



# PARKS, PROPERTY AND STREETS COMMITTEE MEETING AGENDA

Wednesday, September 7, 2016 at 5:30 P.M.  
Sister Bay-Fire Station, 2258 Mill Road

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

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

**Call Meeting to Order**

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

**Roll Call**

1	Chair – Dave Lienau	2	John Clove
3	Sharon Doersching	4	Denise Bhirdo
	<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. Review of the proposal for Wayfinding Signage; consider relevant motions for action.
2. Discussion regarding the Facility Use Application and supporting documentation which was submitted by the organizers of the Peninsula Century Fall Challenge Bike Ride; Consider a motion for action if necessary.
3. Review of a draft of the 2017 Budget; Discussion on the Draft. Consider an appropriate motion for action.
4. Consider a request Trustee Duffy concerning painting of doors and trim at parks facilities throughout Waterfront Park; Discussion on the request and consider a relevant motion for action if appropriate.
5. Review of ideas for an entrance arch at Waterfront Park; Discussion with Dan Roarty of Dimension IV on a proposal for an entrance arch. Consider an appropriate motion for action.
6. Discussion on an RFP for Architectural Services for Restroom Facilities in Waterfront Park; consider an appropriate motion for action.
7. Review results of the Waterfront Parks use survey from the SBAA. Discussion on an RFP for Vendors in Waterfront Park; Consider relevant motions for action.
8. Report from Staff on Parks, Properties and Streets activities.
9. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

**Adjournment**

**Public Notice**

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

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

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

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2   **WEDNESDAY, AUGUST 3, 2016**  
3   **SISTER BAY FIRE STATION - 2258 MILL ROAD**  
4   **(APPROVAL PENDING)**

5  
6     *The August 3, 2016 meeting of the Parks, Properties and Streets Committee was called to order*  
7     *by Committee Chair Dave Lienau at 5:31 P.M.*

8  
9     **Present:** Committee Chair Dave Lienau and Committee members John Clove, Denise  
10    Bhirdo and Sharon Doersching.

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

14  
15    **Approval of Agenda:**

16    *A motion was made by Clove, seconded by Bhirdo that the Agenda for the August 3, 2016*  
17    *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried -*  
18    *All ayes.*

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

21    **As to the minutes for the July 6, 2016 meeting of the Parks, Properties & Streets**  
22    **Committee:**

23    *Bhirdo stated that she believes the following revisions should be made to the July 6, 2016 meeting*  
24    *minutes:*

25  
26            *Page 1 - Line 15 - Rick Wylie and Mark Schuster were also in attendance.*

27  
28            *The following statements should be inserted at the end of Line 1 - Page 30:*  
29            *"Bhirdo suggested that garbage cans also be placed on the east side of Bay Shore*  
30            *Drive in the downtown area". It was the consensus that this shall occur.*

31  
32            *The sentence which begins on Page 2 - Line 15 should read, "A sign shall be*  
33            *erected near each of the foot washing stations which states, "Non-Pottable, Cold*  
34            *Water Only".*

35  
36            *The following sentence should be inserted at the end of the portion of the minutes*  
37            *which pertains to Agenda Item No. 3:*

38  
39            *"Some of the Committee members noted that there appears to be confusion as to*  
40            *where the designated quiet craft launch area actually is in Waterfront Park, and*  
41            *it was the consensus that signage which states, "Quiet Craft Launch" shall be*  
42            *erected in the designated area ASAP.*

43  
44            *The following paragraphs should be inserted at the end of the portion of the*  
45            *minutes pertaining to Agenda Item No. 5:*

46  
47

1           Mann noted that Kurt Rice allowed the Parks Department employees to use his  
2           barge when the channel markers and swim buoys were installed, and that was a  
3           tremendous help.

4  
5           “A motion was made by Clove, seconded by Bhirdo that a \$100 Gift Certificate to  
6           JJ’s shall be provided to Kurt Rice as a “thank you” for the use of his barge when  
7           the channel markers and swim buoys were installed. Motion carried – All ayes.

8  
9           A motion was made by Clove, seconded by Doersching that the minutes for the July 6, 2016  
10          meeting of the Parks, Properties & Streets Committee Meeting be approved as amended. Motion  
11          carried – All ayes.

12  
13          **As to the minutes for the July 7, 2016 joint meeting of the Parks, Properties & Streets**  
14          **Committee and the SBAA Board of Directors:**

15          A motion was made by Doersching, seconded by Clove that the minutes for the joint meeting of  
16          the Parks, Properties & Streets Committee and the SBAA Board of Directors be approved as  
17          presented. Motion carried – All ayes.

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

20          Lienau noted that no new correspondence had been received, and then asked if anyone  
21          wished to address a non-agenda item.

22  
23          Bhirdo asked why the Wild Tomato was allowed to put a fence on their property  
24          without Plan Commission approval, and also asked if the fence was on Village property.  
25          Jackson and Mann will look into this issue and report their findings at the next meeting  
26          of the Parks Committee.

27  
28          Bhirdo referred to a “Correction” which was recently published in The Pulse, and  
29          Jackson noted that he has already discussed this issue with Jackson Parr, who wrote the  
30          original article.

31  
32          **Business Items:**

33          **Item No. 1. Consider a request from staff for a radar traffic counter; Consider relevant**  
34          **motions for action if appropriate:**

35          *The traffic counter that the Village currently utilizes is rather simple and inexpensive and only*  
36          *provides traffic counts. There are more complex versions of traffic counters which are equipped*  
37          *with radar units and provide more detailed data, but they are quite expensive. It was the*  
38          *consensus that for the time being the simple and inexpensive traffic counter should continue to*  
39          *be utilized.*

40  
41          **Item No. 2. Review of the Draft Waterfront Park Master Plan; Discussion on that plan;**  
42          **Consider relevant motions for action if appropriate:**

43          Draft versions of the Bench Location Plan and the Waterfront Park Master Plan were  
44          included in the meeting packets and the Committee members jointly reviewed that  
45          documentation.

46  
47          *It was the consensus that all the benches which were put in storage before work was done on the*  
48          *Bay Shore Drive Reconstruction Project shall be returned as close as possible to their original*

1 *locations, but the decision as to actual placement of any and all of those benches shall be left to the*  
 2 *discretion of Mann. If any location conflicts do arise, preference shall be given to benches for*  
 3 *persons who actually resided in Sister Bay.*

4  
 5 *Discussion then turned to the Waterfront Park Master Plan, and it was eventually the consensus*  
 6 *that the pathway extension by the Pavilion which is depicted on the plan shall be eliminated in its*  
 7 *entirety. During the review process Jackson noted that Jessie Fink from JJR felt that the location*  
 8 *for the proposed restroom which is depicted on the plan is the safest and most convenient location*  
 9 *for such a structure. No matter where additional restrooms are placed additional costs will be*  
 10 *incurred for sewer and water lateral extensions. Several different restroom locations were*  
 11 *suggested by the Committee members, but before any formal decisions are made regarding that*  
 12 *issue Jackson will ask the Village's Engineer to conduct a traffic analysis around the Post Office*  
 13 *and make a formal recommendation as to whether or not he believes a portion of the parking lot*  
 14 *behind the Post Office could be eliminated and/or Post Office Lane closed. Alternatives which*  
 15 *shall be considered are creation of short-term (10 minute) parking spaces, unloading zones, and*  
 16 *handicap parking spaces.*

17  
 18 *The Committee members agreed that an archway shall be created in Waterfront Park, and the*  
 19 *Committee members were asked to forward photos of the type of archway they would like to see*  
 20 *constructed to Jackson ASAP.*

21  
 22 Doersching presented the example of the goat finial she would like to see added to the  
 23 Wayfinding Signage, and it was the consensus that that version of the goat would be  
 24 fine. An applicable recommendation will be made to the Plan Commission.

25  
 26 **Item No. 3. Report from staff on parks, properties and streets activities:**

27 Mann gave the following oral report:

- 28 • Issues have arisen when Parks Department employees attempt to work in  
 29 Waterfront Park early in the morning as Yoga classes are being conducted. It  
 30 was the consensus that next year an alternate location shall be found for Yoga  
 31 classes to be conducted.
- 32 • The Hendrickson Park restroom is getting a lot of use, and on some days over a  
 33 case of toilet tissue is used.
- 34 • In accord with the Committee's directives Mann placed locks on the basketball  
 35 hoops at the Sports Complex but someone cut them. The Parks Department  
 36 employees are looking into additional security measures which can be taken to  
 37 prevent the hoops from being adjusted.
- 38 • The foot washing stations will be installed in Waterfront Park as soon as a  
 39 sufficient sized pump has been obtained.

40  
 41 **Adjournment:**

42 *A motion was made by Clove, seconded by Doersching to adjourn the August 3, 2016 meeting of*  
 43 *the Parks Committee at 7:02 P.M. Motion carried – All ayes.*

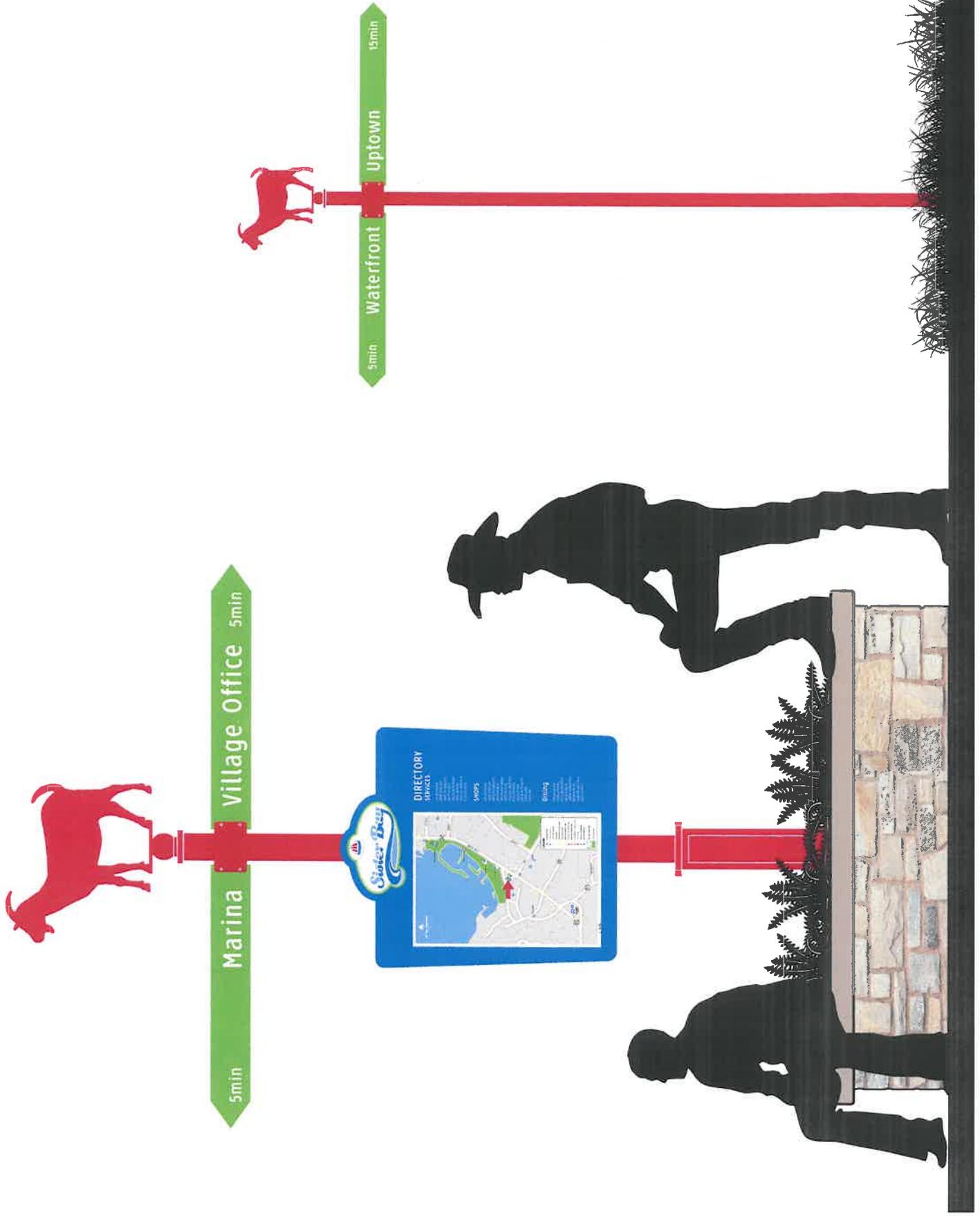
44  
 45  
 46  
 47  
 48

1 Respectfully submitted,

2 

3 Janal Suppanz,

4 Assistant Administrator



P1-Informational Kiosk

P2-Directional Sign



# Event Summary

## Peninsula Century Fall Challenge

Saturday, Sept. 17, 2016

Waterfront Park, Sister Bay

2015 Riders: 591

Expected 2016 Riders: 600-800

The Peninsula Century begins with a rollout start at Sister Bay Waterfront Park at 7 a.m. and finishes with a post-ride party featuring an amazing buffet of local food and [Door County Brewing Co.](#) beer beneath a tent at Waterfront Park.

With an array of lodging accommodations just a short walk from the festivities, participants can ride to the start line at Waterfront Park, and walk to area shops, restaurants, and taverns after the ride.

### Promotion

The Peninsula Century Fall Challenge is promoted by the Peninsula Pacers in print regularly in the Peninsula Pulse and Door County Living magazine, as well as the Wisconsin Bike Federation Ride Guide.

The ride is also promoted through dozens of emails to the Pacers extensive email list, through digital listings on dozens of cycling-focused websites, and in materials at the Pacers sister events: Door County Half Marathon, Door County Beer Festival, Peninsula Century Spring Classic, and the Door County Pond Hockey Tournament.

The ride will be held Sept. 17, 2016, with routes of 25, 50, 62 and 100 miles through the rustic roads and past the water vistas of the northern tip of the Door Peninsula. The ride ends at Sister Bay's Waterfront Park, where your registration fee includes food from Sister Bay chefs, beer from the Door County Brewing Co., and live music.

### Safety Information

While all four courses have been designed to avoid high traffic areas, the routes will not be closed to traffic. All bikers should follow the rules of the road, including stopping at stop signs and riding single file on the right side of the road. It is recommended to wear a helmet when bicycling.

All routes will follow regular state, county and local roadways and are used by automobiles, trucks, buses, bicycles, motorcycles and farm machinery; they have no special provisions for bicyclists. Bicyclists participating in the Peninsula Century, using the map and the marked route, assume the responsibilities and risks for their own safety when cycling.

The bicycle is classified as a vehicle under Wisconsin state law (WI Statute 346.02 (4)) and has the same Rights AND RESPONSIBILITIES as motor vehicles, including the right to use public roads unless specifically prohibited. The safety of bicycling depends on the conscientious efforts of bicyclists and motorists to obey traffic laws and act with mutual consideration when sharing the roadway.

### **Parking Info and Concourse**

Participants staying in Sister Bay will have the convenience of riding their bikes to Waterfront Park for packet pickup and the start of the ride at Waterfront Park Saturday morning. Others are encouraged to park in the Marina overflow parking lot or at the Sister Bay Sports Complex, both of which are just a short ride from the starting line.

In 2016, we'd like to rearrange the concourse where we welcome riders in the morning and feed them after the ride. To use the pavilion, we'd like to move the large tent and beverage wagons to the pavilion side of the lawn, making the event more compact, and opening the far side of the lawn for other visitors. This will also open at least 10 parking spaces on the far end of the concourse, and enable vehicles clear access to the new parking lot via Mill Road.

### **Support Services and Sag Wagon**

Experienced mechanics will be stationed at each rest stop along the route. It is recommended to ride with a cell phone along the route, in case of emergency or the need for mechanical assistance from the Sag Wagon; however, your cell phone may not work at all locations along the route.

### **Packet Pickup and Expo**

Riders may pick up their packets, maps and check out the expo at Waterfront Park in Sister Bay. Hours are 4 - 7 pm on Friday, September 16 and 6 – 9 am on Ride Day, Sept. 17

Waterfront Park is located at 648 North Bayshore Drive just west of the corner of Bay Shore Drive (Hwy 42) and Mill Road in the center of Sister Bay.



### Start Times

There will be two roll out times for the rides. Those riding in the century, metric century, and 50-mile ride will start their ride with a rollout at the Sister Bay Fire Station at 7 am. They will be followed by the start of the 25-mile ride at 9 am.

100 Mile Ride - 7 am

Metric Century Ride - 7 am

50 Mile Ride – 7 am

25 Mile Ride – 9 am

We have extended the aid station windows and the post-ride meal this year to accommodate all riders, but we strongly advise that all riders start as close to the posted times as possible to ensure access to all aid stations, food, and perks of the event, especially riders who expect to average less than 14 miles per hour for the ride.

Be advised, there are several significant hills on the course. No, it's not like riding in the mountains, but it's not flat either.

### 2016 Sponsors

Partnering with Sister Bay Advancement Association

Husby's Food & Spirits

Door County Brewing Co.

Al Johnson's

Door County Ice Cream Factory  
Seaquist Orchards  
Sister Bay Bowl  
Ecology Sports Base Camp  
Grasse's Grill  
Piggly Wiggly  
Tapuat Kombucha  
Birchwood Lodge  
High Point Inn  
Ministry Door County Medical Center  
Going Garbage  
Pheasant Park  
Scandinavian Lodge  
Coachlite Inn  
Fred & Fuzzy's  
Nor Door Sport & Cyclery  
Flanigan Distributing

**Charity Partners**

Gibraltar Booster Club  
Friends of Peninsula State Park  
St. Peter School  
Sevastopol Music, Arts, and Theater Guild  
Rotary Club Door County North  
Adult Day Services  
Gibraltar Boosters



## Village of Sister Bay PARKS COMMITTEE

**Meeting Date 09/07/2016**

### Summary of Significant Budgetary Changes from 2016 to 2017:

#### **PARKS**

1. Account #53105 – Wages, Part-time: Part-time costs are expected to increase significantly in 2017 for several reasons:
  - A Beach/Youth Center Attendant is budgeted to be hired for 400 hours at \$14.00 per hour totaling \$6,000.
  - A \$0.50/hour increase in summer help wages has been budgeted for an increase in compensation of \$5,128.
  - The Parks Allocation to the marina was decreased from 6% to 4% to alleviate costs in the marina.
  
2. Account #53110 – Wages, Overtime: Overtime was under-calculated in 2016. In 2017, the overtime calculation was based on the number of on-call weekends and the hours required for cleaning during on-call weekends. 21 seasonal weekends are divided among three employees and 2-4 hours are worked each of those weekends. In addition, all employees work between 12 and 20 hours on Fall Fest weekend.
  
3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums were budgeted at a 65/35 split. The Village actually paid 85% of employee premiums and 65% of dependent premiums resulting in the low budget total for employees.
  
4. Account #53145 – Insurance, Work Comp: The mod factor for the Village is increasing from 1.19 to 1.59. Workers Compensation rates have increased regardless of the fund.
  
5. Account #53125 – Uniforms and Clothing: In accordance with the Employee Handbook, U&C was calculated as \$400 per full-time employee, \$50 per employee for work gloves, and a lump sum of \$250 for seasonal employees for shirts.
  
6. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for new playground equipment.
  
7. Account #53480 – Street Light Bulbs: Expense was increased because the new LED lightbulbs cost about \$29 each and current inventory is low.
  
8. Account #53555 – Special Events Costs: In the past, the General Fund coordinated more special events in the Village such as the car show and rummage sale. Those events have been mostly turned over to the SBAA. As a result, budget was lowered.
  
9. Account #53631 – Seasonal Decorations: Additional expense was budgeted in 2017 for new Christmas lights in the Village.
  
10. Account #53635 – Lawn Maintenance: The lawn maintenance contract in 2017 is estimated to be approximately \$10,000. Additional expense is budgeted for normal miscellaneous lawn maintenance expense.



# Village of Sister Bay 2017 Annual Budget <sup>14</sup>

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
<b>Parks and Streets</b>						
<b>Direct Employee Costs</b>						
53101	Wages, Full Time	130,789	155,073	180,655	180,655	182,924
53101	Wages, Special Events		0	0	0	0
53105	Wages, Part Time	35,518	20,580	22,500	28,551	39,279
53106	Wages, Part Time Animal Control	92	399	500	297	500
53106	Wages, Part Time, Intern		0	0	0	0
53110	Wages, Overtime	1,087	6,842	5,635	8,036	9,074
53115	Retirement	11,000	11,055	12,105	12,454	13,056
53120	Social Security	13,435	13,956	16,253	16,642	17,731
53125	Insurance, Medical	30,619	36,471	46,600	29,746	39,856
53127	HSA Expense	0	0	0	12,824	12,824
53130	Insurance, Dental	2,837	3,066	3,439	2,914	3,439
53135	Insurance, Disability	1,157	1,333	1,232	1,026	1,237
53140	Insurance, Group Life	366	368	334	439	599
53145	Insurance, Work Comp	8,038	12,623	15,650	15,843	22,505
53150	Insurance, Unemployment Comp		167	0	194	0
53190	Benefit Fees & Penalties	127	221	200	71	71
53192	Parks to Marina Transfer	0	0	-12,337	0	-13,600
	Subtotal	\$231,195	\$262,154	\$278,941	\$309,691	\$329,495
<b>Indirect Employee</b>						
53201	Travel/Training	0	178	0	1,412	1,500
53205	Recruitment/Testing/Physicals	0	818	500	0	800
53210	Expense Allowance	34	0	100	0	100
53215	Uniforms and Clothing	614	2,035	1,600	1,920	2,050
	Subtotal	\$648	\$3,031	\$2,200	\$3,332	\$4,450
<b>Utility Costs</b>						
53325	Parks	2,610	3,478	2,600	2,547	2,800
53330	Sports Complex	11,444	10,175	12,000	10,650	11,500
53335	Maintenance Buildings	14,709	8,712	12,500	9,981	11,000
53345	Info Booth	820	471	600	363	600
53360	Telephone, Sports Complex	494	588	600	532	600
53365	Cell Phone	1,832	2,202	3,400	1,864	2,400
53370	Internet	1,259	1,079	1,200	1,080	1,200
53380	Street Lighting	26,289	26,112	28,000	24,696	27,000
53381	Biketrail Lighting	1,420	1,674	1,700	1,632	1,800
	Subtotal	\$60,877	\$54,491	\$62,600	\$53,345	\$58,900

# Village of Sister Bay 2017 Annual Budget <sup>15</sup>

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
<b>Parks and Streets</b>						
<b>Supplies</b>						
53401	Office Supplies	6	95	25	95	100
53405	Computer Hardware/Software	17	45	25	0	300
53420	Dues and Publications		0	0	0	0
53430	Custodial Supplies	4,035	3,748	4,000	4,000	4,500
53440	Medical and Safety	424	2,312	1,000	1,799	1,800
53445	Shop Supplies	860	1,314	800	820	850
53450	Memorial Bench Supplies	1,459	165	2,000	1,859	2,500
53460	Minor Equipment	728	1,452	2,000	1,234	2,000
53465	Chemicals		0	0	0	0
53470	Recreation Equip/Supplies	392	6,478	500	446	15,000
53480	Street Light Bulbs	64	0	300	64	1,500
53490	Misc. Municipal Supplies	521	533	3,000	528	3,000
53495	Misc. Other Supplies	189	58	200	179	200
	Subtotal	\$8,696	\$16,200	\$13,850	\$11,024	\$31,750
<b>Other Services</b>						
51885	Door County Soil & Water	0	1,000	1,000	1,000	1,000
53504	Information Technology	16	0	0	48	100
53532	Publicity		0	2,000	2,000	2,000
53551	Rubbish Disposal	98,779	99,195	100,000	99,287	105,000
53552	Recycling	9,813	8,447	11,000	8,692	10,000
53553	Snow Removal Contract	27,648	12,192	30,000	23,369	25,000
53555	Special Events Costs		0	30,000	30,000	5,000
53581	YMCA Program Costs	12,872	12,097	13,800	12,483	13,800
53595	Miscellaneous Other Services	0	102	100	95	100
	Subtotal	\$149,128	\$133,033	\$187,900	\$176,974	\$162,000
<b>Maintenance</b>						
53610	Sidewalks	578	2,497	0	0	2,000
53611	Bike Trail	228	0	150	42	50
53615	Grounds Maintenance	2,698	3,350	3,000	3,000	3,000
53616	Library Grounds Maintenance	0	0	0	0	0
53620	Parks Maintenance	6,427	4,363	10,000	7,623	8,000
53625	Sports Complex Maintenance	3,158	7,538	4,500	4,458	4,500
53626	Dog Park	2,437	1,778	2,200	2,216	2,200
53630	Street Signs	622	1,581	750	292	250
53631	Seasonal Decorations	5,831	9,878	3,000	2,925	10,000
53632	Spring Flower Pots		0	4,000	2,422	4,000
53635	Lawn Maintenance	8,117	9,130	8,500	8,843	11,000
53640	Parks Buildings	1,213	1,440	1,500	2,183	2,100
53645	Info Booth (Bldgs & Grounds)	913	518	1,000	851	1,000
53647	Pavilion		1,886	2,500	574	2,500
53650	Storm Drainage System	1,322	6,652	3,500	2,896	25,000
53655	Street Maintenance	40,490	9,899	28,011	18,004	25,000
53670	Picnic Tables & Benches	555	15	250	95	500
53671	Garbage Cans	0	909	1,000	900	4,500
53675	Equipment Rental	294	216	300	296	1,000
	Subtotal	\$74,883	\$61,650	\$74,161	\$57,619	\$106,600

# Village of Sister Bay 2017 Annual Budget <sup>16</sup>

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
<b>Parks and Streets</b>						
<b>Vehicles &amp; Equipment</b>						
53701	Vehicle Maintenance	3,037	1,220	5,000	4,512	5,000
53705	Equipment Maintenance	9,358	8,908	10,000	8,018	10,000
53710	Gas/Oil/Fluids	10,397	8,442	10,000	8,808	10,000
53715	Tires	492	0	1,500	325	1,500
	Subtotal	\$23,283	\$18,570	\$26,500	\$21,663	\$26,500
<b>General Fund Capital Outlay</b>						
53810	Capital Equipment/Improvements	0	0	0	0	0
	Subtotal	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$548,710</b>	<b>\$549,129</b>	<b>\$646,152</b>	<b>\$633,649</b>	<b>\$719,695</b>
	<i>Proof to Audit (p.9)</i>	<i>548,713</i>	<i>549,129</i>			

# Village of Sister Bay 2017 Annual Budget<sup>17</sup>

		2014	2015	2016	2016	2017
	Fund 205 / Department 55	Actual	Actual	Budget	Estimate	Budget
	<b>Special Revenue - Ice Rink Fund</b>					
	<b>Beginning Balance</b>	<b>\$13,524</b>	<b>\$9,818</b>	<b>\$15,463</b>	<b>\$14,070</b>	<b>\$9,284</b>
	<b>Revenues</b>					
	<b>Commercial Revenues</b>					
46741	Festivals/Events	0	0	0	0	0
46751	Board Advertising	5,057	6,563	3,500	5,000	4,000
46752	Admission Fees	0	234	0	0	0
46754	Skate Rental	4,428	5,416	7,500	2,635	3,500
46755	Skate Sharpening	256	256	350	57	350
46761	Broomball	424	2,860	3,000	2,464	3,000
46764	Clothing Sales	18	180	300	31	100
46765	Concessions	3,442	3,561	4,500	1,548	3,500
46900	Miscellaneous Public Charges	0	0	0	0	0
	Subtotal	\$13,625	\$19,070	\$19,150	\$11,735	\$14,450
	<b>Other Revenues</b>					
48110	Interest	20	2	2	3	0
48500	Donations	1,833	463	500	0	500
48990	Miscellaneous Other Revenue	2	19	0	0	0
	Subtotal	\$1,856	\$484	\$502	\$3	\$500
	<b>Transfers</b>					
49210	Transfers from General Fund	5,000	16,000	5,000	5,000	10,000
49225	Transfers from Ice Rink Account	0	0	0	0	0
	Subtotal	\$5,000	\$16,000	\$5,000	\$5,000	\$10,000
	<b>Total Revenues</b>	<b>\$20,481</b>	<b>\$35,554</b>	<b>\$24,652</b>	<b>\$16,738</b>	<b>\$24,950</b>
	<b>Total Funds Available</b>	<b>\$34,005</b>	<b>\$45,372</b>	<b>\$40,115</b>	<b>\$30,808</b>	<b>\$34,234</b>
	<b>Expenditures</b>					
	<b>Direct Employee Costs</b>					
55101	Wages, Manager	6,950	2,051	7,555	6,511	8,800
55105	Wages, Part Time	6,728	11,761	9,013	3,173	3,300
55105	Wages, Clerk	276	224	1,373	107	161
55110	Wages, Overtime	1,258	1,469	1,200	1,497	1,470
55115	Retirement	269	377	685	267	235
55120	Social Security	1,159	1,177	1,464	856	1,050
55125	Insurance, Medical	15	1,058	3,388	486	1,107
55127	HSA Expense			0	296	642
55130	Insurance, Dental	3	58	138	56	125
55135	Insurance, Disability	2	55	109	29	49
55140	Insurance, Group Life	1	3	30	3	2
55145	Insurance, Work Comp	472	702	244	298	1,505
55150	Unemployment Costs	0	178	0	0	0
	Subtotal	\$17,133	\$19,113	\$25,200	\$13,579	\$18,447

# Village of Sister Bay 2017 Annual Budget <sup>18</sup>

		2014	2015	2016	2016	2017
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
<b>Special Revenue - Ice Rink Fund</b>						
<b>Indirect Employee</b>						
55201	Travel/Training	0	0	0	0	0
55205	Recruitment/Testing/Physicals	0	0	0	0	0
55225	Recognition	0	0	0	0	0
	Subtotal	\$0	\$0	\$0	\$0	\$0
<b>Other Costs</b>						
55370	Internet	0	1,079	0	1,080	1,100
55401	Office Supplies	316	97	50	46	50
55410	Printing and Copying	0	0	50	0	25
55412	Daily Wristbands	133	0	0	0	0
55415	Postage	675	359	25	18	25
55430	Custodial Supplies	17	42	50	42	50
55434	Supplies for Resale	89	447	600	526	600
55435	Food/Beverage Supplies	1,186	2,028	2,500	2,128	2,500
55440	Medical/Safety Supplies	0	0	50	42	50
55460	Tools/Minor Equipment	0	270	200	186	200
55470	Recreation Equip/Supplies	598	321	1,000	647	750
55471	Broomball Equip/Supplies		617	1,000	852	1,000
55475	Board Advertising Supplies	23	1,940	300	276	300
	Subtotal	\$3,036	\$7,200	\$5,825	\$5,843	\$6,650
<b>Services</b>						
55525	Property/Liability Insurance	586	251	600	682	700
55530	Advertising	870	589	400	338	400
55561	Broomball Ref Fees		745	800	560	650
55567	Festival/Event costs	1,931	1,775	250	66	150
55570	Permits and Fees	0	0	3,000	0	0
55601	Office Equipment	46	22	50	8	50
55640	Building Maintenance	240	269	1,200	294	700
55647	Ice Rink Maintenance	74	1,030	300	150	250
55705	Equipment Maintenance	0	135	100	4	100
55710	Gas/Oil/Fluids	271	173	300	0	0
55930	Bank Fees & Finance Charges	0	0	0	0	0
55950	Miscellaneous Other Exp.	0	0	0	0	0
	Subtotal	\$4,016	\$4,989	\$7,000	\$2,102	\$3,000
	Subtotal Operating	\$24,186	\$31,302	\$38,025	\$21,524	\$28,097
	<b>Total Expenditures</b>	<b>\$24,186</b>	<b>\$31,302</b>	<b>\$38,025</b>	<b>\$21,524</b>	<b>\$28,097</b>
<b>Auditors' Adjustment</b>						
<b>Ending Fund Balance</b>		<b>\$9,819</b>	<b>\$14,070</b>	<b>\$2,091</b>	<b>\$9,284</b>	<b>\$6,137</b>
<i>Proof to Audit (p. 41)</i>		<b>9,818</b>	<b>14,069</b>			

# Village of Sister Bay 2016 Annual Budget

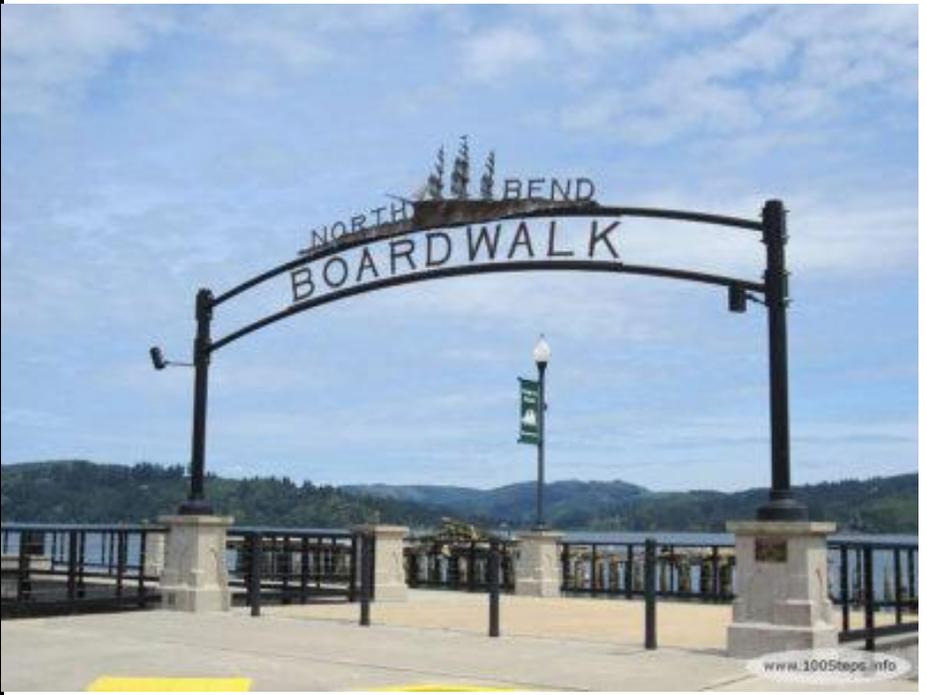
19

<b>Capital Improvement Funding Detail</b>				
<b>Project Year</b>	<b>Project Description</b>	<b>2015 Funding</b>	<b>2016 Funding</b>	<b>2017 Funding</b>
<b>2015</b>	<b>Proposed Capital Requests</b>			
	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		
	<b>General Fund subtotal</b>	<b>190,000</b>		
<b>2016</b>	<b>Proposed Capital Requests</b>			
	Bay Shore Dr. Project		75,000	
	Fire Truck reserve			
	6f Braun Parking Lot		25,000	
	Burial of overhead utilities			
	Streets resurfacing/Stormwater		130,000	
	Various Parks Projects		10,000	
	Vehicle replacement		-	
	Parks Equipment			
	OS Election Machine replacement			
	Information/Technology upgrades		-	
	Trackless replacement (over 4 yrs.)		-	
	Accounting software upgrade, plus Dashboard		20,000	
	Wayfinding Signage		50,000	
	Sledding Hill			
	Marketing			
	<b>General Fund subtotal</b>		<b>310,000</b>	
<b>2017</b>	<b>Proposed Capital Requests</b>			
	Fire Truck Reserve			22,000
	Streets resurfacing/Stormwater			120,000
	Parks Building			50,000
	Various Parks Projects			-
	Vehicle Replacement			70,000
	Village Hall Acoustics & A/C			25,000
	Helms Debt Reserves			
	Coastal Byways Kiosk/Grant			
	Trackless Snow Machine Replacement			30,000
	Information Technology Upgrades			5,000
	Canterbury/Maple and Applewood			-
	Accounting Software Upgrade			
	Wayfinding Signage			50,000
	Sledding Hill			10,000
	Property Improvement (Quarry)			-
	<b>General Fund subtotal</b>			<b>382,000</b>

# Village of Sister Bay 2017 Annual Budget

# 20

Cumulative Major Project Reserves as of 8/24/16														
		budget	opening				YTD		budget	opening			YTD	
		funding	balance	added	adjusted	expended	balance		funding	balance	added	adjusted	expended	balance
Number	Project	2016	2016	in 2016	in 2016	in 2016	2016		2017	2017	in 2017	in 2017	in 2017	2017
03 13	Fire Truck Available		126,268.36				126,268.36		22,000	148,268.36				148,268.36
04 08	Streets Resurfacing	130,000	159,301.75				159,301.75		120,000	279,301.75				279,301.75
04 18	Old Fire Station Demolition/Upgrades		(0.05)				(0.05)			(0.05)				(0.05)
04 24	Parks Building		347,698.00				347,698.00		50,000	397,698.00				397,698.00
04 25	Parks Mower		0.00				0.00			0.00				0.00
05 21	Admin. Bldg. Remodel		0.00				0.00			0.00				0.00
07 38	Stormwater Undetermined		0.00				0.00			0.00				0.00
08 54	Parks Mower		0.00				0.00			0.00				0.00
09 56	Various Parks Projects	10,000	29,446.61				29,446.61			29,446.61				29,446.61
09 57	Vehicle Replacement		7,241.00				7,241.00		70,000	77,241.00				77,241.00
10 58	Village Hall acoustics & A/C		43,909.32				43,909.32		25,000	68,909.32				68,909.32
10 59	Parks Equipment		0.00				0.00			0.00				0.00
10 60	Garbage containers		0.00				0.00		0	0.00				0.00
11 65	OS Election Machine replacement		(0.12)				(0.12)			(0.12)				(0.12)
11 68	Helms Debt Reserves	-35,000	132,382.00				132,382.00			132,382.00				132,382.00
12 70	Coastal Byways Kiosk/Grant		17,714.00				17,714.00			17,714.00				17,714.00
13 76	Trackless snow machine replacement		23,185.00				23,185.00		30,000	53,185.00				53,185.00
14 77	Information/Technology upgrades		13,517.59				13,517.59		5,000	18,517.59				18,517.59
14 80	Canterbury/Maple and Applewood		65,797.93				65,797.93			65,797.93				65,797.93
15 83	Accounting Software upgrade	20,000	40,000.00			2,010.00	37,990.00			37,990.00				37,990.00
15 84	Wayfinding Signage	50,000	62,107.00			3,800.00	58,307.00		50,000	108,307.00				108,307.00
15 85	Sledding Hill		(3,740.28)			647.50	(4,387.78)		10,000	5,612.22				5,612.22
17 87	Property Improvement (Quarry)			650,000			650,000		0	0.00				0.00
	Unallocated		17,926.58		0		17,926.58			17,926.58				17,926.58
	Additional Unallocated		71,338.63				71,338.63			71,338.63				71,338.63
	CIP Expense - Consulting					-285.00	(285.00)							(285.00)
	CIP Grants, other		77.00				77.00			77.00				77.00
	CIP Interest Income (except Fire Truck Reserve)		3,526.12	1,336.80			4,862.92			4,862.92				4,862.92
	CIP Transfers In & Out (not budget funding)		0.00				0.00			0.00				0.00
	<b>CIP Totals</b>	<b>175,000.00</b>	<b>1,157,696.44</b>	<b>651,336.80</b>	<b>0.00</b>	<b>656,172.50</b>	<b>1,152,290.74</b>		<b>382,000.00</b>	<b>1,534,575.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,534,290.74</b>
07 5046	Waterfront Development'		(295,538.31)			728.28	(296,266.59)			(296,266.59)				(296,266.59)
11 5067	Bay Shore Drive reconstruction	75,000	232,926.64			49,974.48	182,952.16	(20,990)		182,952.16				182,952.16
14 5079	BSD Stormwater		(189,625.82)				(189,625.82)			(189,625.82)				(189,625.82)
14 5082	BSD Lighting		(12,390.00)			1,926.80	(14,316.80)			(14,316.80)				(14,316.80)
14 5081	BSD Overhead Line Burial		(11,669.16)				(11,669.16)			(11,669.16)				(11,669.16)
15 5087	Downtown Redevelopment		10,029.00		33,850	11,796.27	32,082.73		200,000	232,082.73				232,082.73
16 5088	Braun Parking Lot	25,000	25,000.00		-18,850		6,150.00			6,150.00				6,150.00
17 5089	Dahlstrom Site Improvements	25,000	25,000.00		-18,850		6,150.00		80,000	86,150.00				86,150.00
	TIF Property Tax Increments		47,019.56	32,588.15			79,607.71			79,607.71				79,607.71
	TIF Computer Aids		636.00				636.00			636.00				636.00
	TIF Stewardship Grant & loan to Marina		14,858.75	14,116.26			28,975.01			28,975.01				28,975.01
	TIF Transfer from Utilities for BSD Project		0.00				0.00			0.00				0.00
	TIF Debt Proceeds		0.00				0.00			0.00				0.00
13 74 (TIF)	Pavilion/Donations		0.00				0.00			0.00				0.00
	TIF Transfers In (not budget funding)			15,000	-15,000		0.00			0.00				0.00
	TIF TIF exp.		(56,736.96)			49,307.59	(106,044.55)			(106,044.55)				(106,044.55)
	TIF Transfers Out		0.00				0.00			0.00				0.00
	<b>TIF Totals</b>	<b>125,000.00</b>	<b>(210,490.30)</b>	<b>61,704.41</b>	<b>(18,850.00)</b>	<b>113,733.42</b>	<b>(281,369.31)</b>		<b>280,000.00</b>	<b>(1,369.31)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,369.31)</b>
CIP/TIF	<b>Comingled Totals</b>	<b>300,000</b>	<b>947,206</b>	<b>713,041</b>	<b>-18,850</b>	<b>769,906</b>	<b>870,921</b>		<b>662,000</b>	<b>1,533,206</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,532,921</b>



Informal Beach Questionnaire July 2016  
based upon 75 surveys

**Are you staying in Sister Bay?**

<i>Yes</i>	36.36%
<i>Other village</i>	39.45%
<i>Day Trip</i>	17.27%
<i>Local/summer resident</i>	6.92%

**Did you walk, ride a bike, or drive to the beach?**

<i>Drive</i>	68.20%
<i>Walk</i>	27.27%
<i>Bike</i>	4.53%

**What do you like best about the beach and Waterfront Park**

<i>Proximity to retail &amp; dining</i>	36.36%
<i>Accessibility (availability of parking or easy walk)</i>	31.18%
<i>Size</i>	27.27%
<i>Other (clean, family friendly, playground proximity)</i>	5.19%

**Do you typically bring lotion, towels, snacks & beverages with you to the beach?**

*No* 13.36%

*If yes. . .*

*Did you bring them from home or purchase your supplies in Door County?*

*Home* 72.70%

*Purchase in Door County* 13.94%

If you purchased your beach supplies in Door County did they come from Sister Bay?

*36.36% purchased from either Shopko or Piggly Wiggly*

Do you plan to visit one of our local dining establishments for take-out while at the beach or one of our retailers?

*Take Out: 77.27% will go on same day of beach outing for take-out or go to restaurant directly after beach.*

*Retail: 13% will go on same day of beach outing.*

**What product or service would you like to see available at the beach? (other than bathrooms & showers)**

<i>Perfect the way it is</i>	41.80%
<i>Concessions (water, soda, popsicles, lotions, chips)</i>	37.20%
<i>Services (umbrella/towel rentals, beach attendant)</i>	16.00%
<i>Inflatable rentals, slide</i>	4.10%
<i>Tiki Bar/alcohol</i>	.90%



## VENDOR REQUEST FOR PROPOSAL

2017 Spring and Summer Season

It is the Village of Sister Bay's mission to provide family recreational opportunities to the public while promoting tourism to the area in a holistic manner. To do this, we are inviting businesses to submit proposals for beach-type vendors that can directly support and enhance the guest experience at the Public Beach. The Village Board is open to proposals for food and non-alcohol beverages, retail, experiential and recreational beach equipment, recreational vendors such as, but not limited to, chairs, umbrellas, and other beach equipment. We already have a vendor that provides rental of kayaks and paddleboards, and we will politely reject any competing response to this RFP for those services. The Village Board does not want to limit the possibilities and creative ideas that a vendor wishes to bring forth in a proposal. Any ideas are welcome, however, the Board does reserve the right to reject any or all submitted proposals. The Park & Beach Board is interested in having vendors providing multiple types of services to the 100,000s of Public Beach going patrons.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The Board reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the Board, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

Attached are the proposal format and vendor requirements. If you or your business is interested and qualified, please submit one (1) hard copies and/or one (1) electronic copy (email) of your proposal to:

Village of Sister Bay  
 Attn: Zeke Jackson  
 2383 Maple Dr  
 Sister Bay WI, 54234  
 zeke.jackson@sisterbaywi.gov

If you have any questions about the proposal process, please contact me at (920) 854-4118.

Thank You,

2383 Maple Drive  
 P.O.Box 769  
 Sister Bay, WI 54234  
 Tel (920) 854-4118  
 Fax (920) 854-9637  
 www.sisterbaywi.gov

Zeke Jackson  
 Village Administrator

The Village Board has established a local vendor preference but not limited to local vendors. A "local" vendor preference will be approved as such when, 1) the vendor operates a business within the incorporated boundaries of the Village of Sister Bay, or is a current resident of the Village. Proposals received in response to this Request for Proposal will be evaluated by the Village Parks Committee, the Sister Bay Advancement Association, and the Village Board while considering the local vendor preference described above when quality, service and other relevant factors are equal. All selected applicants will have to provide a copy of their proof of residence or business operation and any other license required by Door County or the State of Wisconsin prior to contract signing.

#### PROPOSAL SUBMITTAL AND SELECTION:

All proposals, consisting of one (1) hard copies and one (1) electronic copy (email) must be received by mail, recognized carrier, hand delivered or emailed. The Village Board reserves the right to expend the closing date for proposal. Late proposals will not be considered and will be returned, unopened.

All correspondence should be directed to:

Village of Sister Bay  
Attn: Zeke Jackson  
2383 Maple Dr  
Sister Bay WI, 54234  
zeke.jackson@sisterbaywi.gov

This Request for Proposal does not constitute an offer of employment or to contract for services.

The Board reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the Village may appear.

All proposals shall remain firm for thirty, (30) days following closing date for receipt of proposals.

The Board reserves the right to award the contract to the person or business who presents the proposal which in the judgment of the Village, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the proposed concession payments in the form of rent to the Village Board.

The Board may ask for a monthly vendor rate but the Parks Committee reserves the right to adjust that monthly vendor rate based on the proposal and utility needs. The Board wants to provide an exceptional beach experience to all beach going patrons and may waive all monthly vendor fees based on the proposal.

Utilities costs consumed for the operation of vendor's service site will be addressed on a case by case basis.

All proposals and vendor's facilities must comply with all applicable federal, state and local regulations. If proposing to sell food then vendor needs to provide a letter of support from the Door County Health Department.

#### PROPOSAL FORMAT:

- A qualifying proposal must address all of the following points and shall be in the format outlined in this section:
- Project Title (Sister Bay Food & Beverage Vending Cart/Kiosk Service and Recreational Vending for the Public Beach)
- Applicant or Firm Name, Owners and Principles
- Proposed Monthly Vendor Rate
- Firm Qualifications
- Type of organization, size, professional registration and affiliations.
- Names and qualifications of management and/or personnel assigned to these vendor services.
- Outline of recent activities completed that are directly related to this service. Vendors must demonstrate expertise relating to the requirements of the Project Scope.
- Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
- Client references from recent related projects, including name, address and phone number of individual to contact for referral.
- Understanding of and Approach to the Project
- Summary of approach to be taken.
- Description of the organization and staffing to be used for the project.
- Indication of information and participation the vendor will require from Board's staff.
- Indication of time frame necessary to provide vendor.
- Insurance and Indemnification: The selected Vendor will be required to provide insurance coverage in the amount of \$ 1,000,000 General Liability Insurance (Contractor- non construction) and Workers Compensation Insurance for Vendor's employees.
- The selected, vendor must provide the Village with a properly completed certificate of insurance issued by the insurance provider. The certificate of insurance must name the Village of Sister Bay as additional insurers.
- The Vendor shall provide within ten (10) days after the Notice of Award is issued a certificate of liability insurance naming the Village of Sister Bay and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the Board. Vendor will indemnify the Board for actions related to the Use Permit.