VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, June 16, 2026
Approved as amended

1. Call to Order & Roll Call

President Nate Bell called the meeting to order at 6:02 PM on Tuesday, June 16, 2026.

Present: President Nate Bell, Lousie Howson, Brigid White, Terry Kelly, Steve Bacsi, Skip Heidler, Patrice Champeau.

Staff: Administrator Benjamin Andrews, Finance Specialist/Treasurer Vlad Gannik, Village Clerk Julie Thyssen. Zoom: Marina Manager Dave Lienau, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Amber Drewieske CLA, Michael Miller

Others: Mike Goldstone, Elizabeth McMasters CLA

2. Approve Agenda

Motion to approve the agenda was made by Champeau and seconded by White. Motion carried – all ayes.

3. Approve Meeting Minutes

a) May 19, 2026; Regular Meeting

Motion to approve the minutes as amended was made by Howson and seconded by White. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public

Champeau raised two concerns on behalf of residents. First, she reported complaints regarding littering of beer cans and alcohol containers along village sidewalks and streets following the goat festival, noting that the Parks Department was absorbing cleanup costs. She suggested the Board explore solutions including possible restrictions on open intoxicants in public areas. Second, she relayed repeated resident requests for a yard waste and brush disposal site, noting that similar requests had been brought before the Parks Committee in prior years.

A board member noted that the Sister Bay Association's contract with the village includes provisions for cleanup at events, and that trash receptacles are lined along event routes. The prior request for a refuse drop-off site was acknowledged as a recurring budget-related issue.
Bell reminded trustees that items raised during public comment may be referred to a future committee or agenda under Item 10.

Future Action: The litter/open intoxicants issue and yard waste disposal request were referred to the Parks Committee for discussion.

5. Presentation

a) 2025 Financial Audit Presentation

Elizabeth McMasters of CLA presented the 2025 financial audit. The village received an **unmodified (clean) opinion**, consistent with prior years. Key highlights included:

- **General Fund:** Unassigned fund balance exceeded $2,000,000, placing the village at 58% of the following year's budgeted expenditures, above the village's policy target of 25–40%. CLA noted this elevated balance is appropriate given the village's heavy reliance on the property tax roll rather than consistent state aid streams.

- **Capital Projects Fund:** Ended the year just under $6,900,000.
- **TID 1:** Fund balance of $1,800,000, with approximately $6,100,000 in unreimbursed project costs remaining. Notably, the TID made repayments to the General Fund and Capital Projects Fund over the past two years, reflecting improving tax increment generation.
- **Utility/Enterprise Funds:** All funds — water, wastewater, and marina — showed positive changes in net position for the year (water: $184,000; treatment/wastewater: $326,000; marina: $190,000). Total net position across enterprise funds was approximately $18,200,000, of which $10,500,000 is invested in capital infrastructure and $2,500,000 is restricted for plant replacement.
- **Audit Findings (pages 79–80):** Two findings were noted, both considered routine: (1) preparation of the annual financial report by the auditor, issued in approximately 90–95% of municipal audits; and (2) year-end adjusting entries to the village's financial records. Both findings were characterized as standard and not indicative of material recordkeeping deficiencies.

CLA expressed appreciation for the responsiveness of Village Finance staff and Andrews throughout the audit process.

Bell noted the report-preparation finding would remain a repeat finding indefinitely absent in-house CPA capacity, while the adjustments finding could potentially be reduced over time. The Board discussed whether to formally accept the audit and agreed to defer formal acceptance to the July meeting pending receipt of the final signed copy.

Future Action: Andrews to place the final 2025 audit on the July 21 Board agenda for formal acceptance.

6. Ordinances & Resolutions

a) Res. 2026-003 Approving 2025 Electronic Compliance Maintenance Annual Report

Barnes provided a brief overview of the 2025 Compliance Maintenance Annual Report (CMAR) for the wastewater treatment plant and sanitary sewer collection system. The village scored the highest available grade point average. Bell noted that not all facilities achieve a perfect score and commended the Wastewater Department staff.

Motion to approve Resolution 2026-003 was made by Kelly and seconded by Heidler. Motion carried – all ayes.

7. Discussion/Action Items

a) Annual License Review; Cigarette, Electronic Vaping Device, and Tobacco Licenses

Village Clerk Thyssen presented renewal applications for five tobacco, cigarette, and vaping licenses. No compliance issues or complaints were noted in any applicant file.

Motion to approve the five tobacco, cigarette, and vaping licenses as listed was made by Kelly and seconded by Howson. Motion carried – all ayes.

b) Annual License Review: Alcohol Beverages and Operators

Thyssen presented the renewal applications by license class. She reported that One Star Burger's application was initially flagged due to a sign violation; however, because no fines or tickets had been issued and the ordinance only allows withholding a license for unpaid monetary obligations, the application was included for renewal. Staff noted the sign application is scheduled for Planning Commission review and that future ordinance amendments may be considered.

Licenses were approved by class as follows:

Motion to approve the Combination Class A license renewals was made by Kelly and seconded by White. Motion carried – all ayes.

Motion to approve the Combination Class B license renewals was made by White and seconded by Champeau. Motion carried – all ayes.
Motion to approve the Class B Beer and Class C Wine license renewals was made by White and seconded by Bell. Motion carried – all ayes.
Motion to approve the Class B Beer license for Ecology Sports was made by White and seconded by Howson. Motion carried – all ayes.
Motion to approve the Class C Wine license renewal for Blush Salon & Bridal was made by White and seconded by Kelly. Motion carried – all ayes.
Operator (bartender) licenses were presented for one- and two-year terms. The majority of applicants applied for two-year licenses.
Motion to approve the operator's licenses as listed was made by Bell and seconded by Bacsi. Motion carried – all ayes.

Future Action: Staff to explore and draft an indebtedness ordinance for Board consideration that would allow license withholding based on outstanding compliance violations.

c) Operational Agreement for Fire Training Facility 2026 – Sister Bay–Liberty Grove Fire Department
Andrews introduced the item with additional context from Fire Chief Goldstone. The fire department aims to convert the vacant concession stand near the fire station into a fire training facility, investing $50,000–$75,000 funded through annual donations. The exterior will largely remain unchanged, with possible minor updates. Goldstone highlighted that the closest similar facility is in Green Bay, entailing a two-hour travel, which leaves the area unprotected. This agreement secures the building's modification rights for the department. Legal counsel has reviewed the agreement. The village maintains building insurance, while the fire department covers operational costs.
Motion to approve the Operational Agreement for the Fire Training Facility was made by Kelly and seconded by Bacsi. Motion carried – all ayes.

d) Employee Handbook Revision
Andrews detailed personnel committee-recommended updates to the employee handbook, focusing on on-call duties, PTO, emergency response expectations, and a new disciplinary documentation form. Changes arose from an incident involving an employee on vacation being contacted during an emergency. The policy now specifies that employees on approved PTO aren't recalled unless an emergency poses an immediate public health, safety, or infrastructure threat. Supervisors shouldn't contact employees on leave for non-emergencies. Definitions of "emergency" were clarified to prevent ambiguity, ensuring employees unavailable during such instances aren't penalized. Bell noted discomfort with the language that all employees are "always on call" but recognized this necessity. White explained that changes address this by stressing recalls occur only during emergencies, shielding those on PTO. A consensus was reached to revise the policy phrase to "during an emergency, all employees are on call" for better clarity.
Motion to adopt the revised employee handbook provisions was made by White and seconded by Champeau. Motion carried 5-2. Bell and Kelly opposed.

e) By-Law Review; Committee and Trustee By-Laws 1:01:29
Bell presented proposed changes to the composition of three advisory committees, with the intent of adding community member seats to increase transparency and public engagement. Discussion focused primarily on the Parks, Property & Streets Committee, and whether non-resident "stakeholders" should be eligible to serve alongside trustees.

Several trustees expressed strong opposition to allowing stakeholders who neither reside in nor pay taxes to the village to serve in a voting capacity on committees that make financial

recommendations — particularly on the Parks Committee, which administers the village's largest departmental budget. The consensus view was that non-residents without a financial stake in village expenditures should not hold voting seats on such committees.
Arguments that broader community participation reduces trustee time burden, introduces diverse expertise, and increases public trust in the process. It was noted that all committee appointments require full Board approval, providing a check on any individual appointment.
After straw polling and extended debate, the Board reached consensus on the following revised committee compositions:

- **Parks, Property & Streets Committee:** 2 trustees, 3 citizens.
- **Sewer and Water Utility Committee:** 2 trustees, 1 citizen.
- **Personnel Committee:** 3 trustees, up to 2 stakeholders with demonstrated expertise in human resources.

The term "stakeholder" in the bylaws was acknowledged to require a definitional update to reflect its intended broader meaning. Board would seek to make simultaneous appointments to the Personnel Committee to avoid an even number of voting members. It was also agreed that an ongoing interest form would be developed to build a pool of prospective committee volunteers.
Motion to approve the amended committee and trustee bylaws as described was made by Bell and seconded by Kelly. Motion carried – all ayes.

Future Action: Andrews to develop and publish a standing community interest/volunteer form for committee participation.

f) Commemorative Bench Program Policy and Donation Agreement
Andrews presented the revised Commemorative Bench Program policy, which had undergone six rounds of review at the Parks Committee level. Key changes include: a tiered location system (Tier 1 for applicants with stronger village connections, Tier 2 for general connections); an increase in the donation amount from $1,000 to $3,000 to more accurately reflect actual installation costs (staff time, concrete slab, bench materials); and a shift in renewal responsibility from the village to the bench applicant after the 10-year term.
Concerns were raised about the $3,000 cost potentially limiting access to the bench program for residents with modest means. It was noted that the village has a partial subsidy in place but should not bear the full cost. The discussion also highlighted the limited number of bench locations (approximately 78–85 currently), the administrative burden of managing renewals, and previously poor communication with bench holders. The possibility of including a formal waitlist in the policy was suggested, with 3–4 applicants already on a waiting list.
Motion to approve the Commemorative Bench Program Policy and Donation Agreement as presented was made by Bell and seconded. Motion carried – all ayes.

g) Development Agreement; Coming of Age in Sister Bay, LLC; 10615 & 10619 Sister Bluff Drive
Andrews summarized the proposed new development agreement for the Coming of Age in Sister Bay, LLC project, incorporating revisions from prior amendment rounds. The agreement includes: two 18-foot driveways in lieu of one; approval of a proposed sunroom on the second house; clarified screening requirements for propane tanks; and a confirmed landscaping plan. The Planning Commission reviewed the updated driveway and drainage plan; non-board members of the Commission indicated no concerns via email.
The missing building height on the plans was highlighted, with the maximum allowed height being 35 feet. The applicant’s representative stated the building reaches about 25.5 feet to the peak, complying with the code. However, since the specific measurement wasn't included in the current plans, it was agreed to add explicit height documentation to the development agreement before final approval.

Motion to approve the Development Agreement for Coming of Age in Sister Bay, LLC, with the condition that building height be explicitly documented in the plan set prior to execution, was made by Heidler and seconded by Bell. Motion carried – all ayes.

Future Action: Applicant to provide an elevation profile or plan sheet explicitly noting the building height measurement and submit to staff for incorporation into the executed development agreement.

h) Development Agreement Amendment; Luna View; 2399 Maple Drive
Andrews presented the revised development agreement amendment for the Luna View development at 2399 Maple Drive. Revisions include reassignment of the rooftop deck to Unit 301, updated guest parking locations along the entryway, and clarified rooftop and pergola stair color requirements (brown, tan, or gray). The Planning Commission reviewed the proposed changes without objection. A minor address discrepancy (399 vs. 2399 Maple Drive) in the staff memo heading was noted and acknowledged as a typographical error; the body of the agreement correctly reflects 2399 Maple Drive.
Motion to approve the Development Agreement Amendment for Luna View was made and seconded. Motion carried – all ayes.

i) Monthly Financial Report & Appropriations
Bell moved approval of the monthly financial report and payment of bills in the amount of **$455,119.94**.
Bell noted the village is paying approximately $600 per month for cell phone service and suggested potential savings of approximately $400 per month through renegotiation or provider review.

Motion to approve the monthly financial report and pay bills in the amount of $455,119.94 was made by Bell and seconded by White. Motion carried – all ayes.

Future Action: Andrews to contact the village's Cellcom representative to review the current cell phone contract and identify cost-reduction options.

8. Staff Reports
Bell requested that future staff reports be kept to summary narrative form and that extraneous external attachments not be appended directly to the staff report section; items requiring visual support should instead be presented as separate agenda items at the appropriate committee level.
Andrews confirmed he met with Michelle Lowry in early June to discuss village economic development projects and initiatives.

9. Committee Reports
Finance Committee:
A clarification was requested on a Finance Committee dissenting vote regarding budget direction.
Howson noted the vote didn't oppose a zero-percent increase but objected to budgeting flat against the previous year's budget, questioning why projected current-year actuals weren't considered.
Gannik explained that basing on the prior budget, as opposed to actuals, is standard in Wisconsin to maintain future levy capacity. This was acknowledged.
Parks, Property & Streets Committee: Champeau reported that the historical signage project currently contains errors and inaccuracies flagged by the Historical Society, including the omission of several historically significant Sister Bay sites and the inclusion of locations outside village limits.

Andrews confirmed a meeting had been scheduled with the artist, the Historical Society president, and relevant committee members to review and address the discrepancies.
Motion to accept all committee reports was made and seconded by Kelly. Motion carried – all ayes.

10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
a) Tour of Wastewater Treatment Facility for Village Board Members; Week of June 22nd, 2026.
The Board scheduled a wastewater treatment facility tour for Monday, June 22, 2026, at 9:30 AM.

b) TID 101 and TID Overview Presentation; Finance Committee; July 13th, 2026 – 10:00 AM
The TID overview presentation by Baird is scheduled as a joint Board and Finance Committee meeting on July 13, 2026, at 10:00 AM. All Board members were encouraged to attend, in person or via Zoom, given the long-term financial significance of TID 1 to the village. The strategic plan review will also be incorporated into that meeting.

c) Notice of Possible Quorum; Sister Bay Historical Society – Tour of Little Sister Bay; June 18, 2026 – 11:15 AM
Noted for the record.

11. Next Meeting
a) July 21, 2026; 6:00 PM

12. Executive Session
a) Wisc. Stats. 19.85(1)(g) — Fiber Optic Discussion
Motion to adjourn into executive session pursuant to Wis. Stats. 19.85(1)(g) to confer with legal counsel regarding litigation strategy related to the fiber optic discussion was made by Bell and seconded by Howson. Roll call vote: all ayes.
b) Closed Session
The Village Board met in closed session. No action was taken during the closed session.

13. Adjourn
The meeting adjourned from closed session at 8:49 p.m.

Minutes respectfully submitted by Julie Thyssen, Village Clerk