

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **MONDAY, DECEMBER 29, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4
5

6 The December 29, 2014 meeting of the Village of Sister Bay Board of Trustees was called to
7 order by Village President Dave Lienau at 6:31 P.M.
8

9 **Present:** Village President Dave Lienau and Trustees John Clove, Scott Baker, Shane Solomon,
10 Nora Zacek, and Kathy Enquist.
11

12 **Excused:** Pat Duffy
13

14 **Staff Members:** Village Administrator Zeke Jackson and Janal Suppanz, Administrative
15 Assistant.
16

17 **Others:** Laddie Chapman, Jeremy Ashauer and Mike Helmlich of the D.O.T., Scott DeBaker of
18 Robert E. Lee & Associates, and Paige Funkhouser.
19

20 **Approval of minutes as published:**

21 **As to the minutes for the November 18, 2014 meeting of the Village Board:**

22 *A motion was made by Clove, seconded by Solomon that the minutes for the November 18,*
23 *2014 meeting of the Village Board be approved as presented. Motion carried – All ayes.*
24

25 **Comments and Correspondence**

26 Lienau asked if anyone wished to address a non-agenda item. No one responded.
27

28 Jackson noted that a donation request from the DCEDC, and a copy of a letter the Finance
29 Director, Juliana Neuman, sent to Mike Dietz of Midwest Insurance Brokerage, as well as
30 Dietz's response to that letter had been included in the meeting packets. He also noted that he
31 received written confirmation that the award of grant funds in the amount of \$6,250 was
32 recently approved by the WEDC.
33

34 **New Village Board Business**

35 **Item No. 9. Consider a motion to act on the recommendation of the Plan Commission to**
36 **adopt Resolution No. 304, approving a Certified Survey Map for the former Helm's lot which**
37 **is owned by the Village of Sister Bay:**

38 The members of the Administrative Committee and the Parks, Properties and Streets Committee
39 have requested that they be allowed to create a new set of lots on the property which is
40 commonly referred to as "The Old Helm's Cottage Lot" in order to facilitate 6(f) conversion of
41 parcels which were obtained with Stewardship Grant funds. The DNR and the Federal Parks
42 System require a "land for land" swap in circumstances such as this, and a proposed Certified
43 Survey Map was included in the meeting packets. Lot 1 will have a 6(f) conversion restriction
44 on it, and the Village intends to create a public parking lot on that property. There is a
45 developer who is interested in purchasing Lot 2, and a condition of the sale is that public
46 restrooms and changing facilities be deeded back to the Village. The Plan Commission has
47 recommended that the CSM be approved.
48
49

1 *A motion was made by Baker, seconded by Solomon that the Village Board accepts the*
2 *recommendation of the Plan Commission and passes and adopts Resolution No. 304, which*
3 *approves a Certified Survey Map for Village of Sister Bay Parcel No. 181-21-0501A. (That*
4 *property is commonly referred to as "The Old Helm's Cottage Lot".) Motion carried – All ayes*
5

6 **Item No. 10. Consider a motion to discuss and act on proposed amendments to the**
7 **State/Municipal Agreement For State-Let Highway Project ID No. 4610-06-00 / 71:**

8 The State/Municipal Agreement (SMA) is the "contract" document which will be entered into
9 between the Village and the Wisconsin Department of Transportation concerning the Bay Shore
10 Drive Reconstruction Project. The Bay Shore Drive Oversight Committee, the Parks Committee,
11 and the Finance Committee have met numerous times to discuss several different aspects of the
12 project, including items such as street lighting, storm sewer and parking, and the SMA formally
13 enshrines the tasks the Village wishes to have the D.O.T. perform. A draft of that document was
14 included in the meeting packets, and the Board members jointly reviewed it.

15
16 *A motion was made by Solomon, seconded by Baker that the Village Board approves the*
17 *State/Municipal Agreement for State-Let Highway Project ID No. 4610-06-00 / 71, pending*
18 *legal review and resolution of some minor administrative issues. Motion carried – All ayes.*
19

20 **Item No. 11. Consider a motion to discuss and act on the D.O.T.'s offer to acquire Village**
21 **owned land, improvements, and temporary easements:**

22 When work is done on the Bay Shore Drive Reconstruction Project the streets and sidewalks in
23 the downtown area will be widened, and, therefore, the D.O.T. will be acquiring rights-of-way
24 and temporary limited easements. After a number of appraisals, Village staff members and
25 D.O.T. representatives have concluded that a sum of \$766,310 is a fair price for the land in
26 question. The D.O.T. will retain \$204,750 of this sum for stewardship conversion; subject to
27 Village approval, which leaves the Village with a receivable of \$561,560. The land and
28 improvements in question are commonly referred to as a portion of Waterfront Park, and an
29 applicable legal description is attached to the draft Warranty Deed which was included in the
30 meeting packets.

31
32 *A motion was made by Clove, seconded by Solomon that the Village Board conditionally*
33 *accepts the offer from the Wisconsin Department of Transportation for the land and*
34 *improvements which are commonly referred to as a portion of Waterfront Park, subject to*
35 *review and approval by the Village Attorney. An applicable legal description is attached to the*
36 *draft Warranty Deed which was included in the meeting packets. Motion carried – All ayes.*
37

38 **Item No. 1. Consider a motion to act on a recommendation of the Plan Commission to amend**
39 **and recreate §66.0711 of the Zoning Code - Shopping Center Signage, by adopting Ordinance**
40 **No. 234:**

41 At the present time there are only a few properties which qualify as shopping centers in the
42 Village. Signage is one of the most recognizable ways for the commuting public to identify a
43 place of business. The Village Building Code, combined with a historical shift in shopping
44 preferences has resulted in blight in some of the existing shopping centers. The Plan
45 Commission has recommended that the Sign Code be amended so that it is more liberal with
46 respect to size and number of signs which will be allowed for shopping centers, and a draft of
47 Ordinance No. 234, which contains applicable amendments, was included in the meeting
48 packets. The provisions of Ordinance No 234 will only apply in the B-1 District. The Plan
49 Commission has recommended that Ordinance No. 234 be approved.

50

1 *A motion was made by Lienau, seconded by Zacek that the Village Board accepts the*
2 *recommendation of the Plan Commission and adopts Ordinance No. 234, which amends and*
3 *recreates §66.0711 of the Zoning Code – Shopping Center Signage, as presented. Motion*
4 *carried with Enquist abstaining.*
5

6 **Item No. 2. Consider a motion to act on a recommendation of the Plan Commission and**
7 **adopt Resolution No. 303 approving a Certified Survey Map for Scandia Village:**

8 The management of Scandia Village is requesting that they be allowed to create a new set of
9 lots which will facilitate dedication of public rights of way to the Village. A copy of a proposed
10 CSM which is consistent with the Development Agreement for the SCAND Expansion Project
11 was included in the meeting packets, and the Board members jointly reviewed that document.
12 The Plan Commission has recommended the CSM be approved.
13

14 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
15 *recommendation of the Plan Commission and passes and adopts Resolution No. 303,*
16 *approving a Certified Survey Map for the Scandia Village property, as presented. Motion carried*
17 *– All ayes.*
18

19 **Item No. 3. Consider a motion to act on a recommendation of the Plan Commission to amend**
20 **and recreate §66.0808 – Noise Levels in Various Zoning Districts, by adopting Ordinance No.**
21 **235:**

22 During the past “season” Jackson received a number of complaints about loud noise coming
23 from local business establishments late at night. He subsequently conducted a sound study and
24 determined that there were significant differences in momentary vs. sustained noise. A public
25 hearing was conducted regarding this issue, and at that hearing a number of citizens
26 complained about the intensity of the sound coming from some local businesses late at night.
27 The SBAA Board of Directors and the Parks Committee were consulted regarding this issue, and
28 the recommendations of those two bodies were taken into consideration when Ordinance No.
29 235, which was included in the meeting packets, was drafted. If the amendments are approved
30 §66.0808 will state, “Any activity or operation of any use producing noise, other than ordinary
31 vehicular noise, shall be conducted so that no noise from the activity or operation shall exceed
32 the following limits at the lot line on which the noise is emanating for a duration of thirty
33 seconds or longer: All districts except P-1, variable noises at or about 85 decibels.” Weddings
34 and other events which are conducted in the Village’s parks are exempt from these regulations
35 as Use Permits are issued for them. The Plan Commission has recommended that Ordinance
36 No. 235 be approved.
37

38 *A motion was made by Solomon, seconded by Baker that the Village Board accepts the*
39 *recommendation of the Plan Commission and approves Ordinance No. 235, which amends*
40 *and recreates §66.0808 of the Zoning Code – Noise Levels In Various Zoning Districts, as*
41 *presented. Motion carried – All ayes.*
42

43 **Item No. 4. Consider a motion to discuss the Village’s marketing focus and budget for 2015:**

44 The Village Board recently authorized the creation of the Marketing Committee, which is an ad
45 hoc committee. That committee was charged with planning a Performance Pavilion/Beach
46 Expansion Project Grand Opening Concert/Celebration. Work will commence on the Beach
47 Expansion Project in 2015, but that work is totally weather dependent. A considerable amount
48 of site restoration work will also have to be completed. On top of that, the D.O.T.’s staging area
49 will be located across the street, and work should be commencing on the new public restrooms
50 on the former Helm’s property. The members of the Marketing Committee have met twice, and

1 after much discussion it was the consensus that because a number of logistical and safety issues
2 will arise if a large event is conducted in the downtown area in 2015, it would probably make
3 the most sense to utilize the pavilion for a number of small events, including children's
4 activities, throughout the "season". Another option would be to combine small events with an
5 already existing festival or special event. The Marketing Committee has requested that this issue
6 be referred back to the Village Board for advisement.

7
8 It was the consensus that because of all the previously mentioned factors the Marketing
9 Committee shall focus on planning a number of smaller events to be conducted throughout
10 "the season" in 2015. Those events shall be planned with safety and logistical issues in mind
11 and various locations throughout the Village are to be considered.

12
13 *At 7:40 P.M. a brief recess was taken and the Board reconvened at 7:50 P.M.*

14
15 **Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
16 **§19.85(1)(c) to discuss personnel and employee benefits:**

17 *At 7:51 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board convene*
18 *into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*
19 *benefits. A roll call vote was taken on the motion and the Board members voted in the*
20 *following fashion:*

21
22 *Baker – Aye; Clove – Aye; Enquist – Aye.*
23 *Lienau – Aye; Solomon – Aye; Zacek – Aye.*

24
25 *Motion carried.*

26
27 **Item No. 6. Consider a motion to reconvene into Open Session:**

28 *At 8:37 P.M. a motion was made by Zacek seconded by Lienau that the Board reconvene into*
29 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
30 *the following fashion:*

31
32 *Baker – Aye; Clove – Aye; Enquist – Aye.*
33 *Lienau – Aye; Solomon – Aye; Zacek – Aye.*

34
35 *Motion carried.*

36
37 **Item No. 7. Consider a motion to take action, if required:**

38 *A motion was made by Solomon, seconded by Zacek that the amended job description for the*
39 *Village Clerk –Treasurer is approved as presented. Motion carried – All ayes.*

40
41 *A motion was made by Solomon, seconded by Baker that effective January 1, 2015 Janal*
42 *Suppanz shall be appointed Acting Assistant Administrator for the Village of Sister Bay. Motion*
43 *carried – All ayes.*

44
45 *A motion was made by Solomon, seconded by Clove that in 2015 Janal Suppanz shall be paid a*
46 *salary of \$45,000. Motion carried – All ayes.*

47
48 *A motion was made by Solomon, seconded by Zacek that up to \$2,500 may be expended for*
49 *new office furniture and appurtenances for the Administration Office. Motion carried – All ayes.*

50

1 *A motion was made by Lienau, seconded by Solomon that the performance evaluation for Zeke*
2 *Jackson is favorable, and, therefore, he shall be granted a performance wage increase of \$6,500*
3 *per year. Motion carried – All ayes.*

4
5 **Item No. 8. Consider a motion to discuss and act on the recommendation of the Personnel**
6 **Committee to adopt an updated Personnel Policy and Procedure Manual:**

7 Based on the work of the Administration and Compensation Committee, the Personnel
8 Committee has recommended that a number of amendments be made to the Village's
9 Personnel Handbook. A draft of the updated handbook was included in the meeting packets,
10 and the Board members jointly reviewed that document. During that review it was the
11 consensus that:

- 12
13
 - A provision shall be added that in accord with the provisions of the Family and Medical
14 Leave Act, employees who work more than 1250 hours per year are eligible for up to
15 twelve workweeks of unpaid family leave, and up to 26 weeks of unpaid family leave to
16 care for a covered service member with a serious injury or illness, if the eligible
17 employee is the servicemember's spouse, son, daughter, parent, or next of kin.

18
19 *A motion was made by Enquist, seconded by Zacek that the Village Board accepts the*
20 *recommendation of the Personnel Committee and approves the updated Personnel Handbook*
21 *which was reviewed at this meeting as amended. Motion carried – All ayes.*

22
23 **Item No. 12. Consider a motion to confirm and appoint President Lienau's nomination of**
24 **qualified citizens to fill vacancies on committees, commission and boards in the Village of**
25 **Sister Bay:**

26 The Administrative Committee has recommended that Drew Bickford replace Paige Funkhouser
27 as a member of the Marketing Committee.

28
29 *A motion was made by Solomon, seconded by Zacek that Drew Bickford shall replace Paige*
30 *Funkhouser as a member of the Marketing Committee. Motion carried – All ayes.*

31
32 **Item No. 13. Report on County activities from the County Supervisor, Dave Lienau:**

33 Lienau gave the following oral report:

- 34
 - *He did not attend any County meetings during December.*

35
36 **Item No. 14. Review of the financial statements and consideration of a motion to approve the**
37 **monthly bills:**

38 Payment Approval Reports for the period November 19, 2014 through December 29, 2014
39 were included in the meeting packets, and the Board members jointly reviewed those
40 documents.

41
42 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the*
43 *reports which were included in the meeting packets totaling \$788,908.47 are all approved.*
44 *Motion carried – All ayes.*

45
46 **Committee Reports:**

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

48 The Administrative Committee/Public Relations Committee met a number of times and made
49 recommendations regarding a number of the issues which were addressed this evening.

- 1 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**
2 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
3
- 4 **(3) Communication and Technology Committee**
5 The Communication and Technology Committee has not met recently.
6
- 7 **(4) Door County Coastal Byways Commission**
8 The Door County Coastal Byways Commission did not meet in December.
9
- 10 Laddie Chapman asked when the Village's Coastal Byways kiosk will be installed. Baker
11 responded that it will be installed as soon as all the work has been completed on the Bay Shore
12 Drive Reconstruction Project.
13
- 14 **(5) DCEDC**
15 No action based on the minutes which were included in the meeting packets. The DCEDC met
16 on December 8, 2014 and at that meeting Jackson was appointed as an ex-officio member of
17 the DCEDC. The Bass Master Fishing Tournament Championship will be conducted in Sturgeon
18 Bay from September 17 through 20, 2015.
19
- 20 **(6) Economic Development Committee**
21 The Economic Development Committee has not met recently.
22
- 23 **(7) Finance Committee**
24 No action based on the minutes which were included in the meeting packets.
25
- 26 **(8) Fire Board and Fire District Exploratory Committee:**
27 No action based on the Fire Board minutes which were included in the meeting packets. The
28 Fire District Exploratory Committee has not met recently.
29
- 30 **(9) Historical Society**
31 The Historical Society Board of Directors met in December, but those minutes have not been
32 completed yet. The Historical Society's Annual Christmas party was conducted out at The
33 Corner of the Past and was very nice.
34
- 35 **(10) Library Commission**
36 The Library Commission did not meet in December.
37
- 38 **(11) Marina Committee and Marina Fest Committee:**
39 No action based on the minutes which were included in the meeting packets. The Marina Fest
40 Committee has not met recently. The Village Attorney has been asked to provide a legal
41 opinion regarding the bids for the Marina Restroom Renovation Project.
42
- 43 **(12) Marketing Committee:**
44 No action based on the minutes which were included in the meeting packets.
45
- 46 **(12) Parks**
47 The Parks Committee did not meet in December.
48
- 49 **(13) Personnel Committee:**
50 No action based on the minutes which were included in the meeting packets.

1 **(14) Plan Commission**

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

3
4 **(15) SBAA**

5 No action based on the minutes which were included in the meeting packets. The SBAA's budget
6 for 2015 will be addressed at length in January.

7
8 **(16) Teen Center**

9 The Teen Center Board has not met recently.

10
11 **(17) Tourism Zone Commission**

12 No action based on the minutes which were included in the meeting packets. At the November
13 20th meeting representatives of the Visitor Bureau made a presentation regarding their marketing
14 efforts.

15
16 **(18) Utilities – Water, Sewer, and Storm Sewer Committees**

17 The Utilities Committee and the Water, Sewer and Storm Sewer Committees have not met
18 recently.

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

21 The Administration/Compensation Oversight Committee has not met recently.

22
23 **(20) Waterfront Oversight**

24 The Waterfront Oversight Committee has not met recently.

25
26 **16. Discussion regarding matters to be placed on a future agenda or referred to a committee,
27 official or employee:**

28 It was the consensus that:

- 29
- 30 • The Marina Manager shall be asked to see if it would be possible to place the television
31 service at the Boathouse on "vacation hold".
 - 32 • The previously mentioned revisions shall be made to the Personnel Manual.
 - 33 • The Finance Director shall be asked to address the action items which were addressed
34 during the closed session of this meeting.

35 **Adjournment:**

36 *A motion was made by Zacek, seconded by Baker to adjourn the meeting of the Board of*
37 *Trustees at 9:05 P.M. Motion carried – All ayes,*

38
39 Respectfully submitted,

40 

41 Janal Suppanz,
42 Administrative Assistant