



PARKS, PROPERTY AND STREETS COMMITTEE

MEETING AGENDA

Wednesday, September 2, 2015 at 2:00 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.

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

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

Comments, correspondence and concerns from the public

Approval of minutes as published

Approval of Agenda

Business Items

1. Reconsider a tabled item from the May meeting: Discussion on a proposed snowmobile route for the Top of the Thumb Snowmobile Club; consider a motion for action if necessary.
2. Discussion with Jeff Bakke, dog park organizer, on fundraising and use; Consider a motion for action if necessary.
3. Discussion on a change order for the Sister Bay Beach Project for a paver sidewalk connecting BSD to the swim dock; consider a motion for action if necessary.
4. Discussion on Safety Items and Uniforms for 2015 and 2016; Consider a motion for action if necessary.
5. Discussion on the 2016 Parks Budget and TKH Budget; consider a motion for action if necessary.
 - Wayfinding Signage
 - Misc. Parks Projects (Landscaping Master Plan, installation?).
 - Street repair and improvements for 2016.
6. Report from Staff on Parks, Properties and Streets activities.
7. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov.

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

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

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, JULY 1, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The July 1, 2015 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:20 P.M.*

8
9 **Present:** Committee Chair Dave Lienau and members John Clove, Sharon Doerschling and
10 Scott Baker.

11
12 **Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann,
13 Marketing Director Jason Polecheck and Assistant Administrator Janal Suppanz.

14
15 **Others:** Sheriff Steve Delarwelle, Chris Hecht, Ron Kane, Marge Grutzmacher, Jamie
16 Blossom, Rob Zoschke, Drew Bickford, Judith Stevenson, Paige Funkhouser, and Jennifer
17 Sitte.

18
19 **Comments, correspondence and concerns from the public:**

20 Lienau noted that a thank you note had been received from the Sip & Savor, Paddlefest &
21 Goat Parade Committee, and passed that note around for all the Committee members to
22 review.

23
24 Jackson noted that he received a letter from representatives of the Sister Bluff Estates
25 Owner's Association. In that letter the representatives of the Owner's Association state that
26 they would like to see Village-wide WiFi services provided.

27
28 Lienau then asked if anyone wished to comment regarding a non-agenda item.

29
30 Jennifer Sitte indicated that she has noticed that there is a lack of notification to visitors that
31 construction projects are going on and what the end result will be. She believes a "Pardon
32 Our Mess" Notification Project should be initiated, and also believes the Village's web site
33 should contain complete information about any and all ongoing projects. She also noted
34 that she has concerns that the cement post holders which are being used for the volleyball
35 nets and banner posts are not safe or aesthetically pleasing, and indicated that "it drives
36 her insane" that people are allowed to park in the "No Parking" zones downtown. It is her
37 understanding that some employees of the commercial vendors park in the prime parking
38 spaces downtown on a regular basis, and she simply does not believe this is right.

39
40 Lienau and Jackson noted that detour signage as well as a "We're In This Together" sign
41 will be erected soon. Informational fliers have also been provided to all the local business
42 owners, and those documents will be distributed to homeowners soon. Work is also
43 ongoing on creation of a new, much more dynamic Village website. Jackson will contact
44 the commercial vendors and inform them that their employees should not be parking in the
45 prime parking spots downtown.

46
47 Jamie Blossom indicated that she is happy to hear that informational signage will be
48 installed regarding the Bay Shore Drive Reconstruction Project, but can't understand why

1 something like that wasn't done for the other Village projects.

2
3 To date \$985.00 in donations has been received for the Dog Park. Jackson and Suppanz
4 recently attended a Dog Park Group gathering, and the main comment they heard at that
5 gathering was that it would be nice to have a readily available water source at the park.

6
7 Doersching expressed concerns that the Marina commercial vendors are allowed to
8 advertise in two locations on Village parkland. It was the consensus that one of the signs or
9 banners should be removed, and, if necessary a referral shall be made to the Plan
10 Commission.

11
12 Doersching asked what the status of the Teen Center is, and also pointed out that some
13 issues have arisen with skateboarders being in Waterfront Park.

14
15 **Approval of Agenda:**

16 *A motion was made by Clove, seconded by Doersching that the Agenda for the July 1,*
17 *2015 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

18
19 **Approval of minutes as published:**

20 *Clove indicated that he believes the sentence which begins on Line 47 – Page 2 of the June*
21 *3, 2015 Parks Committee Meeting Minutes should read, "Clove stated that he didn't make*
22 *the comments Zoschke referred to, and also indicated that it is his understanding that the*
23 *SBAA would like to be the sole alcohol purveyor at "Midwest Sunsplash".*

24
25 *A motion was made by Clove, seconded by Baker that the minutes for the June 3, 2015*
26 *meeting of the Parks, Properties & Street Committee be approved as corrected. Motion*
27 *carried – All ayes.*

28
29 **Business Items:**

30 **Item No. 1. Report from the Door County Sheriff's Department regarding patrols in the**
31 **Village:**

32 Sheriff Steve Delarwelle indicated that the employees in the Village Administration Office
33 contacted him regarding the security concerns which were voiced about "Midwest
34 Sunsplash". He doesn't believe any "big problems" should arise with that event, but has
35 seen that preventative measures will be taken. To that end, on Friday, August 7th one
36 Deputy will patrol the festival grounds from 5:00 P.M. to 9:00 P.M. and two Deputies will
37 be doing patrols in the Village from 9:00 P.M. to midnight. On Saturday two Deputies plus
38 the Deputy who is doing the regular Northern Door patrols will be in the Village from 5:00
39 P.M. to 2:00 A.M. It is also his understanding that private security officers will be on site
40 for the duration of the festival. No one will be allowed to leave the fenced in festival
41 grounds with alcoholic beverages, and he has suggested that shuttle services be provided.

42
43 *At 2:47 P.M. a brief recess was taken and the Committee reconvened at 3:01 P.M.*

44
45 **Item No. 2. Discussion regarding the "Midwest Sunsplash" Festival; and consider a**
46 **motion for action if appropriate:**

47 Lienau noted that "Midwest Sunsplash" is an event which was formally approved by the
48 Marketing Committee and the Village Board. At the present time music is scheduled to be
49 played until 9:00 P.M. on Friday, August 7, 2015 and midnight on Saturday, August 8,

1 2015. When issuance of annual liquor licenses was addressed by the Village Board the
 2 permitted hours for outdoor entertainment were adjusted to 11:00 P.M., but businesses will
 3 be allowed to submit twelve applications for special events with alternate time limits for
 4 outdoor entertainment. There are some logistical issues which still have to be addressed
 5 regarding "Midwest Sunsplash", and they will all be addressed in a formal contract with
 6 the festival organizers. Based upon the comments which have been made to date allowing
 7 camping at the Sports Complex and the related activities appear to be the main area of
 8 concern, but at this time only seventeen camping sites have been reserved.

9
 10 Doersching suggested that the time limit for music to be played at "Midwest Sunsplash" be
 11 adjusted to 11:00 P.M., but Clove and Baker indicated that they believe midnight is more
 12 appropriate.

13
 14 Mann voiced concerns about cleaning up after a fireworks presentation, especially since
 15 The Bays will be playing at home on Sunday, August 9, 2015. All the Committee members
 16 voiced concerns about the safety issues which could arise if campfires are allowed at the
 17 campgrounds.

18
 19 *A motion was made by Baker, seconded by Clove that the organizers of Midwest*
 20 *Sunsplash shall be asked if they would be willing to establish an 11:00 P.M. time limit for*
 21 *playing of music on Saturday, August 8, 2015. Further,*

- 22 • *The Midwest Sunsplash fireworks display shall be cancelled;*
- 23 • *Camping numbers shall be limited to 100 sites, including the vendors who*
 24 *participate in the festival;*
- 25 • *Only one bonfire/campfire will be allowed at the campgrounds; and,*
- 26 • *No vending will be allowed at the Sports Complex.*

27 *Motion carried – All ayes.*
 28

29 **Item No. 3. Discussion regarding a request from Connor MacDonald and Dan Jacobs to**
 30 **conduct an amplified music concert in the Performance Pavilion on July 31, 2015; and**
 31 **consider a motion for action if necessary:**

32 Suppanz indicated that Connor MacDonald and Dan Jacobs had expressed interest in
 33 conducting an amplified music concert in the Performance Pavilion on July 31, 2015 and
 34 were instructed to submit a written proposal for inclusion in the meeting packets, but
 35 recently informed her that they decided to withdraw their request.
 36

37 **Item No. 4. Discussion regarding Ram Rojas' and Ron Myers' proposed fundraising**
 38 **project for the public art/Boathouse Mural Project; and consider a motion for action if**
 39 **necessary:**

40 Jackson noted that Ram Rojas and Ron Myers brought in a display rack and bottles which
 41 will bear Sister Bay Beach sand, and would like to distribute a number of them throughout
 42 the Village as a fund raising project for the public art/Boathouse Mural Project. He then
 43 presented that rack and bottles.
 44

45 The Committee members indicated that they like Rojas and Myers suggestion, but would
 46 like to see a shoebox size display rack utilized. They also would like to see the term "Sister
 47 Bay Mural Project" added to the informational sign.
 48
 49

1 **Item No. 5. Discussion regarding event fencing in Waterfront Park; and consider a**
 2 **motion for action if necessary:**

3 The split rail event fencing which has been installed in Waterfront Park is a replacement
 4 for already existing fencing, and on the days when special events are conducted removable
 5 flexible fencing will be utilized. On days when large events are conducted it may be
 6 necessary to close Mill Road. Clove voiced concerns that the standard
 7 removable/flexible/temporary fencing is not aesthetically pleasing and asked if it would be
 8 possible to install sleeves for a rope fence. It was eventually the consensus that over the
 9 next year other options for removable fencing shall be investigated. This issue will be
 10 addressed again in the spring of 2016.

11
 12 *A motion was made by Doersching, seconded by Baker that fencing for special events,*
 13 *whether ticketed or not shall be of a flexible/removable/temporary nature. Motion carried –*
 14 *All ayes.*

15
 16 **Item No. 6. Discussion regarding the Operating Agreement between the Village of Sister**
 17 **Bay and the SBAA; and consider a motion for action if necessary:**

18 A draft of the Operating Agreement between the Village of Sister Bay and the SBAA as well
 19 as a draft of an Alcohol Sales Agreement for “Midwest Sunsplash” were included in the
 20 meeting packets and the Committee members jointly reviewed both of those documents. A
 21 few grammatical revisions were suggested for the Operating Agreement and Jackson took
 22 note of all of them.

23
 24 *A motion was made by Clove, seconded by Baker that the Parks Committee recommends*
 25 *that the Operating Agreement between the Village of Sister Bay and the SBAA as well the*
 26 *Event Alcohol Sales Agreement between the Village of Sister Bay and the SBAA be*
 27 *approved as amended. Motion carried – All ayes.*

28
 29 *At 4:21 P.M. another brief recess was taken and the Committee reconvened at 4:24 P.M.*

30
 31 **Item No. 10. Report from Steve Mann on activities:**

32 Mann gave the following oral report:

- 33
 34
- 35 • The bottom steps on “D” Dock have been removed.
 - 36 • The Marina crew hasn’t had time to work on the concrete work which is required
 37 on “A” Dock. Therefore, the Parks Department employees will be working on that
 38 project.
 - 39 • The Marina crew members as well as the Parks Department crew members will be
 40 touching up the paint on the Marina Office Building.
 - 41 • The Swim Buoy Permit Application has been submitted.
 - 42 • The beach seems to be staying relatively clean. Regular raking will start soon.
 - 43 • Representatives of The Sprinkler Company will be coming up to work on the
 44 sprinkler system at the Sports Complex and Waterfront Park soon.
 - 45 • So that people could get into Waterfront Park in a timely fashion the contractors
 46 who were doing the landscaping on the Beach Project were told to halt their work
 47 until Fall. For the time being the areas which are unfinished will be covered with
 48 wood chips.

- 1 • *The Dog Park donation box has been very well accepted. Mann is suggesting that a*
 2 *similar box be placed at the Ice Rink. It was the consensus that this shall occur.*
 3 • *Joe Felhofer sustained a back injury which will require surgery. He will be out of*
 4 *work for two to three months.*

5
 6 **Item No. 7. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
 7 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment**
 8 **of public funds, or conduct other specified public business, whenever competitive or**
 9 **bargaining reasons require a closed session:**

10 *At 4:40 P.M. a motion was made by Clove, seconded by Doersching that the Parks*
 11 *Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate*
 12 *or negotiate the purchase of public properties, the investment of public funds, or conduct*
 13 *other specified public business, whenever competitive or bargaining reasons require a*
 14 *closed session.*

15
 16 *A roll call vote was taken on the motion and the Committee members voted in the*
 17 *following fashion:*

18
 19 *Baker – Aye Clove – Aye Doersching – Aye Lienau – Aye*

20
 21 *Motion carried.*

22
 23 *At 4:54 P.M. Clove indicated that he had another obligation and left the meeting.*

24
 25 **Item No. 8. Consider a motion to reconvene into open session:**

26 *At 4:59 P.M. a motion was made by Baker, seconded by Doersching that the Parks*
 27 *Committee reconvene into open session.*

28
 29 *Another roll call vote was taken on that motion and the Committee members again voted*
 30 *in the following fashion:*

31
 32 *Baker – Aye Clove – Aye Doersching – Aye Lienau – Aye*

33
 34 *Motion carried.*

35
 36 **Item No. 9. Consider a motion to take action, if required:**

37 *No formal action was taken.*

38
 39 **Item No. 11. Discussion regarding other parks and streets activities:**

40 *No other parks and streets activities were addressed.*

41
 42 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to**
 43 **a committee, official or employee:**

44 *It was the consensus that the following issues shall be addressed at a future meeting of the*
 45 *Parks Committee:*

- 46
 47 • *Discussion regarding the status of the Teen Center.*
 48 • *Discussion regarding skateboarding in the Village.*
 49

1 **Adjournment:**

2 *A motion was made by Doersching, seconded by Baker to adjourn the meeting of the*
3 *Parks Committee at 5:11 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

Wayfinding Study

Sister Bay, WI

September mobileLAB Draft Schedule

Event	Date	Time	Location
Kick-off Meeting	Sept 15 th	3pm	Village Hall
Village Board Meeting	Sept 15 th	6pm	Village Hall
Inventory	Sept 16 th	8am-10am	Village
Stakeholders Meeting	Sept 16 th	10am-1pm	Village Hall
<i>Village Staff</i>	<i>10am-11am</i>		
<i>Village Committees</i>	<i>11am-12pm</i>		
<i>SBAA</i>	<i>12am-1pm</i>		
Open Working Session	Sept 16 th	2pm-5pm	Village Hall
Town Hall Meeting	Sept 16 th	6pm-8pm	Village Hall
Open Working Session	Sept 17 th	9am-5pm	Village Hall
Open Working Session	Sept 18 th	9am-12pm	Village Hall
Open House	Sept 18 th	1pm-3pm	Village Hall

3550 frontier ave.
Unit A2
boulder, colorado
80301

720.663.7522



Top O' The Thumb

SNOWMOBILE CLUB

*Working together for beneficial legislation,
safer trails and conservation of our land.*

P.O. BOX 784
SISTER BAY, WISCONSIN 54234

April 2015

Dear Landowners,

We will be hosting our annual landowners' dinner on May 16, 2015 at The Viking Grill Restaurant in Ellison Bay. We will be a happy hour/cash bar at 5:00 p.m. with dinner to follow at 6:00 p.m. in the "annex" next to the restaurant. We hope you can all attend! Please mark this date on your calendar. Please RSVP to Heather at 920.421.1078 or email at cutye79@gmail.com by May 8, 2015. It is important that we have an accurate count of how many are coming. Thanks!

Enclosed you will find your permission card. Due to a busy summer and fall season for all of us, it is very important for you to fill this out and send it back, so that we can have everything in place and ready to go for the upcoming season. Please mail your permission card back ASAP. If you come to the landowners' dinner bring it with you and turn it in. We need them mailed back no later than July 31, 2015. If you have any questions or concerns regarding the 2015-2016 season, please write them on your card and we will do whatever we can to resolve these issues.

We cannot state enough how much we appreciate your support each and every year. It is because of you that our club continues to thrive each year, and we can all enjoy some of the best trails in the country.

Sincerely,

Kirby Olson, TOTSC President

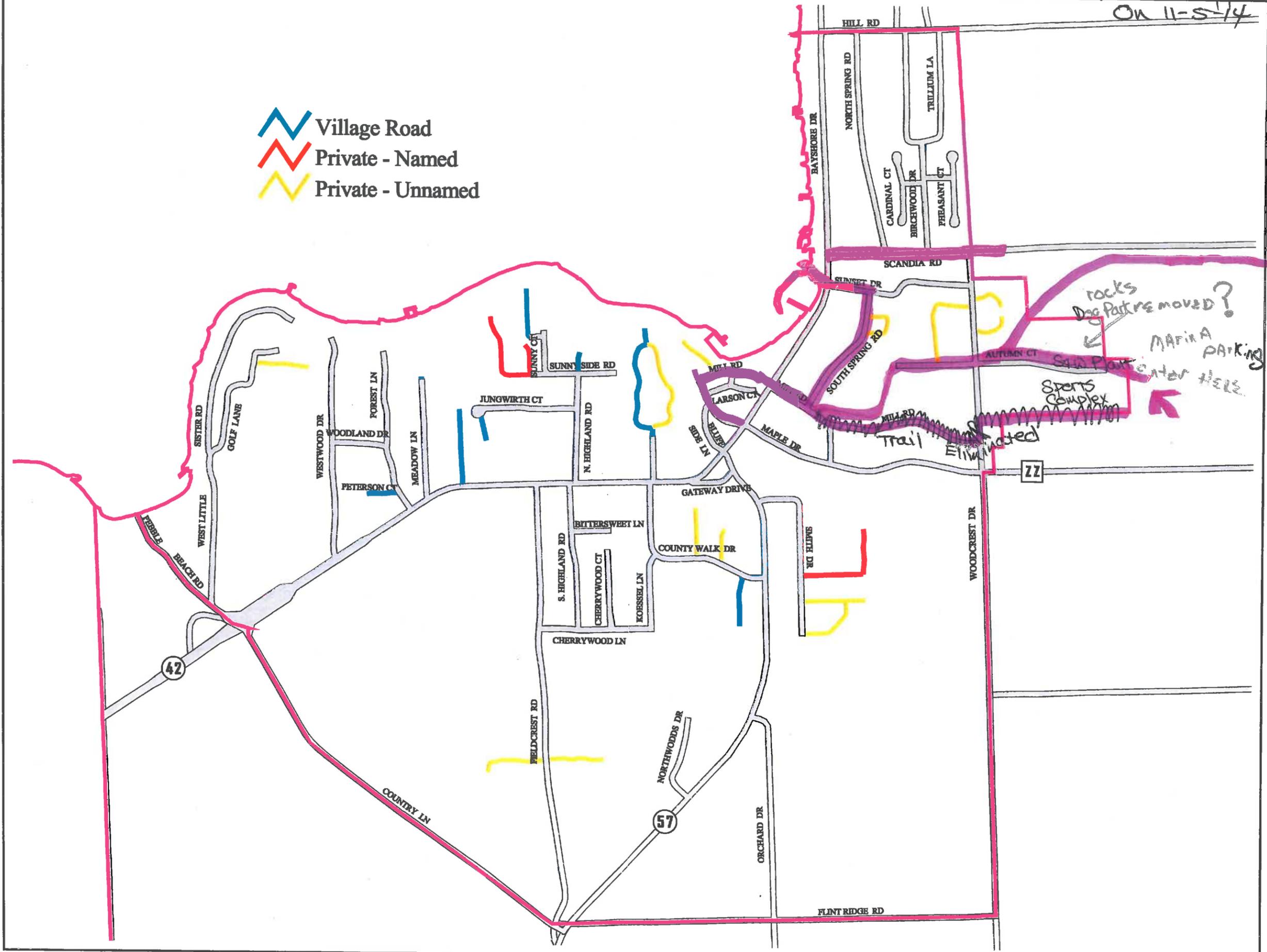
Heather Moore, Secretary – cutye79@gmail.com
Cell: 920.421.1078 Please leave a message.

Thank you!

Village of Sister Bay Roads
Top O the Thumb Snowmobile Club
2015-2016

Mill Road
Park lane
S. Spring Road
Maple Dive (to meet mill Road)
Autumn Ct
????

-  Village Road
-  Private - Named
-  Private - Unnamed



racks
Dog Park removed?
MARINA PARKING
center HERE

Trail Eliminated

42

57

77

1 *Ryan and their associates will either be allowed to erect a large tent in Waterfront Park or*
 2 *utilize the Performance Pavilion as a shelter, but the decision as to which option is*
 3 *preferred will be made by Jackson and Suppanz once it is closer to the actual date of the*
 4 *ride. In either event the fees delineated on the Village's Facility Use Fee Schedule shall be*
 5 *imposed. Motion carried – All ayes.*

6
 7 **Item No. 2. Discussion regarding the request from the Top O' The Thumb Snowmobile**
 8 **Club to allow an official snowmobile route to be established in the Village in 2015; and**
 9 **consider a motion or action if necessary:**

10 A request from the Top O' The Thumb Snowmobile Club to again establish an official
 11 snowmobile route in the Village was included in the meeting packets. There are some
 12 issues associated with 6(f) conversion which must be addressed before any final decisions
 13 are made regarding the location of snowmobile trails on parklands.

14
 15 *A motion was made by Doersching, seconded by Lienau that Agenda Item No. 2 –*
 16 *Discussion regarding the request from the Top O' The Thumb Snowmobile Club to allow*
 17 *an official snowmobile route to be established in the Village in 2015, shall be tabled.*
 18 *Motion carried – All ayes.*

19
 20 **Item No. 4. Discussion regarding installation of event fencing in Waterfront Park; and**
 21 **consider a motion for action if necessary:**

22 Jackson suggested that some type of event fencing be erected in the area surrounding the
 23 Performance Pavilion, and then presented a diagram of the proposed special event area.
 24 The suggestion was made that a two railed split rail fence be installed in that area.
 25 Doersching indicated that she is opposed to installation of a split rail fence as she does not
 26 believe it will prevent people from entering the special event area, and also will not be
 27 aesthetically pleasing.

28
 29 *A motion was made by Clove, seconded by Baker, that a two railed split rail fence shall be*
 30 *installed around the special event area depicted on the diagram which was presented by*
 31 *Jackson at this meeting. The fence shall be installed this spring, and the funds for the*
 32 *fencing project shall be withdrawn from the Miscellaneous Parks Projects Account. Motion*
 33 *carried with Doersching opposed.*

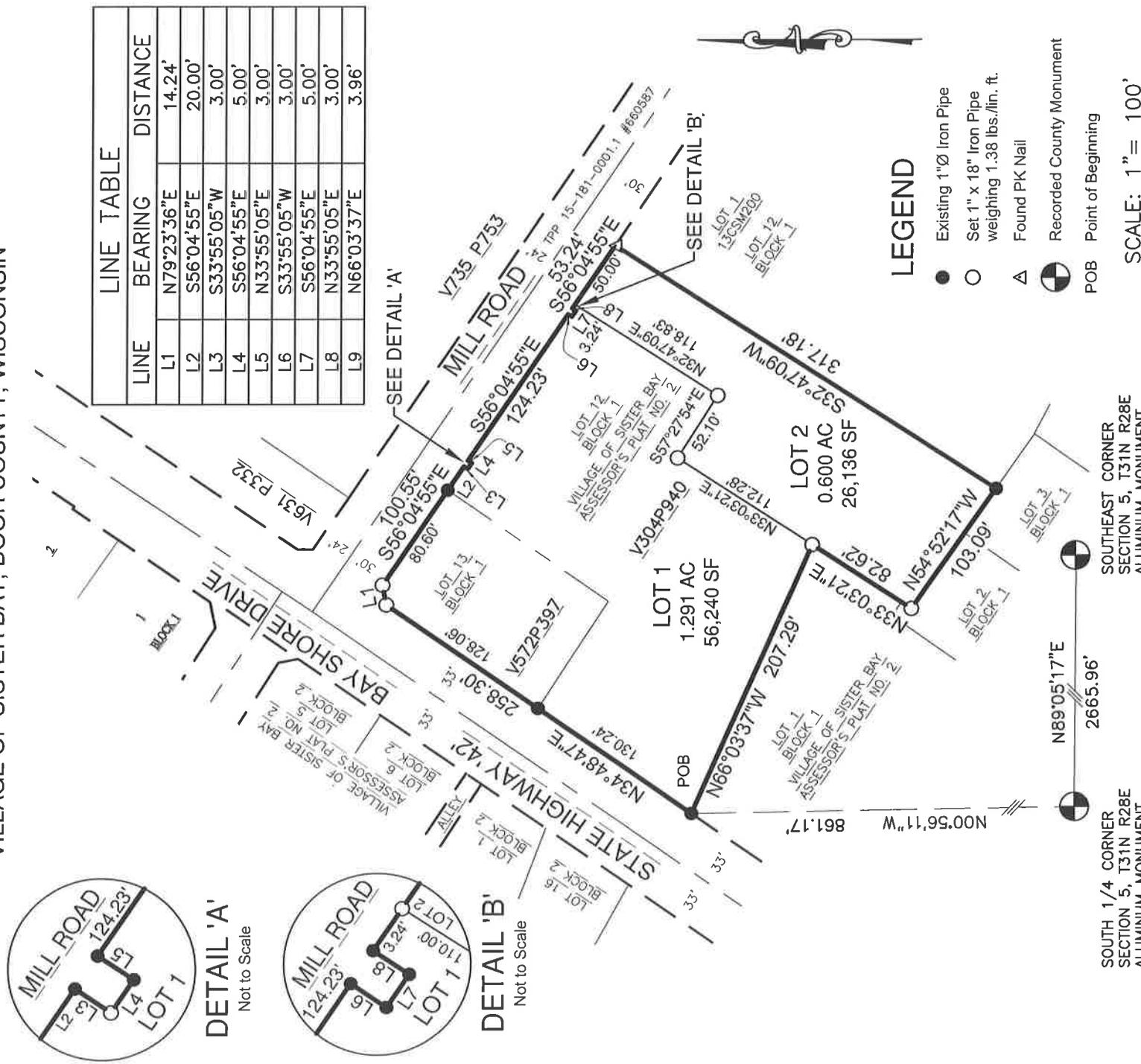
34
 35 **Item No. 3. Discussion with Ram Rojas and Ron Myers regarding the Boathouse Mural**
 36 **Project; and consider a motion for action if necessary:**

37 Ram Rojas and Ron Myers met with the members of the Marina Committee, who granted
 38 permission for a mural which depicts the Village's maritime history to be painted on the
 39 east and south walls of the Boathouse. It typically costs \$50,000 to fund a mural project,
 40 and tax deductible donations are solicited by community members to cover expenses.
 41 Rojas and Myers do not know of any Sister Bay residents who would be interested in
 42 initiating a fund raising campaign, so they would be willing to try to raise the necessary
 43 funds themselves. The suggestion has been made that they create and sell some type of
 44 unique Sister Bay Beach themed memorabilia at festivals and special events in the Village,
 45 and Rojas presented a sample of the type of memorabilia he is considering. That
 46 memorabilia contained PCI sand.

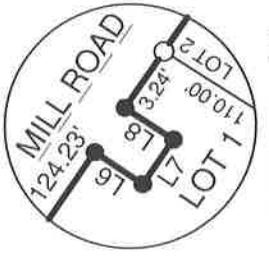
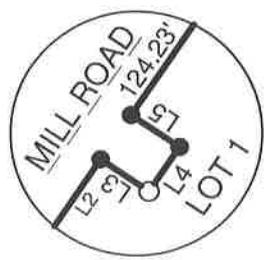
47
 48 *A motion was made by Clove, seconded by Baker that the Parks Committee grants*
 49 *permission for Ram Rojas and Ron Myers to sell officially licensed Sister Bay themed*

CERTIFIED SURVEY MAP

PART OF LOT 12 AND LOT 13, BLOCK 1, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, LOCATED IN SECTION 5, TOWN 31 NORTH - RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

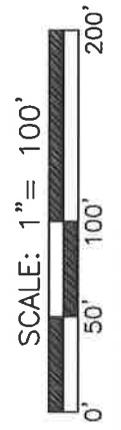


LINE TABLE		
LINE	BEARING	DISTANCE
L1	N79°23'36"E	14.24'
L2	S56°04'55"E	20.00'
L3	S33°55'05"W	3.00'
L4	S56°04'55"E	5.00'
L5	N33°55'05"E	3.00'
L6	S33°55'05"W	3.00'
L7	S56°04'55"E	5.00'
L8	N33°55'05"E	3.00'
L9	N66°03'37"E	3.96'



LEGEND

- Existing 1"Ø Iron Pipe
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- ▲ Found PK Nail
- ⊙ Recorded County Monument
- ⊙ POB Point of Beginning



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, T31N R28E, MEASURED AS N89°05'17"E



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155 PHONE: (920) 662-9641
INTERNET: www.releinc.com FAX: (920) 662-9141

SURVEYOR'S CERTIFICATE

I, Troy E. Hewitt, Professional Land Surveyor, do here certify that by the order and under the direction of the owners listed hereon, that I have surveyed, divided and mapped part of Lot 12 and Lot 13, of Block 1, Village of Sister Bay Assessor's Plat No. 2, being part of Section 5, T31N, R28E, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the Southeast Corner of said Section 5;
thence S89°05'17"W, 2665.96 feet on the south line of the Southeast 1/4 of said Section 5 to the South 1/4 Corner of said Section 5;

Thence N00°56'11"W, 861.17 feet to the southwest corner of said Lot 12, the POINT OF BEGINNING;

Thence N34°48'47"E, 258.30 feet on the easterly right of way of State Trunk Highway '42';

Thence N79°23'36"E, 14.24 feet on said easterly right of way to the southerly right of way of Mill Road;

thence on said southerly right of way of Mill Road in the next nine courses:

Thence S56°04'55"E, 100.55 feet;

Thence S33°55'05"W, 3.00 feet;

Thence S56°04'55"E, 5.00 feet;

Thence N33°55'05"E, 3.00 feet;

Thence S56°04'55"E, 124.23 feet;

Thence S33°55'05"W, 3.00 feet;

Thence S56°04'55"E, 5.00 feet;

Thence N33°55'05"E, 3.00 feet;

Thence S56°04'55"E, 53.24 feet to the west line of Lot 1, Volume 13 of Certified

Survey Maps, Page 200, Map Number 2223;

Thence S32°47'09"W, 317.18 feet on said west line to the southwest corner of said Lot 1;

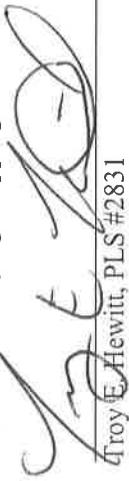
Thence N54°52'17"W, 103.09 feet on a south line of said Lot 12;

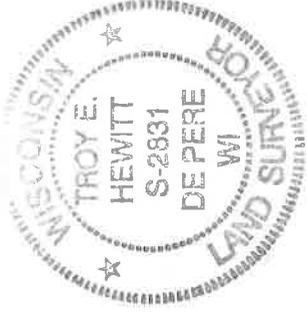
thence N33°03'21"E, 82.62 feet on a west line of said Lot 12;

Thence N66°03'37"W, 207.29 feet on a south line of said Lot 12 to the POINT OF BEGINNING;

said parcel contains 1.891 acres (82,376 Square Feet) of land, more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have complied with the Provisions of Chapter 236.34 of the Wisconsin Statutes and Platting Regulations of the Village of Sister Bay in the surveying, mapping and dividing of the same.


Troy E. Hewitt, PLS #2831
Date 4/29/15



VILLAGE OF SISTER BAY OWNER'S CERTIFICATE

The Village of Sister Bay, a municipality duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said municipality caused the land on this plat to be surveyed, mapped and divided as represented hereon. the Village of Sister Bay does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to for approval or objection:

Village of Sister Bay

David W. Lienau
VILLAGE PRESIDENT

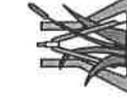
Christy Sully
VILLAGE CLERK

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Resolved that this plat which has been duly filed for approval of the Village Board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village board of Sister Bay on the ___ day of _____, 2015.

David W. Lienau
VILLAGE PRESIDENT

Christy Sully
VILLAGE CLERK



Robert F. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155 PHONE:(920) 662-9641
INTERNET: www.rleeinc.com FAX:(920) 662-9141

Janal Suppanz

From: Dick Smythe [dick.smythe@yahoo.com]
Sent: Tuesday, May 05, 2015 11:20 AM
To: Janal Suppanz
Subject: Snowmobile trail within the Village of Sister Bay

To the Parks, Property and Streets Committee,

On behalf of the Woodcrest Village Condominium Association, I would like to express our deep concerns about approving a snowmobile trail through the Village of Sister Bay. The proposed route affects four condominium associations: Timber Ridge, Pheasant Park, Woodcrest Village and Skogland, and a number of private residences, presenting noise and safety issues.

In the winter private residence owners and condominium owners use the fire lane (west of Autumn Court and north of the fire station) to walk to and from town, for an area where children can safely play and learn to cross country ski, and for walking their dogs. Several years ago the fire lane was closed to snowmobiles because a resident of Pheasant Park witnessed several snowmobiles nearly run over a group of children playing where the fire lane ends and the trail goes up behind the fire station. She called the Village office to report her great concern.

Our observations of snowmobiles on the fire lane is that they only have one speed--full speed ahead. The fire lane, as indicated above, is used for a number of reasons by walkers. The speed at which the snowmobiles travel allows almost no time for evasive action--by the walkers or the snowmobilers. Another hazard is that snowmobilers drive both ways on the fire lane day and night. Somehow they have created a loop (which is not identified on the map of their proposed route) so that the same set of snowmobilers will come through on the fire lane, heading the same direction, several times.

All four condominiums have owners and renters who come to Sister Bay for the tranquility of our environment. With the village surrounded by so many snowmobile trails on open land, it is unclear why such trails would be permitted within village residential areas.

Thank you for your consideration.

Mary Smythe, President
Woodcrest Village Condominium Association Board of Directors

Report Criteria:

Account.Acct No = 100236000000

Actual Amounts

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
DEPOSITS HELD - DOG PARK			1/1/2015 (00/15) Balance	100-23600-0000			880.00 -
6/13/2015	CR100	7677	Dog park donations all cash			80.31 -	
6/19/2015	CR100	7687	P & D Fapp - Dog Park Donation			25.00 -	
			6/30/2015 (06/15) Period Totals and Balance		.00 *	105.31 - *	985.31 -
7/30/2015	CR100	7804	Dog Park Don. - Cash In Box on 7/30/15			146.84 -	
			7/31/2015 (07/15) Period Totals and Balance		.00 *	146.84 - *	1,132.15 -
8/17/2015	CR100	7855	Dog Park Patrons - 8/5 Fundraiser Proc.			1,815.00 -	
			8/31/2015 (08/15) Period Totals and Balance		.00 *	1,815.00 - *	2,947.15 -

(100) GENERAL FUND

DUE TO STATE Totals:

No. of Transactions: 4	No. of Accounts: 1	Totals:	.00	2,067.15 -	2,067.15 -
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Grand Totals:

No. of Transactions: 4	No. of Accounts: 1	Totals:	.00	2,067.15 -	2,067.15 -
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PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)

1. PPE includes all clothing and other work accessories designed to create a barrier against workplace hazards. PPE includes the following:
 - a. Personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
 - b. Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
2. The protective equipment, including personal protective equipment (PPE), shall be provided by the employer at no cost to employees.
 - a. The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.
 - b. When the employer provides metatarsal guards and allows the employee, at his or her request, to use shoes or boots with built-in metatarsal protection, the employer is not required to reimburse the employee for the shoes or boots.
 - c. The employer is not required to pay for:
 - The logging boots required by 29 CFR 1910.266(d)(1)(v);
 - Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or
 - Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.
 - d. The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.
3. The Village of Sister Bay has assessed the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.
 - a. Appendix A to this section of the Written Safety & Health Procedures Manual contains the PPE Hazard Assessment Certifications.
 - These certifications will be reviewed with each employee.
 - b. The Village of Sister Bay will:
 - Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment in the Written Safety & Health Procedures manual, Appendix A of this section;
 - Communicate selection decisions to each affected employee; and
 - Select PPE that properly fits each affected employee.
4. Employees will be fitted with the protective device and give instructions on care and use of the PPE.
 - a. The department supervisor will be responsible for instructing the employees on the proper care, use, warnings and limitations of the PPE from the manufacturer.

- b. The department supervisor shall verify that each affected employee has received and understood the required training through a written certification that contains:
 - the name of each employee trained,
 - the date(s) of training, and
 - that identifies the subject of the certification.
5. Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
 - a. When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by the standard, the employer shall retrain each such employee.
 - b. Circumstances where retraining is required include, but are not limited to, situations where:
 - Changes in the workplace render previous training obsolete; or
 - Changes in the types of PPE to be used render previous training obsolete; or
 - Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
6. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position.
 - a. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face.
 - b. Proper fitting of helmets is important to ensure that it will not fall off during work operations.

Head Protection

1. Head protection must comply with any of the following consensus standards:
 - a. ANSI Z89.1-2003, "American National Standard for Industrial Head Protection";
 - b. ANSI Z89.1-1997, "American National Standard for Industrial Head Protection"; or
 - c. ANSI Z89.1-1986, "American National Standard for Personnel Protection -- Protective Headwear for Industrial Workers--Requirements".
2. Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets.
 - a. Employees are required to wear helmets when:
 - Working below other workers who are using tools and materials, which could fall;
 - Working below machinery or processes, which might cause material or objects to fall;
 - Working in excavations, lift stations and manholes; and
 - Working on exposed energized conductors.
3. The wearer should be able to identify the type of helmet by looking inside the shell for the manufacturer, ANSI designation and class.
4. All components, shells, suspensions, headbands, sweatbands, and any accessories should be visually inspected daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally provided.
5. If there are signs of abuse or damage is suspected, the helmet should be replaced.

Eye And Face Protection

Suitable eye protectors must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation or a combination of these.

1. Protective eye and face protection devices must comply with any of the following consensus standards:
 - a. ANSI Z87.1-2003, "American National Standard Practice for Occupational and Educational Eye and Face Protection";
 - b. ANSI Z87.1-1989 (R-1998), "American National Standard Practice for Occupational and Educational Eye and Face Protection"; or
 - c. ANSI Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection".
2. Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects.
3. Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
4. Each affected employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.
5. It is essential that the lense of eye protectors be kept clean.
 - a. Continuous vision through dirty lenses can cause eye strain.
 - b. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.
6. Lenses should be replaced when they are pitted and deeply scratched.

Foot Protection

1. Protective footwear must comply with any of the following consensus standards:
 - a. ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear";
 - b. ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear"; or
 - c. ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear".
2. Each affected employee shall wear protective footwear (protective toe boxes) when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
3. Safety shoes or boots with impact and compression protection would be required for:
 - a. Carrying or handling materials such as packages, objects, valves, parts or heavy tools which could be dropped;
 - b. Loading tools, material and equipment onto and off of trucks or trailers;
 - c. Working around moving equipment;
 - d. Confined space entry and working in and around excavations; and
 - e. For other activities where objects might fall or roll onto the feet.

Electrical Protection

1. Employees working in areas where there are potential electrical hazards shall be provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.
2. Protective equipment shall be maintained in a safe, reliable condition and shall be periodically inspected or tested, as per 29 CFR 1910.137.
3. If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected. (For example, an outer covering of leather is sometimes used for the protection of rubber insulating material.)
4. Employees shall wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts.
5. Employees shall wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

HEARING CONSERVATION PROGRAM

Purpose

It is the policy of Village of Sister Bay is to institute an occupational hearing conservation program to prevent any temporary or permanent noise-induced hearing loss to employees, and to comply with 29 CFR 1910.95 Occupational Noise Exposure.

Monitoring Procedures

1. The Village of Sister Bay will monitor and identify workplace noise levels (Appendix B) using a calibrated sound level meter.
 - a. Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:
 - Additional employees may be exposed at or above the action level; or
 - The attenuation provided by hearing protectors being used by employees may be rendered inadequate to meet the requirements.
2. Warning signs will be posted in conspicuous locations near the high noise level areas to ensure that hearing protection is required when operating machinery.

Employee Notification

The Village of Sister Bay shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.

**TABLE G-16 29 CFR 1910.95
PERMISSIBLE NOISE EXPOSURES**

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

Audiometric Testing

1. The Village of Sister Bay will provide audiometric testing at no cost to every employee in the hearing conservation program.
 - a. Testing shall be done at a pre-placement physical, on a regular annual basis, whenever production or maintenance operations change that result in increased noise levels, in employee job transfer situations into or out of a department in the hearing conservation program, and because of termination or layoff situations.

2. Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or by other qualified individual.
3. Employees will be informed prior to their scheduled testing.
 - a. Employees must have 14 hours of non-exposure to workplace noise, prior to the actual testing.
 - b. Protective hearing equipment may be substituted for the necessary waiting period.
4. At least annually after obtaining the baseline audiogram, the Village of Sister Bay will obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.
5. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.

Hearing Protectors

1. The Village of Sister Bay shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees.
 - a. Hearing protectors shall be replaced as necessary.
2. The department supervisor shall ensure that hearing protectors are worn:
 - a. By an employee who is required to wear personal protective equipment under the hearing conservation program;
 - b. By any employee who is exposed to an 8-hour time-weighted average of 85 decibels or greater; and
 - c. By an employee who has not yet received their baseline audiogram or who has experienced a standard threshold shift.
3. Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the Village of Sister Bay.
4. The Village of Sister Bay shall ensure proper initial fitting and each supervisor shall ensure the correct use of all hearing protectors.

Training

1. The Village of Sister Bay shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels, and shall ensure employee participation in such program.
2. The training program shall be repeated annually for each employee included in the hearing conservation program.
3. The Village of Sister Bay shall ensure that each employee is informed of the following:
 - a. The effects of noise on hearing;
 - b. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care; and
 - c. The purpose of audiometric testing, and an explanation of the test procedures.

Records

1. Accurate records for all noise level surveys and employee exposures will be maintained.
2. Employees' baseline/annual audiograms and any other records shall be retained in a separate file at the department supervisor office for the duration of employment plus 30 years after termination.

3. Records will be provided to employees, former employees, or designated representatives thereof, upon written request to the department supervisor.

RESPIRATORY PROTECTION PROGRAM

Purpose

1. The Village of Sister Bay has determined that its employee's are exposed to respiratory hazards during routine operations.
2. These hazards may include:
 - a. Dust
 - b. Chlorine Gas
 - c. Sodium Hypochlorite
 - d. Sewer Gases
 - e. Some cases represent potential or actual Immediately Dangerous to Life or Health (IDLH) conditions.
3. The purpose of this program is to ensure that the Village of Sister Bay employees are protected from exposure to these respiratory hazards.
4. Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense at the Village of Sister Bay; however, engineering controls have not always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used.
5. Respirators are also needed to protect employees' health during emergencies.

Scope

1. This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as a spill of a hazardous substance.
2. Any employee who voluntarily wears a respirator when a respirator is not required (i.e., in certain maintenance operations) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with certain information specified in this section of the program.
3. Employees participating in the respiratory protection program do so at no cost to them.
 - a. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the Village of Sister Bay.

Responsibilities Of Program Administrator

1. The Program Administrator is responsible for administering the respiratory protection program.
 - a. Mike Schell, will serve as the Program Administrator for the Village of Sister Bay Utilities and Steve Mann for the Parks/Street Department, when and if respirators are needed.
2. Duties of the program administrator include:
 - a. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
 - b. Selection of respiratory protection options.
 - c. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
 - d. Arranging for and/or conducting training.
 - e. Ensuring proper storage and maintenance of respiratory protection equipment.
 - f. Conducting qualitative fit testing.

- g. Administering the medical surveillance program.
- h. Maintaining records required by the program.
- i. Evaluating the program.
- j. Updating written program, as needed.

Duties Of Supervisors

1. If a supervisor is assigned to respirator wearer's, the supervisor will be responsible for ensuring that the respiratory protection program is implemented in their particular areas.
 - a. To being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge.
2. Duties of the assigned supervisor include:
 - a. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and annual medical evaluation.
 - b. Ensuring the availability of appropriate respirators and accessories.
 - c. Being aware of tasks requiring the use of respiratory protection.
 - d. Enforcing the proper use of respiratory protection when necessary.
 - e. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
 - f. Ensuring that respirators fit well and do not cause discomfort.
 - g. Continually monitoring work areas and operations to identify respiratory hazards.
 - h. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.

Duties Of Employees

1. Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained.
2. Employees must also:
 - a. Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
 - b. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
 - c. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

Respirator Selection Procedures

1. The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards.
2. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency.
3. The hazard evaluation will include:
 - a. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
 - b. Review of work processes to determine where potential exposures to these hazardous substances may occur.

- This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
 - c. Exposure monitoring to quantify potential hazardous exposures.
 - d. The following are the results of the current hazard evaluation:
4. The following is a list of the type of respirator and task where respirators will be used:
 - a. Filtering Face-Piece Particulate Respirator
 - When performing pavement or pipe cutting with a cut-off saw, a filtering facepiece particulate dust NIOSH certified respirator shall be used. Employees exposed to the nuisance dust even when they are not operating a saw shall also wear a filtering facepiece particulate dust respirator. Employees shall wet down the pavement or pipe prior to cutting and during cutting operations, the employees not performing the cutting shall stand upwind from the cutting operation to avoid dust hazards.
NOTE: If the pavement or pipe is not wet down, a filtering facepiece particulate dust NIOSH certified respirator will be used.
 - b. Air-Purifying Respirator, Self-Contained Breathing Apparatus (SCBA) or Supplied Airline Respirator (SAR) with emergency escape tank.
 - When changing chlorine gas cylinders, a NIOSH certified air-purifying respirator with chlorine gas cartridges or self-contained breathing apparatus will be used.
NOTE: 1 ppm - 9 ppm: NIOSH certified air-purifying respirator fitted with chlorine gas cartridges, 10 ppm or higher: NIOSH certified Self Contained Breathing Apparatus (SCBA), Unknown concentration: NIOSH certified Self Contained Breathing Apparatus (SCBA).

Updating The Hazard Assessment

1. The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure).
 - a. If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact the Program Administrator.
 - b. The Program Administrator will evaluate the potential hazard, arranging for outside assistance as necessary.
 - c. The Program Administrator will then communicate the results of that assessment back to the employees.
2. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

Medical Evaluation

1. Employees who are either required to wear respirators, or who choose to wear a respirator voluntarily, must pass a medical exam before being permitted to wear a respirator on the job.
2. Employees are not permitted to wear respirators until a licensed physician has determined that they are medically able to do so.
3. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.
4. A licensed physician will be performing a review of all medical evaluations. The following medical clinic will be used:
Flood Michael F-Aurora Nor-Door Clinic
2521 South Bay Shore
Sister Bay, Wisconsin 54234

Contact phone number: 920.854.2347

5. Medical evaluation procedures are as follows:
 - a. The medical evaluation will be conducted using the questionnaire provided by the licensed physician, which is from the respiratory protection standard.
 - b. The Program Administrator will provide a copy of this questionnaire to all employees requiring medical evaluations.
 - c. To the extent feasible, the licensed physician will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire).
 - d. All affected employees will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the physician.
 - a. Employees will be permitted to fill out the questionnaire on employer time.
 - e. Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the licensed physician.
 - f. All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
 - g. This program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each employee requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required will be given to the physician.

NOTE: Majority of work being performed will be light - moderate with normal temperatures and humidity outdoors. Additional personal protective equipment such as, protective helmets, eye protection and gloves will be worn.
 - h. After an employee has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
 - Employee reports, signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
 - The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
 - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and
 - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.
 - i. All examinations and questionnaires are to remain confidential between the employee and the physician.

Fit Testing

1. Fit testing will be required for employees wearing tight fitting facepiece respirators.
2. The Village of Sister Bay requires employees to be fit tested at the following times and with the same make, model, style, and size of respirator that they will be using.
 - a. Before being allowed to wear any respirator with a tight-fitting facepiece and at least annually thereafter;
 - b. Whenever a different respirator facepiece (size, style, model, or make) is used;
 - c. Whenever visual observations of changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and
 - d. Upon employee notification that the fit of the respirator is unacceptable.

2. Each Department Supervisor will ensure that a fit-test will be administered using an OSHA-accepted qualitative fit test (QLFT) or quantitative fit test (QNFT) protocol.
 - a. The accepted QLFT and QNFT protocols are contained in Appendix A of the Respiratory Standard (29 CFR 1910.134).
3. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit.
4. Fit tests will be conducted following OSHA 29 CFR 1910.134 Appendix B for qualitative fit testing of the Respiratory Protection standard.
5. The Village of Sister Bay has established a record of the fit tests administered to employees including:
 - a. The name or identification of the employee tested;
 - b. Type of fit test performed;
 - c. Specific make, model, style, and size of respirator tested;
 - d. Date of test; and
 - e. The pass/fail results

General Use Procedures

1. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model.
2. The respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
3. All employees shall conduct user seal checks each time that they wear their respirator.
 - a. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the Respiratory Protection Standard (1910.134).
4. All employees shall be permitted to leave the work area to go to a clean area to maintain their respirator for the following reasons:
 - a. To clean their respirator if the respirator is impeding their ability to work;
 - b. Change filters or cartridges;
 - c. Replace parts; or
 - d. To inspect respirator if it stops functioning as intended;
 - e. Breathing becomes difficult;
 - f. Dizziness or other distress occurs;
 - g. You taste or smell contaminant; or
 - h. You experience eye, nose or throat irritation.
5. Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good seal.
6. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.
7. Cartridges/Filters shall be changed based on the most limiting factor below:
 - a. Prior to expiration date;
 - b. Manufacturer's recommendations for use and environment;
 - c. After each use (because of poor warning properties);
 - d. When requested by employee; and
 - e. When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally.

8. Respirators will be stored properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration.
 - a. Respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals in accordance with any applicable manufacturer's instructions.
9. The Village of Sister Bay will provide each respirator user with a respirator that is clean, sanitary, and in good working order.
 - a. Respirators will be cleaned and disinfected using the procedures specified in 1910.134 Appendix B-2 of the standard or manufacturer's recommendations.
 - Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
 - Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent/disinfectant or with a cleaner/disinfectant recommended by the manufacturer. A stiff bristle (not wire) brush or sponge may be used to facilitate the removal of dirt.
 - Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water and drain.
 - Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
 - Components should be hand-dried with a clean lint-free cloth or air-dried.
 - Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
 - Test the respirator to ensure that all components work properly.
10. Respirators are cleaned and disinfected:
 - a. As often as necessary after each use when issued for the exclusive use of one employee;
 - b. Before being worn by different individuals;
 - c. After each use for emergency use respirators; and
 - d. After each use for respirators used for fit testing and training.
11. All respirators will be inspected as per manufacturer's recommendations.
 - a. Should any defects be noted, the respirators will be taken to the program administrator or supervisor. Damaged respirators will be either repaired or replaced.
12. Respirators shall be inspected as follows:
 - a. All respirators used in routine situations shall be inspected before each use and during cleaning.
 - b. Respirator inspections shall include the following:
 - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
 - Check of elastomeric parts for pliability and signs of deterioration.
 - c. The following checklist will be used when inspecting respirators:
 - Check facepiece for:
 - cracks
 - tears

- holes
 - facemask distortion
 - cracked
 - loose lenses/faceshield
 - cartridge receptacle gasket
 - Check headstraps for:
 - breaks
 - tears
 - broken buckles
 - Check valves for:
 - residue
 - dirt
 - cracks
 - tears in valve material
 - missing
 - Check filters/cartridges for:
 - approval designation,
 - cracks,
 - dents in housing
 - proper cartridge for hazard
13. Self-contained breathing apparatus (SCBA) and Air-Line Emergency Respirators Supplied Airline Respirator (SAR) with emergency escape tank **will** be stored in the following areas:
- a. Wastewater Treatment Plant

NIOSH Certification

1. All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification.
 - a. The label must not be removed or defaced while it is in use.
 - b. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

Voluntary Respirator Use

1. The Village of Sister Bay will provide respirators at no charge to employees for voluntary use.
2. The Program Administrator will provide all employees who voluntarily choose to wear a respirator with a copy of Appendix D of the standard 29 CFR 1910.134.
 - a. Employees will be required to follow the Respiratory Protection Program.
3. The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

IDLH Procedures

1. The Program Administrator has identified the following area's as presenting the potential for IDLH conditions:
 - a. Chlorine Gas - when above permissible exposure limits.
 - b. Sodium Hypochlorite - when above permissible exposure limits.
 - c. Permit-required confined spaces - when above permissible exposure limits.

- b. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc. or other such attachments, should not be used.
5. Protruding ends of strands in wire rope splices on slings and bridles should be covered or blunted.
6. Slings shall be removed from service when:
 - a. Slings are shortened with knots, bolts, or other unapproved methods;
 - b. Subjected to chemicals that are not permitted by the manufacturer;
 - c. Warning threads are visible;
 - d. Melting or charring of any part of the sling;
 - e. Damaged or worn stitching, cuts, tears, or punctures;
 - f. Inspection shows signs of excessive wear, defective welds, deformation and increase in length of chain or couplings;
 - g. Evidence of heat damage; and
 - h. When any of the manufacturers recommendations are not followed.
7. Whenever any sling is used, the following practices shall be observed:
 - a. Slings that are damaged or defective shall not be used.
 - b. Slings shall not be shortened with knots or bolts or other makeshift devices.
 - c. Sling legs shall not be kinked.
 - d. Slings shall not be loaded in excess of their rated capabilities.
 - e. Slings used in a basket hitch shall have the loads balanced to prevent slippage.
 - f. Slings shall be securely attached to their loads.
 - g. Slings shall be padded or protected from the sharp edges of their loads.
 - h. Suspended loads shall be kept clear of all obstructions.
 - i. All employees shall be kept clear of loads about to be lifted and of suspended loads.
 - j. Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
 - k. Shock loading is prohibited.
 - l. A sling shall not be pulled from under a load when the load is resting on the sling.

Operations In The Public Way

1. Whenever work is in progress, the public shall be safeguarded at all times by the use of barricades (properly lighted at night), cones, signs and flags.
 - a. The Manual on Uniform Traffic Control Devices must be followed.
2. Every effort should be made to separate pedestrian movement from both work site activity and adjacent traffic.
3. Pedestrians should be provided with a safe and convenient travel path.
4. Movement by work vehicles and equipment across designated pedestrian paths should be minimized and, when necessary, should be controlled by flaggers or temporary traffic control.
5. Temporary fences may be necessary to prevent pedestrians from entering active work areas.
 - a. All tools, materials and equipment should be located in the work area.
6. Tape or rope strung between devices can help discourage pedestrian movement into the work area from the designated pathway.
7. Any employee who works on highways, roads, streets or their easements, including any of these workplaces that are not permanent places of employment, shall be provided with and wear an approved traffic-safety vest, or other clothing or equipment that provides equivalent high visibility of the employee.

- a. All workers, including emergency responders, within the right-of-way who are exposed either to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction equipment within the temporary traffic control zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" (see Section 1A.11), or equivalent revisions, and labeled as meeting the ANSI 107-2004 standard performance for Class 2 or 3 risk exposure.
 - b. A person designated by the employer to be responsible for worker safety shall make the selection of the appropriate class of garment.
 - c. For daytime and nighttime activity, flaggers shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Apparel and Headwear" (see Section 1A.11) and labeled as meeting the ANSI 107-2004 standard performance for Class 2 or 3 risk exposure.
 - The apparel background (outer) material color shall be fluorescent orange-red, fluorescent yellow-green, or a combination of the two as defined in the ANSI standard. The retroreflective material shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and shall be visible at a minimum distance of 1,000 feet.
 - The retroreflective safety apparel shall be designed to clearly identify the wearer as a person.
 - For nighttime activity, high-visibility safety apparel that meets the Performance Class 3 requirements of the ANSI/ISEA 107-2004 publication entitled "American National Standard for High-Visibility Apparel and Headwear" (see Section 1A.11) and labeled as meeting the ANSI 107-2004 standard performance for Class 3 risk exposure should be considered for flagger wear.
8. Flaggers shall be trained and equipped as per the uniform traffic control devices manual.
- a. The STOP/SLOW paddle should be the primary and preferred hand-signaling device for flagging because the STOP/SLOW paddle gives road users more positive guidance than red flags.
 - b. Use of flags should be limited to emergency situations.
 - c. The flagger should stand either on the shoulder adjacent to the road user being controlled or in the closed lane prior to stopping road users.
 - A flagger should only stand in the lane being used by moving road users after road users have stopped.
 - The flagger should be clearly visible to the first approaching road user at all times.
 - The flagger also should be visible to other road users.
 - The flagger should be stationed sufficiently in advance of the workers to warn them (for example, with audible warning devices such as horns or whistles) of approaching danger by out-of-control vehicles.
 - The flagger should stand alone, away from other workers, work vehicles, or equipment.

Aerial Devices

1. This section applies to any device, extensible, articulating, or both, which is designed to position personnel and handle materials.
2. The following inspections shall be performed before each use:

2. Employees will not respond to chemical leaks, spills or enter a confined space which is above the OSHA PEL's. The Fire Department will be used for all emergencies involving chemical leaks, spills or confined space entry rescues.

Training And Information

1. Employees will be trained prior to using a respirator in the workplace.
2. The department supervisor will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.
3. Employees will be retrained annually or as needed (e.g., if they change departments and need to use a different respirator).
4. The respiratory protection program will be reviewed and evaluated annually.
5. Respirator training documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

Program Evaluation

1. The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented.
2. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.
3. Problems identified will be noted in an inspection log and addressed by the Program Administrator.

Documentation And Recordkeeping

1. A written copy of this program and the OSHA standard is kept in the Program Administrator's office and is available to all employees who wish to review it.
 - a. Also maintained in the Program Administrator's office are copies of training and fit test records.
2. The Program Administrator will maintain copies of the medical records for all employees covered under the respirator program.
 - a. The completed medical questionnaire and the physician's documented findings are confidential and will remain at the office of the licensed physician.
 - b. The Program Administrator will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

Village of Sister Bay 2016 Annual Budget ³⁶

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Direct Employee Costs						
53101	Wages, Full Time	149,201	115,254	174,495	116,119	206,399
53105	Wages, Part Time	22,083	35,518	30,000	21,223	28,551
53106	Wages, Part Time Animal Control	174	92	500	311	500
53106	Wages, Part Time, Intern					
53110	Wages, Overtime	3,279	1,087	3,229	3,726	3,035
53112	Unworked Wages		20,537		24,906	
53113	Comp Time Used		-5,002		778	3,108
53115	Retirement	9,833	11,000	12,051	9,593	14,679
53120	Social Security	13,206	13,435	15,891	10,815	16,515
53125	Insurance, Medical	29,892	30,619	43,142	36,807	50,294
53130	Insurance, Dental	2,504	2,837	3,338	3,090	3,762
53135	Insurance, Disability	1,180	1,157	1,580	1,317	1,875
53140	Insurance, Group Life	372	366	402	373	453
53145	Insurance, Work Comp	10,054	8,038	15,230	12,624	13,341
53150	Insurance, Unemployment Comp					
53190	Benefit Fees & Penalties	19	127	120	222	200
53192	Parks to Marina Transfer	-19,476	0	-11,835	-11,665	-11,951
53195	Parks to TKH Transfer	0	0	-5,827	-5,386	-5,975
53196	Utility Mowing Reimbursement	0	-3,869	-3,600	-613	0
	Subtotal	\$222,321	\$231,195	\$278,716	\$224,239	\$324,786
Indirect Employee						
53201	Travel/Training	0	0	0	0	500
53205	Recruitment/Testing/Physicals	0	0	0	0	0
53210	Expense Allowance	0	34	30	30	100
53215	Uniforms and Clothing	1,008	614	1,200	1,200	2,000
	Subtotal	\$1,008	\$648	\$1,230	\$1,230	\$2,600
Utility Costs						
53325	Parks	2,360	2,610	2,600	2,289	2,600
53330	Sports Complex	11,850	11,444	12,000	12,000	12,000
53335	Maintenance Buildings	14,975	14,709	18,500	18,500	18,500
53345	Info Booth	760	820	600	467	600
53360	Telephone, Sports Complex	477	494	500	605	600
53365	Cell Phone	1,364	1,832	1,900	2,213	2,400
53370	Internet	0	1,259	1,200	1,079	1,200
53380	Street Lighting	27,896	26,289	28,000	25,858	28,000
53381	Biketrail Lighting	1,263	1,420	1,500	1,507	1,500
	Subtotal	\$60,945	\$60,877	\$66,800	\$64,518	\$67,400

Village of Sister Bay 2016 Annual Budget ³⁷

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Supplies						
53401	Office Supplies	8	6	25	25	25
53405	Computer Hardware/Software	429	17	0	8	25
53430	Custodial Supplies	2,889	4,035	4,000	4,000	5,000
53440	Medical and Safety	839	424	500	500	1,000
53445	Shop Supplies	373	860	750	750	750
53450	Memorial Bench Supplies	217	1,459	2,000	250	1,000
53460	Minor Equipment	1,416	728	2,000	2,000	2,000
53470	Recreation Equip/Supplies	446	392	500	1,058	1,000
53480	Street Light Bulbs	478	64	500	100	500
53490	Misc. Municipal Supplies	401	521	500	100	500
53495	Misc. Other Supplies	8	189	200	100	200
	Subtotal	\$7,505	\$8,696	\$10,975	\$8,891	\$12,000
Other Services						
53532	Publicity		16		223	
53551	Rubbish Disposal	99,287	98,779	100,000	96,726	100,000
53552	Recycling	8,692	9,813	11,000	8,595	11,000
53553	Snow Removal Contract	33,013	27,648	33,000	52,790	30,000
53555	Special Events Costs				54,955	30,000
53581	YMCA Program Costs	11,889	12,872	13,800	11,228	13,800
53595	Miscellaneous Other Services	0	0	100	16	100
	Subtotal	\$152,881	\$149,127	\$157,900	\$224,533	\$184,900
Maintenance						
53610	Sidewalks	4	578	0	2,497	3,000
53611	Bike Trail	69	228	150	0	150
53615	Grounds Maintenance	982	2,698	3,000	2,000	2,000
53620	Parks Maintenance	20,913	6,427	10,000	3,133	10,000
53625	Sports Complex Maintenance	3,025	3,158	4,000	4,232	4,000
53626	Dog Park	1,871	2,437	2,200	2,200	2,200
53630	Street Signs	173	622	500	622	750
53631	Seasonal Decorations	8,601	5,831	9,000	9,000	5,000
53632	Spring Flower Pots			0	0	4,000
53633	Parks Flower Beds			0	0	5,000
53635	Lawn Maintenance	8,124	8,117	8,500	8,398	10,000
53640	Parks Buildings	649	1,213	1,000	540	1,000
53645	Info Booth (Bldgs & Grounds)	1,025	913	1,000	518	1,000
53650	Storm Drainage System	1,889	1,322	1,200	3,500	3,500
53655	Street Maintenance	9,751	40,490	17,543	11,500	20,000
53670	Picnic Tables & Benches	591	555	250	250	250
53671	Garbage Cans	0	0	1,000	909	1,000
53675	Equipment Rental	0	294	200	108	500
	Subtotal	\$57,669	\$74,883	\$59,543	\$49,408	\$73,350

Village of Sister Bay 2016 Annual Budget ³⁸

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Vehicles & Equipment						
53701	Vehicle Maintenance	1,288	3,037	5,000	2,807	5,000
53705	Equipment Maintenance	10,391	9,358	10,000	10,000	10,000
53710	Gas/Oil/Fluids	11,740	10,397	12,000	8,743	12,000
53715	Tires	1,001	492	1,500	1,500	1,500
	Subtotal	\$24,418	\$23,283	\$28,500	\$23,049	\$28,500
General Fund Capital Outlay						
53810	Capital Equipment/Improvements	22,500		0	0	15,000
	Subtotal	\$22,500	\$0	\$0	\$0	\$15,000
	Total	\$549,247	\$548,709	\$603,664	\$595,867	\$708,536
	<i>Proof to Audit (p.9)</i>	<i>549,246</i>	<i>548,713</i>			

Village of Sister Bay 2016 Annual Budget ³⁹

		2013	2014	2015	2015	2016
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Beginning Balance		\$15,021	\$13,524	\$10,869	\$9,819	\$25,480
Revenues						
Commercial Revenues						
46741	Festivals/Events	0	0	500	0	0
46751	Board Advertising	0	5,057	3,000	5,000	3,500
46752	Admission Fees	0	0	2,000	234	0
46754	Skate Rental	8,899	4,428	6,500	6,416	7,500
46755	Skate Sharpening	406	256	350	350	350
46761	Broomball	0	424	0	2,860	3,000
46764	Clothing Sales	162	18	0	180	200
46765	Concessions	6,582	3,442	5,500	3,463	3,500
46900	Miscellaneous Public Charges	0	0	0	0	0
	Subtotal	\$16,049	\$13,625	\$17,850	\$18,503	\$18,050
Other Revenues						
48110	Interest	2	20	2	2	2
48500	Donations	1,563	1,833	0	463	500
48990	Miscellaneous Other Revenue	1	2	0	0	0
	Subtotal	\$1,566	\$1,856	\$2	\$465	\$502
Transfers						
49210	Transfers from General Fund	5,000	5,000	16,000	16,000	6,500
49225	Transfers from Ice Rink Account	0	0	0	0	0
	Subtotal	\$5,000	\$5,000	\$16,000	\$16,000	\$6,500
	Total Revenues	\$22,615	\$20,481	\$33,852	\$34,968	\$25,052
	Total Funds Available	\$37,635	\$34,005	\$44,721	\$44,787	\$50,532
Expenditures						
Direct Employee Costs						
55101	Wages, Manager	0	6,950	7,800	6,400	7,800
55105	Wages, Part Time	13,609	6,728	11,161	4,941	11,161
55105	Wages, Clerk	18	276	373	242	373
55110	Wages, Overtime	2,585	1,258	600	399	600
55115	Retirement	17	269	570	345	570
55120	Social Security	1,240	1,159	1,525	984	1,525
55125	Insurance, Medical	0	15	2,062	1,058	1,288
55130	Insurance, Dental	0	3	144	58	146
55135	Insurance, Disability	0	2	83	55	82
55140	Insurance, Group Life	0	1	6	3	4
55145	Insurance, Work Comp	194	472	1,258	528	634
55150	Unemployment Costs	693	0	0	178	0
	Subtotal	\$18,356	\$17,133	\$25,582	\$15,191	\$24,183

Village of Sister Bay 2016 Annual Budget ⁴⁰

		2013	2014	2015	2015	2016
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Indirect Employee						
55201	Travel/Training	1	0	25	0	0
55205	Recruitment/Testing/Physicals	91	0	100	0	0
55225	Recognition	0	0	0	0	0
	Subtotal	\$93	\$0	\$125	\$0	\$0
Other Costs						
55401	Office Supplies	66	316	50	50	50
55410	Printing and Copying	20	0	25	0	50
55415	Postage	0	675	10	12	25
55430	Custodial Supplies	5	17	50	25	50
55434	Supplies for Resale		89	0	447	450
55435	Food/Beverage Supplies	4,070	1,186	3,300	1,589	2,000
55440	Medical/Safety Supplies	10	0	50	0	50
55460	Tools/Minor Equipment	100	0	100	182	200
55470	Recreation Equip/Supplies	647	598	1,200	321	500
55475	Board Advertising Supplies	35	23	0	153	1,000
	Subtotal	\$4,954	\$3,036	\$4,785	\$2,779	\$4,375
Services						
55525	Property/Liability Insurance	160	586	600	383	600
55530	Advertising	0	870	200	339	400
55567	Festival/Event costs	0	1,931	5,000	177	250
55570	Permits and Fees	0	0	50	0	50
55601	Office Equipment		46		1	50
55640	Building Maintenance	0	240	200	261	1,200
55647	Ice Rink Maintenance	8	74	300	24	300
55701	Vehicle Maintenance	0	0	100	0	100
55710	Gas/Oil/Fluids	395	271	350	154	350
55930	Bank Fees & Finance Charges	0	0	0	0	0
55950	Miscellaneous Other Exp.	145	0	0	0	0
	Subtotal	\$708	\$4,016	\$6,800	\$1,337	\$3,300
	Subtotal Operating	\$24,111	\$24,186	\$37,292	\$19,307	\$31,858
	Total Expenditures	\$24,111	\$24,186	\$37,292	\$19,307	\$31,858
Auditors' Adjustment						
	Ending Fund Balance	\$13,524	\$9,819	\$7,429	\$25,480	\$18,674
	<i>Proof to Audit (p. 33)</i>	13,524				

Village of Sister Bay 2016 Annual Budget ⁴¹

Capital Improvement Funding Detail				
Project Year	Project Description	2014 Funding	2015 Funding	2016 Funding
2014	Capital Requests			
	Fire Truck reserve	25,000		
	Capital project transfer to Marina	25,000		
	Burial of overhead utilities	50,000		
	Streets resurfacing	18,000		
	Beach Project (balance needed)	150,000		
	Various Parks Projects (including trees)	10,000		
	Vehicle replacement	10,000		
	Parks Equipment	-		
	OS Election Machine replacement	-		
	Information/Technology upgrades	30,000		
	Trackless replacement (over 4 yrs.)	25,000		
	Cash Receipting module -- Accounting software	3,700		
	General Fund subtotal	\$ 346,700		
2015	Proposed Capital Requests			
	Fire Truck reserve		-	
	Burial of overhead utilities		50,000	
	Streets resurfacing		33,500	
	Various Parks Projects		-	
	Vehicle replacement		-	
	Parks Equipment		-	
	OS Election Machine replacement		1,500	
	Information/Technology upgrades		-	
	Trackless replacement (over 4 yrs.)		-	
	Accounting software upgrade, plus Dashboard		20,000	
	Wayfinding Signage		15,000	
	Sledding Hill		20,000	
	Marketing		50,000	
	General Fund subtotal		190,000	
2016	Proposed Capital Requests			
	Bay Shore Dr. Project			60,000
	Fire Truck reserve			30,000
	6f Braun Parking Lot			25,000
	Burial of overhead utilities			
	Streets resurfacing/Stormwater			130,000
	Various Parks Projects			35,000
	Vehicle replacement			5,000
	Parks Equipment			-
	OS Election Machine replacement			-
	Information/Technology upgrades			-
	Trackless replacement (over 4 yrs.)			-
	Accounting software upgrade, plus Dashboard			20,000

Village of Sister Bay 2016 Annual Budget⁴²

Capital Improvement Funding Detail				
Project Year	Project Description	2014 Funding	2015 Funding	2016 Funding
	Wayfinding Signage			50,000
	Sledding Hill			
	Marketing			50,000
	General Fund subtotal			405,000

Road Repair

43

- 1976 S Spring Rd.
 - 1961 Bluffside Ln - N Bayshore to Maple
 - 1985 sunset - S spring to Woodcrest
 - 1987 Sunny Ct. - between Sunnyside Rd + Private Dr.
 - 1990 Forest Ln. - between Hwy 42 + Woodland
 - 1995 Mill Rd - Woodcrest to Fire Station
- This stretch has numerous dips which would require milling of asphalt and grading before repaving.