

1 to conduct the Board of Review until after that date. The Village Clerk is recommending that
2 the Board of Review for 2015 be scheduled for Tuesday, June 16, 2015 from 6:00 P.M. to 8:00
3 P.M. as a Court Reporter is available on that date.

4
5 *At 6:10 P.M. Lienau called the Board of Review for the Village of Sister Bay to order.*

6
7 *At 6:12 P.M. a motion was made by Duffy, seconded by Zacek, that the Board of Review for*
8 *the Village of Sister Bay shall be adjourned until Tuesday, June 16, 2015 from 6:00 P.M. to 8:00*
9 *P.M. That proceeding shall take place at the Sister Bay-Liberty Grove Fire Station located at*
10 *2258 Mill Road.*

11
12 **Item No. 4. Consider a motion to accept the recommendation of the Finance Committee to**
13 **accept the 2014 Audit Report:**

14 On May 1, 2015 the Village's Auditors, Mike Konecny and Amber Drewieske appeared before
15 the members of the Finance Committee and jointly reviewed the 2014 Management Letter and
16 Annual Financial Report with them. Clove and Enquist attended that meeting and also heard
17 Konecny and Drewieske's presentation. Basically the Village had a good year budget-wise, and
18 the auditors did not identify any significant difficulties or deficiencies with the financial records
19 for 2014. During the audit process the auditors reviewed the procedures and controls for
20 Marina collections and refunds. They did find that in some instances discounted seasonal slip
21 rental fees were applied, and are recommending that specific fee reduction guidelines be
22 established for the Marina ASAP. A copy of the Management Letter and the Annual Financial
23 Report for 2014 were included in the meeting packets. Jackson noted that in the future Village
24 officials will need to keep a close watch on outstanding debt as well as available capacity for
25 new debt. An expense line item will also have to be added to the Marina budget which
26 addresses the non-cash item of "discounts". The Finance Committee has recommended that the
27 2014 Management Letter and Annual Financial Report be accepted as presented.

28
29 *A motion was made by Lienau, seconded by Baker that the Village Board accepts the*
30 *recommendation of the Finance Committee and accepts the 2014 Management Letter and*
31 *Annual Financial Report for the Village of Sister Bay which were prepared by Certified Public*
32 *Accountants from Schenck, SC. Motion carried – All ayes.*

33
34 *The Board members thanked Neuman for all the work she did on the audit.*

35
36 **Item No. 5. Discussion regarding a recommendation from the Finance Committee and**
37 **consider a motion to approve Resolution No. 311, which designates public depositories and**
38 **signers:**

39 A draft of Resolution No. 311, which designates public depositories and authorized signers for
40 Village financial records, was included in the meeting packets and the Board members jointly
41 reviewed that document. Since Neuman will be retiring, this is an ongoing management issue,
42 and position titles rather than employee names have been included. The Finance Committee
43 has recommended that Resolution No. 311 be approved.

44
45 *A motion was made by Duffy, seconded by Solomon that the Village Board accepts the*
46 *recommendation of the Finance Committee and approves Resolution No. 311, which*
47 *designates public depositories and signers for the Village of Sister Bay, as presented. Motion*
48 *carried – All ayes.*

1 **Item No. 11. Report on County activities from the County Supervisor, Dave Lienau:**

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

- 3 • The County Department Heads are now working on drafting their budget requests for
4 2015.
- 5 • The County has committed \$2,000,000 for the construction of a County Human
6 Resources/Senior Center. A "Friends of the Human Resources/Senior Center" group has
7 been charged with raising matching funds.
- 8 • A study regarding long term planning for emergency services throughout Door County
9 is currently being conducted.
- 10 • A new County Finance Director has been selected. During the second round of
11 candidate solicitations Mark Janiak, who is the Assistant Finance Director, did submit an
12 application, and subject to formal confirmation by the County Board he should be
13 appointed soon.
- 14 • The slate of candidates for the County Administrator position has been reduced to three.
15 The names of the remaining candidates should be published soon.

16
17 **Item No. 12. Review of the financial statements and consideration of a motion to approve the**
18 **monthly bills:**

19 Payment Approval Reports for the period April 22, 2015 through May 19, 2015 were included
20 in the meeting packets, and the Board members jointly reviewed those documents.

21
22 *A motion was made by Solomon, seconded by Clove that the monthly bills depicted on the*
23 *reports which were included in the meeting packets totaling \$474,795.35 are all approved.*
24 *Motion carried – All ayes.*

25
26 **Item No. 10. Consider a motion to confirm and appoint President Lienau's nomination of**
27 **qualified citizens to fill vacancies on Committees, Commissions and Boards in the Village:**

28 Lienau is recommending that none of the Commission, Committee and Board appointments for
29 2014 be changed.

30
31 *A motion was made by Baker, seconded by Clove that the Village Board accepts President*
32 *Lienau's recommendation that none of the Commission, Committee and Board appointments*
33 *for 2014 be changed, and, therefore all of those appointments will remain in effect throughout*
34 *2015. Motion carried – All ayes.*

35
36 **Committee Reports:**

37 **(1) Administrative Committee:**

38 The Administrative Committee has not met recently.

39
40 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

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

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

44 The Communication and Technology Committee has not met recently.

45
46 **(4) Door County Coastal Byways Commission:**

47 The Coastal Byways Commission met on May 7, 2015. The next meeting of the
48 Commission has been scheduled for June 18, 2015 at 8:30 A.M. in Baileys Harbor.

49

- 1 (5) **DCEDC:**
2 The DCEDC met on May 11, 2015 at the home which was built by the high school
3 students. That home is very nice.
4
- 5 (6) **Economic Development Committee:**
6 The Economic Development Committee has not met recently.
7
- 8 (7) **Finance Committee:**
9 No action based on the minutes which were included in the meeting packets.
10
- 11 (8) **Fire Board and Fire District Exploratory Committee:**
12 The Fire Board has not met recently.
13 The Fire District Exploratory Committee also has not met recently.
14
- 15 (9) **Historical Society:**
16 The Historical Society Board of Directors met on May 7, 2015 but those minutes have not
17 been completed yet. Work is ongoing on opening The Corner of the Past for the season.
18
- 19 (10) **Library Commission:**
20 No action based on the minutes which were included in the meeting packets. The Library
21 Audit report for 2015 was approved.
22
- 23 (11) **Marina Committee and Marina Fest Committee:**
24 No action based on the minutes which were included in the meeting packets.
25
26 Nicole Krauel will now be serving as the full-time Manager of the Sister Bay Marina. She
27 will no longer be working for the Village of Egg Harbor.
28
29 Work is ongoing on planning for Marina Fest. A Lumberjack Show will be conducted on
30 the Sunday of Labor Day, so Marina Fest will now be a two day event.
31
- 32 (12) **Marketing Committee:**
33 The Marketing Committee has not met recently.
34
35 Initially it appeared that the Operating Agreement between the SBAA and the Village was
36 well received, but at the last SBAA Meeting some of the SBAA Board members voiced
37 concerns about some of the provisions of that agreement and voted against approving it.
38 Solomon intends to schedule a meeting with the SBAA Board members in the near future
39 in an attempt to resolve this issue to everyone's satisfaction.
40
- 41 (13) **Parks:**
42 No action based on the minutes which were included in the meeting packets. It is
43 possible that staff members may recommend that temporary event fencing be considered
44 as that will be more aesthetically pleasing.
45
- 46 (14) **Personnel Committee:**
47 The Personnel Committee has not met recently.
48
- 49 (15) **Plan Commission:**
50 No action based on the minutes which were included in the meeting packets.

1 **(16) SBAA:**

2 No action based on the minutes which were included in the meeting packets. There was
3 a considerable amount of discussion regarding the use of tokens at festivals and special
4 events, and some local business owners expressed concerns that a number of logistical
5 issues will arise with such a procedure. They also expressed concerns about non-profit
6 organizations having to provide a percentage of their sales to festival organizers.
7

8 **(17) Teen Center:**

9 The Teen Center Board has not met recently.
10

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

12 The Tourism Zone Commission will be meeting on Thursday.
13

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

15 Since there was not a quorum the May 5, 2015 meeting of the Wastewater Treatment
16 Plant Utility Committee was cancelled.
17

18 No action based on the Water, Sewer Collection, and Storm Sewer Committee Minutes
19 which were included in the meeting packets. The building of a new water tower has been
20 delayed as the determination has been made that further study should be done regarding
21 this issue. This may result in the refund of impact fees which have already been
22 collected.
23

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

25 The Administration/Compensation Oversight Committee has not met recently.
26

27 **(21) Waterfront Oversight**

28 The Waterfront Oversight Committee has not met recently.
29

30 *At 6:40 P.M. a brief recess was taken and the Board reconvened at 6:52 P.M.*
31

32 **Item No. 2. Discuss the recommendation from the Plan Commission to re-combine and divide**
33 **the parcels at 2362 Mill Road and 10685 N. Bay Shore Drive; and consider a motion to pass**
34 **and adopt Resolution No. 312, which approves an applicable CSM:**

35 DNR Stewardship and Federal Recreational Trails grants totaling \$489,235 and \$45,000
36 respectively have been awarded for the Beach Expansion Project. These awards require the
37 Village to place restrictive language on the deed for the parcel on which the beach is located.
38 Since the property which is commonly referred to as "The Old Helm's lot" was purchased with
39 Stewardship funds, the restrictive language already existed on the Deed for that lot. The new
40 beach straddles two lots, one of which may become commercial in nature in the future. It,
41 therefore, becomes a prudent measure to protect the Village's future financial interests by
42 mitigating a subsequent 6(f) conversion of the parkland and associated loss of potential
43 revenue. Resolution No. 312 approves a CSM re-combining and dividing the parcels at 2362
44 Mill Road and 10685 N. Bay Shore Drive. The CSM minimizes the impacts of the restrictive
45 language to a likely future commercial site, thereby maximizing flexibility for future
46 development, but still balancing the need to protect the waterfront. The Plan Commission has
47 recommended that Resolution No. 312 be approved.
48

49 *A motion was made by Solomon, seconded by Clove that the Village Board accepts the*
50 *recommendation of the Plan Commission and passes and adopts Resolution No. 312, which*

1 *approves the CSM re-combining and dividing the parcels at 2362 Mill Road and 10685 N. Bay*
2 *Shore Drive. Motion carried – All ayes.*

3
4 **Item No. 3. Discuss the recommendation from the Plan Commission to re-combine and divide**
5 **the parcels at 10660 N. Bay Shore Drive and 10654 N. Bay Shore Drive; and consider a**
6 **motion to pass and adopt Resolution No. 313, which conditionally approves an applicable**
7 **CSM:**

8 The Bay Shore Drive Reconstruction Project necessitated the replacement of grant impaired
9 properties along the Waterfront Park area with like-use properties elsewhere in the Village. This
10 is typically referred to as 6(f) conversion. The Board and appropriate committees have already
11 approved the 6(f) conversion of the Village’s Mill Road lot and the Braun lots, which will be
12 purchased by the Village. Those lots have been assigned addresses of 10660 N. Bay Shore
13 Drive and 10654 N. Bay Shore Drive. The Plan Commission has recommended that Resolution
14 No. 313, which approves a CSM recombining and dividing the parcels at 10660 N. Bay Shore
15 Drive and 10654 N. Bay Shore Drive, be approved. The CSM officially recognizes the land area
16 on which a parking lot will need to be constructed in the future.

17
18 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
19 *recommendation of the Plan Commission and passes and adopts Resolution No. 313,*
20 *approving a CSM re-combining and dividing the parcels at 10660 N. Bay Shore Drive and*
21 *10654 N. Bay Shore Drive on the condition that the CSM cannot be executed and recorded in*
22 *the Office of the Register of Deeds for Door County until the Village has actually purchased that*
23 *property. Motion carried – All ayes.*

24
25 **Item No. 13. Report from the Village Administrator on various actions:**

26 • **As to Street Lighting/Line Burial:**

27 Work is ongoing on the Street Lighting/Line Burial Project. Charter representatives hope to
28 complete their work soon and there are a few new electrical connections which still have
29 to be made. There may be a slight delay in removal of some of the overhead lines. There
30 is also some site restoration work which needs to be completed. Quite a bit of retro-fitting
31 had to occur at one local business, and, therefore, the bill for the required work at that
32 establishment came in over budget.

33
34 • **Issuance of Zoning Permits:**

35 Jackson has issued Zoning Permits to the owners of Klau’s Kitchen and CHOP. Neither
36 of those projects required Plan Commission review and approval.

37
38 • **As to the Beach Reconstruction Project:**

39 Work on the Beach Reconstruction Project is substantially complete. The large stones
40 have been placed in Waterfront Park as a temporary measure. DNR officials have issued
41 citations for four alleged violations with respect to the work which was done on the
42 Beach Project, and the Village has been named as a party to those actions. It does appear
43 that an “after-the-fact” permit will be issued. Hopefully all landscaping and site
44 restoration work will be completed by mid-June. Mike Kahr is making a concerted effort
45 to see that a portion of the beach is open by Memorial Day weekend.

46
47 **Item No. 6. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
48 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
49 **public funds, or conduct other specified public business, whenever competitive or bargaining**

reasons require a closed session, and §19.85(1)(c) to discuss personnel and employee benefits:

At 7:07 P.M. a motion was made by Lienau, seconded by Solomon to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session, and §19.85(1)(c) to discuss personnel and employee benefits. A roll call vote was taken on the motion and the Board members voted in the following fashion:

Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye;
Lienau – Aye; Solomon – Aye; Zacek – Aye.

Motion carried.

Item No. 7. Consider a motion to reconvene into open session:

At 7:25 P.M. a motion was made by Lienau, seconded by Zacek to reconvene into open session. Another roll call vote was taken and the Board members again voted in the following fashion:

Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye;
Lienau – Aye; Solomon – Aye; Zacek – Aye.

Motion carried.

Item No. 8. Consider a motion to take action, if required:

A motion was made by Duffy, seconded by Baker that Village staff members shall take the actions which were discussed in closed session at this meeting. Motion carried – All ayes.

A motion was made by Clove, seconded by Duffy that approximately \$120,000 shall be appropriated for estimated cost increases with respect to the Bay Shore Drive Reconstruction Project. Motion carried – All ayes.

Item No. 9. Consider a motion to adopt Resolution No. 314 authorizing the sale of the Old Ball Field Property:

The Village has committed to sell approximately five acres of land located at the intersection of Jungwirth Court and N. Highland Road, (which is commonly referred to as “The Old Ball Field Property” and is depicted on a CSM submitted by Brian Peot), to Premier Real Estate Management, LLC. A draft of a Resolution authorizing the sale of the property was included in the meeting packets.

A motion was made by Clove, seconded by Baker that the Village Board passes and adopts Resolution No. 314, which authorizes the sale of approximately 5 acres of land located at the intersection of Jungwirth Court and N. Highland Road, (which is commonly referred to as “The Old Ball Field Property” and is depicted on a CSM submitted by Brian Peot), to Premier Real Estate Management, LLC. In accord with the terms of that Resolution the Village President and Village Clerk shall execute all applicable conveyance documents. Motion carried – All ayes.

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

It was the consensus that the following issue shall be addressed at a future Village Board Meeting:

- **Discussion regarding Special Event By-Laws and consider a motion for action, if necessary.**

1 **Adjournment:**

2 *A motion was made by Baker, seconded by Zacek to adjourn the meeting of the Board of*
3 *Trustees at 8:29 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator