VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, July 21, 2026, 6 P.M.
Approved as amended

1. Call to Order & Roll Call
President Nate Bell called the meeting to order at 6:00 PM on Tuesday, July 21, 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. Others: John Lijewski, Terry Wolf Zoom: Marina Manager Dave Lienau, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Abby Doobie, Kristin Fine, Michael Miller, Sarah Bertges

2. Approve Agenda
Motion to approve the agenda was made by Kelly and seconded by White. Motion carried – all ayes.

3. Approve Meeting Minutes
a) June 16, 2026; Regular Meeting
The Board noted two corrections to the June 16, 2026 Regular Meeting minutes: changing "golf festival" to "goat festival," and clarifying that the approved color change applied to the rooftop, pergola, and stair access structure.
Motion to approve the minutes as amended was made by Bell and seconded by Bacsi. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public
John Lijewski, President of the Sister Bay Historical Society, addressed the Board regarding the Society's barn preservation and renovation project, proposed as the Center for History, Education, and Community. He described the facility's capacity for events, educational programs, and community gatherings, noting its similarity in size to the Crest Center. The project's total fundraising goal is $6,000,000, of which $4,500,000 is designated for construction and $1,500,000 for endowment. Mr. Lijewski formally requested a village contribution of $750,000, payable over three to five years, and noted alignment with the Village's 2025 Comprehensive Plan. He indicated that a formal proposal would be submitted to the Finance Committee by the following day. The Board directed that the matter be added to the Finance Committee agenda for their next meeting.

5. Ordinances & Resolutions
a. Resolution 2026-004; Adopting a Disconnection Policy 8:39
Andrews presented the Disconnection Policy, noting that it primarily codifies existing requirements under Wisconsin Administrative Code as regulated by the Public Service Commission (PSC). Two points of clarification were raised during discussion. First, regarding Section 2, the billing example referencing a 31-day period was explained as reflecting the Village's quarterly billing cycle, wherein bills are issued on the 10th of the month. Second, regarding Section 4B(1)(a), Heidler questioned why language in that subsection specifically referenced "residential customers" in the context of disconnection notices rather than all customers. Utilities Director Barnes indicated she would verify whether the code draws a distinction between residential and commercial customers for disconnection notice purposes, and it was agreed the language would be reviewed and clarified accordingly.

Motion to approve Resolution 2026-004 as amended, with clarification on Section 4B(1)(a) to be verified by the Utilities Director, was made by Bell and seconded by Heidler. Motion carried – all ayes.

b. Resolution 2026-005; Adopting a Leak Adjustment Policy

Andrews noted that, unlike the other utility policies, the Leak Adjustment Policy is not regulated by the PSC, as sewer is generally unregulated for municipalities. The policy was developed in response to recurring requests for billing adjustments following events such as frozen pipes or undetected leaks. Barnes confirmed that approximately five to six such adjustment requests had been received over the past five years, underscoring the need for formal policy. The Board concurred that a repeat-offender provision was unnecessary.

Motion to approve Resolution 2026-005 as amended was made by Champeau and seconded by Heidler. Motion carried – all ayes.

c. Resolution 2026-006; Adopting a Deferred Payment Policy

Andrews presented the Deferred Payment Policy as required under PSC administrative code. The policy defines the process for offering deferred payment agreements (DPAs) to residential customers, with discretionary extension to commercial customers. The policy includes the DPA form as an attachment.

Motion to approve Resolution 2026-006 was made by Heidler and seconded by White. Motion carried – all ayes.

d. Resolution 2026-007; Adopting a Tax Certification Policy

Andrews presented the Tax Certification Policy, also required under PSC administrative code, noting the process is rarely invoked. It was clarified that delinquent balances are applied directly to the property tax bill rather than placed as a formal lien.

Motion to approve Resolution 2026-007 was made by Bell and seconded by Howson. Motion carried – all ayes.

e. Resolution 2026-008; Approving the Receipt of 2025 Audit

The Board received the physical copy of the 2025 Audit, which had been presented in final form the previous month. It was confirmed the document is identical to the version previously reviewed, without the draft watermark.

Motion to approve Resolution 2026-008 accepting receipt of the 2025 Audit was made by Bell and seconded by Bacsi. Motion carried – all ayes.

f. Resolution 2026-009; Adopting Tax Incremental Financing (TIF) Assistance Policy

White explained that the policy was created to consistently evaluate TIF assistance requests, especially for TID No. 2, which lacked a framework before. The policy focuses on housing and infrastructure projects. Andrews noted that issuing TIF incentives requires such a policy, per the TID No. 2 project plan. Key amendments were made: The cap in Section C was changed to 20% from 25% for consistency, with both capped at 20% of total development cost or $1,000,000. Language distinguishing "project total cost" from "total development cost" was combined under 20%.
In Section E, costs incurring prior to project approval were clarified as non-eligible unless authorized by the Board. After adoption, Andrews stated the policy would become an application on the Village website.

Motion to approve Resolution 2026-009 as amended was made by Kelly and seconded by White. Motion carried – all ayes.

g. Resolution 2026-010; Adopting Technology and Device Policy

Andrews explained the policy shifts away from village-issued devices to a stipend model for members using personal devices via the designated cloud platform. Legal counsel advised adding

that departing officials must remove all confidential documents within seven days. Amendments included: 1) Transition Provision: “current term” use of Surface Pros, aligning with an orderly transition and hardware upgrade schedule, and 2) Cloud Platform, changed from “Microsoft 365” to “Village’s official cloud platform” to future-proof policy.
Motion to approve Resolution 2026-010 as amended was made by Howson and seconded by Heidler. Motion carried – all ayes.

6. Discussion/Action Items
a. ClearGov; Budgeting Software
Andrews presented a proposal to implement ClearGov cloud-based budgeting software to replace the Village's long-standing Excel budgeting system. He explained that the current process relies on complex spreadsheets that pose risks related to formula errors, institutional knowledge, and inefficiency. After evaluating both Cassell and ClearGov, staff recommended ClearGov because it offers integrated operating and personnel budgeting, capital improvement planning, digital budget books, and public transparency tools.

Treasurer Gannik supported the recommendation, stating the software would standardize budgeting processes, improve transparency, reduce reliance on individual staff knowledge, and provide time savings after the initial implementation year. The Board discussed contract costs, annual price increases, data ownership, and implementation timelines. The Finance Committee recommended a January 1, 2027 implementation date to allow sufficient time for onboarding and staff training. Board members agreed the long-term operational benefits justified the investment.
Motion to approve the ClearGov service agreement with a January 1, 2027 start date as recommended by the Finance Committee was made by Howson and seconded by White. Motion carried – all ayes.

b. Sludge Storage Tank Aeration System Replacement
Barnes reported that the primary sludge storage tank's aeration system sustained damage over the winter due to ice-related pressure buildup. She recommended replacing the system using the original contractor, August and Winter, at an unbudgeted cost of approximately $113,000, to be paid from the wastewater treatment plant replacement fund. Barnes also outlined operational changes to prevent similar damage in the future.
Motion to approve the Sludge Storage Tank Aeration System Replacement was made by White and seconded by Kelly. Motion carried – all ayes.

c. HydroCorp; Non-Residential Renewal Program Agreement
Andrews presented the annual renewal agreement with HydroCorp for commercial cross-connection inspections. Because HydroCorp updated its contract language, legal counsel recommended adding language preserving the Village's statutory municipal liability protections, and HydroCorp agreed to the change. Barnes explained that commercial cross-connection inspections require specialized certification, making the contracted service appropriate.
Motion to approve the HydroCorp Non-Residential Renewal Program Agreement incorporating legal counsel's recommended contract language was made by Kelly and seconded by Heidler. Motion carried – all ayes.

d. Utilities 2016 Chevy Silverado; Surplus Property
Andrews reported that the 2016 Chevrolet Silverado was declared surplus in accordance with the Village's surplus property policy after no departments expressed interest in retaining it. Barnes stated the truck is in good condition, with expected sale proceeds of at least $10,000 to help offset the cost of a new utility service truck already budgeted. The Board approved the surplus sale and directed staff to sell the vehicle through the Village's surplus auction process. The Board also

discussed evaluating electric vehicles for future fleet replacements and agreed that a cost-benefit analysis should be incorporated into the Capital Improvement Plan process.
Motion to approve the surplus sale of the 2016 Chevrolet Silverado was made by and Kelly seconded by White. Motion carried – all ayes.

e. Monthly Financial Report & Appropriations
The Board reviewed the monthly financial report. A question was raised regarding a payment on page 190 to the Public Service Commission in the amount of $4,434.37, dated June 24, 2026, coded as "sewer rate complaint." Barnes confirmed upon review that the invoice represents hours billed by PSC attorneys for review of a pending complaint case. Andrews noted that no final decision has been issued; a decision matrix outlining the review framework has been released. Staff was directed to follow up with legal counsel to determine whether the cost should have been split with the complaining party.

Additional questions were raised regarding engineering expenditures for the new marina building and a Cellcom billing increase, both of which were addressed by staff.
Motion to approve payment of bills in the amount of $422,871.32 was made by Bell and seconded by Howson. Motion carried – all ayes.

7. Staff Reports
Staff reports were received. Discussion included the status of the historical signage project, with Andrews confirming that the Sister Bay Historical Society has agreed to take on the project. A formal agreement will be prepared. Regarding the water quality sign near the beach, Andrews indicated he would contact the county to clarify the ongoing operational cost, which had not been disclosed at the time the sign was installed. The Board expressed preference for a more visible and cost-effective solution, such as a visible indicator flag and QR code, over the current electronic sign arrangement at approximately $600 per year.

8. Committee Reports
Committee reports for Marina, Finance, Library, and Green Tier were received. Bell requested that the Community Coordinator report, previously absent from Board packets for an extended period, be repositioned under Committee Reports rather than Staff Reports going forward.
Regarding the Library Committee, it was reported that a fee dispute with the Sister Bay Advancement Association (SBAA) related to the Marina Fest event had been discussed and appeared resolved. A separate matter regarding the removal of a shared dumpster following the relocation of maintenance staff was noted; it was confirmed that waste pickup service is provided at no cost to the library as a village building.

9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
a. Special Village Board Meeting – August 5th, 2026
The Board confirmed a Special Village Board Meeting to be held on Wednesday, August 5, 2026 at 10:00 AM for the purpose of convening in executive session regarding the Sister Bay fiber optic litigation matter, with legal counsel in attendance.

b. Regular Village Board Meeting – August 18th, 2026
No discussion.

10. Executive Session
a. Wisc. Stats. 19.85(1)(g) – Fiber Optic Discussion
b. Wisc. Stats. 19.85(1)(c) – Employee Performance Evaluation

Motion by Bell, seconded by Kelly, to convene in closed session pursuant to ***Wis. Stats. § 19.85(1)(g)*** *to confer with legal counsel regarding strategy in the fiber optic litigation matter, and* ***Wis. Stats. § 19.85(1)(c)*** *to consider the performance evaluation of an employee over whom the governmental body has jurisdiction or exercises responsibility. Roll call. Motion carried – all ayes.*

11. Next Meeting

Special Village Board Meeting – August 5th, 2026
Regular Village Board Meeting – August 18th, 2026 at 6:00 PM

12. Adjourn

The Board remained in closed session. No action was taken. The meeting adjourned at 10:08 p.m. while in closed session.

Minutes respectfully submitted by Julie Thyssen, Village Clerk