

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

5 The April 21, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by
6 Village President Dave Lienau at 6:34 P.M.
7

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

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

14 **Others:** Rob Zoschke and Pat Judy
15

16 **Approval of the Agenda and Minutes as published:**

17 *A motion was made by Duffy, seconded by Solomon that the Agenda for the April 21, 2015*
18 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
19 *– All ayes.*
20

21 *A motion was made by Clove, seconded by Baker that the minutes for the March 30, 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 Clove that the minutes for the April 10, 2015*
26 *special meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion*
27 *carried – All ayes.*
28

29 **Comments and correspondence:**

30 Lienau read a letter from Bud Kalms, the Clerk/Administrator for the Town of Liberty Grove,
31 aloud. In that letter Kalms states that the members of the Town Board believe it would be best
32 for them and the members of the Village Board to meet without Administrators or Consultants
33 present in an attempt to resolve the issues associated with the Wastewater Treatment Plant
34 ownership issue prior to going to mediation, as that course of action can be very costly and
35 time consuming. Lienau indicated that he would like to suggest that at least initially he and
36 John Lowry, the Chair of the Town, meet to discuss the logistical issues associated with the
37 Town Board's suggestions, and it was the consensus that a letter of response to that effect shall
38 be sent to Kalms. Jackson was asked to see that such a letter is drafted and provided to Lienau
39 for signing ASAP.
40

41 Jackson introduced Jason Polecheck, the new Marketing Director. The Board members
42 welcomed Polecheck and indicated that they look forward to working with him.
43

44 Lienau asked if anyone in the audience wished to comment regarding a non-agenda item. No
45 one responded.
46

47 **Item No. 1. Consider a motion to grant a pro-rated Class B Beer and Class C Wine License to**
48 **Sara Zacek of Harbor Pie Company:**

49 *At 6:41 P.M. Zacek and Solomon recused themselves due to a potential conflict of interest.*

1 Sara Zacek will be operating Harbor Pie Company at 10647 N. Bay Shore Drive. On April 8,
2 2015 she submitted an application for a two month pro-rated Class B Beer/Class C Wine
3 License, and a copy of that application and supporting documentation was included in the
4 meeting packets.

5
6 *A motion was made by Clove, seconded by Duffy that the Village Board grants a pro-rated*
7 *Class B Beer and Class C Wine License to Sara Zacek, d/b/a Harbor Pie Company, which*
8 *business is located at 10647 N. Bay Shore Drive. Motion carried – All ayes.*

9
10 *At 6:42 P.M. Zacek and Solomon resumed their duties and returned to the table.*

11
12 **Item No. 2. Consider a motion to authorize staff to execute a five year lease agreement with**
13 **the U.S. Postal Service for the property located at 10693 N. Bay Shore Drive:**

14 The Sister Bay Post Office is currently housed in the building located at 10693 N. Bay Shore
15 Drive, and that building is owned by the Village. Postal Service representatives have indicated
16 that they are interested in renewing the Post Office Lease, and a copy of a proposed Lease as
17 well as a proposed Commission Agreement with CBRE were included in the meeting packets.
18 The Village currently receives \$16,200 annually from the U.S. Postal Service for rent, and if the
19 new Lease is approved annual revenues of \$17,152 will be realized. The new Lease would be
20 in effect from March 1, 2016 through February 28, 2021.

21
22 *A motion was made by Baker, seconded by Clove that the Village Board authorizes staff and/or*
23 *the Village President to execute lease and commission documents on behalf of the Village of*
24 *Sister Bay. That Lease will be in effect from March 1, 2016 through February 28, 2021, and the*
25 *annual rent shall be \$17,152.00. Motion carried – All ayes.*

26
27 **Item No. 3. Discussion regarding amendment of the 2015 Budget for the Village of Sister Bay**
28 **in such fashion that a special revenue fund is created for special events; and consider a**
29 **motion for action if necessary:**

30 Polecheck has been charged with coordinating non-SBAA sponsored special events which take
31 place in the Village in order to promote Sister Bay as a “destination”. In the past funds for
32 promoting and paying for expenses related to special events such as the Car Show, Marina Fest
33 and the New Year’s Eve Fireworks Show were withdrawn from the General Fund, the Marina
34 Fund, the Ice Rink Fund and the CIP Fund. More large events are being planned for 2015, and
35 the members of the Marketing Committee believe creation of a Special Events Special Revenue
36 Fund would allow for better tracking of revenues and expenses related to each of the events the
37 Village does sponsor. The question arose as to who will actually be responsible for oversight of
38 the Special Events Fund, and it was the consensus that depending upon what festival or special
39 event is actually conducted, the responsibility will lie with the Finance Committee, the Marina
40 Committee, the Marina Fest Executive Committee, the Parks Committee, and/or the Marketing
41 Committee . A set of Village sponsored event By-Laws will be created, and in that document(s)
42 the oversight Committee for each of the festivals or special events the Village sponsors will be
43 clearly delineated in accord with the Board’s directives. The Village’s Auditor has indicated that
44 creation of a special revenue fund for the previously mentioned purpose is unique, but he
45 would not be opposed to creation of it. Further, if new sub-accounts are created it would be
46 possible to track revenues and expenses related to each of the previously mentioned festivals
47 and special events. Hopefully the \$50,000 which was allocated for new special events will
48 eventually be replaced by sponsorships, and at the end of the year it may be necessary for
49 Village officials to authorize some line item transfers.

50

1 If the Board does authorize creation of a Special Events Fund, Jackson is suggesting:

- 2
3 A. That \$5,000.00 be transferred from the General Fund to the Special Events Fund;
4 B. That \$33,500.00, (\$15,000 for wages and \$18,500 for Marina Fest), be
5 transferred from the Marina Fund to the Special Events Fund;
6 C. That \$9,100.00, (\$4,100 for wages and \$5,000 for events), be transferred from
7 the Ice Rink Fund to the Special Events Fund; and,
8 D. That the \$50,000 which was budgeted for special events in 2015 - \$17,500 of
9 which will cover wages, be transferred from the CIP Fund to the Special Events
10 Fund.)
11

12 Clove indicated that he believes the transfer from the Marina Fund should actually be
13 \$25,000 as the Marina Fest allocation should only be \$10,000.00.
14

15 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
16 *recommendation of the Marketing Committee and authorizes the establishment of a Special*
17 *Events Special Revenue Fund within the 2015 Village of Sister Bay Budget on the condition that*
18 *oversight of the fund shall be provided by the committees who are identified in the Special*
19 *Events By-Laws. The previously mentioned transfers shall all be made, but the \$18,500*
20 *allocation for Marina Fest shall be changed to \$10,000.00. Motion carried – All ayes.*
21

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

25 Lienau indicated that he would not be recommending any Committee appointments at this
26 meeting. Annual committee and commission appointments will be made at the May Village
27 Board meeting.
28

29 **Item No. 8. Report on County activities from the County Supervisor, Dave Lienau:**

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

- 31 • The County Board has approved the expenditure of \$2,000,000 for the construction of a
32 County Human Resources/Senior Center. A "Friends of the Human Resources/Senior
33 Center" group will be created, and that group will solicit and accept donations for the
34 construction project and related amenities.
35 • Work is ongoing on the 2016 budget for Door County.
36 • The Administrative Committee will be reviewing and considering applications which
37 have been submitted for the County Administrator position.
38 • Applications are now being accepted for the County Finance Director position.
39

40 **Item No. 10. Report from the Village Administrator on various actions:**

41 To date a tremendous amount of work has been done on the Beach Project. Overtime has now
42 been authorized, and from this point forward the project should proceed very quickly. DNR
43 officials informed Jackson and Lienau that a citation will be issued to the Village for a permit
44 violation, and a hearing will be required. The Village is contending that no violations occurred,
45 but depending on what happens at the hearing it may be necessary for the Village to apply for
46 an after-the-fact permit. Jackson and Lienau will keep the Board members advised of the status
47 of this issue.
48

49 Jackson gave the following oral report:

1 • **Street Lighting/Line Burial:**

2 Work is ongoing on the Line Burial Project. The Village was not privy to contract
3 negotiations which were done between the contractor and Wisconsin Public Service,
4 but Jackson has been informed that the contractor working on the project was not
5 required to do site restoration work such as application of black dirt and seeding.
6 Therefore, the Parks Department employees will be doing that work.

- 7
8 • Work is steadily progressing on the sledding hill, and when it is done it will be very
9 nice.

10
11 **Item No. 9. Review of the financial statements and consideration of a motion to approve the**
12 **monthly bills:**

13 Payment Approval Reports for the period April 1, 2015 through April 21, 2015 were included
14 in the meeting packets, and the Board members jointly reviewed those documents.

15
16 *A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports*
17 *which were included in the meeting packets totaling \$718,633.74 are all approved. Motion*
18 *carried – All ayes.*

19
20 *At 8:11 P.M. a brief recess was taken and the Board reconvened at 8:20 P.M.*

21
22 **Item No. 4. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
23 **§19.85(1)(g) to confer with legal counsel, who either orally or in writing will advise the**
24 **governmental body of strategy to be adopted with respect to current or likely litigation:**

25 *At 8:21 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
26 *into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel, who*
27 *either orally or in writing will advise the governmental body of strategy to be adopted with*
28 *respect to current or likely litigation. A roll call vote was taken on the motion and the Board*
29 *members voted in the following fashion:*

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

33 *Motion carried.*

34
35 **Item No. 5. Consider a motion to reconvene into Open Session:**

36 *At 8:40 P.M. a motion was made by Lienau seconded by Baker that the Board reconvene into*
37 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
38 *the following fashion:*

39
40
41 *Baker – Aye; Clove – Aye; Duffy – Aye;*
42 *Lienau – Aye; Enquist – Aye; Solomon – Aye;*
43 *Zacek – Aye.*

44 *Motion carried.*

45
46 **Item No. 6. Consider a motion to take action, if required:**

47 *A motion was made by Solomon, seconded by Duffy that the Village Board disallows the claim*
48 *of Chicago Public Schools Benefit Plan on behalf of Ryan Krikorian which is dated February 25,*
49 *2015. Motion carried – All ayes.*

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
8 (3) **Communication and Technology Committee:**

9 The Communication and Technology Committee has not met recently.

10
11 (4) **Door County Coastal Byways Commission:**

12 No action based on the minutes which were included in the meeting packets. Work is
13 ongoing on obtaining a national Scenic Byways designation.

14
15 (5) **DCEDC:**

16 No action based on the minutes which were included in the meeting packets. The
17 Industry and Entrepreneur of the Year will be announced soon.

18
19 (6) **Economic Development Committee:**

20 No action based on the minutes which were included in the meeting packets. The
21 Committee will not be meeting again until October 21, 2015.

22
23 (7) **Finance Committee:**

24 The Finance Committee has not met recently. A meeting has been scheduled to review
25 the Village's 2014 audit. As many of the Board members as possible will attend that
26 meeting, which is scheduled for 8:30 A.M. on May 1, 2015.

27
28 (8) **Fire Board and Fire District Exploratory Committee:**

29 No action based on the Fire Board Minutes which were included in the meeting packets.

30 The Fire District Exploratory Committee has not met recently.

31
32
33 (9) **Historical Society:**

34 The Historical Society Board of Directors met in April but those minutes have not been
35 completed yet.

36
37 (10) **Library Commission:**

38 No action based on the minutes which were included in the meeting packets. Gary
39 Farber will be replacing Frank Forkert as the Town representative on the Library
40 Commission.

41
42 (11) **Marina Committee and Marina Fest Committee:**

43 The Marina Committee and the Marina Fest Committee have not met recently. The
44 Marina Committee will be meeting tomorrow at 2:00 P.M.

45
46 Work is ongoing on planning for Marina Fest. A Lumberjack Show will be conducted on
47 the Sunday of Labor Day, so Marina Fest will now be a two day event. The SBAA will be
48 booking a bigger name act to perform on that evening.

49
50

1 **(12) Marketing Committee:**

2 No action based on the minutes which were included in the meeting packets. Work is
3 ongoing on the drafting of an Operating Agreement between the Village and the SBAA.
4

5 **(13) Parks:**

6 No action based on the minutes which were included in the meeting packets.
7

8 **(14) Personnel Committee:**

9 No action based on the minutes which were included in the meeting packets.
10

11 **(15) Plan Commission:**

12 The Plan Commission will not be meeting until next Thursday, April 28, 2015.
13

14 **(16) SBAA:**

15 No action based on the minutes which were included in the meeting packets. This year
16 the goat parade will be conducted in conjunction with Sip & Savor. Clove suggested that
17 goat races be conducted.
18

19 *A motion was made by Zacek, seconded by Baker that the quarterly support for the SBAA shall*
20 *be released ASAP. Motion carried – All ayes.*
21

22 **(17) Teen Center:**

23 The Teen Center Board has not met recently.
24

25 **(18) Tourism Zone Commission:**

26 No action based on the minutes which were included in the meeting packets.
27

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

29 The April 14, 2015 meeting of the Utilities Committee was not conducted as there was
30 not a quorum present.
31

32 No action based on the minutes which were included in the meeting packets.
33

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

35 The Administration/Compensation Oversight Committee has not met recently.
36

37 **(21) Waterfront Oversight**

38 The Waterfront Oversight Committee has not met recently.
39

40 **11. Discussion regarding matters to be placed on a future agenda or referred to a committee,**
41 **official or employee:**

42 It was the consensus that the following item shall be added to the agenda for the May Village
43 Board Meeting:

- 44 • Consider a motion to approve President Lienau's recommendations regarding
45 committee and commission appointments.
46

47 It was also the consensus that the following item shall be addressed at a future Village Board
48 Meeting:
49

- Discussion regarding the proposed Special Event By-Laws; and consider a motion for action if necessary.

Adjournment:

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

Respectfully submitted,



Janal Suppanz,
Assistant Administrator