

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, FEBRUARY 24, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4

5 The February 24, 2015 meeting of the Village of Sister Bay Board of Trustees was called to
6 order by Acting President Shane Solomon at 6:35 P.M. (Dave Lienau, the elected Village
7 President, was unable to attend this meeting, and asked Solomon to assume his duties.)
8

9 **Present:** Acting President Solomon and Trustees John Clove, Pat Duffy, Scott Baker, and Nora
10 Zacek.
11

12 **Excused:** Dave Lienau and Kathy Enquist
13

14 **Staff Members:** Village Administrator Zeke Jackson and Finance Director Juliana Neuman.
15

16 **Others:** Laddie Chapman
17

18 **Approval of the agenda as published:**

19 *A motion was made by Clove, seconded by Zacek that the Agenda for the February 24, 2015*
20 *meeting of the Village Board be approved as presented. Motion carried – All ayes.*
21

22 **Approval of minutes as published:**

23 *Minutes for the January Village Board Meeting were not included in the meeting packets as*
24 *Janal Suppanz, who has been on medical leave due to hip replacement surgery, was unable to*
25 *transcribe them prior to this meeting. They will be included in the meeting packets for the*
26 *March meeting of the Village Board.*
27

28 **Comments and Correspondence**

29 Solomon asked if anyone wished to address a non-agenda item. No one responded.
30

31 Jackson noted that a copy of an e-mail which was received from Jerry Zaug, the owner of the
32 Country House Resort, as well as a letter from Carrie Counihan of the Door County Humane
33 Society had been included in the meeting packets.
34

35 In his e-mail Zaug indicates that he has heard that a developer intends to build up to 36 luxury
36 apartments on "The Old Ball Field Property". He owns all the land between the proposed
37 development and the bay, and is concerned that residents at the apartment complex will walk
38 down N. Highland Road, continue through the parking lot at The Country House Resort and
39 travel down the paved path which leads to the water. This is private property and is only
40 intended for use by guests at the Country House Resort.
41

42 In her letter Counihan thanks the Village for making a contribution to support the Door County
43 Humane Society. During the past year 700 dogs and cats were either brought in or surrendered
44 to the Door County Humane Society, and 515 of those animals were adopted and now have
45 "forever homes" In addition, 94 stray dogs and 21 stray cats were also returned to their owners.
46

47 **New Village Board Business**

48 **Item No. 1. Consider a motion to act on a recommendation of the Plan Commission after a**
49 **duly noticed and advertised public hearing was conducted, and approve Ordinance No. 235,**

1 **which amends the Zoning Map for the Village of Sister Bay as it relates to Parcel No. 181-00-**
2 **05312833D, consisting of approximately 1.78 acres on N. Highland Road, by rezoning that**
3 **property from R-4 to R-2:**

4 The Village had previously committed to swap a portion of the property which is commonly
5 referred to as "The Old Ball Field Property", which is currently zoned R-4, with Mike Johnson.
6 Over the course of approximately one and a half years three attempts were made to work with
7 Mr. Johnson to facilitate the swap, but he still has not completed the required actions.
8 Therefore, the Finance Committee decided to consider a second offer on the parcel which was
9 submitted by Premier Real Estate. The land immediately to the north is already zoned R-2, and
10 Premier Real Estate does plan to develop both lots. Given the fact that the land to the south is
11 zoned B-1 - General Business, it would be appropriate to change the zoning for Parcel No.
12 181-00-05312833D to R-2. The Plan Commission has recommended that this occur, and a
13 draft of Ordinance No. 235 was included in the meeting packets.
14

15 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
16 *recommendation of the Plan Commission and approves Ordinance No. 235, which amends the*
17 *Zoning Map for the Village of Sister Bay as it relates to Parcel No. 181-00-05312833D, which*
18 *consists of approximately 1.78 acres on N. Highland Road, by rezoning that property from R-4*
19 *to R-2. Motion carried – All ayes.*
20

21 **Item No. 2. Consider a motion to approve Resolution No. 305, which authorizes a Certified**
22 **Survey Map combining Parcel No. 181-00-05312833D and 181-00-05312833D2:**

23 The Village has sought to dispose of properties which were not identified as being "core" to the
24 recreation, leisure, and tourism promotion facets of Village public policy in the Comprehensive
25 Outdoor Recreation Plan. An Offer to Purchase the property which is commonly referred to as
26 "The Old Ballfield Property" was submitted by Premier Real Estate, and that offer has been
27 accepted. The owners of Premier Real Estate would like to construct thirty-six luxury multi-
28 family units on the land. A CSM which combines Parcel No. 181-00-05312833D and 181-00-
29 05312833D2 was presented to the Plan Commission, and they recommended that it be
30 approved. An applicable Resolution was included in the meeting packets. The CSM does
31 provide for a utility maintenance easement for the water tower and an easement for a 30'
32 sanitary and water main which will be dedicated to the Village, as well as a utility easement
33 which was granted to the Johnson family a number of years ago. Baker pointed out that
34 "Jungwirth Court" is misspelled on the previously mentioned Resolution.
35

36 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
37 *recommendation of the Plan Commission and approves Resolution No. 305, which authorizes a*
38 *CSM combining Parcel No. 181-00-05312833D and 181-00-05312833D2 as corrected. Motion*
39 *carried – All ayes.*
40

41 **Item No. 3. Consider a motion to approve Resolution No. 306, which authorizes a**
42 **Development Agreement for the land which is commonly referred to as "The Old Ball Field**
43 **Property":**

44 A draft of a Development Agreement between the Village of Sister Bay and Premier Real Estate,
45 as well as Resolution No. 306, which authorizes that agreement, were included in the meeting
46 packets and the Board members jointly reviewed those documents. (The legal name of Premier
47 Real Estate is "Premier Niagara Ridge, LLC", and it is a Wisconsin limited liability company.)
48 The members of the Plan Commission have recommended that the Development Agreement be
49 conditionally approved as there are some engineering issues which still have to be addressed.
50

1 A motion was made by Solomon, seconded by Duffy that the Village Board accepts the
2 recommendation of the Plan Commission and conditionally approves Resolution No. 306,
3 which authorizes a Development Agreement with Premier Real Estate, d/b/a "Premier Niagara
4 Ridge, LLC". Motion carried – All ayes.

5
6 **Item No. 4. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
7 **§19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(e) to deliberate or**
8 **negotiate the purchase of public properties, the investment of public funds, or conduct other**
9 **specified public business, whenever competitive or bargaining reasons require a closed**
10 **session:**

11 At 6:49 P.M. a motion was made by Solomon, seconded by Baker that the Village Board
12 convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and
13 employee benefits, and §19.85(1)(e) to deliberate or negotiate the purchase of public
14 properties, the investment of public funds, or conduct other specified public business,
15 whenever competitive or bargaining reasons require a closed session. A roll call vote was taken
16 on the motion and the Board members voted in the following fashion:

17
18 Baker – Aye; Clove – Aye; Duffy – Aye;
19 Solomon – Aye; Zacek – Aye.

20
21 Motion carried.

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23 **Item No. 5. Consider a motion to reconvene into Open Session:**

24 At 8:16 P.M. a motion was made by Solomon seconded by Duffy that the Board reconvene into
25 Open Session. A roll call vote was taken on that motion, and the Board members again voted in
26 the following fashion:

27
28 Baker – Aye; Clove – Aye; Duffy – Aye;
29 Solomon – Aye; Zacek – Aye.

30
31 Motion carried.

32
33 **Item No. 6. Consider a motion to reconvene into open session:**

34 A motion was made by Solomon, seconded by Duffy that a full-time Village of Sister Bay
35 Marketing Director Position shall be created. The Marketing Director will not be eligible for
36 benefits until he or she has satisfied a ninety (90) day probationary period. Motion carried – All
37 ayes.

38
39 **Item No. 7. Consider a motion to confirm and appoint President Lienau's nomination of**
40 **qualified citizens to fill vacancies on Committees, Commissions or Boards for the Village of**
41 **Sister Bay:**

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

43 Since Lienau was not in attendance neither of these agenda items were addressed.

44
45 **Item No. 8. Review of the financial statements and consideration of a motion to approve the**
46 **monthly bills:**

47 Payment Approval Reports for the period January 28, 2015 through February 24, 2015 were
48 included in the meeting packets, and the Board members jointly reviewed those documents.
49 Neuman distributed copies of the Appropriations Report for February, and noted that a large
50 portion of the \$1,574,814.56 depicted on that document is comprised of real estate tax

1 payment receipts from the County Treasurer and required settlements to Gibraltar School,
2 NWTC, and Door County.

3
4 *The Board members requested that someone check into the possibility of “winter rates” being*
5 *imposed for television and internet service at the Boathouse and Marina Office. Neuman will*
6 *contact Charter Communications to see if that is possible and report her findings at the next*
7 *Board Meeting.*

8
9 *A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports*
10 *which were included in the meeting packets totaling \$1,574,814.56 are all approved. Motion*
11 *carried – All ayes.*

12
13 **Item No. 9. Report from the Village Administrator on various actions:**

14 Jackson reported on the following issues:

15
16 **A. Street Lighting/Line Burial:**

17 The Bay Shore Drive Reconstruction Oversight Committee met a short time ago and did
18 address the street lighting issue. The Committee members decided that temporary street
19 lights should be installed. The cost of installing the temporary lights will be between
20 \$5,000 and \$6,0000.

21
22 Due to the cold weather work was delayed on the line burial project. Shortly after work
23 resumes Bay Shore Drive will be completely shut down between Maple Drive and Mill
24 Road and temporary detours will be in effect.

25
26 **B. Beach Reconstruction Project:**

27 A pre-construction meeting was conducted regarding the Beach Reconstruction Project
28 last week, and hopefully construction will commence within the next few weeks as the
29 contractor who will be working on the project wants to take advantage of the current
30 ice conditions. There is some question as to what actions the State’s Joint Finance
31 Committee will actually take with respect to the award of the grant funding for the
32 Beach Reconstruction Project, as some issues have arisen with the State’s budget. The
33 grant funds which were promised by the federal government will still be available.
34 When the matter is finally referred to the Joint Finance Committee Jackson will send the
35 Board members an e-mail and request that they contact our State legislators and
36 advocate for award of the grant funds, as the project will impact the environment and
37 have a positive effect on job creation and growth in the Sister Bay area.

38
39 **Committee Reports:**

40 **(1) Administrative Committee:**

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

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

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

44 **(5) DCEDC**

45 **(6) Economic Development Committee**

46 **(7) Finance Committee**

47 **(8) Fire Board and Fire District Exploratory Committee:**

48 **(9) Historical Society**

49 **(10) Library Commission**

50 **(11) Marina Committee and Marina Fest Committee:**

- 1 (12) Marketing Committee
- 2 (13) Parks
- 3 (14) Personnel Committee
- 4 (15) Plan Commission
- 5 (16) SBAA
- 6 (17) Teen Center
- 7 (18) Tourism Zone Commission
- 8 (19) Utilities – Water, Sewer, and Storm Sewer Committees
- 9 (20) Administration/Compensation Oversight
- 10 (21) Waterfront Oversight

11 *Since no Committee or Commission minutes had been included in the meeting packets, all the*
12 *Committee Reports for February will be addressed at the March meeting of the Village Board.*

13
14 **16. Discussion regarding matters to be placed on a future agenda or referred to a committee,**
15 **official or employee:**

16 *There were no matters to be placed on a future agenda or referred to a committee, official or*
17 *employee.*

18
19 **Adjournment:**

20 *A motion was made by Baker, seconded by Duffy to adjourn the meeting of the Board of*
21 *Trustees at 8:35 P.M. Motion carried – All ayes.*

22
23 Respectfully submitted,



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25 Janal Suppanz,
26 Assistant Administrator
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