

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING-STRATEGIC**
2 **PLANNING SESSION MINUTES**
3 **TUESDAY, AUGUST 9, 2016**
4 **WEST CONFERENCE ROOM - BIRCHWOOD LODGE**
5

6 The August 9, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 6:01 P.M.

8
9 **Present:** President Lienau and Trustees Scott Baker, John Clove, Pat Duffy, Kathy Enquist,
10 Denise Bhirdo, and Nate Bell.

11
12 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
13 Manger Nicole Krauel, Utility Director Mike Schell, and Utility Clerk Anastasia Bell.

14
15 **Others:** Ken Church, Deb Duren, Russ Forkert, Emily Hanley, Jill Hanley, Chris Hecht,
16 Helen Hecht, and Chris Schmeltz,

17
18 **Approval of the Agenda and Minutes as published:**

19 *A motion was made by Bhirdo, seconded by Baker that the Agenda for the August 9, 2016 meeting of*
20 *the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.*
21

22 **Comments and correspondence:**

23 Lienau asked if any correspondence had been received, and also asked if anyone wished to
24 comment regarding a non-agenda item. Jackson noted that an email he had received will be
25 read during the next meeting of the Village Board
26

27 **New Village Board Business Items**

28 **Instructions on Evaluation Sheets and Strategic Planning Process for CIP**

29 Jackson instructed all persons present to fill out the evaluation sheets, which were passed
30 around, based upon their initial reactions to the information presented this evening. All
31 items to be discussed are competing for limited financial, manpower, and land resources and
32 this is the Board’s opportunity to get involved in the CIP process as committees will also be
33 presenting the items they feel are important to the Finance Committee soon. Information
34 will be presented which summarizes all the CIP needs throughout the Village. Hopefully
35 after tonight Trustees will be able to prioritize CIP requests. Jackson requested that the
36 following rating system be used:

37 5= Very valuable; should receive full funding in 2017.

38 4= High-medium value; should receive some funding in 2017.

39 3= Medium value; should be a line item to receive token funding in 2017.

40 2= Medium-low value; should be considered as line items in 2018-2021.

41 1= Low value; should be considered after 2021.
42

43 Lienau confirmed the CIP prioritization process stating that this is “step one” to get the
44 “30,000 foot view.” The data compiled tonight will be presented to the Finance Committee,
45 which is responsible for recommending the CIP for the coming year. After a series of
46 meetings the Finance Committee will see that a draft budget is presented to the Board and a
47 public hearing will be conducted. After that hearing the budget is formally adopted with or

1 without amendments. Duffy and Lienau confirmed that the Village has approximately
2 \$1,000,000.00 in interest payments for current debt. The budget dictates how available funds
3 should be spent during the upcoming year.
4

5 **Item No. 1. Presentation by Staff on CIP requests:**

6 **Parks Equipment:**

- 7 1. 1997 "old" dump truck - Replacement \$45,000.00 (F250) with hauling and plowing
8 capabilities. The current truck will probably only last another 2-3 years due to
9 rusted/replaced part longevity issues.
- 10 2. Additional mower - Currently have 3 riding mowers which are used all the time. A
11 walk-behind model is used when the others are out for repairs.
- 12 3. 1981 Trackless replacement - Refurbished model costs \$50,000.00, requiring an
13 additional \$27,000.00 in the CIP. This was refurbished a few years ago and is not
14 compatible with many attachments. May have saleable "parts" values.
- 15 4. Sickle mower - Ditch embankments and other areas are very difficult if not impossible
16 to reach; currently unable to use this attachment with the current trackless model due
17 to pump configuration.
 - 18 a. Other attachments available: street sweeper, brush unit, etc.
- 19 5. Kubota UTV - Currently 4-6 trips are required per trash pick-up; it would be more
20 effective use of time. It has been determined the club carts are not road legal.
21

22 **Tarzan Boat/slide/splashpad:**

- 23 1. This item started as discussion for swim raft/slide but Jackson and Mann have been
24 unable to find one within a reasonable price range. A 12-foot pontoon boat which
25 needs some work has been acquired by the Parks department; Mann believes he could
26 make a Tarzan boat-type device with this for \$6,000.00.
- 27 2. Slide for swim dock - 5-foot height cost of \$2000.00 without shipping. Kids will need
28 to use buckets for water at the top. Any device would need to be removed during the
29 winter due to the ice shoves.
- 30 3. Splashpad - wide range of sizes and prices available; would need to complete more
31 research prior to purchase.
- 32 4. Playground equipment - We need to think in terms of "need" and then provide the
33 necessary funding. The following equipment has been requested
 - 34 a. 24-foot Spider Tower with interlaced webs for climbing - cost unknown.
 - 35 b. Goat spring rider - \$900.00
- 36 5. Trash cans - There is a need to replace the current recycling containers to match the
37 trash containers all along the waterfront.
38

39 **Parks buildings:**

- 40 1. Storage building - built in 1988, currently not heated, dirt floor, and poor lighting
 - 41 a. Duffy and Clove asked about refurbish vs replacement. Jackson identified the real
42 issue may be the location and the need to combine multiple facilities to decrease
43 labor time for travel between storage and work areas.
- 44 2. Work building (by Library) - built in 1979, updates a few years ago.
 - 45 a. Recommended: long-term consideration to combine the functionality of this facility
46 with the storage shed. May consider adding on to this structure.
47

48 **Wayfinding Signage:**

1 Design has been completed and approved by DOT. This is the last element of the Bay Shore
2 Drive Project. This would require an additional \$45,000.00 in CIP. The intent is to help
3 people get around the Village.
4

5 **Street Repair/Resurfacing/Reconstruction:**

6 Jackson went on a ride throughout the Village with a DOT representative and the Door
7 County Highway commissioner John Kolodziej to determine road qualities. Kolodziej
8 recommended the following actions (the rating system is a 1-10 scale with "1" being low
9 quality and "10" being high quality).

- 10 1. North Spring Rd - \$76,880.00 Rated 6/10, last resurfaced in 1999
 - 11 a. Not recently chip sealed. Quote includes driveway access and raising/lowering
12 man holes but does not address storm sewer work.
- 13 2. South Spring Rd - \$38,760.00 Rated 2/10
- 14 3. Mill Rd. West \$400,000.00 Rated 3/10, last resurfaced 1995
 - 15 a. Storm sewers are included
 - 16 b. Sidewalk and street lights should be considered
 - 17 c. Start of drainage basin, need to address storm water in this area
 - 18 d. Estimated \$50,000.00-\$70,000.00 for resurfacing only
- 19 4. Parkview Drive/Lane - Rated 4/10, last resurfaced in 1958
 - 20 a. Needs storm sewer work, storm sewer main has created depression
 - 21 b. Al Gokey will be responsible for the curb/gutter on Parkview Lane, and some
22 storm sewer work in this area
 - 23 c. Duffy questioned whether this work should be considered before/after Gokey
24 development - Jackson responded that the Mill Road area could be
25 considered before and the Parkview area after the development.
- 26 5. Mill Road/Maple Drive (by Admin building)- Rated 5/10, last resurfaced in 1966
 - 27 a. Curb/gutter work; abandonment of cistern, need to address storm sewer.
 - 28 b. Sidewalks could be considered for B-2 Zoning
 - 29 c. Likely to be later on the list.
- 30 6. Bluffside lane - Rated 2/10, last resurfaced 1961; \$2.5 million for whole drainage area
 - 31 a. Storm sewer system is under the sidewalk and has caused a trough and
32 sidewalk collapse; created in 1950s/1960s
 - 33 b. Overhead lines could be buried
 - 34 c. We could send letters to property owners for special assessments
- 35 7. Birchwood Drive - Rated 5/10, \$80,000, last resurfaced in 1978
 - 36 a. Laterals cut in in 1970s were not compacted well and have settled creating
37 dips in the road
 - 38 b. Patching could be a short-term solution (10 years); should be pulverized
- 39 8. Forest Lane - Rated 6/10, \$29,500.00, last resurfaced in 1990
 - 40 a. Washout issue; cheaper fix due to being an overlay candidate
 - 41 b. Will continue to be an issue until an easement is created for a storm sewer
42 main to be installed.
- 43 9. Claflin Lane - Rated 5/10, \$17,000.00, last resurfaced in 1985.
 - 44 a. Overlay candidate
 - 45 b. Public safety improvement considerations; would be used as part of the
46 connection to Scandia Village (Canterbury Lane).
 - 47 i. Duffy commented on the availability of funds to complete the Canterbury

1 Road connection to alleviate downtown congestion. 50ft X 200ft road would
2 cost an extra \$100,000.00.

- 3 10. Mill Road East – Rated 5/10, \$28,900, last resurfaced in 1995
4 a. Several significant dips from fire station to Woodcrest.
5 b. Sidewalk installation: \$28/foot. Safer for pedestrians
6 11. Sunnyside Road/Court – Rated 4/10, \$21, 200.00, last resurfaced in 1987
7 a. Pulverized/resurfaced candidate
8 12. Woodcrest Road – Rated 6/10, \$250,000.00, last resurfaced in 1959
9 a. Shared maintenance between Sister Bay & Liberty Grove
10 b. Understood to be split in the middle from Maple to Flint Ridge
11 c. Was heavily travelled during road construction
12 13. Sign repairs are not included: estimated \$100,000.00-\$150,000.00
13 a. The County will not repair the signs
14

15 **Economic Development/Workforce Housing:**

- 16 1. Quarry – Has not closed yet, it is set to close in November
17 a. Need additional time to procure filling materials for the site
18 b. May need to establish a second TIF for this and surrounding sites. Mr. Kufrin
19 would be willing to assist in this process. Due to an extended time lapse we
20 will likely need to acquire a new letter of credit from the bank in order to
21 obtain a favorable interest rate.
22 c. Potential site for employee housing development. Need engineering work
23 and infrastructure regardless of what happens on the property.
24 i. Lienau stated this has not been discussed in any capacity by the Plan
25 Commission or the Village Board.
26 ii. \$75,000.00 for CIP planning process
27 iii. \$800,000.00 estimate to get infrastructure in this area
28

29 **Village Property: Quarry Site, Braun Site, Dalstrom Site, Casperson Site, future sites/TIF**
30 **Creation:**

- 31 1. Dalstrom Property – acquired for fire station, paid \$200,000.00
32 a. DNR identified wetland and wouldn't allow building
33 b. Maps presented identified that the area is not a wetland; currently 7 acres of
34 land inside the TIF.
35 c. Lienau asked about property that was sold as part of the Braun development
36 to the DNR for access. Jackson clarified it was understood to be for
37 snowmobile and walking trails, does not really restrict for potential lot sales.
38 d. Schell identified laterals would be needed for utilities, the main is already
39 present at the road.
40 e. Chris Hecht commented that the maps shown are significantly inaccurate.
41 The DNR did a delineation survey at the time of sale with flags and GPS
42 based on vegetation. The corner is not wetland and approximately ¼ of west
43 side of clearing is not wetland. Bhirdo and Duffy commented that it was
44 understood to be developable from Clafin to the bay.
45 f. Recommendation would be to perform a new wetland delineation survey. We
46 would have 5 years from the time of survey.
47

48 **Village Hall Rehab:**

- 1 1. Built in 1941, complaints of insulation falling from the ceiling.
- 2 a. Currently \$43,909 in CIP for acoustics and HVAC. Recommendation to take
- 3 this out due to current HVAC estimates of \$100,000.00 based on volume of the
- 4 structure.
- 5

6 **Admin Building:**

- 7 2. No construction date available. Energy inefficient. Not enough space available for
- 8 storage or the number of people who work there.
- 9 a. Many important Village documents are currently stored in a well house which
- 10 is not the best for preservation purposes.
- 11

12 **Marina Building:**

- 13 1. Built in 1994; bathroom remodeled in 2014. Major complaints from the public are that
- 14 the building is "dated"
- 15 a. Duffy commented that long-term boaters feel the updates are great. Not a
- 16 high priority.
- 17 b. Bhirdo asked about small upgrades such as painting/replacing the doors.
- 18 2. Estimated \$2.8 million for facility and dock repairs
- 19

20 **Marina Docks:**

- 21 1. "A" dock - built in 1968 - Estimated cost of repairs - \$900,000.00.
- 22 a. Concrete has rotted due to raining at time of pouring, lots of chipping has
- 23 occurred
- 24 b. The parking lot has shifted and the plates that were installed to cover the
- 25 utilities have fallen in. The welding on the wall is also starting to fail.
- 26 2. "B" dock - estimated cost of repairs - \$250,000.00
- 27 3. Piers are no longer "floating" piers. Clove clarified this is not a concern at the moment
- 28 because water levels are high. It will become a concern when levels are low because
- 29 ladders will be needed to get out of boats.
- 30

31 **Transportation/Parking Needs":**

- 32 1. Jackson presented photos of hotel parking lots. He identified that the lots are full of
- 33 cars at 8:30am and then they're empty by 1:00pm. Many of these visitors come into
- 34 the downtown area during the daytime hours and stay for extended periods of time.
- 35 a. Public transportation options: 13 stops with 30 seconds at each location.
- 36 b. Non-public stops could be added for additional fees. Paid ridership is not
- 37 worth it for our operation size.
- 38 c. Estimates for running Friday, Saturday, & Sunday for 10 hours each day:
- 39 \$38,000.00, net \$28,785.00
- 40 i. Revenue: \$11,000.00
- 41 ii. Expenses: Trolley rental \$3,500.00 per month for 4 month lease, fuel
- 42 \$2,500.00, labor \$28.00 per hour, tires/maintenance \$400.00 per month,
- 43 and marketing \$1500.00.
- 44 iii. More days would increase labor costs; approximately 5miles/gallon.
- 45

46 **Storm Sewer Construction/Maintenance:**

- 47 1. Recommendation from Parks and Utilities Committees is that a line item be established
- 48 for a storm sewer CIP. We've used this for emergency purposes. \$2.5 million

1 component to repair and clean storm sewer locations.

- 2 a. Citizens have filled storm sewers in for ease of their property management.
- 3 b. Some are compacted with sand and debris and are not usable.

4
5 **Item No. 2. Presentation by Various Trustees On Particular Items of Interest:**

6
7 **Request by Trustee Nate Bell on a snowmaking machine for the Sister Bay Sledding Hill.**

- 8 • This could bring visitors to the Village for use of the sledding hill more days each year
 - 9 ○ 87 days last year that were adequate for snow making in November/April.
- 10 • \$4000.00 for basic unit with ¾" water supply, air compressor/pressure washer. This
11 estimate includes the cost for an upgraded air compressor/pressure washer.

12
13 **Request by Trustee Denise Bhirdo on the need for hiring a Beach Attendant for the new**
14 **Beach.**

- 15 • As Waterfront Park use is increased, this person could assist the Parks Department
16 with simple duties such as:
 - 17 ○ Cleaning restrooms, address dogs in the park, empty trash cans, etc.
 - 18 ○ Not intended to be a lifeguard.
 - 19 ○ Possibly an intern for credit
- 20 • Clove asked if an additional Parks employee could fill this role.
- 21 • Could this role be fulfilled with Teen Center attendees?

22
23 **Request by Trustee Kathy Enquist on the need for sidewalks on Country Walk Dr.**

- 24 • \$60,667.00 for one side of Country Walk Drive from Highway 42 to Highway 57.
- 25 • Would increase safety concerns, this is a very busy road outside of the downtown.
 - 26 ○ The Childcare Center walks children down the road holding hands.
 - 27 ○ More people walking from the condominiums to the grocery store.
 - 28 ▪ People need to be aware of the pedestrians and applicable signage
29 would just increase the congestion.
- 30 • Visibility is poor at night. Consider adding street lights up the hill.

31
32 **Request by Trustee Nate Bell regarding the construction of a combination**
33 **Marina/Administration Building.**

- 34 • Would create a better experience for visitors, the current building isn't able to produce
35 great experiences.
- 36 • Need to address our Administration Building because it is often the first impression
37 developers and others willing to spend money here unfortunately receive. It's
38 outdated and very small.
- 39 • Multi-use buildings could leverage the value of the property
 - 40 ○ Clove expressed that we would need three stories to fulfill all marina and
41 administrative needs.
 - 42 ○ Duffy expressed concern that a building of this size would cause us to lose the
43 view we have created at Marina Park.
 - 44 ○ Clove noted that a new marina building is at the bottom of his list as he
45 believes dock repairs are more important.

46
47 **Request by Trustee John Clove regarding a the proposal for installation of a fuel dock at**

1 **the Sister Bay Marina.**

- 2 • Clove made a formal presentation regarding the issue and explained that the Sister Bay
3 Marina’s mission statement is “to become the best destination marina in Northern
4 Door County.”
- 5 ○ The marina is the only real revenue source within the Village, boaters are
6 captive and seldom leave the area. Currently adding \$250,000.00 to local
7 businesses.
 - 8 ▪ Self-funded and sustainable with 40 transient slips that can
9 accommodate 80-foot boats.
 - 10 ▪ Charlevoix, Leland, and Harbor Springs are other successful marinas.
 - 11 ▪ Creates a town where everyone wants to be.
 - 12 ○ Destination marinas have 3 main things: showers, marketing, and fuel docks
 - 13 ▪ Marketing/advertising efforts have decreased “bay-hoppers”.
 - 14 ▪ Shower renovations have decreased the complaints
 - 15 ▪ Fuel and pump outs are the first things boaters request upon docking.
 - 16 ○ The approximate cost of a pressurized fuel system could be \$239,000.00
 - 17 ▪ The competition would be Michigan not our local communities
 - 18 ▪ Duffy commented people purchase fuel where it is convenient.
 - 19 ○ Ken Church noted that Beacon Marine, Yacht Works, and Egg Harbor sold a
20 total of 143,000 gallons last year and he doesn’t believe there is a need for
21 much more fuel to be sold within the area.
 - 22 ○ Bhirdo requested clarification on the ROI based on the loan and interest rate.
23 It should be calculated to be five years. It would be estimated that we would
24 need to sell 40% of the current 143,000 gallons (54,800 gallons) being sold in
25 the area in order to be successful.
 - 26 ▪ Clove clarified the initial 3 year ROI was based on last year’s transient
27 population purchasing an average of 60 gallons each.
 - 28 ○ Russ Forkert stated that Yacht Works sells 55,000 gallons each year. He
29 further explained the initial investment for the fuel dock was closer to
30 \$300,000.00. The profit margin is typically \$0.85 per gallon. Forkert added
31 that 20%-25% of the fuel sold at Yacht Works is for the 450 boats they put into
32 storage for the winter months.
 - 33 ▪ Duffy commented that the intent was not to take away current
34 business, and restated the competition would be marinas farther away.
 - 35 ▪ Forkert pointed out that there are inspection fees, tank securing
36 processes, insurance premiums, and staffing costs associated with a
37 fuel dock. These additional amounts could extend the ROI to
38 approximately 10 years.
 - 39 ○ Transient boaters are looking for a place to stay; we’ve brought a lot of people
40 to our marina during the week in recent years.
 - 41 ▪ Duffy commented that if fuel docks were not profitable or really such
42 a headache, they would be going away but that is not the trend; more
43 are being installed. He further explained the marina will need to
44 increase revenues by \$50,000.00-\$70,000.00 in years to come; this is a
45 way the marina can sustain itself.
 - 46 ▪ Bhirdo requested clarifications on the proposal being outdated. Clove
47 clarified the new bid is being created but the request presented today

1 was increased from the original \$239,000.00 to \$250,000.00 due to the
2 estimated increases. Duffy and Clove identified any amount in excess
3 of \$250,000.00 would come from the marina's reserve account and
4 there would be no responsibility for tax payers.

- 5 ▪ Bhirdo commented that local gas stations may be affected if the marina
6 creates a policy prohibiting portable fuel containers.
- 7 ○ A lengthy discussion followed, and finally Lienau limited any further input
8 from Board or Audience members, Clove then continued.
- 9 ○ Fish Creek doesn't sell much diesel as draft is restricted.
- 10 ○ Environmental concerns: the beach could be closed due to fuel spills. The
11 beach isn't close enough to the dock to cause problems.
- 12 ▪ DNR regulates fuel spills; most caused by unattended boaters using
13 cans to fill their boats.
- 14 ○ Fuel attendants would be required to complete the 'Class A' Fuel License
15 course. Krauel commented that it was a 17 chapter course with a final exam.
- 16 ○ The \$2.5 million in identified repairs are capital expenditures which will not
17 bring money to the marina. The pressurized fuel dock would be a way to
18 bring money into the marina. This would be a way to keep the future of the
19 marina off the tax roll.
- 20 ▪ Clove requested the Village consider authorizing \$250,000.00 in CIP
21 funding for seven years to be returned from marina revenue.

22
23 **Requests from the Utilities Committee:**

- 24 1. Generator at the main lift station. \$90,000.00 for variable speed pump to increase
25 current potential. (A new generator would cost \$180,000.00)
 - 26 a. Currently only one pump can run when the power is lost. If we can't keep up
27 sewage will have to be discharged into the bay or residences will back up.
28 Replacement would require DNR approval for a larger fuel tank, and maybe a
29 new building.
- 30 2. Truck (2001 F350) with fiberglass body: \$40,000.00
 - 31 a. Currently operational, but has known mechanical issues. Research will be
32 done regarding the possibility of remounting the body.
- 33 3. Roof at the treatment plant
 - 34 a. Starting to show age and crew is currently replacing shingles as they fall off.

35
36 **Additional Requests as named by any Trustee at this meeting.**

- 37 • **Public Safety:** Brush Truck \$50,000.00. Have requested replacement of this vehicle for
38 several years.
- 39 • **IT Equipment:** Current tablets have been used for 3 or 4 years. Consider funds to
40 replace existing.
 - 41 ○ Bhirdo requested a consideration for laptops vs. tablets.
- 42 • Lienau noted that he realizes other items may be requested as committees conduct
43 their CIP meetings. If necessary the previously mentioned rankings could be
44 amended as long as the amendments are made in a timely fashion.

45 **Item No. 3. Consider a motion to convene into Executive Session pursuant to Wis. Stats.,**
46 **§19.85(1) (e) to deliberate or negotiate the purchase of public properties, the**
47 **investment of public funds, or conduct other specified public business, whenever**

1 **competitive or bargaining reasons require a closed session.**

2 *At 8:25p.m. a motion was made by Bhirdo, seconded by Clove that the Village Board convene into*
3 *executive Session pursuant to Wis. Stats. §19.85(1) (e). A roll call vote was taken and the Board*
4 *members voted in the following fashion: Bhirdo-Aye; Bell-Aye; Baker-Aye; Enquist-Aye;*
5 *Lienau-Aye; Duffy-Aye; Clove-Aye. Motion carried.*

6
7 **Item No. 4. Consider a motion to reconvene into Open Session**

8 *At 9:55p.m. a motion was made by Lienau, seconded by Baker, to reconvene into open session. No*
9 *discussion. Another roll call vote was taken and the Board members voted in the following fashion:*
10 *Bhirdo-Aye; Bell-Aye; Baker-Aye; Enquist-Aye; Lienau-Aye; Duffy-Aye; Clove-Aye. Motion*
11 *carried.*

12
13 **Item No. 5. Consider a motion to take action, if required.**

14 *A motion was made by Lienau, seconded by Bell to approve Resolution No 336-080916 authorizing*
15 *the sale of Lots #2 and #3 of the Braun Redevelopment site to J.J. Johnson. Motion carried - All Ayes.*

16
17 *A motion was made by Lienau, seconded by Baker to approve Resolution No. 338-080916 authorizing*
18 *the sale of Lots #4 and #5 of the Sister Bay Marketplace PUD, Braun Redevelopment site to Jill and*
19 *Emily Hanley. Motion carried - All Ayes.*

20
21 *A motion was made by Lienau, seconded by Clove to approve Resolution No. 336-080916 authorizing*
22 *the sale of Lots # 7 and #8 of the Sister Bay Marketplace PUD, Braun Redevelopment site to Jaco*
23 *Management LLC. The map will be redrawn to reflect discussed changes. Motion carried - All Ayes*

24
25 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a**
26 **Committee, official, or employee.**

27 No items were identified.

28
29 **Adjournment:**

30 *A motion was made by Bhirdo, seconded by Enquist to adjourn the Strategic Planning Session of the*
31 *Board of Trustees at 9:58 P.M. Motion carried - All ayes.*

32
33 Respectfully submitted,

34
35 

36
37 Anastasia Bell,
38 Utilities Clerk