



BOARD OF TRUSTEES SPECIAL MEETING AGENDA

Tuesday, May 31, 2016 at 4:45 P.M.
Sister Bay Fire Station- 2258 Mill Rd

For additional information check: www.sisterbaywi.gov

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

Call Meeting to Order
Roll Call

Deviations from the agenda order shown may occur.

Approval of minutes as published
Comments and Correspondence
New Village Board Business Items

1. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Consider a motion to reconvene into Open Session.
3. Consider a motion to take action, if required.
4. Reaffirmation of the minutes of February 16, 2016, and adopt Resolution 332-053116 Approving a loan in the amount of \$590,000 from Bank of Luxemburg for TIF financing of the Stony Ridge Project.
5. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

****Committees may not report at the special meeting**

Committee Reports (Committees may approve the minutes of their meetings that are presented in unapproved form.)

- | | | |
|----------------------|------------------------------|--------------------------|
| 1. Administrative | 2. Bay Shore Oversight | 3. Coastal Byways |
| 4. DCEDC | 5. Economic Development | 6. Finance |
| 7. Fire | 8. Fire District Exploratory | 9. Historical Society |
| 10. Library Building | 11. Marina and Marina Fest | 12. Parks |
| 13. Personnel | 14. Plan | 15. Comm / Tech |
| 16. SBAA | 17. Teen Center | 18. TZC |
| 19. Utility | 20. Admin and Comp Oversight | 21. Waterfront Oversight |

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. - 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ / _____		Date _____

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, MAY 17, 2016**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION - 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The May 17, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 6:04 P.M.

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

11
12 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
13 Manager Nicole Krauel and Assistant Administrator Janal Suppanz.

14
15 **Others:** Betty Curzon, Kim Erzinger, Sharon Doersching, Ron Kane, Vilius and Alma
16 Vaicekauskas, Rob Zoschke, Jackson Parr, Judith Ross-Stevenson, and two other individuals.

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

19 *A motion was made by Bhirdo, seconded by Duffy that the Agenda for the May 17, 2016 meeting of*
20 *the Village of Sister Bay Board of Trustees be approved as presented. Motion carried - All ayes.*

21
22 *A motion was made by Bhirdo, seconded by Duffy that the minutes for the April 19, 2016 meeting of*
23 *the Village Board be approved as presented. Motion carried - All ayes.*

24
25 **Comments and correspondence:**

26 Lienau noted that correspondence which had been received from Moody's Investors Service,
27 a thank you letter from Steve Jacobson for the retirement gift and party, and a support
28 request from Fred Johnson, the President of the Sister Bay Historical Society, had been
29 included in the meeting packets. The correspondence which was received from Moody's
30 indicates that the Village has an A1 rating.

31
32 **Item No. 2. Discussion regarding Resolution No. 331, thanking and recognizing Betty**
33 **Curzon for thirty years of service at the Sister Bay-Liberty Grove Library; Consider a**
34 **motion for action if appropriate:**

35 Lienau requested that Betty Curzon step forward, and presented her with a plaque on behalf
36 of the Village Board. He also read Resolution No. 331, which thanks Curzon for her thirty
37 years of service at the Sister Bay-Liberty Grove Library aloud.

38
39 *A motion was made by Lienau, seconded by Baker that the Village passes and adopts Resolution No.*
40 *331, thanking and recognizing Betty Curzon for thirty years of service at the Sister Bay-Liberty Grove*
41 *Library. Motion carried with Bhirdo abstaining.*

42
43 **Item No. 1. Discussion regarding Resolution No. 330, thanking and recognizing Nora**
44 **Zacek for her service on the Board of Trustees; Consider a motion for action if**
45 **appropriate:**

46 Lienau noted that Nora Zacek was unable to attend this meeting, but did read Resolution
47 No. 330, which thanks Zacek for her service on the Board of Trustees aloud. He also
48 displayed an engraved clock, and noted that the clock would be presented to Zacek ASAP.

1 *A motion was made by Lienau, seconded by Clove that the Village Board passes and adopts Resolution*
 2 *No. 330, thanking and recognizing Nora Zacek for her service on the Board of Trustees. Motion*
 3 *carried – All ayes.*

4
 5 **Item No. 3. Consider a motion to call the Board of Review to order and immediately**
 6 **adjourn until a noticed meeting which has been scheduled for September 27, 2016:**

7 Pursuant to Wis. Stats., §70.47(1) the Village's Board of Review must meet during the thirty
 8 day period beginning on the first Monday of May, but this year's Open Book has been
 9 scheduled for Thursday, September 8, 2016 from 9:00 A.M. to 6:00 P.M., Friday, September 9,
 10 2016 from 8:00 A.M. to 5:00 P.M., and Saturday, September 10, 2016 from 9:00 A.M. to 6:00
 11 P.M. Therefore, the Village Clerk is recommending that the Board of Review be called to
 12 order and immediately adjourned until 6:00 P.M. on September 27, 2016. (Troy Zacharias, the
 13 Village's Assessor, and Nancy Baux, the Court Reporter the Village retains, will both be
 14 available on that date.)

15
 16 *At 6:08 P.M. a motion was made by Duffy, seconded by Bell that the Board of Review for the Village*
 17 *of Sister Bay be called to order and immediately adjourned until 6:00 P.M. on Tuesday, September 27,*
 18 *2016. Motion carried – All ayes.*

19
 20 **Item No. 4. Discussion on a recommendation from the Finance and Utilities Committees**
 21 **regarding award of a contract for engineering services with respect to installation of**
 22 **sanitary, water and storm sewer service on the Braun property; Consider a motion for**
 23 **action if appropriate:**

24 After a considerable amount of work by the members of the public, the Economic
 25 Development Committee, the Finance Committee, the Plan Commission and the Village
 26 Board, a Plat of Survey has been approved and awaits State approvals for "the Braun
 27 property". As it stands sanitary, water and storm sewer utilities are not readily accessible on
 28 "the Braun property", and, therefore engineering work will have to be done to address those
 29 issues. The Utilities Committee has recommended that proposals be solicited from at least
 30 two engineering firms for the required work, and has also recommended that the apparent
 31 low bidder be awarded a contract. During discussion the Board members indicated that they
 32 would prefer to see Agenda Item No. 4 tabled until the proposals are actually received.

33
 34 *A motion was made by Duffy, seconded by Baker that Agenda Item No. 4 shall be tabled until*
 35 *proposals for the engineering work which is required with respect to the Braun property are actually*
 36 *received from the firms who were asked to submit them. Motion carried – All ayes.*

37
 38 **Item No. 7. Discussion regarding an application which was submitted by the owners of**
 39 **the Sister Bay Inn, (f/k/a the Voyager Inn), for one month pro-rated Class "B" and Class**
 40 **C" alcoholic beverage licenses:**

41 The owners of the Sister Bay Inn, which was formerly known as the Voyager Inn, plan to
 42 serve pizza in the evenings for their customers and have submitted an application for one
 43 month pro-rated "Class B" and "Class C" alcoholic beverage licenses. The applicable
 44 documentation and fees have been submitted to the Village Clerk and she has recommended
 45 that the licenses be issued.

46
 47 *A motion was made by Clove, seconded by Duffy that the Village Board approves of the issuance of a*
 48 *one month pro-rated Class "B" (On Premise Beer and Wine) License and a Class "C" (Off-Premise*

1 Beer and Wine) License to the owners of the Sister Bay Inn. Motion carried – All ayes.

2
3 **Item No. 9. Discussion regarding an application for Class “B” and Class “C” alcoholic**
4 **beverage licenses for Roots Inn and Kitchen, which business is located at 2373 Maple**
5 **Drive:**

6 The Inn on Maple has been sold, and the new owners are planning to continue to operate a
7 bed and breakfast but would also like to open a bistro in that building. Therefore, they have
8 requested that they be granted two month pro-rated Class “B” and Class “C” alcoholic
9 beverage licenses. The applicable documentation has been submitted to the Village Clerk and
10 she has recommended that the licenses be issued.

11
12 *A motion was made by Bhirdo, seconded by Baker that the Village Board approves of the issuance of a*
13 *two month pro-rated Class “B” (On Premise Beer and Wine) License and a Class “C” (Off-Premise*
14 *Beer and Wine) License to the owners of Roots Inn and Kitchen at 2378 Maple Drive. Motion carried*
15 *– All ayes.*

16
17 **Item No. 8. Review and discussion regarding the 2015 audit of the Village of Sister Bay’s**
18 **financial records; Consider appropriate motions for action:**

19 Rass presented the 2015 audit and explained that this entire document as well as the
20 Management Letter were presented at the May 10, 2016 Finance Committee Meeting by the
21 Village’s auditors, Amber Drieieske and Virginia Hinz of Schenck, SC. During the review
22 process Driewieske noted that the Village’s cash balance has decreased by approximately
23 \$1,500,00 from the prior year. (This reduction can be attributed to the fact that a substantial
24 amount of work was done on the Bay Shore Drive Reconstruction Project, the Beach Project,
25 and the Line Burial Project.) The auditors have recommended that Village officials review
26 and standardize receipting procedures at the Marina to ensure that receipts are properly
27 prepared and deposits are made in a timely fashion. They also are recommending that the
28 Village restructure its Chart of Accounts in such fashion that it coincides with the State’s
29 Uniform Chart of Accounts for Municipalities. Both of these issues have already been
30 addressed and work is ongoing on them. There was one audit finding this year – The
31 financial statements are prepared by the auditors rather than by Village staff members. This
32 finding is typical of small municipalities which do not have Certified Public Accountants on
33 staff. GASB rules do require that the Village must have someone on staff who is qualified to
34 perform a thorough review of the draft statements, and that requirement has been satisfied.

35
36 *A motion was made by Duffy, seconded by Bhirdo that the Village Board accepts the recommendation*
37 *of the Finance Committee and accepts the 2015 audit for the Village of Sister Bay as presented. Motion*
38 *carried – All ayes.*

39
40 **Item No. 5. Presentation and discussion on goal setting, CIP priorities and policy**
41 **objectives, and open discussion regarding those issues; Consider a motion for action if**
42 **appropriate:**

43 Jackson noted that he tallied the data contained on the survey sheets which had been
44 received from the Board members, and all that data had been included in the meeting
45 packets. The top three CIP projects were Street Resurfacing, Bay Shore Drive Storm Water
46 Work, and Downtown Redevelopment. Eventually the data will be presented to the Finance
47 Committee for consideration when work is done on the CIP. Discussion took place regarding
48 “the next step” in the goal setting process, and it was the consensus that since this could be a

1 complex task a special Board Meeting(s) shall be conducted. The main topic of discussion at
 2 the first meeting will be property sales.

3
 4 Clove noted that the Marina Committee has recommended that the Village Board approve of
 5 the installation of a fuel dock at the Sister Bay Marina and place such an expenditure at the
 6 top of the Marina's CIP for 2017. He then made a presentation regarding this issue, and
 7 during the course of that presentation explained that the mission statement for the Sister Bay
 8 Marina is to become Northern Door's "premier waterfront destination". Clove believes the
 9 Marina is the only real revenue source the Village has. Boaters are "captive" and do spend
 10 money when they are here, and, therefore, they help pay for future development without
 11 taxing residents. The Village has 40 transient slips and can accommodate boats which are up
 12 to 80' in length. In order to become a "destination marina" marketing and advertising must
 13 be done. Updated showers and Marina facilities are also needed. Work is currently being
 14 done on marketing and advertising, and the Village's marina facilities and showers have
 15 already been updated, but fuel docks are still needed as transient boaters definitely desire
 16 that amenity. Data was presented regarding estimated fuel consumption by the average
 17 boater, and Clove indicated that he does not believe it makes any sense to turn potential
 18 customers away. The anticipated expenditure for a state-of-the-art pressurized fuel dock is
 19 approximately \$250,000.00, and a revenue note would initially be required. Total estimated
 20 fuel use at the Sister Bay Marina @ a \$1.00 per gallon profit margin could yield a return on
 21 investment in as little as 3 years. The Fish Creek and Egg Harbor Municipal Docks do sell
 22 fuel, but their fuel sales are limited because of draft and tank capacity issues. Therefore, very
 23 few transient boaters obtain fuel at those marinas. There is a perception that local gas stations
 24 will lose sales if the Village has a fuel dock, but people who trailer their boats will not be
 25 likely to purchase gas at a fuel dock anyhow as the per gallon prices are considerably higher
 26 at a fuel dock than at a gas station. There probably will be complaints that the fuel dock
 27 would be too close to the beach and there is potential for environmental issues to arise, but if
 28 such an amenity were to be installed very stringent controls and regulations would have to
 29 be complied with. "A" and "B" Dock are in need of repair, and floating piers are needed on
 30 both of those docks as well as on "D" Dock and "J" Dock. A bulkhead is also needed on "J"
 31 Dock, and additional upgrades could be made to the Marina Building. It is Clove's
 32 contention that fuel dock proceeds would fund all of those repairs/improvements.

33
 34 *Lienau noted that a special meeting(s) will be conducted regarding goal setting and CIP priorities, and*
 35 *informed Clove that his presentation regarding the fuel dock would have to be suspended until such*
 36 *time as it has been properly noticed on an Agenda.*

37
 38 **Item No. 6. Discussion regarding amendment of the Sister Bay Board of Trustees By-Laws,**
 39 **as well as the Sister Bay Committee and Commission By-Laws; Consider appropriate**
 40 **motions for action:**

41 The current versions of the Board of Trustee By-Laws and the Committee and Commission
 42 By-Laws were included in the meeting packets, and those documents were jointly reviewed
 43 by the Board members. It was eventually the consensus that:

- 44 • Provision Number 21 of the Board By-Laws should be revised in such fashion
 45 that it states that anyone who participates in a Village meeting by electronic
 46 means must be visible to meeting attendees. (An Attorney General's Opinion
 47 was recently issued which mandates such activities.)
- 48 • The makeup of the Marina Fest Committee will be revised in such fashion that

1 there shall be “1 Trustee, 1 citizen and 1 member of the Marina Committee”
2 on that Committee. There will no longer be Co-Chairs.

- 3 • The Bay Shore Drive Oversight Committee will be dissolved as all their
4 assigned tasks have now been completed.
- 5 • The ex-officio Plan Commission member with recognized experience and
6 qualifications related to planning and development will be allowed to vote.
- 7 • The Waterfront Oversight Committee will be dissolved as all their assigned
8 tasks have now been completed.

9
10 *Bhirdo noted that the citizen members of the Waterfront Oversight Committee were not compensated*
11 *for any of the meetings they attended, and Lienau requested that Rass see that those individuals are*
12 *paid for their services ASAP.*

- 13
14 • The Village President is an ex-officio member of all Committees anyhow, and
15 if quorum issues arise he or she will be allowed to participate as a voting
16 member of any meetings he or she is asked to attend.

17
18 Bhirdo explained that after she was sworn in as a Board member she requested a paper copy
19 of the Board packet, and was informed that the Village Board had determined that all Board,
20 Committee and Commission members should utilize digital meeting packets. To her
21 knowledge this policy was never formally approved or included in the By-Laws. For a
22 variety of reasons digital meeting packets simply don't work for her. She would be willing
23 to reimburse the Village for the cost of copies on a per-page “cost” basis, or would be
24 willing to go to the Administration Office to print hard copies for herself. It was eventually
25 the consensus that meeting packets will continue to be distributed via electronic means, but
26 if a Board member(s) request(s) paper copies those documents shall be provided to them at
27 cost.

- 28
29 • In accord with earlier Board consensus a provision will be added to the By-
30 Laws which states that digital meeting packets will be distributed to all
31 Board, Commission and Committee members in a timely fashion, and all of
32 the Board and Plan Commission members will be provided a Village-owned
33 tablet to view those packets on. If a Board member(s) request(s) paper copies
34 those documents will be provided to them at cost.

35
36 *Jackson was asked to see that the previously mentioned revisions are made to the Board and*
37 *Committee/Commission By-Laws, and the revised documents will be reviewed at a future meeting of*
38 *the Village Board.*

39
40 *At 8:20 P.M. a brief recess was taken and the Board reconvened at 8:31 P.M.*

41
42 **Item No. 10. Consider a motion to discuss and confirm President Lienau's**
43 **Committee/Commission appointments:**

44 Lienau distributed a document on which his proposed annual Committee appointments
45 were listed, and a copy of that document is hereby attached and incorporated by reference.
46 Enquist and Baker were asked if either of them would be willing to serve on the Historical
47 Society Board of Directors, and Baker volunteered. Bhirdo indicated that she would rather
48 not serve as Chair of the Administration and Compensation Oversight Committee, and

1 Duffy was then appointed Chair of that Committee. Duffy was also appointed Chair of the
2 Marina Fest Committee.

3
4 *A motion was made by Bell, seconded by Clove that all of the Committee/Commission appointments*
5 *which were recommended by President Lienau and reviewed at this meeting are approved as amended.*
6 *Motion carried – All ayes.*

7
8 **Item No. 11. Report on County activities from the County Supervisor Dave Lienau:**

9 Lienau noted that he didn't have anything new to report as the County Board won't be
10 meeting until next week.

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

14 Payment Approval Reports for the period April 19, 2016 through May 16, 2016 were
15 included in the meeting packets, and the Board members jointly reviewed those documents.

16
17 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which*
18 *were included in the meeting packets totaling \$223,247.17 are all approved. Motion carried – All ayes.*

19
20 **Item No. 13. Report by the Village Administrator on Village activities and projects:**

21 Jackson gave the following oral report:

- 22 • Work is substantially completed on the Bay Shore Drive Project.

23
24 **Committee Reports:**

25 **(1) Administrative Committee:**

26 The Administrative Committee met and formulated the previously mentioned
27 Committee/Commission assignments.

28
29 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

30 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met
31 recently and will be dissolved.

32
33 **(3) Communication and Technology Committee:**

34 The Communication and Technology Committee has not met recently.

35
36 **(4) Door County Coastal Byways Commission:**

37 The Door County Coastal Byways Commission will be meeting tomorrow.

38
39 **(5) DCEDC:**

40 Baker was unable to attend the last DCEDC Meeting.

41
42 **(6) Economic Development Committee:**

43 The Economic Development Committee has not met recently.

44
45 **(7) Finance Committee:**

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

- 1 **(8) Fire Board and Fire District Exploratory Committee:**
 2 The Fire Board and the Fire District Exploratory Committees have not met recently.
 3
- 4 **(9) Historical Society:**
 5 Since Zacek was not present no Historical Society report was given. Work is ongoing
 6 on gearing up for the upcoming season at The Corner of the Past.
 7
- 8 **(10) Library Commission:**
 9 No action based on the Library Commission Meeting Minutes which were included in
 10 the meeting packets. Use of the Library and Library services has increased.
 11
- 12 **(11) Marina Committee and Marina Fest Committee:**
 13 No action based on the Marina and Marina Fest Committee Meeting Minutes which
 14 were included in the meeting packets.
 15
- 16 **(12) Parks:**
 17 No action based on the minutes which were included in the meeting packets.
 18
- 19 **(13) Personnel Committee:**
 20 The Personnel Committee has not met recently.
 21
- 22 **(14) Plan Commission:**
 23 The Plan Commission will be meeting next week.
 24
- 25 **(16) SBAA:**
 26 No action based on the minutes which were included in the meeting packets.
 27
- 28 **(17) Teen Center:**
 29 The Teen Center, which is now known as the Youth Center, is once again open on
 30 Saturday nights and things are going quite well. There is a definite need for
 31 chaperones. If anyone is interested in helping out they should contact Enquist or
 32 Shannon Jungwirth.
 33
- 34 **(18) Tourism Zone Commission:**
 35 Since Zacek was not present no report was given.
 36
- 37 **(19) Utilities - Water, Sewer, and Storm Sewer Committees:**
 38 The Utilities - Water, Sewer and Storm Sewer Committees met this morning.
 39
- 40 **(20) Administration/Compensation Oversight:**
 41 The Administration/Compensation Oversight Committee has not met recently.
 42
- 43 **(21) Waterfront Oversight**
 44 No action based on the minutes which were included in the meeting packets.
 45

46 *At 9:14 P.M. another brief recess was taken and the Board members reconvened at 9:24 P.M.*
 47
 48

1 **Item No. 14. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
 2 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
 3 **public funds, or conduct other specified public business, whenever competitive or**
 4 **bargaining reasons require a closed session, and §19.85(1)(g) to confer with legal counsel**
 5 **for the governmental body who is rendering oral or written advice concerning strategy to**
 6 **be adopted by the body with respect to litigation in which it is or is likely to become**
 7 **involved:**

8 *At 9:16 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene into*
 9 *executive session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public*
 10 *properties, the investment of public funds, or conduct other specified public business, whenever*
 11 *competitive or bargaining reasons require a closed session, and §19.85(1)(g) to confer with legal*
 12 *counsel for the governmental body who is rendering oral or written advice concerning strategy to be*
 13 *adopted by the body with respect to litigation in which it is or is likely to become involved. A roll call*
 14 *vote was taken on that motion and the Board members voted in the following fashion:*

15
 16 *Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

17
 18 *Motion carried.*

19
 20 **Item No. 15. Consider a motion to reconvene into open session:**

21 *At 9:54 P.M. a motion was made by Lienau, seconded by that the Village Board reconvene into open*
 22 *session. Another roll call vote was taken, and the Board members again voted in the following fashion:*

23
 24 *Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

25
 26 *Motion carried.*

27
 28 **Item No. 16. Consider a motion to take action, if required:**

29 *A motion was made by Bhirdo, seconded by Baker that staff is directed to take the action which was*
 30 *suggested by legal counsel. Motion carried – All ayes.*

31
 32 **17. Discussion regarding matters to be placed on a future agenda or referred to a**
 33 **committee, official or employee:**

34 *It was the consensus that:*

- 35 • *The Historical Society's funding request shall be referred to the Finance Committee.*

36
 37 *It was also the consensus that the following issues shall be addressed at a future meeting(s) of the*
 38 *Village Board:*

- 39 • *Discussion on a recommendation from the Finance and Utilities Committees regarding award*
 40 *of a contract for engineering services related to sanitary, water and storm sewer service on the*
 41 *Braun property; Consider a motion for action if appropriate.*
- 42 • *Discussion regarding amendment of the Sister Bay Board of Trustees By-Laws and the Sister*
 43 *Bay Committee and Commission By-Laws; Consider appropriate motions for action.*
- 44 • *The Board of Review for the Village of Sister Bay will be adjourned until 6:00 P.M. on*
 45 *Tuesday, September 27, 2016.*
- 46 • *Discussion on goal setting, CIP priorities and policy objectives, and open discussion regarding*
 47 *those issues; Consider a motion for action if appropriate, will be addressed at a Special Board*
 48 *Meeting(s). (At one of those meetings the Marina Committee's recommendation that the*
 49 *Village Board approve of the installation of a fuel dock at the Sister Bay Marina and place such*

1 *an expenditure at the top of the Marina's CIP for 2017 will be formally addressed.)*

2

3 **Adjournment:**

4 *A motion was made by Bhirdo, seconded by Baker to adjourn the meeting of the Board of Trustees at*
5 *10:02 P.M. Motion carried - All ayes.*

6

7 Respectfully submitted,



8

9 Janal Suppanz,

10 Assistant Administrator

11

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Village of Sister Bay BOARD REPORT

Meeting Date 05/31/2016

Item No.: 4

Recommendation:

Adopt 332-053116 Approving a loan in the amount of \$590,000 from Bank of Luxemburg for TIF financing of the Stony Ridge Project.

Background: After almost 3 years of work, the Stony Ridge project loan has closed. The Board authorized the closing at its' February 16, 2016 meeting; minutes from that meeting are attached. Bank of Luxemburg has requested a formal Resolution authorizing the borrowing; they are not party to the Village Development agreement with Stony Ridge, and need the resolution for audit purposes.

Fiscal Impact: The project has paid approximately \$6,000 in Zoning fees to date. It is located in the TIF, and should contribute approximately \$81,000 in TIF revenues once completed. It will also generate building inspection fees, impact fees and utility users at various stages in the project.

Respectfully submitted,

Zeke Jackson
Village Administrator

**Resolution No 332-053116 Approving a loan in
the amount of \$590,000 from Bank of Luxemburg
for TIF financing of the Stony Ridge Project.**

WHEREAS, the Village of Sister Bay, by its Board of Trustees, has entered into a development agreement at its February 16, 2016 meeting with Stony Ridge Development ; and

AND WHEREAS the Village of Sister Bay by its Board of Trustees has agreed, based upon the terms set forth in the Development Agreement, Dated February 16, 2016 to loan Stony Ridge Development an amount of \$590,000 to facilitate infrastructure improvements; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Village of Sister Bay as follows:

1. The Village of Sister Bay hereby resolves to borrow \$590,000 from the Bank of Luxemburg in order to finance infrastructure improvements as a part of that project through its TIF #1 district.

INTRODUCED at a special meeting of the Board of Trustees of the Village of Sister Bay held this 31st day of May, 2016.

Passed and adopted this 31st day of May, 2016.

Village President

ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, FEBRUARY 16, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

1
2
3
4
5 The February 16, 2016 meeting of the Village of Sister Bay Board of Trustees was called to
6 order by Village President Dave Lienau at 6:04 P.M.

7
8 **Present:** President Lienau and Trustees John Clove, Pat Duffy, Scott Baker, Nate Bell, Nora
9 Zacek and Kathy Enquist.

10
11 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass and Assistant
12 Administrator Janal Suppanz.

13
14 **Others:** Pat Judy, Collin Dahl, Greg Casperson, John Sawyer, Al Gokey, Stan Wilson, Steve
15 Thomas, Keith Garot, Rob Zoschke, Dave Kaster, Jackson Parr and three other individuals.

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

18 *A motion was made by Clove, seconded by Baker that the Agenda for the February 16, 2016*
19 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
20 *– All ayes.*

21
22 *A motion was made by Duffy, seconded by Baker that the minutes for the December 15, 2015*
23 *meeting of the Village Board be approved as presented. Motion carried – All ayes.*

24
25 *A motion was made by Clove, seconded by Duffy that the minutes for the January 29, 2016*
26 *emergency meeting of the Village Board be approved as presented. Motion carried – All ayes.*

27
28 **Comments and correspondence:**

29 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
30 He then noted that a Door County Sheriff's Department Incident Log for the months of
31 September, October, November and December, 2015 was included in the meeting packets,
32 and the Board members jointly reviewed that document.

33
34 **Item No. 1. Presentation by Holly Weatherwax of County Materials on permeable pavers:**

35 Holly Weatherwax of County Materials was unable to attend this meeting, and, therefore, this
36 Agenda item was not addressed.

37
38 **Item No. 2. Review of work by members of the public, the Economic Development**
39 **Committee and the Plan Commission on a development plan for the Braun Parcel; Consider**
40 **appropriate motions for action if necessary:**

41 The property which is commonly referred to as "the Braun property" has been for sale for
42 redevelopment since 2008, and in 2015 the Village acquired that property with the assistance
43 of the D.O.T. and the D.N.R. All efforts to find a single developer for "the Braun property"
44 have, thus far, been fruitless, but some people have expressed interest in purchasing individual
45 lots. The Economic Development Committee and the Plan Commission have held a number of
46 meetings regarding this issue, and at one of those meetings the members of the public were
47 invited to participate in "community prototyping". At the prototyping session four different
48 development plans were prepared, and eventually a consensus plan which has been labeled
49 "Sister Bay Market Place" and depicts a mixed use development was created. That plan was

1 included in the meeting packets, and the Plan Commission and the Economic Development
 2 Committee have recommended that it be approved. If the plan is approved it is quite likely that
 3 at some point the Village will have to see that a condo plat, site survey, survey map and condo
 4 ownership documents are prepared. Further, TIF incentives will come into play. The estimated
 5 purchase price for an individual lot depicted on the plan is \$70,000 to \$100,000.

6
 7 The Board members jointly reviewed the previously mentioned plan, and during the review
 8 process Clove indicated that he is opposed to the Village "becoming a developer". He also
 9 believes the Braun property is very valuable. Lienau agreed that the Village should not become
 10 a developer, but pointed out that thus far no one has offered to purchase the entire parcel. On
 11 the other hand, a few people have asked if the Village would be willing to lot off the property
 12 as they are interested in constructing a small shop or store downtown. Bell pointed out that
 13 regardless of its value, "something is only worth what someone will pay for it". Zacek stated
 14 that she would like to see the Braun property sold and believes there could be a number of
 15 uses, including creation of kiosk spaces, for the green space. Enquist agreed.

16
 17 *A motion was made by Lienau, seconded by Zacek that the Village Board accepts the*
 18 *recommendations of the Plan Commission and the Economic Development Committee and*
 19 *approves the preliminary plan for development of "the Braun property" as presented, on the*
 20 *condition that the parking lot depicted on the plan must be created, and the Village*
 21 *Administrator must receive confirmation that the additional property which is depicted on the*
 22 *plan can be purchased from the Sister Bay Bowl. The Village Administrator shall also confirm*
 23 *that it will be possible to create a condo plat for the property. Staff is authorized to expend up*
 24 *to \$15,000.00 from the unassigned reserve balance to develop a condo plat, site survey, survey*
 25 *map, and condo ownership documents.*

26
 27 *A roll call vote was taken on that motion and the Board members voted in the following*
 28 *fashion:*

29
 30 *Lienau –Aye; Baker – Aye; Bell – Aye; Clove – Nay; Duffy – Aye; Enquist – Aye; Zacek –*
 31 *Aye.*

32
 33 *Motion carried.*

34
 35 **Item No. 3. Consider a motion to act on the recommendation of the Plan Commission and**
 36 **adopt Resolution No. 322, approving a CSM for Parcel No. 181-00-08312812M which is**
 37 **located on Canterbury Lane, and is commonly referred to as "the Canterbury Extension":**

38 In accord with the Development Agreement which was entered into with the management of
 39 the Good Samaritan Society, (SCAND), Canterbury Lane will be extended. The official
 40 mechanism which will be utilized to create the extension will be the CSM which was included
 41 in the meeting packets. The Plan Commission has recommended that the CSM be approved.

42
 43 *A motion was made by Bell, seconded by Baker that the Village Board accepts the*
 44 *recommendation of the Plan Commission and passes and adopts Resolution No. 322 approving*
 45 *a Certified Survey Map for the portion of Village of Sister Bay Parcel No. 181-00-08312812M*
 46 *which is located on Canterbury Lane and is commonly referred to as "the Canterbury*
 47 *Extension", as presented. Motion carried – All ayes.*

48
 49
 50

1 **Item No. 4. Consider a motion to act on a recommendation of the Plan Commission to adopt**
 2 **an amendment to the Development Agreement with the Good Samaritan Society (SCAND):**

3 As a part of their recent expansion project the management of the Good Samaritan Society
 4 (SCAND) was compelled to make a number of public and private improvements to their
 5 property. One of those improvements was installation of parking lot lights, but a number of
 6 complaints were received about the lights from adjoining property owners. The decision was
 7 eventually made that SCAND officials would not be required to install the street lights which
 8 have been labeled #1 through #6 on Exhibit A – E0.1 of the SCAND Development Agreement.
 9 One light which has been installed continues to offend an adjoining property owner, and the
 10 Plan Commission has recommended that the previously mentioned Development Agreement be
 11 amended in such fashion that it states that shrouds and control switches will be required on the
 12 street lights which have been labeled #7 and #10 on Exhibit A - E0.1, but the Village will
 13 reimburse the developer up to \$2,500 for the costs of installing the shroud and control switch
 14 on Light #10. A draft of Amendment No. I was included in the meeting packets.

15
 16 Clove and Duffy expressed concerns about paying for a shroud and a dimmer for a light which
 17 is on private property because one individual complained about it, and also noted that other
 18 Village property owners could complain about light trespass and ask for the same treatment.
 19 They suggested that the property owner who complained be asked if she would be willing to
 20 split the cost associated with installing the shroud and dimmer with the Village. It was
 21 eventually the consensus that this matter shall be referred back to the Plan Commission.

22
 23 *A motion was made by Duffy, seconded by Baker that Agenda Item No. 4 - Consider a motion*
 24 *to act on a recommendation of the Plan Commission to adopt an amendment to the*
 25 *Development Agreement with the Good Samaritan Society, (SCAND), shall be tabled as this*
 26 *matter will be referred back to the Plan Commission. Motion carried – All ayes.*

27
 28 **Item No. 5. Consider a motion to act on the recommendation of the Plan Commission and**
 29 **adopt Resolution No. 323, approving a CSM for Parcel No. 181-21-0305, which has been**
 30 **assigned an address of 10641 N. Bay Shore Drive and is commonly referred to as “Husby’s”,**
 31 **and an adjacent piece of property – Parcel No. 181-21-0303A which has been assigned an**
 32 **address of 10647 N. Bay Shore Drive:**

33 John Sawyer and his business partners are attempting to purchase the Johnson property which is
 34 immediately south of the Husby’s property. A draft of a CSM which combines the properties as
 35 well as an applicable Resolution were included in the meeting packets and the Village Board
 36 members jointly reviewed those documents. The Plan Commission has recommended that the
 37 Resolution and the CSM be approved.

38
 39 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*
 40 *recommendation of the Plan Commission and passes and adopts Resolution No. 322 approving*
 41 *a Certified Survey Map for Parcel No. 181-21-0305, which has been assigned an address of*
 42 *10641 N. Bay Shore Drive and is commonly referred to as “Husby’s” and an adjacent piece of*
 43 *property – Parcel No. 181-21-0303A which has been assigned an address of 10647 N. Bay*
 44 *Shore Drive, as presented. Motion carried – All ayes.*

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1 **Item No. 6. Consider a motion to act on the recommendation of the Plan Commission and**
 2 **Adopt Resolution No. 324 which approves CSM's for Parcel No. 181-42-30001 and Parcel**
 3 **No. 181-42-40001A, which property has been assigned an address of 10604 STH 57 and is**
 4 **commonly referred to as "The Harbor View Development", and Resolution No. 320,**
 5 **approving an associated Planned Use Development (PUD) Agreement, as well as discussion**
 6 **on the Harbor View proposal:**

7 In 2014 Al Gokey approached the Village about purchasing the Old School Property. At that
 8 time plans were submitted showing multiple development possibilities. Through the negotiation
 9 process Gokey submitted a final development plan and made verbal commitments that a spec.
 10 home would be built on the property in 2014, with more development to follow in 2015. To
 11 date no building activity has occurred on the Old School Property. A draft of a Planned Use
 12 Development (PUD) Agreement which will ensure that Mr. Gokey abides by certain conditions,
 13 as well as two Certified Survey Maps (CSM's) creating individual lots which are compliant with
 14 the Plan Commission's directives were included in the meeting packets, and the Plan
 15 Commission has recommended that all of those documents as well as applicable Resolutions
 16 be approved.

17
 18 Duffy expressed concerns that no construction has taken place on the Old School Property yet.
 19 He believes the PUD Agreement should contain a provision which establishes a deadline for a
 20 spec. home to be constructed, and also believes that if that does not occur taxes should be
 21 assessed on the estimated value of the home. He also asked how long Gokey thinks it will take
 22 to construct something on the property. Gokey responded that he can guarantee that a spec.
 23 home will be constructed within two years, and believes that home will have a value of
 24 between \$150,000 and \$180,000. He also believes that at least one other home will be
 25 constructed on the property within two years.

26
 27 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the*
 28 *recommendation of the Plan Commission and passes and adopts Resolution No. 324 which*
 29 *approves CSM's for Parcel No. 181-42-30001 and 181-42-40001A. Motion carried – All ayes.*

30
 31 *A motion was made by Clove, seconded by Duffy that the Village Board passes and adopts*
 32 *Resolution No. 320, approving the Planned Use Development (PUD) Agreement for the*
 33 *"Harbor View" Development which was reviewed at this meeting, on the condition that the*
 34 *Agreement shall be amended in such fashion that it states that if nothing is constructed on the*
 35 *property in two years an additional assessment based upon a minimum improvement value of*
 36 *\$300,000 will be made commencing on March 1, 2018. (That assessment is based upon a tax*
 37 *rate of \$12.11 per \$1,000 worth of value.) Further, an additional assessment based upon a*
 38 *maximum improvement value of \$150,000 will be assessed in 2019, 2020, 2021, and 2022,*
 39 *and Gokey will be invoiced for the additional minimum assessments on March 1st of each of*
 40 *those years. Motion carried – All ayes.*

41
 42 *A brief recess was taken at 7:45 P.M. and the Board reconvened at 7:56 P.M.*

43
 44 **Item No. 9. Consider a motion to grant a four month pro-rated Class A Beer and Liquor**
 45 **License to Collin and Jennifer Dahl, d/b/a Firefly Outfitters, LLC:**

46 Collin and Jennifer Dahl, d/b/a Firefly Outfitters, LLC in Unit #3 at 10589 S. Highland Road
 47 plan to open a shop where "small producer" wines and craft beers are sold. The proper
 48 documentation has been submitted to the Village Clerk, and copies of all of that documentation
 49 was included in the meeting packets. The Dahls have requested that they be issued a 4 moth
 50 pro-rated Class A Beer and Liquor License.

1 *A motion was made by Lienau, seconded by Duffy that a four month pro-rated Class A Beer*
 2 *and Liquor License shall be issued to Collin and Jennifer Dahl, d/b/a Firefly Outfitters in Unit #3*
 3 *at 10589 S. Highland Road. Motion carried – All ayes.*

4
 5 **Item No. 7. Review of a proposed amendment to the Stony Ridge Development Agreement;**
 6 **Consider a motion for action if appropriate:**

7 A while ago Keith Garot entered into a Development Agreement for expansion of the Stony
 8 Ridge Development with the Village and sought a loan for infrastructure improvements from the
 9 Village in the amount of \$530,000. The first round of bids came in several hundred thousands
 10 of dollars higher than anticipated, and, therefore, the Development Agreement has been
 11 amended. The new agreement is substantially the same as the original but it states that seven
 12 lots will not have infrastructure improved to their boundaries. It also states that Mr. Garot must
 13 expend the first \$100,000 in excess funding for construction of infrastructure from the Bank of
 14 Luxemburg before tapping into the \$530,000 loan from the Village. Interest rates also increase
 15 from 4.66% to 5%. The Plan Commission has recommended that the amended Development
 16 Agreement be approved. Jackson is recommending that the Development Agreement be
 17 amended in such fashion that it states that the value of the loan mentioned in the agreement
 18 shall be increased to \$590,000 so that the work depicted on the plan provided by Robert E. Lee
 19 & Associates can be completed.

20
 21 *A motion was made by Clove, seconded by Bell that the Village Board accepts the*
 22 *recommendation of the Plan Commission and approves the revised Development Agreement*
 23 *between the Village of Sister Bay and Stony Ridge Development, LLC, which was reviewed at*
 24 *this meeting, on the condition that the agreement shall be amended in such fashion that it states*
 25 *that the value of the loan mentioned in the agreement shall be increased to \$590,000 so that*
 26 *the work depicted on the plan provided by Robert E. Lee & Associates can be completed.*
 27 *Motion carried – All ayes.*

28
 29 **Item No. 8. Consider and discuss a recommendation from the Finance Committee on**
 30 **refinancing the Village's 2005 series bonds, and adopt Resolution No. 321; Consider a motion**
 31 **for action if appropriate:**

32 The Village authorized borrowing of \$6,830,000 through 2005 Series Bonds. Those bonds were
 33 callable as of December 1, 2015. The Finance Committee has recommended that the 2005
 34 Series Bonds be refinanced.

35
 36 *A motion was made by Baker, seconded by Clove that the Village Board accepts the*
 37 *recommendation of the Finance Committee and approves the call and refinancing of the*
 38 *principal balance of \$2,310,000 which remains on its 2005 Series Bonds. Motion carried – All*
 39 *ayes.*

40
 41 **Item No. 10. Consider a motion to approve Phase II work on the Wayfinding Signage Project**
 42 **by Living Labs/JB Fieldworks; Consider a motion for action if appropriate:**

43 The Village worked with Living Labs, now JB Fieldworks, to develop a concept design for
 44 Wayfinding Signage as well as a Wayfinding Signage Master Plan. The preliminary work was
 45 completed as part of Phase I. Phase II consists of finalization of designs, maps, and bidding out
 46 of sign work to competent bidders. The Plan Commission, Parks Committee and Economic
 47 Development Committee have recommended that the Phase II work be approved.

48
 49 *A motion was made by Clove, seconded by Zacek that the Village Board accepts the*
 50 *recommendations of the Plan Commission, the Parks Committee and the Economic*

1 *Development Committee and authorizes Living Labs, now JB Fieldworks to work on Phase II of*
 2 *the Wayfinding Signage Project. Motion carried – All ayes.*

3
 4 **Item No. 11. Presentation on the Phase I goal setting take-home activity; Discussion and**
 5 **motion for action if appropriate:**

6 The Village is complying with a major twenty year plan much sooner than was originally
 7 anticipated. While Village officials are excited about the progress which has been made on this
 8 issue, there is some differing sentiment among citizens, committee members, and Trustees as to
 9 “how, when and what” should happen next. Jackson believes it would make the most sense for
 10 the Trustees to define a clear direction for the future with ranked priorities based on their
 11 collective will. To that end goal setting worksheets were included in the meeting packets. It was
 12 the consensus that each of the Trustees shall complete the worksheets and provide them to
 13 Jackson no later than noon on Friday, March 4, 2016.

14
 15 *A motion was made by Baker, seconded by Duffy that Agenda Item No. 11 – Presentation on*
 16 *the Phase I goal setting take-home activity; Discussion and motion for action if appropriate,*
 17 *shall be tabled until the March Meeting of the Village Board. Motion carried – All ayes.*

18
 19 **Item No. 12. Consider a motion to discuss and confirm President Lienau’s appointments:**

20 Kathy Enquist indicated that the Teen Center Board met and has recommended that the
 21 following individuals be elected and/or appointed to serve as officers/members of that Board:

22
 23 Jenna Riley (Teen) – President
 24 Shannon Jungwirth (Adult) – Vice-President
 25 Heather Anderson – Secretary/Treasurer

26
 27 Lienau recommended that all of the previously mentioned individuals be appointed to serve as
 28 officers and/or members of the Teen Center Board.

29
 30 *A motion was made by Baker, seconded by Zacek that the Village Board accepts President*
 31 *Lienau’s recommendations and appoints Jenna Riley and Shannon Jungwirth to serve as the*
 32 *Teen and Adult representatives on the Teen Center Board. The Village Board also affirms the*
 33 *election of Jenna Riley, Shannon Jungwirth and Heather Anderson to serve as President, Vice-*
 34 *President and Secretary/Treasurer of the Teen Center Board respectively. Motion carried.*

35
 36 Clove indicated that Dan Jungwirth is not able to attend Marina Committee meetings on a
 37 regular basis, and, therefore, he would like to recommend that Jungwirth be appointed to serve
 38 as an “alternate” and Andy Hallet be appointed to serve as a “regular member” of the Marina
 39 Committee. Lienau recommended that that occur.

40
 41 *A motion was made by Clove, seconded by Baker that Dan Jungwirth shall be appointed to*
 42 *serve as an “alternate” on the Marina Committee and Andy Hallet shall be appointed to serve*
 43 *as a regular member of that Committee. Motion carried – All ayes.*

44
 45 Lienau also recommended that Bell be appointed to serve as the Village Board representative
 46 on the Waterfront Oversight Committee.

47
 48 *A motion was made by Clove, seconded by Baker that Nate Bell shall be appointed to serve as*
 49 *the Village Board representative on the Waterfront Oversight Committee. Motion carried – All*
 50 *ayes.*

Item No. 13. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report regarding Door County activities:

- Work has already started on compiling data for the 2017 Door County budget.
- This is the third year that the provisions of the County's Employee Compensation Plan have been in effect. Another consultant reviewed the plan and reported that he believes it still contains accurate data. Work will now commence on re-evaluating the pay ranges for the current positions.
- A request to move ahead with converting the old Highway Shop for use by the Ambulance Department, the Aging & Disability Resource Center, and the Senior Center will be forwarded on to the County Board for approval.

Item No. 14. Review of the financial statements and consideration of a motion to approve the monthly bills:

Payment Approval Reports for the period December 16, 2015 through February 16, 2016 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which were included in the meeting packets totaling \$2,000,981.77 are all approved. Motion carried – All ayes.

Item No. 15. Report by the Village Administrator on Village activities and projects:

Jackson gave the following oral report:

- Work on the Bay Shore Drive Reconstruction Project has halted for the winter.
- Street lights were installed during the week of February 8th, and he is currently awaiting the arrival of employees from WPS to complete the installation of the meter base so the system can be charged.
- The sledding hill is getting a lot of use.
- It has been a challenge to keep the ice rink open on a regular basis because the weather has been very "unpredictable".
- Work on the Beach Project is complete!!! Outstanding items still have to be settled with the DNR.
- Construction is underway on the Niagra Ridge Project.
- Final plans for the Harbor View Development have been reviewed by the Plan Commission and were approved.
- There are five candidates running for three Village Trustee positions. Village staff members will be conducting a brief candidate orientation session in the near future. All the candidates will be sent an informational letter regarding the orientation session later this week.

The question arose as to how placement of the candidates' names on the ballot is determined, and Suppanz responded that as per the County Clerk's directives the placement is determined by "the luck of the draw". The drawing for the upcoming election took place at the Village Office, and since Rass is not a resident of the Village she drew the names. Lienau stressed that in the future he wants the dates and times for the drawings for placement of candidates' names on all the Village's election ballots to be publicized and conducted in public.

1 Committee Reports:

2 *Due to time constraints no Committee Reports were addressed at this meeting.*

3
4 *Jackson indicated that a draft of the proposed SBAA Operating Agreement has been received,*
5 *but some of the provisions which were contained in the original contract have been omitted.*
6 *Because of event and performer scheduling deadlines he believes it would be best for two*
7 *Trustees and two representatives of the SBAA to meet to discuss this issue in an attempt to*
8 *decide upon mutually agreeable terms. It was the consensus that this would be a good idea.*
9 *Lienau and Duffy volunteered to be the Village Board representatives.*

10
11 **Item No. 16. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
12 **§19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(g) to confer with legal**
13 **counsel, who, either orally or in writing will advise the governmental body on strategy to be**
14 **adopted with respect to current or likely litigation:**

15 *At 8:45 P.M. a motion was made by Lienau, seconded by Clove that the Village Board convene*
16 *into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*
17 *benefits and §19.85(1)(g) to confer with legal counsel, who, either orally or in writing will*
18 *advise the governmental body on strategy to be adopted with respect to current or likely*
19 *litigation.*

20
21 *A roll call vote was taken on that motion and the Board members voted in the following*
22 *fashion:*

23
24 *Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek*
25 *– Aye.*

26
27 *Motion carried.*

28
29 **Item No. 17. Consider a motion to reconvene into open session:**

30 *At 9:07 P.M. a motion was made by Lienau, seconded by Baker 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
34 *Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek*
35 *– Aye;*

36
37 *Motion carried.*

38
39 **Item No. 18. Consider a motion to take action if required:**

40 *Staff members were directed to pursue the items which were discussed in closed session.*

41
42 *A motion was made by Bell, seconded by Zacek that the Village Board approves of the 2016*
43 *amended Village Administrator Employment Agreement which was reviewed at this meeting as*
44 *amended. Those amendments stated that sixty days notice shall be given for voluntary*
45 *termination and the term “lump sum” shall be removed from Section 13 of the Agreement.*
46 *Motion carried – All ayes.*

47
48
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50

1 **Item No. 19. Discussion regarding matters to be placed on a future agenda or referred to a**
2 **committee, official or employee:**

3 There were no matters to be placed on a future agenda or referred to a committee, official or
4 employee.

5

6 **Adjournment:**

7 *A motion was made by Clove, seconded by Zacek to adjourn the meeting of the Board of*
8 *Trustees at 9:25 P.M. Motion carried – All ayes.*

9

10 Respectfully submitted,



11

12 Janal Suppanz,

13 Assistant Administrator