

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2 **TUESDAY, JULY 21, 2015**  
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4 **UNAPPROVED VERSION**  
5

6 The July 21, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by  
7 Village President Dave Lienau at 6:06 P.M.

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9 **Present:** President Lienau and Trustees Shane Solomon, Scott Baker, Kathy Enquist, and Nora  
10 Zacek.

11  
12 **Excused:** John Clove and Pat Duffy

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

16  
17 **Others:** Rob Zoschke, Judith Stevenson, Denise Bhirdo. Sharon Doersching, Marge  
18 Grutzmacher, Ron Kane, and three other individuals.

19  
20 **Approval of the Agenda and Minutes as published:**

21 *A motion was made by Solomon, seconded by Baker that the Agenda for the July 21, 2015*  
22 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*  
23 *– All ayes.*

24  
25 *A motion was made by Baker, seconded by Solomon that the minutes for the June 16, 2015*  
26 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*  
27 *– All ayes.*

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29 **Comments and correspondence:**

30 Lienau noted that a thank you note which was received from Janal Suppanz for a memorial  
31 donation the Village made in memory of her mother was included in the meeting packets.

32  
33 Jackson indicated that a citizen recently informed him that Bluffside Drive was last re-paved in  
34 1961 and she would very much like to see repairs to that roadway addressed during the next  
35 budget cycle.

36  
37 Judith Stevenson indicated that she has given up on asking that the park closure hours be  
38 enforced. She is also concerned about a couple of safety issues. Now that the new beach is  
39 open and accessible there are power boats coming up onto the beach, which could be very  
40 dangerous. There are also large gaps on the “groin”, and she has observed young boys  
41 “disappear” in those gaps from time to time. The other day there were ten people swimming in  
42 that area, and she became very concerned when they went under the water and did not  
43 resurface for quite some time. She also has observed that a number of people had their dogs in  
44 the park. When she approached those individuals and informed them that dogs were not  
45 allowed, they stated, “Zeke told me it was o.k.”.

46  
47 Denise Bhirdo indicated that she was looking at the Village’s new website and could not get  
48 the Agendas and Minutes tab to work. She also believes that the wayfinding signage which is  
49 currently installed at the intersection of Country Walk Drive and STH 57 is blocking drivers’

1 views.

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3 **Item No. 4. Consider a motion to discuss and act on a recommendation of the Parks**  
4 **Committee (and the work of the Marketing Committee), and adopt an Operating Agreement**  
5 **between the Village and the SBAA:**

6 A draft of the Operating Agreement between the Village and the SBAA was included in the  
7 meeting packets and the Board members jointly reviewed that document.

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9 *A motion was made by Solomon, seconded by Zacek that the Operating Agreement between*  
10 *the Village and the SBAA is approved as presented. Motion carried – All ayes.*

11  
12 **Item No. 5. Consider a motion to discuss and act on a recommendation of the Parks**  
13 **Committee (and the work of the Marketing Committee), and adopt an Operating Agreement**  
14 **for alcohol sales at the “Midwest Sunsplash” Festival; and authorize the issuance of a Beer**  
15 **and Wine (Picnic License), to the SBAA for August 7 and 8, 2015:**

16 As part of the Village’s agreement with the promoters of “Midwest Sunsplash”, it is entitled to  
17 first right of refusal with respect to alcohol vendors at “Midwest Sunsplash”. After much  
18 discussion the Marketing Committee has recommended that the SBAA be the exclusive  
19 organization designated to sell alcohol at “Midwest Sunsplash”. The promoters support this  
20 decision. The Parks Committee and the Marketing Committee Chair are recommending that the  
21 agreement which was included in the meeting packets be approved. (The Marketing Committee  
22 Chair is making the recommendation that the agreement be approved because a quorum of that  
23 committee was not available to meet in a timely fashion.)

24  
25 *A motion was made by Baker, seconded by Solomon that the Village Board approves the*  
26 *Operating Agreement for alcohol sales at “Midwest Sunsplash” which was reviewed at this*  
27 *meeting, on the condition that exclusivity agreements through Village sponsorships are*  
28 *accommodated. Further, the SBAA’s annual picnic license application is approved, and all*  
29 *applicable fees are waived. Motion carried – All ayes.*

30  
31 **Item No. 6. Consider a motion to discuss and confirm President Lienau’s recommendations**  
32 **for committee appointments:**

33 Lienau indicated that he didn’t wish to recommend any committee appointments at this time.

34  
35 **Item No. 7. Report on County activities from the County Supervisor, Dave Lienau:**

36 Lienau gave the following oral report regarding Door County activities:

- 37
- The new County Administrator will be coming on board on August 3, 2015.
  - Work has been progressing on the County’s Capital Improvement Program, and it will be addressed soon.
- 38  
39  
40

41 **Item No. 8. Review of the financial statements and consideration of a motion to approve the**  
42 **monthly bills:**

43 Payment Approval Reports for the period June 17, 2015 through July 21, 2015 were included in  
44 the meeting packets, and the Board members jointly reviewed those documents.

45  
46 *A motion was made by Baker, seconded by Enquist that the monthly bills depicted on the*  
47 *reports which were included in the meeting packets totaling \$666,228.88 are all approved.*  
48 *Motion carried – All ayes.*

1 **Item No. 9. Report by the Village Administrator on Village activities and projects:**

2 Jackson gave the following oral report:

- 3
- 4 • Work on the Bay Shore Drive Line Burial Project is substantially completed. All the bills
  - 5 have not been received yet, but he believes final project costs will be approximately
  - 6 \$1.1 million.
  - 7 • Work is progressing on the Sledding Hill. The employees from Hockers Excavating plan
  - 8 to finish the hill as soon as the work on the beach has been completed, and at that time a
  - 9 number of safety concerns will be addressed.
  - 10 • The anticipated substantial completion date for the Beach Project is August 6, 2015.
  - 11 Conduit is being installed along the entire length of the reclaimed paver sidewalk.
  - 12 • “Midwest Sunsplash” is scheduled for August 7 and 8, 2015.
  - 13 • Construction is underway on Niagra Ridge, the development being constructed on the
  - 14 Old Ballfield Property.
  - 15 • Keith Garot has not met the deadlines agreed to in the Development Agreement for
  - 16 Stony Ridge. He sent Mr. Garot an e-mail regarding this issue on July 14, 2015, but he
  - 17 has not received a response to that e-mail yet.
  - 18 • The search will continue for a Finance Director. New “Help Wanted” ads will be placed
  - 19 around the end of July.
  - 20 • One of the Parks Department employees was injured on the job and had to have back
  - 21 surgery. He is still off of work at this time.
  - 22 • Joe Baldarotta will be returning as the Ice Rink Manager.
  - 23 • Several issues associated with the Harbor View development, which will be constructed
  - 24 on the Old School Property, have been referred to the Plan Commission.
  - 25 • He is happy to report that sales have increased substantially at the Marina. The “Marina
  - 26 Guest Events” have been a huge success.
  - 27 • Movies In the Park are being conducted on a regular basis. The movie project is still a
  - 28 “work in progress” and statistics are being kept regarding attendance.
  - 29 • A Village newsletter will again be mailed out on a regular basis. Jackson distributed a
  - 30 draft of that document, and the Board members jointly reviewed it. A few revisions were
  - 31 recommended and Jackson took note of all of them.
  - 32 • A draft of a community input survey was included in the meeting packets. If any of the
  - 33 Board members would like to recommend revisions they should contact Jackson ASAP.
  - 34

35 **Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to a**

36 **committee, official or employee:**

- 37 • It was the consensus that the following issues shall be referred to the Parks Committee:
- 38 A. The safety issues associated with power boats being driven onto the new beach;
- 39 B. Enforcement of park closure hours;
- 40 C. The safety issues associated with people swimming into the gaps on the “groin”;
- 41 D. Enforcement of the “No Dogs Allowed In The Park” regulations; and,
- 42 E. The line of sight issues associated with the wayfinding signage which has been
- 43 placed at the intersection of Country Walk Drive and STH 57.
- 44
- 45 • The web site functionality issues which were mentioned by Denise Bhirdo will also be
- 46 investigated by Jackson and Suppanz.
- 47
- 48

1 **Committee Reports:**

2 **(1) Administrative Committee:**

3 The Administrative Committee has not met recently.

4  
5 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

6 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.  
7 There has been very low attendance at the public informational meetings, and, therefore,  
8 the next D.O.T. informational meeting will not be conducted until 9:00 A.M. on  
9 September 1, 2015.

10  
11 **(3) Communication and Technology Committee:**

12 The Communication and Technology Committee has not met recently.

13  
14 **(4) Door County Coastal Byways Commission:**

15 The Coastal Byways Commission met on Thursday, July 16, 2015, but those minutes have  
16 not been completed yet. Once the work is completed on the Bay Shore Drive  
17 Reconstruction Project the Village's Coastal Byways Kiosk will be placed in its permanent  
18 location.

19  
20 **(5) DCEDC:**

21 The DCEDC met on July 13, 2015 and two ex-officio members were appointed – the new  
22 County Administrator and Josh VanLieshout, the new Administrator for the City of  
23 Sturgeon Bay.

24  
25 **(6) Economic Development Committee:**

26 The Economic Development Committee has not met recently.

27  
28 **(7) Finance Committee:**

29 The Finance Committee will be meeting tomorrow.

30  
31 **(8) Fire Board and Fire District Exploratory Committee:**

32 The Fire Board has not met recently.

33  
34 The Fire District Exploratory Committee also has not met recently.

35  
36 **(9) Historical Society:**

37 The Historical Society Board of Directors continues to meet on a regular basis and things  
38 are in "full swing" out at the Corner of the Past.

39  
40 **(10) Library Commission:**

41 No action based on the minutes which were included in the meeting packets. The Library  
42 Commission met this morning. The Marina Fest Booksale will be conducted in the Village  
43 Hall this year.

44  
45 **(11) Marina Committee and Marina Fest Committee:**

46 Since Clove, who is the Chair of the Marina Committee was not present no report was  
47 given regarding the Marina operations.

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49 Work is ongoing on planning for Marina Fest and things are going well. A Lumberjack  
50 Show will be conducted on the Sunday of Labor Day, so Marina Fest will now be a two

1 day event.

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**(12) Marketing Committee:**

The Marketing Committee has not met recently. A meeting was scheduled for this afternoon but was not conducted due to lack of a quorum.

**(13) Parks:**

No action based on the minutes which were included in the meeting packets. The recycled pavers should be placed around the new beach soon.

**(14) Personnel Committee:**

The Personnel Committee has not met recently.

**(15) Plan Commission:**

No action based on the minutes which were included in the meeting packets. On July 28, 2015 a public hearing will be conducted regarding a Zoning Code text amendment which will allow quarries as a conditional use in the B-1 District.

**(16) SBAA:**

There wasn't a quorum present for the last meeting of the SBAA Board of Directors so a brief Board meeting was conducted this evening. At that meeting discussion took place regarding some logistical issues associated with "Midwest Sunsplash".

*A motion was made by Lienau, seconded by Solomon that the quarterly support for the SBAA shall be released ASAP. Motion carried – All ayes.*

**(17) Teen Center:**

The Teen Center Board has not met recently.

**(18) Tourism Zone Commission:**

No action based on the minutes which were included in the meeting packets. The Commission met this morning and at that meeting discussion took place regarding installation of bicycle repair stations throughout the County.

**(19) Utilities – Water, Sewer, and Storm Sewer Committees:**

The July 7, 2015 meeting of the Wastewater Treatment Plant Utility Committee was not conducted due to lack of a quorum.

The Water, Sewer Collection, and Storm Sewer Committee did meet, but those minutes have not been completed yet.

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

The Administration/Compensation Oversight Committee has not met recently.

**(21) Waterfront Oversight**

The Waterfront Oversight Committee has not met recently.

*At 7:02 P.M. a brief recess was taken and the Board reconvened at 7:10 P.M.*

