

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2 **TUESDAY, APRIL 19, 2016**  
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4  
5

6 The April 19, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order by  
7 Village President Dave Lienau at 6:24 P.M.  
8

9 **Present:** President Lienau and Trustees Pat Duffy, Scott Baker, Kathy Enquist, Nate Bell, John  
10 Clove and Denise Bhirdo.  
11

12 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass and Assistant  
13 Administrator Janal Suppanz.  
14

15 **Others:** Pat Judy, Marge Grutzmacher, Ron Kane, Rob Zoschke, Mike Schell, Tom Brown, Gary  
16 Guterman, Steve and Sally Jacobson, Jody and Patsy Wuollette, and four other individuals.  
17

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

19 *A motion was made by Duffy, seconded by Baker that the Agenda for the April 19, 2016*  
20 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*  
21 *– All ayes.*  
22

23 *Bhirdo noted that an error had been made on Page 3 – Line 7 of the April 12, 2016 meeting*  
24 *minutes – Michael “Johnson” should be Michael “Daubner”.*  
25

26 *A motion was made by Clove, seconded by Baker that the minutes for the April 12, 2016*  
27 *meeting of the Village Board be approved as corrected. Motion carried with Bhirdo abstaining.*  
28

29 **Comments and correspondence:**

30 Lienau asked if anyone wished to comment regarding a non-agenda item. When no one  
31 responded he pointed out the fact that documentation regarding the Door County Climate  
32 Change Forum had been included in the meeting packets.  
33

34 **Item No. 1. Discussion regarding Resolution No. 328, which thanks and recognizes Steve**  
35 **Jacobson for 37 years of service to the Village; Consider a motion for action:**

36 Steve Jacobson will be retiring at the end of the month after being employed as the Utilities  
37 Superintendent for 37 years. A draft of Resolution No. 328, which thanks and recognizes  
38 Jacobson for his service was included in the meeting packets, and the Board members jointly  
39 reviewed that document.  
40

41 *A motion was made by Lienau, seconded by Baker that the Village Board passes and adopts*  
42 *Resolution No. 328, which thanks and recognizes Steve Jacobson for 37 years of service to the*  
43 *Village of Sister Bay. Motion carried – All ayes.*  
44

45 Lienau asked Jacobson to step forward and read the previously mentioned Resolution as well as  
46 a very long list of Jacobson’s accomplishments aloud. He then presented a plaque to Jacobson  
47 on behalf of the entire Board, and Jacobson was given a round of applause.  
48  
49

1 Jacobson thanked the Board members for the recognition. He also stated that much of what he  
2 accomplished over the years was a group effort by staff members and Board members as well as  
3 his family members. In conclusion he stated, “It’s been a fun ride.”

4  
5 **Item No. 9. Discussion on approval of the transfer of a 300 Seat, Reserve Class “B” Liquor**  
6 **License from Gary Guterman to “Lure”/Jody Wuolette; Consider appropriate motions for**  
7 **action if appropriate:**

8 The Mission Grille, which is located at 10627 N. Bay Shore Drive is going to be sold and will  
9 be leased to Jody Wuolette. Wuolette intends to open a new seafood restaurant at 10627 N.  
10 Bay Shore Drive and will be calling that restaurant “Lure”. At the time of closing Gary  
11 Guterman will surrender the current 300 Seat, Reserve Class “B” Liquor License to Wuolette,  
12 who has requested that he be granted a two month pro-rated 300 Seat Reserve Class “B” Liquor  
13 License for “Lure”. Wuolette has submitted the proper documentation and paid all applicable  
14 fees, and the Village Clerk has recommended that the pro-rated license be issued.

15  
16 *A motion was made by Clove, seconded by Baker that the Village Board approves of the*  
17 *issuance of a two month pro-rated 300 Seat Reserve Class “ B” Liquor License to Jody Wuolette*  
18 *for “Lure”, which business will be located at 10627 N. Bay Shore Drive. The issuance of*  
19 *Wuolette’s license is contingent upon him presenting a signed copy of the Lease for the*  
20 *property to the Village Clerk. Motion carried – All ayes.*

21  
22 **Item No. 2. Discussion regarding a three year, Annual Operations Agreement between the**  
23 **SBAA and the Village; Consider appropriate motions for action:**

24 A draft of a three year Annual Operations Agreement between the Village and the SBAA was  
25 included in the meeting packets and the Board members jointly reviewed that document. That  
26 agreement is designed to provide a stable financial commitment to the SBAA so that the  
27 members of the SBAA Board of Directors can develop long range, multi-year plans for growth  
28 and expansion of events and activities in the Village.

29  
30 *A motion was made by Duffy, seconded by Clove that the Village Board approves of the three*  
31 *year Annual Operations Agreement between the Village and the SBAA which was reviewed at*  
32 *this meeting, as presented. Motion carried – All ayes.*

33  
34 **Item No. 3. Discussion on a recommendation from the Parks Committee to contract graphic**  
35 **design services and printing of banners for the new light pole arms to the SBAA; Consider an**  
36 **appropriate motion for action:**

37 The Parks Committee has recommended that the Village contract graphic design services and  
38 printing of banners for the new light pole arms to the SBAA. In order to keep the message  
39 “fresh” Jackson believes it would make sense to create one set of banners which states, “Unplug  
40 & Play In Sister Bay”, and two different sets of banners which pertain to recurring special  
41 events. Given the expense related to creation of the banners the Parks Committee has suggested  
42 that the banners be staggered on every third pole and that an applicable display schedule be  
43 established. Based upon Jackson’s research the estimated cost of the banners will be  
44 approximately \$7,650.00.

45  
46 *A motion was made by Bhirdo, seconded by Baker that the Village Board delegates the design,*  
47 *production and creation of a display schedule for re-useable banners for the new light pole*  
48 *arms to the SBAA. The cost of the banners shall not exceed \$7, 650.00. Motion carried – All*  
49 *ayes.*

1 **Item No. 6. Discussion and consideration of a recommendation from the Parks Committee to**  
2 **approve an engineering agreement with Robert E. Lee & Associates for work on creation of a**  
3 **public parking lot on the Braun property; Consider appropriate motions for action:**

4 As a condition of the (6)(f) Stewardship conversion that the Village accepted in order to  
5 purchase the Braun property it is compelled to create a public parking lot on that property by  
6 the end of 2018. A Parking Lot Engineering/Surveying Services Proposal which was received  
7 from Robert E. Lee & Associates was included in the meeting packets, and the Parks Committee  
8 has recommended that it be accepted.

9  
10 Enquist and Clove voiced displeasure with the fact that the proposal only includes one meeting,  
11 and Duffy indicated that in order to ensure that the best possible pricing was obtained he  
12 believes proposals should have been solicited from at least two other engineering firms.

13  
14 *A motion was made by Duffy that any time the cost of consulting services for Village projects is*  
15 *expected to exceed \$10,000.00, at least three proposals for the requested services shall be*  
16 *solicited and presented to the appropriate Committee and/or the Board for consideration.*  
17 *Motion failed due to the lack of a second.*

18  
19 *It was eventually the consensus that amendment of the Village’s proposal solicitation policy*  
20 *shall be addressed at a future Board meeting.*

21  
22 *A motion was made by Clove, seconded by Bhirdo that the Village Board concurs with the*  
23 *Parks Committee and accepts the Parking Lot Engineering/Surveying Services Proposal which*  
24 *was received from Robert E. Lee & Associates as presented. In accord with that proposal,*  
25 *\$18,850.00 shall be withdrawn from the Public Parking Lot CIP. Motion carried with Duffy*  
26 *opposed.*

27  
28 **Item No. 5. Discussion and consideration of a recommendation from the Plan Commission to**  
29 **approve a subdivision plat and PUD Agreement for the Braun property; Consider appropriate**  
30 **motions for action:**

31 After many months of work by the Plan Commission and the Economic Development  
32 Committee a draft of a Subdivision Plat for the property located at 10660 N. Bay Shore Drive,  
33 which is commonly referred to as “the Braun property” was created, and the Plan Commission  
34 has recommended that it be approved. A copy of that document was included in the meeting  
35 packets. In accord with the Village Attorney’s directives, if the preliminary plat is approved a  
36 condominium association will not be created, and, instead, the property within the proposed  
37 development will be titled on a “Tenant In Common” basis. During the review process Bell  
38 pointed out that there is nothing which dictates that a hotel must be constructed on the Braun  
39 property. Other types of uses will also be considered.

40  
41 *A motion was made by Duffy, seconded by Bell that the Village Board approves the Final Plat*  
42 *for the Braun property, which is located at 10660 N. Bay Shore Drive, as presented. Motion*  
43 *carried – All ayes.*

44  
45 **Item No. 7. Discussion and consideration of a recommendation from the Utilities Committee**  
46 **on the award of a contract for public construction to the apparent low bidder, August Winter**  
47 **& Sons of Appleton, WI, in the amount of \$185,600.00, and an additional 5% contingency of**  
48 **\$9,280.00 for work on the Pre-treatment Facility at the Sister Bay Wastewater Treatment**  
49 **Plant; Consider appropriate motions for action:**

50 The Wastewater Treatment Plant is approaching thirty years of age, and as part of ongoing

1 maintenance and capital improvement planning the determination has been made that the grit  
2 removal and dewatering equipment in the Pre-Treatment Facility has reached a point of  
3 unserviceability. The determination has also been made that the concrete channeling, piping  
4 and electrical system also needs to be replaced at the Pre-Treatment Facility. Bids were let for  
5 the previously mentioned repairs/upgrades, and August Winters & Sons of Appleton, WI was  
6 the apparent low bidder. Engineers from Robert E. Lee & Associates have reviewed the bids and  
7 are recommending that a contract be awarded to August Winters & Sons in the amount of  
8 \$185,600.00. The Utilities Committee concurred.

9  
10 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*  
11 *recommendation of the Utilities Committee and awards a contract for work on the Pre-*  
12 *Treatment Facility at the Wastewater Treatment Plant to August Winters & Sons of Appleton, WI*  
13 *in the amount of \$185,600.00 + contingency. Motion carried – All ayes.*

14  
15 **Item No. 8. Discussion on formation of TIF #2 and associated development plans in the**  
16 **uptown area, and negotiation of a contract with Bob Kufirin for that work; Consider a motion**  
17 **for action if appropriate:**

18 *Lienau noted that more research would have to be done regarding this issue, and it was the*  
19 *consensus that this agenda item should be tabled until a future Board meeting.*

20  
21 **Item No. 10. Discussion on Resolution No. 327, which voices opposition to the UW-Extension**  
22 **Reorganization Plan; Consider appropriate motions for action if appropriate:**

23 A letter which was received from Susan Kohout concerning the Door County Board of  
24 Supervisors' opposition to the reorganization plan for the UW-Extension as well as a draft of  
25 Resolution No. 327, which voices the Village's opposition to that plan, was included in the  
26 meeting packets, and the Board members jointly reviewed that documentation.

27  
28 *A motion was made by Bhirido, seconded by Baker that the Village Board passes and adopts*  
29 *Resolution No. 327, which declares its opposition to the UW-Cooperative Extension*  
30 *Reorganization Plan approved by Chancellor Sandeen on February 10, 2016, and encourages*  
31 *the UW-Extension to engage rural communities in a new and meaningful process to develop a*  
32 *more workable Reorganization Plan, as presented. Motion carried – All ayes.*

33  
34 **Item No. 11. Discussion regarding amendment of the Sister Bay Board of Trustees By-Laws**  
35 **and the Sister Bay Committee and Commission Bay-Laws; Consider appropriate motions for**  
36 **action if necessary:**

37 Drafts of revised Board and Committee/Commission By-Law revisions were included in the  
38 meeting packets. Normally Board and Commission/Committee By-Law revisions are addressed  
39 in May when annual Committee appointments are made, but Lienau requested that the Board  
40 members review the drafts which were included in the meeting packets now and think about  
41 any other potential revisions which could be made. There have been a few instances where  
42 State regulation amendments will affect the current By-Laws, and they will have to be taken  
43 into consideration. It is also difficult to establish a quorum of Commission/Committee members  
44 from time to time, and that can be problematic. Door County addresses this issue by making  
45 the County Board Chair an "alternate" on all committees. If the County Board Chair is not able  
46 to attend a meeting he/she may appoint someone to attend in his/her stead. As an "alternate"  
47 the County Board Chair does not have voting authority, except in instances where quorum  
48 issues arise. The Administrative Committee has had an opportunity to observe how well the  
49 County's procedures work, and has recommended that the Village's By-Laws be amended  
50 accordingly.

1 **Item No. 15. Discussion on a recommendation from the Parks Committee to approve a**  
2 **Concessionaire’s Agreement with Bay Shore Outdoor; Consider a motion for action if**  
3 **appropriate:**

4 The Parks Committee has recommended that a Concessionaire’s Agreement be entered into  
5 with Bay Shore Outdoor through September 30, 2021. A draft of that document was included  
6 in the meeting packets, and the Board members jointly reviewed it.

7  
8 *A motion was made by Bhirido, seconded by Bell that the Sister Bay Beach Concession*  
9 *Agreement between the Village of Sister Bay and Bay Shore Outdoor Store, Inc. which was*  
10 *reviewed at this meeting is approved as presented. Motion carried – All ayes.*

11  
12 **Item No. 16. Discussion on a recommendation from staff to purchase accounting software**  
13 **upgrades and switch from Caselle “Classic” to “Clarity”; Consider relevant motion for action**  
14 **if appropriate:**

15 Civic Systems currently provides the Village with Caselle “Classic” accounting software. Civic  
16 Systems expects to retire “Classic” in the near future, and will be offering an enhanced product  
17 called “Clarity”. The “Clarity” modules are similar to those utilized in “Classic”, but “Clarity”  
18 comes with increased functionality. Staff is recommending that “Clarity” be obtained. There  
19 are additional modules which can be purchased which work with “Clarity”, including an on-  
20 line bill pay interface. In addition to this module, the Utility would need to contract with a bill  
21 payment company. Civic Systems recommends “Xpress Bill Pay”, which is very user friendly  
22 and comes at a reasonable cost. If “Xpress Bill Pay” were to be utilized Utility customers would  
23 be able to pay their bills by credit card, direct withdrawal, or through their bank’s bill payment  
24 system. Copies of proposals for all the recommended software were included in the meeting  
25 packets, and the Board members jointly reviewed all of that documentation.

26  
27 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the proposals*  
28 *which were submitted by Civic Systems and “Xpress Bill Pay”, and authorizes capital outlay in*  
29 *the amount of \$52,965.00 for the purchase of “Clarity” and on-line bill payment software. The*  
30 *following allocations shall be made for that purchase: General Fund: \$16,567.00; Marina:*  
31 *\$8,953.00; and Utility: \$27,445.00. Motion carried – All ayes.*

32  
33 **Item No. 17. Consider a motion to discuss and confirm President Lienau’s appointments:**

34 Andy Hallett recently resigned from the Marina Committee, and, therefore, Lienau is  
35 recommending that Dwight Anderson be appointed as a regular member of the Marina  
36 Committee.

37  
38 *A motion was made by Duffy, seconded by Clove that Dwight Anderson be appointed as a*  
39 *regular member of the Marina Committee. Motion carried – All ayes.*

40  
41 **Item No. 18. Report on County activities from the County Supervisor, Dave Lienau:**

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

- 43 • He was elected County Board Chair today.

44  
45 **Item No. 19. Review of the financial statements and consideration of a motion to approve the**  
46 **monthly bills:**

47 Payment Approval Reports for the period March 16, 2016 through April 18, 2016 were  
48 included in the meeting packets, and the Board members jointly reviewed those documents.

1 A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the  
2 reports which were included in the meeting packets totaling \$871,430.98 are all approved.  
3 Motion carried – All ayes.

4  
5 **Item No. 20. Report by the Village Administrator on Village activities and projects:**

6 Jackson presented an artist's rendering of proposed signage for the Braun property, and the  
7 Board members jointly reviewed it. During the review process a few revisions were suggested  
8 and Jackson took note of them. It was the consensus that the amended signage shall be created  
9 and erected ASAP.

10  
11 Jackson also gave the following oral report:

- 12 • Unfortunately Country Walk Drive will not be open this weekend. The Board members  
13 requested that some type of directional/informational signage be erected so that  
14 motorists are aware that stores in that area are still open.
- 15  
16 • Quotes have been requested for the electric pedestal work in Waterfront Park. It was  
17 the consensus that as long as the cost of the pedestal work is under \$15,000.00 work  
18 shall proceed on that project ASAP.

19  
20 **Committee Reports:**

21 **(1) Administrative Committee:**

22 The Administrative Committee met and made the previously mentioned  
23 recommendations regarding the By-Law amendments.

24  
25 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

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

27  
28 **(3) Communication and Technology Committee:**

29 The Communication and Technology Committee has not met recently.

30  
31 **(4) Door County Coastal Byways Commission:**

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

33  
34 **(5) DCEDC:**

35 The DCEDC Annual Meeting was conducted on April 7<sup>th</sup>. The owners of the Peninsula  
36 Pulse were named Entrepreneurs of the Year, and Bell was given special recognition for  
37 all the work he did at the Pulse.

38  
39 **(6) Economic Development Committee:**

40 The Economic Development Committee has not met recently.

41  
42 **(7) Finance Committee:**

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

44  
45 **(8) Fire Board and Fire District Exploratory Committee:**

46 The Fire Board has not met recently.

47  
48 The Fire District Exploratory Committee has not met recently.

- 1     **(9) Historical Society:**  
2     No action based on the minutes which were included in the meeting packets. The Corner  
3     of the Past will be opening on May 27, 2016. The Spring Annual Meeting will be  
4     conducted on May 12, 2016.  
5
- 6     **(10) Library Commission:**  
7     Betty Curzon, the Head Librarian, will be retiring soon. Betty’s retirement party will be  
8     conducted on Thursday.  
9
- 10    **(11) Marina Committee and Marina Fest Committee:**  
11    No action based on the Marina Committee Meeting Minutes which were included in the  
12    meeting packets.  
13  
14    The Marina Fest Committee will be meeting at 5:30 P.M. on April 27, 2016.  
15
- 16    **(12) Parks:**  
17    No action based on the minutes which were included in the meeting packets.  
18
- 19    **(13) Personnel Committee:**  
20    No action based on the minutes for the joint meeting of the Personnel Committee and the  
21    Finance Committee which were included in the meeting packets.  
22
- 23    **(14) Plan Commission:**  
24    No action based on the minutes which were included in the meeting packets.  
25
- 26    **(15) SBAA:**  
27    No action based on the minutes which were included in the meeting packets. A Profit &  
28    Loss Statement for the first quarter of 2016 was included in the meeting packets, and the  
29    Board members jointly reviewed that document. Clove requested that in the future prior  
30    year-to-date data also be included on the SBAA’s quarterly financial reports.  
31  
32    *There is a provision in the Operating Agreement between the Village and the SBAA*  
33    *which states that the SBAA Board of Directors must see that an annual report is*  
34    *presented to the members of the Village Board. Paige Funkhouser, the former SBAA*  
35    *Coordinator, typically presented that report in February or March, but she has resigned.*  
36    *The Board members indicated that they understand that the new Coordinator probably*  
37    *will not be in a position to make such a presentation before “the season” commences,*  
38    *and, therefore, the annual report requirement for this year will be waived.*  
39  
40    *A motion was made by Clove, seconded by Baker that the quarterly support for the SBAA shall*  
41    *be released ASAP. Motion carried – All ayes.*  
42
- 43    **(16) Teen Center:**  
44    No action based on the minutes which were included in the meeting packets. Work is  
45    ongoing on getting the Teen Center open.  
46
- 47    **(17) Tourism Zone Commission:**  
48    No action based on the minutes which were included in the meeting packets.  
49  
50

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

2 No action based on the minutes which were included in the meeting packets. Dave  
3 Alberts has started and is “doing great”.

4  
5 **(19) Administration/Compensation Oversight:**

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

7  
8 **(20) Waterfront Oversight**

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

10  
11 **Item No. 12. Consider a motion to convene into executive session pursuant to Wis. Stats.,**  
12 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**  
13 **public funds, or conduct other specified public business, whenever competitive or bargaining**  
14 **reasons require a closed session, and §19.85(1)(g) to confer with legal counsel who, either**  
15 **orally or in writing will advise the governmental body on strategy to be adopted with respect**  
16 **to current or likely litigation:**

17 *At 8:45 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board*  
18 *convene into executive session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate*  
19 *the purchase of public properties, the investment of public funds, or conduct other specified*  
20 *public business, whenever competitive or bargaining reasons require a closed session, and*  
21 *§19.85(1)(g) to confer with legal counsel, who, either orally or in writing will advise the*  
22 *governmental body on strategy to be adopted with respect to current or likely litigation. A roll*  
23 *call vote was taken on that motion and the Board members voted in the following fashion:*

24  
25 *Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

26  
27 *Motion carried.*

28  
29 **Item No. 13 – Consider a motion reconvene into open session:**

30 *At 9:16 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board*  
31 *reconvene into open session. Another roll call vote was taken, and the Board members voted in*  
32 *the following fashion:*

33 *Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

34  
35 *Motion carried.*

36  
37 **Item No. 14. Consider a motion to take action if required:**

38 No formal action was taken.

39  
40 **Item No. 4. Presentation on goal setting, CIP priorities and policy objectives; Open discussion**  
41 **on setting goals and objectives; Consider a motion for action if appropriate:**

42 Following the last work session, the Board determined that its goal setting process would steer  
43 them down two parallel paths which would functionally address creation of priorities and  
44 allocation of resources. The related documents, a Capital Improvement Plan and a Strategic  
45 Work Plan, will serve as references for staff and the Board when taking action over the next  
46 several years. Jackson requested that the Board members rank each of the items on the  
47 previously mentioned forms and return them to him by Friday.

1 **Item No. 21. Discussion regarding matters to be placed on a future agenda or referred to a**  
2 **committee, official or employee:**

3 It was the consensus that the following issues shall be addressed at a future Board meeting:

- 4 **Discussion regarding solicitation of consultant proposals**  
5 **Discussion regarding Board and Committee By-Law Revisions**  
6

7 **Adjournment:**

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

10

11 Respectfully submitted,



12

13 Janal Suppanz,

14 Assistant Administrator