official Map  
10 amendments, and is recommending that all of them be made.

11  
12 *A motion was made by Baker, seconded by Clove that the Village Board accepts the*  
13 *recommendation of the Plan Commission and approves Ordinance No. 230, which amends the*  
14 *portions of the Official Map for the Village of Sister Bay as it relates to the area east of*  
15 *Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and West of STH 57, as*  
16 *presented. A copy of the revised Official Map is hereby attached and incorporated by*  
17 *reference. Motion carried – All ayes.*

18  
19 **Item No. 2. Consider a motion to accept the recommendation of the Bay Shore Drive**  
20 **Reconstruction Oversight Committee that the cost of individual property service upgrades be**  
21 **added to the costs of the Bay Shore Drive Reconstruction Project:**

22 Mike Maltby of Action Electric was hired by the Village to consult with private property owners  
23 and determine the electrical service requests and upgrades necessary for the Village to move  
24 forward with the Overhead Utilities Burial Project. The preliminary cost estimates for the  
25 affected properties, which total \$42,500, are depicted on a document which was included in  
26 the meeting packets, and the Bay Shore Drive Oversight Committee has recommended that the  
27 affected property owners be reimbursed accordingly.

28  
29 *A motion was made by Solomon, seconded by Clove that the Village Board accepts the*  
30 *recommendation of the Bay Shore Drive Reconstruction Oversight Committee and adds the*  
31 *individual electrical service upgrade costs depicted on the document which was included in the*  
32 *meeting packets to the estimated costs of the Bay Shore Drive Reconstruction Project. If the*  
33 *actual cost of the individual service upgrades exceeds the amount depicted on the previously*  
34 *mentioned document, up to \$45,000 may be expended for the upgrades. Motion carried – All*  
35 *ayes.*

36  
37 **Item No. 3. Consider a motion to act on the recommendation of the Finance and the Water,**  
38 **Wastewater and Storm Sewer Committees to approve Resolution No. 293, authorizing a**  
39 **PILOT on Sister Bay’s Water Utility:**

40 For quite some time the Village has elected to waive a Payment in Lieu of Taxes (PILOT) on the  
41 Water Utility per authorizing Resolution, but the Water, Wastewater and Storm Sewer  
42 Committee and the Finance Committee have recommended that a PILOT now be imposed. The  
43 Public Service Commission regulates PILOT payments on public water utilities, and, as such,  
44 determines the allowable PILOT amount. Because it is funded by an enterprise fund, the Marina  
45 is also subject to a PILOT, and that has been imposed for several years. The Finance Committee  
46 has recommended that the PILOT on the Marina be reduced by an amount equal to the Water  
47 Utility PILOT as the Marina’s cash projections are not favorable. (Pro-active steps are being  
48 taken to alleviate this problem, but there still are fixed expenses which will come into play.) A  
49 draft of a Resolution establishing a PILOT for the Village of Sister Bay Water Utility was  
50 included in the meeting packets, and, if approved, that Resolution will have to be submitted to

1 the Public Service Commission, which will determine the ultimate impact on water rates. The  
2 new rates would not go into effect until the second quarter of 2015.

3  
4 The Utilities Superintendent, Steve Jacobson, indicated that he believes there will be both short  
5 term and long term implications for rate payers if the Water Utility PILOT is approved and  
6 doesn't believe "it is the right way to do business" as the people who use the most water will be  
7 negatively impacted.

8  
9 Neuman indicated that it is her understanding that when the members of the Water,  
10 Wastewater and Storm Sewer Committee recommended that a Water Utility PILOT be  
11 established they thought the funds generated would be deposited in the General Fund. The  
12 Finance Committee has recommended that the funds be used to offset the Marina PILOT. A rate  
13 study is currently being performed, and whenever such a study is done the PSC looks at a  
14 number of factors, including fire protection fees, which will quite likely increase because there  
15 have been a number of improvements in the Village. Because of the provisions of Act 20, any  
16 increase in fire protection fees has to be deducted from the allowable levy, and, therefore, the  
17 General Fund will be negatively impacted.

18  
19 Lienau pointed out that the members of the Finance Committee did assume that the money  
20 generated by the Water Utility PILOT would be deposited into the General Fund. The intent of  
21 the Committee, during a separate discussion, was to reduce the Marina PILOT by an amount  
22 equal to the Water Utility PILOT.

23  
24 Solomon noted that he likes the fact that the money generated by the Water Utility PILOT  
25 would be used to offset the Marina PILOT, but also noted that years down the road when there  
26 are others on the Board the funds generated by the Water Utility PILOT could be used for some  
27 other purpose than offsetting the Marina PILOT.

28  
29 Clove stated, "You can't take 1/3 of your operating profit and sustain yourself." Virtually 100%  
30 of the Marina's profits go toward paying the Marina's PILOT and administrative expenses. The  
31 suggestion has been made that Marina fees be increased by 3% every year, but eventually you  
32 "reach a point of no return". The Marina is now operating at a loss and has to get relief from the  
33 General Fund as it simply can't sustain itself any more.

34  
35 Denise Bhirdo asked for clarification as to why this discussion was even taking place. She does  
36 not understand why water rates would be increased to offset expenses at the Marina and  
37 "thinks it's wrong". She firmly believes there must be some other way to address the financial  
38 difficulties at the Marina. If the additional money which is generated goes into the General  
39 Fund or if taxes are increased she could understand, but that is not what is happening.

40  
41 Lienau acknowledged that there may have been a poor choice of words made when the Marina  
42 PILOT was tied to the Water Utility PILOT. Whether the money for the Marina comes from a  
43 PILOT for the Water Utility or the money comes from the General Fund or some other fund "it's  
44 still going to end up somewhere on the taxpayer". The Finance Committee is still trying to  
45 "figure out why and how". The whole discussion of PILOTS and enterprise funds came about  
46 when the question arose as to why one enterprise fund was being taxed and not the other.

47  
48 Duffy noted that if you go back five years and look at the history of the Marina PILOT the  
49 Marina could originally afford that payment and still sustain itself. That is no longer the case.  
50 When people pay their taxes they know the money collected will go to the Village as well as a

1 number of different entities. In his mind the amount of PILOTs should be equal to the amount  
2 of tax money paid to other entities, which is a little less than half of the taxes collected. He feels  
3 bad this is coming up this way as there are two separate issues coming into play. He was the  
4 one "leading the charge" for the Water Utility PILOT funds being used to offset the Marina  
5 PILOT because he is on the Marina Committee and can't stand to see the Marina "run into the  
6 ground because of overtaxing". When the Utility was created there was a waiver of a Utility  
7 PILOT, but the decision has now been made that it should be imposed. Typically Utility  
8 PILOTS are imposed right away, but Village officials determined that it should not be imposed  
9 until such time as the Utility could afford it. That time has come. Because of all the  
10 improvements which will be made downtown in the near future the Village is "strapped for  
11 cash" and needs to find revenue sources. Duffy believes imposition of the Water Utility PILOT  
12 is a way for Village officials to do "what should have been done in the first place regardless of  
13 the Marina".  
14

15 Ken Church indicated that this issue was addressed when he was on the Board and "was a bad  
16 idea then and still is a bad idea now". He would much rather pay higher taxes.  
17

18 Sharon Doersching indicated that the sewer and water rates have been going up on a regular  
19 basis and she would also much rather pay higher taxes. "To rob Peter to pay Paul" simply  
20 doesn't make any sense.  
21

22 Solomon pointed out that it will be nearly impossible for the Village to increase taxes because  
23 of levy limits.  
24

25 Clove pointed out that the Marina PILOT started out at \$50,000. It is now \$161,000. He  
26 believes the Marina has become a "cash cow" for the Village. A perfect example of this was  
27 when the Marina was asked to pay a portion of the expenses related to the purchase of the  
28 Johnson property. He also stressed that the Marina brings in several thousand dollars of revenue  
29 for a number of area businesses on an annual basis.  
30

31 *A motion was made by Duffy, seconded by Solomon that the Village Board accepts the*  
32 *recommendation of the Finance Committee and the Water, Wastewater and Storm Sewer*  
33 *Committee and approves Resolution No. 293 establishing a PILOT for the Village of Sister Bay*  
34 *Water Utility as presented. Motion carried with Baker opposed and Zacek abstaining.*  
35

36 **Item No. 4. Consider a motion to change the name of the Water, Wastewater and Storm**  
37 **Sewer Committee to the Water, Sewer and Storm Sewer Committee:**

38 The recommendation has been made that the name of the Water, Wastewater and Storm Sewer  
39 Committee be changed to the *Water, Sewer and Storm Sewer Committee*.  
40

41 *A motion was made by Lienau, seconded by Zacek that the Village's By-Laws be amended in*  
42 *such fashion that they state that the name of the Water, Wastewater and Storm Sewer*  
43 *Committee has been changed to the Water, Sewer and Storm Sewer Committee. Motion carried*  
44 *- All ayes*  
45

46 **Item No. 5. Consider a motion to accept the recommendation of the Finance Committee to**  
47 **reallocate administrative personnel costs by passing and adopting Resolution No. 294:**

48 When the 2014 budget was prepared the position of Village Administrator was vacant so  
49 allocation of administrative personnel costs were left at 2013 rates. In February Mike Konecny,  
50 the Head Auditor, noted that the Village's allocation of administrative personnel costs to certain

1 funds appeared to be low, given the time spent on the Bay Shore Drive Utility Project and the  
2 increased activity in the TIF District. Neuman and Jackson subsequently revised the  
3 administrative allocations and presented that data to the Finance Committee, which has  
4 recommended that the new allocations be approved.

5  
6 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*  
7 *recommendation of the Finance Committee and reallocates administrative personnel costs by*  
8 *passing and adopting Resolution No. 294, as presented. Motion carried – All ayes.*

9  
10 **Item No. 6. Consider a motion to accept the recommendation of the Finance Committee to**  
11 **reallocate several capital reserve funds by passing and adopting Resolution No. 295:**

12 At its July 24, 2014 meeting the Finance Committee reviewed available capital reserve fund  
13 balances and made a series of recommendations regarding reallocation of some of those funds.  
14 All the new allocations were explained in detail by Neuman.

15  
16 *A motion was made by Duffy, seconded by Zacek that the Village Board accepts the*  
17 *recommendation of the Finance Committee to reallocate several capital reserve funds and*  
18 *passes and adopts Resolution No. 295, which amends the 2014 Capital Projects Budget, as*  
19 *presented. Motion carried – All ayes.*

20  
21 **Item No. 8. Consider a motion to confirm and appoint President Lienau’s nomination of a**  
22 **Trustee to fill the vacancy for a Village Board Liaison on the SBAA Board of Directors:**

23 Lienau indicated that this agenda item will not be addressed until the next meeting of the  
24 Village Board.

25  
26 **Item No. 9. Report on County activities from the County Supervisor, Dave Lienau:**

27 Lienau gave the following oral report:

- 28 • *County officials have actively started to work on the 2015 budget. To date the main*  
29 *topic of discussion has been personnel costs. There is still a lot of work to be done on*  
30 *the County’s budget, but it will be addressed at length during the next couple of*  
31 *months.*
- 32 • *The EMS Dept. has asked that six new Paramedics be hired to staff an additional*  
33 *ambulance in the Sturgeon Bay area. (On a number of occasions multiple emergency*  
34 *calls have come in and there simply weren’t enough ambulances or staff members to go*  
35 *around.)*
- 36 • *A large tower project will be implemented soon by the County, and fiber will have to be*  
37 *run to each of the new towers. This will be quite costly.*
- 38 • *Another costly item will be road repairs.*

39  
40 **Item No. 10. Review of the financial statements and consideration of a motion to approve the**  
41 **monthly bills:**

42 Payment Approval Reports for the period July 17, 2014 through August 19, 2014 were included  
43 in the meeting packets, and the Board members jointly reviewed those documents.

44  
45 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the*  
46 *reports which were included in the meeting packets totaling \$436,807.86 are all approved.*  
47 *Motion carried – All ayes.*

1 Budget Reports for the 6 month period ending June 30, 2014 were also included in the meeting  
2 packets and Neuman explained the applicable data.

3  
4 **Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a  
5 committee, official or employee:**

6 *It was the consensus that the following issues shall be placed on a future agenda or referred to  
7 committee, official or employee:*

- 8 • *From time to time it becomes necessary to engage engineers or other professionals to  
9 satisfy requests for information from Village Board members. It can get quite costly to  
10 pay for such services, and, therefore, Jackson requested that everyone keep this fact in  
11 mind.*
- 12 • *The Administrative Committee will be asked to nominate a person to serve as an  
13 alternate member on the Marina Committee.*
- 14 • *Appointment of a Village Board Liaison on the SBAA Board of Directors will be  
15 addressed at the next Village Board Meeting.*
- 16 • *Appointment of a Trustee(s) to fill the vacancies on Committees which were created as  
17 a result of Pam Abshire's resignation from the Board will likewise be addressed at the  
18 next Village Board Meeting.*

19  
20 **Committee Reports:**

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

22 The Administrative Committee has not met recently.

23  
24 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

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

26  
27 **(3) Communication and Technology Committee**

28 The Communication and Technology Committee has not met recently.

29  
30 **(4) Door County Coastal Byways Commission**

31 No action based on the minutes which were included in the meeting packets. The Coastal  
32 Byways Commission met on August 14, 2014, but those minutes have not been completed yet.

33  
34 **(5) DCEDC**

35 No action based on the minutes which were included in the meeting packets. The regular  
36 monthly meeting of the DCEDC was conducted on August 11, 2014. At that time the Board  
37 members toured the Sturgeon Bay Boys & Girls Club.

38  
39 **(6) Economic Development Committee**

40 The Economic Development Committee has not met recently.

41  
42 **(7) Finance Committee**

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

44  
45 **(8) Fire Board and Fire District Exploratory Committee:**

46 The Fire Board met yesterday but those minutes have not been completed yet.

47  
48 **(9) Historical Society**

49 Things are going well at the Corner of the Past. The members of the Historical Society Board of

1 Directors would like to erect a new sign for the Corner of the Past, and the applicable  
2 paperwork should be submitted to Jackson in the near future.

3  
4 **(10) Library Commission**

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

6  
7 **(11) Marina Committee and Marina Fest Committee:**

8 No action based on the minutes which were included in the meeting packets. The Marina  
9 Committee also met on August 14, 2014 but those minutes have not been completed yet. A  
10 \$15,000 grant has been received for public restroom improvements at the Marina.

11  
12 The Marina Fest Committee met on August 7, 2014 but those minutes have not been completed  
13 yet. Unfortunately it does not appear that there will be a helicopter at Marina Fest as the pilot  
14 who had expressed interest in coming up here was overbooked.

15  
16 **(12) Parks**

17 The Parks Committee met on August 6, 2014, but those minutes have not been transcribed yet.  
18 When the work is done on the highway reconstruction project the D.O.T. will be acquiring a  
19 portion of Waterfront Park for right-of-way purposes, and in accord with State regulations must  
20 replace that property in-kind. The Parks Committee recommended that the property adjoining  
21 the Fire Station and/or the Helm's parcel on Mill Road which is adjacent to the brick parking lot  
22 be considered, but because the property adjoining the Fire Station mainly consists of wetlands  
23 it will not even be considered. At this time appraisals are being done of the Helm's property.

24  
25 **(13) Personnel Committee**

26 The Personnel Committee has not met recently.

27  
28 **(14) Plan Commission**

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

30  
31 **(15) SBAA**

32 No action based on the minutes which were included in the meeting packets. As can be noted  
33 in the minutes the management of Husby's voiced concerns about amendment of the liquor  
34 license regulations. (Last year a condition was imposed on the liquor licenses that businesses  
35 could have outdoor entertainment until 11:00 P.M., but at that time all outdoor seating had to  
36 be vacated. This year when the liquor licenses were approved that condition was changed.  
37 Now outdoor entertainment has to cease by 10:30 P.M. and outdoor seating must be vacated  
38 by 11:00 P.M. This condition has proved to be problematic for the employees at Husby's.)

39  
40 Jackson noted that complaints have been received about loud music being played at some local  
41 business establishments. The possibility of amending the Village's noise regulations will be  
42 discussed at the next Plan Commission Meeting.

43  
44 The SBAA Board members voiced concerns that the Village's Farmer's Market does not seem to  
45 be well attended. They suggested that next year a different location and day of the week be  
46 considered.

47  
48 **(16) Teen Center**

49 The Teen Center Board has not met recently.

50

1 **(17) Tourism Zone Commission**

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

3

4 **(18) Utilities – Water, Sewer, and Storm Sewer Committees**

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

6

7 **(19) Administration/Compensation Oversight**

8 The Administration/Compensation Oversight Committee met on August 13, 2014, but those  
9 minutes have not been completed yet. At the next meeting of the Committee Kelly Hendee, the  
10 Door County Human Resources Director, will be discussing PTO's with the Committee  
11 members. Hopefully the Committee will be making some recommendations by September or  
12 October.

13

14 **(20) Waterfront Oversight**

15 The Waterfront Oversight Committee has not met recently.

16

17 **Adjournment:**

18 *A motion was made by Baker, seconded by Solomon to adjourn the meeting of the Board of*  
19 *Trustees at 7:58 P.M. Motion carried – All ayes,*

20

21 Respectfully submitted,



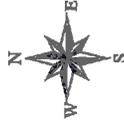
22

23 Janal Suppanz,  
24 Administrative Assistant

25

**Official Map**  
of the  
**Village of Sister Bay**  
Door County, Wisconsin  
Last Updated: August 19, 2014

- 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

