BOARD OF TRUSTEES MEETING AGENDA

Tuesday, October 21, 2014 at 6:00 P.M.
Sister Bay Fire Station 2258 Mill Road
For additional information check: www.sisterbaywi.gov

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

Deviations from the agenda order shown may occur.

Call Meeting to Order
Roll Call
Approval of minutes as published
Comments and Correspondence

New Village Board Business Items

1. Presentation by Jack Moneypenny of the DCVB on Strategic Community Partnership funding and DCVB operations.
2. Consider a motion to amend the Village Board and Committee/Commission Bylaws.
3. Consider a motion to accept a proposal from Vandewalle and Associates for Economic Development; Amend CIP for 2014 to fund proposal.
4. Consider a motion to amend the contract with JJR, adding additional services for contract administration/site inspections of the Sister Bay Beach Expansion Project.
5. Consider a motion to award a contract, contingent on grant funding, to Death's Door Marine for the Sister Bay Beach Expansion Project in the amount of $1,150,535 including Alternates 1 and 2 for surveying and stone testing; Consider a motion to authorize 5% overruns in change orders totaling $57,526.
6. Consider a motion to act on the recommendation of the Parks Committee to adopt a Parks Pass Policy for Sister Bay Residents and impose use fees for non-residents at the Sports Complex/TKH Ice Rink.
7. Presentation by the SBAA regarding 2014 activities; Discussion on setting of goals and expectations of the SBAA for 2015 and consider a motion for action if appropriate.
8. Preliminary presentation of the 2015 budget and discussion thereof; Consider a motion to hold a public hearing on November 18, 2014 for public comment and adoption of the 2015 budget.
9. Update on debt refinancing/advanced refunding of December, 2015 bond series; Consider a motion to direct staff to take action if necessary.
10. Consider a motion to adopt Resolution No. 298-102114 authorizing the sale of Parcel No. 181-21-0501A, located at 2362 Mill Road to the Wisconsin Department of Transportation and Al and Terry Gokey.
11. Consider a motion to confirm and appoint President Lienau's nomination of qualified citizens to fill vacancies on Committees, Commissions and Boards in the Village of Sister Bay.
12. Report on County activities from the County Supervisor, Dave Lienau.
13. Review of the financial statements and consideration of a motion to approve the monthly bills.
14. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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).

Dear Christy and Zeke,

The Sister Bay Community Garden members want to thank you and the SB Village Admin and Parks and Rec team for the outstanding support we received this year.

Bringing the wood chips made a huge dent in our mission to cover weeds!

The trash bin was invaluable to keep our garden area presentable. →

THANK YOU

The water department was attentive to our watering needs thanks again to the Village for providing the water. We did our best to use it wisely.

Your ongoing support is invaluable to the success of the SB Community Garden.

Sincerely, Adrienne Marks

GARTNER
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DOOR COUNTY
ECONOMIC DEVELOPMENT CORPORATION

September 19, 2014

David Lienau, President
Village of Sister Bay
2383 Maple Drive
P. O. Box 769
Sister Bay, WI 54234

Dear David and Village Board of Trustees:

I would like to thank you for your previous support and investment in the Door County Economic Development Corp. With your assistance, we maintain a highly respected and effective business organization dedicated to sustaining and improving the vitality of our local economy.

We are especially pleased to have had the opportunity to work with the Sister Bay Economic Development Committee these last few years. I believe we have made great progress in crafting a Downtown Redevelopment Plan in cooperation with Vandewalle and Assoc. that provides a blueprint for future economic development efforts in the Village. We remain committed to assist and support the Economic Development Committee, the Village Administrator and the Village Board in your efforts to secure developer and investor interest for the exciting development opportunities presented in the Redevelopment Plan.

This year the Village of Sister Bay contributed $2,500.00 toward our efforts in 2014. We invite you to continue your participation in the partnership by matching or growing this investment for 2015. We would be pleased to attend any meetings to discuss this request and the work of the corporation. We have attached our Annual Report for your review.

There is no question that our success to date has been the result of the strong commitment and support we have enjoyed from both public and private sector organizations and individuals. Any future success will be dependent on the renewed commitment by everyone interested in maintaining and enhancing the quality of life we enjoy in Door County.

With your continued support, we are confident we can help make Sister Bay and Door County an even more attractive place to live and work. Thank you for your past support and for your consideration of this request.

Sincerely,

William D. Chaudoir
Executive Director

cc: Zeke Jackson

185 E. Walnut Street • Sturgeon Bay, Wisconsin 54235 • 920-743-3113 • Fax: 920-743-3811 • www.doorcountybusiness.com

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, AUGUST 19, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The August 19, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 PM.

Present: Village President Dave Lienau and Trustees Scott Baker, John Clove, Shane Solomon, Pat Duffy and Nora Zacek.

Staff Members: Village Administrator Zeke Jackson, Finance Director Juliana Neuman, Utility Superintendent Steve Jacobson and Janal Suppanz, Administrative Assistant.

Others: Laddie Chapman, Ron Kane, Ken Church, Gerry and Karen Knudson, Sharon Doersching, Denise Bhirdo, Greg Casperson, Collin Dahl, Ron Flittner, Kathy Enquist, Jeff Johnson, John and Jill Wettstein and one other individual.

Approval of minutes as published:
As to the minutes for the July 15, 2014 meeting of the Village Board:
A motion was made by Solomon, seconded by Baker to approve the minutes for the July 15, 2014 meeting of the Village Board as presented. Motion carried - All ayes.

As to the minutes for the July 31, 2014 special meeting of the Village Board:
A motion was made by Duffy, seconded by Baker to approve the minutes for the July 31, 2014 special meeting of the Village Board as presented. Motion carried – All ayes.

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

New Village Board Business

Item No. 7. Consider a motion to confirm and appoint President Lienau's nomination of a qualified citizen to fill Pam Abshire's vacant seat on the Village Board for the remainder of her unexpired term:
Lienau indicated that he would like to nominate Kathy Enquist to fill Pam Abshire's vacant seat on the Village Board.

Enquist introduced herself and indicated that she owns Dogma Grooming Studio. She is very pleased that all the waterfront parkland was created in the Village and "would like to be part of all that's happening".

A motion was made by Lienau, seconded by Zacek that Kathy Enquist shall be appointed to fill Pam Abshire's vacant seat on the Village Board for the remainder of her unexpired term. Motion carried – All ayes.

The Board members welcomed Enquist and indicated that they look forward to working with her.

Item No. 1. Consider a motion to approve Ordinance No. 230, which amends numerous portions of the Official Map for the Village of Sister Bay relating to the areas east of Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and west of STH 57:
Jackson presented a draft of a revised version of the Official Map for the Village of Sister Bay, and pointed out the amendments which have been made in the areas east of Canterbury Lane and south of Maple Drive, south of Cherrwood Lane and west of STH 57. (Those amendments will "clean up" the map so that it accurately reflects roadways which have been planned by developers and approved by the Plan Commission and Village Board.) On July 22nd the Plan Commission conducted a public hearing regarding the previously mentioned Official Map amendments, and is recommending that all of them be made.

A motion was made by Baker, seconded by Clove that the Village Board accepts the recommendation of the Plan Commission and approves Ordinance No. 230, which amends the portions of the Official Map for the Village of Sister Bay as it relates to the area east of Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and West of STH 57, as presented. A copy of the revised Official Map is hereby attached and incorporated by reference. Motion carried – All ayes.

Item No. 2. Consider a motion to accept the recommendation of the Bay Shore Drive Reconstruction Oversight Committee that the cost of individual property service upgrades be added to the costs of the Bay Shore Drive Reconstruction Project:
Mike Maltby of Action Electric was hired by the Village to consult with private property owners and determine the electrical service requests and upgrades necessary for the Village to move forward with the Overhead Utilities Burial Project. The preliminary cost estimates for the affected properties, which total $42,500, are depicted on a document which was included in the meeting packets, and the Bay Shore Drive Oversight Committee has recommended that the affected property owners be reimbursed accordingly.

A motion was made by Solomon, seconded by Clove that the Village Board accepts the recommendation of the Bay Shore Drive Reconstruction Oversight Committee and adds the individual electrical service upgrade costs depicted on the document which was included in the meeting packets to the estimated costs of the Bay Shore Drive Reconstruction Project. If the actual cost of the individual service upgrades exceeds the amount depicted on the previously mentioned document, up to $45,000 may be expended for the upgrades. Motion carried – All ayes.

Item No. 3. Consider a motion to act on the recommendation of the Finance and the Water, Wastewater and Storm Sewer Committees to approve Resolution No. 293, authorizing a PILOT on Sister Bay's Water Utility:
For quite some time the Village has elected to waive a Payment in Lieu of Taxes (PILOT) on the Water Utility per authorizing Resolution, but the Water, Wastewater and Storm Sewer Committee and the Finance Committee have recommended that a PILOT now be imposed. The Public Service Commission regulates PILOT payments on public water utilities, and, as such, determines the allowable PILOT amount. Because it is funded by an enterprise fund, the Marina is also subject to a PILOT, and that has been imposed for several years. The Finance Committee has recommended that the PILOT on the Marina be reduced by an amount equal to the Water Utility PILOT as the Marina's cash projections are not favorable. (Pro-active steps are being taken to alleviate this problem, but there still are fixed expenses which will come into play.) A draft of a Resolution establishing a PILOT for the Village of Sister Bay Water Utility was included in the meeting packets, and, if approved, that Resolution will have to be submitted to

the Public Service Commission, which will determine the ultimate impact on water rates. The new rates would not go into effect until the second quarter of 2015.

The Utilities Superintendent, Steve Jacobson, indicated that he believes there will be both short term and long term implications for rate payers if the PILOT is approved and doesn't believe "it is the right way to do business" as the people who use the most water will be negatively impacted.

Neuman indicated that it is her understanding that when the members of the Water, Wastewater and Storm Sewer Committee recommended that a PILOT be established they thought the funds generated would be deposited in the General Fund. The Finance Committee has recommended that the funds be used to offset the Marina PILOT. A rate study is currently being performed, and whenever such a study is done the PSC looks at a number of factors, including fire protection fees, which will quite likely increase because there have been a number of improvements in the Village. Because of the provisions of Act 20, any increase in fire protection fees has to be deducted from the allowable levy, and, therefore, the General Fund will be negatively impacted.

Lienau pointed out that the members of the Finance Committee did assume that the money generated by the Water Utility PILOT would be deposited into the General Fund. The intent of the Committee, during a separate discussion, was to reduce the Marina PILOT by an amount equal to the Water Utility PILOT.

Solomon noted that he likes the fact that the money generated by the PILOT would be used to offset the Marina PILOT, but also noted that years down the road when there are others on the Board the funds generated by the Water Utility PILOT could be used for some other purpose than offsetting the Marina PILOT.

Clove stated, "You can't take 1/3 of your operating profit and sustain yourself." Virtually 100% of the Marina's profits go toward paying the PILOT and administrative expenses. The suggestion has been made that Marina fees be increased by 3% every year but eventually you "reach a point of no return". The Marina is now operating at a loss and has to get relief from the General Fund as it simply can't sustain itself any more.

Denise Bhirdo asked for clarification as to why this discussion was even taking place. She does not understand why water rates would be increased to offset expenses at the Marina and "thinks it's wrong". She firmly believes there must be some other way to address the financial difficulties at the Marina. If the additional money which is generated goes into the General Fund or if taxes are increased she could understand, but that is not what is happening.

Lienau acknowledged that there may have been a poor choice of words made when the Marina PILOT was tied to the Water Utility PILOT. Whether the money for the Marina comes from a PILOT for the Water Utility or the money comes from the General Fund or some other fund "it's still going to end up somewhere on the taxpayer". The Finance Committee is still trying to "figure out why and how". The whole discussion of PILOTS and enterprise funds came about when the question arose as to why one enterprise fund was being taxed and not the other.

Duffy noted that if you go back five years and look at the history of the Marina PILOT the Marina could afford that payment and still sustain itself. That is no longer the case. When people pay their taxes they know the money collected will go to the Village as well as a

number of different entities. In his mind the amount of the PILOT should be equal to the amount of tax money paid to other entities, which is a little less than half of the taxes collected. He feels bad this is coming up this way as there are two separate issues coming into play. He was the one "leading the charge" for the Water Utility PILOT funds being used to offset the Marina PILOT because he is on the Marina Committee and can't stand to see the Marina "run into the ground because of overtaxing". When the Utility was created there was a waiver of a Utility PILOT, but the decision has now been made that it should be imposed. Typically Utility PILOTS are imposed right away, but Village officials determined that it should not be imposed until such time as the Utility could afford it. That time has come. Because of all the improvements which will be made downtown in the near future the Village is "strapped for cash" and needs to find revenue sources. Duffy believes imposition of the Water Utility PILOT is a way for Village officials to do "what should have been done in the first place regardless of the Marina".

Ken Church indicated that this issue was addressed when he was on the Board and "was a bad idea then and still is a bad idea now". He would much rather pay higher taxes.

Sharon Doersching indicated that the sewer and water rates have been going up on a regular basis and she would also much rather pay higher taxes. "To rob Peter to pay Paul" simply doesn't make any sense.

Solomon pointed out that it will be nearly impossible for the Village to increase taxes because of levy limits.

Clove noted that the Marina PILOT started out at $50,000. It is now $161,000. He believes the Marina has become a "cash cow" for the Village. A perfect example of this was when the Marina was asked to pay a portion of the expenses related to the purchase of the Johnson property. He also stressed that the Marina brings in several thousand dollars of revenue for a number of area businesses on an annual basis.

A motion was made by Duffy, seconded by Solomon that the Village Board accepts the recommendation of the Finance Committee and the Water, Wastewater and Storm Sewer Committee and approves Resolution No. 293 establishing a PILOT for the Village of Sister Bay Water Utility as presented. Motion carried with Baker opposed and Zacek abstaining.

Item No. 4. Consider a motion to change the name of the Water, Wastewater and Storm Sewer Committee to the Water, Sewer and Storm Sewer Committee:
The recommendation has been made that the name of the Water, Wastewater and Storm Sewer Committee be changed to the *Water, Sewer and Storm Sewer Committee*.

A motion was made by Lienau, seconded by Zacek that the Village's By-Laws be amended in such fashion that they state that the name of the Water, Wastewater and Storm Sewer Committee has been changed to the Water, Sewer and Storm Sewer Committee. Motion carried – All ayes

Item No. 5. Consider a motion to accept the recommendation of the Finance Committee to reallocate administrative personnel costs by passing and adopting Resolution No. 294:
When the 2014 budget was prepared the position of Village Administrator was vacant so allocation of administrative personnel costs were left at 2013 rates. In February Mike Konecny, the Head Auditor, noted that the Village's allocation of administrative personnel costs to certain

funds appeared to be low, given the time spent on the Bay Shore Drive Utility Project and the increased activity in the TIF District. Neuman and Jackson subsequently revised the administrative allocations and presented that data to the Finance Committee, which has recommended that they be approved.

A motion was made by Clove, seconded by Baker that the Village Board accepts the recommendation of the Finance Committee and reallocates administrative personnel costs by passing and adopting Resolution No. 294, as presented. Motion carried – All ayes.

Item No. 6. Consider a motion to accept the recommendation of the Finance Committee to reallocate several capital reserve funds by passing and adopting Resolution No. 295:
At its July 24, 2014 meeting the Finance Committee reviewed available capital reserve fund balances and made a series of recommendations regarding reallocation of some of those funds. All the new allocations were explained in detail by Neuman.

A motion was made by Duffy, seconded by Zacek that the Village Board accepts the recommendation of the Finance Committee to reallocate several capital reserve funds and passes and adopts Resolution No. 295, which amends the 2014 Capital Projects Budget, as presented. Motion carried – All ayes.

Item No. 8. Consider a motion to confirm and appoint President Lienau's nomination of a Trustee to fill the vacancy for a Village Board Liaison on the SBAA Board of Directors:
Lienau indicated that this agenda item will not be addressed until the next meeting of the Village Board.

Item No. 9. Report on County activities from the County Supervisor, Dave Lienau:
Lienau gave the following oral report:

- *County officials have actively started to work on the 2015 budget. To date the main topic of discussion has been personnel costs. There is still a lot of work to be done on the budget, but it will be addressed at length during the next couple of months.*
- *The EMS Dept. has asked that six new Paramedics be hired to staff an additional ambulance in the Sturgeon Bay area. (On a number of occasions multiple emergency calls have come in and there simply weren't enough ambulances or staff members to go around.)*
- *A large tower project will be implemented soon by the County, and fiber will have to be run to each of the new towers. This will be quite costly.*
- *Another costly item will be road repairs.*

Item No. 10. Review of the financial statements and consideration of a motion to approve the monthly bills:
Payment Approval Reports for the period July 17, 2014 through August 19, 2014 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 $436,807.86 are all approved. Motion carried – All ayes.

Budget Reports for the 6 month period ending June 30, 2014 were also included in the meeting packets and Neuman explained the applicable data.

Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

It was the consensus that the following issues shall be placed on a future agenda or referred to committee, official or employee:

- *From time to time it becomes necessary to engage engineers or other professionals to satisfy requests for information from Village Board members. It can get quite costly to pay for such services, and, therefore, Jackson requested that everyone keep this fact in mind.*
- *The Administrative Committee will be asked to nominate a person to serve as an alternate member on the Marina Committee.*
- *Appointment of a Village Board Liaison on the SBAA Board of Directors will be addressed at the next Village Board Meeting.*
- *Appointment of a Trustee(s) to fill the vacancies on Committees which were created as a result of Pam Abshire's resignation from the Board will likewise be addressed at the next Village Board Meeting.*

Committee Reports:

(1) Administrative Committee/Public Relations Committee

The Administrative Committee has not met recently.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee

The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.

(3) Communication and Technology Committee

The Communication and Technology Committee has not met recently.

(4) Door County Coastal Byways Commission

No action based on the minutes which were included in the meeting packets. The Coastal Byways Commission met on August 14, 2014, but those minutes have not been completed yet.

(5) DCEDC

No action based on the minutes which were included in the meeting packets. The regular monthly meeting of the DCEDC was conducted on August 11, 2014. At that time the Board members toured the Sturgeon Bay Boys & Girls Club.

(6) Economic Development Committee

The Economic Development Committee has not met recently.

(7) Finance Committee

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

(8) Fire Board and Fire District Exploratory Committee:

The Fire Board met yesterday but those minutes have not been completed yet.

(9) Historical Society

Things are going well at the Corner of the Past. The members of the Historical Society Board of Directors would like to erect a new sign for the Corner of the Past, and the applicable paperwork should be submitted to Jackson in the near future.

(10) Library Commission
No action based on the minutes which were included in the meeting packets.

(11) Marina Committee and Marina Fest Committee:
No action based on the minutes which were included in the meeting packets. The Marina Committee also met on August 14, 2014 but those minutes have not been completed yet. A $15,000 grant has been received for public restroom improvements at the Marina.

The Marina Fest Committee met on August 7, 2014 but those minutes have not been completed yet. Unfortunately it does not appear that there will be a helicopter at Marina Fest as the pilot who had expressed interest in coming up here was overbooked.

(12) Parks
The Parks Committee met on August 6, 2014, but those minutes have not been transcribed yet. When the work is done on the highway reconstruction project the D.O.T. will be acquiring a portion of Waterfront Park for right-of-way purposes, and in accord with State regulations must replace that property in-kind. The Parks Committee recommended that the property adjoining the Fire Station and/or the Helm's parcel on Mill Road which is adjacent to the brick parking lot be considered, but because the property adjoining the Fire Station mainly consists of wetlands it will not even be considered. At this time appraisals are being done of the Helm's property.

(**13) Personnel Committee**
The Personnel Committee has not met recently.

(14) Plan Commission
No action based on the minutes which were included in the meeting packets.

(15) SBAA
No action based on the minutes which were included in the meeting packets. As can be noted in the minutes the management of Husby's voiced concerns about amendment of the liquor license regulations. (Last year a condition was imposed on the liquor licenses that businesses could have outdoor entertainment until 11:00 P.M., but at that time all outdoor seating had to be vacated. This year when the liquor licenses were approved that condition was changed. Now outdoor entertainment has to cease by 10:30 P.M. and outdoor seating must be vacated by 11:00 P.M. This condition has proved to be problematic.)

Jackson noted that complaints have been received about loud music being played at some local business establishments. The possibility of amending the Village's noise regulations will be discussed at the next Plan Commission Meeting.

The SBAA Board members voiced concerns that the Village's Farmer's Market does not seem to be well attended. They suggested that next year a different location and day of the week be considered.

(16) Teen Center
The Teen Center Board has not met recently.

(17) Tourism Zone Commission
No action based on the minutes which were included in the meeting packets.

(18) Utilities – Water, Sewer, and Storm Sewer Committees
No action based on the minutes which were included in the meeting packets.

(19) Administration/Compensation Oversight
The Administration/Compensation Oversight Committee met on August 13, 2014, but those minutes have not been completed yet. At the next meeting of the Committee Kelly Hendee, the Door County Human Resources Director, will be discussing PTO's with the Committee members. Hopefully the Committee will be making some recommendations by September or October.

(20) Waterfront Oversight
The Waterfront Oversight Committee has not met recently.

Adjournment:
A motion was made by Baker, seconded by Solomon to adjourn the meeting of the Board of Trustees at 7:58 P.M. Motion carried – All ayes,

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The September 16, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 7:00 PM.

Present: Village President Dave Lienau and Trustees Scott Baker, John Clove, Shane Solomon, Pat Duffy, Nora Zacek, and Kathy Enquist.

Staff Members: Village Administrator Zeke Jackson, Finance Director Juliana Neuman, Utility Superintendent Steve Jacobson and Janal Suppanz, Administrative Assistant.

Others: Laddie Chapman, Brian Frisque, Greg Casperson and Mary Kay Shumway.

Approval of minutes as published:
As to the minutes for the August 19, 2014 meeting of the Village Board:
Clove indicated that before the minutes for the August 19th meeting were actually approved he wanted to see the comments he and Duffy made concerning the Utility PILOT program included in them. Therefore, this Agenda item was tabled until the October 21, 2014 meeting of the Village Board.

Comments and Correspondence
Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He also noted that the following pieces of correspondence were included in the meeting packets:

- A letter from Bob Kupfer in which he voices opposition to the Village Board's decision to impose a Utility PILOT.
- A donation request and spreadsheet which were received from the Door County Humane Society.
- A call log which was received from the Door County Sheriff's Department for the period May 1, 2014 through August 30, 2014.

Jackson read a letter he had received from Chris Halbur of the DNR aloud. In that letter Halbur states that she is pleased to inform Jackson that the Village's application for a Stewardship Grant for the Beach Expansion Project has been tentatively approved. If final approval is granted the Village will receive a grant in the amount of $489,285.

New Village Board Business
Item No. 1. Consider a motion to act on a recommendation from the Plan Commission to pass and adopt Resolution 297 approving a Certified Survey Map for John Stollenwerk for the area west of Little Sister Road:
John Stollenwerk is requesting that he be allowed to create a new set of lots which will recombine and then divide two existing, adjacent lots. (Those lots are currently assigned parcel numbers 181-23-0011 and 181-23-0009.) A copy of a proposed Certified Survey Map (CSM) was included in the meeting packets and the Board members jointly reviewed that document. The Plan Commission has recommended that the CSM be approved.

A motion was made by Lienau, seconded by Baker that the Village Board accepts the recommendation of the Plan Commission and passes and adopts Resolution 297, which approves the Certified Survey Map John Stollenwerk submitted for Village of Sister Bay Parcel Nos. 181-23-0011 and 181-23-0009. Motion carried – All ayes.

Item No. 2. Consider a motion to act on a recommendation of the Plan Commission to approve Ordinance No. 231, amending and recreating §66.0505(e)(2)(h) – Delivery Trucks in Residential Neighborhoods for Home Based Businesses:
Apparent conflicts exist between how home-based business owners and residents are treated in the Zoning Code. (Home-based business owners may have limited deliveries, but there is no limit imposed for residents.) Technological advances and the rise of Amazon and other online retailers would indicate that a change in the Zoning Code is warranted.

A motion was made by Lienau, seconded by Solomon that the Village Board accepts the recommendation of the Plan Commission and approves Ordinance No. 231, which amends §66.0505(e)(2)(h) of the Zoning Code – Delivery Trucks in Residential Neighborhoods, as presented. Motion carried – All ayes.

Item No. 3. Consider a motion to act on a recommendation from the Plan Commission to approve Ordinance No. 232, amending and recreating §66.0505 – Wind Energy Towers
Apparent conflicts exist between Chapter PSC 128 of the Wisconsin Administrative Code, 2009 Act 40 and §66.0505 of the Zoning Code. (The previously mentioned State regulations supersede local authority to zone for wind energy towers except in incredibly specific circumstances to protect the health, safety and welfare of citizens.) Ordinance No. 232 was drafted in an attempt to bring the Zoning Code into compliance with the State regulations and preclude future lawsuits based on wind energy tower siting. The Plan Commission has recommended that Ordinance No. 232 be approved.

A motion was made by Lienau, seconded by Solomon that the Village Board accepts the recommendation of the Plan Commission and approves Ordinance No. 232, amending and recreating §66.0505 – Wind Energy Towers, as presented. Motion carried – All ayes.

Item No. 7. Consider a motion to pass and adopt Resolution No. 299, accepting a secondary offer on the Old School Property:
The Village Board previously accepted Al Gokey's offer to purchase the Old School property for $415,000. The grace period mentioned in that offer will expire on September 25, 2014. On August 27, 2014 the Finance Committee reviewed another offer which had been received from Premier Real Estate for the Old School Property. The terms of the Premier Real Estate offer are substantially similar to the previously accepted Gokey offer. Premier Real Estate would like to develop the property into luxury Swedish-style apartments. The Finance Committee has recommended that the secondary offer be accepted in the event Gokey does not meet the requirements outlined in his Offer to Purchase.

Mary Kay Shumway indicated that Premier Real Estate is a renowned rental company and the owners of that company have "grand plans" for the Old School property. She firmly believes there is a need for the type of housing they will provide and knows the project would be a "wonderful addition" to the Village.
.
A motion was made by Baker, seconded by Zacek that the Village Board accepts the recommendation of the Finance Committee and passes and adopts Resolution No. 299

accepting the secondary offer for the Old School Property submitted by Premier Real Estate in the amount of $415,000. Motion carried – All ayes.

Item No. 8. Consider a motion to approve paving a second lift of asphalt on Cherrywood Lane:
For quite some time money has been held in escrow for a second lift of asphalt on Cherrywood Lane. (This action was taken in accord with an agreement which was entered into with Dick Horbinski.) The Door County Highway Department has offered two alternatives for the required work. A 1.5″ lift will cost $22,000 and a 2″ lift will cost $28,200. A 2″ lift is standard and John Kolodziej, the Highway Commissioner, is recommending that that option be chosen.

A motion was made by Baker, seconded by Duffy that the Village Board approves of the installation of a 2″ lift of asphalt on Cherrywood Lane in accord with the agreement Village officials entered into with Dick Horbinski a number of years ago. Motion carried – All ayes.

Item No. 9. Consider a motion to confirm and appoint President Lienau's nomination of qualified citizens to fill vacancies on committees, commissions and boards in the Village of Sister Bay:
Lienau indicated that he would like to nominate Kathy Enquist to fill all the vacancies on committees which were created as a result of Pam Abshire's resignation from the Board.

A motion was made by Clove, seconded by Solomon that the Village Board confirms President Lienau's nomination of Kathy Enquist to fill the vacancies on the Library Commission, the Personnel Committee, the Teen Center Board and the Administration and Benefits Oversight Committee. Motion carried – All ayes.

Item No. 10. Report on County activities from the County Supervisor, Dave Lienau:
Lienau gave the following oral report:

- *Work is ongoing on the Door County budget for 2015. Several amendments have been made and referrals have been made to the affected committees. The final version of the budget should be presented to the County Board in November.*

Item No. 4. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:
At 7:31 P.M. a motion was made by Lienau, seconded by Solomon that the Village Board convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on the motion and the Board members voted in the following fashion:

Baker – Aye;	*Clove – Aye;*	*Duffy – Aye;*
Enquist – Aye;	*Lienau – Aye;*	*Solomon – Aye;*
	Zacek – Aye.	

Motion carried.

Item No. 5. Consider a motion to reconvene into open session:
At 7:41 P.M. a motion was made by Lienau, seconded by Baker that the Village Board reconvene into open session. Another roll call vote was taken and the results of that vote were

as follows:

Baker – Aye;	*Clove – Aye;*	*Duffy – Aye;*
Enquist – Aye;	*Lienau – Aye;*	*Solomon – Aye;*
	Zacek – Aye.	

Motion carried.

Item No. 6. Consider a motion to take action, if required:
A motion was made by Clove, seconded by Baker that the Village Board authorizes the purchase of a 30′ easement on Applewood Lane from Barbara Hull for $30,000. Motion carried – All ayes.

Item No. 11. Review of the financial statements and consideration of a motion to approve the monthly bills:
Payment Approval Reports for the period August 21, 2014 through September 16, 2014 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Lienau, seconded by Solomon that the monthly bills depicted on the reports which were included in the meeting packets totaling $212,308.57 are all approved. Motion carried – All ayes.

Committee Reports:
(1) Administrative Committee/Public Relations Committee
The Administrative Committee is recommending that an ad hoc committee comprised of two Trustees, an SBAA representative and a member of the public be created. The Committee will be charged with planning for the use of the beach and the performance pavilion and marketing and promotion of those appurtenances. This issue will be addressed at the next meeting of the Village Board.

It was the consensus that a representative of the Door County Visitor Bureau shall be asked to make a presentation to the Board regarding the guidelines for the use of community marketing funds.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee
The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee met recently and during that meeting the Committee members chose street light fixtures and poles as well as banner holders. The targeted start date for overhead utility line burial is March 1st. While the work is done there will only be one lane of traffic downtown.

(3) Communication and Technology Committee
The Communication and Technology Committee has not met recently. The employees at the County's IT Department have requested that the conduit for underground fiber be installed when the work is done on the line burial project.

(4) Door County Coastal Byways Commission
No action based on the minutes which were included in the meeting packets. The Committee met on Thursday, September 11th, but those minutes have not been completed yet.

(5) DCEDC
No action based on the minutes which were included in the meeting packets. The regular

monthly meeting of the DCEDC was conducted on September 8th, but those minutes have also not been completed yet. A Bass Master's Championship Fishing Tournament will be conducted in Sturgeon Bay from September 27, 2015 through October 4, 2015. This will be a huge boost to the economy throughout Door County.

(6) Economic Development Committee
A proposal has been received for marketing of the properties which were identified in the Economic Development Plan and two of the affected property owners have agreed to help pay the associated costs.

(7) Finance Committee
No action based on the minutes which were included in the meeting packets.

(8) Fire Board and Fire District Exploratory Committee:
No action based on the minutes which were included in the meeting packets. A Fire Department budget request will be presented to the Finance Committee soon.

There is a note in the Fire Board Meeting Minutes that four or five people have fallen off the bluff at Ellison Bay Bluff Park in the past two years. The suggestion was made that this issue be referred to County officials for study/resolution of any identified safety issues.

(9) Historical Society
No action based on the minutes which were included in the meeting packets. The Historical Society Board of Directors met last week but Zacek was unable to attend that meeting.

(10) Library Commission
No action based on the minutes which were included in the meeting packets. The Library's budget request has been received. The Village's required contribution will increase by approximately $2,500 in 2015.

(11) Marina Committee and Marina Fest Committee:
No action based on the minutes which were included in the meeting packets. The Marina Committee also met this afternoon. The Marina's budget request has been finalized and will be submitted to the Finance Committee.

Solomon stated that Marina Fest went "swimmingly" and turned out as good as it possibly could considering the weather.

(12) Parks
No action based on the minutes which were included in the meeting packets.

(13) Personnel Committee
No action based on the minutes which were included in the meeting packets.

(14) Plan Commission
No action based on the minutes which were included in the meeting packets.

(15) SBAA
No action based on the minutes which were included in the meeting packets. Work is ongoing on planning for Fall Fest. A Pre-Fall Fest Organizational Meeting will be conducted tomorrow

at 7:00 P.M. That meeting will be conducted in the Village Hall.

(16) Teen Center
The Teen Center Board has not met recently.

(17) Tourism Zone Commission
No action based on the minutes which were included in the meeting packets.

(18) Utilities – Water, Sewer, and Storm Sewer Committees
The Utilities Committee has not met recently.

(19) Administration/Compensation Oversight
No action based on the minutes which were included in the meeting packets. Lienau anticipates that the Administration/Compensation Oversight Committee members will formulate their recommendations to the Board by October or November.

(20) Waterfront Oversight
The Waterfront Oversight Committee has not met recently.

12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:
The following issues will be placed on a future agenda or referred to a committee, official or employee:

- A representative of the Door County Visitor Bureau will be asked to make a presentation regarding the guidelines for use of Community Marketing funds at a future Village Board Meeting.
- County officials will be asked to conduct a study regarding the safety issues associated with the bluff at Ellison Bay Bluff Park.
- The following item will be added to the Agenda for the October 21st meeting of the Village Board:
  Consider a motion to approve revised Committeee/Commission By-Laws which include creation of an ad hoc committee comprised of two Trustees, an SBAA representative and a member of the public. (That Committee will be charged with planning for the use of the beach and the performance pavilion and marketing and promotion of those appurtenances.)

Adjournment:
A motion was made by Enquist, seconded by Zacek to adjourn the meeting of the Board of Trustees at 8:46 P.M. Motion carried – All ayes,

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 1

Recommendation: None

Background: Preliminary research indicates that the DCVB initiated Strategic Community Partnership funding as a means by which to foster buy in amongst the local community tourism promotion organizations around the time of the creation of the room tax. These monies total several hundred thousands of dollars per year and are used by Door County community business associations/tourism promotion entities to bolster their budgets for a variety of policy objectives. SBAA receives approximately $37,000 in funding from the DCVB. TZC collects this money on behalf of the Village of Sister Bay, and turns it over to DCVB.

The Village is Sovereign in the case of Room Tax, and has chosen to delegate this task to external entities in order to more efficiently engage in collection as well as marketing of the Door County Brand.

Fiscal Impact: Monies are moved without explicit Board Action. DCVB does not seek input from the Taxing entities before setting its annual budget, operating as a commission independently, similar to how our Water and Sewer Utility operates.

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 2

Recommendation: that the Board approve amendments to the Board/Committee-Commission By-laws and enable a Marketing Committee.

Background: While the Village has invested millions of dollars in the last few years on hard assets, little has been done to invest in the "soft" infrastructure that builds experiences for our visitors. Staff is charged with economic development as a public policy objective, part of which entails working to recruit developers to Sister Bay to make large capital investments. Staff has been challenged in doing so, given current occupancy levels in Village Transient Lodging establishments. Staff recognizes the value of entertainment and activities in drawing tourists to the Sister Bay area, and as such, has begun to plan to expand the offerings of festivals, activities and events in the Village.

Staff would like to build on these successes and has asked for and increase in marketing/activity dollars for 2015. These dollars are requested in a number of fund areas:

Fiscal Impact: A comprehensive traffic study and analysis of room night stays should be undertaken to assess our effectiveness.

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
BOARD OF TRUSTEES BY-LAWS
FOR THE GOVERNMENT OF THE VILLAGE BOARD

(Revised and approved 5/13/14)

1. MEETINGS, REGULAR AND SPECIAL

The regular meetings of the Sister Bay Board of Trustees shall be held on the second Tuesday of each month at 6:00 P.M. Any two members of the Village Board may call a special meeting, with a signed request presented to the Village Administrator a minimum of 48 hours prior to that meeting. Public Hearings may be scheduled for a time, which is agreeable to the majority of the Board, consistent with State Statutes.

2. QUORUM

A minimum of four Trustees constitutes a quorum of the Village Board. As soon as the Village Board is called to order, roll call shall be taken, noting who is present and who is absent, and the same shall be noted in the official record. If there is not a quorum present, this fact shall be entered in the minutes and the Village Board shall adjourn. Any member of the Village Board who has knowledge of the fact that he/she will not be able to attend a scheduled Board meeting shall notify the Village Administrator at the earliest possible opportunity. In the event that the projected absence will produce a lack of quorum, the Village Administrator shall notify the Village President. If the Village Administrator is not notified of an absence, it will be recorded as an unexcused absence.

3. PRESIDING OFFICER

The President of the Village Board, (Presiding Officer), shall, at the hour of the meeting stated on the Agenda, call the Board to order. The Village President shall preserve order and decorum, and decide all questions of order, subject to an appeal, by any member. The Village President has the same rights as a Trustee.

4. PRESIDING OFFICER'S DUTIES

At each meeting, the Village President should have at hand:

1. A copy of the By-Laws;
2. A copy of applicable parliamentary authority;
3. A list of committees/commissions and the members of those groups; and,
4. A memorandum of the complete order of business.

5. ABSENCE OF VILLAGE PRESIDENT

In case the Village President is absent at the time of the meeting, the Clerk shall call the Village Board to order; and thereupon the Board shall elect one of its own members the President Pro Tem.

6. AGENDA

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before

the Board shall refer the issue to the appropriate committee for discussion. Committee Chairpersons shall address those requests in a timely manner and submit a committee recommendation to accompany the Trustee's recommendation when the issue comes before the Board. Other board agenda items will be placed on the agenda at the discretion of the Village President and Village Administrator. All items to be a part of the Agenda shall be in the possession of the Village Administrator by the first day of the month. A copy of the Agenda shall be furnished to each Trustee at least forty-eight (48) hours prior to the regularly scheduled monthly meetings of the Village Board or twenty-four (24) hours prior to any special Board meetings.

7. TERM OF OFFICE

The terms of the Village President and the Trustees shall be for two (2) years, [*statutory]*. All standing committees, elective or appointive, shall serve for one (1) year unless Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the Village Board.

8. COMMITTEES AND COMMISSIONS

There are four types of committees: *Standing, Statutory, Ad Hoc, and Other Committee Appointments*. Committees shall be established upon adoption of a Resolution designating the committee name, number of members, purpose and term. Members shall be appointed by the Village President and approved by the Village Board. An Ad Hoc committee shall be dissolved upon completion of the purpose for which it was created.

A listing of all the Committees and Commissions, which are in existence at this time, follows:

NAME & TYPE OF COMMITTEE/COMMISSION	**MEMBERSHIP**
Administrative Committee *(Standing Committee)*	The Village President.
Bay Shore Drive Oversight Committee (*Ad Hoc Committee)*	3 Trustees, as well as one representative of the SBAA.
Door County Coastal Byway Commission *(Other Committee Appointments)*	1 Trustee or the Village Administrator.
Door County Economic Development Corporation – DCEDC *(Other Committee Appointments)*	1 Trustee. The Village Administrator shall also serve as an "ex-officio" non-voting DCEDC member.
Economic Development Committee *(Ad Hoc Committee)*	1 Trustee and 7 resident or citizens, one of whom shall serve as an alternate. The Village Administrator and Bill Chaudoir of the DCEDC shall serve as ex officio non-voting members.

Administration and Compensation Oversight Committee *(Ad Hoc Committee)*	1 member from Finance, Administration, Personnel Committees and 1 citizen member.
Finance Committee *(Standing Committee)*	3 Trustees.
Fire Board *(Standing Committee)*	2 Village Trustees and 3 Supervisors from the Town of Liberty Grove.
Fire District Exploratory Committee **(***(Other Committee Appointment)*	1 Trustee or resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Historical Society *(Other Committee Appointment)*	1 Trustee who will serve as a Liaison.
Library Commission *(Standing Committee)*	1 Trustee and 2 Village residents, and 1 Town Board member and 2 Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian serve as ex-officio non-voting members.
Marina Committee *(Standing Committee)*	3 Trustees, 4 residents or citizens, two of whom shall serve as alternates, and the Marina Manager, who shall serve as an "ex-officio" non-voting member of the Marina Committee.
Marina Fest Committee *(Standing Committee)*	1 Trustee, 1 member of the Parks Committee, 1 member of the Marina Committee, and 1 person from each non-profit organization participating in Marina Fest.
Marketing Committee **(**Ad Hoc Committee)	2 Trustees, 1 SBAA Representative, and 1 Citizen Member
Parks, Property and Streets Committee *(Standing Committee)*	3 Trustees and 1 resident member.
Personnel Committee *(Standing Committee)*	3 Trustees.
Plan Commission *(Statutory)*	3 Trustees, 4 residents, and one ex-officio citizen member with recognized experience and qualifications related to planning and development.
Communications and Technology Committee *(Standing Committee)*	3 Trustees and 1 resident member

Sister Bay Advancement Association - SBAA - Board of Directors *(Other Committee Appointment)*	1 Trustee, who shall be a voting member of the SBAA Board, and shall also act as the Village Board Liaison to the SBAA.
Teen Center Board *(Standing Committee)*	1 Trustee, 1 resident or citizens and 1 teens. The officers of the Teen Center Board shall be elected annually.
Tourism Zone Commission *(Other Committee Appointments)*	Based upon room tax collected to date the Village is entitled to have 2 representatives on the Tourism Zone Commission. Preferably, those residents or citizens shall own or operate a lodging establishment(s) in the Village.
Utilities Committee *(Standing Committee)*	3 Trustees from the Village, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member.
Water, Sewer and Storm Sewer Committee *(Standing Committee)*	3 Trustees
Waterfront Oversight Committee *(Ad Hoc Committee)*	1 member each from Finance, Marina and Parks as well as 1 representative from SBAA and 1 citizen member.
Zoning Board of Appeals *(Statutory)*	5 residents and 2 resident alternates

Trustee shall mean an elected Trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee.

9. NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and

appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. CONSENT TO SPEAK

A member desiring to speak shall address the Village President or President Pro Tem, when recognized by that person. A member shall confine his/her remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion.

11. MOTIONS

Motions shall be prefaced with "I move," and the person making the motion shall then state the action that is to be voted on in a positive form so that the Board is not voting "no" to approve the action.

12. ROLL CALL VOTE

When a roll call vote is statutory or required by the Rules of Order, it shall be automatic. The Clerk or any Board member may call for a roll call vote on any question, and it shall be granted before the decision of the Village President is announced. There shall be no interruption during roll call.

13. ABSTAINING ON VOTE

Any member of the Board of Trustees may abstain from voting on any question before the Board after notifying the Village President or President Pro-Tem of his or her intention to abstain and the reason therefore.

14. OUT OF ORDER

When declared "out of order" a Trustee or citizen shall immediately submit to the ruling of the Village President or President Pro-Tem.

15. INTERRUPTION OF SPEAKER

When any of the Trustees or a citizen is speaking, no one shall entertain any private discourse or in any way interrupt the speaker, except as to a question of order.

16. PUBLIC ADDRESSING THE BOARD

A non-member wishing to address the Village Board may gain permission from the Village President or President Pro-Tem. The Village President or President Pro-Tem should be aware that the right of the public to attend governmental meetings does not necessarily imply a right to participate in the conduct of those meetings. Absent a public hearing, the public has no right to speak at a Village Board Meeting.

17. SUSPENSION OF RULES

These rules may be suspended by a majority roll call vote of the Village Board.

18. AMENDING RULES

These rules may be amended at any regular session of the Village Board by a majority vote of the Board.

19. RULES OF ORDER

The Rules of Order as adopted shall govern the proceedings of the Village Board, except as may be contrary to Wisconsin Statutes. In such event, the State Statutes shall prevail. Roberts Rules of Order shall apply to those areas these Rules do not cover.

20. BOARD MEMBER CODE OF CONDUCT

The Board of Trustees recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct, including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member shall:

a) Commit to regular attendance at Board meetings unless excused and be properly prepared for deliberation.
b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village.
g) Represent all the people of the community while avoiding partisanship based upon special interests.
h) Keep the best interests of the Village in mind by considering himself/herself a "Trustee" of the Village, and do his/her best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that

respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.

k) Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all the facts have been presented.
l) Accept the principal of Board unity by supporting the majority decisions of the Board.
m) Not engage in "self-dealing" or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
n) Recuse himself/herself from discussing or voting on an issue about which he/she has a conflict of interest.
o) Not use his/her position to obtain employment for him/her, for family members or for close associates. (Should a member desire employment by the Village, he/she must first resign.)
p) Respect the Board's commitment to work with the Village Administrator by:
    1) Requesting desired information about programs directly from the Village Administrator;
    2) Referring to the Village Administrator's suggestions for new policies;
    3) Seeking the Village Administrator's professional advice;
    4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,
    5) Supporting Board-approved actions of the Village Administrator and staff.
q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board's responsibility is to ensure that the Village is well managed—not to manage the Village.

21. <u>Electronic Participation in Meetings.</u>

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each Trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

a) All participating members can simultaneously hear each other during the meeting;
b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
c) All requirements of the Open Meetings Law are met.

d) Committees with five or fewer members may have one member participate electronically. Committees with more than five members may have two members participate electronically.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

22. EXPENSES

"Committee/Commission/Board meeting" means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. Village Trustees receive compensation of $60 per Village Board meeting attended and $40 per committee or commission meeting attended, but whether residents or citizens serving as members of a particular committee or commission will receive compensation shall be determined by the Village Board at the time of creation of that committee or commission. If the determination has been made that resident or citizen committee or commission members are entitled to compensation, each person so entitled shall receive $40 per meeting he or she attends. (This includes attendance at any school, institute, or meeting which the Village Board, its relevant committee or Chairperson directs committee members to attend as provided by Wis. Stats., §59.06(2), or attendance at a meeting of a committee which the person is not a member of, when such attendance is requested by the Chairperson of such other committee.) Members shall submit written documentation regarding their attendance at meetings as required by the Board of Trustees.

VILLAGE OF SISTER BAY
COMMITTEE/COMMISSION BYLAWS AND RULES

(Revised and approved 05/13/14)

1. COMMITTEE/COMMISSION ORGANIZATION

The Village President shall designate the Chairperson for each Village standing or ad hoc committee or commission on an annual basis.

2. COMMITTEE/COMMISSION MEETINGS

All committee or commission meetings shall be held at one of the following locations: The Village Administration Building, the Village Hall, the North Sister Bay-Liberty Grove Fire Station, the South Sister Bay-Liberty Grove Fire Station, the Sister Bay-Liberty Grove Library, the Sister Bay Wastewater Treatment Plant, the Sister Bay Marina, the Sister Bay Sports Complex, the Liberty Grove Town Hall or other accessible locations.

3. QUORUM

A majority of committee/commission membership shall constitute a quorum for the transaction of business.

4. ABSENCES AND ATTENDANCE

Any member of a committee or commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting shall notify the Village Administrator of his/her anticipated absence at the earliest possible opportunity. The Village Administrator shall notify the Chairperson of the affected committee or commission in the event that the projected absence(s) will produce a lack of quorum. If the Village Administrator is not notified of an absence, it will be recorded as an unexcused absence. Committees and commissions only function if members attend meetings, and, therefore, regular attendance is expected. If a member misses more than three regular meetings during the preceding twelve months for whatever reason, the Chairperson shall report that lack of attendance to the Village President. The Village President may recommend removal to the Board of any committee or commission member whose attendance at meetings exceeds the stated guideline.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each Trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

a) All participating members can simultaneously hear each other during the meeting;
b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
c) All requirements of the Open Meetings Law are met.
d) Committees with five or fewer members may have one member participate electronically. Committees with more than five members may have two members participate electronically.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

5. AGENDA AND MINUTES

Whenever a committee or commission meeting is scheduled the Chairperson of that committee or commission shall see that a written Agenda is provided to all the committee or commission members at least forty-eight (48) hours prior to such meeting. The Chairperson shall record the attendance and minutes of all committee or commission meetings, or the Chairperson may designate an individual to record the minutes of the meetings. The Chairperson or his/her designee is responsible for seeing that a copy of the minutes is provided to the Administrative Assistant prior to the next Village Board meeting.

6. EXPENSES

"Committee/commission meeting" means the convening of a quorum of the members of a committee or commission for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the committee or commission. Village Trustees receive compensation of $60 per Village Board meeting attended and $40 per committee or commission meeting attended, but whether residents or citizens serving as members of a particular committee or commission will receive compensation shall be determined by the Village Board at the time of creation of that committee or commission. If the determination has been made that resident or citizen committee or commission members are entitled to compensation, each person so entitled shall receive $40 per meeting he or she attends. (This includes attendance at any school, institute, or meeting which the Village Board, its relevant committee or Chairperson directs committee members to attend as provided by Wis. Stats., §59.06(2), or attendance at a meeting of a committee which the person is not a member of, when such attendance is requested by the Chairperson of such other committee.) Members shall submit written documentation regarding their attendance at meetings as required by the Board of Trustees.

7. BUDGET

If applicable, all committees shall prepare an annual budget and submit that document to the Village Administrator.

8. OTHER

All committees and commissions shall be governed by the Rules of Order, which were adopted for the Village of Sister Bay Board of Trustees. If there are no rules specified for a particular situation, Roberts Rules of Order will apply. If applicable, the term "Chairperson" shall be substituted for the term "Village President."

9. DEFINITIONS

Trustee shall mean an elected Trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee.

DUTIES OF COMMITTEES OR COMMISSIONS

ADMINISTRATIVE COMMITTEE

The Administrative Committee, which is a standing committee, shall consist of the Village President, who shall be responsible for reviewing and updating the Village of Sister Bay By-Laws as well as the Village Committee By-Laws. If the Village Administrator is absent for an extended period of time the Administrative Committee shall also assume some of the Administrator's duties.

ADMINSTRATION AND COMPENSATION OVERSIGHT COMMITTEE

The Employee Benefits Oversight Committee is charged with providing integrated oversight of all employee benefits matters including cost, funding, programs, competitiveness, employee benefit rate impacts, and benefits philosophy. The Committee advises the Village Board, and recommends policies and programs. EBOC considers proposals for new aspects of the Village's benefits programs, and charges supercommittees and focus groups to address specific topics as appropriate. The EBOC shall consist of one member each from the Finance, Personnel, Administrative Committee and 1 citizen member.

BAY SHORE DRIVE OVERSIGHT COMMITTEE

The Bay Shore Drive Committee, which is an ad hoc committee, was created to oversee and plan all aspects of the Bay Shore Drive Reconstruction Project and make recommendations to the Village Board regarding the preferred course of action on that project. The Bay Shore Drive Oversight Committee shall consist of three Trustees as well as one representative of the SBAA.

DOOR COUNTY COASTAL BYWAY COMMISSION

Door County's Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or the Village Administrator represent it on the Commission.

DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION

The Door County Economic Development Corporation, (DCEDC), is a public/private partnership dedicated to improving the economic vitality of the County and its residents. As a public/private partnership, DCEDC is funded by a combination of investments from private companies and local government, as well as grants and contract service fees. These funds provide the money necessary for the DCEDC to provide business assistance, financial incentives and other initiatives designed to strengthen the local business climate.

One Trustee from the Village of Sister Bay shall serve as a DCEDC Board member, and the Village Administrator shall serve as an ex-officio non-voting member of that Board. (These are considered other committee appointments.)

ECONOMIC DEVELOPMENT COMMITTEE

The membership of the Economic Development Committee, which is an ad hoc committee, shall consist of one Trustee and seven residents or citizens, one of whom shall serve as alternate, who are residents of the Village, or owners of businesses in the Village, or who have special expertise in the area of economic development. The resident or citizen members of the Economic Development Committee will not be compensated for their services. The mission of the Economic Development Committee shall be to:

(a) Evaluate economic development and related activities in the Village;
(b) Identify the strengths and weaknesses in the current Village economy; and,
(c) Work to create jobs and development in the Village.

FINANCE COMMITTEE

The Finance Committee, which is a standing committee, shall consist of three Trustees, and oversees the formulation of the annual budget for the Village of Sister Bay. The Finance Committee also:

(a) Acts as the budget hearing committee and receives requests from various Village committees;
(b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
(c) Conducts a budget review meeting with the Village Board.

FIRE BOARD

The Sister Bay/Liberty Grove Fire Board, which is a standing committee, is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two Trustees from the Village of Sister Bay and three Supervisors from the Town of Liberty Grove, and is bound by the duties established in Village of Sister Bay Ordinance No. 136-021208 as well as the Intergovernmental Agreement, which is the subject of that Ordinance. The Fire Board shall prepare an annual budget and submit it to the Finance Committee.

FIRE DISTRICT EXPLORATORY COMMITTEE

In June of 2012, a Fire District Exploratory Committee was created. That committee, which consists of representatives from the Towns of Liberty Grove, Gibraltar, and Egg Harbor, and the Villages of Egg Harbor, Ephraim and Sister Bay, was charged with studying the impact and value of consolidating certain Northern Door Fire Departments and the services they provide. One Trustee or resident with recognized experience and qualifications, one firefighter from the Sister Bay-Liberty Grove Fire Department, and the Fire Chief shall be appointed to represent the Village. This is considered another committee appointment.

HISTORICAL SOCIETY

The Trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees. This is considered another committee appointment.

LIBRARY COMMISSION

The Library Commission, which is a standing committee, shall oversee the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for seeing that an ongoing working relationship is maintained with the Door County Library System. The Village's representatives on the Library Commission shall consist of one Trustee and two Village residents. The resident members of the Library Commission will be compensated for their services. The Library Commission shall prepare an annual budget and submit it to the Finance Committee.

MARINA COMMITTEE

The Marina Committee, which is a standing committee, shall consist of three Trustees, four residents or citizens, two of whom shall serve as "alternates" and the Marina Manager. The Marina Manager shall serve as an "ex-officio" non-voting member. The Village Board has determined that residents or citizens who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:

(a) Provide direction for the operation and maintenance of the Sister Bay Marina;
(b) Adequately provide for the needs of Marina patrons by planning and implementing Marina improvements;
(c) Recommend all fees and charges for use of the Sister Bay Marina to the Village Board; and,
(d) Prepare an annual budget and submit it to the Finance Committee.

MARINA FEST COMMITTEE

The Marina Fest Committee, which is a standing committee, shall consist of one Trustee, one member of the Parks Committee, one member of the Marina Committee and one person from each non-profit organization participating in Marina Fest. None of the members of the non-profit organizations who are appointed to the Marina Fest Committee will be compensated for their services. The Marina Fest Committee shall:

(a) Prepare and plan for Marina Fest, which event is conducted on an annual basis on the Saturday of Labor Day weekend;
(b) Report quarterly to the Marina Committee; and,
(c) Prepare an annual budget and submit it to the Marina Committee as well as the Finance Committee.

MARKETING COMMITTEE

The Marketing Committee, an Ad Hoc Committee, shall consist of 2 Trustees, 1 Representative of the SBAA, and 1 Citizen Member. This Committee Shall:

(a) Prepare a marketing plan to attract visitors to the Village.
(b) Plan rebranding of the Village, if applicable.
(c) Plan activities and events to attract visitors to the Village.
(d) Implement said activities.

This committee shall dissolve, if not reauthorized, on October 1, 2016.

PARKS, PROPERTY AND STREETS COMMITTEE

The Parks, Property and Streets Committee, which is a standing committee, shall consist of three Trustees, and one resident member. The Village Board has determined that the resident member of the Parks Committee is entitled to compensation for his or her services. The Parks, Property and Streets Committee shall:

(a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System in accord with Wis. Stats. §27.02-§27.06;
(b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
(c) Be responsible for all repair and maintenance of Village roads and sidewalks; and,
(d) Prepare an annual budget and submit it to the Finance Committee.

PERSONNEL COMMITTEE

The Personnel Committee, which is a standing committee, shall consist of three Trustees. The Personnel Committee shall:

(a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;
(b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;
(c) Review requests for new positions from committees; and,
(d) Prepare an annual budget and submit it to the Finance Committee.

PLAN COMMISSION

The Plan Commission for the Village of Sister Bay, which is statutory, shall consist of three Trustees, four residents and one ex-officio citizen member with recognized experience and qualifications related to planning and development. The Village Board has determined that residents or the citizen, who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, morals, comfort, prosperity, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. It is the general intent of Chapter 66 to regulate and restrict the use of all structures, lands and waters; to regulate and restrict lot coverage, population distribution, and density; and to regulate and restrict size and location of all structures so as to: lessen congestion in and promote the safety and efficiency of the streets and highways; secure safety from fire, flooding, panic and other danger; provide adequate sanitation and drainage; prevent overcrowding of land; avoid undue concentration of population; facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; provide adequate light and air, including access to sunlight for solar collectors and wind for energy systems; encourage the protection of ground water; stabilize and protect property values; further the appropriate use of land and conservation of natural resources; preserve and promote the beauty of the community; and implement the community's Comprehensive Plan or

plan components. To this end, Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

The Communications and Technology Committee, which is a standing committee, shall consist of three Trustees and one resident. The Committee shall:

(a) Oversee and recommend content for the various Village web sites;
(b) Oversee and recommend content for other Village external publications; and,
(c) Make recommendations regarding technology and submit it to the Finance Committee.

SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS

The Trustee who is appointed to the Board of Directors for the Sister Bay Advancement Association, (SBAA), shall be a voting member of that Board and will also act as the Liaison between the Village Board and the SBAA. This is considered another committee appointment.

TEEN CENTER BOARD

The Teen Center Board, which is a standing committee, shall consist of one Village Trustee as well as one resident~~s~~ or citizens and one teen~~s~~. The resident or citizen members of the Teen Center Board will not be compensated for their services. The Trustee who is appointed to the Teen Center Board will be a voting member of that Board and shall act as the Liaison between the Village Board and the individuals who are responsible for the operation of the Teen Center. The Teen Center Board of Directors shall elect officers on an annual basis, and the names of the people elected shall be provided to the Administrative Assistant as soon as possible. The duties of the Teen Center Board shall be:

(a) To provide oversight on the operation of the Sister Bay Teen Center;
(b) To approve various events and activities which take place at the Teen Center;
(c) To use and occupy the lower level of the Village Hall in a careful, safe, peaceful and lawful manner; and,
(d) To abide by all the terms of the Operating Agreement entered into with the Village on October 11, 2007.

TOURISM ZONE COMMISSION

The Door County Tourism Zone Commission is an intergovernmental entity established by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting a 5.5% tax on room charges, and the Village is bound by Ordinance No. 123-121206 and Resolution No. 160-121206, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission. Based upon the room tax collected to date Sister Bay is entitled to and has appointed two residents or citizens to serve as voting members of the Tourism Zone Commission. Those resident or citizens will preferably own or operate a lodging establishment(s) in the Village and will serve one-year terms on the Commission. Any appointments to the Tourism Zone Commission are considered other committee appointments.

UTILITIES COMMITTEE

The Utilities Committee, which is a standing committee, shall consist of six members - three Trustees from the Village of Sister Bay, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member. The Utilities Committee shall:

(a) Abide by the terms of the Intergovernmental Agreement between the Village of Sister Bay and the Town of Liberty Grove regarding wastewater treatment services which was originally dated December 19, 1988; and,

(b) Assist and make recommendations regarding the operations of the utility.

Water, Sewer and Storm Sewer Committee

The Water, Sewer and Storm Sewer Committee, which is a standing committee, was created to oversee and plan all aspects of Sister Bay's Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees. The Village Administrator, Utilities Director and Parks Director shall serve as ex officio members.

WATERFRONT OVERSIGHT COMMITTEE

The Waterfront Oversight Committee, which is an ad hoc committee, was created to oversee and plan all aspects of waterfront development, planning, and project management on Village owned property along Bay Shore Drive. Helms, Hendrickson and, Marina Parks as well as the Marina are the major areas of focus. The Committee makes recommendations to the Village Board regarding the preferred course of action on the waterfront. The Waterfront Oversight Committee shall consist of one representative from Parks, Marina and Finance Committees, as well as one representative of the SBAA and 1 citizen member.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals, which is statutory, shall consist of five residents and two alternate resident members, and is responsible for hearing and deciding appeals of decisions, which are made by the Zoning Administrator. The Zoning Board of Appeals does have the power to grant variances from the Village's Zoning Ordinance. The residents serving on the Zoning Board of Appeals will be compensated for their services.

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 3

Recommendation: that the Board approve amendments to the 2014 budget and a sum for economic development of $40,000

Background: The Finance Committee has recommended $15,000 be allocated into the CIP for 2015 for Economic Development. Previously in 2014, the Board approved an amendment to fund $25,000 for recruitment/economic development. Staff has submitted a grant to cover $25,000 for recruitment. Should we be successful in receiving funding, staff will reapproach this issue at a later date. Of the 4 sites identified in the redevelopment plan, the 2 owned by the Village are in some stage of closing for development purposes. The remaining 2 properties are in private hands.

Staff and the PMT are eager to work with private investors on developing the remaining two properties, however, there are significant challenges to this at the present time.

Recent analysis by our financial advisor has indicated that we are not able to take advantage of changes in legislation for a reset of TIF base valuation, and as such, will need to grow the TIF organically; this was one of the specific requests of the property owners seeking development. Until such a time as the TIF is substantially more positive, we should handle incentives on a case by case basis. The Village should NOT merely subsidize property owners reaping above market rates for property sales through incentives for development. This is not what incentives are intended for and may be what is being attempted by some parties.

Staff opinion on these properties is that they are not being sold at market rates, and recent arms length transactions would indicate that the owners will still have significantly lower to go before reaching parity with what the market can bear for new investment.

The property owners propose to contribute $2000 each for the production of sell sheets and TIF analysis. TIF analysis has now been completed, and as such, only sell sheets are needed to be produced. This expense can and should remain with the property owners, as the Village has/is transacting our two properties at market rates.

The Village will need to utilize this space more effectively to create a sense of place in the Downtown which is not full of vacant parcels. I have tentatively discussed a plan of attack with members of the economic development committee which

I am asking that the full $40,000 be made available to create an incubator space on the Braun property, and to invest in a community currency to promote vertical economic integration in Sister Bay. We would utilize this space for a seasonal market of a semi-permanent nature, fostering the next generation of merchants in Sister Bay. These monies would be under the purview of the Economic Development Committee for these purposes, with final appropriation authority resting with them following this Board Action. We would operate this as a special revenue fund, and if grown large enough, an enterprise fund. I would like to explore the possibility of using this as a public education/entrepreneurship training facility for Sister Bay/Door County Businesses in conjunction with SBAA and our Technical College.

There are additional pieces of this situation that I am not at liberty to discuss at this time, and hope that you have enough trust in me to move your community forward in a positive fashion.

Fiscal Impact: An active, vibrant outdoor market will be created, generating revenue from rental of space and from activities/events held on the site. I will ask for a 5 year commitment on this project, and an additional influx of capital annually for three years. The assets from this project will, in majority, be portable and will have additional uses after their lifespan as incubator space has been consumed.

Breakdown:

Expense:	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Capital Cost	$30,000	$30,000	$32,000			
Landscaping	$5,000	$5,000	$2500	$2500	$2500	
Marketing	$5,000	$5,000	$2500	$1000	$500	
Total	$40,000	$40,000	$40,000	$3500	$3000	$126,500
Revenue:						
Large Structure	$10,500	$21,000	$31,500	$40,000	$50,000	
Small Structure	$2,000	$4,000	$4,500	$5,000	$5250	
Daily Space	$500	$600	$750	$1000	$1000	
Total	$13,000	$25,600	$36,750	$46,000	$56,250	$177,600

Respectfully submitted,

Zeke Jackson
Village Administrator

VANDEWALLE & ASSOCIATES INC.

Sister Bay Downtown Redevelopment Plan Implementation
Scope of Work and Budget Proposal

The Downtown Redevelopment Plan & Implementation Strategy is a vision for what Downtown Sister Bay can become. As a vision it should be anticipated that the sites will not redevelop precisely as drawn or conceptualized – but the Plan conveys the community's general consensus toward land uses, density, and general form for the redevelopment sites. The vision and recommendations in this Plan require the Village Board, Plan Commission, Economic Development Committee, and staff to use various coordinated implementation tools. Generally these tools fall within three inter-related implementation tracks, public actions, redevelopment facilitation, and infrastructure improvements.

To advance implementation of the most critical and catalytic aspects of the Plan in 2014, Vandewalle & Associates proposes to provide the following services (items 1-4 below) on a time and materials basis not to exceed $5,000 per month, with work to be conducted as guided by the Client.

Immediate Next Steps to Advance Sister Bay Downtown Redevelopment

1. **Prepare a project "sell sheet"** updating project materials to promote redevelopment sites for developer and investment recruitment. Prepare additional site plan designs and sketches as needed to advance developer recruitment. Work in coordination with real estate brokers and property owners.

2. **Site A Village Center Mixed Use Site:** Recruit hotel and mixed use project developer. Further test the market with specific targeted recruitment of Door County familiar developers and further reaching regional developers to promote the redevelopment vision and advance the site to the next stage of conceptual development.

3. **Site C Sunset View Mixed Use Site:** Recruit hotel and mixed use project developer. Further test the market with specific targeted recruitment of Door County familiar develoers and further reaching regional developers to promote the redevelopment vision and advance the project to the next stage of conceptual development.

4. **Implementation feasibility and advancement:** Assist in assessing the existing TIF district feasibility to play a role in advancing the Downtown redevelopment vision. Work in coordination with the Village and as directed with a financial consultant (such as Ehlers under separate or sub-consultant agreement) to determine next best steps to accomplish redevelopment and utilize TIF as a redevelopment implementation tool. Consider and provide guidance other financial resources for project implementation including grants and tax credit programs.

1.67 million - Gross

VANDEWALLE & ASSOCIATES INC.

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Scope of Work and Budget Proposal

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4. **Implementation feasibility and advancement:** Assist in assessing the existing TIF district feasibility to play a role in advancing the Downtown redevelopment vision. Work in coordination with the Village and as directed with a financial consultant (such as Ehlers under separate or sub-consultant agreement) to determine next best steps to accomplish redevelopment and utilize TIF as a redevelopment implementation tool. Consider and provide guidance other financial resources for project implementation including grants and tax credit programs.

VANDEWALLE & ASSOCIATES INC.

Future Steps for consideration to advance Sister Bay Downtown Redevelopment

The following is a menu of additional tasks that could be advanced under a work order amendment to an existing implementation contract. The following are additional ongoing or long-term implementation activities that are important to accomplish the goals and vision laid out in the Plan. Vandewalle & Associates is available to assist or lead these tasks as directed by the Client.

1. **Advance Additional Catalytic Sites:**
   A. **Site D School House Overlook Site:** Discuss with the new property owner/development team the opportunity for historic renovation/adaptive reuse of the school house and the potential benefit of historic tax credits to the overall project http://inwisconsin.com/community-development/programs/htc/. Coordinate with the PMT and Site D development team to develop a strategy for creation of the staircase and overlook amenity on-site to improve connection of the site to Downtown and waterfront, and develop a community amenity for visitors and residents. Identify funding via grants and other means for design, engineering, and construction.
   B. **Nature Preserve Opportunity:** Consider collaboration with the Door County Land Trust to advance the Sister Bay Nature Preserve concept and trail development as a connection and asset to the waterfront park assets.

2. **Advance the Market Walkway Concept:**
   A. Coordinate with property owners to determine interest and commitment to advancing the Walkway. Develop strategy in coordination with property owners for the creation of internal development sites – manageable in size and cost for small businesses to develop a mixed use retail/accessory residential building along the Market Walkway.
   B. Develop schematic design in coordination for the Market Walkway to plan for implementation as redevelopment occurs and neighboring properties get engaged in advancing the Walkway.
   C. Develop a branding and identification strategy authentic to the community which communicates the unique aspects of the Walkway area to advance it as an attraction to developers, businesses, and visitors.

3. **Downtown District Marketing and Promotion:**
   A. Advance planning and design for Downtown gateway development; signage and wayfinding improvements for pedestrian connections, public parking, and other destinations to further distinguish and enhance the area.
   B. Advance the concept of a business connector services such as a trolley for visitors to experience Sister Bay and access businesses, hotels, restaurants, historic sites, and other amenities.
   C. Coordinate with the Sister Bay Marina to promote visitor use of Downtown Sister Bay and connect their patrons to Downtown businesses and amenities.
   D. Promote Downtown Sister Bay as a destination for events in particular weddings and athletic events, capitalizing on the public waterfront.
   E. Outreach to local and regional connections that may have a particular interest in Sister Bay's historic downtown, existing buildings, or other aspects of the plan from an investment or philanthropic perspective.
   F. Advance discussions of rehabilitation of the Old Village Hall for use as the Sister Bay Visitors Center.

Zeke Jackson

From: Jolena Presti <jpresti@vandewalle.com>
Sent: Thursday, September 11, 2014 12:49 PM
To: Zeke Jackson; Arthur Braun (abraun@brauninvest.com); Bill Chaudoir (bill@doorcountybusiness.com); Larry Gajda (larry.gajda@baylake.com)
Subject: RE: proposal
Attachments: Sister Bay Downtown Redevelopment Implementation Scope and Budget 9 11 14.pdf

Sister Bay Team,
Attached is an updated proposal from V&A. The monthly not to exceed amount listed is flexible: if you would like to reduce the amount, we will do less work per month.
I can talk tomorrow if that is at all helpful to keep things moving. I can step out of my meeting for a few minutes if it helps to talk while you are all in the same room. Please call 414-534-6620.

Thanks as always for your consideration,
Jolena

Jolena Presti, AICP, Principal
VANDEWALLE & ASSOCIATES, INC.
Madison Milwaukee
342 N Water Street, Suite 400
Office: 414.421.2001
Office Direct: 414.727.3330
Cell: 414.534.6620
www.vandewalle.com
jpresti@vandewalle.com

From: Zeke Jackson [mailto:Zeke.Jackson@sisterbaywi.gov]
Sent: Thursday, September 11, 2014 9:17 AM
To: Jolena Presti
Subject: proposal

Jolena,

I was wondering where you were with the updated proposal.

Thanks,

Zeke Jackson
Village Administrator
Village of Sister Bay, WI
920-854-4118

Open Meetings Disclaimer: The email above contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as a municipal official or issues within the municipality, but is not intended to serve as an invitation for reply, rebuttal, discussion, debate or responsive commentary. Please do not respond to this email, unless specifically requested to do so above, as it is the author's intention to utilize the informality and convenience of this electronic message while simultaneously avoiding any and all violations of the Wisconsin Open Meeting Law contained in Section 19.81 of the Wisconsin Statutes or elsewhere within Wisconsin law, as applicable to this municipality as described in 66 Op. Attorney General 237 (1977). Specifically, there is no intention on the part of the author to engage in or foster any governmental business as defined in State ex. rel. Newspapers v. Showers, 398

N.W.2d 154 (Wis.1987). You are specifically requested to refrain from forwarding or replying to all with regard to its contents, so as to avoid the possible walking quorum proscriptions, including those considered in State ex. rel. Lynch v. Conta 239 N.W.2d 313 (Wis. 1976). It is the author's motive and intent to comply with the overriding policy of the open meeting law - to ensure public access to information about governmental affairs.

VANDEWALLE & ASSOCIATES INC.

Future Steps for consideration to advance Sister Bay Downtown Redevelopment

The following is a menu of additional tasks that could be advanced under a work order amendment to an existing implementation contract. The following are additional ongoing or long-term implementation activities that are important to accomplish the goals and vision laid out in the Plan. Vandewalle & Associates is available to assist or lead these tasks as directed by the Client.

1. **Advance Additional Catalytic Sites:**
   A. **Site D School House Overlook Site:** Discuss with the new property owner/development team the opportunity for historic renovation/adaptive reuse of the school house and the potential benefit of historic tax credits to the overall project http://inwisconsin.com/community-development/programs/htc/. Coordinate with the PMT and Site D development team to develop a strategy for creation of the staircase and overlook amenity on-site to improve connection of the site to Downtown and waterfront, and develop a community amenity for visitors and residents. Identify funding via grants and other means for design, engineering, and construction.
   B. **Nature Preserve Opportunity:** Consider collaboration with the Door County Land Trust to advance the Sister Bay Nature Preserve concept and trail development as a connection and asset to the waterfront park assets.

2. **Advance the Market Walkway Concept:**
   A. Coordinate with property owners to determine interest and commitment to advancing the Walkway. Develop strategy in coordination with property owners for the creation of internal development sites – manageable in size and cost for small businesses to develop a mixed use retail/accessory residential building along the Market Walkway.
   B. Develop schematic design in coordination for the Market Walkway to plan for implementation as redevelopment occurs and neighboring properties get engaged in advancing the Walkway.
   C. Develop a branding and identification strategy authentic to the community which communicates the unique aspects of the Walkway area to advance it as an attraction to developers, businesses, and visitors.

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   A. Advance planning and design for Downtown gateway development; signage and wayfinding improvements for pedestrian connections, public parking, and other destinations to further distinguish and enhance the area.
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   D. Promote Downtown Sister Bay as a destination for events in particular weddings and athletic events, capitalizing on the public waterfront.
   E. Outreach to local and regional connections that may have a particular interest in Sister Bay's historic downtown, existing buildings, or other aspects of the plan from an investment or philanthropic perspective.
   F. Advance discussions of rehabilitation of the Old Village Hall for use as the Sister Bay Visitors Center.

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 4

Recommendation: that the Board approve a contract amendment with Smithgroup JJR for an amount not to exceed $10,880; administrative approval required to override limit.

Background: The Village plans to construct a 650' beach expansion along Waterfront Park. This project is complex and rather unique in nature, incorporating water, wastewater, stormwater and landscape engineering principles into it's design. Relatively simple sounding items such as sand placement may become enormously expensive for the Village in future years if it is not done correctly the first time. Smithgroup JJR is the engineering firm that designed this beach expansion proposal, and utilizing them for site and contract administration would be a sound investment of public funds to ensure that corners are not cut by contractors, and that specs are followed throughout the project.

Example: Stone not meeting spec used in breakwater (breakwater cost approximately $350,000). In freeze-thaw cycles, the stone deteriorates after 35 years resulting in partial loss of the breakwater, beach sand, and erosion of the embankment. Lawsuits may follow from adjacent property owners.

Fiscal Impact: Additional engineering fees of $10,880 plus $2,720 for additional site visits per administrative request. The not to exceed fee of $10,880 increases the number of site visits from 8 to 12, allowing for more comprehensive monitoring of the project.

Respectfully submitted,

Zeke Jackson
Village Administrator

September 22, 2014

Zeke Johnson, Village Administrator
Village of Sister Bay
2383 Maple Drive
Sister Bay, WI 54234

Re: Proposal for Professional Services
Sister Bay Beach Expansion

Dear Zeke,

The following letter modifies the existing Professional Services Contract between SmithGroupJJR ("SGJJR") and the Village of Sister Bay (the "Client") for the referenced project dated June 24, 2013.

Additional Services include the addition of up to four additional site visits to observe and comment on construction-related issues. This will increase the total number of construction progress meetings/site visits from 8 to 12. We anticipate these visits will occur prior to July 1, 2015.

Compensation

Additional Services described in this letter shall be compensated at hourly rate fees plus expenses for a limiting fee of $10,880. Additional visits can be made at the request of the Client for a fee of $2,720 per visit.

This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files.

SmithGroupJJR (*Signature*)	Client (*Signature*)
(*Printed name and title*)	(*Printed name and title*)
Date	Date

www.smithgroupjjr.com

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 5

Recommendation: that the Board accept bid of Death's Door Marine in the amount of $1,130,035 plus $20,500 in alternates for the construction of the Sister Bay Beach Expansion Project and issue a contract for public construction in that amount, contingent on approval of grant funding.

Background: The Village has planned for an expansion of the Sister Bay Beach for a number of years, going back at least as far as 2009 with the adoption of it's first CORP. The Beach Expansion bids were rejected last year due to cost considerations. This round of bidding was more favorable, with Death's Door Marine placing the low bid. The Village is also aided in this round of bidding with a letter of intent from the DNR to fund $489,285 of the project. Staff asks that the Board preauthorize a 5% overrun in the amount of $57,526 in order to handle unexpected items in the construction process.

Fiscal Impact: Up to $1,208,061 in contract expenditures, plus additional engineering fees of $10,880; the total project expenditures are anticipated to be $1,218,941 (There is already approximately $18,000 for site and contract administration for JJR that is remaining on their contract).

Grant funding of $489,285 and existing allocations in our CIP of $693,864 gives a total allocation of $1,183,149. The Village will need an additional $69,792 to fund this project. Staff recommends using the preauthorized line of credit established with Bay Lake Bank at 1.965% for 5 years to fund the balance of the project.

Expenditures:
Contract + Alternates= $1,208,061 (includes 5% overrun)
Lateral Replacement = $16,000
Engineering (remain)= $18,000
Engineering (new) = $10,880
Total = $1,252,941

Allocations:
Stewardship Grant = $489,285
CIP Line Item = $693,864
Total = $1,183,149

Difference =($69,792)

Respectfully submitted,

Zeke Jackson
Village Administrator

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between The Village of Sister Bay ("Owner") and _____ ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

A. Marine work consisting of coastal and upland structure demolition, construction of a 165-foot long breakwater using salvaged sheet pile and stone, earth moving and sand placement for creation of 48,000 square-foot beach.

B. Upland construction consisting of wall construction using salvaged stone, site grading, landscaping, and installation of new storm and sanitary sewers and appurtenances.

ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as above:

ARTICLE 3 – OWNER'S REPRESENTATIVE

3.01 The Project has been designed by SmithGroupJJR (Engineer), which is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 Time of the Essence

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Dates for Substantial Completion and Final Payment

A. The Work will be substantially completed on or before May 21, 2015, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before June 4, 2015.

4.02 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner $500 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner $500 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment as provided in Paragraph 6.02.A.1 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

a. Five percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

2. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 98 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 100 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

6.03 Final Payment

A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

ARTICLE 7 – CONTRACTOR'S REPRESENTATIONS

7.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."

E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.

F. Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the

Contract Times, and in accordance with the other terms and conditions of the Contract Documents.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 8 – CONTRACT DOCUMENTS

8.01 Contents

A. The Contract Documents consist of the following:

1. This Agreement (pages 1 to _7_, inclusive).
2. Performance bond (pages 1 to 3, inclusive).
3. Payment bond (pages 1 to 3, inclusive).
4. Other bonds (pages _____ to _____, inclusive).
   a. _____ (pages _____ to _____, inclusive).
   b. _____ (pages _____ to _____, inclusive).
   c. _____ (pages _____ to _____, inclusive).
5. General Conditions (pages 1 to 62, inclusive).
6. Supplementary Conditions (pages 008000-1 to 008000-7, inclusive).
7. Specifications as listed in the table of contents of the Project Manual.
8. Drawings consisting of 16 sheets with each sheet bearing the following general title: "Sister Bay Beach Expansion, Village of Sister Bay Wisconsin
9. Addenda (numbers _____ to _____, inclusive).
10. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages _____ to _____, inclusive).

b. Documentation submitted by Contractor prior to Notice of Award (pages _____ to _____, inclusive).

11. [The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

a. Notice to Proceed (pages 1 to 1, inclusive).

b. Work Change Directives.

c. Change Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 9 – MISCELLANEOUS

9.01 Terms

A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.02 Assignment of Contract

A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 Successors and Assigns

A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 Severability

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be

valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.05 Contractor's Certifications

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER:

_____

By: _____

Title: _____

Attest: _____

Title: _____

Address for giving notices:

_____

_____

_____

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

CONTRACTOR

_____

By: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Title: _____

Address for giving notices:

_____

_____

_____

License No.: _____

(Where applicable)

NOTE TO USER: Use in those states or other jurisdictions where applicable or required.

Agent for service of process:

_____

Notice of Award

Date: _____

Project:	
Owner:	Owner's Contract No.:
Contract:	Engineer's Project No.:
Bidder:	
Bidder's Address: *[send Notice of Award Certified Mail, Return Receipt Requested]*	

You are notified that your Bid dated _____ for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for _____

[Indicate total Work, alternates, or sections of Work awarded.]

The Contract Price of your Contract is _____ Dollars ($_____).

[Insert appropriate data if unit prices are used. Change language for cost-plus contracts.]

_____ copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

_____ sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [_____] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

   _____

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

_____
Owner

By:_____
Authorized Signature

_____
Title

Copy to Engineer

Notice to Proceed

Date: _____

Project:	
Owner:	Owner's Contract No.:
Contract:	Engineer's Project No.:
Contractor:	
Contractor's Address: *[send Certified Mail, Return Receipt Requested]*	

You are notified that the Contract Times under the above Contract will commence to run on_____. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Substantial Completion is_____, and the date of readiness for final payment is _____ [(or) the number of days to achieve Substantial Completion is _____, and the number of days to achieve readiness for final payment is _____].

Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and Owner must each deliver to the other (with copies to Engineer and other identified additional insureds and loss payees) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

Also, before you may start any Work at the Site, you must:

_____ *[add other requirements]*.

_____ _____
Owner
Given by:

_____ _____
Authorized Signature

_____ _____
Title

_____ _____
Date

Copy to Engineer

PERFORMANCE BOND

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

CONTRACTOR (*Name and Address*):

SURETY (*Name, and Address of Principal Place of Business*):

OWNER (*Name and Address*):

CONTRACT
Effective Date of Agreement:
Amount:
Description (*Name and Location*):

BOND
Bond Number:
Date (*Not earlier than Effective Date of Agreement*):
Amount:
Modifications to this Bond Form:

Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL

_____ (Seal)
Contractor's Name and Corporate Seal

By: _____
Signature

_____
Print Name

_____
Title

Attest: _____
Signature

_____
Title

SURETY

_____ (Seal)
Surety's Name and Corporate Seal

By: _____
Signature (Attach Power of Attorney)

_____
Print Name

_____
Title

Attest: _____
Signature

_____
Title

Note: Provide execution by additional parties, such as joint venturers, if necessary.

Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to Owner for the performance of the Contract, which is incorporated herein by reference.

1. If Contractor performs the Contract, Surety and Contractor have no obligation under this Bond, except to participate in conferences as provided in Paragraph 2.1.

2. If there is no Owner Default, Surety's obligation under this Bond shall arise after:
   - 2.1 Owner has notified Contractor and Surety, at the addresses described in Paragraph 9 below, that Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with Contractor and Surety to be held not later than 15 days after receipt of such notice to discuss methods of performing the Contract. If Owner, Contractor, and Surety agree, Contractor shall be allowed a reasonable time to perform the Contract, but such an agreement shall not waive Owner's right, if any, subsequently to declare a Contractor Default; and
   - 2.2 Owner has declared a Contractor Default and formally terminated Contractor's right to complete the Contract. Such Contractor Default shall not be declared earlier than 20 days after Contractor and Surety have received notice as provided in Paragraph 2.1; and
   - 2.3 Owner has agreed to pay the Balance of the Contract Price to:
     1. Surety in accordance with the terms of the Contract; or
     2. Another contractor selected pursuant to Paragraph 3.3 to perform the Contract.

3. When Owner has satisfied the conditions of Paragraph 2, Surety shall promptly, and at Surety's expense, take one of the following actions:

   - 3.1 Arrange for Contractor, with consent of Owner, to perform and complete the Contract; or
   - 3.2 Undertake to perform and complete the Contract itself, through its agents or through independent contractors; or
   - 3.3 Obtain bids or negotiated proposals from qualified contractors acceptable to Owner for a contract for performance and completion of the Contract, arrange for a contract to be prepared for execution by Owner and contractor selected with Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Contract, and pay to Owner the amount of damages as described in Paragraph 5 in excess of the Balance of the Contract Price incurred by Owner resulting from Contractor Default; or
   - 3.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:
     1. After investigation, determine the amount for which it may be liable to Owner and, as soon as practicable after the amount is determined, tender payment therefor to Owner; or
     2. Deny liability in whole or in part and notify Owner citing reasons therefor.

4. If Surety does not proceed as provided in Paragraph 3 with reasonable promptness, Surety shall be deemed to be in default on this Bond 15 days after receipt of an additional written notice from Owner to Surety demanding that Surety perform its obligations under this Bond, and Owner shall be entitled to enforce any remedy available to Owner. If Surety proceeds as provided in Paragraph 3.4, and Owner refuses the payment tendered or Surety has denied liability, in whole or in part, without further notice Owner shall be entitled to enforce any remedy available to Owner.

5. After Owner has terminated Contractor's right to complete the Contract, and if Surety elects to act under Paragraph 3.1, 3.2, or 3.3 above, then the responsibilities of Surety to Owner shall not be greater than those of Contractor under the Contract, and the responsibilities of Owner to Surety shall not be greater than those of Owner under the Contract. To the limit of the amount of this Bond, but subject to commitment by Owner of the Balance of the Contract Price to mitigation of costs and damages on the Contract, Surety is obligated without duplication for:

5.1 The responsibilities of Contractor for correction of defective Work and completion of the Contract;
5.2 Additional legal, design professional, and delay costs resulting from Contractor's Default, and resulting from the actions of or failure to act of Surety under Paragraph 3; and
5.3 Liquidated damages, or if no liquidated damages are specified in the Contract, actual damages caused by delayed performance or non-performance of Contractor.

6. Surety shall not be liable to Owner or others for obligations of Contractor that are unrelated to the Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than Owner or its heirs, executors, administrators, or successors.

7. Surety hereby waives notice of any change, including changes of time, to Contract or to related subcontracts, purchase orders, and other obligations.

8. Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the Work or part of the Work is located, and shall be instituted within two years after Contractor Default or within two years after Contractor ceased working or within two years after Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

9. Notice to Surety, Owner, or Contractor shall be mailed or delivered to the address shown on the signature page.

10. When this Bond has been furnished to comply with a statutory requirement in the location where the Contract was to be performed, any provision in this Bond conflicting with said statutory requirement shall be deemed deleted herefrom and provisions conforming to such statutory requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

11. Definitions.

11.1 Balance of the Contract Price: The total amount payable by Owner to Contractor under the Contract after all proper adjustments have been made, including allowance to Contractor of any amounts received or to be received by Owner in settlement of insurance or other Claims for damages to which Contractor is entitled, reduced by all valid and proper payments made to or on behalf of Contractor under the Contract.
11.2 Contract: The agreement between Owner and Contractor identified on the signature page, including all Contract Documents and changes thereto.
11.3 Contractor Default: Failure of Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Contract.
11.4 Owner Default: Failure of Owner, which has neither been remedied nor waived, to pay Contractor as required by the Contract or to perform and complete or otherwise comply with the other terms thereof.

FOR INFORMATION ONLY – (*Name, Address and Telephone*) Surety Agency or Broker: Owner's Representative (*Engineer or other party*):

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 6

Recommendation: that the Board accept the recommendation of the Parks Committee and adopt a Parks Pass system for use fees of Village Parks Facilities.

Background: The Village has operated the TKH Ice rink as a special revenue fund for years, and has relied on volunteers to run the rink. Last year, the Village took the first step in professionalizing the operations of the Rink, and of expanding operations and offerings to create a sense of place in Sister Bay in the Winter Time. With the addition of the sledding hill in 2015, the Sports Complex will become "THE" spot to be during the winter. The General fund has subsidized the TKH budget $5000 annually. This year, we will begin a 3 year transition of weaning TKH off of general fund revenues; it will begin with a large influx of approximately $16,000 to assist in advertising, staffing, and the initiation of 2 new events; New Years and Valentines Day.

The Parks Pass will work as follows:
Sister Bay Residents/Property Owners will receive a notice and physical card to be used at Sister Bay recreational facilities. This will also be use to identify residents for discounts at our Marina and other facilities. Resident Parks Pass holders will be entitled to free admission to the Ice Rink (as well as their families/car load)

Day Passes:
$3 Individual/Day
$6 Car Load/Family/Day
$10 League Season Pass- Broomball, Hockey, ect…
$25 Individual + 3 guests Season Pass

The resident passes will be mailed out to property owners/residents of record. TKH Staff will integrate into their County Wide Marketing Efforts at least 5 off site vendors to sell passes (with a 10% commission for the vendor) to visitors headed to Sister Bay.

These monies will be used, in part, to take advantage of TKH Staff talent by starting a youth Broomball league, Youth Hockey League, Sledding Hill races/competitions, and snowmobile races. TKH Ice Rink and the Sister Bay Sports Complex will be talked about throughout the County, and will be the envy of our neighbors.

Fiscal Impact: We anticipate between $1000 and $5000 in passes will be sold throughout the season, depending on marketing efforts and weather.

Respectfully submitted,

Zeke Jackson
Village Administrator

2015 VILLAGE OF SISTER BAY SPORTS COMPLEX/TKH ICE RINK USE FEES

Individual Use Fee: $3.00 Per Day
"Car Load"/Family Fee - $6.00 Per Day
Organized League Member Seasonal Fee: $10.00
Individual Season Pass: $25.00

61

Sister Bay

PARK PASS

This pass entitles a Village of Sister Bay taxpaying family (grandparents, parents, and children) to free use of the following facilities: TKH Ice Rink, Sister Bay Beach, Dog Park, Softball Field, Soccer Field, and Tennis Courts.
For rental of other facilities please call 920-854-4118

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 7

Recommendation: Develop Clear and Measureable Goals and Objectives for SBAA.

Background: Preliminary research indicates that the DCVB initiated Strategic Community Partnership funding as a means by which to foster buy in amongst the local community tourism promotion organizations around the time of the creation of the room tax. These monies total several hundred thousands of dollars per year and are used by Door County community business associations/tourism promotion entities to bolster their budgets for a variety of policy objectives. SBAA receives approximately $37,000 in funding from the DCVB, making this their second largest line item contribution behind the Village's $50,000 "support to other organizations" line item.

Fiscal Impact: The Village contributes $50,000 in cash to an external organization with limited direct accountability to the public policy making process. Goals are not defined by SBAA, and ROI, IRR, POP Counts and other standard measures of performance have not been used as a metric to judge success of festivals, events, activities or marketing.

In addition to the Direct Contribution of $50,000, the Village also donates the use and maintenance of the Gateway Park facility for the operation of a Visitor's Center by SBAA, a value of $10,400. The Donation of Parks space for at least 7 events for a value of $3,500. Events also require substantial manpower for setup and cleanup of SBAA events, with an estimated charge out value of $7840; there are additional items which our parks and administrative staff aid SBAA with throughout the year. I feel it safe to round this sum up to $10,000 in labor and equipment. The Concerts in the Park series makes use of the Pavilion, with electricity and setup/cleanup valued at $4,800. Advertising signage displayed on Village property, at a commercial market rate, would be valued at $24,000. Our Parks, Marina, and Administrative departments make additional contributions of time, tools, and resources which are not full accounted for here, such as printing; this is not to mention the **millions of dollars** of direct support through coop advertising, and infrastructure improvements that the Village invests on behalf of our business community. In short, the Village makes a substantial financial and resource commitment to our Sister Organization, SBAA, totaling well over an estimated **$147,540** in support annually.

Conflict: SBAA operated independently of the Village in years past, relying on support of the Village to minimize external fundraising efforts, and to keep membership fees low. SBAA has not placed emphasis on revenue generation to sustain itself, nor has a single major/minor grant been sought in the previous 4 years. SBAA represents it's membership (as it should), and is perceived as not representing the Village as a whole. It is also often misperceived as only representing the Downtown. SBAA is understaffed, and volunteerism has declined; Village Staff has made up some of this shortfall. **The Village and SBAA must work together** to achieve our mutual goals for economic development and prosperity, or must develop other funding arrangements in order to facilitate achievement of separate goals and objectives.

Policy Recommendation: This is the fault of Village Leadership, not SBAA leadership. The Village has sent few policy recommendations over the several years, and the Village has frequently adjusted what it desires based on information in the moment (ex-Marina Committee demanding

special treatment for Marina Promotion). This provides a moving target for SBAA, and does not allow that organization to plan for current/future actions.

It is the duty of the funding agency (the Village Board) to set expectations and goals for how, when, and for what purpose they want the Village monies used. SBAA has contended that they will treat the Village the same as any of their business members. If this is the case, then the Village should pay a single membership fee (approximately $250), just as other businesses do and expect to receive the promotion of the Village as other businesses do. The Village should also charge SBAA for Labor, Facilities, Signage, Permits, and other materials, just as their business members do.

Absent clear goals and objectives in the form of annual directives, SBAA has done the best they can. 2015 presents a beautiful opportunity for rebirth of our Village with many of our projects coming to fruition over the next year. It is also an excellent opportunity for SBAA to reinvent itself as a part of a reborn Village, transforming into a more nimble, business-like entity that is more responsive to the Village Board, Village Taxpayers, as well as current and future businesses. I will present some sample policy goals and objectives that we may wish to mandate on SBAA in order to receive funding for 2015.

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 8

Recommendation: that the Board accept the recommendation of the Various Standing and Ad Hoc Committees, as well as the recommendation of the Finance Committee to review the 2015 Budget and authorize staff to publish notice for public hearing at the November 18, 2014 Village Board Meeting.

Background: The Village Budget has been examined and recommended by the various oversight committees that oversee the WWTP, Utilities, Marina, TKH, Administration, General Fund, Parks, Debt Service, and TIF budgets. There is a slight increase in levy due largely to net new construction, and an increase in water fees per our biannual rate setting process.

Fiscal Impact: Per Presentation

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 9

Recommendation: That the Board Pre-Authorize through standing policy the refinancing of all debt when callable at lower interest rates.

Background: Traditional municipal financing arrangements required that municipal entities sought General Obligation or Revenue Bonds through financial advisors and bond council in order for investors to receive federal and state tax benefits from investing in municipal debt. This arrangement no longer is valid, as market interest rates are substantially lower from retail banks than they are from the muni market. Even municipalities that are rated highly by bond agencies are borrowing higher than from retail banks. The typical cost for bond council is $30,000 per issue or more, with interest being spread according to the political/financial needs of the borrowing municipality. Sister Bay authorized $15,000,000 in debt back in 2005 in order to receive favorable status before state level legislative changes took effect. Our total obligations from all sources is $22,547,863, with $15,560,000 in principal and $6,987,863 in interest until 2031. Our Bond call dates are in December of 2015, with approximately $2,850,000 at 4.35% interest callable at that time. We will save approximately $180,000 in interest over 5 years by calling these bonds and refinancing these with Baylake Loans at roughly 2%.

Fiscal Impact: We should rebalance our cash and borrowings in order to place us on a more substantially sound financial footing for generations to come. If we could call all of our bonds and use cash on hand as well as bank loans, we would save well over $6,000,000 in interest.

Staff has just begun to research this, and will prioritize this once other assigned research tasks are lightened up.

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.info

Meeting Date: 10/21/14
Item No. 10

Recommendation: That the Board Pre-Authorize through standing policy the sale of real properties by the Village Administrator and other assets from a best management standpoint.

Background: Traditional municipal management places a great deal of responsibility with the administrator/manager. Asset disposal/development is traditionally one of those tasks. The Village has done a poor job of managing its inventory of assets, and of disposal thereof when appropriate. The goal of our government should be to maximize return on assets and investments to the taxpayers; an ultimate goal would be to develop a "sovereign wealth fund" or "Village Bank" which would fund operations through investments alone. These ideas are not without precedence. The Bank of North Dakota provides a substantial economic development engine to that state, and sovereign wealth funds around the world provide massive amounts of operational revenue to national level governments.

Fiscal Impact: Unknown at this time; allowing staff the creativity to facilitate development deals and authorize transactions to dispose of unused/needed assets provides windfall revenues which are appreciated.

Staff has identified a number of these properties, and in 1 year has sold or has in process the sale of 3 such properties totaling $997,000 in value. Disposal of these assets has allowed the Village to pursue projects long anticipated and expected by the public without raising taxes.

Respectfully submitted,

Zeke Jackson
Village Administrator

Resolution Authorizing Sale of Property
No 298-102114

WHEREAS, the Village of Sister Bay, by its Board of Trustees, has entered into discussions for an agreement for the sale of property approximately .23 acres on the west portion of the lot, known as the old Helm's Cottage Lot on the South Side of Mill Rd, Parcel of 181-21-0501A, 2362 Mill Rd to Al and Tara Gokey or their designated entity and the balance of the property, approximately .72 acres on the East of the property to the Wisconsin Department of Transportation for 6(f) conversion. The DOT shall be responsible for surveying of the land and creation of a certified survey map for consideration by the Village of Sister Bay's Plan Commission and Village Board for Adoption. The Village Administrator shall have authority to verify the correctness of the map before adoption by the Village's legislative bodies;

AND WHEREAS the Village of Sister Bay by its Board of Trustees has agreed to sell the following described property, upon the terms and conditions which are satisfactory to the Village of Sister Bay, based upon the best negotiated terms that the Village Administrator can obtain;

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 convey the following described property, zoned B-2, to Al and Tara Gokey or their designee ("Gokey") upon payment by Gokey of a negotiated sum, the best of which the Village Administrator can obtain upon the following property:

Parcel No. 181-21-0501A:

Approximately .23 acres on the West side of the lot, south of Mill Rd. Commonly referred to as the old helm's cottage property.

2. The Village of Sister Bay hereby resolves to convey the following described property to the Wisconsin Department of Transportation, upon payment of a sum of approximately $383,000, or the best negotiated deal which the Village Administrator can obtain upon the following property:

Parcel No. 181-21-0501A:

Approximately .72 acres for the purpose of 6(f) conversion by the Wisconsin Department of Transportation, the Eastern Portion of that same lot located at 2362 Mill Rd. The DOT will request rezoning of the property to P-1, and prepare deed restrictions for examination by the Village Attorney suitable for 6(f) conversion. DOT will also, as a condition of this sale, work with the Wisconsin DNR and Village to resolve any outstanding Stewardship/6(f) deed restrictions on Waterfront Park Land.

2. The Board of Trustees of the Village of Sister Bay authorizes the President and Clerk of the Village of Sister Bay to execute conveyance documents to complete such transaction and to further execute any extensions, amendments, or modifications in the sale documents which are not inconsistent with this Resolution.

INTRODUCED at a special meeting of the Board of Trustees of the Village of Sister Bay held this 21st day of October, 2014.

Passed and adopted this 21st day of October, 2014.

_____
Village President

ATTEST:

_____
Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10001	A-1 ELEVATOR	7119	Semi-Annual service + parts	10/08/2014	179.55	179.55	10/16/2014
Total 10001					179.55	179.55	
10002	AARP MEDICARERX PREFERRED	JNEUMAN10-14	J Neuman RX policy	09/24/2014	43.70	43.70	09/25/2014
		JNEUMAN11-14	J Neuman RX policy	10/13/2014	43.70	43.70	10/16/2014
Total 10002					87.40	87.40	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN10-14	J Neuman supplemental ins.	09/23/2014	172.48	172.48	09/25/2014
		JNEUMAN11-14	J Neuman supplemental ins.	10/13/2014	172.48	172.48	10/16/2014
Total 10004					344.96	344.96	
10005	ACTION ELECTRIC INC	28641	flourescent bulbs shop	09/30/2014	20.75	20.75	10/09/2014
			flourescent bulbs village hall		20.75	20.75	10/09/2014
		28642	locate underground cable - fire dept	08/31/2014	90.00	90.00	10/16/2014
			flourescent bulbs shop		266.75	266.75	10/16/2014
			locate underground cable - Village Hall		90.00	90.00	10/16/2014
			locate underground cable - Spts complex		122.50	122.50	10/16/2014
			move service on stone wall		260.00	260.00	10/16/2014
			Light bulbs kiosk info booth		18.64	18.64	10/16/2014
			maintenance - bike trail - light bulbs		65.52	65.52	10/16/2014
			Marina grounds		34.01	34.01	10/16/2014
Total 10005					988.92	988.92	
10007	ACTION APPRAISERS INC	1340	Assessor	10/01/2014	2,875.00	2,875.00	10/09/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	47085	Employee-funded premium	10/12/2014	199.20	199.20	10/16/2014
Total 10110					199.20	199.20	
10214	SCOTT BAKER	3QTR14	Reimb - mileage	09/30/2014	164.64	164.64	10/02/2014
Total 10214					164.64	164.64	
12222	BAY LAKES INFO SYSTEMS	10880	Networking w/Door County	08/22/2014	142.50	142.50	09/18/2014
Total 12222					142.50	142.50	
12225	NATHAN BELL	3RDQTR14	Plan Commission compensation	09/30/2014	120.00	120.00	10/02/2014
Total 12225					120.00	120.00	
13260	BHIRDO'S BY THE BAY	15642	Village gas -	08/30/2014	698.32	698.32	09/25/2014
		15648	Marina - propane tank exchange	08/31/2014	86.48	86.48	10/16/2014
			Marina - gas		24.65	24.65	10/16/2014
		16457	Village gas -	09/30/2014	1,077.03	1,077.03	10/16/2014
Total 13260					1,886.48	1,886.48	
14309	CARDMEMBER SERVICE	0014	Civics symposium	09/05/2014	190.00	190.00	10/02/2014
		0507	Card board boat race	08/29/2014	35.96	35.96	10/02/2014
		0944	Farm Market - ad	08/30/2014	198.90	198.90	10/02/2014
		0976	Boat Show	08/30/2014	75.00	75.00	10/02/2014
		3253	Charter cable fees	09/12/2014	488.55	488.55	10/02/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		3253.	Postage	09/12/2014	5.00	5.00	10/02/2014
		5246	Belts for Eureka	08/27/2014	13.84	13.84	10/02/2014
		6062	Boat Show	08/29/2014	25.00	25.00	10/02/2014
		9196	Radio ad	08/27/2014	104.00	104.00	10/02/2014
Total 14309					1,136.25	1,136.25	
14310	CAPTAIN COMMODES INC	24152	Commode rental - Dog Park	09/28/2014	75.00	75.00	10/02/2014
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	OCT14	internet - Admin Bldg	10/01/2014	149.99	149.99	10/02/2014
		OCT14BH	Boathouse - charter TV	10/08/2014	69.17	69.17	10/16/2014
		SEPT14 BH	Boathouse - charter TV	09/08/2014	69.17	69.17	09/18/2014
Total 17501					288.33	288.33	
17506	CELLCOM	550701	Cell phone - Administrator	10/05/2014	54.64	54.64	10/16/2014
			Cellphone - Marina manager		44.65	44.65	10/16/2014
			Cellphones - Parks employees		140.48	140.48	10/16/2014
Total 17506					239.77	239.77	
17521	JOANNE CLOVE	3RDQTR14	Admin/Comp	09/30/2014	120.00	120.00	10/02/2014
Total 17521					120.00	120.00	
20005	SHARON DOERSCHING	3RDQTR14	Parks Committee compensation	09/30/2014	160.00	160.00	10/02/2014
Total 20005					160.00	160.00	
20007	DELTA DENTAL OF WIS	729277	Dental insurance	09/22/2014	983.79	983.79	09/25/2014
Total 20007					983.79	983.79	
20399	DONOHUE & ASSOC	12032-39	Design - Gateway changes	09/12/2014	920.00	920.00	10/09/2014
			Design - Gateway changes		835.00	835.00	10/09/2014
			Lighting		2,190.00	2,190.00	10/09/2014
			Casperson Pond discharge		160.00	160.00	10/09/2014
			Additional services - meetings		370.00	370.00	10/09/2014
			Casperson Pond discharge		1,590.00	1,590.00	10/09/2014
Total 20399					6,065.00	6,065.00	
20450	DOOR COUNTY TREASURER	40010036	Tech Support	09/30/2014	14.86		
			Tech Support		178.28		
			Tech Support		29.71		
			Tech Support		26.00		
			Tech Support		38.63		
			Tech Support		9.65		
Total 20450					297.13	.00	
20451	DOOR COUNTY HWY DEPT	40010007	Park Signs	09/29/2014	52.93	52.93	10/09/2014
			Signs - elections		26.52	26.52	10/09/2014
			Sign - cost to be reimb toVillage		14.72	14.72	10/09/2014
			Maintenance - Signs		39.67	39.67	10/09/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20451					133.84	133.84	
20455	DOOR COUNTY SHERIFF	40009978	Sheriff Security Service	08/31/2014	1,776.53	1,776.53	09/25/2014
Total 20455					1,776.53	1,776.53	
20469	DOOR COUNTY VISITOR BUREAU	5325	Pictures	10/14/2014	37.50		
			Pictures		12.50		
			Text		37.50		
			Text		12.50		
			Renewal - membership- Village		250.00		
			Renewal - membership - Marina		125.00		
Total 20469					475.00	.00	
20476	DORNER INC	12032	Roadway	10/03/2014	28,809.11	28,809.11	10/16/2014
			Sanitary Sewer		11,250.36	11,250.36	10/16/2014
			Water		15,790.12	15,790.12	10/16/2014
			Storm Sewer		7,940.12	7,940.12	10/16/2014
Total 20476					63,789.71	63,789.71	
20482	DOOR WINDOWS LLC	1043	Window washing Fire Station	09/23/2014	617.40	617.40	10/09/2014
Total 20482					617.40	617.40	
20504	EMPLOYER SERVICES LLC	E3154	Claims Management - HRA	09/15/2014	2,205.00	2,205.00	09/25/2014
			Health Insurance Policies		8,790.86	8,790.86	09/25/2014
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	1051015	Benny Fee	09/15/2014	2.00	2.00	09/18/2014
			FSA fee		35.00	35.00	09/18/2014
		1068554	Dependent Care - FSA	10/10/2014	100.00	100.00	10/16/2014
			Health Care FSA		414.00	414.00	10/16/2014
		1073420	Benny Fee	10/15/2014	2.00		
			FSA fee		35.00		
Total 20505					588.00	551.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR0913140	PRINT PAPER CHECK TO UPDATE GL /	09/18/2014	3,318.00	3,318.00	09/19/2014
			PRINT PAPER CHECK TO UPDATE GL /		776.00	776.00	09/19/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,426.45	2,426.45	09/19/2014
		PR0923140	PRINT PAPER CHECK TO UPDATE GL /	09/24/2014	214.66	214.66	09/29/2014
			PRINT PAPER CHECK TO UPDATE GL /		50.24	50.24	09/29/2014
			PRINT PAPER CHECK TO UPDATE GL /		79.97	79.97	09/29/2014
		PR0925140	PRINT PAPER CHECK TO UPDATE GL /	09/29/2014	979.60	979.60	09/29/2014
			PRINT PAPER CHECK TO UPDATE GL /		229.10	229.10	09/29/2014
		PR0927140	PRINT PAPER CHECK TO UPDATE GL /	10/02/2014	3,060.30	3,060.30	10/03/2014
			PRINT PAPER CHECK TO UPDATE GL /		715.72	715.72	10/03/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,177.59	2,177.59	10/03/2014
		PR1011140	PRINT PAPER CHECK TO UPDATE GL /	10/15/2014	3,005.22		
			PRINT PAPER CHECK TO UPDATE GL /		702.82		
			PRINT PAPER CHECK TO UPDATE GL /		2,138.68		
Total 20512					19,874.35	14,027.63	
20513	FABCO EQUIPMENT INC	192302	Skid Steer Loader - maint. parts	09/05/2014	18.38	18.38	09/18/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20513					18.38	18.38	
20515	FERRELL GAS	1084022136	propane fire station	09/24/2014	1,594.90	1,594.90	10/09/2014
Total 20515					1,594.90	1,594.90	
20516	JEFF FLEGEL	3RDQTR14	Marina committee	09/30/2014	80.00	80.00	10/02/2014
Total 20516					80.00	80.00	
20599	EVENSON LAUNDRY INC	683936	Entrance mats - Admin Bldg	09/11/2014	28.00	28.00	10/09/2014
			Entrance mats - Fire Station		72.00	72.00	10/09/2014
		683979	Entrance mats - Admin Bldg	08/31/2014	28.00	28.00	10/09/2014
			Entrance mats - Fire Station		72.00	72.00	10/09/2014
Total 20599					200.00	200.00	
30701	FRONTIER	OCT14	Sports Cplx phone	09/25/2014	41.09	41.09	10/02/2014
		OCT14M	Marina phone	10/07/2014	52.35	52.35	10/16/2014
		OCT14V	Admin Bldg phone	09/25/2014	178.24	178.24	10/02/2014
		SEPT14M	Marina phone	09/07/2014	55.73	55.73	09/18/2014
Total 30701					327.41	327.41	
30704	GANNETT WI NEWSPAPERS	8380864	Legal notices - Village	09/28/2014	34.08	34.08	10/09/2014
Total 30704					34.08	34.08	
30727	PAIGE FUNKHOUSER	3RDQTR14	BSD Reconstruction	09/30/2014	80.00	80.00	10/02/2014
Total 30727					80.00	80.00	
30750	GOING CO INC	123964M-9	garbage - Marina Fest	09/30/2014	350.00	350.00	10/09/2014
			garbage - Marina		181.91	181.91	10/09/2014
			recycling - Marina		52.02	52.02	10/09/2014
		123997V-9	recycle - Village	09/30/2014	615.97	615.97	10/09/2014
			garbage - Village		11,254.12	11,254.12	10/09/2014
		325803FS-9	recycling - Fire Station	09/30/2014	53.11	53.11	10/09/2014
Total 30750					12,507.13	12,507.13	
30751	GREAT-WEST	PR0913140	Great West Deferred Comp. DEFERRED	09/18/2014	1,233.64	1,233.64	09/19/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	09/19/2014
		PR0927140	Great West Deferred Comp. DEFERRED	10/02/2014	1,243.64	1,243.64	10/03/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	10/03/2014
		PR1011140	Great West Deferred Comp. DEFERRED	10/15/2014	1,243.64		
			Great West Deferred Comp. EMPLOYER		341.36		
Total 30751					4,745.00	3,160.00	
30753	GREAT LAKES TV SEAL INC	16571	Casperson Pond discharge	09/26/2014	893.95	893.95	10/09/2014
Total 30753					893.95	893.95	
30755	GRAYBAR	974017845	Pavilion	08/01/2014	18.69	18.69	09/25/2014
		974041991	Pavilion	08/04/2014	251.11	251.11	09/25/2014
		974428614	Pavilion	08/25/2014	135.20	135.20	09/25/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30755					405.00	405.00	
30756	MARGE GRUTZMACHER	3RDQTR14	Plan Commission compensation	09/30/2014	120.00	120.00	10/02/2014
Total 30756					120.00	120.00	
31815	HERLACHE SMALL ENGINE INC	125397	chain saw repair - oil cap	09/18/2014	6.09	6.09	10/09/2014
Total 31815					6.09	6.09	
34854	BARBARA KELLY HULL TRUSTEE	2813H	TIF Applewood easement	10/09/2014	30,000.00	30,000.00	10/10/2014
Total 34854					30,000.00	30,000.00	
34855	HORST DIST INC	42758	Jacobson lawnmower repair	09/30/2014	274.45	274.45	10/09/2014
Total 34855					274.45	274.45	
34858	DON HOWARD	3RDQTR14	Plan Commission compensation	09/30/2014	120.00	120.00	10/02/2014
Total 34858					120.00	120.00	
40963	INSPECTION SPECIALIST LLC	8-2014	Village Building Inspection	08/30/2014	1,287.80	1,287.80	10/02/2014
		9214	Village Building Inspection	09/30/2014	153.00	153.00	10/16/2014
Total 40963					1,440.80	1,440.80	
41001	MATTHEW JACKSON	914	Meeting mileage	09/30/2014	240.99	240.99	10/16/2014
			Meals		41.50	41.50	10/16/2014
Total 41001					282.49	282.49	
41010	JERRY'S FLOWERS	954	Beetle Bags	09/30/2014	12.99	12.99	10/09/2014
Total 41010					12.99	12.99	
41018	SMITHGROUP JJR LLC	104436	beach design	09/23/2014	4,554.92	4,554.92	10/09/2014
Total 41018					4,554.92	4,554.92	
41090	JUNGWIRTH'S ACE HARDWARE	2294-914	Maintenance - Admin Bldg	09/30/2014	1.79	1.79	10/09/2014
			Maintenance - Village Hall		14.93	14.93	10/09/2014
			supplies - Office Village		1.79	1.79	10/09/2014
			Custodial Supplies - Village		23.97	23.97	10/09/2014
			supplies - Shop supplies		103.45	103.45	10/09/2014
			supplies - Memorial bench		4.99	4.99	10/09/2014
			Maintenance - Parks		11.97	11.97	10/09/2014
			Maintenance - Sports Complex		3.65	3.65	10/09/2014
			Picnic Tables		239.96	239.96	10/09/2014
			Maintenance - Dock Building		55.96	55.96	10/09/2014
			Maintenance - Dock		82.95	82.95	10/09/2014
Total 41090					545.41	545.41	
41103	KANSAS CITY LIFE	21018-1014	Disability Insurance	09/11/2014	396.48	396.48	09/25/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41103					396.48	396.48	
41131	KURT KNUDSON HEATING & AC	1350	Service call - Admin Bldg	09/10/2014	85.62	85.62	09/18/2014
Total 41131					85.62	85.62	
41137	ROBERT KUFRIN	93014	Consultant fees - Admin.	09/30/2014	2,217.50	2,217.50	10/02/2014
Total 41137					2,217.50	2,217.50	
41195	LAKE & POND SOLUTIONS CO	19826	Weed treatment - Marina + J Marina	07/16/2014	3,178.19	3,178.19	09/18/2014
Total 41195					3,178.19	3,178.19	
41205	LAMPERT'S LUMBER	20327184	Maintenance - Post Office	08/26/2014	11.37	11.37	10/09/2014
		20327188	Spts Cplx - Split rail fence	08/26/2014	60.15	60.15	10/09/2014
		20327527	Spts Cplx - Split rail fence	08/29/2014	40.10	40.10	10/09/2014
		20327544	Spts Cplx - Split rail fence	08/29/2014	68.60	68.60	10/09/2014
		20329173	Baseball field lift pump	09/17/2014	50.86	50.86	10/09/2014
		20329245	Baseball field lift pump	09/17/2014	42.00	42.00	10/09/2014
		20329326	Picnic Tables	09/18/2014	14.99	14.99	10/09/2014
		20329851	supplies - Misc Shop	09/23/2014	6.79	6.79	10/09/2014
		20330127	PO window repair to be reimb	09/25/2014	33.74	33.74	10/09/2014
Total 41205					328.60	328.60	
41210	LEAGUE OF WI MUNICIPALITIES	74169	New Board Member handbook	09/22/2014	60.00	60.00	10/09/2014
			Office copy: Board handbook		30.00	30.00	10/09/2014
Total 41210					90.00	90.00	
41212	ROBERT E LEE & ASSOC INC	68282	Canterbury Rd project	09/30/2014	352.04	352.04	10/16/2014
		68283	Parking lot layout Mill Rd	09/30/2014	831.50	831.50	10/16/2014
Total 41212					1,183.54	1,183.54	
41287	ERIC LUNDQUIST	3RDQTR14	Plan Commission compensation	09/30/2014	120.00	120.00	10/02/2014
Total 41287					120.00	120.00	
41314	MASTERCRAFT WELDING LTD	47631	Move electric panel	09/01/2014	70.00	70.00	09/18/2014
Total 41314					70.00	70.00	
41319	MAY'S SPORT CTR	112008	Lawnmower parts	08/28/2014	70.22	70.22	10/09/2014
Total 41319					70.22	70.22	
51330	MINNESOTA LIFE	NOV14	Life Insurance -	10/07/2014	365.87	365.87	10/09/2014
Total 51330					365.87	365.87	
51401	JULIANA NEUMAN	92214	Reimb office splys	09/22/2014	5.97	5.97	09/25/2014
			reimburse mileage - Deliver packets		3.36	3.36	09/25/2014
			reimburse mileage - Civics Seminar		237.56	237.56	09/25/2014
			Reimb food		23.38	23.38	09/25/2014
		JNEUMAN10-14	Reimb Medicare monthly premium	10/13/2014	104.90	104.90	10/16/2014
		JNEUMAN9-14	Reimb Medicare monthly premium	09/24/2014	104.90	104.90	09/25/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51401					480.07	480.07	
51403	NATIONAL ELEVATOR INSPECTION	166738	Elevator Inspection - Village Hall	09/23/2014	61.00	61.00	10/02/2014
Total 51403					61.00	61.00	
51430	NEP INC	15845162	Public copies	09/11/2014	25.44	25.44	09/18/2014
			General copies		477.35	477.35	09/18/2014
			Marina copies		28.27	28.27	09/18/2014
			Utility copies		13.68	13.68	09/18/2014
			Utility copies		20.32	20.32	09/18/2014
			Utility copies		5.08	5.08	09/18/2014
			faxes		13.27	13.27	09/18/2014
		15984829	Public copies	10/13/2014	16.12		
			General copies		269.91		
			Marina copies		5.22		
			Utility copies		94.11		
			Utility copies		139.83		
			Utility copies		34.96		
			faxes		23.26		
Total 51430					1,166.82	583.41	
61536	OFFICE DEPOT CREDIT PLAN	725750165001	Envelopes - self-seal double window	09/10/2014	22.39	22.39	09/25/2014
			Envelopes - self-seal double window		33.27	33.27	09/25/2014
			Envelopes - self-seal double window		8.32	8.32	09/25/2014
		725750487	Copy paper 81/2 x 11	08/22/2014	42.84	42.84	09/25/2014
			Copy paper 81/2 x 11		8.07	8.07	09/25/2014
			Copy paper 81/2 x 11		11.99	11.99	09/25/2014
			Copy paper 81/2 x 11		3.00	3.00	09/25/2014
Total 61536					129.88	129.88	
61547	ORKIN PEST CONTROL INC	96729490	spray Marina	09/16/2014	72.65	72.65	09/25/2014
		96729560	spray Admin Bldg	09/16/2014	76.18	76.18	09/25/2014
		96729562	spray Firestation	09/16/2014	76.73	76.73	09/25/2014
Total 61547					225.56	225.56	
61614	PENINSULA PULSE	7286	Shred Fest	09/30/2014	111.15	111.15	10/09/2014
			Shred Fest Ad - LG share		111.15	111.15	10/09/2014
Total 61614					222.30	222.30	
61630	PIGGLY WIGGLY	9396	Coffee creamer,	07/08/2014	4.99	4.99	09/25/2014
Total 61630					4.99	4.99	
61633	PINKERT LAW FIRM LLP	96	General legal issues	08/31/2014	600.00	600.00	10/02/2014
			Hull Property easement		600.00	600.00	10/02/2014
			Old School property sale		2,075.00	2,075.00	10/02/2014
			S Highland property sale		30.00	30.00	10/02/2014
			Quarry lawsuit		275.00	275.00	10/02/2014
			Beach project contract		950.00	950.00	10/02/2014
Total 61633					4,530.00	4,530.00	
61637	PITNEY BOWES	100714	Postage for Meter	10/07/2014	200.00	200.00	10/09/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61637					200.00	200.00	
61809	KEVIN ROBERTS	3RDQTR14	Marina Committee	09/30/2014	40.00	40.00	10/02/2014
Total 61809					40.00	40.00	
71919	STATE OF WISCONSIN	358192	Lift permit - VH	09/25/2014	50.00	50.00	10/09/2014
Total 71919					50.00	50.00	
71925	SISTER BAY AUTO	67205	Marina van	09/02/2014	35.56	35.56	10/02/2014
		67271	equipment maintenance	09/05/2014	15.00	15.00	10/02/2014
		67365	1997 Ford F350 repair part	09/15/2014	6.96	6.96	10/02/2014
Total 71925					57.52	57.52	
71926	SISTER BAY SEWER & WATER	1173	Staff time - BSD project	09/30/2014	150.84	150.84	10/09/2014
			Staff time on stormsewer		201.12	201.12	10/09/2014
Total 71926					351.96	351.96	
71927	SISTER BAY/LIBERTY GROVE FIRE	4TH QTR14	Support	10/01/2014	27,670.75	27,670.75	10/02/2014
Total 71927					27,670.75	27,670.75	
71930	SISTER BAY/LIBERTY GROVE LIBRA	QTR-4	Support	10/07/2014	6,975.14	6,975.14	10/16/2014
Total 71930					6,975.14	6,975.14	
71982	CHRISTY SULLY	101314	Reimburse mileage	10/13/2014	38.08	38.08	10/16/2014
Total 71982					38.08	38.08	
72029	TOWN OF SEVASTOPOL	2014-100	video recording - board meeting	09/17/2014	150.00	150.00	09/25/2014
Total 72029					150.00	150.00	
72051	TRUGREEN*CHEMLAWN	25664874	Lawn treatment	09/29/2014	2,011.00	2,011.00	10/16/2014
Total 72051					2,011.00	2,011.00	
73003	VERIZON NORTH	74788628	Village phone - long distance	10/10/2014	28.73	28.73	10/16/2014
			Marina Phone - long distance		3.30	3.30	10/16/2014
Total 73003					32.03	32.03	
80008	DNR NORTHEAST REGION	BEACHPERMIT	DNR Beach Expansion	09/19/2014	140.00	140.00	09/25/2014
Total 80008					140.00	140.00	
81988	WARNER-WEXEL WHOLESALE	118727	custodial supplies - Village	09/02/2014	319.40	319.40	10/09/2014
		118874	custodial supplies - Village	09/04/2014	35.22	35.22	10/09/2014
		119633	custodial supplies - Marina	09/17/2014	24.89	24.89	10/09/2014
Total 81988					379.51	379.51	
82350	WI PUBLIC SERVICE	SEPT14	Street Lights	09/30/2014	2,184.93	2,184.93	10/02/2014
			Old School		13.54	13.54	10/02/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Fire Station		938.81	938.81	10/02/2014
			Parks Lights		125.59	125.59	10/02/2014
			Sports Complex		228.24	228.24	10/02/2014
			Dock		1,073.90	1,073.90	10/02/2014
			J Dock		232.88	232.88	10/02/2014
			Boathouse		73.32	73.32	10/02/2014
			Old Fire Station		167.21	167.21	10/02/2014
			Swale Pump		44.73	44.73	10/02/2014
			Admin Bldg		155.24	155.24	10/02/2014
			Village Hall		282.88	282.88	10/02/2014
			Bike Trail Lights		119.34	119.34	10/02/2014
Total 82350					5,640.61	5,640.61	
90107	NORA ZACEK	3QTR14	Reimb mileage	09/30/2014	41.44	41.44	10/02/2014
Total 90107					41.44	41.44	
99998	ONE TIME VENDOR	DAVIS1014	Refund slip deposit	09/29/2014	200.00	200.00	10/02/2014
Total 99998					200.00	200.00	

Total Paid:	222,928.03
Total Unpaid:	8,824.26
Grand Total:	231,752.29

Dated: 10/16/14

Staff: Juliana Neuman

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 09/17/2014 - 10/21/2014

Oct 16, 2014 03:35pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10250	BATTERIES PLUS LLC	505-283992-01	mag light battery	09/12/2014	59.85	59.85	09/24/2014
Total 10250					59.85	59.85	
10260	BEAR GRAPHICS INC	0696565	billing cards SB	09/24/2014	195.44	195.44	10/01/2014
			billing cards SB		117.26	117.26	10/01/2014
			billing cards SB		78.17	78.17	10/01/2014
			billing cards LGUD#1		261.80	261.80	10/01/2014
Total 10260					652.67	652.67	
13250	BISSEN BLACKTOP INC	29444	asphalt patch	09/18/2014	1,788.00	1,788.00	09/24/2014
Total 13250					1,788.00	1,788.00	
13260	BHIRDO'S BY THE BAY	15520	vehicle fuel allocation	09/30/2014	26.49	26.49	10/15/2014
			vehicle fuel allocation		39.36	39.36	10/15/2014
			vehicle fuel allocation		9.84	9.84	10/15/2014
			equipment fuel		.00		
Total 13260					75.69	75.69	
17506	CELLCOM	552800	cellphones	10/05/2014	43.58	43.58	10/15/2014
			cellphones		64.74	64.74	10/15/2014
			cellphones		16.18	16.18	10/15/2014
			j. neuman		51.13	51.13	10/15/2014
Total 17506					175.63	175.63	
17526	CUMMINS NPOWER LLC	100-71660	generator lamp - #3 Well	10/02/2014	99.08	99.08	10/08/2014
		802-5939	generator lamps	09/30/2014	43.52	43.52	10/08/2014
			generator lamps		64.65	64.65	10/08/2014
			generator lamps		16.16	16.16	10/08/2014
Total 17526					223.41	223.41	
20513	ENERGENECS INC	0028975-IN	WWTP equip maint - ferric pump	09/17/2014	2,344.74	2,344.74	09/24/2014
		0028994-IN	WWTP equip maint - ferric pump	09/18/2014	639.49	639.49	09/24/2014
		0029013-IN	WWTP equip maint - flow meter	09/23/2014	666.52	666.52	09/24/2014
Total 20513					3,650.75	3,650.75	
20515	FERRELLGAS	1083848173	WWTP propane	09/23/2014	1,737.78	1,737.78	09/24/2014
Total 20515					1,737.78	1,737.78	
30400	FERGUSON WATERWORKS #1476	0158616	collection system - manhole sealant	09/10/2014	61.62	61.62	09/17/2014
Total 30400					61.62	61.62	
30641	FRONTIER	OCT 2014	plant phones	10/01/2014	90.08	90.08	10/08/2014
			plant phones		90.08	90.08	10/08/2014
Total 30641					180.16	180.16	
30642	FRONTIER COMMUNICATIONS	10/2014	telemetry allocation	10/01/2014	1.28	1.28	10/08/2014
			telemetry allocation		1.28	1.28	10/08/2014
			telemetry allocation		.64	.64	10/08/2014
		OCT 2014	telemetry allocation	09/25/2014	56.80	56.80	10/01/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			telemetry allocation		56.80	56.80	10/01/2014
			telemetry allocation		28.40	28.40	**10/01/2014**
		SEPT2014	telemetry allocation	09/19/2014	5.44	5.44	09/24/2014
			telemetry allocation		5.44	5.44	09/24/2014
			telemetry allocation		2.72	2.72	09/24/2014
Total 30642					158.80	158.80	
30740	GLENN'S AUTO BODY	8818	replace damaged car mirror - Anderson	09/22/2014	14.95	14.95	10/01/2014
			replace damaged car mirror - Anderson		22.20	22.20	10/01/2014
			replace damaged car mirror - Anderson		5.55	5.55	10/01/2014
Total 30740					42.70	42.70	
30750	GOING CO INC	SEPT 2014	WWTP rubbish disposal	09/30/2014	122.52	122.52	10/08/2014
Total 30750					122.52	122.52	
31805	HAMMERSMITH TV	10065929	generator lamps	09/12/2014	5.60	5.60	10/08/2014
			generator lamps		8.31	8.31	10/08/2014
			generator lamps		2.08	2.08	10/08/2014
Total 31805					15.99	15.99	
31816	HAWKINS INC	3645222 RI	chemicals - collection system	09/15/2014	304.06	304.06	09/24/2014
Total 31816					304.06	304.06	
40963	ITU ABSORB TECH	5893780	WWTP laundry service	09/02/2014	58.04	58.04	10/08/2014
		5899715	WWTP laundry service	09/16/2014	59.98	59.98	10/08/2014
		5905863	WWTP laundry service	09/30/2014	58.04	58.04	10/08/2014
Total 40963					176.06	176.06	
41005	STEVEN JACOBSON	OCT 9 2014	work clothing	10/09/2014	47.78	47.78	10/15/2014
			work clothing		70.99	70.99	10/15/2014
			work clothing		17.75	17.75	10/15/2014
			mileage - WWOA conference		87.36	87.36	10/15/2014
			parking		9.35	9.35	10/15/2014
			meals - WWOA Conv.		14.59	14.59	10/15/2014
		SEPT 2014	postage	09/30/2014	23.00	23.00	10/08/2014
			mileage		38.76	38.76	10/08/2014
			mileage		30.87	30.87	10/08/2014
			mileage		15.82	15.82	10/08/2014
			mileage - re: BSD		2.69	2.69	10/08/2014
			mileage - re: BSD		2.69	2.69	10/08/2014
			mileage - re: Village stormsewer		3.14	3.14	10/08/2014
Total 41005					364.79	364.79	
41090	JUNGWIRTH'S ACE HARDWARE	SEPT 2014	office supplies	09/30/2014	1.79	1.79	10/15/2014
			tools		7.99	7.99	10/15/2014
			misc. operating supplies		3.98	3.98	10/15/2014
			misc. other supplies		13.99	13.99	10/15/2014
			water plant maintenance		3.99	3.99	10/15/2014
			distribution system maint		4.99	4.99	10/15/2014
			equipment maintenance		4.19	4.19	10/15/2014
			equipment gas/oil		.34	.34	10/15/2014
			WWTP structure maintenance		35.94	35.94	10/15/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			WWTP equipment maintenance		100.22	100.22	10/15/2014
			equipment maintenance		6.22	6.22	10/15/2014
			equipment gas/oil		.51	.51	10/15/2014
			collection system parts & supplies		9.98	9.98	10/15/2014
			lift station/force main maint		4.94	4.94	10/15/2014
			equipment maintenance		1.56	1.56	10/15/2014
			equipment gas/oil		.13	.13	10/15/2014
Total 41090					200.76	200.76	
41196	LAKESHORE WASTE SYSTEMS INC	38972	sludge - hauling	09/23/2014	1,371.00	1,371.00	10/01/2014
Total 41196					1,371.00	1,371.00	
41198	ROBERT LANG	CABELAS	work clothing - shoes	09/19/2014	48.38		
			work clothing - shoes		71.88		
			work clothing - shoes		17.97		
			work clothing - shoes		48.38 -		
			work clothing - shoes		71.88 -		
			work clothing - shoes		17.97 -		
		SEPT 2014	work clothing - shoes	09/19/2014	35.00	35.00	10/15/2014
			work clothing - shoes		52.00	52.00	10/15/2014
			work clothing - shoes		13.00	13.00	10/15/2014
Total 41198					100.00	100.00	
41205	LAMPERT'S	20329378	equipment rental - scafolding	09/18/2014	80.00	80.00	10/01/2014
Total 41205					80.00	80.00	
41212	ROBERT E LEE & ASSOC INC	68159	WWTP sludge study	09/12/2014	1,032.00	1,032.00	09/17/2014
Total 41212					1,032.00	1,032.00	
41290	LUNDQUIST PLUMBING INC	18318	Ferric line maintenance	09/08/2014	158.76	158.76	10/08/2014
Total 41290					158.76	158.76	
41301	MAREK & ASSOCIATES	10212	lab gloves	10/09/2014	145.64		
			lab gloves		145.64		
Total 41301					291.28	.00	
51322	MIDWEST WORKWEAR	98647	clothing	09/09/2014	249.38	249.38	09/24/2014
			clothing		370.51	370.51	09/24/2014
			clothing		92.63	92.63	09/24/2014
Total 51322					712.52	712.52	
51400	NCL OF WISCONSIN INC	344351	WWTP lab supplies	09/15/2014	890.82	890.82	09/24/2014
Total 51400					890.82	890.82	
51435	NORTH WOODS SUPERIOR CHEMICAL	70960	collection system chemicals	09/11/2014	370.35	370.35	09/17/2014
			WWTP custodial supplies		64.14	64.14	09/17/2014
		71758	collection system chemicals	09/19/2014	465.36	465.36	09/24/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51435					899.85	899.85	
51436	NORTHERN LAKE SERVICES INC	261784	water testing	09/11/2014	140.00	140.00	09/17/2014
		262322	WWTP sample testing	09/25/2014	16.00	16.00	10/01/2014
		264067	WWTP sample testing	10/15/2014	16.00		
Total 51436					172.00	156.00	
61610	PAPER WORK PLUS LLC	32080	printing supplies	09/26/2014	14.69	14.69	10/08/2014
			printing supplies		21.83	21.83	10/08/2014
			printing supplies		5.46	5.46	10/08/2014
		32106	office supplies	09/26/2014	6.56	6.56	10/08/2014
			office supplies		9.75	9.75	10/08/2014
			office supplies		2.44	2.44	10/08/2014
		32164	office supplies	09/30/2014	20.65		
			office supplies		30.67		
			office supplies		7.67		
Total 61610					119.72	60.73	
61635	PUBLIC SERVICE COMM OF WISC	RA15-I-05500	assessment remainder due	09/30/2014	371.40	371.40	10/08/2014
Total 61635					371.40	371.40	
61972	SABEL MECHANICAL LLC	2091	submersible pump repairs	09/12/2014	1,264.00	1,264.00	10/01/2014
Total 61972					1,264.00	1,264.00	
61975	SAFETY FIRST INC	23694	gas monitor calibration - ww	10/13/2014	80.00		
			gas monitor calibration - coll		80.00		
Total 61975					160.00	.00	
61977	STURGEON BAY UTILITIES	009749	sludge processing	09/29/2014	1,440.00	1,440.00	10/01/2014
		009750	sludge processing	09/30/2014	240.00	240.00	10/08/2014
Total 61977					1,680.00	1,680.00	
61979	SHOPKO STORES	00830	custodial supplies allocation	09/08/2014	16.99	16.99	10/15/2014
			custodial supplies allocation		5.95	5.95	10/15/2014
			custodial supplies allocation		8.83	8.83	10/15/2014
			custodial supplies allocation		2.21	2.21	10/15/2014
Total 61979					33.98	33.98	
71905	MIKE SCHELL	OCT 2014	mileage - WWOA conference	10/09/2014	89.60	89.60	10/15/2014
			meals		10.54	10.54	10/15/2014
		SEPT 2014	commercial drivers license	09/17/2014	20.00	20.00	10/01/2014
			commercial drivers license		20.00	20.00	10/01/2014
Total 71905					140.14	140.14	
71925	SISTER BAY AUTO	67383	portable pump oil filter	09/16/2014	3.04	3.04	10/01/2014
			portable pump oil filter		4.51	4.51	10/01/2014
			portable pump oil filter		1.13	1.13	10/01/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71925					8.68	8.68	
72053	POSTMASTER	R 2014 BILLING	quarterly billing - SB	10/07/2014	142.29	142.29	10/07/2014
			quarterly billing - SB		85.37	85.37	10/07/2014
			quarterly billing - SB		56.92	56.92	10/07/2014
			quarterly billing - LG		22.78	22.78	10/07/2014
			quarterly billing - LG		22.78	22.78	10/07/2014
Total 72053					330.14	330.14	
72054	USA BLUEBOOK	446120	WWTP equip maint: ferric feedline	09/10/2014	89.41	89.41	09/24/2014
		463280	locating - water lines	09/30/2014	62.09	62.09	10/08/2014
			algae brush with mount		126.61	126.61	10/08/2014
			locating - sewer lines		117.97	117.97	10/08/2014
Total 72054					396.08	396.08	
72058	UNIVAR INC	MW737949	chemicals - sludge treatment	09/30/2014	1,491.20	1,491.20	10/08/2014
Total 72058					1,491.20	1,491.20	
73100	VILLAGE OF SISTER BAY	AUGUST 2014	payroll and exp pd by Village	09/01/2014	42,245.83	42,245.83	09/24/2014
		SEPT 2014	payroll and exp pd by Village	10/01/2014	35,214.28	35,214.28	10/15/2014
Total 73100					77,460.11	77,460.11	
80028	WISCONSIN DNR - OP CERT	CERT# 01308	S Jacobson op cert	10/01/2014	45.00	45.00	10/15/2014
Total 80028					45.00	45.00	
82350	WI PUBLIC SERVICE	3915847-00000	electricity - water system	09/23/2014	603.25	603.25	10/01/2014
			electricity - wastewater plant		4,436.53	4,436.53	10/01/2014
			electricity - lift stations		393.27	393.27	10/01/2014
			electricity - info booth		44.81	44.81	10/01/2014
Total 82350					5,477.86	5,477.86	
82351	WIS PUBLIC SERVICE	SEPT 2014	Well #3 - LGUD	09/12/2014	276.00	276.00	09/17/2014
			Well #3 - Sister Bay		827.98	827.98	09/17/2014
Total 82351					1,103.98	1,103.98	
82352	WULF BROTHERS INC	166785	furnace, a/c, 2 heaters - maintenance	09/23/2014	266.95	266.95	09/24/2014
		180555	a/c maintenance	09/22/2014	266.95		
			WWTP HVAC maintenance		266.95 -		
Total 82352					266.95	266.95	

Total Paid:	105,522.44
Total Unpaid:	526.27
Grand Total:	106,048.71

10/16/14 Juliana Newman

Door County Coastal Byway Council
Meeting Minutes – Thursday, September 11th 2014

Time: 8:30 a.m.
Place: Sevastopol Town Hall, 4528 State Highway 57, Sturgeon Bay, WI 54235

Call to Order. Chair Ann Miller called the meeting to order at 8:30 a.m.

Declaration of a Quorum - Adopt agenda. The following Council members were present and constitute a quorum:
Ann Miller, primary – Town of Liberty Grove
Al Birnschein, primary – Town of Jacksonport
Kriss Schorer, primary – Town of Baileys Harbor
Scott Baker, primary – Village of Sister Bay
Chuck Tice, primary – Town of Sevastopol
Michelle Anderson, primary – Village of Egg Harbor
Beth Hagen, primary – Town of Gibraltar
Also present: Sam Perlman-DCEDC and Linda Wait-recording secretary.

Motion by Kriss and second by Chuck to adopt the agenda, as presented. Motion carried.

Approve minutes. Motion by Michelle and second by Scott to approve the minutes of August 14, 2014. Motion carried.

Treasurer's Report. Sam reported a current balance of $16,587.72. This includes a $100 contribution from the Door County Land Trust, $30 for interpretive plan purchase and disbursement of $5.60 for mailing brochures to travel centers. Motion by Kriss and second by Al to approve; motion carried.

Pending Business

A. DCCB review progress on website updating. Sam passed out a website prototype and has provided some photos to get started. He also had initial consultations with Dustin and his team about the creation of an iPhone app (mock-up is password protected). In that the website costs will be far less than anticipated, Sam asked Dustin to go ahead with a cost estimate for the iPhone app. After some discussion on the idea, Sam will check with the DCVB to see what their plans are. The app could be interactive with the website, provide some live history and a link to the kiosks. Initial cost would be $2,340 plus $104.45 a year for hosting. Motion by Chuck and second by Scott to start looking for some grants that may apply for an iPhone app. Ann will check with federal and state. Motion carried.

B. Anclam Park re-dedication and brochure racks/delivery estimates. Kriss reported there is no dedication planned as yet, maybe wait until spring. She did find some brochure holders; Beth offered to provide some information on weather-resistant outdoor holders.

C. Adopt-A-Highway – discussion/possible action. Sam thought application was made through John Kolodziej at Door County Highway Department. Hold off for now.

D. Update on FHWA & Nat. Byway Program/grants status from Congressman Reid Ribble. Ann did not have a chance to call but will do so and see if anything is available.

E. Update on requests for hard copies of I-Plan for purchase by general public. There have been a few requests; cost would be $35. Hold off for now. They can view on the website.

New Business

Correspondence. None.

Agenda items for next meeting / suggestions.
- Grants for iPhone app
- Beth – covered brochure holders
- Shutterfly and similar for printing IP
- Upcoming parades – Harvest Fest, Pumpkin Patch, Fall Fest, Jacksonport Thanksgiving Day. Looking for volunteers; Scott will check with Zeke.

Future Meeting Dates. Thursday, October 9th 2014 - 8:30 a.m. at Gibraltar/Fish Creek.

Payment of any Bills. None.

Adjourn. Motion by Al and second by Beth to adjourn. Motion carried and meeting adjourned at 9:18 a.m.

Respectfully submitted,

Linda Wait, recording secretary
[draft 9/15/2014]

Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, September 8, 2014
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER

The Door County Economic Development Corporation is a public/private partnership dedicated to improving the economic vitality of the County and its residents.

Minutes

I. Call to Order

Mike Baudhuin called the meeting to order at 11:45 a.m.
Directors Present: Kathy Schultz, Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Mike Baudhuin, Darren Voigt, Charles Brann and Jerry Worrick.
Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Maureen Murphy, Jim Stawicki, Rob Burke, Dale Swanson, Todd Trimberger and Jack Moneypenny.
Not Present: Patti Vickman, Vicki Wilson, Steve McNeil and Zeke Jackson.
Others Present: Sam Perlman and Paula Sullivan – DCEDC, Allison Vroman, YMCA.

II. Adoption of Agenda

Darren Voigt made a motion to accept the Agenda. Charles Brann seconded. Motion Carried.

III. Action

A. Adoption of Minutes of Previous Meeting, August 11, 2014.

Kathy Schultz made a motion to accept the minutes from the August 11, 2014 board meeting. Darren Voigt seconded. Motion carried.

B. Treasurer's Report

1. **Consideration: August 2014 Financial Report.**

Leslie Gast presented the financial reports for the month of August 2014.

Scott Baker made a motion to accept the August, 2014 financial reports. Jan Campbell seconded. Motion carried.

2. Major Purchases – Publications – DCVB-$2,175, SBVC - $1,298

Leslie Gast made a motion to approve the Publication expenses as noted above. Scott Baker seconded. Motion carried.

C. Consideration: Door County Workplace Wellness Initiative

1. Presentation regarding Background and Goals of Program

Allison Vroman from the YMCA explained the initiative that was created previously and how they plan to change it to be more relevant and attractive to Door County businesses. Businesses can be recognized with Wellness Works Awards each year after completing certain criteria. See handout for list of achievements for each of the three designations. The goal is for Door County to be the Best place to live and work and raise a family.

2. Ratify Executive Committee approval to present WorkplaceWellness Awards at DCEDC Annual Meeting.

Bill explained that the Executive Committee recommends allowing the awards to be announced at the Annual Meeting. This will be a short presentation with a couple of slides and should fit in the schedule.

Darren Voigt made a motion to ratify the Executive Committee's decision to approve the presentation of Workplace Wellness Awards at the DCEDC Annual Meeting. Thad Birmingham seconded. Motion carried.

3. DCEDC participation in Workplace Wellness Initiative

Bill would like DCEDC to work toward the Small Business Wellness Works Designation. It would involve meeting the criteria listed on the handout including a small financial commitment to provide employees with some level of financial support to attend a wellness program. ($5-$20/mo)

Jerry Worrick made a motion to approve DCEDC's participation in the Workplace Wellness Initiative. Jan Campbell seconded. Motion carried.

D. Consideration: Board Member openings for 2015

1. Review Tenure of Director's list

2. Appoint Nominating Committee if necessary

Letters will be sent to the DCVB, SBVC and the DC Board of Realtors to request nominations for the Board. Vicki Wilson will finish her third term and will need to be replaced by the DCVB. A nominating committee is not needed at this time because all other members agreed to serve another term.

E. Consideration: Proposal for Sturgeon Bay/Door County to host the 2015 Bassmaster Elite Championship Fishing Tournament – Todd Trimberger/Jack Moneypenny

Todd and Jack presented the opportunity to have Sturgeon Bay/Door County host the 2015 Bassmaster Elite Championship Fishing Tournament which is featured on ESPN. The tournament would be shown on TV and also in the magazine. The advantage to the community will be the spin-off of ESPN fans visiting the area to fish in years to come. More information to come….ESPN has not approved the contract as of yet.

IV. Informational

A. Door County COIN – Mentorship Program

Sam talked about the mentoring program and asked that if anyone is interested in volunteering or knows of someone, please let him know. Also visit www.investdoorcounty.org.

B. Executive Director's Report

Bill Chaudoir reviewed his report for August.

C. Workforce/Housing/Technology/Retention Report

Sam Perlman reviewed the Workforce/Housing/Technology Report.

V. Next Meeting –Monday, October 13, 2014– Door County Business Development Center

VI. Adjournment - Meeting adjourned at 1:00 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 27, 2014
(APPROVAL PENDING)

The Village of Sister Bay Finance Committee meeting of August 27, 2014, was called to order by Chairman Shane Solomon at 2:40 PM.

Present: Chairman Shane Solomon, Committee Members Pat Duffy and Dave Lienau, Village Administrator Zeke Jackson, Finance Director Juliana Neuman, and Parks Manager Steve Mann.
Also Present: Stony Ridge Developer Keith Garot

Approval of the Agenda
Lienau moved and Duffy seconded. Motion carried.

Approval of minutes as attached
Solomon moved and Lienau seconded approval of the attached minutes of two previous Finance Committee Meetings as presented: the July 31, 2014 meeting and the August 11, 2014 meeting. The motion carried.

Comments, correspondence and concerns from the public
None

Discussion Items

Solomon indicated that the Committee would enter directly into Closed Session (Agenda Item #3).
Steve Mann left the meeting immediately but agreed to return when called back.

3. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes 19:85(1)(c) to discuss personnel and employee benefits and 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.
Motion by Solomon, second by Lienau. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes

4. Consider a motion to reconvene into Open Session.
Motion by Solomon, second by Duffy. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes

5. Consider a motion to take action, if required.
Motion by Lienau to use $30,000 from the Maple-Canterbury CIP fund to acquire an easement for water and sewer extensions (on Hull parcel #181-00-08312813H) as indicated in the August 15, 2014 letter from the Dahl Law Firm. Solomon seconded the motion and all voted Aye.

2. Discuss a secondary offer on the Old School Property; consider a motion for action if appropriate.
No motion was made.

1. Review and discussion of Parks Operational Budget for 2015; consider a motion for action if appropriate.
Mann returned, and Jackson introduced the discussion by stating that when he asked Mann to try to cut 5% from the Parks budget Mann replied that it couldn't be done, given the already increasing

workload and the upcoming beach project. The enlarged waterfront area requires more maintenance, and trash removal has increased with more visitors using our parks. The sledding hill project at the Sports Complex will also require additional staff time. Jackson has concluded that cutting the Parks budget will result in compromised service.

Discussion followed regarding the personnel section of the budget, with Neuman replying to questions about certain line items. Jackson noted that the Administration and Compensation Committee is developing recommendations that will result in freezes on some wage rates. If adopted, this will have an impact on some of the personnel line items.

The only significant cut in the budget as proposed by Jackson is to Seasonal Decorations, which he suggested reducing from $9000 to $5000. Both Solomon and Lienau objected, stating that the decorations for the winter holiday season are one of the few points of interest we provide during the off-season. Mann explained that the proposed $4000 saving would be realized by eliminating the small, decorated pine trees but committee members wanted this line restored to $9000.

Jackson asked about budget needs in terms of the workload for the coming year. Mann replied that quantities of supplies that used to last all summer, such as twenty-five cases of garbage bags, have run out already; the same will be true of paper towels and toilet paper. More people are using our facilities, leading to more expense in both labor and supplies. Mann added that Jackson had asked if the grass could be cut less often; his answer is "not if you want to maintain a high standard for our parks.'

Jackson reported that he and Neuman would be meeting with representatives from Going Garbage to see if any savings could be negotiated in trash and recycling collection, two of the largest items in this budget. The Lawn Maintenance item is another place where Jackson has thought about cutting, but Mann maintains that True-Green Chemical does an excellent job, and he doesn't think that it could be done more cheaply in-house. Lienau stated that he likes the level of care that is given to the parks and believes that grass needs to be kept strong and well-maintained in order to stand up to a lot of foot traffic.

Mann told the committee that he believes that he is very thrifty in the way that he handles supplies and equipment. He believes in fixing things rather than buying new and has succeeded in keeping equipment, such as lawnmowers, running well for years longer than other municipalities. Jackson voiced agreement with this approach, and Lienau commended Mann and his crew for doing a great job, stating that the parks look wonderful and expressing surprise that they get so much work done.

Solomon asked Mann whether he thinks this budget will be sufficient to maintain the Village parks at the current level. Mann replied that it is, but that he's not sure what the addition of the new beach will require. More garbage cans and trash pick-ups will be needed, as well as equipment and man-hours to maintain a much larger beach. In addition there will be maintenance needed at the new sledding hill and 16 memorial benches to be relocated after the beach project is complete. Solomon stated that it would be irresponsible to expect the Parks Department to manage the increased amount of work on a lesser or equal budget. He suggested adding to the proposed budget for this reason. Jackson replied that another nearly full-time position has already been included, but it was agreed that the seasonal labor line should be increased to $30,000 (an increase of about $3400). Duffy expressed his hope that the budget for overtime work could be reduced, but Lienau suggested leaving it in since there are unknowns connected with the new Pavilion and the beach project.

Lienau moved that the Parks budget be accepted with the following changes: an increase to the part-time wages line for a total of $30000, a $23,589 decrease in the Personnel total due to work for the

Marina, and an increase to restore the seasonal decorations line to the 2014 sum of $9000. Solomon seconded the motion and all voted Aye.

Mann left the meeting at 4:10 PM after receiving thanks from the committee for his participation.

3. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes 19:85(1)(c) to discuss personnel and employee benefits and 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.
Motion by Solomon, second by Lienau. Roll call: Solomon – Yes Lienau – Yes Duffy – Yes

4. Consider a motion to reconvene into Open Session.
Motion by Solomon, second by Duffy. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes

6. Review of Financial Statements.
None provided.

7. Matters to be placed on a future agenda or referred to a Committee, official or employee.
--The issue of wage freezes to be finalized by Admin and Comp, for recommendation to Finance and the Village Board.
--Jackson and Neuman to discuss the garbage and recycling costs with Going Garbage.
--Lienau requested that a map of the new beach area be provided at a Parks meeting to begin planning for the relocation of the memorial benches.

Adjournment
At 4:45 PM Solomon moved and Duffy seconded that the meeting be adjourned. Motion carried.

Respectfully submitted,

Juliana Neuman

Juliana Neuman
Village Finance Director

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FINANCE COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2014

The Village of Sister Bay Finance Committee meeting of September 23, 2014, was called to order by Chairman Shane Solomon at 2:15 PM.

Present: Chairman Shane Solomon, Committee Members Pat Duffy and Dave Lienau, Village Administrator Zeke Jackson, and Finance Director Juliana Neuman.
Also Present: Fire Chief Chris Hecht

Approval of the Agenda
Duffy moved and Lienau seconded. Motion carried.
Approval of minutes as attached
The minutes of the August 27, 2014 Finance Committee meeting were tabled until the next meeting because of late distribution.

Comments, correspondence and concerns from the public
None

Discussion Items
Solomon began with Agenda Item #3 to accommodate Chief Hecht's schedule.

3. Review and discussion on Fire Department budget and CIP for 2015; consider a motion for action if necessary.
Revised copies of the Fire Department budget for 2015 were distributed. Fire Board Member Duffy explained that the Fire Board CIP proposal shows that the Village should be saving $40--$45,000 per year for capital equipment needs. However, Jackson pointed out that the Village currently has a balance of over $114,000 (plus interest) in the Fire Truck Reserve account, so that an additional levy amount won't be needed for 2015. Jackson pointed out that, at current rates, the Village earns very little interest by levying in advance for these future costs, but both Lienau and Duffy stated that it is good fiscal management to plan for these expenditures in advance and to have the resources on hand when they are needed.

Duffy further explained that the Fire budget has been revised to allow for changes in Workers Compensation rates and for a $.50/hour wage increase (the first such increase in 5 to 8 years). This revision results in an overall increase for Sister Bay of $4638.34 (not $1916.67 as originally presented) and will increase Sister Bay's allowable levy by $2721.67.

In addition, Neuman noted that the Village still budgets $5000/year for the Fire District, should that merger take effect. Hecht has advised that this practice should continue.

Lienau moved to approve the revised Fire Department budget. Solomon seconded the motion and all agreed by voting Aye.

1. Review and discussion of General Government and Administrative Operational Budget for 2015; consider a motion for action if necessary.

Revenues
Beginning with General Fund revenues, Neuman explained that the Property Tax line shows the full allowable levy for 2015 minus the amount needed for Debt Service. This amount will be reduced with

the addition of a new loan for the beach project; Neuman hopes that the revised amount will be available at the next Finance Meeting.
Jackson listed expected revenues from sales of property: the Old School property and the DOT's 6f purchase. Potential revenue from the sale of the old Ball Field was also mentioned. Lienau knows of an interested buyer (requiring a zoning change to commercial), and Jackson has developed a plan for individual sales of small (4500 sq.ft.) residential lots that could yield $300,000.

Festival/Event revenue increased to $5000 in 2014 due to the addition of the Car Show. Jackson has plans for further additions, including a winter event at the Ice Rink.

Regarding the new Utility PILOT, Neuman reported that she is waiting for a decision from the Department of Revenue as to whether imposing a new PILOT constitutes a 'fee,' thereby resulting in a reduction in the allowable levy. *[It will not.]*

General Government Expenditures
It was agreed to increase the Travel line item to $2500, to fund attendance at Legislative Days.

Jackson has suggested that IT Services by the County should be adjusted for General Government because about half of the County's time, after time spent learning our network, has been spent on problems with the Zooms. Lienau explained that problems arise during attempts to upgrade the Zooms. If the Zooms were WiFi only, this would not happen. After another year, they could be replaced, or a Verizon contract could be purchased.

Legal Services have increased substantially due to the need for advice on issues connected with land sales, challenges to property tax assessments and major projects, including a new lawsuit in addition to two existing ones.

Festival/Event costs should increase along with revenues, as new events are scheduled.

Support: budgets for the Cemetery, the Library, and the Fire Department have been submitted; all others remain the same with the exception of $500 for Legislative Days (every other year) and $1000 for the County's Soil and Water Department, as requested for invasive plant eradication. In the case of SBAA, Jackson stated that the support contributed by the Village does not necessarily result in revenue-producing activities that also encourage an increase in tourism. Lienau and Duffy agreed. Neuman stated that requiring quarterly financials is insufficient. Jackson agreed, stating that reports on outcomes are needed. He would like to see a more collaborative relationship develop, perhaps with additional dollars offered as a performance incentive. Lienau suggested that they have to earn more than $25,000 to receive the bonus. Solomon agreed that the adversarial relationship should end and stated that the Village needs to make it expectations clear in exchange for the $50,000.

Transfers: Jackson requested an increase in the General Fund transfer to the Ice Rink Fund from $5000 to $16,000. Employees from other departments who were previously part-time will be promoted to full-time with benefits overall and will spend the winter months working at the ice rink. This will add benefit costs to the Ice Rink Fund. In addition, Jackson wants to see a major winter event held there, as previously mentioned. He has also suggested to the Parks Committee that an Ice Rink fee be implemented, with special passes for Sister Bay residents.

Salaries and Wages
Neuman reported that Worker's Comp rates went up due to an experience modification factor of 120 (an increase from 108 last year). Health Insurance and HRA rates are increasing, as is the number of eligible employees. Duffy indicated that he could see the Village absorbing a portion of the increase.

TID revenue

Jackson reported that the TIF will generate about $44,000 in tax revenue for 2015, in addition to the $3653.50 that was not collected in 2014. He added that Mike Konecny has recommended that other funds not be reimbursed until the TIF is generating a positive bottom line.

Administration

Travel: Lienau introduced the idea of having Jackson participate in the County's sister city trip to China next year. Less than $2000 would be needed for airfare; all other costs would be covered. When the Chinese delegation came to Door County, they expressed interest in possibilities for tourism. Lienau and Jackson would like to see Sister Bay capitalize on this interest by traveling to China to promote Sister Bay as a Chinese tourist destination. Jackson is convinced that Sister Bay will not be able to attract high-end hotel development unless we can show better numbers of overnight stays. He characterized the Chinese as an untapped tourist population whose spending averages $2500 per visitor in addition to transportation and lodging expenses.

Telephone and Internet: Solomon asked about eventual transition to VOIP service. Lienau added that we should make sure that there are conduits under the new highway so that the Village can take advantage of the newer technology. It will then be possible to access the County's network.

2. Review and discussion of CIP budget for 1015; consider a motion for action if necessary.

Jackson presented an idea for a district heating system, for which underground piping under Bay Shore Drive would be essential. 8-inch lines would be needed at a cost of $7500. Biomass would be used for fuel at a 50% savings over propane. More research is needed, but Jackson doesn't want to pass up the opportunity to put the pipes in the ground.

4. Review of Financial Statements.

None provided.

5. Matters to be placed on a future agenda or referred to a Committee, official or employee.

--Are dog licenses required? *[Yes, by the County, per Christy Sully.]*
--Discuss Festival/Event planning for 2015.
--Re-allocate costs for IT Services from the County.
--Obtain a quote for Verizon 4G service for the Zooms.
--Review the Ice Rink budget at the next meeting.
--Jackson to provide more information on district heating.

Adjournment

At 4:45 PM Solomon moved and Duffy seconded that the meeting be adjourned. Motion carried.

Respectfully submitted,

Juliana Neuman

Juliana Neuman
Village Finance Director

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Sister Bay & Liberty Grove Fire Board Meeting
September 19, 2014

The meeting was called to order September 19, 2014 at 8:00 am by Lou Covotsos

Roll Call: Louis Covotsos, Pat Duffy, Scott Baker, Nancy Goss

In attendance Chris Hecht, Bill Randall

A motion was made by Frank Forkert to approve the agenda, seconded by Nancy Goss. Motion passed with no discussion.

Meeting was adjourned to closed session.

Roll call Louis Covotsos, Pat Duffy, Scott Baker, Nancy Goss, Chris Hecht, Bill Randall.
Closed Session Adjourn and open meeting recalled to order.
Roll Call: Louis Covotsos, Pat Duffy, Scott Baker, Nancy Goss.
In attendance Chris Hecht, Bill Randall

There is no action required from the closed session.

A motion was made by Scott Baker to approve the minutes of the previous meeting, seconded by Pat Duffy. Motion passed with no discussion.

There was no public input.

Discussion Items:

1. Chief's Report
    a. Runs are up. We have the same number of fire calls year to day as all of last year.
    b. The Sister Bay Liberty Grove Fire Department takes a significantly different position on flooding. We will come out to help you. Other departments will not. The three precedents of the fire department are: life safety, property preservation, and incident stabilization.
    c. SCBA Grant is finished. We are waiting to close it out.
    d. The Communication Grant is in progress. We are behind schedule, but the contractors say it will be finished on time.
    e. No changes to the MABAS system are planned. We will be going live January 1, 2015.
    f. Hose testing was finished about 3 weeks ago. 1200 feet of LDH and 1200 -1500 feet of regular hose failed. LDH is about $6.00 a foot and regular $4-5.00 foot. Will have to order $10-15,000.00 of hose.
    g. Next week is pump test and DOT inspection.
    h. Active 911 is now active. We will still get the notification on our pagers. On our phone we will get a message and maps to the location of the call. It also shows the location of the people who are responding.
    i. We are working on selling Engine 7. It is on loan to Gibraltar.
    j. Sometime this month we will start working on selling one of the tankers.
    k. The open house was this week-end and it was very successful. We estimate over 250 people. We are looking at holding one next year at the north station.

    l. Marina Fest was profitable but less than last year.
2. Clerk/Treasurer Report
    a. A list of checks issued since the last meeting was passed out.
    b. The year to date budget numbers were passed out.
    c. A list of calls since the last meeting was passed out.
    d. A motion was made by Pat Duffy to approve the treasurers' report, seconded by Nancy Goss. Motion passed with no discussion
3. Compensation, hourly and stipends Discussion/Action
    a. Fire Board approved new compensation plan.
4. 2015 Budget
    a. Operation Budget Discussion/Action
        i. An adjustment to the budget will be done based on the recommendation of the board to increas compensation. The new numbers will be forwarded to the board to be taken to the village and town.
    b. CIP Budget Discussion/Action
        i. The CIP budget was discussed.
        ii. A motion was made by Pat Duffy to approve the expenditure for a brush truck in 2016 with planning to be done in 2015, seconded by Louis Covotsos. Motion passed with no further discussion.
        iii. The CIP will be taken to the village and town for approval and consideration of where to keep the funds.
5. Fire District – Discussion
    a. There will be a meeting next Monday.
6. Set Date for Next Meeting
    a. Tentative date October 6, 2014 8:00 AM if required for Budget
    b. December 8, 2014 8:00 AM

A motion was made by Pat Duffy to adjourn, seconded by Nancy Goss. Motion passed with no discussion.

Submitted by
Bill Randall
Fire Board Clerk

Sister Bay & Liberty Grove Fire Board Meeting
October 15, 2014

The meeting was called to order October 15, 2014 at 8:00 am by Lou Covotsos

Roll Call: Louis Covotsos, Frank Forkert , Scott Baker, Nancy Goss

In attendance Chris Hecht, Bill Randall

A motion was made by Louis Covotsos to approve the agenda, seconded by Scott Baker. Motion passed with no discussion.

A motion was made by Louis Covotsos to approve the minutes of the previous meeting, seconded by Scott Baker. Motion passed with no discussion.

There was no public input.

Discussion Items:

1. Chief's Report
    a. A list of current calls was passed out. Runs are up.
    b. We are having no luck it trying to sell engine 7.
    c. The tanker has been delayed. We have a penalty clause in the contract and will receive $75.00 a day for each day it is late.
    d. SCBA Grant has been completed and all of the funds have been expended and the close out paper work has been submitted.
    e. The Communication Grant period of performance ends today, October 15, 2014. Yesterday, we were able to page on all frequencies. The system made the deadline. We now have to reprogram all of the pagers. We have asked for the balance of the fund from FEMA. The FEMA funds of $1,000,000 and the county matching funds of $125,000 have been expended. We are now into the county's part of the funds.
    f. There will be MABAS training tonight and we plan to go live Jan 1, 2015.
    g. Last week was pump test and DOT inspection. All of the trucks passed the pump test. Several of the trucks have maintenance issues.

2. Clerk/Treasurer Report
    a. A list of calls since the last meeting was passed out.
    b. A list of checks issued since the last meeting was passed out.
    c. The year to date budget report was passed out.
    d. A motion was made by Louis Covotsos to approve the treasurers' report, seconded by Nancy Goss. Motion passed with no discussion

3. Grant Fund – Discussion

a. The sale of the used equipment replaced by the grant was placed in the grant fund and there is no need to budget funds in the 2015 budget.

4. Fire District – Discussion
   a. Most of the work in creating a fire district has been on political and financial issues. There are some concerns that the mode of operation in the departments and the culture difference of the departments are a problem.
   b. Each of the involved communities should sign a letter committing to the district.
   c. We feel that a provisional board of directors should be set up. That does not include the chiefs. The board will develop a mission plan, a vision statement and SOP for the district.

5. Set Date for Next Meeting
   a. December 8, 2014 8:00 AM

A motion was made by Louis Covotsos to adjourn, seconded by Nancy Goss. Motion passed with no discussion.

Submitted by
Bill Randall
Fire Board Clerk

Sister Bay / Liberty Grove Library Commission
Meeting September 15, 2014

The meeting of the Sister Bay / Liberty Grove Library Commission was called to order by Virginia Phelan at 1:00 P.M.

Members Present: Virginia Phelan, Allen Strack, Frank Forkert, Henry Timm, Betty Curzon, Margot Warch and Ralph Blankenburg. A new member for the Village of Sister Bay has not been appointed.

Public Input: None

Review and Approve the Minutes of the August 12, 2014 Meeting:
Frank Forkert moved and Margot Warch seconded a motion to approve the minutes of the August 12, 2014 meeting. The motion passed 5-0.

Review and Payment of the Bills:

Midsummer Music	Refund of Deposit	$50.00
Hammersmith TV	P.A. for Garden Opening	$20.00
Wisconsin Public Service	Electric	$793.10
Lakeshores Landscape	Repair & Install Sprinklers	$936.34
Baylake Bank	Cash Fund for Book sale	$350.00
Marina Fest	10% for Book sales	$256.50
Sparkle Cleaning Service	General Cleaning	$1,560.00
Curzon Electric	Ballast	$36.99
Jungwirth Ace Hardware	Urinal Screens/Book sale Supplies	$54.42
Jeffery Ward Construction	Washroom repairs/Install Hinges	$288.56
Frontier	Telephone	$123.22
Door County Library	Book Cart	$432.40
Total		$4,901.53

Allen Strack moved and Henry Timm seconded the motion to approve the payment of the bills. The motion passed 5-0.

Budget:
Ralph Blankenburg Reviewed the proposed Budget for 2015. The comparison we used for 2014 was actual through August of this year and September through December of last year. The $7,500 listed as Commission payment is the landscaping expense that is being covered from the donations account. Assumption was made that propane consumption will be the same as last year. Building maintenance was not changed since the building is getting older and the furnace and air conditioners are getting older.
Margot Warch moved and Allen Strack seconded a motion to approve the budget. The motion passed 5-0.

Librarians Report
Statistics are as follows to compare July 2013 with July 2014.

Circulation:
2014: 7,355 YTD: 44,176
2013: 8,047 YTD 49,219

System-wide circ.
2014: 350,969 YTD: 2,836,395
2013: 383,488 YTD 3,030,111

Library Visits:
2014: 6,830
2013: 7,540

Programs:
2014: 1 Adult; 5 Children Attended by 38 Adults, 63 Children 101 Totals.
2013: 1 Adult; 6 Children Attended by 49 Adults 67 Children 116 Totals.

Computer Use Public:
2014: 910 People for a total of 23,561 Minutes
2013: 1,110 People for a total of 27,910 Minutes

Wireless:
There are no valid statistics for the wireless use for 2014, so cannot compare with that of a year ago.

Overdrive:
2014: 198 E-books Users 64 Audio book Users
2013: 201 E-books Users 54 Audio book Users

It's a bit of a relief to see an end to the summer of 2014 with its odd weather patterns and very dry period. Libraries and shops have more traffic when the weather is rainy! (but not like we experienced Thursday into Friday of last week) I included system-wide circulation statistics so you could see that the drop in checkouts is everywhere, not just Sister Bay/Liberty Grove. It is somewhat of a concern, but Becca Berger doesn't seem to be worried. People's information needs are changing and, unfortunately, they don't always have to physically visit a library to meet those needs. We need to trust in Becca's leadership in these changing times.

On 9/11 when all U.S. flags were supposed to be at half mast, ours remained at the top of the pole. Does anyone know what happened to our agreement with the Village crew next door? It was my understanding that they were supposed to deal with our flag when there was an occasion to fly it at half mast.

I've asked Curt Wessel to give me a price on a DVD cabinet for the children's area. It will be similar to those he made for our music CD collection. I will bring the proposal to you when I receive it from Curt.

Many thanks to Ralph and Kathy Blankenburg for all their work on the Marina Fest Book sale! They spent many hours sorting and organizing in the weeks before Labor Day and it paid off

with many compliments from people attending the sale. It also helped to have the boxes of books at the Village Hall the evening before, as we were able to organize before opening the doors on the day of the sale. Is the sale something we want to continue? Could we ask the school kids to do the entire thing? We could offer them the shed for a collection point for sale items. The physical demands of handling boxes of books are getting to be too much for many of our past volunteers. This may be the time for a younger organization with motivated volunteers to take over.

Marina Fest:

Ralph reported that the book sale had receipts of $2,565 and that after giving the Village $256.50 our net profit will be $2,308.50 plus donations of $205.85 for a total of $2,514.35. The points covered in Betty Curzon's report were discussed. It would be hard for Mike Scoville to take over the whole project, plus it is a money maker for the library and provides for many extras that the budget doesn't cover. Ralph Blankenburg said he and Kathy would help next year, but could not run the library's part of the project. Ralph reported that he was told that the Village would like the library to stay in the Village Hall in the future. The commission will be looking for someone to be in charge for next year. Ralph thanked Margot Warch and Glenna Peters for their help sorting all the books before the event.
Allen Strack moved that the Commission split the $2514.35 with the Middle School children and Virginia Phelan seconded the motion. The motion passed 5-0.

Library Garden:

Virginia Phelan volunteered to look into the ordering the plaques for the donated benches and tables.

Next Meeting:

October 14 meeting will only be held if needed.
November 11 @ 1:00 P.M. will be the next meeting

Adjourn:

It was moved by Margot Warch and seconded by Frank Forkert to adjourn at 2:15 P. M. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

Sister Bay / Liberty Grove Library
2015 Annual Budget

			2015 Budget
Income			
Operating Income			
	Community Room Use		
	Interest Earned		
Cost Share:			
	Commission Payment		7,500.00
	Town of Liberty Grove		30,422.00
	Village of Sister Bay		30,422.00
Total Operating Income			68,344.00
Expense			
	Bank Deposit Box		45.00
Insurance			
	General / Liability		375.00
	Property		738.00
	Workers Compenstation Ins.		276.00
Total Insurance			1,434.00
Operations			
	Audit		1,800.00
	Building Equipment		330.00
	Building Maintanence Person		590.00
	Building Repairs		4,000.00
	Cleaning		
		Carpets	1,500.00
		General	14,500.00
		Supplies	510.00
		Windows	580.00
	Total Cleaning		17,090.00
	Contingency		0.00
	Landscpe & Lawn Maintenance		8,400.00
	Office Supplies		500.00
	Postage		115.00
	Snow Shoveling		1,300.00
Total Opertions			34,125.00
Payroll Expenses			
	Clerk/Treasurer		4,500.00
	Commissioners		3,200.00
	Payroll Expenses - Other		680.00
Total Payroll Expenses			8,380.00
Utilities			
	Electric		9,500.00
	Fire Protection Services		1,825.00

Sprinkler Water	440.00
Propane	9,040.00
Telephone	1,475.00
Water & Sewer	2,125.00
Total Utilities	24,405.00
Total Expense	68,344.00

MARINA COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2014
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The September 16, 2014 meeting of the Marina Committee was called to order by Chairperson John Clove at 2:01 P.M.

Present: Chairperson Clove, and members Shane Solomon, Pat Duffy, and Fuzzy Sunstrom.

Excused: Kevin Roberts and Jeff Flegel

Others: Jim Robinson and Jeff Cronk

Staff Members: Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and Administrative Assistant Janal Suppanz.

Approval of the agenda:
A motion was made by Duffy, seconded by Solomon that the agenda for the September 16, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
As to the minutes for the August 14, 2014 meeting of the Marina Committee:
A motion was made by Duffy, seconded by Solomon that the minutes for the August 14, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Clove asked if anyone wished to comment regarding a non-agenda item. Jim Robinson noted that it is his understanding that on the night Marina employees discovered that one of his boats was untied Peder Nelson had the same thing happen with his schooner.

Business Items:
Item No. 1. Discussion regarding the SBAA's request that the Marina Committee donate a stay at the Boathouse for the grand prize in the "Seeking Sven" Scavenger Hunt; Consider a motion to take action if required:
Paige Funkhouser, the SBAA Coordinator, requested that the Marina Committee once again consider offering the grand prize winner of the "Seeking Sven" Scavenger Hunt the opportunity to stay at the Boathouse during the shoulder-season. During discussion Clove noted that it is very difficult to locate anything about the Marina or the Boathouse on the SBAA's website. He also noted that it is his understanding that the Marina did pay SBAA membership fees but also paid separate advertising fees for the Boathouse. The Committee members were amenable to once again granting Funkhouser's request but indicated that they believe it would only be fair to ask that advertising for the "Seeking Sven" contest and the fact that the grand prize will be a stay at the Boathouse be included in next year's SBAA brochure and on all "Seeking Sven" promotional materials.

A motion was made by Duffy, seconded by Sunstrom that the Marina Committee will offer the grand prize winner of the "Seeking Sven" Scavenger Hunt the opportunity to stay at the

Boathouse during the shoulder-season on the condition that advertising for the "Seeking Sven" contest and the fact that the grand prize will be a stay at the Boathouse be included in next year's SBAA brochure and on all "Seeking Sven" promotional materials. Motion carried – All ayes.

Item No. 2. Discussion on the 2015 budget; Consider a motion to take action if required:
A copy of the proposed 2015 budget for the Marina was included in the meeting packets and the Committee members jointly reviewed that document. During the review process the following decisions were made:

- The Committee members believe the projected slip rental estimates are acceptable and will leave the decision as to whether slips should be rented on a seasonal or transient basis up to Tatzel.

- The possibility of converting the ground level of the Boathouse into a restaurant or some other type of commercial establishment will be addressed at length at a future meeting(s).

- The Marketing and Publicity line item shall be increased to $8,000.

- $1,500 shall be budgeted for a special event(s) for Marina tenants.

- On paper this year's Marina Fest expenses appear to be higher than anticipated. Jackson will confer with the Finance Director on this issue and see that a detailed revenue vs. expenses report is prepared. That report will be included in the packets for a future Marina Committee Meeting.

A motion was made by Duffy, seconded by Sunstrom that the Marina Committee recommends that the proposed budget for the Sister Bay Marina be approved as amended. Motion carried – All ayes.

Item No. 3. Discussion regarding long term planning for the Marina; Review of the 5 Year Capital Improvement Plan; and consider a motion to take action if required:
A copy of the proposed 5 Year CIP for the Marina was included in the meeting packets and the Committee members jointly reviewed that document. During the review process the following decisions were made:

- In 2015 a total of $10,000 shall be allocated for the Vehicle – Guest Transport and Exterior Boathouse Updates Projects.

A motion was made by Duffy, seconded by Solomon that the Marina Committee recommends that the proposed 5 Year CIP which was reviewed at this meeting be approved as amended. Motion carried – All ayes.

At 4:06 P.M. Sunstrom indicated that he had another obligation and left the meeting.

Item No. 4. Discussion regarding marina activities with Wendy Tatzel, Marina Manager:
Tatzel gave the following oral report:

- Revenues from transient slip rentals are up this year. This increase can be attributed to the fact that more large boats were docked at the Marina.

- Diagrams depicting A-Dock and B-Dock upgrades were included in the meeting packets and the Committee members jointly reviewed those documents. It was the consensus that B-Dock is the most logical location for a fuel dock. This issue will be addressed at length at a future Marina Committee Meeting(s).

- There were approximately 1,700 boat launches from the Marina this season.

- The Marina Office has closed for the season and Tatzel will now only be working on Tuesdays and Wednesdays.

- It is her understanding that a professional painter plans on coming to paint the boaters' restrooms around the third week of October. The other boaters' restroom renovations will be made after the painting project has been completed. She will attempt to find a professional painter who is willing to paint the doors on the Marina Building, but is not sure when that will happen as several painters have informed her that they are very, very busy. She will provide an update on the progress which has been made on both projects at the next meeting of the Marina Committee.

  Tatzel was asked to see that the professional painter who is hired to paint the doors on the Marina Building also be asked to touch up the exterior trim on that building.

- The new Marina sweatshirts and hats have been received and Tatzel will be ordering new burgees soon. She intends to send out an e-mail concerning the availability of these items around the holidays.

- She spoke with Chris Halbur of the DNR concerning the possibility of installing railings on the launch ramp, and Halbur promised to send her a copy of the applicable regulations ASAP.

Jackson noted that employees from Great Lakes TV Seal were up here today and informed Steve Jacobson, the Utilities Manager, that the outfall pipe by the Marina is actually quite clean. The testing which was done on the areas where the pipe discharges revealed that the Marina was also quite clean. The cost to reroute the outfall pipe is approximately $640,000. It was the consensus that because of cost factors rerouting is simply not an option. Jackson was asked to investigate the issues related to "gating" and will report his findings at a future meeting.

Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session and §19.85(1)(c) to discuss personnel and employee benefits:
At 4:25 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call was taken on the motion and the Committee members voted in the following fashion:

Clove – Aye;
Duffy – Aye;
Solomon – Aye

Motion carried.

Item No. 6. Consider a motion to reconvene into open session:
At 5:01 P.M. a motion was made by Duffy seconded by Solomon that the Marina Committee reconvene into open session. Another roll call vote was taken on that motion and the Committee members voted in the following fashion:

Clove – Aye;
Duffy – Aye;
Solomon – Aye

Motion carried.

Item No. 7. Consider a motion to take action if required:
A motion was made by Duffy, seconded by Solomon that the performance incentive program for Wendy Tatzel, the Marina Manager, which was reviewed at this meeting is approved as amended. Motion carried – All ayes.

Item No. 8. Consider a motion to discuss matters to be placed on a future agenda or referred to a committee, official or employee:
The following issues will be addressed at a future Marina Committee meeting(s):

- Discussion regarding marketing of the Marina;
- Discussion regarding enhancement of Boat House revenues;
- Discussion regarding Marina Fest revenues and expenditures;
- Discussion regarding the 2015 Marina Fee Schedule;
- Discussion regarding "gating" of the outfall pipe at the Marina;
- Update on the progress which has been made on the boaters' restroom renovations and the door painting project;
- Discussion regarding potential installation of a fuel dock. At the meeting(s) when this discussion takes place these questions shall be answered:
  A. What is the difference in cost between a gravity and a non-gravity fuel system?
  B. Will a gravity system work on B Dock?
  C. Could fuel be put on B-Dock as it now exists?

Adjournment:
A motion was made by Duffy, seconded by Solomon to adjourn the meeting of the Marina Committee at 5:02 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

SPECIAL PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The September 16, 2014 special meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 6:34 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Sharon Doersching and Scott Baker.

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and Administrative Assistant Janal Suppanz.

Others: Laddie Chapman

Comments, correspondence and concerns from the public:
Lienau noted that there was no new correspondence and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of Agenda:
A motion was made by Baker seconded by Doersching that the Agenda for the September 16, 2014 special meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Discussion on parking lot layout on the Mill Road/Helm's parcel which is being considered for D.O.T. 6(f) conversion; Consider a motion for action:
When the work is done on the highway reconstruction project the D.O.T. will be acquiring a portion of Waterfront Park for right-of-way purposes, and in accord with State regulations must replace that property in-kind. The former Helm's property on Mill Road, which is adjacent to the brick parking lot, is being considered for 6(f) conversion, and in accord with the Committee's directives Jackson saw that two different conceptual parking plans – one which minimizes tree loss and the other which maximizes parking, were prepared. Those documents were included in the meeting packets and the Committee members jointly reviewed them. Some revisions were suggested and Jackson took note of all of them. Basically everything around the perimeter of the lot which does not contain trees will be parking spots and the center of it will consist of green space.

A motion was made by Clove, seconded by Baker that the parking plan which is labeled "Alternative 2 – Maximize Parking" is approved as amended at this meeting.

Item No. 2. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:
This agenda item was not addressed.

Adjournment:
A motion was made by Clove, seconded by Baker to adjourn the special meeting of the Parks Committee at 6:54 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 1, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The October 1, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 2:12 P.M.

Present: Committee Chair Dave Lienau and members John Clove, Sharon Doersching and Scott Baker.

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and Village Clerk-Treasurer Christy Sully.

Others: Paige Funkhouser

Comments, correspondence and concerns from the public:
Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. He also noted that e-mails which had been received from Julie Duffy and Lloyd Michalsen had been included in the meeting packets. In her letter Duffy addresses concerns she has about the use and promotion of the performance pavilion and the role of the SBAA with respect to the use of that facility. She also expresses concerns about scheduling and promotion of upcoming festivals and special events and the SBAA's responsibilities with respect to such events. Lienau noted that he has suggested that an Ad Hoc Marketing Committee comprised of two Trustees, an SBAA representative and a member of the public be created. That Committee will be charged with planning for the use of the beach and the performance pavilion and marketing of promotion of those appurtenances.

In his e-mail Michalsen provides an update on the status of creation of an "Acoustic Music on the Bay Group" and states that he is convinced that this event can be a success.

Doersching noted that the annual Flower Pot Angels' luncheon will be conducted at the Sister Bay Bowl at 12:30 P.M. tomorrow and invited all the Committee members as well as Jackson to attend that event.

Jackson indicated that he is happy to report that he recently received notification that the Federal Government has tentatively decided to award the Village a $22,000 grant in addition to the $489,000 grant he mentioned at the last Village Board Meeting, bringing the total grant award for the Beach Project to $511,000.

Paige Funkhouser reported that preparations for the 69th annual Fall Fest are coming along well. There will be helicopter rides this year. The pick-up and drop-off point will be behind the Fire Station. Weather permitting she's hoping to bring a "long standing Fall Fest tradition" back this year.

Approval of minutes as published:
As to the minutes for the September 3, 2014 meeting of the Parks, Properties & Streets Committee:
A motion was made by Clove seconded by Baker that the minutes for the September 3, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

As to the minutes for the September 16, 2014 special meeting of the Parks, Properties & Streets Committee:
A motion was made by Clove seconded by Doersching that the minutes for the September 16, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Approval of Agenda:
A motion was made by Clove seconded by Baker that the Agenda for the October 1, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Discussion on Ordinances impacting noise in Village parks; Consider a motion to make a recommendation to the Plan Commission for action:
Jackson noted that the Plan Commission has asked for input from the SBAA Board of Directors as well as the Parks Committee regarding amendment of the Village's noise regulations. The SBAA Board members have already discussed this issue, and they are recommending that a 10:30 P.M. time limit be established for outdoor music. No recommendations were made regarding acceptable decibel levels.

A report which describes decibel readings Jackson was able to obtain outside several Village establishments from August 13th through August 15th was included in the meeting packets and the Committee members jointly reviewed that document. It was the consensus that the existing regulations are simply not realistic.

The Committee members indicated that they don't want to unfairly restrict business activities in the Village but also feel the concerns of motel owners and people living in the downtown area should be taken into consideration. Acoustic music does not seem to create noise issues but amplified music does. They also agreed that the 10:30 P.M. time limit on playing of outdoor music appears to be reasonable.

A motion was made by Clove, seconded by Lienau that the Parks Committee recommends that the Village's noise regulations be amended in such fashion that they state that sustained noise levels of 85 decibels will not be allowed. If the Parks Committee's recommendation is accepted the Committee members are requesting that all the business owners in the Village be given formal written notice of the amendment.

During discussion several of the Committee members indicated that they feel the term "sustained" could be interpreted in a number of different fashions, and Lienau and Clove then amended their motion in the following fashion:

A motion was made by Clove, seconded by Lienau that the Parks Committee recommends that the Village's noise regulations be amended in such fashion that they state that variable noise levels of 85 decibels which last longer than 30 seconds when measured at the lot line

will not be allowed. If the Parks Committee's recommendation is accepted, the Committee members are requesting that all the business owners in the Village be given formal written notice of the amendment. Motion carried – All ayes.

Item No. 5. Discussion regarding the maps depicting Waterfront Park and potential locations for park benches; Consider a motion to take action if necessary:
It was the consensus that this agenda item should not be addressed unless and until all the work has been completed on the highway reconstruction and beach projects.

Item No. 6. Discussion regarding TKH operations for 2014-2015; Consider a motion to take action if necessary:
Item No. 7. Discussion on "Parks Passes" for 2015; Consider a motion to take action if necessary:
Jackson distributed a copy of the TKH budget for 2015, and the Committee members jointly reviewed that document. Provided the 2015 budget is approved, two employees will be working at the TKH Ice Rink on a full-time basis. Money will also be budgeted for a new winter event in Sister Bay.

The suggestion has been made that seasonal "Parks Passes" be issued to Village residents and property and business owners, but that non-residents and non-property owners be charged fees to use the TKH Ice Rink and other Sports Complex appurtenances. An example of a "Parks Pass" and a proposed fee schedule was included in the meeting packets, and the committee members jointly reviewed that document. It was the consensus that all children 10 and under should be admitted to the Sports Complex free of charge. It was also the consensus that the fee schedule should be amended in the following fashion:

Individual Use Fee - $3.00 Per Day
"Car Load"/Family Fee - $6.00 Per Day
Organized League Member Non-Resident Seasonal Pass Fee - $10.00
Individual Season Pass - $25.00

A motion was made by Baker seconded by Clove that all Village residents, property and business owners shall be issued free "Parks Passes", but non-residents and non-property owners who are over 10 years of age will be charged the following fees to use the TKH Ice Rink and other Sports Complex appurtenances:

Individual Use Fee - $3.00 Per Day
"Car Load"/Family Fee - $6.00 Per Day
Organized League Member Non-Resident Seasonal Pass Fee - $10.00
Individual Season Pass - $25.00.

Motion carried – All ayes.

The suggestion was made that weather permitting campfires again be lit at the Sports Complex when the ice rink is open, and it was the consensus that this shall occur.

A motion was made by Clove, seconded by Baker that the Parks Department employees shall see that wood which is on hand is split and delivered to the TKH Ice Rink Fire Pit as needed. Jackson shall see that the management of the Ice Rink is informed that seeing that the fire is lit whenever possible is one of their job duties. Motion carried – All ayes.

Item No. 2. Discuss proposals for way-finding signage in the Village:
A number of complaints have been received that the current Village way-finding signage is not easy to read or understand, and it would make the most sense to make plans to replace that signage when the work is done on the Highway Reconstruction and Beach Projects. Proposals for creation of a Wayfinding Signage Master Plan were included in the meeting packets, and the committee members jointly reviewed those documents. The planning process could take some time to complete, and public meetings will be required. Jackson is recommending that the proposal which was received from Living Lab be accepted.

Clove voiced concerns about budgeting money for the actual wayfinding signage which will be displayed throughout the Village before the Highway Reconstruction and Beach Projects are even close to being completed.

A motion was made by Clove, seconded by Baker that the recommendation is made to the Finance Committeee that Living Lab be retained to create a Wayfinding and Signage Master Plan for the entire Village which can be implemented in conjunction with the Beach Project and the Highway Reconstruction Project. The recommendation is also made that the cost of the design work be included in the Village's budget for 2015, and the cost of implementation of the plan and purchase of the actual signage to be displayed be included in the Village's budget for 2016. Motion carried – All ayes.

Item No. 4. Discussion on the public art project; CIP proposal for 2015 and Consider a recommendation to the appropriate deliberative bodies:
Jackson noted that the public art projects which were initiated in Egg Harbor and Sturgeon Bay proved to be very profitable and worthwhile for the organizations sponsoring them as well as the artists who created the pieces, and he is suggesting that a similar type of public art project be initiated here. (Basically artists are provided a large "bare bones" form and they finish the forms however they like. The finished art pieces are displayed on the street throughout "the season", and sometime in Fall all the pieces are auctioned off, with the proceeds being split between the sponsoring agency and the artists.) Not everyone can afford large pieces of art, so Jackson is suggesting that smaller, more affordable versions of the artwork also be created. The suggestion has been made that the Village sponsor a public art project within the next couple of years in an attempt to draw people to the Village during a time when businesses may be struggling as detours will be in effect. Thus far three dimensional goats, three dimensional Viking Ships, and three dimensional Nisses, (Gnomes), have been considered. Rough sketches of all those things and cost estimates for creation of forms for them were included in the meeting packets. It appears that the most reasonably priced form will be a Viking Ship. A few artists were approached regarding this issue and they indicated that they would prefer to work on a Viking ship as a wide range of creativity could be allowed for. The Committee members indicated that they believe there are a number of logistical issues related to the public art project which should be considered before any final decisions are made regarding it. It was the consensus that this would be a perfect issue for the Marketing Committee to address.

A motion was made by Doersching, seconded by Baker that the Parks Committee concurs with President Lienau's recommendation that an Ad Hoc Marketing Committee be created. Motion carried – All ayes.

A motion was made by Doersching, seconded by Baker that if an Ad Hoc Marketing Committee is created, the Parks Committee is recommending that the members of that Committee be asked to study the feasibility of instituting a Viking Ship public art project. Motion carried – All ayes.

Item No. 3. Discussion on the Village's Open Air Market; Report on 2014 activities; Planning for 2015; and Consider a motion to proceed if necessary:
Unfortunately the Village's Open Air Market was not well attended, and a number of individuals indicated that the location was far from ideal. Wednesday nights were chosen because Concerts In the Park are conducted then, but the Performance Pavilion was not open until late in the season, so a number of concert goers were not even aware that the market was being conducted. There also is a farmer's market conducted at the Country Walk Shops on that day of the week. Vendors who did come to the market informed Sully that they would actually prefer to come up here on Thursdays as there aren't other markets conducted in Northern Door on that day of the week. They also indicated that they don't have enough product to attend back-to-back markets. Jackson is suggesting that this issue be referred to the Economic Development Committee for further study and recommendation.

A motion was made by Baker, seconded by Clove that the Parks Committee is requesting that the Economic Development Committee study all aspects of conducting a farmer's market in downtown Sister Bay and formulate a recommendation regarding a preferred course of action for next summer. Motion carried – All ayes.

Item No. 8. Report from Steve Mann on activities:
Mann reported on the following issues:

- The sewer line at the baseball field is in place, but the lift station still has to be installed.
- The black dirt has been screened from the compost pile and there are approximately 70 to 75 yards of it.
- He is having a great deal of difficulty getting the employees from Harbor Construction to work on the Village Hall and Boathouse laterals, but will keep trying.
- The fields at the Sports Complex have all been aerated.
- The sprinkler lines in Waterfront Park have all been drained for the season.
- Several bad boards were replaced on the picnic tables and a number of them have already been re-painted.
- The D.O.T. has required that several of the slat signs and the Jane Hedeen Memorial Flag Pole be removed by November 15, 2014. Mann would like to start working on those projects now. It was the consensus that this will be fine.
- The glass on one of the Performance Pavilion menu boards was intentionally damaged. It was replaced with plexi-glass.
- The planters will be put in storage next week. The Parks Dept. employees will attempt to save the Geraniums over the course of the winter.

The question arose as to why Mums were not planted this Fall, and Mann responded that there were not enough funds remaining in the flower account for such a purchase. It was

the consensus that next year the cost of Mums shall be taken into consideration when flowers are ordered.

Item No. 9. Discussion on other parks and streets activities:
Jackson indicated that there were no other parks and streets activities to discuss.

Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:
The following issues will be placed on a future agenda or referred to a committee, official or employee:

- *The Plan Commission shall be informed that the Parks Committee is recommending that the Village's noise regulations be amended in such fashion that they state that variable noise levels of 85 decibels which last longer than 30 seconds when measured at the lot line will not be allowed. If the Parks Committee's recommendation is accepted, the Committee members are requesting that all the business owners in the Village be given formal written notice of the amendment.*

- *The Finance Committeee shall be informed that the Parks Committee is recommending that Living Lab be retained to create a Wayfinding and Signage Master Plan for the entire Village which can be implemented in conjunction with the Beach and Highway Reconstruction Projects. The Parks Committee is recommending that the cost of the design work be included in the budget for 2015, and is also recommending that the cost of implementation of the plan and purchase of the actual signage to be displayed be included in the budget for 2016.*

- *The Village Board shall be informed that the Parks Committee concurs with President Lienau's recommendation that an Ad Hoc Marketing Committee be created for the Village of Sister Bay.*

- *If an Ad Hoc Marketing Committee is created, the Parks Committee is recommending that the members of that Committee be asked to study the feasibility of instituting a Viking ship public art project.*

- *The members of the Economic Development Committee shall be informed that the Parks Committee is requesting that they study all aspects of conducting a farmer's market in downtown Sister Bay and formulate a recommendation regarding a preferred course of action for next summer.*

Adjournment:
A motion was made by Doersching, seconded by Baker to adjourn the meeting of the Parks Committee at 4:38 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

PLAN COMMISSION MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2014
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The September 23, 2014 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:30 P.M.

Present: Chairperson Lienau, and members Scott Baker, Shane Solomon, Marge Grutzmacher, and Don Howard.

Excused: Eric Lundquist and Nate Bell

Others: Lee and Ruth Telfer, Curt and Roxie Wiltse, and Greg Casperson.

Staff Members: Village Administrator Zeke Jackson, and Administrative Assistant Janal Suppanz.

Comments, correspondence and concerns from the public:
Jackson noted that no correspondence related to a non-agenda item had been received, and Lienau then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:
A motion was made by Baker, seconded by Solomon that the Agenda for the September 23, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
As to the minutes for the August 26, 2014 meeting of the Plan Commission:
A motion was made by Solomon, seconded by Baker that the minutes for the August 26, 2014 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Discussion regarding amendment and recreation of §66.0323 of the Zoning Code – Grandfathering in the B-3 Zoning District, and consider a motion to direct staff to develop changes for a public hearing:
Two drafts of proposed amendments to §66.0323 of the Zoning Code – Grandfathering in the B-3 Zoning District, were included in the meeting packets and the Commission members jointly reviewed those documents.

The drafts contain "Option A" which reads,

"Option A": "(10) Lots in existence on or before May 31, 2015 shall be deemed conforming for lot size, width, and lot coverage if said lot and improvements thereon were conforming as of May 31, 2015 and had rights-of-way purchased by the WISDOT for the Bayshore Drive Resurfacing Project of 2015. Land owners must produce a Certified Survey Map dated on or before May 31, 2015 of property lines and all improvements located thereon to be considered under (10)";

and "Option B", which reads:

"Option B": "Lots shall count rights-of-way to the centerline for purposes of calculating area, setbacks and open space."

It was the consensus that Option B is preferred, and Lee Telfer, Curt Wiltse and Greg Casperson, who were in the audience, all indicated that they agreed.

A motion was made by Lienau, seconded by Grutzmacher that on October 28, 2014 a public hearing shall be conducted regarding amendment and recreation of §66.0323 of the Zoning Code – Grandfathering in the B-3 Zoning District, in the fashion agreed upon at this meeting. Motion carried – All ayes.

Item No. 2. Review of §66.0504 of the Zoning Code – Wireless Telecommunication Towers, and consider a motion to direct staff to develop changes for a public hearing:
Jackson noted that an e-mail which had been received from Larry Kaufman was included in the meeting packets. In that e-mail Kaufman states that the 51 condominium owners in Sister Bluff Estates remain very unhappy with the cost and poor internet service provided by Charter Communications. He asks that the members of the Sister Bluff Estates Owner's Association be advised of any Plan Commission Meetings at which wireless telecommunication towers will be discussed, and also notes that if the result will be improved internet access at a reasonable cost, the members of the Sister Bluff Estates Owner's Association Board of Directors are very interested in meeting with anyone wishing to install new towers in Sister Bay.

It was the consensus that this agenda item shall be tabled until such time as County officials have completed their review of the wireless telecommunication tower siting regulations.

Item No. 3. Discussion regarding 2014 updates to the Village's Wetland Survey Map and consider a motion to direct staff to schedule a public hearing:
A draft of a revised Zoning Map which shows the 2014 updates to the Village's wetland delineations was included in the meeting packets and the Commission members jointly reviewed that document. During that time several Commission members noted that the wetlands on the Door County Ice Cream Factory property had been omitted. Howard also questioned the appropriateness of the wetland delineations which had been made for his property. Jackson will contact County officials regarding these issues, and, if possible, provide updated information at the next Plan Commission Meeting.

A motion was made by Solomon, seconded by Baker that Agenda Item No. 3 – Discussion regarding 2014 updates to the Village's Wetland Survey Map and consider a motion to direct staff to schedule a public hearing, shall be tabled until the October 28, 2014 meeting of the Plan Commission. Motion carried – All ayes.

Item No. 4. Review of proposed revised plans for the Stony Ridge Development Expansion Project and consider a motion for approval:
Village officials were originally contemplating granting a $600,000 TIF loan to Keith Garot for infrastructure improvements for the expansion project the Plan Commission had previously reviewed plans for, but when the Finance Committee formally addressed that request the decision was made that the proposed expansion plans should be scaled down and a reduced TIF loan of $300,000 granted. A draft of a revised Site Plan was included in the meeting packets and the Commission members jointly reviewed that document. If Garot intends to do further

development he will have to come back before Village officials. The plans which were included in the meeting packets are compliant with Village regulations. Work is ongoing on a revised Development Agreement.

A motion was made by Solomon, seconded by Howard that the recommendation is made to the Village Board that the revised plans for the Stony Ridge Development Expansion Project be approved as presented. Motion carried – All ayes.

Item No. 5. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:

Jackson gave the following oral report:

1. The new wind energy tower siting regulation amendments as well as the amendments to §66.0501(2)(h) of the Zoning Code which pertain to deliveries for home based businesses in residential neighborhoods were approved by the Village Board.
2. Long Duration Special Event Permits have been issued to Tea Thyme and the Cookbook, and their banners are displayed on the Country Walk sign on S. Bay Shore Drive at this time. The tenants at the Country Walk Shops have agreed to alternate their business' banners on the Country Walk Shops sign so that the traveling public knows what businesses are located within that development.
3. No Zoning Permits were issued for new construction projects last month.
4. He intends to contact a local business owner regarding a mowing violation in the near future.

Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a committee, Village official or employee:

It was the consensus that:

1. *Discussion regarding 2014 updates to the Village's Wetland Survey Map and consideration of a motion to direct staff to schedule a public hearing will be addressed at the next meeting of the Plan Commission.*
2. *Review of §66.0504 of the Zoning Code – Wireless Telecommunication Towers, and consider a motion to direct staff to develop changes for a public hearing will be tabled until such time as County officials have completed their review of the wireless telecommunication tower siting regulations.*

Adjournment:

A motion was made by Grutzmacher, seconded by Solomon to adjourn the meeting of the Plan Commission at 6:38 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of August 21, 2014 9:00 a.m.
Town of Sevastopol 4528 STH 57

ACTION ITEMS:
Larson moved and Boston seconded to approve the agenda as submitted. Motion carried.

Tice moved and LeClair seconded to approve the July 17th, 2014 minutes. Motion carried.

Consideration of approving reports and payables plus receipts to date. Jackson moved and Anderson seconded to approve reports and payables plus receipts to date. Motion carried.

Skare moved and Jackson seconded to table discussion of the draft financial policy. Motion carried.

Consider a motion to approve the letter to Condominium Associations, Resorts and Time-share Resorts. Olsen moved and Jackson seconded to approve the letter as adjusted. Motion carried.

Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments. LeClair moved to convene into Closed Session as per statutes named Skare seconded. Motion carried.

Anderson moved and Boston seconded to reconvene into Open Session. Motion carried.

Jackson moved and Anderson seconded to waive late fees as discussed in Closed Session. Motion carried.

Jackson moved and Anderson seconded to adjourn. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Fred Anderson, Josh Van Lieshout, Jeff Larson, Myles Dannhausen, Nancy Robillard, Bill Weddig, Dick Skare, Elizabeth Le Clair, Frank Forkert, Tom Olsen, Zeke Jackson, Chuck Tice, and Nora Zacek.

Excused: Bryan Nelson, Bob Starr, and Richard Briggs

Absent: Dave Holtz, Keith Krist, Dennis Statz, Carol Stayton and Deb Jeanquart.

Also in Attendance: Jack Moneypenny/ **DCVB, Jon** Jarosh/**DCVB, Michelle** Rasmussen/**DCVB,** Dianne Lensert/**Kerber Rose,** and Kim Roberts /**Administrative Assistant DCTZC**.

Call to Order
Chair Van Lieshout called the meeting to order at 9:09 a.m.

Roll Call

Approval of the Agenda
Larson moved and Boston seconded to approve the agenda as submitted. Motion carried.

Approval of the minutes of July 17th, 2014
Tice moved and LeClair seconded to approve the July 17th, 2014 minutes. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts
Moneypenny noted that the past three (3) weekends in Door County have been sold out weekends. No rooms were available in the County regardless if they were member or non-member of the DCVB. The goal is always to keep room nights within Door County. The fourth weekend only two (2) rooms remained.

Rasmussen said that they were hard at work on the 2015 strategic plan. She went on to say that the Winter Guide has sold out. September 24, 2014 the DCVB will reveal the cover of the 20154 Visitor Guide.
Jarosh just completed a cherry themed press tour with fifteen (15) journalists. He went on to say that most of the coverage will be for next year. He added that individual press trips are scheduled throughout the rest

of the season in addition to a outdoor recreational themed press trip. AVE is up pass eleven (11) million since 2007 and by the end of the year the ROI will be $8 for every $1 spent, which Jarosh noted was a good return. Jarosh went on to say that the journalist programs add to business in Door County. Remaining press trips for the 2014 season include: a motorcycle themed trip and a fall themed trip.

Van Lieshout asked if the geographic profile of the Door County visitor was expanding. He noted that there was 4.9% of traffic to the DCVB website from Wichita, KS which seemed like a new source of traffic. Rasmussen replied that nothing specifically had been placed in the market which would have driven the traffic to the website. But there has been a lot of national press that probably resulted in the hits. Jarosh added that he had checked stories to see if anything had been published in the area.

Van Lieshout inquired about the referral sites. He asked about the DNR site referral to the DCVB website. Jarosh said that the traffic was coming from the state park portion of the DNR website. Moneypenny said specifically it was the, "explore the door" program through the DNR has been driving traffic to the DCVB site.

Van Lieshout asked about group sales and whether or not eighty seven (87) birding clubs had inquired about meetings. Rasmussen replied that she will double check the statistic.

Moneypenny discussed the partnership in working with the Sturgeon Bay visitor center to bring the Bass Masters elite tournament to Sturgeon Bay the last weekend in September and first weekend of October 2015. He added that this is a championship tournament for the top fifty (50) bass fishermen and will be featured live on ESPN. The event will create two thousand room nights total for the week which will result in increased room tax collections as well as great exposure for Door County. Turney and Strochein are working to find sponsors for the event and the State and the DNR have been involved to make the event happen with the possibility of a grants and sponsorships. He went on to say that the City of Sturgeon Bay will have to sign the contract with Bass Masters. Van Lieshout felt that the event should provide good crowds beyond the fisherman. Rasmussen added that as soon as the event is announced fisherman will start to come and fish the area ahead of the event.

Weddig remarked that it would be nice to have information about full times to see how other business segments are doing in Door County beyond lodging. Moneypenny replied that higher end restaurants are suffering this season. He went on to say that he is hearing that there is less trash in the room which means visitors are eating out more. Jackson concurred and said that waste industries are a measure of economic movement. He added that this season Sister Bay has doubled the amount of trash removal. Jackson also said that the Washington Island Ferry service is up 4% which is not due to a price increase.

Report from Administrative Assistant on current activities, projects and issues associated with permitting new members.

Roberts reported that she sent out sixty four (64) no report letters for the report month of May on July 18th, 2014. She added that as of August 8, 2014 thirteen (13) properties remain to report for May 2014.

The total outstanding due in unpaid taxes, fees and penalties is two hundred twenty five dollars and ninety two cents ($225.92) from three (3) permit holders at the time the report was printed. Roberts went on to say that since she did billing, the current outstanding total was one thousand two hundred fifty five dollars and fourteen cents ($1,255.14).

Roberts said that she had permitted sixteen (16) new properties since the last meeting. She added that she is currently at work on permitting five (5) more properties found online advertising for transient rental without the proper permit.

Roberts advised the Commission that she had heard from Attorney Vande Castle who has been working with other statewide municipalities involving room tax. A discussion has developed in that the same services/ amenities are provided to RV sites and transient boat slips that one would receive in staying with a lodging provider and whether or not room tax should be applicable to these services.

Van Lieshout asked that Vande Castle be invited to open the discussion and have an exploratory conversation about the issue at the next full Commission meeting in October. Danhaussen asked Van Lieshout how he felt about the idea as an operator. Van Lieshout said from an operations standpoint he felt the only obstacle would be upgrading software, but that it was time to do so regardless. He added from the standpoint of servicing customers, he didn't think it would matter at all. Van Lieshout felt that the conversation would get interesting when involving the DNR.

Discussion on Current Comparable Occupancy numbers for 2013
Lensert said that numbers were rerun the earlier months this month to include late collections. Year to date, collections are up 4.3%. She noted that all months are up in occupancy and that the ADR is steady. June was up 1.9%.

Consideration of approving reports and payables plus receipts to date.
Anderson moved and Zacek seconded to approve reports and payables plus receipts to date. Motion carried.

Report from Commissioners on feedback from local boards on recent issues.
No Comments.

Discussion of Draft Financial Policy
Skare moved and Jackson seconded to table the discussion until Nelson is in attendance. Motion carried.

Discussion of Draft Letter to Condominium Associations, Resorts and Time-share Resorts
Van Lieshout said a letter was drafted to help properties communicate to their owners more effectively to help inform them of their duties and responsibilities if they wish to rent their properties on their own.

Roberts clarified that the properties listed on the list for the letters to be sent are only listed to serve as a way to get the information in newsletters, POA agendas or posted so that more people are aware. Danhaussen brought up the issue of exchanges involving timeshares. Van Lieshout said according to state law anything bartered or exchanged is taxable. Danhaussen stressed that as owners of timeshare exchanges have the right to exchange their weeks. Roberts agreed, but added that RCI is permitted separately from each property in Door County that it involved with .

Consider a motion to approve the letter to Condominium Associations, Resorts and Time-share Resorts. Olsen moved and Jackson seconded to approve the letter as adjusted. Motion carried.

Discussion of amendment to intergovernmental agreement to include policy for the deactivation and
Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments.

LeClair moved to convene into Closed Session as per statutes named Skare seconded. Motion carried.

CLOSED SESSION

Consider a Motion to Reconvene into Open Session
Anderson moved to reconvene into Open Session; Boston seconded. Motion carried.

Consider a motion to take action, if required.
Jackson moved and Anderson seconded to waive late fees as discussed in Closed Session. Motion carried.

Adjournment

Jackson moved to adjourn; Anderson seconded. Motion carried.

Respectfully submitted,

Kim Roberts

Kim Roberts
Administrative Assistant

DOOR COUNTY TOURISM ZONE
EXECUTIVE COMMITTEE MEETING
Minutes of September 18th, 2014, 9:00 a.m.
Paul J Bertschinger Community Center, 7860 STH 42, Egg Harbor, Wisconsin

ACTION ITEMS:
Skare moved and Nelson seconded to approve the agenda as submitted. Motion carried.

Weddig moved and Le Clair seconded to approve the August 21st, 2014 minutes. Motion carried.

Nelson moved and LeClair seconded to approve reports and payables plus receipts to date Motion carried.

Skare motioned and Nelson seconded to table the Financial Policy for another month to allow Attorney Vande Castle the opportunity to review it. Motion carried.

Starr moved and Weddig seconded to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments. Motion carried by roll call.

Weddig moved and Nelson seconded to reconvene into Open Session. Motion carried.

Starr moved and Nelson seconded to adjourn at 10:56 AM. Motion carried.

Committee Members Present by Roll Call: Josh Van Lieshout, Bryan Nelson, Elizabeth LeClair, Bill Wedding, Dick Skare, Bob Starr and Dave Holtz.

Also in Attendance: Kim Roberts /**Administrative Assistant DCTZC,** Dianne Lensert/**Kerber Rose**

Call to order
Chair Van Lieshout called the meeting to order at 9:04AM.

Approval of the Agenda
Skare moved and Nelson seconded to approve the agenda as submitted. Motion carried.

Approval of the August 21st, 2014 minutes
Weddig moved and Le Clair seconded to approve the August 21st, 2014 minutes. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts
The Door County Visitor Bureau/Jack Moneypenny was not in attendance for the meeting. Le Clair mentioned that Facebook was down in August year over year. Nelson added that mobile activity was up. Starr went on to say Facebook changed algorithm which could have had an effect on statistics. He added that the look is more commercial with the changes.

Report from Administrative Assistant on current activities, projects and issues associated with permitting new members
Roberts reported that for the report month of June she sent out fifty four (54) "No Report" letters to owner managed properties on August 14th, 2014. As of September 9th, 2014, only eighteen (18) no reports remain for the month of June. Unpaid taxes, fees and interest amount to $2,845.51 as of September 11th, 2014 from fifteen (15) permit holders. Roberts notes that eight (8) of the first notices are ACH rejects stemming from input errors of banking and /or routing information causing the payments to be returned. Roberts went on to say that as of September 15th, 2014 the unpaid taxes, fees and penalties were already down to $709.41.

Seven (7) permits were issued since August reporting. Roberts reported that she is currently at work on six (6) unpermitted properties through compliance efforts. Four (4) of the seven (7) properties were found by Roberts advertising online.

Roberts went on to say that she had included background information about RCI in Door County to clarify some questions from the previous full Commission meeting. She included a current list of properties that RCI files room tax reports on monthly basis, as well as, background emails from the initial permitting of the properties.

Discussion on Current Comparable Occupancy numbers
Lensert reported that there were still a number of reports out there to be filed. Down 3.5% for July, but when she reran numbers on September 17th, the county as only down -2.2% for July. She felt confident that the number would continue to rise as reports come in. She also mentioned that there were roughly 7000 room nights to be reported for July.-

Consideration of approving reports and payables plus receipts to date.
Nelson moved and LeClair seconded to approve reports and payables plus receipts to date Motion carried.

Report from Commissioners on Feedback from Local Boards on Recent Issues
No feedback or news to report.

Discussion of Draft Financial Policy
Nelson felt that Roberts had covered most scenarios and as the DCTZC continues to evolve the document can be updated.
Skare motioned and Nelson seconded to table the Financial Policy for another month to allow Attorney Vande Castle the opportunity to review it. Motion carried.

Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments. Motion carried by roll call.

Starr moved to convene into Closed Session as per statutes named; Weddig seconded. Motion carried

CLOSED SESSION
Consider a Motion to Reconvene into Open Session

Weddig moved and Nelson seconded to reconvene into Open Session. Motion carried.

Adjournment
Starr moved and Nelson seconded to adjourn at 10:56 AM. Motion carried.

The meeting adjourned at 10:26 a.m.
Respectfully submitted,

Kim Roberts
Administrative Assistant

WATER, SEWER, AND STORMSEWER COMMITTEE MEETING MINUTES
Tuesday, October 7, 2014
Sister Bay Fire Station
(Unapproved Version)

The October 7, 2014 meeting of the Utilities Committee was called to order by Committee Chair Patrick Duffy at 7:00 AM.

Present: Committee Chair Patrick Duffy, and Members Scott Baker and Shane Solomon.

Staff Members: Village Administrator Zeke Jackson, Utility Manager Steve Jacobson, Finance Director Juliana Neuman, and Utility Clerk Martha Baker.

Also Present: Jim Lundstrom of The Peninsula Pulse.

Consider a motion to recess until conclusion of Utilities Committee – (WWTP) meeting
Motion was made by Duffy, seconded by Solomon to recess the meeting until the conclusion of the Utilities Committee – (WWTP) meeting. Motion carried – all Ayes.

Meeting of the Water, Sewer, and Stormsewer Committee reconvened at 8:45 AM.

Approval of the Agenda:
Motion was made by Baker, seconded by Duffy, to approve the October 7, 2014 agenda as presented. Motion carried – all Ayes.

Approval of the August 6, 2014 meeting minutes:
Motion was made by Solomon, seconded by Baker, to approve the August 6, 2014 minutes as presented. Motion carried – all Ayes.

Public Comments and Correspondence
No comments or correspondence.

Discussion Items
1. <u>Administrative Related</u>:
a. Wisconsin Public Service Conventional Rate Case Application
M. Baker reported that the Public Service Commission of Wisconsin has received the Conventional Rate Case Application from Sister Bay Utility. She said it will take a few months before the utility will hear back from the PSC regarding the increase and how it will be applied. She said Accountant Mike Konecny of Schenk & Associates anticipates a 17% overall increase in water rates.

b. 2015 Budget
The draft of the 2015 Budget for the Village of Sister Bay Water and Collection departments was presented to the committee. There was brief discussion of a few line items. *Duffy made a motion, seconded by Baker to forward the Water Department section of the 2015 Budget to the Finance Committee for approval. Motion carried – all Ayes.*

There was brief discussion on a few lines items of the Collection Department section of the 2015 Budget. *Baker made a motion, seconded by Solomon, to forward the Collection Department section of the 2015 Budget to the Finance Committee for approval. Motion carried – all Ayes*

c. Financial Reports (through August 2014)
The Financial Reports for period ending August 2014 for the Water and Collection Departments were presented to the committee. *A motion was made by Solomon, seconded by Baker, to accept the Financial Report as presented. Motion carried – all Ayes.*

2. Water System Related:
a. New water tower planning
Jackson asked for direction from the committee regarding action for building a new water tower and asked Jacobson about fire flows. Jacobson said nothing will change until the loop from Canterbury Lane is completed. Jacobson told the committee how water towers are designed and asked the committee if the original design should be reevaluated or if we should look into a new well. He asked it the impact fees collected could be reassigned. Jackson thinks the laws are very strict and M. Baker will research the question. Jacobson told the committee they have until 2017 to decide before impact fees will need to be refunded. Duffy asked if a new water tower is needed for fire flows and said he was told by Fire Chief Hecht "not at this time." Jackson reminded the committee of growth in the Village and planned extensions. He spoke specifically about the Kramer property and the need for municipal water there. Jacobson asked the committee if they would like to have Robert E. Lee & Associates reevaluate the project. Duffy stated the expense was unnecessary and that he would prefer to refund the impact fees. Jacobson reminded the committee that the engineering has already been done and the next step is to bid the project out. He stressed the importance of reevaluating the project through an engineering study. *A motion was made by Solomon, seconded by Baker, to have Jacobson ask Robert E. Lee & Associates to reevaluate the Water Tower Proposal and have them look for other alternatives.* Duffy asked for quotes from three different engineering firms. Jacobson said that it will not be cost effective to get quotes from other firms because our current engineers already have all the information they need. Solomon recommended following the advice of Jacobson. Neuman reminded the committee that Liberty Grove would also need to refund impact fees if the project is cancelled. *After further discussion the motion carried – all Ayes.*

b. Valve repairs
Jacobson reported that repairs were made to main valves by Harbor Construction at a cost of approximately $7,902.00.

c. Curbstop repairs
Jacobson reported that curbstops needed to be repaired due to damage from a heavy winter at a cost of approximately $2,200.00.

d. Scheduled repairs of High/Low water system valve
Jacobson reported that an old High/Low valve is leaking and needs to be taken out of service. He said there will be an additional valve on the lead to the water tower. Jacobson said the work will be done after certain other lateral repairs are completed.

e. Lead and copper testing
Jacobson reported that mandatory lead and copper testing has been completed and shows values in a very low range.

f. Distribution system trihalomethane testing
Jacobson reported that mandatory trihalomethane testing has been completed and shows values in a low range.

g. Well permit status
M. Baker presented a memo reporting the well permitting status. She will be issuing citation letters to non-compliant well owners soon.

h. Large meter testing
Schell reported that large meter testing is due and he has found a different company to be used for this year's testing. New technology will make testing less expensive than in the past.

i. Hydrant maintenance
Jacobson reported that the utility crew has completed preparing Village hydrants and have them pumped out and ready for the upcoming winter season.

3. <u>Collection System Related</u>
a. Bay Shore Drive restoration
Jacobson reported that Dorner has completed restoration work on lawns impacted by the Bay Shore Drive reconstruction project. They will be sending letters to property owners asking them to sign off on the work. He said blacktopping will occur next week.

b. Forest Lane Lift Station repairs
Jacobson reported that repairs were made at the Forest Lane Lift Station pump at a cost of approximately $2,500.00 each

c. Fieldcrest and Little Sister Lift Station electrical contact replacement
Jacobson reported that the electrical contact repairs were made and the Fieldcrest and Little Sister Lift Stations at a cost of approximately $4,000.00. He also reported repairs made to the impeller at the Little Sister Lift Station at a cost of approximately $4,400.00.

d. Grease Trap status
M. Baker reported that Inspector Brett Guilette has inspected every commercial property with food service in the Village. He will sit down with his notes tomorrow to give M. Baker the status at each property. She will send letters to property owners. Jackson asked about the penalty for violation of the Grease Trap Ordinance, she will report to the committee at the next meeting.

4. <u>Stormsewer System Related</u>
a. Casperson Pond pipe
Duffy reported that the Casperson Pond pipe project has been cancelled.

Shane Solomon left the meeting at this point.

5. <u>Extensions</u>
a. Garot project status
Jackson reported that there are three buildings planned and the Village is planning to give Keith Garot a loan of $300,000.00 for infrastructure for his project. Jacobson asked if it is a Village-designed project. Jackson said it is a Robert E. Lee design at developer expense.

b. Scandia Good Samaritan project status
Nothing new to report.

c. Department of Transportation project status
Jackson reported that the Department of Transportation is scheduled to begin work on February 1, 2015. Jacobson is waiting for a response from the DOT regarding the water and sewer utility work funding.

6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:
M. Baker will research the Impact Fee rules and regulations and see how the original application was written and report to the committee at the next meeting.
Jacobson will ask Robert E. Lee & Associates to reevaluate the Water Tower Proposal and have them look for other alternatives.
M. Baker will research information on the penalty for violation of the Grease Trap Ordinance and will report to the committee at the next meeting.

Adjournment:
A motion was made by Duffy, seconded by Baker, to adjourn the October 1, 2014 meeting of the Water, Sewer, and Stormsewer Utilities Committee at 10:15 AM. Motion carried – all Ayes.

Respectfully submitted,
Martha Baker
Utility Clerk

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Created: 10/10/2014 8:00 AM Printed: 10/17/2014 3:26 PM

UTILITIES COMMITTEE - WWTP
COMMITTEE MEETING MINUTES
Tuesday, October 7, 2014
Sister Bay Fire Station
(Unapproved Version)

The October 7, 2014 meeting of the Utilities Committee was called to order by Committee Chair Patrick Duffy at 7:00 AM.

Present: Committee Chair Patrick Duffy, and Members Scott Baker, Shane Solomon, Frank Forkert, and Peter Sauer.

Staff Members: Village Administrator Zeke Jackson, Utility Manager Steve Jacobson, Finance Director Juliana Neuman, Utility Clerk Martha Baker and Town Administrator Bud Kalms

Also Present: Town resident Barbara Luhring and Jim Lundstrom of The Peninsula Pulse.

Absent: Member Fred Anderson.

Approval of the Agenda:
Motion was made by Baker, seconded by Forkert, to approve the October 7, 2014 agenda as presented. Motion carried – all Ayes.

Approval of the July 1, 2014 meeting minutes:
Motion was made by Baker, seconded by Solomon, to approve the July 1, 2014 minutes as presented. Motion carried – all Ayes.

Public Comments and Correspondence
Liberty Grove Utility District #1 customer Barbara Luhring read a statement she prepared regarding the PILOT imposed on the LGUD#1 water rate payers which she described as Taxation Without Representation. She expressed concern that the PILOT is not fair to Liberty Grove rate payers who cannot vote for the representatives in Sister Bay who imposed the tax and do not wish their water rates to subsidize "downtrodden yacht owners" in Sister Bay's Marina. Kalms stated the he believes the Public Service Commission of Wisconsin will not approve of the rate increase due to the PILOT for LGUD#1.

Discussion Items
1. <u>Plant Related</u>:
a. Sludge Study (Terry Stebor of Robert E. Lee)
Terry Stebor of Robert E. Lee and Associates gave an overview of the Sludge Study prepared for the Utility and presented it to the committee. He looked at Wastewater Treatment Plant records for the past five years and used State population projections for preparing the Study. He said the challenge is predicting usage due to tourism. Stebor talked about each section of the Study which examines current practices, Autothermal Thermophilic Aerobic Digestion, Lime Stabilization/Pasteurization, Composting, and Reed Bed Stabilization Process. He summarized by saying there is no immediate need to change current practices unless Sturgeon Bay Utility would no longer take Sister Bay's hauled waste. Jacobson spoke with Jeff Hoffman of Sturgeon Bay Utilities and discussed last year's mechanical breakdown at the Sturgeon Bay Treatment Plant, which led to the Sister Bay Sludge Study. He learned of a company called Synagro that would come to the Plant with a lime addition

process. Jacobson will attend a Wastewater Conference on October 8th and 9th and will get more information from Synagro. Stebor said he talked to Synagro and found out that they are set up for emergency situations and their treatment is very costly. Jacobson and Stebor will both continue conversations with Synagro. Duffy asked if the reeds used in the beds are an invasive species and Jacobson said there are plants available that are not invasive. Duffy asked if reed beds caused odor and was told that is not an issue, there is a "musty" smell at worst. Duffy asked if we looked at land spreading as an alternative. Jacobson told the committee that the sludge produced at the Plant does not meet Class B requirements and would need additional treatment before spreading, the land for spreading is needed for emergencies but, because of regulation changes, waste now needs to be further processed before spreading. Stebor asked the committee to submit comments to include in the Study.

b. CMOM update

Terry Stebor of Robert E. Lee and Associates gave Jacobson a "needs list" with questions that need to be answered for the CMOM Study.

c. Flooding and operational problems due to rain storm

Jacobson reported that the heavy rain event in early September caused all three lift pumps to run hard to keep up and they were losing ground. Changes were needed at the Plant to keep solids from being washed out and to prevent overfeeding of chemicals. Jacobson reported that it was a big problem but, compared to other communities, everything functioned well. He complimented his staff for a job well done. Duffy asked how a system becomes compromised and Jacobson explained that nearly 800,000 gallons flowed through the system, close to the 900.000 gallons per day design parameters, and there is a potential for back-ups in residential basements if the pumps can't keep up with flow. He said generators are operated every two weeks to make sure they work in case of a power outage.

d. Ferric line rupture and repairs

Jacobson reported that due to heavy rain the Ferric pumps were running hard which caused a back-up, creating a hole in the Ferric line. Two electric motors on the Ferric system were compromised and a flow meter was damaged. He said the repairs totaled approximately $3,100.00. The flow meter needed to be recalibrated three times and a module in the control panel was replaced at a cost of approximately $2,000.00. The pumps are making noise but there are replacement parts at the Plant. The old pumps are 1990 models and may need to be replaced soon. Duffy asked if there is a backflow-preventer and Jacobson said there is a pressure relief valve that malfunctioned.

e. Flow meter calibration issues

Jacobson said the flow meter paces the sampler and chlorine feed and was damaged due to the heavy rain but is back on line.

f. Scum and Drain pump repairs

Jacobson reported repairs made to the scum and drain pump came to a cost of approximately $1,431.00.

g. Septage blower motor repairs

Jacobson reported the septage blower motor needed to be replaced at a cost of approximately $413.00

h. Generator repairs
Jacobson reported that every three years Great Lakes will inspect generators. During this visit they found issues needing attention. Generator repairs were made at a cost of approximately $3,000.00.

i. Splitter box sluice gate repairs
Jacobson said the splitter box, where the flow feeds from the East Clarifier to the West Clarifier, needs repairs on the gate in the eighteen foot pit. Parts have been ordered.

j. Plug valves and ditch operating valve repairs
Jacobson said the valves controlling the return activator sludge feed-back to the ditch are inoperable. Two valves have been replaced at a cost of approximately $4,500.00. One more valve will be replaced in the Spring. Jacobson said valves will also be replaced inside the building.

k. Replacement/rebuilding of winter ditch covers
Jacobson reported that an electric motor burned out at the winter ditch and was replaced at a cost or approximately $2,115.00. He said covers were repaired at a cost of approximately $400.00. The ditches are now winterized.

l. New Lab Autoclave
Jacobson reported that the Phosphorus Autoclave needed to be replaced at a cost of approximately $4,968.00. Jacobson reported that most of the expenses for repairs came from replacement funds.

m. New dehumidifier
Jacobson reported that a new humidifier was needed and replaced by a smaller model less expensive model. Sauer asked if the list of repairs was long because the committee only meets every three months now. Jacobson explained that was part of it, but the system is twenty five years old and reaching an age where repairs and replacements will be more common. Duffy asked if the Capital Improvement Project list is complete enough for planning replacements. Jacobson explained that each piece of equipment is considered carefully and maintenance schedules are exercised weekly. Forkert asked to see a report on Replacement Fund activity. Jacobson told the committee that information is shown annually in the Compliance Maintenance Annual Report. M. Baker said she updates the report on a monthly basis and will forward that report to the committee. Duffy said the Replacement Fund Activity Report will be added to the next committee meeting agenda.

n. Capacity report
As presented.

2. <u>Administrative Related</u>
a. 2015 Budget
The draft of the Wastewater Treatment Plant section of the 2015 Budget was presented to the committee. There was brief discussion of a few line items. *Baker made a motion, seconded by Solomon to forward the Wastewater Treatment Plant section of the 2015 Budget to the Finance Committee for approval. Motion carried – all Ayes.*

b. Financial Report (through August 2014)
The Financial Report for period ending August 2014 for the Wastewater department was presented to the committee. There was a brief discussion regarding depreciation and replacement funds. *A motion was made by Duffy, seconded by Solomon, to accept the Financial Report as presented. Motion carried – all Ayes.*

c. Confirm Plant status discussion for November 13, 2014 at 2:00 PM
The committee confirmed a meeting of the Utility Committee – WWTP will be held on November 13, 2014 at 2:00 PM to discuss the Wastewater Treatment Plant ownership issue.

3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:
Duffy asked that the Replacement Fund Activity Report be added to the agenda for the next meeting of the Utility Committee - WWTP.
M. Baker will purchase necessary software for her computer for sending utility meeting packets electronically.

Adjournment:
A motion was made by Baker, seconded by Duffy, to adjourn the October 1, 2014 meeting of the Utilities Committee- WWTP at 8:45 AM. Motion carried – all Ayes.

Respectfully submitted,
Martha Baker
Utility Clerk

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ADMINISTRATION AND COMPENSATION COMMITTEE MEETING MINUTES WEDNESDAY, SEPTEMBER 10, 2014

The September 10, 2014 meeting of the Village of Sister Bay Administration and Compensation Committee was called to order at 2:10 PM by Chairman Dave Lienau.

Present: Chairman Lienau, Committee Members Pat Duffy and Joanne Clove, Village Administrator Zeke Jackson and Finance Director Juliana Neuman
Also Present: Kelly Hendee of Door County Human Resources

Approval of the Agenda
Duffy moved and Clove seconded. Motion carried—all Ayes.
Approval of the Minutes
None provided.
Comments, correspondence and concerns from the public
None.

Discussion Items
1. Presentation by Kelly Hendee of Door County on policies for existing employees as well as PTO policies and practices.
Hendee explained that the County had transitioned to a PTO policy in 2006. Sick leave, personal days and vacation were rolled into the Paid Time Off program. Holidays remained separate. Hendee finds the PTO plan to be simpler administratively, because it eliminates a lot of separate policies. She stressed that it is important to explain the PTO concept to employees so that they understand how to use it responsibly. Lienau asked why holidays were not included in PTO; Hendee replied that they usually are not. She considers holidays to be a different type of benefit, because they are on specific days of the year. Clove mentioned that she had included holidays in her PTO draft because of staffing that is needed in Sister Bay on Memorial Day, Fourth of July and Labor Day. Neuman stated that there is actually a three/three split: three holidays during the tourist season when some employees have to work, and three others when departments can close down. Hendee replied that including holidays in PTO would have caused a lot of "angst" in the employees and would have made the PTO program unacceptable to them.

The County's policy allows for PTO to be taken in half-hour increments. Jury duty is governed by a separate policy: if employees turn their jury duty pay in, they are paid for regular time. Bereavement is rolled into the PTO policy. Employees who had sick leave banked at the time of the transition to PTO had that rolled into an "EUSL" (Earned Unused Sick Leave)—a separate bank which can be drawn on for Bereavement or Family Medical Necessity (with a doctor's note). This bank can be paid out only after 20 years of service, at 50%.

Neuman asked how explicit the County had been in introducing the plan to employees. Hendee replied that only the total number of days was given, because there were several different employment units to which the policy was applied. They were told that their total PTO included sick leave, vacation, and personal days, to be taken as they chose. They were also told how the time is earned or accrued and whether it can ever be paid out.

Discussion followed about earned vs. accrued PTO. In Clove's PTO draft, the time is not earned; it becomes available at the beginning of each new year. With the County's policy, the PTO time is accrued each pay period according to a formula based on the employee's years of service. At the County, the accrual begins at the first pay period and can be used right away. In Clove's draft, PTO becomes

available only after six months of employment. Duffy asked whether our payroll software is capable of handling the accrual; Neuman said that it is.

Lienau asked about carryover from one year to the next. Hendee said that she does not believe that any remaining time should be taken away, and added that this has been very important to the employees. She agreed, however, that some limitations on payout of the total accrual are necessary. For the County, PTO accrual also serves when there is a need for short-term disability.

Jackson asked how important it is to employees to be able to cash out their time. Most policies seem to have some cash value. Hendee replied that cash payouts are common in the public sector when unions prevail but are less often seen in the private sector. Clove's draft stipulated that in the event of a termination without two weeks' notice, 2 weeks of the employee's PTO balance would not be paid out. Jackson stated that it is often more expedient to hand someone their check and let them go.

Duffy asked if there are things Hendee feels the County should have done differently. Hendee replied that there was a lot of confusion when the PTO program was first rolled out. Unfamiliar terminology was used and clarification was needed about which bank of hours could be used for what, and about when payouts could occur.

Lienau asked what Hendee feels should have been done differently when the new compensation level policy was rolled out. She recommended reviewing each employee's job description with both the supervisor and the employee, to make the descriptions as accurate as possible so that the comp study can be applied correctly. Communication with the employee is key, to explain that their position is being compared to equivalent positions in the larger market, not to devalue their worth but to bring everyone's base compensation in line with the market.

Lienau then asked about the handling of wage freezes resulting from the new compensation levels: would Hendee have done anything differently to address the consternation that these freezes caused? She replied that the County had implemented a lot of change all at once, making it difficult to communicate all aspects of the new policies effectively. A slower pace would probably have been better received. Hendee also said that she would not have frozen wages but would prefer a monetary settlement not attached to the base. She added that it was not the employees' fault that wages had been inflated above market rates. She said that lump sum supplemental compensation equal to what others received would have helped to keep morale up during an interim period of perhaps three years with education and communication about the compensation study.

Hendee's final advice was to "take your time, plan it, and make sure it's what you want. Then educate the employees and communicate to them before you actually implement it." The County kept the number of days of PTO time exactly the same as the previous sum of sick, vacation and personal days. For exempt employees (salaried) 40 hours of "Admin Time" were added as well.

Comp Time at the County is limited to 40 hours, with no carryover. Hendee strongly recommended keeping it simple by paying it out at the end of each year. Otherwise you have to find a way to pay out at the wage rate at which the time was earned.

In closing, Clove verified with Hendee that the County has a holiday policy which is separate from PTO. It offers 8 holidays plus one day by personal choice (such as Easter or Passover).
Hendee left the meeting at 3:20 PM, with thanks from the committee for her presentation.

2. Discussion on the PTO policy draft. Consider a motion to recommend to the Board for Action.
Tabled due to lack of time.

3. Review of Health Insurance rate information as available to date.
Jackson reported on the status of the change-of-agent request. The fact that Midwest Insurance administers our HRA is indeed a sticking point, as we have a contract with them until 12/01/14. Jackson also explained that we have the option of keeping the current non-ACA group policy for one more year. Otherwise, we would have to enroll in a more expensive ACA-compliant plan. Jackson leans toward keeping the current policy but consider changing the HRA. The cost of the current policy is expected to increase by 24.1%, but the impact of this increase will be mitigated by the committee's recommendation that the Village pay 85% rather than 90% of premiums. (85% is the average municipal contribution in Northern Door.) Clove suggested reducing dental insurance to 85% also. All agreed.

Duffy reminded the group of last year's decision to spend no more than $10,000 per employee for health insurance plus HRA. He also remembered wanting to move in the direction of Village coverage for employees only, with family coverage paid by the employee.

Jackson asked the group to consider what the Village is trying to achieve: monetary savings? increased morale? work output? Lienau replied that this committee is charged with coming up with tough compensation/benefit decisions that will be referred to the Board for consideration.

4. Consideration of deductible levels and possible HRA/HSA components.

5. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) to discuss personnel and benefits.
At 3:50 PM Lienau moved to convene into Closed Session and Duffy seconded the motion.
Roll call: Lienau– Yes Duffy – Yes Clove – Yes
6. Consider a motion to reconvene into Open Session.
At 3:55 PM Lienau moved to reconvene into Open Session and Clove seconded the motion.
Roll call: Clove – Yes Duffy – Yes Lienau – Yes
7. Consider a motion to take action, if required.
Lienau moved that the Marina Manager incentive plan be recommended to the Marina Committee. Duffy seconded the motion and all agreed by voting Aye.

8. Matters to be placed on a future agenda or referred to a Committee, Official or Employee
--Jackson intends to revise the job descriptions. Kelly Hendee will provide templates.
--Develop a policy on exempt vs. non-exempt positions.
--Details on whether to retain current benefits for existing employees to be developed at a later date.
--Place the PTO draft on the agenda for the next meeting
--Determine whether removing vision coverage (currently minimal) from the dental policy would reduce costs.

Adjournment
At 3:57 PM Lienau moved and Duffy seconded that the meeting be adjourned. Motion carried.

Respectfully Submitted,

Juliana Neuman

Juliana Neuman
Finance Director

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