



# PARKS, PROPERTY AND STREETS COMMITTEE

## MEETING AGENDA

Wednesday, February 5, 2014 at 3:00 p.m.  
Sister Bay-Fire Station, 2258 Mill Road

**For additional information check: [www.sisterbaywi.gov](http://www.sisterbaywi.gov)**

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

### Call Meeting to Order

**Deviations from the agenda order shown may occur.**

### Roll Call

1	Chair – Dave Lienau	2	John Clove
3	Sharon Doersching	4	Scott Baker
	<i>Village Administrator – Zeke Jackson</i>		<i>Parks Manager – Steve Mann</i>

### Comments, correspondence and concerns from the public

#### Approval of minutes as published

#### Business Items

1. Discussion on Installation of a Sled Hill at the Sports Complex.
2. Discussion regarding the Sister Bay E-Waste Event Proposal which was submitted by Leslie Boden, the Manager of the Sturgeon Bay Habitat For Humanity ReStore;
3. Discussion on Facilities Use Agreement; potential revisions.
4. Discussion on Parks Buildings Improvements; Consider Recommendation to Board for Improvements.
5. Discussion on Potential Locations of Private Storm Sewer Laterals with DOT Bay Shore Project; payment thereof.
6. Report from Steve Mann on winter and spring activities.
7. Discussion regarding the operation of the TKH Ice Rink.
8. KAB Bin Grant Submitted (March 1 Award Date)
9. Discussion on other parks and streets activities.
10. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session
11. Consider a motion to reconvene into open session.
12. Consider a motion to take action, if required.
13. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

### 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](mailto: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 Administration Building 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                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2                                   **WEDNESDAY, JANUARY 8, 2014**  
3                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4                                   **(APPROVAL PENDING)**

5  
6     *The January 8, 2014 meeting of the Parks, Properties and Streets Committee was called to*  
7     *order by Committee Chair Dave Lienau at 3:05 P.M.*

8  
9     **Present:** Committee Chair Dave Lienau and members John Clove, and Scott Baker. Sharon  
10    Doersching appeared by phone.

11  
12    **Staff Members:** Zeke Jackson, Village Administrator, Robert Kufrin, Consultant, Steve  
13    Mann, Facilities Manager, and Janal Suppanz, Administrative Assistant.

14  
15    **Others:** Paige Funkhouser and Dan Roarty of Dimension IV.

16  
17    **Comments, correspondence and concerns from the public:**

18    Lienau asked if anyone wished to address a non-agenda item. No one responded.

19  
20    **Approval of minutes as published:**

21    *A motion was made by Clove, seconded by Baker that the minutes for the December 4,*  
22    *2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

23  
24    **Business Items:**

25    **Item No. 7. Discussion regarding the operation of the TKH Ice Rink:**

26    Jackson introduced Joe Baldarotta, the new Ice Rink Manager, who explained that the rink  
27    is getting a lot of use but was closed for the past few days because of the extremely cold  
28    weather. Baldarotta stated that he believes the ice rink is “a very special place” and is  
29    happy to be affiliated with it. He coached collegiate hockey for many years and really  
30    enjoys working with and meeting all the people who frequent the rink. He does have a few  
31    suggestions for improvements which could be made out at the Sports Complex, and also  
32    believes it would be a good idea to create a mission statement for the rink and its  
33    employees. He will be meeting with Jackson in the near future to discuss these issues.  
34    Baldarotta urged the Committee members to visit the ice rink at any time, and also asked  
35    that they contact him if they have any questions or concerns about the operation of the  
36    rink. The Committee members welcomed Baldarotta to the Village and indicated that they  
37    look forward to working with him.

38  
39    **Item No. 1. Discussion on the performance pavilion project:**

40    Unfortunately the second set of bids for the performance pavilion project also came in  
41    higher than anticipated. The donors were informed of this fact, and they indicated that they  
42    would be willing to increase their donation on the condition that the Village contribute up  
43    to \$50,000 to cover some of the unanticipated construction costs. Dan Roarty of  
44    Dimension IV presented a Project Price Points Sheet and the Committee members jointly  
45    reviewed that document. During the review process Roarty recommended that the bid  
46    which was submitted by Zeise Construction of Green Bay, WI be accepted. He also  
47    pointed out that the electrical work will not have to be as extensive, nor will it be as costly  
48    as had originally been anticipated. Therefore, more money will be available to cover the

1 cost of sound and lighting systems. A separate bid will not have to be let for those items.

2  
3 Jackson recently had a conversation with Naletta Buhr of the WEDC, who stated that it  
4 would be possible for the Village to apply for grant funding to help cover the Village's  
5 share of the construction costs. One complicating factor is that it typically takes three  
6 months for grants to be awarded, which would definitely have an adverse effect on the  
7 construction schedule. It was the consensus that Village officials should look into other  
8 financing options and not attempt to obtain any grant funds for the pavilion project.

9  
10 **Item No. 2. Consider a motion to make a recommendation to the Village Board that a**  
11 **contract for public construction of a performance pavilion be conditionally granted to**  
12 **Zeise Construction of Green Bay:**

13 *A motion was made by Clove, seconded by Lienau that the recommendation is made to*  
14 *the Village Board that the bid for public construction of a performance pavilion which was*  
15 *submitted by Zeise Construction of Green Bay, WI be accepted and an applicable contract*  
16 *awarded. The cost of the pavilion shall not exceed \$450,000, and the bid award*  
17 *documents shall state that a deduction of approximately \$11,800 for "No Plates", as well*  
18 *as additions of \$6,800 for Alternate #2 – Changing manufactured stone to natural stone,*  
19 *\$1,800 for use of colored concrete in "flat" areas, and \$2,250 for premium quality*  
20 *burnished block shall be made.*

21  
22 *At 4:08 P.M. a brief recess was taken and the Committee reconvened at 4:19 P.M.*

23  
24 **Item No. 3. Consider a motion to make a recommendation to the Village Board that bids**  
25 **be let for an RFP for stage sound and theatrical lighting for the performance pavilion:**

26 There was no need for this agenda item to be addressed.

27  
28 **Item No. 4. Discussion regarding possible restoration to be done in front of the Sister Bay**  
29 **Post Office:**

30 As work progresses on planning for the Bay Shore Drive Project decisions will have to be  
31 made regarding restoration to be done in front of the Sister Bay Post Office. It was the  
32 consensus that after the new sidewalk alignment is made everything between the sidewalk  
33 and the building shall be designated as planting areas.

34  
35 **Item No. 5. Report from Steve Mann on fall and winter activities:**

36 Mann gave an oral report regarding the following issues:

- 37 • The cigarette butt container in front of the Post Office as well as a small Christmas
- 38 tree which was placed by the Marina were recently stolen.
- 39 • There was a snowmobile accident at the Sports Complex. A number of safety issues
- 40 have arisen, and, therefore, multiple snowmobile signs will be erected soon. Joe
- 41 Baldarotta will discuss this issue with the snowmobilers who frequent the ice rink.
- 42 • Rugs have been purchased for the Village Hall as the floor was getting very wet.
- 43 • All the light bulbs at the Village Hall will be replaced soon.
- 44 • Nine Christmas trees were picked up by Maintenance Department employees on
- 45 Monday, January 6, 2014. In accord with the Committee's directives another pick-
- 46 up session will be conducted on Monday, January 13, 2014.
- 47 • Mann will pick up the Brutus tomorrow morning.
- 48 • Jerry Knudson and Bob DeWitt plan on returning as grass cutters next summer.

- 1       • Aaron Bley has expressed interest in serving an internship as the Village’s Facilities  
2       Manager and will be discussing his options with the Guidance Counselor at the  
3       college he attends. Mann will keep the Committee members advised of the status of  
4       this issue.
- 5       • Proposals were solicited for installation of spray foam insulation at the  
6       Maintenance Building but it appears that the insulation would cost at least  
7       \$47,000. The man who submitted the \$47,000 proposal realizes his proposal will  
8       not satisfy budgetary constraints and suggested that insulated panels be utilized  
9       instead. Mann contacted a local contractor who does install the panels and he  
10      should be providing a proposal in the near future. More information will be  
11      presented to the Committee as soon as it becomes available.

12

13      Paige Funkhouser, the SBAA Coordinator, pointed out that local businesses have been  
14      negatively impacted by the delay in work on the Utility Construction Project. She recently  
15      met with Jackson and the Maintenance Department employees and they are all suggesting  
16      that “Open” flags as well as informational signage be erected. Funkhouser distributed  
17      drawings of potential signage and locations for it, and it was the consensus that the signage  
18      and flags should be displayed ASAP. The suggestion was also made that informational  
19      banners be erected on the banner posts. Since the issue of who will actually pay for the  
20      signage will be referred to the Village Board, Funkhouser was asked to provide an  
21      applicable proposal as well as cost estimates to the employees in the Village Office by  
22      Friday morning.

23

24      **Item No. 6. Discussion regarding the SBAA’s schedule of events for 2014 and that**  
25      **organization’s 2014 Facility Use Application:**

26      Funkhouser submitted a Facility Use Application and potential schedule of events for  
27      2014, and the Committee members jointly reviewed those documents.

28

29      *A motion was made by Lienau, seconded by Clove that the SBAA is granted permission to*  
30      *utilize the facilities and grounds which are delineated on the attached list for all the stated*  
31      *events and/or festivals. In accord with an agreement which was made between Village*  
32      *officials and SBAA representatives many years ago, the SBAA will not be required to pay*  
33      *security deposits or facility use fees for any of the stated uses. Motion carried – All ayes.*

34

35      Funkhouser noted that she has been authorized to organize a downtown farmer’s market.  
36      As of right now it appears that the markets will be conducted on Wednesdays from 3:00  
37      P.M. to 7:00 P.M. and product offerings will be limited to a variety of “consumables”, not  
38      arts & crafts items. A few different downtown locations are being considered. Once more  
39      information is available Funkhouser will see that it is provided to the Committee.

40

41      **Item No. 8. Consider a motion to approve a Facility Use Permit for the 2014 Door**  
42      **County Folk Fest:**

43      Paul Collins, one of the organizers of Door County Folk Fest, has requested permission to  
44      utilize the Village Hall and portions of Waterfront Park for Folk Fest activities on Friday,  
45      July 11, 2014 and Saturday, July 12, 2014.

46

47      *A motion was made by Lienau, seconded by Baker that Paul Collins and his associates shall*  
48      *be granted permission to utilize the Village Hall and portions of Waterfront Park on Friday,*  
49      *July 11, 2014 and Saturday, July 12, 2014 for Folk Fest activities. Suppanz shall see that all*

1 *required paperwork, including a use agreement, is forwarded to Collins. Motion carried –*  
2 *All ayes.*

3  
4 **Item No. 9. Discussion regarding advertising Village of Sister Bay Parcel No. 181-26-**  
5 **00001L1 located on S. Highland Road as being for sale:**

6 Parcel No. 181-26-00001L1 has been designated as excess Village property. The lot is  
7 non-conforming, and, therefore, Jackson is recommending that Village officials consider  
8 accepting “the best possible offer” for it. It was the consensus that the adjoining property  
9 owners on all three sides of Parcel No. 181-26-00001L1 should be contacted and informed  
10 that offers to purchase will be accepted for up to 90 days. If no offers are received within  
11 that time period the Parks Committee is recommending that Village officials consider  
12 placing the property on the open market.

13  
14 *A motion was made by Clove, seconded by Baker that Jackson shall solicit offers to*  
15 *purchase for Parcel No. 181-26-00001L1 as soon as possible. Motion carried – All ayes.*

16  
17 **Item No. 10. Discussion on other parks and streets activities:**

18 No other parks and streets activities were discussed.

19  
20 **Item No. 11. Discussion regarding matters to be placed on a future agenda or referred to**  
21 **a committee, official or employee:**

22 It was the consensus that the following items shall be addressed at the February Parks  
23 Committee Meeting:

- 24 • Discussion regarding revision of the rules and regulations delineated on the  
25 Village’s Facility Use Application.
- 26 • Discussion regarding creation of a small sledding hill out at the Sports Complex.

27  
28 **Adjournment:**

29 *At 5:22 P.M. a motion was made by Clove, seconded by Baker to adjourn the meeting of*  
30 *the Parks Committee. Motion carried – All ayes.*

31  
32 Respectfully submitted,

33 

34 Janal Suppanz,  
35 Administrative Assistant













650 ft

850 ft

850 ft

650 ft

WILTISE

## Janal Suppanz

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**From:** Restore [restore@doorhabitat.com]  
**Sent:** Wednesday, January 22, 2014 4:01 PM  
**To:** Janal Suppanz  
**Subject:** E-Waste Event  
**Attachments:** E Waste Brochure '13 PRINT.pdf; Accepted Electronic Items.docx

Hi Janal,

Following up on our conversation, I am sending you the E-Waste brochure that we hand out to customers. I have also included for your review a more detailed list of items that we can and cannot accept. You will note household items and some electronics that we do not have in our brochure. For our day to day operations this helps eliminate dumping of usable items that we can sell rather than having them end up in our non-working recycling stream.

If we partner with the Sister Bay Village for an event we would also want to be sure that we are not accepting items that you do not wish us to collect. This allows us to tailor the event to suit all parties.

Following is an outline of what we can provide for an E-Waste event:

### Collection Events:

Our E-Waste Partner will provide all transportation vehicles and necessary packaging supplies (pallets, gaylords, shrink wrap, tape, etc.). We are able to assist in generating event flyers, press releases and signage. Our partner provides e-stewards and R2 certified recycling and processing on all electronics items along with NIST 800-88 compliant data erasure and hard drive destruction. Our ethical recycling practices and certifications are what put us above the others in Wisconsin.

If needed on the event day, we can provide necessary safety apparel, traffic cones and directional signage to enhance efficiency of event flow for one day events.

We run the event free of charge and have volunteers ask for a monetary donation. There are no cost to the Village for hosting an E-Waste Event with the ReStore we only ask for support in the Villages media coverage. We are looking to have the Event on August 30<sup>th</sup> from 9-1. As to location we are still investigating private as well as public sites and look for your suggestions also on this.

Any questions or information you need, Janal, please feel free to contact me. I am pleased we made contact on this finally and I hope we can form a partnership with the Village hosting an E-Waste Event.

Thank you,

**Leslie Boden**

*ReStore Manager*

Check out our Steals and Deals, DIY or E-Waste info pages at: [www.doorcountyhabitat.org](http://www.doorcountyhabitat.org)

920-743-2869 ext. 2



**Recycle Responsibly!**  
Know the facts  
before you recycle.

### Ask yourself...

- Does the recycler provide NIST compliant data security and hard drive destruction?
- Does the recycler provide R2 and E-Stewards compliant processing?
- Is the recycler compliant with HIPAA, SOX, FACTA, and GLBA?
- Is the recycler a licensed collector in the state?
- Does the recycler sell off their e-waste to second and third party recyclers?
- Is the recycler a member of the Better Business Bureau?

**WE CAN SAY YES** TO ALL OF THESE QUESTIONS AND SO SHOULD ANY RECYCLER YOU USE TO INSURE ETHICAL RECYCLING. FOR MORE INFORMATION ON THESE ORGANIZATIONS VISIT OUR WEBSITE AT [WWW.DOORCOUNTYHABITAT.ORG](http://WWW.DOORCOUNTYHABITAT.ORG)



WE ACCEPT THE FOLLOWING E-WASTE ITEMS:

- **\$5.00 FEE PER ITEM FOR** - COMPUTER HARD DRIVES WITH OR WITHOUT MICE/KEYBOARDS, LAPTOPS, SERVERS, PRINTERS, FAX/SCANNERS, DVD/STEREOS/VCR's, VIDEO GAME CONSOLES, PDA/CELL PHONES, MP3/IPODS, COPIERS, CASH REGISTERS, HOLIDAY LIGHTS AND CAMERAS

- **\$12.00 FEE PER ITEM FOR** - TV's/MONITORS

- **\$20.00 FEE PER ITEM FOR** - CONSOLE TV's

**CURB SIDE PICK UP \$10.00 ADDITIONAL CHARGE**

CONTACT US FOR LARGE BUSINESS COLLECTIONS AND SPECIAL COLLECTION DAYS THROUGHOUT DOOR COUNTY.

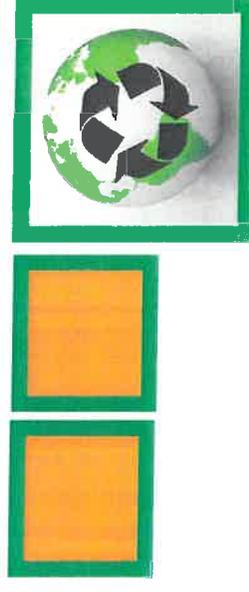
**YOUR E-WASTE HELPS HABITAT FOR HUMANITY IN DOOR COUNTY BUILD DECENT, AFFORDABLE HOMES. 34 HOMES AND COUNTING!**



410 NORTH 14TH AVENUE  
STURGEON BAY, WI 54235  
920-743-2869  
[RESTORE@DOORHABITAT.COM](mailto:RESTORE@DOORHABITAT.COM)



# E-Waste



**DROP-OFF CENTER**

**Thursday and Friday 8-4**  
**Saturday 9-2**



# Restore

**CRT'S, THE PROCESS BEHIND RECYCLING TV AND MONITOR TUBES. WHY THE HIGH EXPENSE?**



**C**athode Ray Tube (CRT) TVs and monitors make up a significant portion of the global electronic waste stream. Containing leaded glass, they are difficult and costly to recycle.

First, the CRT must be separated from the enclosure. The remaining components are shredded and divided into various commodity types of plastic, copper, circuit boards and steel.



By proprietary technologies, the leaded glass is separated from panel glass. This panel glass can be refined and used in the automotive, lighting, fiberglass industries. The leaded glass must pass through a final smelting process to remove the lead separating it from the clean glass. Only then are the clean glass and lead available for use in countless applications.



Habitat for Humanity Restores practice ethical recycling practices with Vintage Tech, which is one of the few complete domestic solutions for CRT devices.

**HABITAT FOR HUMANITY RESTORES PRACTICE ETHICAL RECYCLING.**

**T**oo often useless toxic electronic waste is exported, converting portions of some developing countries into toxic dumps. The e-waste export crisis in developing countries prompted the Basel Action Network (BAN) in 2003 to create a recycling standard consistent with international waste trade rules, social accountability, and international environment system norms.

This certification differentiates conscientious recyclers from unscrupulous operators using Africa and Asia as dumping stations for non-recyclable waste.

Habitat for Humanity's Wisconsin State Support Organization has done extensive research to ensure that our recycling program meets all the requirements for compliant recycling in the US. We are pleased to partner with Vintage Tech in practicing responsible recycling in Door County. Your recycling efforts in partnership with Habitat for Humanity enable us to build decent, affordable homes here in Door County. We thank you for your support.

**YOUR E-WASTE HELPS TO BUILD AFFORDABLE HOMES HERE IN DOOR COUNTY!**

**WE HAVE COLLECTED OVER 285,000 LBS OF ELECTRONIC WASTE IN JUST UNDER TWO YEAR.**

**IT IS YOUR CHOICE TO BE RESPONSIBLE. BE THE EXAMPLE.**

**W**oman about to smash a cathode ray tube from a computer monitor. The glass is laden with lead but the biggest hazard from this is the inhalation of the highly toxic phosphor dust coating inside. Monitor glass is dumped in irrigation canals and along the river where it leaches lead into the groundwater. The groundwater in Guiyu, China is completely contaminated with toxic lead so that fresh water must be trucked in for drinking and cooking. Guiyu, China. December 2001.



©2006 Basel Action Network (BAN)



**Accepted Electronic Items**

Cables  
 Cable Boxes  
 Cash Registers  
 Cellular Phones  
 Computers
 

- Computer Peripherals
- All Computer Parts

 Copiers  
 Cords  
 CRT Monitors  
 DVD Players  
 External drives (all Types)  
 Fax/ Scanners  
 Keyboards  
 Laptops  
 LCD Monitors  
 Mouse  
 MP3/IPods/etc.  
 Networking Equipment  
 PDAs  
 Printers  
 Projectors  
 Satellite Dishes  
 Servers  
 Stereos  
 TV's  
 Typewriters  
 UPS Units (Uninterrupted  
 Power Supplies)  
 VCRs  
 Video Game Consoles

**Accepted Household Items**

Blenders (Without Glass)  
 Bread makers  
 Cameras  
 Carpet sweepers (corded or  
 Rechargeable)  
 Coffee makers (Without Glass)  
 Clocks  
 Curling Irons  
 Electric knives  
 Electric Tooth brushes  
 Fans  
 Food sealing equipment  
 Fryers  
 Hair cutters  
 Hair dryers  
 Heaters  
 Holiday Lights  
 Irons  
 Land line Phones  
 Massagers  
 Metal tools (drills, screwdrivers,  
 small saws, sanders, etc.)  
 Microwaves  
 Mixers  
 Remotes  
 Radios  
 Shaving equipment  
 Toaster Ovens  
 Vacuum cleaner (without bag)

**Non Accepted Items**

Ballasts  
 Capacitors  
 Freon Containing Items
 

- Air Conditioners,
- Dehumidifiers

 Gas Cylinders  
 Light Bulbs  
 Liquids
 

- Items containing  
 Liquids

 Household Batteries:
 

- AA, AAA, D, C,

 Lithium Batteries  
 Medical Equipment\*  
 (Any material that is considered or has  
 come in contact with biohazard or  
 radioactive material)  
 VHS Cassette Tapes  
 White Goods
 

- Refrigerators,
- Dish Washers,
- Stoves
- Washers / Dryers



**Village of Sister Bay**  
 2383 MAPLE DRIVE • SISTER BAY, WI 54234  
 PHONE: (920) 854-4118 • FAX: (920) 854-9637  
 E-MAIL: [INFO@SISTERBAYWI.GOV](mailto:INFO@SISTERBAYWI.GOV)  
 WEB SITE: [WWWI.SISTERBAYWI.GOV](http://WWWI.SISTERBAYWI.GOV)

**FACILITY USAGE APPLICATION**

16

THIS AREA FOR OFFICE USE ONLY	
Deposit	Use Fee
Security Deposit Paid Date:	Use Fee Amount:
Security Deposit Check No.:	Use Fee Paid Date:

NAMES & MAILING ADDRESSES	FACILITY REQUESTED
Applicant (Organization)	Village Hall (Specify room)
Street Address	Fire Station (Specify room)
City - State - Zip/Code	Waterfront Park (Specify location)
Contact Person: Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.	Sports Complex (Specify building or facility)
Name:	Marina Park
Day Time Phone:	Other location (Specify building or facility)

DATE / TIME REQUESTED	PROPOSED ACTIVITY
<p>Date</p> <p>From: ___/___/___ To: ___/___/___</p> <p>Time</p> <p>Start at: _____ End at: _____</p>	<p>Briefly describe your event:</p> <p><input type="checkbox"/> Check box if alcoholic beverages are involved. (See note on back.)</p> <p><input type="checkbox"/> Check box if you are using a tent (See note on back.)</p>

**CERTIFICATE**

I, the undersigned, hereby apply for a Facility Use Permit, certify that all the information both above and attached is true, and correct to the best of my knowledge. I affirm that the usage will be consistent with the regulations established by the Village. I agree with the fee schedule and regulations shown on the other side of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Contact Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

**APPROVALS**

AREA BELOW THIS LINE FOR OFFICE USE ONLY	
PARKS COMMITTEE ACTION (IF REQUIRED)	
Date Of Decision _____	Decision _____ Key # _____ Date Issued: _____ Date Returned: _____
<p><b>Approvals</b></p> <p>_____</p> <p><input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED</p>	<p><b>Inspection</b></p> <p>_____</p> <p><input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p>

## FACILITY USAGE REGULATIONS

Please note: all reservations will be made on a "first come, first serve" basis. In order to guarantee a reservation a completed application, fees and deposit must be furnished to the Village at 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Deposits will normally be returned within 2 weeks of the conclusion of an event unless the building or property requires cleaning in which case the deposit will be withheld.

Reservations for on-going facility usage cannot be made for more than six months at a time. Reservations for single events cannot be made more than 18 months in advance.

The Village reserves the right to cancel a reservation if needs of the Village require the usage of the facility or building at any time in which case the deposit and use fee will be refunded. The Village reserves the right to request written verification of "non-profit" status.

All signage for events taking place must comply with the Village's sign regulations, which requires a permit.

Any group or individual(s) utilizing a Village facility, building or park grounds is/are expected to leave it in as good a condition as it was found. The group or individual also agree to be responsible for any damage caused to the facility, building or park grounds while he/she/they is/are utilizing it and will be billed for any damage and the associated costs of repair.

Any usage proposed for the basement of the Village Hall must have the concurrence of the Teen Center Board of Directors in writing. \_\_\_\_\_ *Approved Teen Center Board.*

If you intend to use a tent prior to the approval of the permit you must contact the Parks Department at 920-421-0273 to meet on site to stake out the location of the tent in order to protect the sprinkler and electric system from damage. Any damage caused to the sprinkler or electric system from tent stakes will be billed 100% of the total cost to the organization. \_\_\_\_\_ *Approved Location Parks Department.* Your tent supplier **MUST** schedule an appointment with the Parks Department to insure the proper placement of the tent. A Parks employee will be present during the erection of the tent to insure no damage is done to the underground systems. The time spent by Parks staff monitoring the tent location and erection will be billed out to you at the charge out rate.

If you are provided a key to use a facility and you fail to return the key when your event is over the Village reserves the right to charge you for the cost of rekeying the facility consistent with the Building Key Policy.

If any event involves the sale or distribution of alcohol an appropriate permit must be obtained from the Village Clerk. If any special services are provided by the Village as part of the permit they will be billed at the agreed upon rate.

**If you or a member of your group drives across the grass in a vehicle you will lose your deposit, and be liable for the cost of repairs. Any group or individual who does not follow these and other Village facility usage regulations may be prohibited from utilizing the facility, building or park grounds in the future.**

# VILLAGE OF SISTER BAY VILLAGE HALL RULES



The Village Hall must be left in the same condition as you found it when you arrived. Please use common sense, and respect this property as you would your own.

1. Sweep all floors. Brooms are located by the upstairs side entrance, behind the kitchen door, and in the furnace room downstairs.
2. Mop the floors if needed. The mop bucket and mop are located in the furnace room.
3. Remove all garbage from the building and place it in the dumpster located behind the Post Office. Garbage bags are located in the furnace room and under the upstairs kitchen sink.
4. Make sure all doors are locked and turn off all lights before you leave.
5. The elevator is *only* to be used for transporting of people, *not freight*. Overloading will cause damage to the elevator, which you will be liable for. Do not block the entrance to the elevator on any of the floors of the building.
6. If you turn the heat up, please return the thermostat to its original setting before you leave.
7. If you leave the building in satisfactory condition your use deposit will be returned. If, on the other hand, you do not leave the Village Hall in the condition you found it, the deposit will be forfeited and you will be charged for any additional clean-up time required.

# Proposal

FROM *Ron Ramsey*  
*Cozy Comfort Insulators*

Proposal No.  
Sheet No.  
Date

### Proposal Submitted To

### Work To Be Performed At

Name *Town of Sister Bay Township*  
Street *Mill Rd.*  
City *Sister Bay*  
State *WI*  
Telephone number *854-4118*

Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Date of Plans \_\_\_\_\_  
Architect \_\_\_\_\_

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of

*The main Building 60x60=6800 square feet of sprayable surface @ 2" of polyurethane spray foam insulation. all exposed foam must be covered with a 15 min. delayed ignition barrier (gray on point) must be sprayed @ 18-20 mil. coverage.*

\$	15,500	foam ins.
\$	4,250	paint (E.B.)
\$	2,700	labor
\$	500	misc.
\$	22,950	

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$22,950.00).

with payments to be made as follows:

*Half down in advance and half upon completion.*

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by *Ron Ramsey*

Respectfully submitted \_\_\_\_\_

Per \_\_\_\_\_

Note — This proposal may be withdrawn by us if not accepted within 30 days

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Kenny's*

**Poly Urethane Foam Co.**

Shop (920) 499-4978  
Cell (920) 680-9479

1760 W. Paulson Rd.  
Green Bay, WI 54313

PROPOSAL SUBMITTED TO <i>Village of Sister Bay</i>		PHONE	DATE <i>1-17-14</i>
STREET <i>2383 Maple Drive</i>		JOB NAME	
CITY, STATE AND ZIP CODE <i>Sister Bay, WI 54234</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

*Foam 60' x 60' roof and walls with 3" of foam* *\$ 17,801.30*

*Apply Fire coating* *\$ 8,091.60*  
*\$ 25,892.90*

*Foam 30' x 60' roof and walls with 3" foam* *\$ 6,875.00*

*Apply Fire coating* *\$ 3,125.00*  
*\$ 10,000.00*

*Job at Fire Station*

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Kenneth Kruse*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

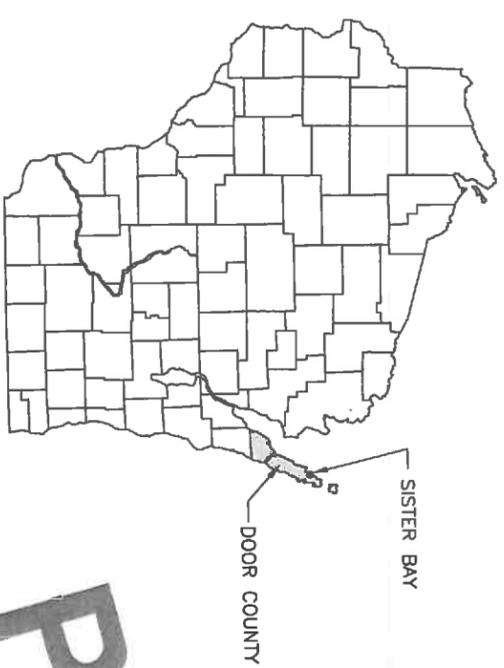
Signature \_\_\_\_\_

# VILLAGE OF SISTER BAY NORTH BAY SHORE DRIVE UTILITY IMPROVEMENTS

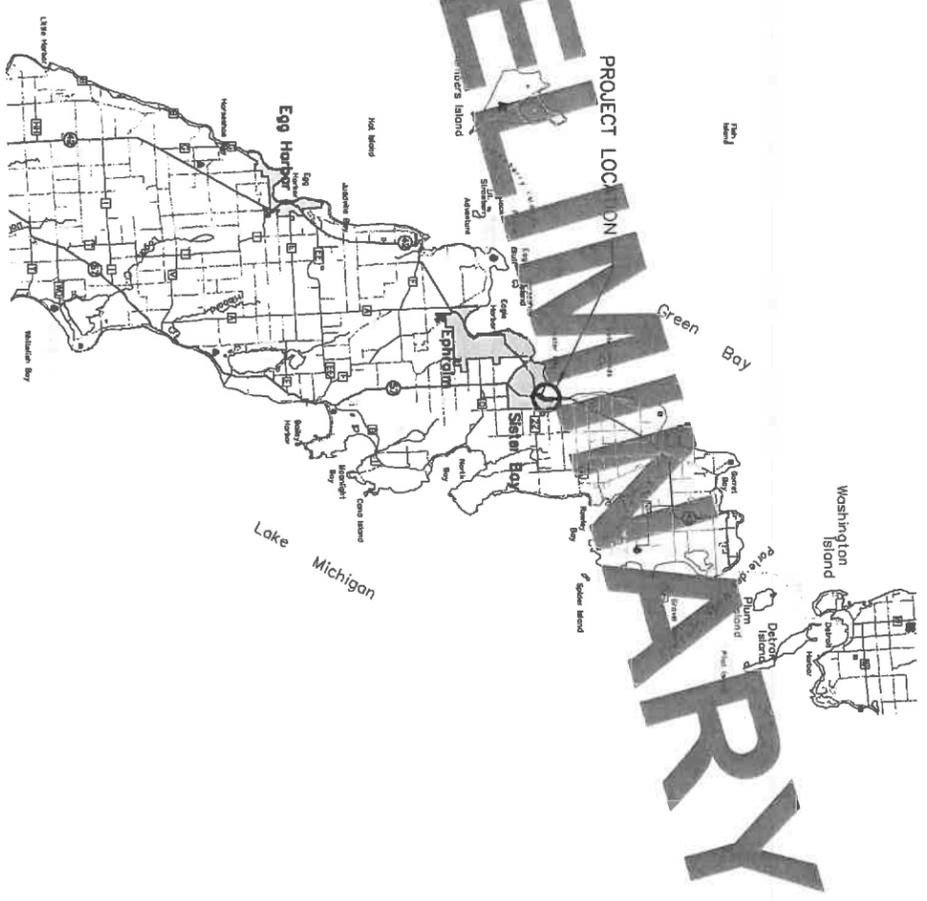
*STORM  
SEWER*

DRAFT

SISTER BAY, WISCONSIN  
APRIL 2013



STATE OF WISCONSIN  
NO SCALE



INDEX OF SHEETS	
DRAWING NO.	DESCRIPTION
---	COVER SHEET
002-K-1	KEY MAP
002-PP-1 TO 002-PP-15	PLAN & PROFILE (SANITARY & WATER)
002-SM-1 - 002-SM-2	PLAN & PROFILE (STORM - SUNSET)
002-SM-3 - 002-SM-4	PLAN & PROFILE (STORM - SCANDIA)
002-S-1 - 002-S-2	STRUCTURE TABLES
999-C-1 - 999-C-5	DETAILS

PREPARED FOR



VILLAGE OF SISTER BAY  
2363 MAPLE DRIVE  
SISTER BAY, WISCONSIN 54234  
920-854-4118

PREPARED BY



3311 WEEDEN CREEK ROAD  
SHEBOYGAN, WISCONSIN 53081  
920-208-0296

# VILLAGE OF SISTER BAY NORTH BAY SHORE DRIVE UTILITY IMPROVEMENTS

SISTER BAY, WISCONSIN  
APRIL 2013

DRAFT

STORM  
SEWER



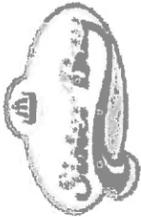
SISTER BAY  
DOOR COUNTY



STATE OF WISCONSIN  
NO SCALE

INDEX OF SHEETS	
DRAWING NO.	DESCRIPTION
---	COVER SHEET
002-K-1	KEY MAP
002-PP-1 TO 002-PP-15	PLAN & PROFILE (SANITARY & WATER)
002-STM-1 - 002-STM-2	PLAN & PROFILE (STORM - SUNSET)
002-STM-3 - 002-STM-4	PLAN & PROFILE (STORM - SCANDIA)
002-S-1 - 002-S-2	STRUCTURE TABLES
999-C-1 - 999-C-5	DETAILS

PREPARED FOR



VILLAGE OF SISTER BAY  
2383 MAPLE DRIVE  
SISTER BAY, WISCONSIN 54234  
920-854-4118

PREPARED BY



3311 WEEDEN CREEK ROAD  
SHEBOYGAN, WISCONSIN 53081  
920-208-0296





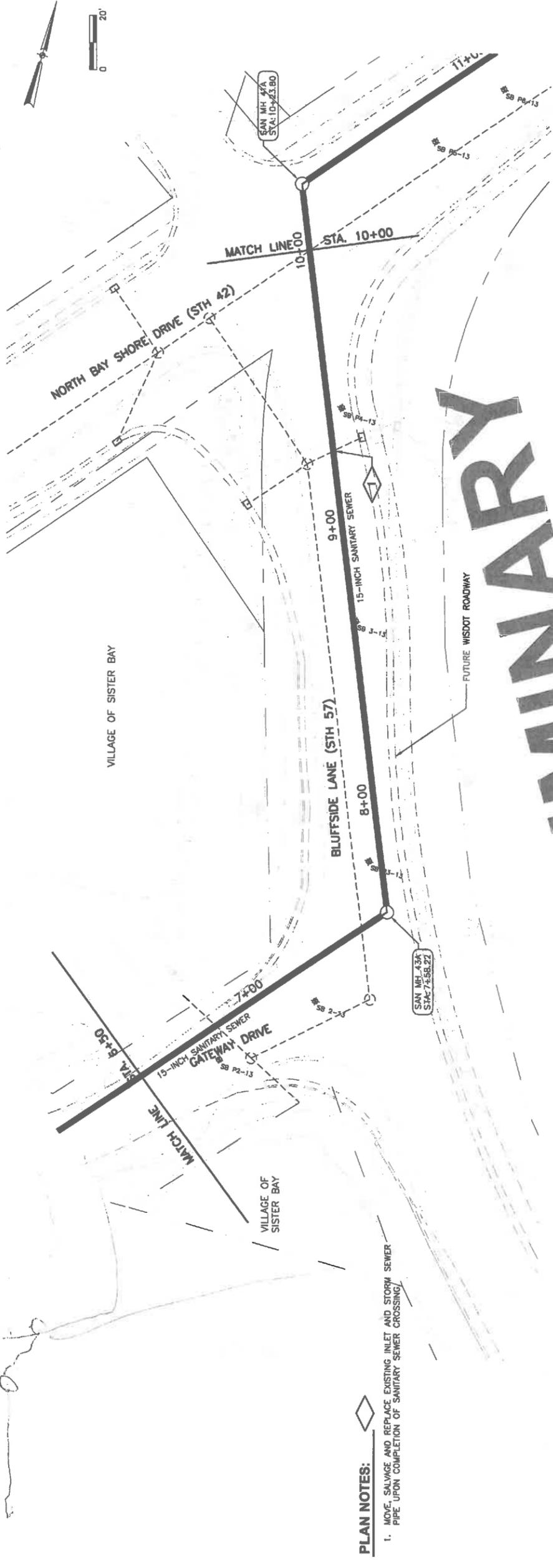
Sheet No. 6  
Drawing No. 002-PP-2

PLAN & PROFILE (SANITARY & WATER)  
STA. 6+50 TO STA. 10+00

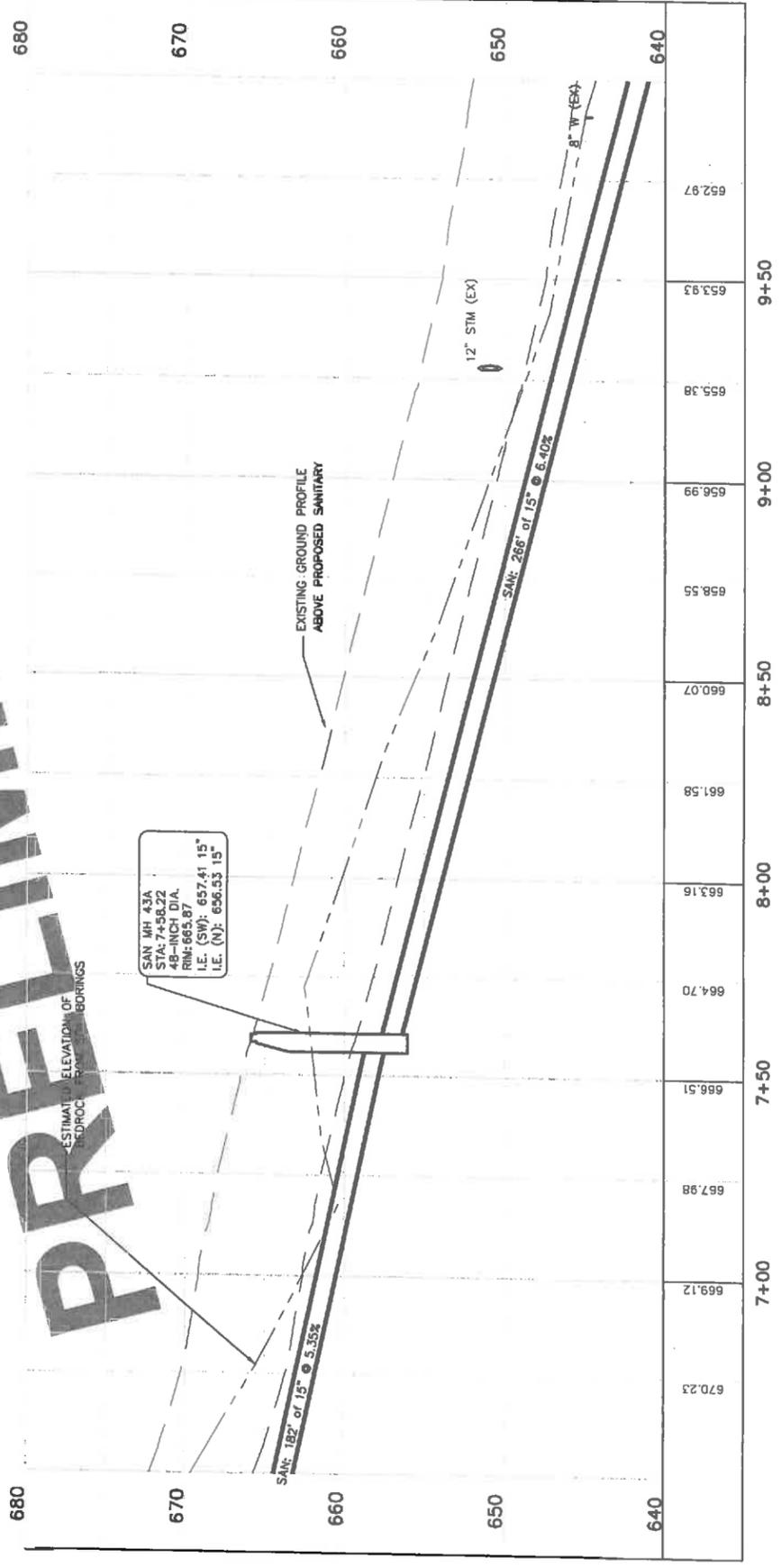
VILLAGE OF SISTER BAY  
NORTH BAY SHORE DRIVE  
UTILITY IMPROVEMENTS  
SISTER BAY, WI

DRAFT

Revision Description	Revision Number	Designed By	KEJ
		Drawn By	KEJ
		Checked By	SJK
		Approved By	
		Filename	002CPI.DWG
		Project No.	12032
		Project Date	4/12/13



**PRELIMINARY**



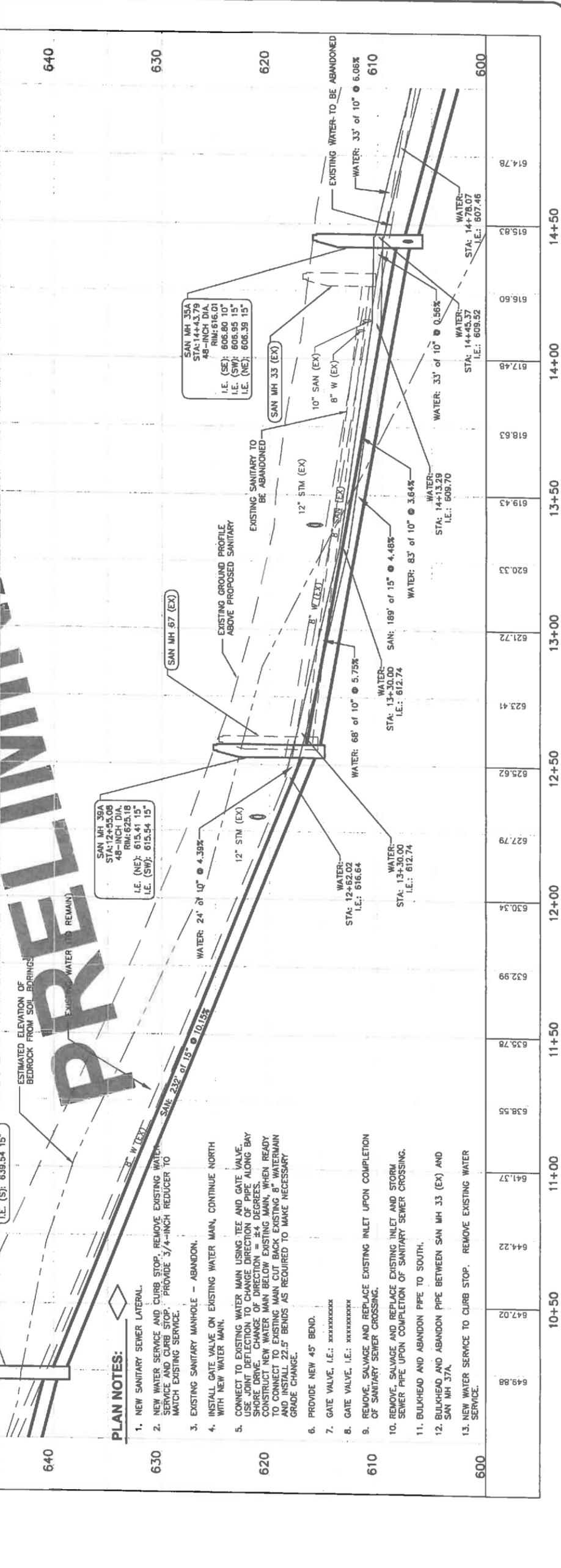
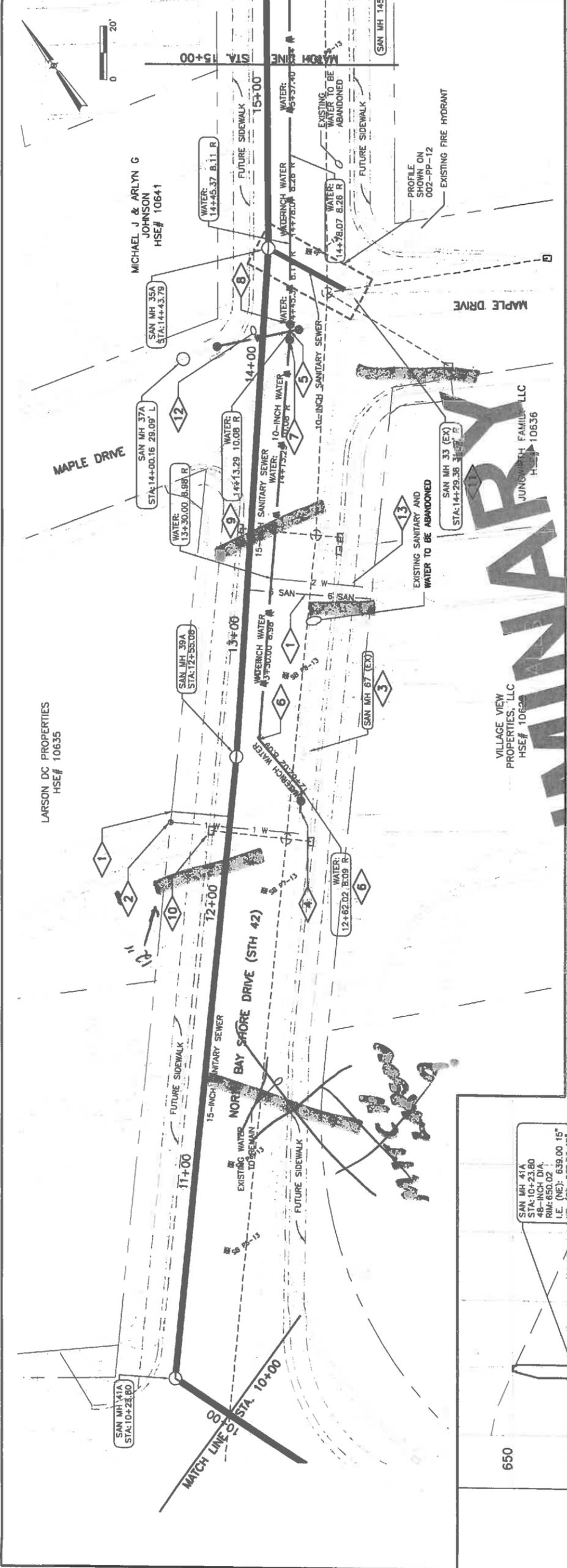


PLAN & PROFILE (SANITARY & WATER)  
SISTER BAY, WI

VILLAGE OF SISTER BAY  
NORTH BAY SHORE DRIVE  
UTILITY IMPROVEMENTS

Project No.	12032
Project Date	4/12/13
Filename	002CPI.DWG
Approved By	SJK
Checked By	KEJ
Drawn By	KEJ
Designed By	KEJ

DRAFT



PLAN NOTES:

1. NEW SANITARY SEWER LATERAL.
2. NEW WATER SERVICE AND CURB STOP. REMOVE EXISTING WATER SERVICE AND CURB STOP. PROVIDE 3/4-INCH REDUCER TO MATCH EXISTING SERVICE.
3. EXISTING SANITARY MANHOLE - ABANDON.
4. INSTALL GATE VALVE ON EXISTING WATER MAIN, CONTINUE NORTH WITH NEW WATER MAIN.
5. CONNECT TO EXISTING WATER MAIN USING TEE AND GATE VALVE. USE JOINT DEFLECTION TO CHANGE DIRECTION OF PIPE ALONG BAY SHORE DRIVE. CHANGE OF DIRECTION = 24 DEGREES. CONSTRUCT NEW WATER MAIN BELOW EXISTING MAIN, WHEN READY TO CONNECT TO EXISTING MAIN CUT BACK EXISTING 8" WATERMAIN AND INSTALL 22.5' BENDS AS REQUIRED TO MAKE NECESSARY GRADE CHANGE.
6. PROVIDE NEW 45° BEND.
7. GATE VALVE, I.E.: xxxxxxxxx
8. GATE VALVE, I.E.: xxxxxxxxx
9. REMOVE, SALVAGE AND REPLACE EXISTING INLET UPON COMPLETION OF SANITARY SEWER CROSSING.
10. REMOVE, SALVAGE AND REPLACE EXISTING INLET AND STORM SEWER PIPE UPON COMPLETION OF SANITARY SEWER CROSSING.
11. BULKHEAD AND ABANDON PIPE TO SOUTH.
12. BULKHEAD AND ABANDON PIPE BETWEEN SAN MH 33 (EX) AND SAN MH 37A
13. NEW WATER SERVICE TO CURB STOP. REMOVE EXISTING WATER SERVICE.

**PRELIMINARY**  
 VILLAGE VIEW PROPERTIES, LLC HSE# 10622  
 JUNGLEBUSH FAMILIES, LLC HSE# 10636  
 MICHAEL J & ARLYN G JOHNSON HSE# 10641  
 LARSON DC PROPERTIES HSE# 10635

SAN MH 41A  
STA: 10+24.80  
48-INCH DIA.  
RIM: 650.02  
I.E. (NE): 639.00 15"  
I.E. (S): 639.34 15"

SAN MH 38A  
STA: 12+55.08  
48-INCH DIA.  
RIM: 625.18  
I.E. (NE): 615.41 15"  
I.E. (SW): 615.54 15"

SAN MH 35A  
STA: 14+43.79  
48-INCH DIA.  
RIM: 616.01  
I.E. (SE): 606.80 10"  
I.E. (SW): 606.95 15"  
I.E. (NE): 606.39 15"

650	649.88
640	647.02
630	644.22
620	641.37
610	638.55
600	635.78

10+00	632.99
11+00	627.79
12+00	625.62
13+00	623.41
14+00	620.33
15+00	618.63

14+00	616.60
14+50	615.83
15+00	614.78

PLAN & PROFILE (SANITARY & WATER)  
 STA. 20+00 TO STA. 25+00

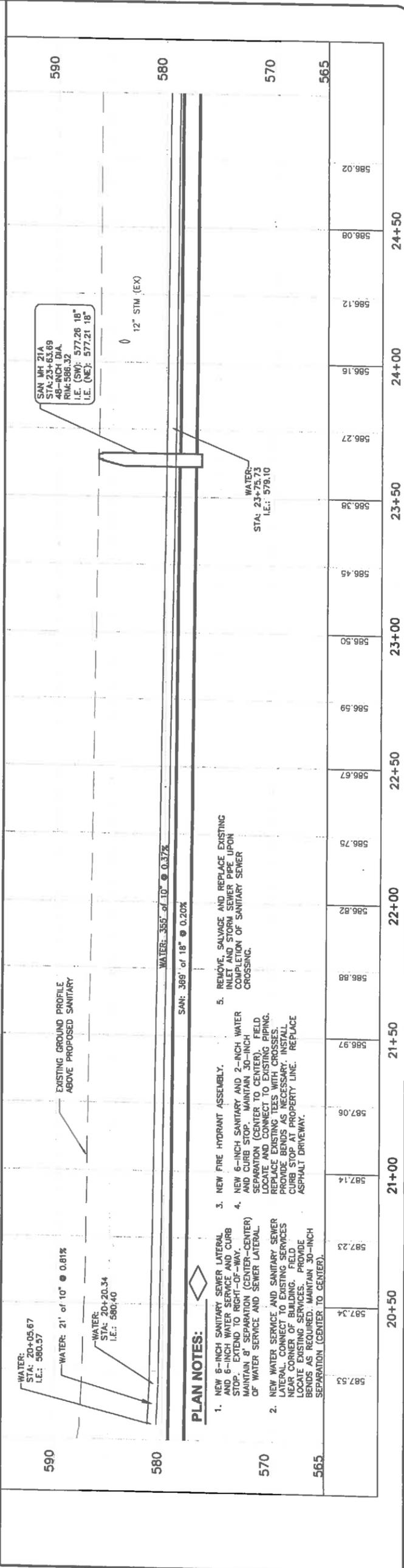
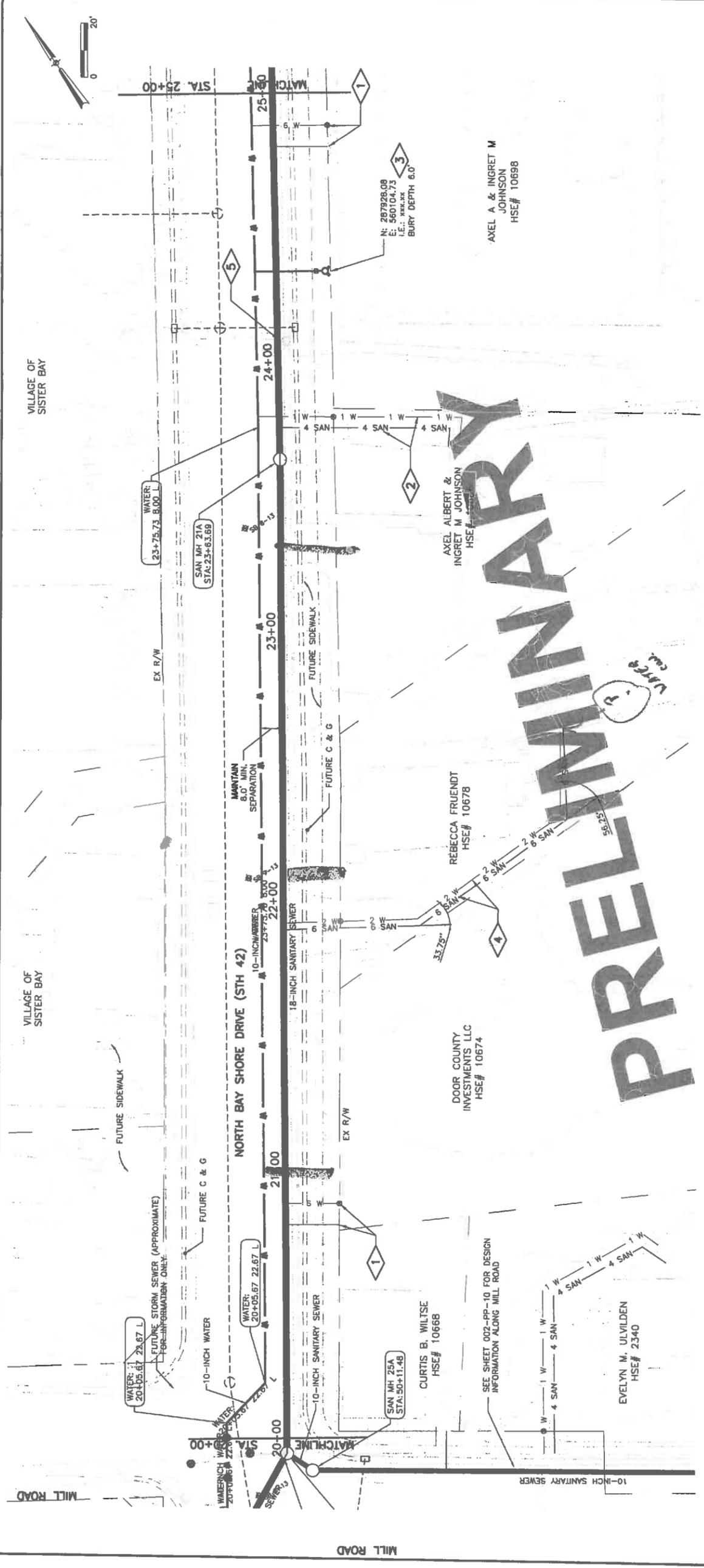


Sheet No. 9  
 Drawing No. 002-PP-5

VILLAGE OF SISTER BAY  
 NORTH BAY SHORE DRIVE  
 UTILITY IMPROVEMENTS  
 SISTER BAY, WI

DRAFT

Revision Number	Description	Drawn By	Checked By	Date
1		KEJ	KEJ	
2		KEJ	SJK	
3		KEJ	SJK	
4		KEJ	SJK	
5		KEJ	SJK	



PLAN NOTES:

- NEW 6-INCH SANITARY SEWER LATERAL AND 6-INCH WATER SERVICE AND CURB STOP. EXTEND TO RIGHT-OF-WAY. MAINTAIN 30-INCH SEPARATION (CENTER-CENTER) OF WATER SERVICE AND SEWER LATERAL.
- NEW WATER SERVICE AND SANITARY SEWER LATERAL CONNECT TO EXISTING SERVICES NEAR CORNER OF BUILDING. FIELD LOCATE EXISTING SERVICES. PROVIDE BENDS AS REQUIRED. MAINTAIN 30-INCH SEPARATION (CENTER TO CENTER).
- NEW FIRE HYDRANT ASSEMBLY.
- NEW 6-INCH SANITARY AND 2-INCH WATER AND CURB STOP. MAINTAIN 30-INCH SEPARATION (CENTER TO CENTER). FIELD LOCATE EXISTING SERVICES. PROVIDE BENDS AS NECESSARY. INSTALL CURB STOP AT PROPERTY LINE. REPLACE ASPHALT DRIVEWAY.
- REMOVE, SALVAGE AND REPLACE EXISTING INLET AND STORM SEWER PIPE UPON COMPLETION OF SANITARY SEWER CROSSING.

PRELIMINARY  
 UTILITY

AXEL A & INGRET M  
 JOHNSON  
 HSE# 10698

AXEL ALBERT &  
 INGRET M JOHNSON  
 HSE# 10698

REBECCA FRIUENDT  
 HSE# 10678

DOOR COUNTY  
 INVESTMENTS LLC  
 HSE# 10674

CURTIS B. WILTSE  
 HSE# 10668

EVELYN M. ULVILDEN  
 HSE# 2340

SEE SHEET 002-PP-10 FOR DESIGN  
 INFORMATION ALONG MILL ROAD

N: 287928.08  
 E: 560104.73  
 I.E.: xxx.xx  
 BURY DEPTH 6.0'

SAN MH 21A  
 STA: 23+63.69  
 48-INCH DIA.  
 RIM: 586.32  
 I.E. (SW): 577.26 18"  
 I.E. (NE): 577.21 18"

WATER:  
 STA: 23+75.73  
 I.E.: 579.10

12" STM (EX)

WATER: 355' of 10' @ 0.37%  
 SAN: 369' of 18' @ 0.20%

WATER:  
 STA: 20+05.67  
 I.E.: 580.37

WATER: 21' of 10' @ 0.81%

WATER:  
 STA: 20+20.34  
 I.E.: 580.40

EXISTING GROUND PROFILE  
 ABOVE PROPOSED SANITARY





