



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, December 10, 2013 at 6:00 P.M.

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

Approval of minutes as published

Comments and Correspondence

New Business Items

1. Consider a motion to adopt resolution 276-121013, Recognizing the Service of Mike Walker.
2. Update on Special Projects: Beach, Pavilion, Bay Shore.
3. Consider a motion to approve Resolution No. 274-111213, Approving Convenience Fees for Utility Bill Processing.
4. Consider a motion to adopt Resolution 275-121013, Use of Water Utility Impact Fees.
5. Consider a motion to adopt Ordinance 220-121013, Recreating Sections 62.1 Through 62.28 of the Utility Code.
6. Consider a motion to adopt Resolution 277-121013, Sale of Old School Property.
7. Consider new appointments to the Tourism Zone Commission.
8. Review of the monthly financial statements and consideration of a motion to approve the monthly bills; approval of payment to Dorner for work completed.
9. Consider a motion to adopt Resolution 278-121013, Amending the FY 2013 Budget.
10. Consider a motion to approve a contract amendment with Donahue for a lighting plan design in the amount of \$7000.00.
11. Report on County activities from the County Supervisor, Dave Lienau.
12. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes §19.85(1)(c)- Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction of authority of the governing body.
13. Consider a motion to reconvene into open session.
14. Consider a motion to take action if required.
15. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

Committee Reports (Committees may approve the minutes of their meetings that are presented in unapproved form.)

- | | | |
|----------------------|------------------------------|-----------------------|
| 1. Administrative | 2. Bay Shore Oversight | 3. Coastal Byways |
| 4. DCEDC | 5. Economic Development | 6. Finance |
| 7. Fire | 8. Fire District Exploratory | 9. Historical Society |
| 10. Library Building | 11. Marina and Marina Fest | 12. Parks |
| 13. Personnel | 14. Plan | 15. Comm / Tech |
| 16. SBAA | 17. Teen Center | 18. TZC |
| 19. Utility | 20. | 21. |

Adjournment

Public Notice

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

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
 2 **TUESDAY, NOVEMBER 12, 2013**
 3 **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**
 4 **(APPROVAL PENDING)**

5
 6 The November 12, 2013 meeting of the Village of Sister Bay Board of Trustees was called to
 7 order by Village President Dave Lienau at 6:08 PM.

8
 9 **Present:** President Lienau and Trustees Pam Abshire, Donna Scattergood, Scott Baker, John
 10 Clove, Pat Duffy, and Shane Solomon.

11
 12 **Staff Members:** Matthew Zeke Jackson, Village Administrator, Robert Kufirin, Consultant, Juliana
 13 Neuman, Finance Director, and Janal Suppanz, Administrative Assistant.

14
 15 **Others:** Paige Funkhouser and Britt and Sarah Unkefer

16
 17 **Approval of minutes as published:**

18 **As to the minutes for the October 8, 2013 meeting of the Village Board:**

19 *Clove indicated that the sentence which begins on Line 14 - Page 6 should read, "The Marina*
 20 *Committee has recommended that the Village reduce the Marina's payment in lieu of taxes, (PI-*
 21 *LOT), by 25% over a four year period."*

22
 23 *A motion was made by Solomon, seconded by Clove to approve the minutes for the October 8,*
 24 *2013 meeting of the Village Board as amended. Motion carried - All ayes.*

25
 26 **Comments and Correspondence:**

27 Lienau asked if anyone wished to address a non-agenda item. No one responded. Jackson
 28 pointed out that a thank you letter which had been received from Roberta Kutlik for a donation
 29 which had been made in memory of her husband, Ken, as well as a note from Jack
 30 Moneypenny of the Door County Visitor Bureau acknowledging receipt of ad copy to be pub-
 31 lished in the 2014 Door County Visitor Guide, and a request for a donation from Jon Neville,
 32 the Chair of the Ephraim-Gibraltar Airport, had been included in the meeting packets.

33
 34 **New Business Items:**

35 **Item No. 1. Public hearing on the 2014 Annual Budget and Capital Improvement Program:**

36 *At 6:09 P.M. Lienau called the public hearing on the 2014 Annual Budget and Capital Im-*
 37 *provement Program to order and asked if anyone wished to ask questions or comment regard-*
 38 *ing the budget. No one responded, and, therefore, at 6:10 P.M. he declared that the hearing*
 39 *was officially closed.*

40
 41 *Kufirin had a family emergency, and, therefore, Lienau declared that some deviation from the*
 42 *original agenda order would occur.*

43
 44 **Item No. 7. Update on the Beach Project, the Pavilion Project and the Bay Shore Drive Re-**
 45 **construction Project:**

46 For quite some time the Village has been pursuing the redevelopment of Waterfront Park
 47 through the expansion of the beach and construction of a performance pavilion. The timing of
 48 both projects are constrained by DNR permit requirements, the summer tourism season and the
 49 Bay Shore Drive Reconstruction Project, which is scheduled to commence in 2015.

50
 51 Even though nine sets of plans for the Beach Expansion Project were sent to contractors, only
 52 two bids were actually received. Kufirin is recommending that the Board reject both bids and di-

1 rect the Parks Committee to develop a new course of action. The low bid was \$1,411,000 and
 2 the high bid was \$1,555,000. Both of those bids were nearly two times higher than the ex-
 3 pected cost. There is a portion of the Beach Project which must be completed prior to the time
 4 that work commences on the Bay Shore Drive Project, but given the delay on the Bay Shore
 5 Drive Project there is time to change the scope of work. If the scope of work were to be
 6 changed the bid opening date could be delayed to June of 2014, and the work would quite
 7 likely not commence until September of 2014, which would provide for better weather and an
 8 opportunity for the Village to obtain less costly sand. (One potential bidder has already con-
 9 tacted Kufirin to offer suggestions on how the specifications could be modified, so it appears
 10 that there is still interest in the project.)

11
 12 *It was the consensus that Kufirin shall see that a letter asking for an explanation as to why the*
 13 *cost estimates were so low, and expressing the Board's frustration with the outcome of the bid*
 14 *process for the Beach Project shall be sent to JJR as soon as possible. Clove and Duffy stated*
 15 *that they believe JJR should be asked to absorb some of the cost of the additional work.*

16
 17 *A motion was made by Lienau, seconded by Clove that the Village Board rejects all bids re-*
 18 *ceived on November 6, 2013 for the Beach Project and directs the Parks Committee to develop*
 19 *a recommended course of action. Motion carried – All ayes.*

20
 21 The bids for the Pavilion Project were also twice as high as expected. A few weeks ago Kufirin
 22 and Jackson did meet with the donors as well as the architect working on the project, and in an
 23 attempt to reduce costs substantial revisions have been made to the pavilion plans and bid
 24 specifications. Some bid alternates will also be asked for. The Pavilion Project has again been
 25 let for bids, and data regarding those bids will be presented to the Board in December. The do-
 26 nors still want the Pavilion Project to succeed, and Dimension IV has been asked to contact
 27 several contractors to see if they would be interested in working on the project. The bid dead-
 28 line is currently November 21, 2013, but because of the Thanksgiving holiday Kufirin antici-
 29 pates that a Bid Addendum will be issued a few days prior to November 21, 2013 which states
 30 that the deadline has been changed to December 5, 2013.

31
 32 It appears that the storm water realignment which was requested by Matt Myre with respect to
 33 the Bay Shore Drive Reconstruction Project will be approved, and the project is now proceed-
 34 ing on schedule.

35
 36 Work is proceeding on the Utilities Reconstruction Project. There were some issues with detour
 37 signage, and the contractor will be addressing the issues which were identified. If anyone has
 38 complaints or questions regarding the Utilities Project they should contact Jackson or Steve Ja-
 39 cobson.

40
 41 **Item No. 4. Consider a motion to approve Resolution 273, which approves a Development**
 42 **Agreement for the Wild Tomato, LLC:**

43 The Zoning Code requires that Development Agreements be executed for all commercial and
 44 multi-family projects. The Plan Commission has approved of the proposed architectural ap-
 45 pearance of the Wild Tomato, and after reviewing a series of plans related to the project has
 46 recommended that the Board approve the Development Agreement which was included in the
 47 meeting packets. Basically a portion of the building at 10677 N. Bay Shore Drive will be de-
 48 molished and reconstructed and the remaining portion of it will be remodeled and/or refur-
 49 bished.

50
 51

1 A motion was made by Lienau, seconded by Baker that the Village Board accepts the recom-
2 mendation of the Plan Commission and passes and adopts Resolution No. 273, which approves
3 a Development Agreement for the Wild Tomato Restaurant located at 10677 N. Bay Shore
4 Drive. Motion carried – All ayes.

5
6 The Board members indicated that they are very pleased that The Wild Tomato will be coming
7 to the Village and also stated that they are happy to see that the building at 10677 N. Bay Shore
8 Drive will be utilized to the fullest extent.

9
10 **Item No. 13. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
11 **§19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation da-**
12 **ta of any public employee over which the governmental body has jurisdiction or exercises re-**
13 **sponsibility; §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the in-**
14 **vestment of public funds, or conduct other specified public business, whenever competitive**
15 **or bargaining reasons require a closed session; and §19.85(1)(g) to confer with legal counsel**
16 **for the governmental body who is rendering oral or written advice concerning strategy to be**
17 **adopted by the body with respect to litigation in which it is or is likely to become involved:**

18 *At 6:41 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene*
19 *into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss employment, promotion,*
20 *compensation or performance evaluation data of any public employee over which the govern-*
21 *mental body has jurisdiction or exercises responsibility; §19.85(1)(e) to deliberate or negotiate*
22 *the purchase of public properties, the investment of public funds, or conduct other specified*
23 *public business, whenever competitive or bargaining reasons require a closed session; and*
24 *§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or*
25 *written advice concerning strategy to be adopted by the body with respect to litigation in which*
26 *it is or is likely to become involved. A roll call vote was taken on the motion, and the Board*
27 *members voted in the following fashion:*

28
29 Abshire – Aye; Baker – Aye; Clove – Aye;
30 Duffy – Aye. Lienau – Aye; Scattergood – Aye;
31 Solomon – Aye.

32 Motion carried.

33
34 **Item No. 14. Consider a motion to reconvene into Open Session:**

35 *At 7:01 PM a motion was made by Lienau seconded by Solomon that the Board reconvene into*
36 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
37 *the following fashion:*

38
39 Abshire – Aye; Baker – Aye; Clove – Aye;
40 Duffy – Aye. Lienau – Aye; Scattergood – Aye;
41 Solomon – Aye

42 Motion carried.

43
44 **Item No. 15. Consider a motion to take action, if required:**

45 No formal action was taken.

46
47 *At 7:02 P.M. a brief recess was taken and Kufrin left the meeting. The Board reconvened at*
48 *7:05 P.M.*

Item No. 2. Consider a motion to approve Resolution No. 272 adopting the 2014 Annual Budget and Capital Improvement Program:

Jackson made a Power Point presentation regarding the 2014 Budget, and the Board members jointly reviewed that document. If the budget is approved taxes will increase by \$12 per \$100,000 of property valuation. Lienau thanked Neuman, the members of the Personnel Committee, the members of the Parks Committee, the members of the Marina Committee and the members of the Finance Committee for all the work they did on the budget.

A motion was made by Lienau, seconded by Duffy that the Village Board approves Resolution 272, which adopts the 2014 Budget and Capital Improvement Program for the Village of Sister Bay, as presented. Motion carried – All ayes.

Item No. 3. Consider a motion to authorize the Village Administrator to execute group health insurance benefit documents and authorize employee health care changes:

Compliance with the Affordable Care Act has necessitated changes in how health care benefits for employees are managed. Further, the HRA component of the benefit package is no longer allowed with individual plans. Staff members have been investigating alternate insurance coverage, and at this time it appears that a group policy will be the best option. Midwest Insurance Brokerage is working on obtaining quotes for that type of insurance coverage as well as plan alternatives. The Finance Committee has recommended a maximum increase to \$120,000 in total health care benefit outlay, which equates to an increase of approximately \$8,000 over last year. In order to equitably distribute this funding, the Committee recommended that the health insurance distribution total “up to” \$10,000 per covered employee or employee family unit. The aggregate change is reflected in the 2014 proposed budget. After the quotes are received the Personnel Committee will be addressing this issue one more time and then a presentation will be made to the employees. Mike Dietz will also be asked to meet with the employees.

A motion was made by Duffy, seconded by Baker that the Village Board authorizes the Village Administrator to execute any and all 2014 health benefit documents on behalf of the Village, subject to Personnel Committee review. Motion carried – All ayes.

Item No. 5. Public hearing on the proposed Wastewater Billing Fees for 2014:

Item No. 6. Consider a motion to approve Resolution No. 274, which approves billing fees for the Wastewater Utility:

Neither of these agenda items were addressed as the determination has been made that further research will be required regarding wastewater billing fees.

Item No. 8. Discussion regarding the Door County First Responder Group Agreement:

The Fire Board has requested input from Village and Town of Liberty Grove officials on Door County’s update to the First Responder Group Agreement, a copy of which was included in the meeting packets. For many years the County paid Worker’s Compensation premiums for First Responders, but that is no longer the case. The agreement specifies recommended Worker’s Compensation insurance coverage levels for local First Responder entities and places the responsibility for providing that coverage on those entities, but the County will provide some reimbursements.

It was the consensus that the Door County First Responder Group Agreement which was reviewed at this meeting is acceptable.

Item No. 9. Update on State of Wisconsin, ex rel. West Capitol, Inc. v. The Village of Sister Bay and the Board of Review for the Village of Sister Bay – Door County Circuit Court File Nos. 10-CV-353, 11-CV-298 and 12-CV-241:

A copy of the Decision regarding the Plaintiff’s Complaints for a Writ of Certiorari in regard to the above-entitled actions was included in the meeting packets, and the Board members jointly reviewed that document. The Court has denied all three of the Plaintiff’s complaints.

Item No. 10. Discussion regarding a letter of appreciation for the Village’s previous Assessor:

For over 30 years Mike Walker, who retired at the end of 2012, served as the Assessor for the Village of Sister Bay. Lienau and Duffy believe Walker should be formally recognized for his service, and the other Board members concurred. Jackson will see that a letter of appreciation is mailed to Walker on behalf of the Village Board and the entire community ASAP.

Item No. 11. Review of the monthly financial statements and consideration of a motion to approve the monthly bills:

Payment approval reports for the period October 10, 2013 through November 12, 2013 as well as Revenue and Expenditure Comparison to Budget Reports were included in the meeting packets, and the Board members jointly reviewed all of those documents.

A motion was made by Lienau, seconded by Solomon that the monthly bills totaling \$188,405.78 are all approved. Motion carried – All ayes.

Item No. 12. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report:

1. The only item which was addressed by the County Board last month was the 2014 Budget. No members of the public appeared for the public hearing, and, therefore, it was a very short meeting.

Item No. 13. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session; and §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

At 7:54 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session; and §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. A roll call vote was taken on the motion, and the Board members voted in the following fashion:

<i>Abshire – Aye;</i>	<i>Baker – Aye;</i>	<i>Clove – Aye;</i>
<i>Duffy – Aye.</i>	<i>Lienau – Aye;</i>	<i>Scattergood – Aye;</i>

Solomon – Aye.

Motion carried.

Item No. 14. Consider a motion to reconvene into Open Session:

At 7:55 PM a motion was made by Lienau seconded by Solomon that the Board reconvene into Open Session. A roll call vote was taken on that motion, and the Board members again voted in the following fashion:

<i>Abshire – Aye;</i>	<i>Baker – Aye;</i>	<i>Clove – Aye;</i>
<i>Duffy – Aye.</i>	<i>Lienau – Aye;</i>	<i>Scattergood – Aye;</i>
	<i>Solomon – Aye</i>	

Motion carried.

Item No. 15. Consider a motion to take action, if required:

No formal action was taken.

Committee Reports:

(1) Administrative Committee/Public Relations Committee

The Administrative Committee/Public Relations Committee has not met recently.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee

A joint meeting of the Bay Shore Drive Reconstruction Oversight Committee and Wisconsin Department of Transportation officials will be conducted at 5:30 P.M. on Tuesday, November 19, 2013. The meeting will be informational in nature.

(3) Communication and Technology Committee

No action based on the minutes which were included in the meeting packets. Lienau has made arrangements to have the next Board meeting videotaped, televised and broadcast on YouTube. Paperless meeting packets will be utilized in the near future, and, to that end, thirteen “Xooms” and carrying cases for them have been ordered. They should be arriving soon and will be provided to all the Board members as well as the Plan Commission members. Training will be provided.

(4) Door County Coastal Byways Commission

No action based on the minutes which were included in the meeting packets. All the components of the Village’s Coastal Byways Kiosk are being stored at the Parks Building. The Commission members recently took a “kiosk tour” and portions of that tour were televised. A photo shoot was also done by the Egg Harbor Coastal Byways Kiosk.

(5) DCEDC

No action based on the minutes which were included in the meeting packets. The DCEDC met yesterday and Jackson was elected as an Ex-Officio member of the DCEDC Board of Directors. Bill Chaudoir gave a report on his “sister city” visit to China.

(6) Economic Development Committee

The Economic Development Committee has not met recently, but the final draft of the Re-Development Plan has now been received, so a meeting will be scheduled soon.

(7) Finance Committee

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

1 was very busy over the past few weeks as work was done on the 2014 Budget.

2
3 **(8) Fire Board and Fire District Exploratory Committee:**

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

5
6 Due to his work schedule Lienau is not able to attend Fire Board Meetings. He asked that any-
7 one who is interested in serving as a Fire Board member contact him ASAP.

8
9 The Fire District Exploratory Committee has not met recently.

10
11 **(9) Historical Society**

12 The Historical Society did meet in November, but Scattergood was not able to attend that meet-
13 ing as she was ill. She will see that the minutes are provided to the employees in the Admin-
14 istration Office ASAP.

15
16 **(10) Library Commission**

17 The Library Commission just met this afternoon, so those meeting minutes are not available yet.
18 Jackson did attend that meeting. Things are going well at the Library and the fall/winter hours
19 are being adhered to.

20
21 **(11) Marina Committee and Marina Fest Committee:**

22 The minutes for the November 4, 2013 meeting of the Marina Committee were provided to the
23 Board members prior to this meeting. The Committee appreciates the grant of \$25,000 from the
24 Village and will be prioritizing capital outlay requests so that a 5 year plan can be prepared.
25 The Marina Manager, Wendy Tatzel will be attending a conference on docks and dock man-
26 agement and has obtained a grant which will cover a majority of her expenses.

27
28 The Marina Fest Committee met last night. For the most part the committee members were very
29 happy with Marina Fest, 2013, but they did point out that there was some “dead time” in the af-
30 ternoon because the Strong Man Show was not conducted. A new activity which is being con-
31 sidered for next year is cardboard boat races. Digital media marketing will be done for Marina
32 Fest, 2014. Lienau noted that Sharon Doersching has resigned from the Marina Fest Committee.
33 If anyone is interested in serving as Co-Chair of that event they should contact him.

34
35 **(12) Parks**

36 No action based on the minutes which were included in the meeting packets. The Parks Com-
37 mittee met on November 6, 2013, but those minutes have not been completed yet. A Polaris
38 Brutus will be purchased for the Maintenance Department. That piece of equipment, which is
39 an all-around utility vehicle, will be used for clearing snow off the sidewalks, and will also be
40 used in the parks and at the ice rink.

41
42 **(13) Personnel Committee**

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

44
45 **(14) Plan Commission**

46 The Plan Commission met on November 7, 2013, but those minutes have not been completed
47 yet. At that meeting the Wild Tomato project was reviewed and a recommendation made that
48 the Development Agreement be approved.

49
50 **(15) SBAA**

51 No action based on the minutes which were included in the meeting packets. A Profit & Loss

1 Statement for the third quarter of 2013 was included in the meeting packets. The SBAA Board
 2 of Directors also met on November 7, 2013 and Jackson attended that meeting. Work will be
 3 done on the SBAA budget soon and “actual” rather than “projected” income will be taken into
 4 consideration.

5
 6 Paige Funhouser, the SBAA Coordinator, pointed out that “Capture The Spirit” will be conduct-
 7 ed in the Village on Friday, November 29, 2013 and Saturday, November 30, 2013. The tree
 8 lighting ceremony will take place on Friday night and Mrs. Claus and Father Christmas will
 9 make an appearance. Cookie decorating will take place at the Fire Station on Saturday and
 10 many local businesses will be offering holiday “specials” throughout the weekend. Everyone is
 11 welcome and encouraged to attend that event.

12 *A motion was made by Solomon, seconded by Lienau that the quarterly support for the SBAA*
 13 *be released ASAP. Motion carried – All ayes.*

14
 15 **(16) Teen Center**

16 The Teen Center Board has not met recently. Abshire has continually requested that a Teen
 17 Center Board Meeting be scheduled, but to date that has not occurred. Deb Anderson did at-
 18 tend the last Parks Committee Meeting and will be collaborating with Jordan Burress of the
 19 YMCA concerning potential Teen Center programming. Suppanz will contact Anderson regard-
 20 ing the need for a Teen Center Board meeting to be scheduled soon and will see that an Agen-
 21 da is prepared and distributed ASAP.

22
 23 **(17) Tourism Zone Commission**

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

25
 26 **(18) Utilities**

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

28
 29 **Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a**
 30 **Committee, official or employee:**

31 The Finance Committee has had a number of conversations regarding creation of a PTO Pro-
 32 gram for the employees. This matter was referred to the Personnel Committee.

33
 34 An Ad Hoc Committee will be created which will be charged with addressing infrastructure
 35 improvements which are needed or desired at a number of Village facilities. Lienau anticipates
 36 that appointments will be made soon.

37
 38 Jackson will be appointed to the Tourism Zone Commission at the December Board meeting.

39
 40 **Adjournment:**

41 *A motion was made by Abshire, seconded by Scattergood to adjourn the meeting of the Board*
 42 *of Trustees at 8:29 P.M. Motion carried – All ayes,*

43
 44 Respectfully submitted,



45
 46 Janal Suppanz,
 47 Administrative Assistant



4650 W. Spencer Street
 Appleton, WI 54914
 1-888-6FLY-VET
www.oldgloryhonorflight.org

Dear Village of Sister Bay,

November 14, 2013

On behalf of Old Glory Honor Flight of Northeast Wisconsin, thank you for your generous donation of \$50.00 in memory of Art Walrabenstein. Please know your donation is appreciated and used thoughtfully; virtually every penny raised is used directly for our WWII and Korean War veterans' travel expenses. Without the support of caring donors like you, we could not fulfill our mission to transport our local veterans to Washington DC to see the memorials built in their honor.

Through the generosity of our community and considerate supporters, we have been fortunate enough to have transported over 1700 WWII, Korean War and terminally ill vets since October of 2009. Many stories are shared and even more tears are shed. The vets are given an opportunity to revisit long-dormant memories, contemplate their place in history and pay their respects to fallen comrades. I can personally tell you that our vets are appreciative, inspired and excited to participate in such a meaningful program! We will continue to work hard to show our nation's gratitude to the brave men and women who served our country so selflessly.

Old Glory Honor Flight, an all-volunteer charitable organization, plans to continue its mission of flying as many veterans to Washington DC as possible. As you know, our veterans are advancing in age so time is of the essence.

Sincerely,

Diane MacDonald
 Treasurer

Old Glory Honor Flight, Inc., a 501(c)(3) non-profit organization TAX ID# 270642712. Old Glory Honor Flight provided no goods or services in consideration of this donation. Please keep this letter for your records and consult your tax advisor in regards to tax deductions.

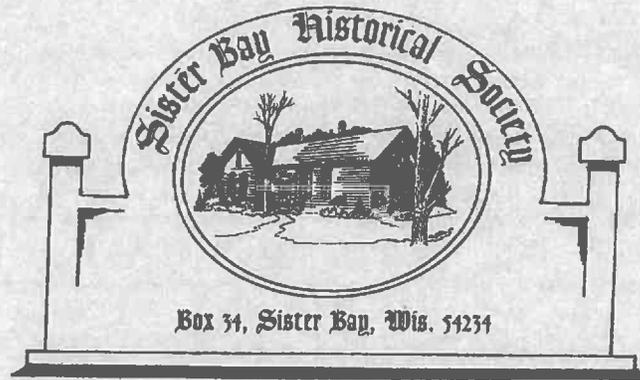


"Like" the Old Glory Honor Flight Facebook page

Please check out our website often for new news, updates, photos and events!

www.oldgloryhonorflight.org

Thank you for your support.



November 20, 2013

Village of Sister Bay
P.O. Box 769
Sister Bay, WI 54234

The Sister Bay Historical Society is indeed grateful and thank you for your generous memorial gift we received in memory of our dear friend, Ken Kutlik.

Ken, along with his wife Roberta, our Curator, gave significant hours, as volunteers for the Sister Bay Historical Society. Ken created beautiful floral arrangements from his gardens for various occasions and events. We received freshly picked Christmas holly from their yard, which enhanced the atmosphere at the museum during the holiday season. Ken also had a talent for baking and he made beautiful and delicious Christmas cookies which graced our buffet table for the annual Christmas Sing-along Party for many years.

We are grateful to Ken and Roberta for the endless hours they volunteered helping to make the Anderson House Museum and "The Corner of The Past" what it is today.

Our Sincere Thanks,

Eloise Lindem
Membership/Memorial

DOOR COUNTY TOURISM ZONE COMMISSION
 PO Box 55, Sister Bay, WI 54234
 920-854-6200, Fax: 920-854-9019
 E-mail: DCTourismZoneCommission@gmail.com
 Website: www.doorcountytourismzone.com

November 22, 2013

Dear Municipal Clerk & Town Chair,

The Door County Tourism Zone Commission has been vigilantly monitoring and participating in discussions regarding proposed changes to the room tax statute. The proposed legislation that could potentially affect each municipality in regards to incoming revenue from room tax and in turn each municipality budget beginning in January 2015. The Executive Committee agreed to reach out to each of the member municipalities of the Door County Tourism Zone Commission to offer some insight regarding AB 385: Room Tax Legislation Reform

As many of you are probably aware due to the recent media coverage, Assembly Bill 385 was introduced in September by Representative Garey Bies and Senator Luther Olsen. It is on the floor and is being fast tracked. If approved, the changes would take effect in 2015.

Both the Door County Tourism Zone Commission and the Door County Visitor Bureau believe it is the right thing for Door County to support the legislation. The legislation only stands to change one item of business in the way room tax is collected for Door County. If passed, three percent (3%) of the tax collected will be retained by lodging providers to help cover credit card interchange rates.

The 3% credit card rebate will have an impact locally on the revenues that municipalities receive as a result of room tax. Countywide, based on 2012 revenues, it will amount to a loss of \$105,000. The nineteen communities will see a reduction of about a \$31,000 to \$32,000 collectively.

Broken down by municipality, the 3% rebate would have an impact of:

<i>Municipality</i>	<i>2012 Room Tax Revenues</i>	<i>30% To Municipality</i>	<i>3% Rebate</i>
<i>Baileys Harbor</i>	<i>\$246,504</i>	<i>\$73,951.20</i>	<i>\$2,219</i>
<i>Brussels</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>Clay Banks</i>	<i>\$2,387</i>	<i>\$716.10</i>	<i>\$21</i>
<i>Egg Harbor – Town</i>	<i>\$294,906</i>	<i>\$88,471.80</i>	<i>\$2654</i>
<i>Egg Harbor – Village</i>	<i>\$326,944</i>	<i>\$98,083.20</i>	<i>\$2942</i>
<i>Ephraim</i>	<i>\$450,999</i>	<i>\$135,299.70</i>	<i>\$4059</i>
<i>Forestville-Town</i>	<i>\$44</i>	<i>13.20</i>	<i>\$.40</i>
<i>Forestville-Village</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
<i>Gardner</i>	<i>\$23,234</i>	<i>\$6,970.20</i>	<i>\$209</i>

<i>Municipality</i>	<i>2012 Room Tax Revenues</i>	<i>30% To Municipality</i>	<i>3% Rebate</i>
<i>Gibraltar</i>	<i>\$538,504</i>	<i>\$161,551.20</i>	<i>\$4,847</i>
<i>Jacksonport</i>	<i>\$68,040</i>	<i>\$20,412.</i>	<i>\$612</i>
<i>Liberty Grove</i>	<i>\$227,225</i>	<i>\$68,167.50</i>	<i>\$2,045</i>
<i>Nasewaupee</i>	<i>\$70,817</i>	<i>\$21,245.10</i>	<i>\$637</i>
<i>Sevastopol</i>	<i>\$249,189</i>	<i>\$74,756.70</i>	<i>\$2,243</i>
<i>Sister Bay</i>	<i>\$419,951</i>	<i>\$125,985.30</i>	<i>\$3,780</i>
<i>Sturgeon Bay- City</i>	<i>\$488,465</i>	<i>\$146,539.50</i>	<i>\$4,396</i>
<i>Sturgeon Bay – Town</i>	<i>\$16,407</i>	<i>\$4,922.10</i>	<i>\$148</i>
<i>Union</i>	<i>\$404</i>	<i>\$121.20</i>	<i>\$4</i>
<i>Washington Island</i>	<i>\$61,048</i>	<i>\$18,314.40</i>	<i>\$549</i>

If your town board has any questions or concerns, please feel free to give me a call or have your DCTZC commissioner communicate your Town Boards concerns at an upcoming meeting. Your municipality can also reach out to your local representative, Garey Bies.

Sincerely,

Josh Van Lieshout
 Chair, Door County Tourism Zone Commission
 Administrator, Village of Egg Harbor



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 12/10/13

Item No. 1

Recommendation: that the Village Board pass and adopt Resolution No. 276 – An expression of thanks and appreciation to Mike Walker for over thirty years of service to the Village as a Municipal Valuer.

Background: Mike Walker has served as the Municipal Valuer, (Assessor), for the Village for over thirty years. He retired at the end of 2013 and a brief recognition/award ceremony will be conducted at the December Board Meeting.

If any of you wish to make any comments during the recognition/award ceremony please let Dave Lienau know ahead of time.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 276 – 121013
Expression of Thanks and Appreciation to
Michael J. Walker

WHEREAS, Michael J. Walker, who has retired, served as the Municipal Valuer, (Assessor), for the Village of Sister Bay for over thirty years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Sister Bay, assembled this 10th day of December, 2013, in their own right and on behalf of all the citizens of the Village, does hereby extend to Michael J. Walker our sincere thanks and appreciation for a job well done.

We wish you the best of luck in all your future endeavors!!!

David W. Lienau, Village President

Patrick Duffy

John Clove

Shane Solomon

Scott Baker

Donna Scattergood

Pam Abshire

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 10th day of December, 2013.

Passed and adopted this 10th day of December, 2013.

David W. Lienau, Village President

ATTEST:

Christy Sully, Village Clerk

VOTE: Ayes _____ Noes _____



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/10/13
Item No.: 3

Recommendation: That the Board accepts the recommendation of the Utilities Committee and approves Resolution No. 274-121013 Establishing Electronic Billing Fees for Utility Services.

Background: The customer base of the Village's Utilities often request to pay quarterly bills with electronic payment methods. Martha Baker spent a significant amount of time researching electronic payment systems for the Village to consider. The Utilities Committee discussed her findings, and recommended at their December 3, 2013 committee meeting to proceed to the Board for approval. Payment Service Network (PSN) was the provider selected by the Utilities Committee, and charges the customer directly for the method of payment selected.

There are two attachments to this Board report:

Resolution 274-121013

Proposed Fee Schedule for Payment Service Network, Inc.

Fiscal Impact: The Village Utilities will bear an annual cost of approximately \$160.40 in annual costs associated with the PSN agreement. This would be split between Water and Wastewater Collection funds in a 50/50 manner; this amount will fall within 2014 budget totals for accounting/software. This will not incorporate e-billing, as this option would be more costly.

Respectfully submitted,

Zeke Jackson
Village Administrator

Resolution 274-121013

Billing Fees for Village Utility Services

WHEREAS, the Village of Sister Bay Utility Committee has reviewed the financial needs of the Village Utility Funds and Convenience concerns of it's customers, and recommends the adoption of the proposed billing fees; and,

WHEREAS, the proposed fees will be entirely payment method based, and will enhance service delivery by increasing efficiency and will allow electronic payment options for customers of Village Utility services;

WHEREAS, Payment Service Network was recommended by the Utility Committee to provide electronic payment services for Village Utility Customers;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sister Bay does hereby adopt the 3rd party fees hereinafter set out in detail and hereby authorizes staff to execute a payment systems service agreement with Payment Service Network, Inc.

BE IT FURTHER RESOLVED that a copy of the fees be published on the Village web site and made available for the public as soon as practicable.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay conducted on the 10th day of December 2013.

Passed and adopted this ___ day of _____, 2013.

Dave Lienau, President

ATTEST:

Christy Sully, Village Clerk WCPC/MMC

VOTE: Ayes _____ Noes _____

**Village of Sister Bay
Water & Sewer Utilities**

Fee schedule for Payment Service Network, Inc.
e-billing and online payment system

Fees paid by the Village -

	Option A	Option B	Option C
Service Implementation Fee:	\$ 99.00 (waived)	\$ 99.00 (waived)	\$ -
System & Account Mgmt Fee: with e-billing:	\$ 599.40 (\$49.95/mo)		
without e-billing:		\$ 71.40 (\$5.95/mo)	
Security Compliance Fee:	\$ 89.00	\$ 89.00	\$ -
Total annual cost to Village:	\$ 688.40 (annually)	\$ 160.40 (annually)	\$ -

Expense Breakdown - Utility Billing costs*

	cost per quarter	cost per quarter	cost per quarter
16 hours labor @ \$27.83 per hour	\$ 445.28	\$ 445.28	\$ 445.28
regular billing postage @ .33¢ each	\$ 286.44	\$ 352.44	\$ 286.44
penalty billing postage @ .33¢ each	\$ 36.30	\$ 36.30	\$ 36.30
billing cards @ .07¢ each	\$ 57.26	\$ 82.46	\$ 82.46
bulk mailing permit @ \$200 per year	\$ 50.00	\$ 50.00	\$ 50.00
bank ach fees	\$ -	\$ -	\$ 66.70
PSN fees	\$ 172.10	\$ 40.10	\$ -
	<u>\$ 1,047.38</u>	<u>\$ 1,006.58</u>	<u>\$ 967.18</u>
	÷ 1178	÷ 1178	÷ 1178
	\$ 0.89	\$ 0.85	\$ 0.82
overhead @ 10% of total cost	\$ 0.09	\$ 0.09	\$ 0.08
Total cost per mailed billing card	\$ 0.98 ea	\$ 0.94 ea	\$ 0.90

* 1068 regular billing cards & 110 penalty billing cards

**Village of Sister Bay
Water & Sewer Utilities**

Proposed Fee schedule for Payment Service Network, Inc.
e-billing and online payment system

Fees paid to Payment Service Network by the customer for e-billing:

eChecks and eSavings:	\$ 1.00	(per transaction)
Credit & Debit Cards:	2.75%	(per transaction/add .50¢ if less than \$100)
NSF fees:	\$ 35.00	

Fees paid to the Village by the customer for paper billing:

Proposed billing fee:	\$ 1.00	(per billing card or \$4.00 per year)
NSF fees:	\$ 25.00	



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/10/13
Item No. 4

Recommendation: that the Board accepts the recommendation of the Utility Committee and approves Resolution No. 275-121013 Extending the Time for Use of Water Utility Impact Fees.

Background: The Utility Committee has reviewed Ordinance 113 for compliance with 2007 Act 44. 2007 Act 44 revises parts of Section 66.0617, which specifies time frames on which impact fees must be expended. These time frames are based upon when a local ordinance was originally enacted.

Impact fees collected after December 31, 2002 and before April 11, 2006, must be used not later than the first day of the 120th month beginning after the date on which the fee was collected.

Impact fees collected after April 10, 2006 and collected within seven years of the effective date of the ordinance imposing the fee must be used within 10 years after the effective date of the ordinance. The 10 year limit may be extended for three years if the municipality passes a resolution.

Impact fees collected after April 10, 2006 and collected more than seven years after the effective date of the ordinance imposing such fee must be used in a "reasonable period of time".

Fiscal Impact: None at this time.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION No 275 - 121013
TIME OF USE FOR WATER UTILITY IMPACT FEES

WHEREAS, The State of Wisconsin has adopted Act 44, which places time limitations on the expenditure of impact fees within a specified time frame or reasonable period unless the Village adopts a resolution identifying the extenuating circumstances or hardship supporting the need for an extension; and,

WHEREAS, the Village of Sister Bay has collected impact fees in anticipation of the construction of a new water tower in order to better serve the customers in the effected water service area; and,

WHEREAS, Water tower impact fees were established by Ordinance 113 on October 25, 2005; and,

WHEREAS, the Village has found that recent system looping and expansions of service and area will effect the water system as a whole, necessitating new fire flow testing which will be scheduled after 2015; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Village of Sister Bay that impact fees collected for the construction of a new water tower will not be expended until after new fire flow testing has been completed on or about 2015.

BE IT FURTHER RESOLVED by the Board of Trustees for the Village of Sister Bay that for impact fees collected after April 10, 2006 and within seven (7) years of the passage of Ordinance 113, use thereof shall be extended beyond the ten (10) year limit for an additional three (3) years due to extenuating circumstances.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 10th day of December, 2013.

Passed and adopted this ___ day of _____, 2013.

David W. Lienau, President

ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/10/13
Item No. 5

Recommendation: that the Board accepts the recommendation of the Utility Committee and approves Ordinance No. 220-121013 Recreating Sections 62.1 Through 62.28 of the Utility Code.

Background: The Utility Committee has reviewed Chapter 62 Utility Code, and recommends the following changes:

Many of the changes were editorial in nature, correcting for grammar and syntax.

Section 62.11(f)(2)(a)(2) has been modified to allow for allow restaurant owners to stop cleaning grease interceptors during closed periods greater than one month.

Section 62.6(3)(c) The time interval for bacteriological testing of private wells has been reduced from two weeks to one week between samples.

Fiscal Impact: None at this time.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORDINANCE № 220-121013

AN ORDINANCE REPEALING AND RECREATING CHAPTER 62, UTILITY CODE

WHEREAS, the Village Board of the Village of Sister Bay has determined that upon the recommendation of the Utility Committee certain changes need to be made to the Utility Code.

NOW THEREFORE, the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

Section 1 – Text Amendment

Section 62.11(f) of the Municipal Code shall be repealed and recreated as shown on the attached document.

“except that such interceptors shall not be required for private living quarters to dwelling units” **changed to** “except that such interceptors shall not be required for private living quarters or dwelling units”

“1. Once per month. 2. Interceptors need not be inspected when restaurants, food processing and similar facilities are not open for business” **changed to** “1. Once per month, except during periods when restaurants, food processing and similar facilities are not open for business.”

“the” struck from Sec. (f)(2)(i) to read “The Utility Manager shall annually report to the Utility Committee and Village Board ~~the~~ on the compliance of the....”

Section 2 – Text Amendment

Section 62.6(3)(c) and 62.6(4)(c) of the Municipal Code shall be repealed and recreated as shown on the attached document.

“two weeks apart” **changed to** “one week apart” in both sections.

Section 3 – Ordinances in Conflict

All other ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

This ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 5 – Severability

If a Court of competent jurisdiction adjudges any section, clause, provision or portion of this Ordinance unconstitutional or invalid, the remainder of Chapter 62 shall not be affected thereby.

Dated this 10th day of December, 2013.

Village of Sister Bay

By: _____

David W. Lienau, Village President

Attest:

Christine M. Sully, Clerk WCPC MMC

Date Introduced: _____

Date Adopted: _____

Publication Date: _____

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Utilities Code
Chapter 62
of the
Municipal Code
of the
Village of
Sister Bay, Wisconsin

Amended:
May 4, 2005
December 13, 2005
October 2, 2007
August 12, 2008
June 9, 2009
July 14, 2009
December 14, 2010
This chapter was rewritten and renumbered August 14, 2012 as Ordinance 199
August 13, 2013
This chapter was rewritten December 10, 2013 as Ordinance 220
December 10, 2013

Chapter 62

Utility Code

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1 **Section 62.1 General Intent.**

2 The general intent of this chapter is to establish rules for
3 the village sewer system, water system, and the operation
4 of private wells.

5 **Section 62.2-4 Reserved.**

6 **Section 62.5 Sewer and Water System**
7 **Requirements; Management Operation and**
8 **Control.**

9 (a) Generally. The management operation and control
10 of the sewer and water systems of the village are
11 vested in the Village Board. All records, minutes,
12 financial records and all written proceedings of the
13 Village Board shall be kept by the administrator.
14 The sewer and water systems are further regulated
15 by the state department of natural resources. The
16 water system is a separate utility established ac-
17 cording to the state public service commission and
18 is by that subject to the rules and established rate
19 file of the commission. A copy of the current rate
20 file is available at the administrator's office and the
21 Sewer and Water Utility Office. Besides the rules
22 established by this chapter, all applicable county,
23 state and federal rules shall be followed as they
24 pertain to the sewer and water systems.

25 (b) Construction. The board has the power to construct
26 sewer and water lines for public use and has the
27 power to lay sewer and water pipes in and through
28 the alleys, streets and public grounds of the vil-
29 lage; and generally, to do all such work as may be
30 found necessary or convenient in the management
31 of the sewer and water systems. The board has
32 power by itself, its officers, agents and servants to
33 enter upon any land for making examination or su-
34 pervise in the performance of its duties under this
35 chapter without liability therefore; and the board
36 has power to purchase and acquire for the village
37 all real and personal property that may be neces-
38 sary for construction of the sewer and water sys-
39 tems or for any repair, remodeling or additions
40 thereto.

41 (c) Maintenance of services. The owner shall maintain
42 sewer and water services from the street main to
43 the house including all controls between the street
44 main and the house, without expense to the village,
45 unless they are damaged by the village. All claims
46 for damage by the village must be made by the
47 owner to the village according to applicable law.
48 All sewer and water services must be maintained
49 free of defective conditions by and at the expense
50 of the owner or occupant of the property. When
51 any sewer and water services are to be re-laid and
52 there are two or more buildings on such service,
53 each building shall be disconnected from such ser-
54 vice and new sewer and water services shall be in-
55 stalled for each building.

56 (d) Condemnation of real estate. Whenever any real
57 estate or any easement therein, or use of it, shall in
58 the judgment of the board be necessary to the sew-
59 er and water systems, and whenever, for any cause,
60 an agreement for the purchase of it cannot be made
61 with the owner, the board may proceed with all
62 necessary steps to take such real estate, easement
63 or use, by condemnation according to statute and
64 the Uniform Relocation and Real Property Acqui-
65 sition Policy Act of 1970, if Federal Funds are
66 used.

67 (e) Title to real estate and personalty. All property, re-
68 al, personal and mixed, acquired for the construc-
69 tion of the sewer and water systems, and all plans,
70 specifications, diagrams, papers, books and records
71 connected with such sewer system, and all build-
72 ings, machinery and fixtures pertaining thereto,
73 shall be the property of the village.

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1 Section 62.6 Sewer and Water User Rules and
2 Regulations.

3 (Sections 62.6(a)-(d) amended Ordinance No. 152-
4 060909)

5 (a) Purpose. The Village of Sister Bay is committed to
6 providing clean drinking water to all of its resi-
7 dents in particular to the customers of the Village’s
8 Water Utility. The Village Board finds and deter-
9 mines that improperly constructed, unused or im-
10 properly abandoned private wells are a known
11 pathway for the entrance of contaminants into
12 groundwater aquifers, which aquifers also supply
13 the municipal water system. It is further deter-
14 mined that cross connecting of private wells and
15 municipal water sources may lead to contamina-
16 tion. Contamination of the Village’s water supply
17 would severely and adversely affect the health,
18 safety and general welfare of Village residents,
19 particularly since contamination once introduced is
20 extremely difficult to correct. Therefore, it is nec-
21 essary and in the public interest that all wells with-
22 in the corporate limits of the Village, whether ex-
23 isting or hereafter installed, shall be effectively
24 monitored and regulated in regard to their creation,
25 operation and abandonment as set forth in this sec-
26 tion.

27 The rules and regulations of the Village concerning
28 sewer and water users in this chapter shall be con-
29 sidered a part of the contract with every person,
30 company or corporation who is connected to or us-
31 es the Village sewer and water systems, and every
32 person, company or corporation by connecting
33 with the sewer system or wastewater treatment fa-
34 cility shall be considered as expressing his/her or
35 their assent to be bound. In addition, these rules
36 and regulations of the Village in this chapter shall
37 apply to all properties, persons, companies or cor-
38 porations who use wells, septic systems and hold-
39 ing tanks in the Village not currently receiving ser-
40 vice from the Village.

41 The Village Board reserves the right to change the
42 rules and regulations from time to time, as it may
43 deem advisable; and to make special rates and con-
44 tracts in all proper cases. Persons connected to the
45 sewer and water systems of the Village are referred
46 to in this chapter as “users.” This chapter ordains
47 that the failure to connect to the sewer and water
48 system is contrary to the minimum health stand-
49 ards of the Village and fails to ensure preservation
50 of public health, comfort and safety of Village resi-
51 dents.

52 (b) Plumbers. No plumber, pipe fitter or other person
53 will be permitted to do any plumbing or pipefitting
54 work related to the sewer or water system without
55 first receiving a license from the State. All service
56 connections to the sewer main or water main shall
57 comply with the State plumbing code. The Village
58 herein adopts by reference Chapter COMM. 82,

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62

Wisconsin Administrative Code, of the State
Plumbing Code. This section does not supersede
the State Plumbing Code and Chapter 14 of this
Municipal Code, but is supplementary to them.

63 (c)

Mandatory hookup.

(1) The owner of each parcel adjacent to sewer
and water mains on which there exists a
building usable for human occupation, or in
a block through which utility systems ex-
tend, shall connect to the systems. Once the
new system is placed in service, the prop-
erty owner will receive a written notice that
they must connect within 180 days from
that notice. Once 180 days have lapsed and
the property has not connected to the sys-
tem, the Village may provide a second writ-
ten notice that the Village is commencing
the process to undertake the work and will
bill the property owner for the costs includ-
ing all administrative and staff expenses.
Costs not paid within 30 days shall be as-
sessed as a special tax lien against the
property. The owner may within 30 days af-
ter the completion of the work file a written
option with the Utility Manager stating that
he/she cannot pay the amount in one sum
and ask that it be levied in no more than
five equal annual installments and that the
amount shall be so collected with interest at
prime rate plus 7 percent maximum per an-
num from the completion of the work, the
unpaid balance being a special tax lien, all
pursuant to Wisconsin Statutes § 281.45.

(2) Instead of the provisions of subsection
(c)(1) of this section, the Village at its op-
tion may impose a penalty for the period
that the violation continues, after ten days
written notice to any owner failing to make
a connection to the sewer and water sys-
tems, of an amount equal to four times the
minimum quarterly charge for the sewer,
fire protection and water service payable
quarterly for the period in which the failure
to connect continues, and, upon failure to
make the payment, a charge shall be as-
sessed as a special tax lien against the
property, all pursuant to Wisconsin Statutes
§ 281.45.

107 (d)

Private Wells in General. To prevent unused, un-
safe and/or improperly constructed wells from
serving as a passage for contaminated surface or
near surface waters or other materials to reach the
usable groundwater, these wells must be properly
maintained or filled and sealed. Section NR
811.10, Wisconsin Administrative Code, provides
that a municipal water system shall require aban-
donment of all unused, unsafe or non-complying
private wells located on premises served by the

Village of Sister Bay Utility Code

Section 62.6 Sewer and Water User Rules and Regulations.

Section 62.6 Sewer and Water User Rules and Regulations.

1 water system. All properties within the Village lim- 58
2 its shall be governed by this section. All property 59
3 owners must obtain a well permit as specified be- 60
4 low in order to operate or utilize a well. 61
5 (1) Private Well Abandonment Requirements. 62
6 a. Any private well which is unused, 63
7 unsafe or non-complying and which 64
8 serves any premises required to be 65
9 connected to a water main under 66
10 Section 62.2 of this Chapter shall be 67
11 permanently abandoned within six 68
12 months after connection of the 69
13 premises to the water system, unless 70
14 a well operation permit has been 71
15 obtained by the well owner pursuant 72
16 to subsection (2) below. Abandon- 73
17 ment shall be conducted by filling 74
18 and sealing in accordance with the 75
19 provisions of Chapter NR 812 Wis- 76
20 consin Administrative Code. It shall 77
21 be the responsibility of the land- 78
22 owner of any real property upon 79
23 which a well is located to see to it 80
24 that all wells located on the owner's 81
25 property have been properly aban- 82
26 doned in accordance with the pro- 83
27 cedures of Wisconsin Administra- 84
28 tive Code NR Chapter 812, regard- 85
29 less of whether the owner has used 86
30 the well. Upon discovery of any un- 87
31 used or previously abandoned well, 88
32 the owner shall notify the Village 89
33 and comply, insofar as is practica- 90
34 ble, with the procedures of this sec- 91
35 tion. In the case of a previously 92
36 abandoned well, if the owner can 93
37 produce proof of compliance with 94
38 state well abandonment require- 95
39 ments to the satisfaction of the Vil- 96
40 lage, compliance with this section 97
41 may be deemed satisfied. The de- 98
42 termination shall be at the discre- 99
43 tion of the Utility Manager upon con- 100
44 sidering the present and future possi- 101
45 bility of ground water contamina- 102
46 tion at the well site. 103
47 b. The owner of the well or the own- 104
48 er's agent who will conduct the 105
49 abandonment shall notify the Vil- 106
50 lage at least two business days prior 107
51 to commencement of any well 108
52 abandonment activities so that the 109
53 Village may observe the abandon- 110
54 ment. 111
55 c. Wells must be abandoned by li- 112
56 censed well drillers and or pump in- 113
57 stallers. 114
115

d. Wells to be abandoned shall be 112
filled according to the procedures 113
outlined in Wisconsin Administra- 114
tive Code NR Chapter 812. The 115
pump and piping must be removed 116
and the well checked for obstruc- 117
tions before plugging. Any obstruc- 118
tion or liner must be removed. A 119
well abandonment report must be 120
submitted by the well owner to the 121
State Department of Natural Re- 122
sources on forms provided by that 123
agency and a copy provided to the 124
Village. The report shall be submit- 125
ted immediately upon completion of 126
the filling of the well. 127
(2) Permit for wells for outdoor or agricultural 128
watering for properties served by Village 129
Utilities. 130
a. Any owner of a private well which 131
is required to be permanently aban- 132
doned pursuant to subsection (1)(a) 133
above shall apply to the Village for 134
permission to maintain the well in 135
good operating condition for the 136
sole purpose of providing water for 137
filling swimming pools, lawn or 138
garden watering or other similar ag- 139
ricultural purpose, provided that the 140
well continues to pass all tests re- 141
quired for private wells and the 142
owner shall agree to pay the cost of 143
abandonment when the well shall be 144
permanently abandoned. 145
b. Every owner of a private well 146
which was in existence on January 1, 147
1990, that serves premises also 148
served by the municipal water sys- 149
tem and who wants to continue to 150
use the well shall obtain a permit 151
for the use of the well from the Vil- 152
lage within 90 days from the effec- 153
tive date of this section § 62.6(d)(2) 154
determined to be May 14, 1991. 155
Drilling new private wells that will 156
be used under the circumstances de- 157
scribed in this subsection may not 158
commence until a permit for the ex- 159
cavation of the private well has 160
been granted in accordance with the 161
terms of this section. 162
c. Applications for a permit for the 163
excavation or use of a private well 164
under this section shall be made in 165
writing by the owner or owners of 166
the well to the Village on forms 167
provided by the Village. A \$50 pro- 168
cessing fee shall accompany any 169

Village of Sister Bay Utility Code

1	private well excavation or renewal	58		within 90 days from the effective
2	permit application. A permit shall	59		date of this section.
3	be granted to a well owner to oper-			
4	ate a well for a period not to exceed	60	b.	A section (3)(a) well permit will be
5	five years if the requirements of this	61		for a period of five years upon issu-
6	subsection are met. Failure to obtain	62		ance. The initial permit shall cost
7	an initial or renewal permit will re-	63		\$50. The subsequent renewal permit
8	sult in a late permit fee of \$100 plus	64		processing fee shall be \$50. Failure
9	the penalties in section (6). Permit	65		to obtain an initial or renewal per-
10	applications shall be made and	66		mit will result in a late permit fee of
11	submitted on forms provided by the	67		\$100 plus the penalties in section
12	Village. Permits and permit renew-	68		(6). Permit applications shall be
13	als will be granted under this sec-	69		made and submitted on forms pro-
14	tion only for wells and pump instal-	70		vided by the Village.
15	lations where:	71	c.	The well owner or operator shall
16		72		every five years, on a schedule es-
17	(1) No physical connection shall	73		ablished by the Village, provide the
18	exist between the piping of	74		Village with written evidence that
19	the public water system and	75		the well produces bacteriologically
	the private well.	76		safe water as evidenced by two safe
20		77		water samples taken a minimum of
21	(2) Bacteriologically safe water	78		one week apart. The report shall be
22	is evidenced by at least two	79		submitted during the period June 1
23	samples taken a minimum of	80		— September 1 of each year. If the
	two weeks apart.	81		well does not meet the safe water
24		82		requirements or is unsafe the owner
25	(3) There are no known exceed-	83		must either repair or replace the
26	ances of the preventive ac-	84		well. However, prior to undertaking
27	tion limits (PALs) set forth	85		any repairs or replacement of the
28	in Chapter NR 140, Wiscon-	86		well the property owner must meet
	sconsin Administrative Code.	87		with the Utility Manager to deter-
29		88		mine if the proposed repairs or re-
30	(4) The well and pump	89		placement would solve the contam-
31	installation shall be inspect-	90		ination problem or if some other
32	ed and shall meet the re-	91		course of action is more practical.
33	quirements of Wisconsin	92		In lieu of repairing or replacing the
34	Administrative Code NR	93		well, the property owner may re-
35	Chapter 812 in effect at the	94		quest the Village extend municipal
36	time of the well construction	95		water to serve that property.
37	and pump installation. A			
38	well constructor's report	96	(4)	<u>Permit for new wells for properties not</u>
39	shall be on file with the	97		<u>served by Village Utilities.</u>
40	State Department of Natural			
41	Resources or Certification of	98	a.	After January 1, 2009, the drilling
42	the Acceptability of the well	99		of new private wells that will be
43	shall have been granted by	100		used under the circumstances de-
44	the private water supply sec-	101		scribed in this section may not
45	tion of the State Department	102		commence until a permit for the ex-
	of Natural Resources.	103		cavation of the private well has
46		104		been granted in accordance with the
47	(5) The proposed use of the well	105		terms of this section.
48	can be justified as necessary			
49	in addition to water provid-	106	b.	A section (4)(a) well permit will be
50	ed by the public water sys-	107		for a period of five years upon issu-
	tem.	108		ance and the initial permit shall cost
51		109		\$50. Failure to obtain a permit will
52	(3) <u>Permit for existing wells for properties not</u>	110		result in a late permit fee of \$100
	<u>served by Village Utilities.</u>	111		plus the penalties in section (6).
53		112		Permit applications shall be made
54	a. Every owner of a private well,	113		and submitted on forms provided by
55	which was in existence on June 1,	114		the Village.
56	2009, in the Village that serves their			
57	property, shall obtain a permit for			
	the use of the well from the Village			

Village of Sister Bay Utility Code

- 1 c. The well owner or operator shall 59 Village or by the owner at the Vil-
2 every five years, on a schedule es- 60 lage's direction.
3 tablished by the Village, provide the 61
4 Village with written evidence that 62
5 the well produces bacteriologically 63
6 safe water as evidenced by two safe 64
7 water samples taken a minimum of 65
8 one week apart. The report shall be 66
9 submitted during the period June 1 67
10 — September 1 of each year. If the 68
11 well does not meet the safe water 69
12 requirements or is unsafe the owner 70
13 must either repair or replace the 71
14 well. However, prior to undertaking 72
15 any repairs or replacement of the 73
16 well the property owner must meet 74
17 with the Utility Manager to deter- 75
18 mine if the proposed repairs or re- 76
19 placement would solve the contam- 77
20 ination problem or if some other 78
21 course of action is more practical. 79
22 In lieu of repairing or replacing the 80
23 well, the property owner may re- 81
24 quest the Village extend municipal 82
25 water to serve that property. 83
- 26 (5) Additional conditions of well permit. The 84
27 right to construct, install and maintain a 85
28 well as authorized by permit under this sec- 86
29 tion shall be expressly conditioned upon 87
30 the owners and successors in interest com- 88
31 plying with the following: 89
- 32 a. The owner shall permit the Village 90
33 access to the well for inspection and 91
34 testing at any time during normal 92
35 working hours. If entry is refused, 93
36 the well permit is revoked and the 94
37 owner shall proceed with abandon- 95
38 ment as specified above. On re- 96
39 quest, the owner, lessee or occupant 97
40 of any property so served shall fur- 98
41 nish to the inspector any pertinent 99
42 information regarding the piping 100
43 system on the property. 101
- 44 b. No repair or modification of any 102
45 well may be performed unless done 103
46 by a properly licensed individual. 104
47 At least one business day notice 105
48 to the Village prior to undertaking the 106
49 repairs is required so the work may 107
50 be inspected. Any and all plumbing 108
51 code permits as required shall also 109
52 be obtained prior to undertaking any 110
53 work. 111
- 54 c. The Village shall have the right to 112
55 sample the water after completion 113
56 of any repairs or modifications. The 114
57 sampling shall be at the owner's 115
58 cost and may either be done by the
- d. The Village shall have the right to randomly test or to direct the owner to test the well not more than two times in any six-month period. The Village may require additional testing if there is reason to believe some contamination may be present or that the results of previous tests may be invalid. The Village at its option may require testing for contaminants to include microbiological, radioactive, inorganic, synthetic organic, pesticides, herbicides and volatile organic substances. The Utility Manager shall report the results of testing and the resulting remedial action to the DNR on an annual basis. If the test results suggest that a severe or area wide problem exists the Utility Manager shall notify the DNR immediately.
- e. The cost of any testing and sampling as provided in this section shall be paid by the owner upon invoice by the Village.
- f. A permit issued in accordance with the provisions of this section shall be revoked by the Utility Manager upon notice to the permittee that any of the following have occurred:
1. The owner of the well has refused access to a well for testing or has failed to follow a direction of order of the Village in regard to testing or sampling.
 2. The owner of any well has neglected to pay for any tests authorized with 30 days of billing or invoice.
 3. Any test results demonstrate well contamination and do not meet reasonable health standards or are in violation of any state or municipal ordinance dealing with well operation.
 4. The parties aggrieved by permit revocation may appeal the initial decision of the Utility Manager to the Village Board by filing a written petition for review with the Village clerk-treasurer.

Village of Sister Bay Utility Code

Section 62.6 Sewer and Water User Rules and Regulations.

Section 62.6 Sewer and Water User Rules and Regulations.

- 1 (e) Private wastewater systems prohibited. The
2 maintenance and use of septic tanks and other private
3 sewage disposal systems within the area the
4 village services by its sewer system are declared a
5 public nuisance and a health hazard. The use of
6 septic tanks or any private sewage disposal system
7 within the area of the village serviced by the sewerage
8 system is prohibited.
- 9 (f) Application for initial sewer and water service.
10 Every person connecting with the sewer and water
11 systems initially shall file an application in writing
12 to the Utility Manager in such form as is prescribed
13 for that purpose. Blanks for such application will be
14 furnished at the office of the administrator and the
15 Sewer and Water Utility Office. The application must
16 state fully and truly all the uses the applicant intends
17 to make of the sewer and water systems. If the applicant
18 is not the owner of the premises, the written consent
19 of the owner must accompany the application. If it
20 appears that the service applied for will not provide
21 adequate service for the contemplated use, the board
22 may reject the application. If the board approves the
23 application, it shall issue a permit for services as
24 shown on the application.
- 26 (g) Septage disposal. Between August 1 and
27 September 1 of each year, every licensed disposer
28 wishing to discharge septage to the village's wastewater
29 treatment works shall file a nonrefundable filing
30 fee and an application in writing to the board in
31 such a form as is prescribed for that purpose. During
32 the months of July and August, forms for such
33 application will be furnished at the office of the
34 Utility Manager. The application must state fully
35 and truly the type, frequency, quantity, quality and
36 location of generated septage to be disposed at the
37 village's wastewater treatment works. During
38 September, the board will evaluate the applications
39 and determine the amount and conditions of septage
40 disposal at the village's wastewater treatment
41 facility. The board shall approve or reject all
42 applications by October 1 of each year. If the board
43 cannot accept the proposed septage disposal, then
44 consideration shall be given first to those generators
45 of septage that are within the septage service area.
46 The septage service area includes the Town of
47 Liberty Grove, the village and the Liberty Grove
48 Sanitary District No. 1. All village approvals for
49 septage disposal shall have the condition that any
50 time the wastewater treatment works has operational
51 problems, maintenance problems or the threat of
52 WPDES permit violations that are indirectly or
53 directly related to septage disposal, the village
54 may immediately restrict septage disposal outside
55 the septage service area until corrective action or
56 mitigative measures have been taken. Septage shall
57 be discharged only at the village wastewater treatment
58 plant and only by village approved and state licensed
59 disposers and at locations, times and conditions as
60 specified by the board.
- 61
- 62 (h) User to keep in repair. All users shall
63 keep their own sewer service pipes in good repair
64 and protected from frost, at their own risk and
65 expense, and shall prevent any unnecessary
66 overburdening of the sewer system. The service
67 pipe shall be defined to be the building drain
68 and building sewer pipe extending from the interior
69 drain of the building to the sanitary sewer main.
- 70 (i) Backflow preventor. All floor drains shall
71 have a backflow prevention valve installed at the
72 owner's expense.
- 73 (j) User use only. No user shall allow others
74 or other services to connect to the sewer or water
75 system through his lateral.
- 76 (k) Vacating of premises and discontinuance of
77 service. Whenever premises served by the system
78 are to be vacated, or whenever any person wants
79 to end service from the system, the Utility Manager
80 must be notified in writing. Upon such notification,
81 the village will cause an inspection to be made
82 of the system. If any damages are discovered
83 having occurred to the system, other than through
84 the fault of the system itself, or village employees,
85 representatives or agents, the owner of the premises
86 shall be liable for such damages.
- 87 (l) User to permit inspection. Every user shall
88 allow the board or its duly authorized agent, at all
89 reasonable hours of the day, to enter their premises
90 or building to examine the pipes and fixtures and
91 the manner in which the drains and sewer connections
92 operate.
- 93 (m) Damage and repairs. No claim shall be
94 made against the village or acting representative
95 due to the breaking, clogging, stoppage or freezing
96 of any service pipes; nor from any damage arising
97 from repairing mains, making connections or
98 extensions or any other work that may be deemed
99 necessary. The right is here reserved to cut off the
100 service any time for repairs or any other necessary
101 purpose, any permit granted or regulations to the
102 contrary notwithstanding. Whenever it shall become
103 necessary to shut off the sewer or water service
104 within any area of the village, the Utility Manager
105 shall, if practicable, give notice to every consumer
106 within the village, of the time when such service
107 will shut off.
- 108 (n) Water cross connection control.
- 109 (1) No person shall establish or permit to be
110 established or maintain or permit to be maintained
111 any cross connection. A cross connection shall be
112 defined as any physical connection or arrangement
113 between two otherwise separate systems, one of
114 which contains potable water from the village water
115 system, and the other, water from a private

1 source, water of unknown or questionable safety, 58
2 or steam, gases or chemicals so there may be a 59
3 flow from one system to the other, the direction of 60
4 flow depending on the pressure differential be- 61
5 tween the two systems. No interconnection shall be 62
6 established so potable water from a private, auxi- 63
7 liary or emergency water supply other than the reg- 64
8 ular water supply of the village may enter the sup- 65
9 ply or distribution system of the village, unless 66
10 such private, auxiliary or emergency water supply 67
11 and the method of connection and use of such sup- 68
12 ply shall have been approved by the village and by 69
13 the state department of natural resources. 70

14 (2) It is the duty of the village to cause inspec- 71
15 tions to be made of all properties served by the 72
16 public water system where cross connections with 73
17 the public water system is deemed possible. The 74
18 frequency of inspections and reinspections based 75
19 on potential health hazards involved shall be as es- 76
20 tablished by the board and as approved by the state 77
21 department of natural resources. 78

22 (3) Upon presentation of credentials, a repre- 79
23 sentative of the village shall have the right to re- 80
24 quest entry at any reasonable time to examine any 81
25 property served by a connection to the public water 82
26 system of the village for cross connections. If entry 83
27 is refused, such representative may obtain a special 84
28 inspection warrant under Wis. Stats. § 66.0119. On 85
29 request, the owner, lessee or occupant of any prop- 86
30 erty so served shall furnish to the inspection agen- 87
31 cy any pertinent information regarding the piping 88
32 systems on such property. 89

33 (4) The village shall cease water service to any 90
34 property in which any connection violating this 91
35 chapter exists and to take such other precautionary 92
36 measures deemed necessary to eliminate any dan- 93
37 ger of contamination of the water system. Water 94
38 service shall be ceased only after reasonable notice 95
39 and opportunity for hearing under Wis. Stats. 96
40 Chapter 68, except as provided here. Water service 97
41 to such property shall not be restored until the 98
42 cross connection has been eliminated in compli- 99
43 ance with the provisions of this chapter. 100

44 (5) If it is determined by the village that a cross 101
45 connection or an emergency endangers public 102
46 health, safety or welfare and requires immediate 103
47 action, and a written finding to that effect is filed 104
48 with the Utility Manager and delivered to the cus- 105
49 tomer's premises, service may be immediately 106
50 ceased. The customer shall have an opportunity for 107
51 a hearing under Wis. Stats. Chapter 68 within ten 108
52 days of emergency discontinuance. 109

53 (o) Prohibitions against discharge to sewer. No person 110
54 shall discharge or cause to be discharged any of the 111
55 following described liquids or solid wastes to any 112
56 sanitary sewer or to the wastewater treatment facil-
57 ity:

- (1) Any stormwater, surface water, groundwa-
ter, roof run off, sump pump, surface drainage, or
any other connections from inflow sources to the
sanitary sewer. Such waters may be discharged to a
storm sewer or other waterway with written per-
mission of the village.
- (2) Any gasoline, benzene, naphtha, fuel oil,
lubricating oil or other flammable or explosive liq-
uid, solid or gas or other substances that by them-
selves or by interaction with other substances may
cause fire or explosion hazards, or in any other
way harmful to persons, property or the operation
of the wastewater facilities.
- (3) Any waters or wastes containing toxic or
poisonous substances in sufficient quantity, either
singly or by interaction with other wastes, which
will injure or interfere with any wastewater treat-
ment process, constitute a hazard to humans or an-
imals, create a public nuisance in the receiving wa-
ters of the wastewater treatment plant or interfer-
ence with the disposal of sludge.
- (4) Any waters or wastes having a pH lower
than five or having any other corrosive property
capable of causing damage or hazard to structures,
equipment and personnel or the wastewater facili-
ty.
- (5) Any waters or wastes having a pH more
than ten.
- (6) Solid or viscous substances in quantities or
of a size capable of causing obstruction to the flow
in sewers or other interference with the proper op-
eration of the wastewater facilities such as, but not
limited to, ashes, cinders, sand, rocks, mud, straw,
shavings, metal, glass, rags, feathers, tar, plastics,
wood, unground garbage, whole blood, paunch
manure, hair or fleshings, entrails, paper dishes,
cups, milk containers, etc., either whole or ground
by garbage grinders.
- (7) Any discharge into the sanitary sewerage
system that is violating the requirements of the
WPDES permit and the modifications of it.
- (8) Wastewater having a temperature higher
than 150 degrees Fahrenheit or cause the
wastewater at the treatment facility to exceed 104
degrees Fahrenheit.
- (9) Any waters or wastes which may contain
more than 100 parts per million by weight of oils,
fat or grease.
- (10) Any garbage that has not been properly
shredded. Garbage grinders may be connected to
sanitary sewers from homes, hotels, institutions,
restaurants, hospitals, catering establishments or
similar places where garbage originates from the
preparation of food in kitchens for consumption on
the premises or when served by caterers.

- 1 (11) Any waters or wastes containing iron, chromium, copper, zinc, mercury and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the treatment facility exceeds the limits established by the village for such materials.
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- 7 (12) Any waters or wastes containing odor-producing substances exceeding limits that may be established by the village.
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- 10 (13) Any radioactive wastes or isotopes of a half-life or concentration as may exceed limits established by the village complying with applicable state or federal regulations.
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- 14 (14) Quantities of flow, concentrations or both that form a slug load as defined in this chapter.
- 15
- 16 (15) Incompatible pollutants containing substances that are not amenable to treatment or reduction by the wastewater treatment processes employed, or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.
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- 24 (16) Any waters or wastes that, by interaction with other waters or wastes in the public sewer system, release obnoxious gases, form suspended solids that interfere with the collection system or create a condition deleterious to structures and treatment processes.
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- 30 (17) Materials, which exert or cause:
 - 31 a. Unusually high BOD5, chemical oxygen demand or chlorine requirements, such as, but not limited to, when in such quantities as to form a significant load on the wastewater treatment facility.
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 - 36 b. Unusual flow or concentrated wastes forming a slug load as defined in this chapter.
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 - 39 c. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate).
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 - 44 d. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
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- 47 (p) Special wastewater agreements. No statement contained in this chapter shall be construed as prohibiting any special agreement between the village and any person by which an industrial waste of unusual strength or character may be admitted to the wastewater treatment facility, either before or after pretreatment, if there is no impairment of the functioning of the wastewater treatment facility due to the admission of the wastes and no extra costs are incurred by the village without recom-
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- 59 (q) Wastewater permit required. It shall be unlawful to discharge to any natural waterway within the village or in any area under the jurisdiction of the village any sewage or other polluted waters without first obtaining a WPDES permit.
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- 64 (r) Abandoned water connection. Whenever any connection to the Water System is abandoned because the building to which the connection is made has been abandoned, destroyed or removed, the property owner must remove any pipe or connections in the public right of way or easement and cap, plug or otherwise seal the pipe or main as approved by the Utility Manager. The property owner must notify the Utility Manager at least three (3) business days in advance of the intent to abandon a lateral. The lateral abandonment must be inspected by the Water Utility during normal working hours before burial takes place. If proper abandonment is not performed, the Water Utility may authorize this work done and billed back to the property owner or placed on the tax roll as a special assessment or fee.
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- 81 (s) Abandoned sewer connection. Whenever any connection to the Wastewater Collection System is abandoned because the building to which the connection is made has been abandoned, destroyed or removed, the property owner must expose the line at the property line, disconnect and permanently cap the pipe or connections in the public right of way or easement and cap, plug or otherwise seal the pipe or main as approved by the Utility Manager. The property owner must notify the Utility Manager at least three (3) business days in advance of the intent to abandon a lateral. The lateral abandonment must be inspected by the Sewer Utility during normal working hours before burial takes place. If proper abandonment is not performed, the Sewer Utility may authorize this work done and billed back to the property owner.
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Section 62.7 Sewer Connection Fees.

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- 99 (a) Sewer connection fees. All new users to the sewer system are required to buy into the system wide improvements through an initial connection charge. The initial connection charge will be levied against each user connected to the sanitary sewer. The single-family residence connection charge will be on file in the village payable before connection to the sewer. Initial connection charge for multiple-family, commercial or industrial buildings will be based on a multiple of the single-family connection charge or residential equivalent user (REU). The initial connection charge for restaurants, small commercial or industrial connections will be based on a multiple of the volume of water usage and strength of wastewater in comparison to a typical single-family residence residential equivalent user having the following standards:
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1 **REU Standards**

Volume	225 gallons per day
BOD (Biochemical Oxygen Demand)	0.51 pounds per day
SS (Suspended Solids)	0.60 pounds per day
Phosphorus	0.03 pounds per day

2

3 (b) The Utility Committee shall establish and maintain
 4 a methodology to charge a connection fee for all
 5 properties taking into account the cost of materials,
 6 equipment and vehicles, the cost of employee time
 7 to perform the work and to set up the account for
 8 billing purposes.

9 **Section 62.8 Water Connection Fee.**

- 10 (a) Water Lateral Installation Charge. The initial water
 11 service lateral(s), not installed as part of a subdivi-
 12 sion development or an assessable utility exten-
 13 sion, will be installed from the main through the
 14 curb stop and box by the utility, for which the actual
 15 cost will be charged. (Amended Ordinance
 16 133-100207)
- 17 (b) The Utility Committee shall establish and maintain
 18 a methodology to charge a connection fee for all
 19 properties taking into account the cost of materials,
 20 equipment and vehicles, the cost of employee time
 21 to perform the work and to set up the account for
 22 billing purposes.

23 **Section 62.9 User Charge System.**

- 24 (a) Policy. It is the policy of the Village Board to ob-
 25 tain sufficient revenues to pay the costs of the op-
 26 eration and maintenance of the water, wastewater
 27 collections and treatment facilities, including a re-
 28 placement fund (i.e., a cash account to be used for
 29 future expenditures for obtaining or installing
 30 equipment, accessories or appurtenances that are
 31 necessary to maintain the capacity and perfor-
 32 mance of those facilities during the service life for
 33 which such facilities were designed and construct-
 34 ed), through a system of water and sewer service
 35 charges as defined in this section. The system shall
 36 ensure that each user of the sewerage facilities
 37 pays a proportionate share of the cost of facilities.
- 38 (b) Reassignment of users. The village will reassign
 39 water and sewer users into appropriate water and
 40 sewer service charge categories if wastewater
 41 sampling programs, changes in water demand and
 42 other related information show a change of catego-
 43 ries is necessary.
- 44 (c) Sewer User charge methodology. The Utility
 45 Committee shall establish and approve the meth-
 46 odology for sewer use rates. The following factors
 47 shall be used to calculate the debt service and op-
 48 eration, maintenance and replacement charges for
 49 the treatment of village and outside wastewaters:

- 50 (1) Debt service charges.
- 51 (2) Operation, maintenance and replacement
 52 charges.
- 53 (3) Surcharges. All users shall pay a surcharge
 54 on wastewater exceeding normal concentrations.
- 55 (e) Water User Charge System. The methodology for
 56 determining water rates is established by the Wis-
 57 consin Public Service Commission. The water user
 58 charges are established and included in the Wis-
 59 consin Public Service Commission (WPSC) rate
 60 file established for the village.
- 61 (f) Review and approval of rates. The Village Utility
 62 Committee shall provide oversight of the utilities
 63 consistent with the requirements of the Wisconsin
 64 Public Service Commission. The Utility Commit-
 65 tee will prepare an annual budget and capital im-
 66 provement plan on the same schedule as the Vil-
 67 lage Budget for approval by the Village Board. The
 68 Utility Committee will conduct a review of
 69 wastewater and water rates on alternate years for
 70 Village Board consideration.
- 71 (g) Records and expenditures. The water and sewer
 72 utility shall maintain all records of revenue and
 73 expenditures as required by the WPSC and stat-
 74 utes.
- 75 (d) Annual sewer system audit. The village shall con-
 76 duct an annual audit, the purpose of which shall be
 77 to maintain the proportionality between the users
 78 and user classes of the sewer user charge system
 79 and to ensure that adequate revenues are available
 80 relative to increasing operation, maintenance and
 81 replacement costs for the sewer and wastewater
 82 treatment works and water system.

83 **Section 62.10 Payment of Charges.**

- 84 (a) Payment. The sewer and water service charges
 85 shall be billed quarterly and shall be payable to the
 86 Water and Sewer Utility not later than 20 days af-
 87 ter the end of each period. Every reasonable care
 88 will be exercised in the proper delivery of sewer
 89 and water bills. Failure to receive a sewer and/or
 90 water bill, however, shall not relieve any person of
 91 the responsibility for payment of sewer and water
 92 rates within the prescribed period, nor exempt any
 93 person from any penalty imposed for delinquency
 94 in the payment of it. The property owner is held re-
 95 sponsible for all sewer and water bills on the prem-
 96 ises that he owns. All sewer and water bills and no-
 97 tices of any nature about the sewer or water system
 98 will be addressed to the owner and delivered to the
 99 premises referred to on such bill or notice. A late
 100 payment charge of three percent (3.0%), but not
 101 less than \$0.50, will be added to all bills not paid
 102 within the 20 days of issuance. (Amended Ord-
 103 inance 133-100207)
- 104 (b) Charges a lien. All sewer charges shall be a lien
 105 upon the property serviced pursuant to Wis. Stats.

1 § 66.0821(4)(d) and all water charges shall be a
2 lien on the property serviced pursuant to Wis.
3 Stats. § 66.0809 and all such charges shall be col-
4 lected in the manner therein provided.

5 (c) Disposition of revenue.

6 (1) Sewer system.
7 a. The amounts received from the col-
8 lection of charges authorized by this chap-
9 ter shall be credited to a sanitary sewerage
10 account that shall show all receipts and ex-
11 penditures of the sewerage system. Charges
12 collected for replacement expenses shall be
13 credited to a segregated, non-lapsing re-
14 placement account. These funds are to be
15 used exclusively for replacement. When
16 appropriated by the village, the credits to
17 the sanitary sewerage account shall be
18 available for the payment of the require-
19 ments for operation, maintenance, repairs
20 and depreciation of the sewerage system
21 consistent with 40 CFR 35.929. Any sur-
22 plus outside the preview of 40 CFR 35.929,
23 in such account, shall be available for the
24 payment of principal and interest of bonds
25 issued and outstanding, or that may be is-
26 sued, to provide funds for such sewerage
27 system, or part of it, and all or a part of the
28 expenses for additions and improvements
29 and other necessary disbursements or in-
30 debtedness, and the village may resolve to
31 pledge each surplus or any part of it for any
32 such purpose. All present outstanding sew-
33 er system general obligation bonds on the
34 effective date of the ordinance from which
35 this chapter is derived, including refunding
36 bonds, shall be paid from this fund as to
37 both principal and interest.

38 b. Excess revenues collected for a user
39 class will be applied to operation and
40 maintenance costs attributable to that class
41 for the next year.

42 **Section 62.11 Control of High Strength**
43 **Waste and Septage Wastes.**

44 (a) High Strength Waste discharges. If any waters,
45 wastes or septage are discharged, or proposed to be
46 discharged, to the public sewers or at the
47 wastewater treatment facility, which waters, wastes
48 or septage contain substances or possess the char-
49 acteristics enumerated in subsection 62.6(o) that,
50 in the judgment of the village, may have deleteri-
51 ous effects upon the wastewater treatment facility,
52 processes, equipment, receiving waters or which
53 otherwise create a hazard to life, health or form a
54 public nuisance, the village may: (Amended Ordi-
55 nance 133-100207)

56 (1) Reject the wastes.

57 (2) Require pretreatment to an acceptable con-
58 dition for discharge to the public sewers.
59 (3) Require control over the quantities and
60 rates of discharge.
61 (4) Require payment to cover the added cost of
62 handling and treating the wastes not cov-
63 ered by existing taxes or sewer charges un-
64 der the provisions of section 62.9.

65 (b) Control manholes.

66 (1) Each person discharging high strength
67 wastes into a public sewer shall construct and
68 maintain one or more control manholes or access
69 points to ease observation, measurement and sam-
70 pling of his wastes, including domestic sewage.
71 (2) Control manholes or access facilities shall
72 be located and built in a manner acceptable to the
73 board. If measuring devices are to be permanently
74 installed, they shall be of a type acceptable to the
75 board.
76 (3) Control manholes, access facilities and re-
77 lated equipment shall be installed by the person
78 discharging the high strength waste, at his expense,
79 and shall be maintained by the person discharging
80 the waste to be in safe condition, accessible and in
81 proper operating condition always. Plans for instal-
82 lation of control manholes or access facilities and
83 related equipment shall be approved by the board
84 before the beginning of construction.

85 (c) Metering of waste. Devices for measuring the vol-
86 ume of waste discharged may be required by the
87 village if this volume cannot otherwise be estimat-
88 ed. Where required by the village, metering devic-
89 es for determining the volume of water shall be in-
90 stalled, owned and maintained by the person dis-
91 charging the wastewater. Following approval and
92 installation, such meters may not be removed
93 without the consent of the village.

94 (d) Waste sampling.

95 (1) High strength wastes and septage dis-
96 charged into the public sewers shall be subject to
97 periodic inspection and a determination of the
98 character and concentration of such wastes. The
99 determinations shall be made by the industrial
100 classification or the licensed disposer as often as
101 may be deemed necessary by the village.
102 (2) Samples shall be collected in such a manner
103 as to represent the composition of the wastes. The
104 sampling may be accomplished either manually or
105 by mechanical equipment acceptable to the village.
106 (3) Testing facilities shall be the responsibility
107 of the person discharging the high strength waste
108 or septage and shall be subject to the approval of
109 the village. Access to sampling locations shall al-
110 ways be granted to the village or its duly author-

1 ized representative. Every care shall be exercised
2 in the collection of samples to ensure their preser-
3 vation in a state comparable to that at the time the
4 sample was taken.

5 (e) Pretreatment. When required, in the opinion of the
6 village, to modify or eliminate wastes that are
7 harmful to the structures, processes or operation of
8 the wastewater conveyance and treatment facili-
9 ties, the discharger shall provide at his expense
10 such preliminary treatment or processing facilities
11 as may be required to render such wastes accepta-
12 ble for admission to the public sewers.

13 (f) Grease, oil and sand interceptors. The intent of the
14 following grease interceptor requirements are to
15 provide rules to eliminate or decrease the accumu-
16 lation of grease in the pipes and pumps of the sani-
17 tary sewer collection system and to reduce the
18 waste loading of undesirable elements at the treat-
19 ment plant. This will serve to reduce or eliminate
20 special costs to the sewer users, such as sewer
21 cleaning due to grease plugs, odor control and ad-
22 ditional chemical treatment. [Amended Ordinance
23 214-081313]

24 Grease, oil and sand interceptors shall be provided
25 when, in the opinion of the Utility Manager, they
26 are necessary for the proper handling of liquid
27 wastes containing floatable grease in excessive
28 amounts, as specified in Section 62.6(o)(9); except
29 that such interceptors shall not be required for pri-
30 vate living quarters or dwelling units.

31 All interceptors shall meet the requirements of
32 Wisconsin Administrative code SPS 382.34. The
33 owner(s) shall be responsible for the proper re-
34 moval and disposal by appropriate means of the
35 captured material and shall maintain records of the
36 dates and the means of disposal, which are subject
37 to review by the Utility Manager. Any removal and
38 hauling of the collected materials not performed by
39 the owner(s)' personnel must be performed by cur-
40 rently licensed waste disposal firms.

41 In addition to the requirements stated above, all
42 restaurants, food processing and similar facilities
43 must comply with the requirements of Subsections
44 (1) and (2) below.

45 (1) Installation of Grease Interceptors:

46 (a) No later than December 1, 2014 grease
47 interceptors must be provided at all restau-
48 rants, food processing and similar facilities
49 for the proper handling of liquid wastes
50 containing floatable grease in excessive
51 amounts as specified in Section 62.6 (o)(9).

52 (b) All interceptors shall meet the require-
53 ments of Wisconsin Administrative code
54 SPS 382.34, except that the Village shall
55 reserve the right to require all new restau-

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(2) Inspection and Cleaning of Grease Intercep-
tors:

(a) All interior grease interceptors must be
inspected by the restaurant or food pro-
cessing facility owner or authorized em-
ployee and cleaned at a minimum as fol-
lows:

1. Once per month, except during
periods when restaurants, food processing
and similar facilities are not open for busi-
ness.

(b) All exterior grease interceptors must
be inspected and cleaned by a li-censed
pumper or hauler by May 1 of each year.

(c) The Utility Manager shall have the
authority to require more frequent clean-
ings.

(d) All interceptor inspections and
cleaning must be recorded on a form pro-
vided by the Utility, and a signed copy
must be provided to the Utility Clerk on a
monthly basis. If a commercial hauler per-
forms the cleaning service, his name and
signature must be recorded on the form af-
ter each cleaning. Failure to provide the
Utility with an executed and signed inspec-
tion/cleaning form will result in an inspec-
tion by the Utility. If the restaurant or food
processing facility has not been open for
business or in operation during the month
to be reported, it should be so noted on the
reporting form.

(e) If the Utility inspection reveals that
an interceptor is in need of cleaning, a writ-
ten notice will be issued to the owner or his
representative, and the Utility will have the
interceptor cleaned. The owner will be
billed the cost for cleaning the interceptor,
including a service charge by the Utility.
Delinquent bills with interest will be placed
on the tax roll for the property as a special
charge.

(f) If the Utility inspection reveals that
an interceptor is defective or undersized so
as to not work properly the Utility Manager
may order the repair or replacement of the
interceptor.

(g) Wastes from interceptor cleaning
shall not be disposed of in the sanitary
sewer system.

(h) Grease liquefiers or solvents of any
kind shall not be used to clean grease inter-
ceptors.

1 (i) The Utility Manager shall annually 56
 2 report to the Utility Committee and Village 57
 3 Board on the compliance of the various 58
 4 businesses and facilities with these provi- 59
 5 sions no later than May 15 each year. 60

6 (g) Analyses. 61

7 (1) All measurements, tests and analyses of the 62
 8 characteristics of waters, wastes and septage to 63
 9 which reference is made in this chapter shall be de- 64
 10 termined according to "Standard Methods for the 65
 11 Examination of Water and Wastewater," published 66
 12 by the American Public Health Association and 67
 13 "Guidelines Establishing Test Procedures for Anal- 68
 14 ysis of Pollutants," (40 CFR 136). Sampling meth- 69
 15 ods, locations, times, durations, and frequencies 70
 16 are to be determined on an individual basis subject 71
 17 to approval by the village. 72
 18 (2) Determination of the character and concen- 73
 19 tration of the high strength wastes shall be made 74
 20 by the person discharging them or his agent, as 75
 21 designated and required by the village. The village 76
 22 may also make its own analyses of the wastes and 77
 23 these determinations shall be used as a basis for 78
 24 charges. If the person discharging the waste con- 79
 25 tests the determination, the village may elect to 80
 26 have an independent laboratory determine the 81
 27 character and concentration of the waste. Such in- 82
 28 dependent laboratory shall be acceptable to both 83
 29 the village and the person discharging the waste. 84
 30 All costs incurred by the independent laboratory in 85
 31 determining shall be assumed by the discharger. 86

32 (h) Submission of information. Plans, specifications 87
 33 and any other pertinent information relating to 88
 34 proposed flow equalization, pretreatment or pro- 89
 35 cessing facilities shall be submitted for review of 90
 36 the village before the start of their construction if 91
 37 the effluent from such facilities is to be discharged 92
 38 into the public sewers. 93

39 (i) Extension of time. When it can be demonstrated 94
 40 that circumstances exist that would create an un- 95
 41 reasonable burden on the person proposing to dis- 96
 42 charge a waste, to comply with the time schedule 97
 43 imposed in this chapter, a request for extension of 98
 44 the time may be presented for consideration by the 99
 45 board. 100

46 Section 62.12-14 Reserved.

47 Section 62.15 Violations and Penalties.

48 (a) Damages and accidental discharge. 104

49 (1) Damages. No unauthorized person shall 105
 50 maliciously, willfully or negligently break, dam- 106
 51 age, destroy, uncover, deface or tamper with any 107
 52 structure of pertinence or equipment that is a part 108
 53 of the sewer system or water system. 109

54 (2) Accidental discharge. Any person found re- 110
 55 sponsible for accidentally allowing a deleterious 111
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discharge into the sewer system that causes dam-
 age to the treatment facility and/or receiving body
 of water shall, besides a fine, pay the amount to
 cover damages, both values to be established by
 the village.

61 (b) Written notice of violation.

(1) Any person connected to the sewerage sys-
 tem or water system found violating a provision of
 this chapter shall be served by the village with a
 written notice stating the nature of the violation
 and providing a reasonable time for the satisfacto-
 ry correction of it. If the person does not correct
 the violation within the time set by the village,
 then the person shall be liable for the penalties set
 forth in subsection (e) of this section from the day
 of first violation. The offender shall, within the pe-
 riod stated in such notice, permanently cease all
 violation.

(2) Any licensed disposer discharging to the
 wastewater treatment facility or to a public sewer,
 found violating a provision of this chapter or of
 any conditions of the Village Board's approval for
 septage disposal, may have his approval immedi-
 ately revoked. This revocation shall be done in
 writing and state the reason for revoking the sep-
 tage disposal approval.

(3) Whenever any of the rules and regulations,
 or others as the Village may hereafter adopt, are
 violated, the use of service shall be shut off from
 the building or place of violation (even if there are
 two or more parties receiving service through the
 same connection) and shall not be re-established
 except by order of the Village Board and on pay-
 ment of all arrears, the expenses and established
 charges of shutting off and putting on and other
 terms as the Village Board may decide. With the
 violation, the Village Board, furthermore, may de-
 clare any payment made for the service by the par-
 ties committing the violation, to be forfeited, and
 the payment shall then be forfeited.

(c) Liability to village for losses. Any person violating
 any provision of this chapter shall become liable to
 the village for any expense, loss or damage occa-
 sioned because of a violation that the village may
 suffer as a result of it.

101 (d) Damage recovery.

(1) The sewer utility shall have the right of re-
 covery from all persons an expense incurred by
 such utility for the repair or replacement of any
 sewer pipe damaged in any manner by any person
 by the performance of any work under their control
 or by any negligent acts.

(2) The water utility shall have the right of re-
 covery from all persons any expense incurred by
 such utility for the repair or replacement of any
 water pipe, curbcock, gate valve, hydrant or valve
 box damaged in any manner by any person by the

1 performance of any work under their control or by
2 any negligent act. Owners or operators of motor
3 vehicles will be held liable for the cost of repair of
4 any hydrant damaged by them and the utility will
5 not be responsible for the damage to the motor ve-
6 hicle because of such accident.

7 (6) Penalties for Well Abandonment.

8 (1) Failure to abandon any well after revoca-
9 tion of a permit to follow the provisions of Wis-
10 consin Administrative Code NR Chapter 812, in
11 abandoning the well is hereby deemed a public
12 nuisance, and the Village may cause the well to be
13 properly abandoned and may assess the cost
14 against the owner of the affected property and col-
15 lect it as a special tax.

16 (7) Penalties for Cross Connections.

17 The Village may discontinue water service to any
18 property wherein any connection in violation of
19 this section exists, if the Village reasonably believe
20 that a cross connection may contaminate the mun-
21 icipal water system. The Village may also take
22 other precautionary measures deemed necessary to
23 eliminate any danger of contamination of the pub-
24 lic water system. Water service shall be discontin-
25 ued only after reasonable notice and opportunity
26 for hearing under Chapter 68, Wisconsin Statutes,
27 except as provided below. Water service shall not
28 be restored until the matters in violation of this
29 section have been eliminated and the private well
30 and plumbing brought into compliance with the
31 provisions of this section or adequate assurance is
32 given the Village in its discretion that this section
33 will be complied with in a timely manner. If it is
34 determined by the Village that a failure of compli-
35 ance with this section endangers the public health,
36 safety or welfare and requires immediate action
37 and a written finding to that effect is filed with the
38 Village clerk-treasurer and delivered to the cus-
39 tomer's premises, service may be immediately dis-
40 continued. The customer shall have an opportunity
41 for hearing under Chapter 68, Wisconsin Statutes,
42 within ten days of an emergency discontinuance.

43 (e) Penalties. Any person who shall violate any of the
44 provisions of this chapter shall, upon conviction,
45 forfeit not less than \$100.00 nor more than
46 \$1,000.00 and the costs of prosecution (pursuant to
47 Wis. Stats. § 66.0114). This, however, shall not bar
48 the village from enforcing the connection duties
49 set out in subsection 62.6(c) for mandatory
50 hookup. Compliance with this chapter may also be
51 enforced by injunction order at the suit of the vil-
52 lage to prevent or cause the discontinuance of a vi-
53 olation of any of the provisions of this chapter.
54 This chapter may be enforced by the issuance of a
55 citation to any violator of this chapter by the Vil-
56 lage Administrator, by any state officer with police
57 powers or any other duly appointed law enforce-
58 ment officer of the Village.

59 (f) Continued violation. Any person, partnership, cor-
60 poration or any officer, agent or employee thereof
61 who shall continue any violation beyond the notice
62 time limit provided shall, upon conviction, forfeit
63 not less than \$500.00 per day of continued viola-
64 tion with the costs of prosecution. In default of
65 payment of forfeiture and costs, such violator shall
66 be imprisoned in the county jail for a period not to
67 exceed five days. Each day in which any violations
68 is continued beyond the notice time limit shall be
69 deemed a separate offense.

70 **Section 62.16 Definitions.**

71 Unless the context specifically indicates otherwise, the
72 meaning of terms used in this chapter shall be as follows:
73

74 Approving authority means the Village Board or its duly
75 authorized committee, agent or representative.

76 Backflow means:

77 (1) A flow condition, induced by a differential
78 in pressure that causes the flow of water or other
79 liquid into the distribution pipes of a potable water
80 supply from any source or sources other than its
81 intended source.

82 (2) The backing up of water through a conduit
83 or channel in the direction opposite to normal flow.

84 Biochemical oxygen demand (BOD) means the quantity
85 of oxygen used in the biochemical oxidation of or-
86 ganic matter in five days at 20 degrees Celsius, ex-
87 pressed as milligrams per liter. Quantitative deter-
88 mination of BOD shall be made according to pro-
89 cedures set forth in the most recent edition of
90 "Standard Methods."

91 Building drain means that part of the lowest horizontal
92 piping of a drainage system that receives the dis-
93 charge from waste and other drainage pipes inside
94 the walls of the building and conveys it to the
95 building sewer.

96 Building sewer means the extension from the public sewer
97 or other place of disposal beginning outside the in-
98 ner face of the building wall.

99 Compatible pollutants means biochemical oxygen dem-
100 and, suspended solids, phosphorus, or pH, plus
101 additional pollutants identified in the Wisconsin
102 Pollutant Discharge Elimination System (WPDES)
103 permit for the publicly owned treatment works re-
104 ceiving the pollutants if such works were designed
105 to treat such additional pollutants to a substantial
106 degree.

107 Cross connection, control means a program for protecting
108 the public water system from contamination due to
109 the backflow of contaminants through the water
110 service connection into the public water system.

111 Debt service charges means all costs associated with the
112 repayment of debts incurred for the construction
113 and/or rehabilitation of the wastewater collection
114 system and treatment facility.

115 Floatable oil means oil, fat or grease in a physical state
116 such that it will separate by gravity from
117 wastewater by treatment in an approved pretreat-
118 ment facility. A wastewater or septage shall be

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| <p>1 considered free of floatable fat if it is properly pre-</p> <p>2 treated and the wastewater does not interfere with</p> <p>3 the collection system.</p> <p>4 Garbage means the residue from the preparation, cooking</p> <p>5 and dispensing of food, and from the handling,</p> <p>6 storage and sale of food products and produce.</p> <p>7 Ground garbage means the residue from the preparation,</p> <p>8 cooking and dispensing of food that has been</p> <p>9 shredded to such degree that all particles will be no</p> <p>10 greater than one half inch in any dimension and</p> <p>11 will be carried freely in suspension under normal</p> <p>12 flow conditions in public sewers.</p> <p>13 Improperly constructed well means a well or pump instal-</p> <p>14 lation that does not comply with the provisions of</p> <p>15 Wis. Admin. Code NR Chapter 812 in effect at the</p> <p>16 time of construction of the well, at the installation</p> <p>17 of a contamination source, at the installation of the</p> <p>18 pump or completion of work on the well or pump</p> <p>19 installation.</p> <p>20 Incompatible pollutants mean wastewater or septage with</p> <p>21 pollutants that will adversely effect or disrupt the</p> <p>22 wastewater processes or effluent quality or sludge</p> <p>23 quality if discharged to a wastewater treatment fa-</p> <p>24 cility.</p> <p>25 High Strength waste means the wastewater from commer-</p> <p>26 cial or industrial processes, trade or business, as</p> <p>27 distinct from sanitary sewage, including cooling</p> <p>28 water and the discharge from sewage pretreatment</p> <p>29 facilities.</p> <p>30 Laterals (service lateral) means:</p> <p>31 (1) A ditch, pipe or other conduit entering or</p> <p>32 leaving a water main from the side.</p> <p>33 (2) A sewer that discharges into the main sewer</p> <p>34 or other sewer branch.</p> <p>35 Licensed disposer means a person holding a license under</p> <p>36 Wis. Stats. § 281.49(1)(a).</p> <p>37 Meter means an instrument installed to measure the vol-</p> <p>38 ume and/or rate of flow of water delivered through</p> <p>39 it.</p> <p>40 Municipal wastewater means the spent water of a com-</p> <p>41 munity. The wastewater may be a combination of</p> <p>42 the liquid and water carried wastes from residenc-</p> <p>43 es, commercial buildings, industrial plants and in-</p> <p>44 stitutions, with any groundwater, surface water and</p> <p>45 stormwater that may be present.</p> <p>46 Natural outlet means any outlet, including storm sewers,</p> <p>47 into a watercourse, pond, ditch, lake or other body</p> <p>48 of surface water or groundwater.</p> <p>49 Normal domestic strength wastewater means wastewater</p> <p>50 with concentrations less than 300 mg/l BOD, 250</p> <p>51 mg/l suspended solids and 12 mg/l phosphorus.</p> <p>52 Normal user means a user whose contributions to the</p> <p>53 wastewater treatment facility consist only of nor-</p> <p>54 mal domestic strength waste originating from a</p> <p>55 house, apartment, condominium or other living</p> <p>56 quarters occupied by a person or persons making</p> <p>57 up a distinct household, business or commercial</p> <p>58 enterprise.</p> <p>59 Operation and maintenance costs means all costs associat-</p> <p>60 ed with the operation and maintenance of the</p> <p>61 wastewater collection and treatment facilities.</p> <p>62 These costs, including costs associated with extra-</p> | <p>63 neous (clear water) flows, shall be divided propor-</p> <p>64 tionately among the various sewer users according</p> <p>65 to their equivalent user factors.</p> <p>66 Parts per million means a weight to weight ratio; the parts</p> <p>67 per million value multiplied by the factor 8.34</p> <p>68 shall be equivalent to pounds per million gallons of</p> <p>69 water.</p> <p>70 Person means any person, including any individual, firm,</p> <p>71 company, municipal or private corporation, associ-</p> <p>72 ation, society, institution, enterprise, government</p> <p>73 agency or other entity.</p> <p>74 pH means the logarithm of the reciprocal of the hydrogen</p> <p>75 ion concentration. The concentration is the weight</p> <p>76 of hydrogen ions, in grams per liter of solution.</p> <p>77 Neutral water, for example, has a pH value of sev-</p> <p>78 en and a hydrogen ion concentration of 10⁷.</p> <p>79 Potable water means water that does not contain objec-</p> <p>80 tionable pollution, contamination, minerals or in-</p> <p>81 fective agents and is considered satisfactory for</p> <p>82 domestic consumption.</p> <p>83 Public sewer means any sewer provided by or subject to</p> <p>84 the jurisdiction of the village. It shall also include</p> <p>85 sewers within or outside the corporate boundaries</p> <p>86 that serve one or more persons and ultimately dis-</p> <p>87 charge into the village's sanitary sewer system, alt-</p> <p>88 hough those sewers may not have been constructed</p> <p>89 with village funds.</p> <p>90 Pump installation means the pump and related equipment</p> <p>91 used for withdrawing water from a well including</p> <p>92 the discharge piping, the underground connections,</p> <p>93 pitless adapters, pressure tanks, pits, sampling fau-</p> <p>94 cets and well seals or caps.</p> <p>95 Replacement costs means a service charge levied on users</p> <p>96 of the wastewater collection and treatment facili-</p> <p>97 ties for payment of capital expenses and operation</p> <p>98 and maintenance costs, including replacement of</p> <p>99 such facilities.</p> <p>100 Sanitary District: means the portion of the Town of Liber-</p> <p>101 ty Grove covered by the Liberty Grove Sanitary</p> <p>102 District.</p> <p>103 Sanitary sewage means a combination of liquid and water</p> <p>104 carried wastes discharged from toilets and/or sani-</p> <p>105 tary plumbing facilities, with such groundwater,</p> <p>106 surface water and stormwater as may be present.</p> <p>107 Sanitary sewer means a sewer that carries liquid and water</p> <p>108 carried wastes from residences, commercial build-</p> <p>109 ings, industrial plants and institutions, with small</p> <p>110 quantities of groundwater, stormwater and uninten-</p> <p>111 tionally admitted surface water.</p> <p>112 Septage means scum, liquid, sludge or other waste from a</p> <p>113 septic tank, soil absorption field, holding tank,</p> <p>114 vault toilet or privy. This does not include the</p> <p>115 waste from a grease trap.</p> <p>116 Sewage means spent water of a community. The preferred</p> <p>117 term is "municipal wastewater."</p> <p>118 Sewer service areas means the areas presently served and</p> <p>119 anticipated to be served by a sewage collection</p> <p>120 system. State regulations (Wis. Admin. Code NR §</p> <p>121 121.05) require that water quality management</p> <p>122 plans delineate sewer service areas for urban areas</p> <p>123 with a population of over 10,000. Approved facili-</p> |
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Section 62.17-19 Reserved.

- 1 ty plans contain less detailed sewer service areas
 2 for communities under a population of 10,000.
 3 Sewer service charge means a service charge levied on
 4 users of the wastewater collection and treatment
 5 facilities for payment of use related capital expense
 6 and operation and maintenance costs, including re-
 7 placement of such facilities.
 8 Sewerage system means as defined in Wis. Stats. §
 9 281.01(14).
 10 Shall means mandatory; may means permissible.
 11 Slug load means any substance released at a discharge rate
 12 and/or concentration that causes interference to the
 13 wastewater treatment processes.
 14 Standard methods means the examination and analytical
 15 procedures set forth in the most recent edition of
 16 "Standard Methods for the Examination of Water,
 17 Sewage and Industrial Wastes," published jointly
 18 by the American Public Health Association, the
 19 American Water Works Association and the Water
 20 Pollution Control Federation.
 21 Storm drain (sometimes termed "storm sewer") means a
 22 drain or sewer for conveying water, groundwater,
 23 subsurface water or unpolluted water from any
 24 source.
 25 Stormwater runoff means that portion of the rainfall that
 26 drains into sewers.
 27 Suspended solids means solids that either float on the sur-
 28 face of, or are in suspension in, water, wastewater,
 29 septage or other liquids and that is removable by
 30 laboratory filtering as prescribed in "Standard
 31 Methods" and is called non-filterable residue.
 32 Unpolluted water means water of a quality equal or better
 33 than the effluent criteria in effect or water that
 34 would not cause violation of receiving water quali-
 35 ty standards and would not be benefited by dis-
 36 charge to the sanitary sewers and wastewater
 37 treatment facilities provided.
 38 Unsafe well means a well or pump installation that pro-
 39 duces water contaminated bacteriologically or wa-
 40 ter contaminated with substances in exceedance of
 41 the standards of Wis. Admin. Code NR Chapter
 42 109 or Chapter 140 or for which a health advisory
 43 has been issued by the state department of natural
 44 resources.
 45 Unused well means a well or pump installation that is not
 46 in use or does not have a functional pumping sys-
 47 tem.
 48 USEPA means the United States Environmental Protec-
 49 tion Agency.
 50 User/customer means any person, owner or occupant,
 51 firm, partnership, corporation, municipality, coop-
 52 erative organization, government agency, political
 53 entity, etc., provided with water and/or sewer ser-
 54 vice by any water and/or sewer public utility.
 55 Utility means a public or private concern engaged in the
 56 performance of some useful service, such as fur-
 57 nishing water, gas, electricity or sewer facilities.
 58 Utility Committee: means the committee established by
 59 the Village including members from the Town of
 60 Liberty Grove and Utility District that provides
 61 oversight on the operation of the Village Utilities.
- 62 Utility District means: the portion of the Liberty Grove
 63 Sanitary District designated to provide sanitary
 64 sewer service and water service.
 65 Wastewater facilities means the structures, equipment and
 66 processes required to collect, carry away, store and
 67 treat domestic and industrial wastes and septage
 68 and dispose of the effluent.
 69 Wastewater treatment works means an arrangement of de-
 70 vices and structures for treating wastewater, sep-
 71 tage, industrial wastes and sludge. Sometimes used
 72 synonymously with waste treatment.
 73 Water main means the water pipe, located beneath a street,
 74 right-of-way or easement from which domestic
 75 water supply is delivered to the service pipe (lat-
 76 eral) leading to specific premises.
 77 Water supply means:
 78 (1) The sources of water for public or private
 79 uses. When United States Environmental Protec-
 80 tion Agency standards have been met, the supply is
 81 termed "an approved water supply";
 82 (2) The furnishing of good potable water under
 83 satisfactory pressure for domestic, commercial, in-
 84 dustrial and public service and an adequate quanti-
 85 ty of water under reasonable pressure for fire-
 86 fighting.
 87 Water system means as provided in Wis. Stats. §
 88 811.02(25). Collectively, all of the property in-
 89 volved in the operation of the water utility, includ-
 90 ing land, water lines and appurtenances, pumping
 91 stations, treatment plants and general property.
 92 Watercourse means a natural or artificial channel for the
 93 passage of water, either continuously or intermit-
 94 tently.
 95 Well means an excavation or opening into the ground
 96 made by digging, boring, drilling, driving or other
 97 methods for obtaining groundwater for consump-
 98 tion or other use.
 99 Well abandonment means the filling and sealing of a well
 100 according to the provisions of Wis. Admin. Code
 101 Comm. NR Chapter. 812.
 102 Wisconsin Pollutant Discharge Elimination System
 103 (WPDES) Permit means a document issued by the
 104 state department of natural resources that estab-
 105 lishes effluent limitations and monitoring require-
 106 ments for the municipal wastewater treatment fa-
 107 cility.
 108 WDNR means the Wisconsin Department of Natural Re-
 109 sources.
 110 WPSC means the Wisconsin Public Service Commission
 111 that governs the rates, rules and regulations of the
 112 village water utility.
- 113 **Section 62.17-19 Reserved.**
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1 Section 62.20 Establishment of Impact Fees
2 The following fees are impact fees established by the Vil-
3 lage pursuant to Section 66.0617, Wis. Stats.:

4 (a) Impact fees pursuant to Section 62.28 of this
5 Chapter.

6 Section 62.21 Definitions

7 In this Section:

8 (a) All words shall have the same meanings as set
9 forth in Section 66.0617, subsection (1), Wis.
10 Stats.

11 (b) The word "development" shall have the same
12 meaning as the phrase "land development."

13 Section 62.22 Documentation

14 The following Village documents contain the needs as-
15 sessments for the impact fees identified under Section 3
16 above, demonstrate Village compliance with the require-
17 ments of Section 66.0617(4), Wis. Stats., and shall be kept
18 on file and available for public inspection in the Office of
19 the Village Clerk:

20 Public Facilities Needs Assessment for Wastewater
21 Impact dated March 2005

22 Public Facilities Needs Assessment for Water
23 Tower and System Improvement Impact dated
24 September 2005

25 Public Facilities Needs Assessment for the Down-
26 town Sanitary Sewer and Watermain Improve-
27 ments Dated June 2008 (Amended Ordinance No.
28 145-081208)

29 Section 62.23 Revenues

30 Revenues collected by the Village as impact fees shall be
31 placed by the Village Treasurer in segregated interest-
32 bearing accounts, and shall be accounted for separately
33 from other funds of the Village. Impact fee revenues and
34 interest earned on impact fee revenues may be expended
35 by the Village only for the capital costs for which the im-
36 pact fees were imposed. Separate accounts shall be kept of
37 fees collected from different impact fee zones, where the
38 particular Impact Fee Ordinance provides for differential
39 fees according to zones, and revenues collected in particu-
40 lar zones shall be spent in those zones as appropriate.

41 Section 62.24 Time Limit for Expenditures

42 (a) The Village determines the following lengths of
43 time appropriate for the planning, financing, acqui-
44 sition and construction of the public facilities listed
45 below:

46 1. Wastewater Treatment Plant Expansion
47 From January 2003 through December 31,
48 2005.

49 2. Water Tower and System Improvements
50 From January 1, 2006 through December
51 31, 2021

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73 Section 62.25 Payment of Impact Fees

74 All required impact fees, unless expressly excepted in a
75 section of this Chapter, shall be paid before a building
76 permit may be issued for the construction for which the
77 impact fee is to be imposed. With respect to any develop-
78 ment affected by any impact fee imposed under this Chap-
79 ter which is under construction at the time the ordinance
80 imposing such impact fee becomes effective or which has
81 received a building permit at such time, all required im-
82 pact fees shall be paid before a certificate of occupancy
83 may be issued for such development. Impact fee payments
84 shall be assumed to be the responsibility of the owner of
85 record at the time the building permit is requested.

86 Section 62.26 Installment Payments

87 The Village Board, by resolution, may authorize the pay-
88 ment of impact fees, otherwise payable in full, in install-
89 ment payments. If installment payments are authorized,
90 interest shall be paid on the installment payments at the
91 same rate then charged by the Village on installments of
92 special assessments.

93 Section 62.27 Appeals

94 A developer may appeal to contest the amount, collection
95 or use of the impact fee in the manner provided herein:

96 (a) It shall be a condition to the commencement of
97 such an appeal that the impact fee from which the
98 developer appeals shall be paid as and when the
99 fee or any permitted installment thereof becomes
100 due and payable, and upon default in making any
101 such payment, such appeal may be dismissed.

102 (b) The only questions appealable under this section
103 are the following, as authorized by Section
104 66.0617(10), Wis. Stats.:

3. Downtown Sanitary Sewer and Watermain
Improvements. (Amended Ordinance No.
145-081208)

From August 12, 2008 through July 31,
2015.

(b) Maximum Time to Use Impact Fees Collected
From the Time of Fee Collection:

1. Type of Facility: Wastewater Treat-
ment Plant expansion May 2025

2. Type of Facility: Water Tower and
system improvements December 2026

3. Type of Facility: Downtown Sani-
itary Sewer and Watermain Improvements
2028 (Amended Ordinance No. 145-
081208)

(c) Fees held by the Village under Section 62.23
above, and not used within the time period speci-
fied herein, shall be refunded to the persons who
are the current owners of record, at the expiration
of such time period, of the property with respect to
which the impact fees were imposed.

- 1 (1) The amount of fee charged and paid by the de-
2 veloper;
- 3 (2) The method of collection of the impact fee;
- 4 (3) The use to which the particular fee paid by the
5 developer is made by the Village.
- 6 (c) Appeals must be brought within 30 days of the ear-
7 lier of:
 - 8 (1) The date the impact fee is payable hereunder;
 - 9 (2) In a situation where installment payments are
10 allowed, the due date of the first required install-
11 ment.
- 12 (d) The appellant shall pay a filing fee of \$300 at the
13 time of filing of the appeal. The notice of appeal
14 shall be filed with the Village Clerk.
- 15 (e) Following the filing of the notice of appeal, the
16 Village Clerk shall compile a record of the ordi-
17 nance imposing the impact fee that is the subject of
18 the appeal and a record of the management and ex-
19 penditure of the proceeds of the impact fee, and
20 shall transmit these documents to the Village
21 Board. In consultation with the Village depart-
22 ments, the Village Clerk shall also compile a report
23 on each appeal in which the appellant is seeking a
24 reduction or total refund in the impact fee paid.
25 This report shall specify the fiscal impact on the
26 Village of Sister Bay if the appeal overturns the
27 impact fee. If the fiscal impact re-port indicates
28 that the appeal, if successful, will cause a revenue
29 shortfall that otherwise was not budgeted with re-
30 spect to the public facility, and if this revenue
31 shortfall cannot be reconciled by reduction in im-
32 pacts caused by development on the appellant's
33 property, the report shall estimate whether it will
34 be necessary for the Village to adjust impact fees,
35 or amend existing ordinances, to recover the pro-
36 posed revenue shortfall.
- 37 (f) The Village Board shall hold a public hearing on
38 the appeal, preceded by a Class 1 notice, providing
39 fair opportunity for the appellant to be heard. The
40 burden shall be on the appellant to establish ille-
41 gality or impropriety of the fee from which the ap-
42 peal has been taken. Following the close of the
43 public hearing, the Village Board shall deliberate
44 upon the matter, and shall conduct such studies and
45 inquiries as it deems appropriate to decide the ap-
46 peal.
- 47 (g) If the Village Board determines that the appeal has
48 merit, it shall determine appropriate remedies.
49 These may include reallocation of the proceeds of
50 the challenged impact fee to accomplish the pur-
51 poses for which the fee was collected, refunding
52 the impact fee in full or in part, along with interest
53 collected by the Village thereon, or granting the
54 appellant the opportunity to make the impact fee
55 payment in installments, or such other remedies as
56 it deems appropriate in a particular case.

57 Section 62.28 Impact Fee Amounts

- 58 (a) The Wastewater Treatment Plant expansion impact
59 fee for every residential meter equivalent is \$653.00.
- 60 (b) The Water Tower and System improvements im-
61 pact fee for every residential meter equivalent is
62 \$1,478.00.
- 63 (c) The Downtown Sanitary Sewer and Watermain
64 Improvements impact fee for every residential meter
65 equivalent is \$861.00 effective on September 1, 2010.
66 (*Amended Ordinance No. 179-121410*)

**Resolution Authorizing Sale of Property
No 277-121013**

WHEREAS, the Village of Sister Bay, by its Board of Trustees, has entered into an agreement for the sale of property to Mitch Larson or his designated entity;

AND WHEREAS the Village of Sister Bay by its Board of Trustees has agreed to sell the following described property, upon the terms and conditions which are satisfactory to the Village of Sister Bay, for the price of \$400,000;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of the Village of Sister Bay as follows:

1. The Village of Sister Bay hereby resolves to convey the following described property to Mitch Larson or his designee ("Larson") upon payment by Larson of the purchase price of \$400,000 upon the following property:

Parcel No. 181-4230001:

Lot 1, Block 3 of Assessor's Plat No.2, Village of Sister Bay, Door County, Wisconsin.

Parcel No. 181-4240001:

Lot 1, Block 4 of Assessor's Plat No.2, Village of Sister Bay, Door County, Wisconsin.

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

Adopted at a meeting of the Board of Trustees this _____ day of

2013.

Attest:

Christy Sully, Clerk

Map

Printed 11/25/2013 courtesy of Door County Land Information Office

... from the Web Map of ...
(/www.co.door.wi.gov)



Door County, Wisconsin
... for all seasons!



any can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information displayed on this map. The user of this information assumes any and all risks associated with the information. Door County, Wisconsin, is not responsible for any errors or omissions, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of the information. The Web Map is provided as a convenience and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

IANE LAYSATZ



Village of Sister Bay Board Report

For additional information: <http://intranet.sisterbay.com>

Meeting Date: 12/10/2013

Item No.: 8

Recommendation: Please be advised that I have reviewed the following bills and recommend them for approval and payment:

Bills By Type	Amount	Total
Village bills prepaid	63,828.03	
Village regular bills	6,279.17	
Bank fees & bills paid electronically	190.48	
<i>Village total</i>		<i>70,297.68</i>
Marina bills prepaid	2,286.94	
Marina regular bills	666.51	
Marina sales tax	8.23	
Marina credit card fees	69.63	
<i>Marina total</i>		<i>3,031.31</i>
TKH Ice Rink bills prepaid	0.00	
TKH Ice Rink regular bills	0.00	
<i>Minor funds total</i>		<i>0.00</i>
Debt Service - Village	336,564.42	
- Marina	81,600.00	
- Utilities	163,973.08	
<i>Debt Service total</i>		<i>582,137.50</i>
CIP/TIF bills prepaid	6,074.99	
CIP/TIF regular bills	24,541.94	
<i>CIP/TIF total</i>		<i>30,616.93</i>
Utility bills prepaid	38,433.98	
Utility regular bills	295,717.44	
Bank fees & bills paid electronically		
<i>Utility total</i>		<i>334,151.42</i>
Payroll: Net Pay 11/15 & 11/29	31,955.47	
State taxes paid online in October	2,450.08	
Retirement paid online in October	3,935.70	
<i>Payroll/taxes total</i>		<i>38,341.25</i>
Total All Bills		\$1,058,576.09

Fiscal Impact: As noted.

Respectfully submitted,

Juliana Neuman
Village Finance Director

VILLAGE OF SISTER BAY

Payment Approval Report - Village
Input Date(s): 11/14/2013 - 12/10/2013Page: 1
Dec 05, 2013 02:59pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN1213	J Neuman RX policy	11/18/2013	41.90	41.90	11/21/2013
Total 10002					41.90	41.90	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN1213	J Neuman supplemental ins.	11/18/2013	155.12	155.12	11/21/2013
Total 10004					155.12	155.12	
10005	ACTION ELECTRIC INC	27528	maintenance - Village Hall	10/31/2013	16.04	16.04	11/21/2013
			ballast - street lights		42.34	42.34	11/21/2013
			maintenance - parks		239.30	239.30	11/21/2013
			Street Lights bulbs		35.10	35.10	11/21/2013
Total 10005					332.78	332.78	
10007	ACTION APPRAISERS INC	1194	Assessor	12/02/2013	2,875.00	2,875.00	12/05/2013
Total 10007					2,875.00	2,875.00	
10110	AFLAC	325643	Employee-funded premium	11/12/2013	199.20	199.20	11/14/2013
Total 10110					199.20	199.20	
10113	SHIRLEY ADAMS	111413	Chief Election Judge Training	11/14/2013	50.00	50.00	11/21/2013
			Remb travel to training		38.42	38.42	11/21/2013
Total 10113					88.42	88.42	
10123	BETTY ANDERSON	111413	Chief Election Judge training	11/14/2013	50.00	50.00	11/21/2013
Total 10123					50.00	50.00	
14309	CARDMEMBER SERVICE	2867	Utility clerk monitor	10/23/2013	56.00	56.00	12/05/2013
			Utility clerk monitor		83.19	83.19	12/05/2013
			Utility clerk monitor		20.80	20.80	12/05/2013
		4876	Finance - high-speed USB	10/22/2013	25.00	25.00	12/05/2013
			Kufrin to reimburse Village		7.97	7.97	12/05/2013
		488185329	Utility clerk computer	10/23/2013	143.15	143.15	12/05/2013
			Utility clerk computer		212.68	212.68	12/05/2013
			Utility clerk computer		53.17	53.17	12/05/2013
		488185378	Parks computer	10/23/2013	429.00	429.00	12/05/2013
		6307	Utility clerk office suite	10/22/2013	91.00	91.00	12/05/2013
			Utility clerk office suite		135.19	135.19	12/05/2013
			Utility clerk office suite		33.80	33.80	12/05/2013
Total 14309					1,290.95	1,290.95	
14310	CAPTAIN COMMODOES INC	21726	commode rental - Fall Fest	10/30/2013	3,156.00	3,156.00	11/14/2013
		21861	Commode rental - Dog Park	11/24/2013	75.00	75.00	12/05/2013
Total 14310					3,231.00	3,231.00	
17501	CHARTER COMMUNICATIONS	BH1113	Boathouse - charter TV	11/08/2013	67.79	67.79	11/21/2013
		MAR1213	internet - Marina	11/23/2013	21.93	21.93	12/05/2013
		VIL1213	internet/ adm bldg	11/23/2013	149.99	149.99	12/05/2013
Total 17501					239.71	239.71	
17506	CELLCOM	650342	Cell phone - Administrator	11/05/2013	63.03	63.03	11/21/2013

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Cellphones - Marina manager		13.04	13.04	11/21/2013
			Cellphones - Parks employees		108.38	108.38	11/21/2013
	Total 17506				184.45	184.45	
17519	COUNTRY WALK BP-AMOCO	1008	Village gas -	11/25/2013	97.21	97.21	12/05/2013
		1019	Village gas -	12/02/2013	181.30	181.30	12/05/2013
	Total 17519				278.51	278.51	
20007	DELTA DENTAL OF WIS	650484	Dental insurance - Kufrin	11/21/2013	63.53	63.53	11/22/2013
			Dental insurance		938.50	938.50	11/22/2013
	Total 20007				1,002.03	1,002.03	
20399	DONOHUE & ASSOC	12032-29	Construction	11/15/2013	8,883.60	8,883.60	11/21/2013
			Additional services		240.00	240.00	11/21/2013
			Construction		3,235.00	3,235.00	11/21/2013
			Additional services		160.00	160.00	11/21/2013
			Public outreach		400.00	400.00	11/21/2013
			Public outreach		400.00	400.00	11/21/2013
			Public outreach		320.00	320.00	11/21/2013
			Construction		3,035.00	3,035.00	11/21/2013
			Additional services		2,220.00	2,220.00	11/21/2013
	Total 20399				18,893.60	18,893.60	
20451	DOOR COUNTY HWY DEPT	40009048	Mowing Highland Rd	11/27/2013	192.99	192.99	12/05/2013
			Sign - Port o pler to reimb cost		47.22	47.22	12/05/2013
			Maintenance - Streets		116.52	116.52	12/05/2013
	Total 20451				356.73	356.73	
20455	DOOR COUNTY SHERIFF'S	40009018	Fall Fest Security Service	10/31/2013	6,556.99	6,556.99	11/14/2013
		40009020	Sheriff Security Service	10/31/2013	350.18	350.18	11/21/2013
	Total 20455				6,907.17	6,907.17	
20460	DOOR COUNTY CLERK'S OFFICE	DOG13	2013 Dog License fee	11/13/2013	155.75	155.75	11/21/2013
		ELEC2013	Voting machine repair/maintenance	10/25/2013	330.00	330.00	12/05/2013
	Total 20460				485.75	485.75	
20504	EMPLOYER SERVICES LLC	E2477	Claims Management - HRA	12/03/2013	2,640.00	2,640.00	12/05/2013
			Health Insurance Policies		8,782.20	8,782.20	12/05/2013
	Total 20504				11,422.20	11,422.20	
20505	EMPLOYEE BENEFITS CORP.	825077	Health Care FSA	11/06/2013	184.00	184.00	11/14/2013
			Section 125 Fee		11.00	11.00	11/14/2013
			Benefit admin fee		24.00	24.00	11/14/2013
	Total 20505				219.00	219.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR1109130	PRINT PAPER CHECK TO UPDATE GL /	11/14/2013	3,027.16	3,027.16	11/15/2013
			PRINT PAPER CHECK TO UPDATE GL /		707.96	707.96	11/15/2013
			PRINT PAPER CHECK TO UPDATE GL /		2,309.04	2,309.04	11/15/2013
		PR1123130	PRINT PAPER CHECK TO UPDATE GL /	11/29/2013	2,955.80	2,955.80	11/30/2013
			PRINT PAPER CHECK TO UPDATE GL /		691.26	691.26	11/30/2013

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			PRINT PAPER CHECK TO UPDATE GL /		2,219.84	2,219.84	11/30/2013
	Total 20512				11,911.06	11,911.06	
20599	EVENSON LAUNDRY INC	67423	rugs - Firestation	11/07/2013	77.00	77.00	12/05/2013
			rugs - Admin Bldg		23.00	23.00	12/05/2013
	Total 20599				100.00	100.00	
30609	FASTENAL	WISTU80095	Signs	11/14/2013	4.88	4.88	12/05/2013
			Grease for equip		105.15	105.15	12/05/2013
			Clips - Christmas		53.95	53.95	12/05/2013
	Total 30609				163.98	163.98	
30701	FRONTIER	M1113	Marina phone	11/07/2013	49.13	49.13	11/21/2013
		SC1113	Sports Cplx phone	11/25/2013	39.85	39.85	12/05/2013
		VIL1113	Admin Bldg phone	11/25/2013	186.64	186.64	12/05/2013
	Total 30701				275.62	275.62	
30751	GREAT-WEST	PR1109130	Great West Deferred Comp. DEFERRED	11/14/2013	1,252.58	1,252.58	11/15/2013
			Great West Deferred Comp. EMPLOYER		322.42	322.42	11/15/2013
		PR1123130	Great West Deferred Comp. DEFERRED	11/29/2013	1,252.58	1,252.58	11/29/2013
			Great West Deferred Comp. EMPLOYER		322.42	322.42	11/29/2013
	Total 30751				3,150.00	3,150.00	
31818	JIM HIRSCHMILLER	112513	Boots reimb	11/25/2013	42.97	42.97	12/05/2013
			Work clothes reimb		39.94	39.94	12/05/2013
	Total 31818				82.91	82.91	
31825	HOLIDAY WHOLESALE	6736226	Custodial supplies - Marina	10/08/2013	24.20	24.20	11/21/2013
	Total 31825				24.20	24.20	
34850	HOCKERS EXCAVATING INC	6590	Sports Complex - soccer net repair	11/21/2013	76.88	76.88	12/05/2013
			Gravel for Street drainage		150.00	150.00	12/05/2013
	Total 34850				226.88	226.88	
34851	JACKIE HOEKSTRA	111413	Chief Election Judge Training	11/14/2013	50.00	50.00	11/21/2013
	Total 34851				50.00	50.00	
34855	HORST DIST INC	34379	Jacobson lawnmower repair	11/05/2013	1,698.40	1,698.40	11/14/2013
	Total 34855				1,698.40	1,698.40	
40963	INSPECTION SPECIALIST LLC	OCT2013	State Seal	10/31/2013	105.00	105.00	11/14/2013
			Building Inspection		3,123.00	3,123.00	11/14/2013
	Total 40963				3,228.00	3,228.00	
11018	SMITHGROUP JJR LLC	98482	beach expansion redesign - 78%	10/31/2013	8,460.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 41018				8,460.00	.00	
41103	KANSAS CITY LIFE	V1213	Disability Insurance	11/11/2013	428.82	428.82	11/21/2013
	Total 41103				428.82	428.82	
41137	ROBERT KUFRIN	111613	Consultant fees - Admin.	11/16/2013	1,505.00	1,505.00	11/21/2013
		11913	Consultant fees - Admin.	11/09/2013	1,365.00	1,365.00	11/21/2013
	Total 41137				2,870.00	2,870.00	
41205	LAMPERT'S LUMBER	20304369	Street Signs	10/31/2013	18.81	18.81	12/05/2013
	Total 41205				18.81	18.81	
41319	MAY'S SPORT CTR	4330	2013 New Toro snowblower	11/09/2013	499.99	499.99	12/05/2013
	Total 41319				499.99	499.99	
51329	MILTON PROPANE	110490	Propane - Marina	11/21/2013	292.92	292.92	12/05/2013
		118435	Propane - Firestation	11/21/2013	1,918.75	1,918.75	12/05/2013
	Total 51329				2,211.67	2,211.67	
51330	MINNESOTA LIFE	JAN14	Life Insurance - Pre-paid for January	12/05/2013	321.02	321.02	12/05/2013
	Total 51330				321.02	321.02	
51401	JULIANA NEUMAN	NOV13	Reimb Medicare monthly premium	11/22/2013	104.90	104.90	11/22/2013
	Total 51401				104.90	104.90	
51430	NEP INC	14461537	Public copies	11/11/2013	46.27	46.27	11/14/2013
			General copies		508.61	508.61	11/14/2013
			Marina copies		5.11	5.11	11/14/2013
			Utility copies		14.87	14.87	11/14/2013
			Utility copies		22.08	22.08	11/14/2013
			Utility copies		5.52	5.52	11/14/2013
			faxes		55.79	55.79	11/14/2013
	Total 51430				658.25	658.25	
51436	DANIEL NERENHAUSEN	111213	Christmas Trees	11/12/2013	1,200.00	1,200.00	11/14/2013
	Total 51436				1,200.00	1,200.00	
61536	OFFICE DEPOT CREDIT PLAN	679569119	Office Supplies - post-It notes	10/22/2013	7.12	7.12	12/05/2013
			File folders		5.80	5.80	12/05/2013
			2014 Daily calendar		31.49	31.49	12/05/2013
			Copy paper 81/2 x 14		9.49	9.49	12/05/2013
			Message Pads		9.89	9.89	12/05/2013
			Calendar		33.24	33.24	12/05/2013
			Calendar		6.48	6.48	12/05/2013
			Calendar		9.62	9.62	12/05/2013
			Calendar		2.41	2.41	12/05/2013
			Air Freshener		5.99	5.99	12/05/2013
		681924867001	Office Supplies - village	11/07/2013	14.62	14.62	12/05/2013
		681925118001	File folders - legal	11/07/2013	17.99	17.99	12/05/2013

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			File pockets		104.48	104.48	12/05/2013
			Band aids		7.99	7.99	12/05/2013
			File folders		5.80	5.80	12/05/2013
			Business cards		39.10	39.10	12/05/2013
			Business cards		7.82	7.82	12/05/2013
			Business cards		7.82	7.82	12/05/2013
			Business cards		4.11	4.11	12/05/2013
			Business cards		6.11	6.11	12/05/2013
			Business cards		1.53	1.53	12/05/2013
			Copy paper 8 1/2 x 11		32.95	32.95	12/05/2013
	Total 61536				371.85	371.85	
61623	VIRGINIA PHELAN	BOWS13	Christmas bows	12/03/2013	85.00	85.00	12/05/2013
	Total 61623				85.00	85.00	
61629	PORT - A - PIER INC	1000	Pier removal for winter	11/08/2013	1,805.00	1,805.00	11/14/2013
	Total 61629				1,805.00	1,805.00	
61633	PINKERT LAW FIRM LLP	87	Legal Services - Sewer lines	10/31/2013	98.00		
			Legal Services - Gage bankruptcy		60.03		
			Legal Services - Gage bankruptcy		89.18		
			Legal Services - Gage bankruptcy		22.29		
			Utility easements - BSD		183.75		
			Utility easements - BSD		183.75		
			Utility citations - wells		73.50		
			Pavillion		147.00		
			Utility easements - BSD		428.75		
			Utility easements - BSD		428.75		
			Legal Services - Village		1,960.00		
	Total 61633				3,675.00	.00	
61637	PITNEY BOWES	11813	Postage for Meter	11/08/2013	200.00	200.00	11/14/2013
	Total 61637				200.00	200.00	
61640	QUALITY STATE OIL	911695	Fuel Oil - Old Fire Station	11/13/2013	1,429.56	1,429.56	11/21/2013
	Total 61640				1,429.56	1,429.56	
61937	PTM DOCUMENT SYSTEMS INC	26674	W2 1099 forms	10/25/2013	57.40		
			W2 1099 forms		15.42		
			W2 1099 forms		6.56		
			W2 1099 forms		9.75		
			W2 1099 forms		2.45		
	Total 61937				91.58	.00	
71897	SAGE STRATEGIES	1333	Consulting on Sharepoint	10/31/2013	90.00		
	Total 71897				90.00	.00	
1926	SISTER BAY SEWER & WATER	1041	Reimb Utilities - Park,VH,TKH wireless	11/30/2013	89.95	89.95	12/05/2013
			Consulting - S Jacobson BSD project		328.97	328.97	12/05/2013
			Office assistance - M Baker		111.32	111.32	12/05/2013

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71926					530.24	530.24	
71982	CHRISTY SULLY	111113	Reimburse mileage	11/08/2013	38.42	38.42	11/14/2013
Total 71982					38.42	38.42	
72013	MJ TILL & ASSOCIATES	111213	Professional Consulting for Firestation	11/12/2013	5,000.00	5,000.00	11/14/2013
Total 72013					5,000.00	5,000.00	
82350	WI PUBLIC SERVICE	NOV13	Street Lights	11/30/2013	2,267.32		
			Old School		7.36		
			Fire Station		862.76		
			Parks Lights		51.74		
			Sports Complex		144.58		
			Dock		388.06		
			J Dock		30.29		
			Boathouse		232.74		
			Old Fire Station		116.31		
			Swale Pump		12.15		
			Bike Trail Lights		116.17		
			Admin Bldg		378.43		
			Village Hall		214.95		
Total 82350					4,822.86	.00	

Total Paid: 86,938.10

Total Unpaid: 17,139.44

Grand Total: 104,077.54

Dated: 12/5/13

Staff: Juliana Neuman

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	27527	WWTP outside lighting	10/18/2013	122.69	122.69	11/20/2013
Total 10005					122.69	122.69	
10206	BAUDHUIN INCORPORATED	33947	BSD construction staking setup	11/27/2013	600.00		
			BSD construction staking setup		300.00		
			BSD construction staking setup		100.00		
			BSD construction staking - Collection		5,300.00		
			BSD construction staking - Water		2,650.00		
			BSD construction staking - Storm Sewer		950.00		
Total 10206					9,900.00	.00	
14350	CARDMEMBER SERVICE	NOV 2013	MicroDAQ- effluent monitoring equip travel - WWOA conference - MS	10/24/2013	155.10		
					198.00		
Total 14350					353.10	.00	
17506	CELLCOM	656134	cellphones	11/05/2013	41.66	41.66	11/13/2013
			cellphones		61.90	61.90	11/13/2013
			cellphones		15.47	15.47	11/13/2013
			j. neuman		51.03	51.03	11/13/2013
Total 17506					170.06	170.06	
20008	DIGGERS HOTLINE INC	131 0 38501	Locator service	10/31/2013	7.40	7.40	11/13/2013
Total 20008					7.40	7.40	
20012	DORNER INC	12032 PYMT #1	BSD project - collection	12/04/2013	189,219.20		
			BSD project - water		82,489.59		
			BSD project - storm water		14,881.51		
Total 20012					286,590.30	.00	
20513	ENERGENECS INC	0027040-IN	collection system repair - Forest Ln LS	10/01/2013	173.11	173.11	11/13/2013
		0027303-IN	WWTP equip maint - pump repair	11/04/2013	545.15	545.15	11/13/2013
		0027352-IN	collection system repair - Forest Ln LS	11/13/2013	360.31	360.31	11/20/2013
Total 20513					1,078.57	1,078.57	
30400	FERGUSON WATERWORKS #1476	0141987	collection system parts - pvc swr	11/05/2013	81.16	81.16	11/13/2013
		0142962	distribution parts - water	11/19/2013	2,972.00		
			collection system parts		249.64		
Total 30400					3,302.80	81.16	
30641	FRONTIER	NOV 2013	plant phones	11/01/2013	86.61	86.61	11/13/2013
			plant phones		86.61	86.61	11/13/2013
Total 30641					173.22	173.22	
30642	FRONTIER COMMUNICATIONS	11/2013	telemetry allocation	11/01/2013	1.28	1.28	11/13/2013
			telemetry allocation		1.28	1.28	11/13/2013
			telemetry allocation		.64	.64	11/13/2013
		DEC 2013	telemetry allocation	11/25/2013	56.80	56.80	12/04/2013
			telemetry allocation		56.80	56.80	12/04/2013
			telemetry allocation		28.40	28.40	12/04/2013
		NOV2013	telemetry allocation	11/19/2013	5.44	5.44	12/04/2013

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			telemetry allocation		5.44	5.44	12/04/2013
			telemetry allocation		2.72	2.72	12/04/2013
	Total 30642				158.80	158.80	
30750	GOING CO INC	NOV 2013	WWTP rubbish disposal	11/30/2013	81.68		
	Total 30750				81.68	.00	
31805	HAMMERSMITH TV	10062850	WWTP - ferric control lamps	11/04/2013	4.98	4.98	11/13/2013
		10062933	WWTP comp battery back-up	11/14/2013	21.00		
			WWTP comp battery back-up		31.19		
			WWTP comp battery back-up		7.80		
	Total 31805				64.97	4.98	
31810	HARBOR CONST OF DOOR CTY INC	16805	Collection system repairs - Maple Rd.	11/14/2013	2,385.22	2,385.22	11/20/2013
	Total 31810				2,385.22	2,385.22	
31816	HAWKINS INC	3526231 RM	chemicals - WWTP - credit memo	10/10/2013	200.00 -	200.00 -	11/13/2013
		3531948 RI	chemicals - Water	10/30/2013	7,473.50	7,473.50	11/13/2013
	Total 31816				7,273.50	7,273.50	
31817	HD SUPPLY WATERWORKS	B718851	distribution parts	11/07/2013	977.92	977.92	11/13/2013
		B718865	distribution parts	11/06/2013	76.83	76.83	11/13/2013
	Total 31817				1,054.75	1,054.75	
40963	INDUSTRIAL TOWEL (ITU INC)	5766017	WWTP laundry service	11/12/2013	58.70		
		5772377	WWTP laundry service	11/25/2013	56.81		
	Total 40963				115.51	.00	
41090	JUNGWIRTH'S ACE HARDWARE	NOV 2013	distribution parts	11/30/2013	5.97		
			tools		8.49		
			misc. other supplies		45.90		
			distribution system maint		5.31		
			equipment gas/oil		6.58		
			WWTP lab supplies		3.85		
			tools		36.47		
			lift station/force main maint		14.59 -		
	Total 41090				97.98	.00	
41196	LAKESHORE WASTE SYSTEMS INC	36501	sludge - hauling	11/05/2013	914.00	914.00	11/13/2013
		36586	sludge - hauling	11/19/2013	685.50	685.50	12/04/2013
		36614	sludge - hauling	11/25/2013	457.00	457.00	12/04/2013
		36644	sludge - hauling	12/03/2013	685.50		
	Total 41196				2,742.00	2,056.50	
41205	LAMPERT'S	20305264	equipment rental - Makita cut off saw	11/11/2013	45.00		
		20305267	Water repair - blacktop patch	11/11/2013	25.98		
	Total 41205				70.98	.00	
41212	ROBERT E LEE & ASSOC INC	67090	engineering - standpipe painting	11/21/2013	8,565.09		

SISTER BAY UTILITIES

Payment Approval Report - Utilities
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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41212					8,565.09	.00	
51325	MILTON PROPANE	T118571	propane	11/18/2013	1,041.02	1,041.02	12/04/2013
Total 51325					1,041.02	1,041.02	
51435	NORTH WOODS SUPERIOR CHEMICAL	44014	chemicals - water	11/12/2013	30.60	30.60	11/20/2013
			chemicals Main LS		45.46	45.46	11/20/2013
			collection system chemicals		11.36	11.36	11/20/2013
Total 51435					87.42	87.42	
51436	NORTHERN LAKE SERVICES INC	245580	WWTP sample testing	11/19/2013	13.60	13.60	12/04/2013
Total 51436					13.60	13.60	
61610	PAPER WORK PLUS LLC	24554	office supplies	11/04/2013	8.39	8.39	11/20/2013
			office supplies		12.47	12.47	11/20/2013
			office supplies		3.12	3.12	11/20/2013
			copy paper		17.61	17.61	11/20/2013
			copy paper		26.16	26.16	11/20/2013
			copy paper		6.54	6.54	11/20/2013
		24579	office supplies	11/06/2013	1.52	1.52	11/20/2013
			office supplies		2.26	2.26	11/20/2013
			office supplies		.57	.57	11/20/2013
		24580	office supplies	11/06/2013	2.09	2.09	11/20/2013
			office supplies		3.11	3.11	11/20/2013
			office supplies		.78	.78	11/20/2013
		3206	BSD project - consruction photos	11/19/2013	6.84		
			BSD project - consruction photos		6.84		
			BSD project - consruction photos		3.43		
Total 61610					101.73	84.62	
61975	SAFETY FIRST INC	22873	gas monitor callbration - ww	11/04/2013	75.00	75.00	11/13/2013
			gas monitor calibration - coll		75.00	75.00	11/13/2013
Total 61975					150.00	150.00	
61979	SHOPKO STORES	04307/00266	custodial supplies allocation	10/16/2013	28.60	28.60	11/13/2013
			custodial supplies allocation		28.60	28.60	11/13/2013
			custodial supplies allocation		14.29	14.29	11/13/2013
		09299	lab supplies - distilled water	10/02/2013	5.94	5.94	11/13/2013
Total 61979					77.43	77.43	
71922	TOP SHELF CAFE & GOURMET	9690	UPS shipping	11/04/2013	20.78		
Total 71922					20.78	.00	
72054	USA BLUEBOOK	203111	locating - water lines	11/15/2013	60.24		
			locating - sewer lines		60.10		
		210714	locating - water lines	11/26/2013	165.62		
Total 72054					285.96	.00	
72058	UNIVAR INC	MW720921	chemicals - sludge treatment	11/13/2013	1,491.20	1,491.20	11/20/2013

SISTER BAY UTILITIES

Payment Approval Report - Utilities
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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72058					1,491.20	1,491.20	
73100	VILLAGE OF SISTER BAY	OCT 2013	payroll and exp pd by Village	11/01/2013	43,464.16	43,464.16	11/13/2013
Total 73100					43,464.16	43,464.16	
80020	WI STATE LAB OF HYGIENE	3295875-1	sample testing	11/10/2013	564.00	564.00	11/20/2013
Total 80020					564.00	564.00	
82350	WI PUBLIC SERVICE	i2397520-00000	electricity - water system	11/21/2013	1,137.79	1,137.79	12/04/2013
			electricity - wastewater plant		4,060.08	4,060.08	12/04/2013
			electricity - lift stations		216.34	216.34	12/04/2013
			electricity - info booth		36.31	36.31	12/04/2013
Total 82350					5,450.52	5,450.52	
82351	WIS PUBLIC SERVICE	NOV 2013	Well #3 - LGUD	11/11/2013	172.36	172.36	11/20/2013
			Well #3 - Sister Bay		517.06	517.06	11/20/2013
Total 82351					689.42	689.42	

Total Paid: 67,680.24
 Total Unpaid: 310,065.62
 Grand Total: 377,745.86

Dated: 12/5/13

Staff: Juliana Neuman



SPEED LETTER

DATE: December 4, 2013

TO: Mr. Zeke Jackson
2383 Maple Drive
P.O. Box 769
Sister Bay, Wisconsin, 54234

3311 WEEDEN CREEK ROAD

SHEBOYGAN, WI 53081

CONTRACT: North Bay Shore Drive Utility Improvements
Construction Phase Services

PHONE 920-208-0296

FAX 920-208-0402

PROJECT NO.: 12032

MESSAGE: Request for Payment

Mr. Zeke Jackson,
Dorner, Inc. has submitted Request and Certification for Payment No. 1 on the above referenced project. The quantity requested for Bid Item No. 1 and Bid Item No. 2 are as per the requirements of the specifications. Field measurements of work completed to date correspond to the quantities in the pay request. I also reviewed density testing reports and they correlate to the quantity of materials placed in the ground at the required testing intervals.

Based upon my review I recommend that the requested payment amount of \$286,590.30 be processed and issued to Dorner, Inc. The payment breaks down as follows:
Roadway (Mobilization, Erosion Control, Testing) - \$22,315.50
Sanitary Sewer - \$174,485.55
Water - \$76,066.50
Storm Sewer - \$13,722.75

Please contact me if you have any questions related to the payment request.

Sincerely,

Attach: 3 Copies of Request and Certificate for Payment No. 1

By:

David Barber, WI PE

Copy:

Mr. Todd Dorner - Dorner, Inc.
Ms. Sandra Kimmler-Donohue
Donohue Office Files



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/10/13
Item No.: 9

Recommendation: That the Board accepts the recommendation of the Staff and approves Resolution No. 278-121013, Amending the 2013 Budget.

Explanation: The Village's finance director has been out of the office with a family emergency. She intended to complete this work prior to Board Packets being delivered. This report is being provided in lieu of her work. It is anticipated that her work will be completed and delivered on Monday prior to the Board Meeting.

Background: Budgeting is a crucial part of the fiscal planning process, and staff strive to adhere to adopted budgets. From time to time, unforeseen events unfold in such a fashion as to necessitate an expenditure amount greater than what was originally contemplated in the budget. In these instances (emergency situation excepted), staff would approach the appropriate Committee or the Board before making these expenditures. Sometimes, these expenditures are Board driven, and staff is directed to exceed a line item budgeted amount.

GASB details standards for the Village to adhere to with regard to accounting. One item that our auditors look for is whether or not the Board explicitly authorized the expenditure as an act of fiscal control. To that end, budget amendments are one process by which the Board authorizes expenditures. The use of an end of year budget amendment can be used to resolve these issues for book keeping purposes.

Fiscal Impact: None. Money is reallocated within existing budgeted sums in order to provide an up to date balanced budget for audit purposes.

Respectfully submitted,

Zeke Jackson
Village Administrator



www.donohue-associates.com

AMENDMENT NO. 1 to
ENGINEERING SERVICES AGREEMENT
Bay Shore Drive Utility and Roadway Improvements (Project)
Executed May 19, 2011

This Amendment is by and between:

Village of Sister Bay (Owner)
2383 Maple Drive
PO Box 769
Sister Bay, WI 54234

and

Donohue & Associates, Inc. (Donohue)
3311 Weeden Creek Road
Sheboygan, WI 53081

Who agree to amend the original Agreement, as follows:

PART I – B. SCOPE OF SERVICES

The services have been modified to include the following additional activities:

- 1. Determine the lighting and pull box layout and size the wiring based on the preliminary spacing calculations approved by DOT in the preliminary lighting permit
2. Complete the final design of the layout and provide construction details for the design including wiring sizes, pull box locations, pole locations, and power connections.
3. Develop the street lighting quantities in the miscellaneous quantities, estimate and special provisions of the DOT plan set for the STH 42 reconstruction.
4. Provide DOT with lighting detail sheets for inclusion in the STH 42 construction plans.
5. Prepare the final street lighting permit for DOT approval.

PART III – A. COMPENSATION

Compensation for the services set forth in Part I shall be increased \$7,000, resulting in a total contract amount of \$304,000. The total contracted compensation does not include the per diem costs for additional meetings and additional design services that have been previously authorized, billed based on actual time and expenses and detailed on invoices, and paid by the Village of Sister Bay.

APPROVED FOR OWNER

APPROVED FOR DONOHUE

By: _____

By: _____

Printed Name: _____

Printed Name: David Froh, PE

Title: _____

Title: Vice President

Date: _____

Date: _____

BAY SHORE DRIVE OVERSIGHT COMMITTEE
MEETING MINUTES
TUESDAY, NOVEMBER 19, 2013
(APPROVAL PENDING)

The November 19, 2013 meeting of the Bay Shore Drive Reconstruction Oversight Committee was called to order by Acting Chair Pat Duffy at 5:30 PM.

Present: Committee Members Pat Duffy, Paige Funkhouser and Shane Solomon, Village Consultant Robert Kufrin, Finance Director Juliana Neuman, Utilities Manager Steve Jacobson, Parks Manager Steve Mann, Donohue Engineer Tammy Kuehlmann, Donahue Site Supervisor Dave Barber, and Wisconsin Department of Transportation staffers Jeremy Ashauer, Alan Farrell, Jill Hilbert, Kristin Schrader, Kim Foust, Beth Steele and Dennis Rhodes, as well as NE Region Project Development Supervisor Jim Thompson.

Others present: Village Trustees Pam Abshire and Scott Baker, Fire Chief Chris Hecht, Robert Sitte of the Door County Sheriff's Department, Carol Thompson of the Peninsula Pulse, and 41 other Door County residents.

Comments, correspondence and concerns from the public

None

Approval of Minutes

Solomon moved to approve the minutes of the September 18, 2013 Bay Shore Drive Oversight Committee meeting as corrected. Funkhouser seconded the motion and all voted Aye.

Business Items:

1. Presentation by WISDOT officials regarding the status of the Bay Shore Drive Reconstruction Project and the scope of work 2015.

DOT Project Manager Ashauer began the meeting by discussing the construction schedule, which has been delayed by one year. Work on Highway 57 from Canterbury Lane to the intersection with Highway 42 will occur in July and August of 2015. Between Labor Day and Fall Fest they will do rock cutting to reduce the slope of the Highway 42 hill just south of the intersection with 57. The highway will re-open for Fall Fest; thereafter there will be only one northbound lane open. An informational hand-out had been distributed earlier, along with a Comment Sheet for community input.

Ashauer then explained that the one-year delay was due to new information the DOT received several months ago regarding the width of the right of way between Mill Road and Scandia. The project design requires a 66-foot right of way, but most of that section of Highway 42 has only 50 feet. The DOT can acquire more right of way, but this will take about a year because there is parkland along the west side of that section that was purchased in part with land and water conservation funding from the National Park Service. In order to acquire any of that parkland, the DOT is required to mitigate the impact by replacing it. This is known as a '6(f)' process, under federal guidelines.

There will also be some acquisition of private property for the right of way. Ashauer pointed out those areas on a large diagram of the project and discussed the acquisition process. A second hand-out explained the procedure in detail. Property owners will receive letters and can discuss their situations with the DOT real estate department. Dennis Rhodes of that department added that real estate acquisition has been limited as much as possible; owners will receive offers to purchase.

1 Ashauer also discussed the issue of encroachments—anything currently located within the right of
 2 way must be removed or permitted. Encroachments will be removed from any property the DOT
 3 acquires.

4
 5 Tammy Kuehlmann of Donahue and Associates reported on the Utility relay project that is going
 6 forward according to the original schedule, in spite of the DOT's delay. She introduced Dave Bar-
 7 ber, who is acting as fulltime site supervisor from Donahue. The project is scheduled to be com-
 8 pleted by Christmas. In the spring the private utility companies (electric, cable, fiber optic) will
 9 begin burying the overhead lines. Kufirin added that the Board has not yet received a contract with
 10 the final cost for that portion of the project.

11
 12 Ashauer added that project information will be available on the DOT website and reminded citi-
 13 zens to turn in their Comment Sheets.

14
 15 **2. Question and answer period/information gathering session.**

16 A resident asked about the drainpipe under Bluffside to Mill Road. Ashauer replied that it be
 17 placed under Highway 42 as part of the DOT project.

18
 19 Larry Kaufman of Sister Bluff Estates stated that the irregular intersection at Country Walk Drive,
 20 Highway 42, and Sister Bluff Drive is unsafe for pedestrians and bicycles. There is no adequate
 21 crosswalk or sidewalk. He asked whether a safety study has been done. Ashauer replied that there
 22 will be a sidewalk down as far as Bluffside and that the crosswalk will be painted.

23
 24 Ken Church asked whether the sidewalks that have been lost will be replaced. Dave Barber replied
 25 that curbs will be replaced at the end of December, with gravel behind the curb. Temporary as-
 26 phalt sidewalks from Al Johnson's to Sunset will be provided in the spring.

27
 28 Rob Zoschke asked whose responsibility it is to control traffic and monitor the construction activi-
 29 ty. Ashauer replied that contractors should be following the prescribed practice of flagging traffic.
 30 Barber added that this issue has come up in project meetings; it is the contractor's responsibility.

31
 32 *Ashauer ended the public information meeting at 6:10 PM.*

33
 34 **3. Discussion on the Village reconstruction project and schedule and related lingering items.**

35 *See above.*

36
 37 Jacobson stated that the Village Hall lateral will have to be installed this year and requested action
 38 on this item. Bids could be obtained from Dorner as a change order.

39 *Solomon made a motion to approve putting in the Village Hall lateral as part of the Utility project.*
 40 *Funkhouser seconded the motion and all voted Aye.*

41
 42 **4. Discussion on the status of the 6F conversion and right of way acquisition.**

43 *See above.*

44
 45 **5. Discussion on the following items requiring action:**

46 *Tabled until the next meeting.*

- 47 a. Finalization of crosswalk locations, colors and materials
 48 b. Providing private storm water laterals for properties paid for by special assessments or
 49 general funds
 50 c. Restoration expectations for the front of the Post Office (tress and flowerbeds) and the
 51 Village Hall

- 1 d. Snowmobile access during the construction
- 2 e. Rock retaining walls and pedestrian fencing on Gateway
- 3 f. Street lighting plans
- 4 g. Private utility burial
- 5

6 **6. Matters to be placed on a future agenda or referred to a Committee, Official or Employee**

7

8

9

10 **Adjournment:**

11 The next meeting of the Bay Shore Drive Oversight Committee was tentatively scheduled for De-
12 cember 11th at 2:00 PM.

13
14 *At 7:15 PM Funkhouser moved that the meeting be adjourned. Solomon seconded the motion and*
15 *all agreed.*

16

17

18 Respectfully submitted,

19 

20
21 Juliana Neuman

22 Finance Director

23

24 Name: h:\files\active\agendas\bay shore\2013\2013_11\1119/13 bsd oversight com. meeting minutes - unapproved v
25 version.doc Created: 5/30/2013 11:28 AM Printed: 12/4/2013 11:38 AM Author: Janal Suppanz Last Saved By: Juliana
26 Neuman



**Door County Coastal Byway Council
Meeting Minutes – Thursday, November 14, 2013**

Time: 8:30 a.m.
Place: Liberty Grove Town Hall, 11161 Old Stage Rd., Sister Bay WI

Call to Order. Chair Ann Miller called the meeting to order at 8:38 a.m.

Declaration of a Quorum - Adopt agenda. Motion by Al and second by Kris to adopt the agenda, as noticed; carried. The following Council members were present and shall constitute a quorum:

Village of Sister Bay - Scott Baker, Primary
Town of Jacksonport - Al Birnschein, Primary
Town of Sevastopol - Chuck Tice, Primary
Town of Liberty Grove - Ann Miller, Primary
Town of Baileys Harbor - Kris Schorer, Primary
Village of Egg Harbor - Michelle Anderson, Primary

Also present:

Christine Salmon-DCVB
Sam Perlman – DCEDC
Linda Wait – recording secretary

Approve minutes. Motion by Scott and second by Michelle to approve the previous minutes of October 10, 2013; carried.

Treasurer's Report. Sam reported a balance of \$56,198.35 as of 10/31/2013. He has submitted the first reimbursement grant request to Jane Carrola at the DOT, who will forward it on to the finance department. The request was in the amount of \$94,666 which represents about 2/3rds of the grant amount.

Sam will send an invoice to the municipalities for the \$300 annual dues and to the Land Trust for \$100. Kris will work on a letter for potential associate members. Ann suggested she look at corridor management plan on Door County Planning's website for name.

Sam received a nice compliment on the kiosks from new Door County Parks Director Erik Aleson.

Pending Business

A. Review/update/proofing of DCCB Interpretive Plan Draft & Kiosk progress with group & Schmeackle Reserve Staff. After reaching Ron Zimmerman by phone, apparently this meeting date did not get on his calendar and he is not available. Ron will bring the entire interpretive plan draft next meeting. In the meantime, he will submit some recommendations on the new brochure.

Door County Coastal Byway Council

November 14, 2013

B. Discuss thank-you to AJ of DC Trolley and others for their assistance w/ project. Ann will send a letter to AJ Frank for the donation of the trolley on October 31st. SBU has already received a thank you.

C. DCCB review of and consideration of support for corridor project proposals that may have been submitted by partners and local nfp's based on established ranking criteria. None

New Business

Correspondence. None

Agenda items for next meeting / suggestions:

- brochure and possible JEM grant (due by April 1st)
- review interpretive plan draft

Next Meeting: Thursday, December 12th – 8:30 am at Sevastopol town hall.

Payment of any Bills. None

Adjourn. Motion by Kris and second by Scott to adjourn. Carried and meeting adjourned at 9:06 a.m.

Respectfully submitted,

Linda Wait, recording secretary
[draft 11/23/2013]



November 26, 2013

Christy Sully
Village of Sister Bay
P.O. Box 769
Sister Bay, WI 54234

Dear Village of Sister Bay:

Enclosed you will find a check representing two thirds of your reimbursement for the Coastal Byways "experience hub" kiosks from the Federal Highway Administration grant that was awarded to the Door County Coastal Byway. The final third will be reimbursed to you once we have received and paid our final invoice from our consultants on the project, Schmeckle Reserve Interpreters from UW-Stevens Point. Once they have completed the Interpretive Master Plan and it is approved by the Byway Council, their contract will be complete and they can send us their final invoice.

If you have any questions, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Sam Perlman".

Sam Perlman
DCEDC

**Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, November 11, 2013
at the DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

Minutes

I. Call to Order

David Ward called the meeting to order at 11:45 a.m.

Directors Present: Thad Birmingham, Jan Campbell, Scott Baker, Joe Stutting, Mike Baudhuin, Mark Feuerstein, David Ward and Vicki Wilson.

Ex-Officio Directors Present: Bill Chadoir, Cheryl Tieman, Maureen Murphy, Zeke Jackson, Jim Stawicki, Rob Burke and Jack Money Penny.

Not Present: David Enigl, Leslie Gast, Darren Voigt, Steve McNeil, Todd Trimberger and Dale Swanson.

Others Present: Sam Perlman and Paula Sullivan – DCEDC

II. Adoption of Agenda

Jan Campbell made a motion to accept the Agenda. Mark Feuerstein seconded. Motion Carried.

III. Action

A. Adoption of Minutes of Previous Meeting, October 14, 2013.

Scott Baker made a motion to accept the minutes from the October board meeting. Mark Feuerstein seconded. Motion carried.

B. Treasurer's Report

1. Consideration: October 2013 Financial Report.

Paula Sullivan presented the financial reports for the month of October, 2013.

Mark Feuerstein made a motion to accept the October, 2013 financial reports. Jan Campbell seconded. Motion carried.

2. Major Purchases – None.

C. Consideration: EDA RLF Semi-Annual Certification:

Per the federal Economic Development Authority, the DCEDC Board is required every six months to review the Revolving Loan Fund and resolve that the program continues to operate in support of the community and in accordance with its policies and procedures. Bill reviewed the report for period ending September 2013.

Mike Baudhuin made a motion to approve the Resolution Authorizing the Semi-Annual Certification of the Defense Adjustment Project (#06-49-02687 & #06-49-02985) Revolving Loan Fund Plan and Policies and Procedures for period ending September 2013. Mark Feuerstein seconded. Motion Carried.

D. 2014 Preliminary Budget Presentation

Bill reviewed the preliminary Budgets for 2014. The Executive Committee will be reviewing the budgets and making a recommendation at the December meeting. If you have any questions or concerns please contact a member of the Executive Committee.

No action taken.

E. Consideration: Ratify Executive Committee Approval of Support Letters

1. Maritime Museum Tower
2. City of Sturgeon Bay Grant Application for WI Coastal Management Program

Scott Baker made a motion to ratify the decision of the Executive Committee to approve the support letters regarding the Maritime Museum Tower and the City of Sturgeon Bay Grant Application for the WI Coastal Management Program. Jan Campbell seconded. Motion carried.

F. Consideration: 2014 Strategic Work Plan Options

Bill reviewed the Options and asked that *everyone* vote on the initiatives that they consider the top 5 for 2014. (#1 is the most important) The options marked with an * are the staff-identified priority projects. Please fax (920-743-3811) or email your choices to Paula (paula@doorcountybusiness.com) by November 25, 2013.

****Only 5 entries on the whole sheet – do not rank each section****

IV. Informational**A. Update: 2013 Strategic Work Plan**

The work plan items are on schedule. Please review and let Bill know if you have any questions.

B. Update: 2014-2016 Fundraising Campaign

Each Board member was given a current list of their businesses. Please contact Paula if you need help with follow-up phone calls.

C. Update: Jingdezhen, China – Sister City Visit

Bill reported on his trip and offered to present a slide show after the meeting.

D. Update: 25th Anniversary Celebration

Sam reported that the committee will be researching the costs associated with the ideas presented last month. Quotes were requested from the DC Advocate and Peninsula Pulse.

E. Executive Director's Report

Bill Chaudoir reviewed the Executive Director's Report for October 2013.

F. Workforce/Housing/Technology/Retention Report

Sam Perlman reviewed the Workforce/Housing/Technology Report for October.

V. Next Meeting – December 9, 2013 – Ministry Door County Medical Center**VI. Adjournment**

A motion was made by Mark Feuerstein to adjourn. Scott Baker seconded. Motion carried. Meeting adjourned at 1:00 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

DCEDC EXECUTIVE COMMITTEE MEETING

November 18, 2013

Door County Business Development Center

Minutes of Meeting

1. **Call to Order**
Chair Dave Ward called the meeting to order at 10:00 a.m. Also present were Leslie Gast, Mike Baudhuin and Bill Chaudoir

2. **Staff Performance Reviews**
W. Chaudoir reported that he is in process of conducting performance reviews of DCEDC staff. He reviewed the preliminary evaluations, salary and benefit information for all staff members with the Committee.

3. **Executive Director Performance Review**
Committee members reviewed the Job Description, 2013 Annual Work Plan Status Report, Executive Director Self Evaluation, Summary of Executive Director Salary and Benefits and Performance Reviews by Board Members. The committee met in closed session to consider Bill's evaluation. **It was noted that very good progress was achieved on most personal goals and strategic work plan priorities. A positive evaluation was reviewed with Bill.**

4. **Consideration Re: 2014 Corporation Budgets**
Bill presented draft budgets for DCEDC Operations, Incubator Operations, RLF Program and Capital Improvements. The committee considered staff wage and salary adjustments. It was noted that no staff adjustments were provided in 2013. Dave reported that COL was up about 1.9% in 2013 and about 3% for the past two years. It was noted that the projected 2014 budget could support a salary adjustment. **The committee recommends approval of the budget to the Brd.**

5. **Consideration Re: Nominees for 2014 Board of Directors**
Letters have been sent to DC Manuf. Assoc., City of St Bay, and County of Door seeking nominees from their organizations to the DCEDC Board. We expect the DCMA to re-nominate Mike Baudhuin, the City to re-nominate Mayor Birmingham and the County to re-nominate Mark Feuerstein and Dave Enigil. **Subject to confirmation by these organizations, the Committee recommended approval of these nominees to the Board.**
The Committee recommended re-election of current At-Large Brd members Dave Ward, Joe Stutting and Scott Baker.
The Committee also recommended the re-election of all current Ex-Officio Board members to an additional 1 year term.

The members also considered nominations for 2014 Officers. **After discussion the committee recommends approval of all current Officers including: Dave Ward-Chair, Mike Baudhuin-Vice Chair, Leslie Gast-Treasurer and Bill Chaudoir-Secretary.**

6. Consideration: Committee Memberships for 2014

a. Investment Committee

This committee meets at least twice a year, generally during the first quarter of the year, to review board designated fund investments and make recommendations for investing corporation funds for the remainder of the year, and again during the third quarter.

Current members: Jim Stawicki
Roger Kinnard
Greg Stephan

Bob Kuftrin resigned from the committee due to his retirement. **The Committee recommended the re-election of all current members and the addition of Dave Ward for 2014.**

b. RLF Committee

The DCEDC will establish a five (5) member Loan Committee which will operate as an autonomous committee of the DCEDC and make all decisions regarding operations of the funds including loan commitments. Membership of the Loan Committee will consist of one representative from two existing commercial lending institutions operating in Door County, one Certified Public Accountant, one member of the board of DCEDC, and one representative of the small business employers within the county. All members will be selected and approved by the Board of Directors of the DCEDC. At least one member of the Loan Committee must be a woman.

Members should possess skills in business, finance, credit analysis, loan packaging and loan servicing techniques and need to be cognizant of county economic needs and priorities.

Current Members:

<u>Members</u>	<u>Member Type</u>	<u>Business</u>
Greg Stephan	Banker	Bank of Luxemburg
Mike Gilson	Banker	Baylake Bank
Dennis Starr	Realtor	ERA/Starr Realty
Inge Bacon	Accountant	CPA/CFP ^(R) /CTFA/PFS
Vicki Wilson	DCEDC Board	DC Coffee & Tea

The Committee recommends that all current members be re-elected for 2014.

7. Adjournment

The meeting adjourned at noon.

Respectfully submitted,
William D. Chaudoir, Secretary

Sister Bay & Liberty Grove Fire Board Meeting

The meeting was called to order November 25, 2013 at 8:00 a.m. by Lou Covotsos.

Roll Call: Present – Pat Duffy, Frank Forkert and Lou Covotsos

In attendance –Chris Hecht, Willard Randall

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

A motion was made by Frank Forkert to approve the minutes of the October 28, 2013 Fire Board meeting, seconded by Pat Duffy. Motion passed with further discussion.

There was no public input.

Discussion Items:

1. Chief's Report:
 - a. Call counts were passed out.
 - b. The plan is to bid the communication grant in December. When we bid the package it will have to be a joint Fire Board, County IS, and County CAT Committee meeting. The bid package will be for work done for each group. I have asked for our part to bid out separately. If it is bid out in December it will be opened in January at a joint meeting either in Sturgeon Bay or Sister Bay.
 - c. The SCBA bid has been placed with MSA. We will be asking for the excess money in the grant to be used for additional masks and new RIT packs. We are going to 4,500 PSI air packs. SBLGFFA is going to buy a new 6,000 psi air compressor (\$30,000). It will be part of this year's fund raising. The current compressor is owned by SBLGFD, Ephraim Fire, Gibraltar Fire, Baileys Harbor Fire, and Egg Harbor Fire. The new compressor will also be owned and maintained by all five departments. Because we are making the change to higher pressure, the SBLGFFA is paying for the compressor.
 - d. 2013 FEMA grants are open. WE are applying for 3 grants.
 - i. A grant to purchase new extrication tools.
 - ii. A regional grant to purchase a live fire and mass confidence course training trailers.
 - iii. A county wide grant to increase the level of EMT to go from EMT Basic to EMT Advanced.
 - e. Hydro testing the air bottles will be done on December 7.
 - f. R12 has been at the Mack dealership for 3 week for repairs. Red Power was here for DOT testing. We have a list of required repairs.
 - g. The town of Liberty Grove is working on the 2014 budget and the new tanker is part of the ongoing discussions.
 - h. The officers are working on a SOP to cover Fire Fighters who are charger with a DUI or other offense. The plan is to have the charges reviewed by the fire department offices and appropriate action taken. The charged person can ask the Fire Board to review the outcome of the officer's decision.

2. Clerk/Treasurer Report:
 - a. A list of the calls for the month was passed out.
 - b. A list of the checks for the month was passed out.
 - c. We are on track to be within budget for the year.
 - d. A motion was made by Pat Duffy to approve the Clerk/Treasurers report, seconded by Frank Forkert. Motion passed with further discussion.
3. First Responders Agreements: the Fire Board approved the agreement at a previous meeting. The village and town have approved the agreement and the chief will on sign the agreement.
4. Apparatus Replacement: in chiefs report.
5. 2014 Budget: The town and village approved the 2014 budget. (Prioritized ideal budget Colum 9)

6. Fire District: There was a meeting of the budget committee and the budget is being updated to reflect all of the cost in the correct categories.
7. Date for Next meeting December 23,2013 Sister Bay Station either 8:00 am or 4:30 pm

A motion to Adjourn was made by Pat Duffy seconded by Lou Covotsos. Passed no discussion

Prepared by Bill Randall Fire Board Clerk

SISTER BAY HISTORICAL SOCIETY BOARD MINUTES OCTOBER 3, 2013

BOARD MEMBERS PRESENT; J. Fletcher, K. Sunstrom, D. Howard, P. Wisner, G. Dooly, L. Johnson, L. Hickey, J. Lhost, D. Scattergood, C. Peot.

BOARD MEMBERS ABSENT; R. Kutlik, E. Jarvis

President Fred Johnson called the meeting to order at 4:00PM.

Motion by Wisner to accept minutes of September 5, 2013. Second by Dooly. Passed.

Motion by Howard to accept the financial report. Second by Wisner. Passed.

Advertising/Publicity report was given by Pat Wisner. The advertising is completed for the season. There is a need for more advertising and publicity and a request was made to increase the budget to accommodate these needs.

Building and Grounds report was given by Don Howard. The season is winding down.

Docents; A sub-committee met to discuss the hiring of docents. Jill Lhost gave a report on payroll information. Admission will be charged next season 2014 at \$5.00 a person. Darlene Kopp will be invited to attend the November meeting for additional information on the hiring process. Motion by Lhost to pursue hiring of docents and adding \$12,000 to the budget for payroll expenses and to increase advertising budget. Second by Dooly. Passed. 1 abstention.

Officer Job descriptions were reviewed and revised and a draft will be brought back to the next meeting in November.

School Update; Anyone interested can walk through the school house on Tuesday, October 22 at 4:00pm.

Documents will be stored in the fireproof cabinets in the curators office and the Vice-President will oversee.

Website Update; John Nelson is working on the on-line store.

The museum was closed September 29, 2013 and the farmers market will close on October 6, 2013.

Motion by Lhost to adjourn at 5:55pm. Second by Johnson. Passed.

The next Board of Directors meeting will be held November 7, at 4:00pm in the small meeting room at the Sister Bay Fire Station.

Respectfully submitted,

Lynnea Hickey

SISTER BAY HISTORICAL SOCIETY BOARD MINUTES, NOVEMBER 7, 2013

BOARD MEMBERS PRESENT; Fred Johnson, Don Howard, Pat Wisner, John Fletcher, Lynnea Hickey, Roberta Kutlik, Catherine Peot, Linda Johnson, Gary Dooly, Eugene Jarvis, Karen Sunstrom, also present Eloise Lindem and Darlene Kolp.

BOARD MEMBERS ABSENT; Jill Lhost, Donna Scattergood

President Fred Johnson called the meeting to order at 4:01PM

A Motion by Howard to accept the minutes of October 5, 2013 with corrections. Second Fletcher. Passed.

A Motion by Howard to accept the financial report of November 7, 2013. Second Fletcher. Passed.

COMMUNICATIONS; A Thank you from the Boy Scouts for allowing ticket sales at the Farmers Market.

CURATOR REPORT by Roberta Kutlik. The brochures need updating for 2014. The following dates were established. Christmas Party, Friday, December 6, 2013 from 7-9pm. Future dates; 2014, June 14 Opening day, June 26 Annual Meeting, June 28 Farm Market opens, July 10 Garden Walk, July 22 Ice Cream Social, August 8 & 9 Quilt Show, August 30 Marina Fest, October 4 last Farmers Market, December 5 Christmas Party. Heritage Programs will run from June 28 through October 4, 2014.

ADVERTISING/PUBLICITY; Pat Wisner reported on conversation with Gibraltar Historical Society of operational information for Noble House.

BUILDING AND GROUNDS; Everything is put away for the winter. A Master Freeze freezer is available if wanted.

MEMBERSHIP; Eloise Lindem gave a report on membership. A discussion followed on the levels and costs. Motion by Howard and second by Jarvis that:

1. There be two membership classes: Individual and Commercial. This is in lieu of the current membership classes of individual, family, business, professional and contributing.
2. The dues for each class of membership shall be as follows: Individual is \$15.00 annually and \$200 for lifetime, Commercial is \$50.00 annually. There is no charge for individuals under 18 years of age and the Membership Chairperson has the discretion to waive the dues in cases of hardship and the elderly.
3. Voting privileges at all meetings of the membership shall be one vote for each individual and commercial member. Passed.

COMMUNITY FUND REPORT; Linda Johnson stated the funds were doing well.

WEBSITE REPORT; John Nelson reported the website should be operational in the next week.

CENTENNIAL BOOK; Fred Johnson and John Nelson are looking for donations to help defray the costs of publication.

Motion by Wisner that the Sister Bay Historical Society financially support the publication of the Sister Bay Centennial Book by helping to defray the costs. Second by Fletcher. Passed.

DOCENTS; Darlene Kolp gave a report on the status of docents. A discussion was held on training sessions and hired vs. volunteers. Don Howard presented a job responsibility list for the employed docents. A letter and survey will be sent to the present volunteers to see if they would continue.

Dog Group; A request was made for the dog group to use the barn for lunches in June and October. Consent was given for the group to use the facilities.

SCHOOL; Mitch Larson will be contacted to meet with the SBHS at their December Meeting.

Motion by Sunstrom to adjourn at 6:25pm. Second by Hickey. Passed.

The next Board of Directors meeting will be held on Thursday, December 5, 2014 at 4:00pm in the small meeting room at the Sister Bay Fire Station.

Respectfully submitted,

Lynnea Hickey

**Sister Bay / Liberty Grove Library Commission
Meeting November 12, 2013**

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

Members Present: Virginia Phelan, Pam Abshire, Margot Warch, Henry Timm, Allen Strack and Ralph Blankenburg.

Absent: Frank Forkert and Betty Curzon

Guest: Zeke Jackson

Public Input: Pam Abshire introduced Zeke Jackson the new Village Administrator.

Review and Approval of Bills:

U.S Treasure	Social Security / Medicare	\$342.81
Warner-Wexel LLC	Toilet Paper / Towels / Bags	\$123.29
Village of Sister Bay	Marina Fest Fee	\$330.67
Gibraltar 7th & 8th Grade Trip	Spilt of Marina Fest Sales	\$1,488.00
Jeffery Ward Construction	Maintenance	\$80.00
Frontier	Telephone	\$118.05
Ralph Blankenburg	Cartage for Printer / Postage	\$50.27
Village of Sister Bay	Lawn Cutting	\$338.78
Village of Sister Bay	Sign for Garden	\$77.82
Wisconsin Public Service	Electric	\$787.91
Village of Sister Bay	Domestic Water / Sewer	\$871.29
Village of Sister Bay	Fire Sprinkler Water	\$110.00
Sparkle Cleaning Service	General Cleaning	\$1,440.00
Frontier	Telephone	\$119.44
Jeffery Ward Construction	Maintenance	\$40.00
Lakeshores Landscape	Sign Design Fee	\$492.00
Total		\$6,810.33

Henry Timm moved and Margot Warch seconded a motion to approve the bills. The motion passed 5-0.

Review and Approve the Minutes of the October 2, 2013 Meeting:

Allen Strack moved and Margot Warch seconded a motion to approve the minutes of the October 2, 2013 meeting. The motion passed 5-0.

Librarians Report

No Report.

Back Yard:

Virginia Phelan reported that Sue Crowley would like to donate money to improve the performance area. Virginia directed Sue to Henry Timm for direction on what was needed.

Henry Timm will meet with Sue Crowley to see what could be added to the area and how much she would be willing to finance.
Ralph Blankenburg and Allen Strack will look into tables and benches for the next meeting.

Next Meeting:

December 10th @ 1:00 P.M

Adjourn:

It was moved by Pam Abshire and seconded by Margot Warch to adjourn at 2:15 P. M.

Submitted by: Ralph Blankenburg.

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
 2 **WEDNESDAY, NOVEMBER 6, 2013**
 3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
 4 **(APPROVAL PENDING)**

5
 6 *The November 6, 2013 meeting of the Parks, Properties and Streets Committee was called*
 7 *to order by Committee Chair Dave Lienau at 3:05 P.M.*

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

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

14
 15 **Others:** John Lorona, Jordon Burress and Paige Funkhouser.

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

18 Lienau asked if anyone wished to address a non-agenda item. Paige Funkhouser pointed
 19 out that Denise Bhirdo had requested that the SBAA consider taking over the Village-Wide
 20 Rummage Sale in 2015. The SBAA may be willing to initiate a sidewalk sale in conjunction
 21 with the rummage sale but really has no desire to take the rummage sale over in its entirety
 22 as it would take too much staff time.

23
 24 Lienau noted that a copy of an e-mail from Katie Jurowski to Representative Garey Bies
 25 was included in the meeting packets. In her e-mail Ms. Jurowski complains about several
 26 aspects of Fall Fest and also suggests some solutions to the issues she has complained
 27 about. This issue has been referred to Paige Funkhouser of the SBAA.

28
 29 **Approval of minutes as published:**

30 *A motion was made by Doersching, seconded by Baker that the minutes for the October 2,*
 31 *2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

32
 33 **Business Items:**

34 **Item No. 5. Discussion regarding the pavilion project:**

35 Kufrin and Jackson recently met with the pavilion donors and the architect working on the
 36 pavilion project, and modifications have been made to the specifications for the lighting
 37 system and some of the other components and features of that structure. An Advertisement
 38 For Bids has been published, and that document does allow for bid alternates. Bids will be
 39 due just before Thanksgiving, but it is quite likely that a bid extension will be granted until
 40 December 5, 2013. A pre-bid meeting was conducted recently and several contractors did
 41 attend that meeting.

42
 43 **Item No. 6. Discussion regarding the beach project:**

44 Bids for the beach project were opened at 2:00 P.M. this afternoon. Two bids were
 45 received, and unfortunately both of them came in two times higher than had been
 46 anticipated. The bids which were received have been sent to the consultants from JJR for
 47 review and comment, but Kufrin anticipates that they both will be rejected because they
 48 do not satisfy budgetary constraints. Mike Kahr informed Kufrin that he did not submit a

1 bid for the project because he is just too busy, but did state that he would be willing to
2 collaborate with Village officials on coming up with an alternate beach design.
3

4 **Item No. 12. Discussion regarding the construction work around the Post Office and**
5 **Village Hall and discussion regarding installation of a handrail at the Village Hall:**

6 Kufirin pointed out the designated locations for new sidewalks in the vicinity of the Post
7 Office and Village Hall. The suggestion has been made that a handrail be installed at the
8 Village Hall. Kufirin asked that the Committee members think about the type of landscaping
9 and railing they would like to see at the Village Hall and be prepared to voice their
10 opinions at a future meeting.
11

12 **Item No. 7. Discussion regarding the “Go Bo Treatment Trail”:**

13 John “Topher” Lorona made a presentation regarding a very unique fundraiser, the “Go Bo
14 Treatment Trail”, a 200 mile, 9 day bike ride/walk/run honoring Bo Johnson and
15 Christopher “Teo” Lorona, a pair of spirited, strong and fearless young men from Door
16 County, who recently received treatment for childhood cancer at Children’s Hospital of
17 Wisconsin. The event will start at Children’s Hospital on Saturday, June 14, 2014 and will
18 conclude in Sister Bay on Sunday, June 22, 2014. There will be stops in nine different
19 cities along the “trail”, and in each of those cities fund raisers and 5K run/walks will be
20 conducted. Lorona is requesting that Village officials allow the organizers of the “Go Bo
21 Treatment Trail” to utilize some Village properties and streets for the previously mentioned
22 event. A large tent would be erected in Waterfront Park on Saturday, June 21, 2014, but
23 the run/walk and related activities, such as a pig roast, performances by local bands, and
24 show casing of local shops and restaurant product and food offerings, would not actually
25 take place until Sunday, June 22, 2014. The starting line for the Sister Bay 5K run/walk
26 would be out at the Sports Complex, and the finish line would be in the Marina Overflow
27 Parking Area. Lorona realizes that there is a possibility that there may be a Door County
28 Baseball League game conducted at the Sports Complex on June 22, 2014, and if that
29 happens he and his wife, Amy, will see that the registration table and tent as well as all
30 banners are down by 12:30 P.M. They will also encourage participants to park closer to
31 the downtown area so that congestion does not occur. Amy Lorona has requested that the
32 SBAA consider sponsoring the “Go Bo Treatment Trail”, and her request will be addressed
33 at tomorrow’s SBAA Board Meeting.
34

35 The Committee members indicated that they believe the “Go Bo Treatment Trail” is a
36 “wonderful thing” and are happy to see that Lorona and his associates want to bring such
37 an event to Sister Bay.
38

39 *A motion was made by Doersching, seconded by Baker that approval is granted for the*
40 *final leg of the “Go Bo Treatment Trail” to be conducted in Sister Bay on Sunday, June 22,*
41 *2013. Since this event is being sponsored by a non-profit organization which is based in*
42 *Sister Bay, use fees will be waived, and if the SBAA does decide to sponsor the event, all*
43 *required security deposits will also be waived. Motion carried – All ayes.*
44

45 **Item No. 8. Discussion regarding the YMCA proposal for Teen Center programming:**

46 The Committee members pointed out that they like what is happening at the Teen Center
47 but realize there is a shortage of adult volunteers, and since they were so happy with the
48 other YMCA collaborative programming thought it would be a good idea to look into
49 programming options for the Teen Center. To that end Jordan Burress, the Youth

1 Coordinator at the YMCA, and Deb Anderson of the Teen Center Board were asked to
 2 attend this meeting to do some "brainstorming". A program proposal from the YMCA had
 3 been included in the meeting packets and the Committee members jointly reviewed that
 4 document. The Committee members pointed out that \$2,000 has been budgeted for YMCA
 5 Teen Center programming. They had envisioned all that funding being used to pay for
 6 YMCA counselors' wages, not for supplies or food.

7
 8 *Burress was asked to prepare a revised proposal which addresses the need for additional*
 9 *on-site counselors at the Teen Center on Saturday evenings from December 7, 2013*
 10 *through May 3, 2014, (excluding December 28th, March 8th and March 15th). That proposal*
 11 *will be reviewed at the December Parks Committee Meeting.*

12
 13 **Item No. 9. Discussion regarding the availability of the Village Hall and parks around the**
 14 **4th of July holiday:**

15 *It was the consensus that since it is so busy around the 4th of July holiday the Village Hall*
 16 *and parks shall not be rented out on the weekends before or after July 4, 2014. If someone*
 17 *does express interest in renting out any facilities on those weekends they shall be instructed*
 18 *to present a formal proposal to the Parks Committee.*

19
 20 **Item No. 10. Discussion regarding a change in location for the Coastal Byways kiosk:**

21 The Coastal Byways Commission has asked that Village officials consider changing the
 22 designated location for the Coastal Byways kiosk as it will not be very visible from the
 23 highway. They understand that no permanent location will be designated for the kiosk until
 24 all the highway reconstruction work has been completed. It was the consensus that the
 25 Committee members shall give this issue some thought and be prepared to address it at a
 26 future meeting(s).

27
 28 **Item No. 13. Discussion regarding potential Parks Department vehicles, and, in**
 29 **particular, a Polaris Brutus:**

30 The Finance Committee has decided that \$25,000 shall continue to be set aside per year
 31 for replacement of the "trackless", but is suggesting that a portion of the reserves which
 32 have already been established for "trackless" replacement be used to purchase a Polaris
 33 Brutus. That piece of equipment could be utilized for clearing of snow, which would
 34 eliminate wear and tear on the "trackless", but it also has a brush attachment, which would
 35 be very helpful at the ice rink. In the summer months it could be used in the parks and at
 36 the Sports Complex.

37
 38 *A motion was made Clove, seconded by Baker that a Polaris Brutus or similar piece of*
 39 *equipment with attachments shall be purchased as soon as possible. The cost of the Brutus*
 40 *shall not exceed \$29,000, and the funds for that purchase shall be withdrawn from the*
 41 *Trackless Replacement Reserve Account. Motion carried – All ayes.*

42
 43 *A motion was made by Clove, seconded by Doersching that once the previously*
 44 *mentioned piece of equipment has been purchased and is being fully utilized by*
 45 *Maintenance Department employees, the Village Administrator shall "surplus" the old Jeep*
 46 *which is out at the ice rink and see that any funds received are deposited into the Trackless*
 47 *Replacement Reserve Fund. Motion carried – All ayes.*

48
 49

1 **Item No. 15. Report from Steve Mann on fall and winter activities:**

2 Mann gave an oral report regarding the following issues:

- 3 1. The Town of Sevastopol recently rented the Village's aerator. Gibraltar
4 School also used it.
- 5 2. The Marina has been "put to sleep for the winter". Lights still need to be
6 extinguished and bubblers installed.
- 7 3. Work is commencing on erection of Christmas lights and decorations.
8 Mr. and Mrs. Ed Miessner donated a large Christmas tree and it is very
9 nice.
- 10 4. Emery and June Koehler have donated a large wreath as well as a
11 lighted sleigh and reindeer to the Village.
- 12 5. Several memorial benches have already been removed in anticipation
13 of work commencing on the beach project.

14
15 *Jackson was asked to see that "thank you" letters are sent to Mr. and Mrs. Miessner*
16 *and Mr. and Mrs. Koehler ASAP.*

17
18 **Item No. 1. Discussion regarding TKH operations for 2013-2014:**

19 *For this season the Peninsula Pacers will be managing the ice rink and Wendy Tatzel will*
20 *be working as the Assistant Rink Manager. Jackson asked how many employees the*
21 *Committee would like to see working at the rink this season, and it was the consensus that*
22 *two additional employees shall be hired. A motion was made by Clove, seconded by Baker*
23 *that the Assistant Ice Rink Manager shall be paid up to \$15 per hour, returning employees*
24 *shall be paid up to \$12 per hour and new employees shall be paid \$10 per hour. Motion*
25 *carried – All ayes.*

26
27 **Item No. 2. Consider a motion to convene into closed session pursuant to Wis. Stats.**
28 **§19.85(1)(c) to discuss personnel and employee compensation; and Wis. Stats.,**
29 **§19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other**
30 **specified public business, whenever competitive or bargaining reasons require a closed**
31 **session:**

32 *At 4:15 PM a motion was made by Lienau, seconded by Doersching that the Parks*
33 *Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss*
34 *personnel and employee compensation, and Wis. Stats., §19.85(1)(e) to deliberate or*
35 *negotiate the investment of public funds, or conduct other specified public business,*
36 *whenever competitive or bargaining reasons require a closed session. A roll call vote was*
37 *taken on the motion, and the Committee members voted in the following fashion:*

38 *Baker – Aye;*
39 *Clove – Aye;*
40 *Lienau – Aye;*
41 *Doersching – Aye.*

42 *Motion carried.*

43
44 **Item No. 3. Consider a motion to reconvene into Open Session:**

45 *At 4:44 PM a motion was made by Lienau, seconded by Clove that the Parks Committee*
46 *reconvene into Open Session. A roll call vote was taken on that motion, and the Board*
47 *members again voted in the following fashion:*

48 *Baker – Aye;*
49 *Clove – Aye;*

Lienau – Aye;
Doersching – Aye.

Motion carried.

Item No. 4. Consider a motion to take action, if required:

No formal action was taken.

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

The Committee members indicated that they are not happy with the existing detour signage and have heard a lot of complaints that it is not descriptive enough and is very confusing. Mann was asked to see that clear and concise detour signage is erected on the highways and throughout the downtown area ASAP.

Item No. 11. Discussion regarding ground cover plantings in low traffic areas within the Village:

Item No. 14. Discussion regarding maintenance of the Marina Building:

Due to time constraints neither of these agenda items were addressed.

Item No. 17. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee:

It was the consensus that the following items shall be addressed at a future Parks Committee Meeting:

1. Discussion regarding installation of a handrail at the Village Hall.
2. Discussion regarding new landscaping in front of the Village Hall and Post Office.
3. Discussion regarding the YMCA proposal for Teen Center programming.
4. Discussion regarding ground cover plantings in low traffic areas within the Village.

Adjournment:

At 4:59 P.M. a motion was made by Lienau, seconded by Doersching to adjourn the meeting of the Parks Committee. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Administrative Assistant

1 PLAN COMMISSION MEETING MINUTES
 2 THURSDAY, NOVEMBER 7, 2013
 3 Sister Bay Village Hall – 10693 N. Bay Shore Drive
 4 (APPROVAL PENDING)
 5

6 The November 7, 2013 meeting of the Plan Commission was called to order by Chairperson
 7 Dave Lienau at 5:35 P.M.

8
 9 **Present:** Chairperson Dave Lienau and members Pat Duffy, Don Howard, Scott Baker, Marge
 10 Grutzmacher, Nate Bell and Hugh Mulliken.

11
 12 **Excused:** Eric Lundquist

13
 14 **Others:** Britt and Sarah Unkefer

15
 16 **Staff Members:** Zeke Jackson, Village Administrator and Janal Suppanz, Administrative Assis-
 17 tant.

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

20 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
 21

22 **Approval of the agenda:**

23 *A motion was made by Duffy, seconded by Grutzmacher that the Agenda for the November 7,*
 24 *2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
 25

26 **Approval of minutes as published:**

27 **As to the minutes for the September 18, 2013 meeting of the Plan Commission:**

28 Baker noted that the September 18, 2013 meeting of the Plan Commission was conducted at
 29 the Village Hall, not at the Fire Station.

30
 31 *A motion was made by Baker, seconded by Grutzmacher that the minutes for the September*
 32 *18, 2013 meeting of the Plan Commission be approved as revised. Motion carried – All ayes.*
 33

34 **Business Items:**

35 **Item No. 1. Architectural review and review and approval of the site plan, drainage plan and**
 36 **landscaping plan for the Wild Tomato Restaurant located at 10677 N. Bay Shore Drive:**

37 While Britt and Sarah Unkefer were in the process of addressing some of the concerns which
 38 had been expressed by the Plan Commission with respect to their building at 10677 N. Bay
 39 Shore Drive, they found that there were significant structural, foundation and roof deficits.
 40 Eventually they decided it made the most sense to demolish a substantial portion of the build-
 41 ing and would like to reconstruct it. The new portion of the building will include a place to
 42 house coolers, and cantilevered panels will be included on the visible portions of the building
 43 to accommodate air flow. Because it will mainly be a new structure the building will need to
 44 have 6' front and rear setbacks, and, if the adjacent property owner agrees, a 0' setback on the
 45 south side would be allowed. Revised site plans, building elevations, floor plans, a roof plan, a
 46 landscaping plan, a drainage plan, and a list of proposed landscaping materials and plants were
 47 included in the meeting packets, and the Commission members jointly reviewed all of those
 48 documents. In accord with the provisions of the Zoning Code the Plan Commission must con-
 49 duct an architectural review, and, to that end, Britt Unkefer presented samples of all the materi-
 50 als he would like to use on the building. During that presentation the suggestion was made that

1 snow breaks be utilized on the corrugated roofing.

2
3 Jackson pointed out that there will be a take-out window where ice cream will be sold on the
4 rear of the building at 10677 N. Bay Shore Drive, and asked if the Commission members con-
5 sider the food offerings which will be provided at the window to be "fast food". They respond-
6 ed that they do not, and also pointed out that the take-out window was used for a number of
7 years by the previous owners, so it would be "grandfathered".

8
9 The Commission members indicated that they believe The Wild Tomato will be a "wonderful
10 addition" to the Village and look forward to opening day.

11
12 *A motion was made by Lienau, seconded by Duffy that the Plan Commission approves of the*
13 *proposed architectural appearance of the Wild Tomato Restaurant which will be located at*
14 *10677 N. Bay Shore Drive, and approves the site plan, the drainage plan, the landscaping plan*
15 *and the plant listings which were reviewed at this meeting as presented. Motion carried – All*
16 *eyes.*

17
18 **Item No. 2. Review and consider approval of the Wild Tomato Development Agreement:**

19 A draft Development Agreement for the Wild Tomato Restaurant was included in the meeting
20 packets and the Commission members jointly reviewed that document. During the review pro-
21 cess some grammatical revisions were suggested and Jackson took note of them.

22
23 *A motion was made by Duffy, seconded by Howard that the Plan Commission recommends*
24 *that the Development Agreement for the Wild Tomato project be approved as amended. Mo-*
25 *tion carried – All eyes.*

26
27 The Unkefers indicated that they hope to have their new restaurant open by mid-June, and
28 thanked the Plan Commission members and Jackson for conducting this meeting on such short
29 notice.

30
31 **Item No. 2. Report by the Zoning Administrator regarding development activities, various en-**
32 **forcement actions, and issuance of Sign and Zoning Permits:**

33 Jackson gave the following oral report:

- 34
35 1. Since he started working for the Village he has issued five Zoning Permits as
36 well as one temporary sign permit.
37 2. He was recently made aware of a potential violation of the Sign Code as a busi-
38 ness owner was displaying an "Open" flag which greatly exceeded the stated
39 size limitations. He had a conversation with the business owner, who did re-
40 move the large flag and replaced it with a compliant flag.
41 3. He intends to strictly interpret the Zoning Code, but also realizes that zoning
42 matters are handled differently in every community. Therefore, he wants the
43 Commission members to contact him if they have any questions or concerns
44 about the enforcement actions he takes.
45

46 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a**
47 **committee, Village official or employee:**

48 There were no suggestions for future agenda items or referrals to a committee, Village official or
49 employee.

Minutes of the November 7, 2013 Meeting of the Plan Commission

1 **Adjournment:**

2 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*
3 *Commission at 6:42 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
 2 **THURSDAY, NOVEMBER 7, 2013**
 3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
 4 **10668 N. BAY SHORE DRIVE**
 5 **(APPROVAL PENDING)**

6
 7 *The November 7, 2013 meeting of the Sister Bay Advancement Association Board of*
 8 *Directors was called to order by President Carol Clikeman at 8:04 A.M.*
 9

10 **Present:** Carol Clikeman, Gary Chaudoir, Steve Gomoll, Nora Zacek, and Shane
 11 Solomon. Windy Bittorf arrived at 8:21 A.M.
 12

13 **Excused:** John Ostran, Heidi Hitzeman, Larry Gajda, Jessica Grasse and James Larsen.
 14

15 **Others:** Zeke Jackson, Village Administrator, Tonya Crowell, Drew Bickford, Jeanne
 16 Hoffman, Ron Kane, and Brian Fitzgerald.
 17

18 **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.
 19

20 **Business Items:**

21 **Item No. 1. Approval of the Agenda:**

22 Funkhouser requested that the following items be added to the agenda:
 23

- 24 • *Discussion regarding a request to sponsor the "Go*
- 25 *Bo Treatment Trail", and,*
- 26 • *Discussion regarding a request to take out an ad in*
- 27 *the Door County String Academy brochure.*
 28

29 *A motion was made by Chaudoir, seconded by Zacek, that the Agenda for the November*
 30 *7, 2013 meeting of the SBAA Board of Directors be approved as revised. Motion carried –*
 31 *All ayes.*
 32

33 **Item No. 2. Approval of the minutes for the October 3, 2013 SBAA meeting:**

34 *Clikeman indicated that the portion of the minutes pertaining to Board members' terms and*
 35 *filling of vacancies needs to be amended as she will not be seeking re-election.*
 36

37 *A motion was made by Gomoll, seconded by Chaudoir that the minutes for the October 3,*
 38 *2013 meeting of the SBAA Board of Directors be approved as amended. Motion carried –*
 39 *All ayes.*
 40

41 **Item No. 3. Introduction of the new Village Administrator:**

42 Clikeman introduced Zeke Jackson, the new Village Administrator, who stated that he is
 43 "thrilled to be in Sister Bay". The Board members welcomed Jackson, and indicated that
 44 they look forward to working with him.
 45

46 **Item No. 7. Discussion regarding a sponsorship request for the 2014 Peninsula Century**
 47 **Bike Ride:**

48 Brian Fitzgerald indicated that he believes the 2013 Peninsula Century Bike Ride was

1 definitely a success and thanked the Board members for all their support. Seven different
 2 not-for-profit organizations benefited from the ride, and there has been a significant
 3 amount of interest in having another ride in Sister Bay next year. The SBAA was a premier
 4 sponsor of the ride, and as such the SBAA logo was included on a number of
 5 advertisements and ride jerseys. The Peninsula Pacers would like to conduct another
 6 century bike ride in Sister Bay in 2014, and would also like to add a "Gran Fondo".
 7 Fitzgerald will be asking Village officials for permission to utilize Village parklands and
 8 facilities soon, and he is wondering if the SBAA would again be willing to become a
 9 premier sponsor. Basically a \$5,000 sponsorship fee would be required and the SBAA
 10 would be asked to publicize the event and provide the same assistance as last year.

11
 12 *A motion was made by Solomon, seconded by Zacek that the SBAA shall become a*
 13 *premier sponsor of the 2014 Peninsula Century Bike Ride. The same sponsorship terms will*
 14 *apply, and, therefore, \$5,000 shall be budgeted for sponsorship fees. The SBAA will also*
 15 *publicize the event and provide the same assistance to the Peninsula Pacers as last year.*
 16 *Motion carried – All ayes.*

17
 18 **Item No. 4. Discussion regarding new Board members:**

19 Clikeman introduced Jeanne Hoffman, Drew Bickford and Tonya Crowell, who were all
 20 elected as new Board members at the Fall Dinner.

21
 22 *A motion was made by Zacek, seconded by Chadoir that the SBAA Board of Directors*
 23 *accepts the nomination and election of Jeanne Hoffman, Drew Bickford and Tonya Crowell*
 24 *as members of the SBAA Board of Directors. Motion carried – All ayes.*

25
 26 **Item No. 5. Discussion regarding election of SBAA officers for 2014:**

27 Clikeman noted that election of officers will take place soon. Windy Bittorf has again
 28 volunteered to serve as Treasurer, but nominations are being sought for President and Vice-
 29 President. If anyone is interested in running for either of those offices they should contact
 30 Funkhouser immediately.

31
 32 **Item No. 6. Discussion regarding designation of festival and event chairpersons for 2014:**

33 Over the years Funkhouser's job duties have grown significantly, and she simply does not
 34 have time to work on all the festivals and events which are sponsored by the SBAA by
 35 herself any more. Funkhouser definitely appreciates the help some of the SBAA members
 36 have provided in the past, but finds that she must ask for more help. A document on which
 37 all the duties and responsibilities of festival and event chairpersons is delineated was
 38 distributed to all the Board members. They were asked to think about this issue and be
 39 prepared to fully discuss it at the next Board meeting.

40
 41 **Item No. 8. Discussion regarding the 2014 SBAA budget:**

42 Bittorf was out of town at a conference, and she has been doing a lot "end of season" work
 43 at her place of employment. On top of that she hasn't been feeling well, so she has not had
 44 an opportunity to prepare a draft budget yet. Funkhouser, Clikeman and Bittorf will be
 45 meeting to discuss the budget soon, and Bittorf will see that a draft is e-mailed to all the
 46 Board members ASAP. If anyone has any questions or comments regarding the materials
 47 they should contact Funkhouser or Bittorf. This matter will likewise be fully addressed at
 48 the December Board meeting.

1 **Item No. 9. Financial Report:**

2 Bittorf distributed financial reports, and the Board members jointly reviewed those
3 documents.

4
5 *A motion was made by Gomoll, seconded by Chadoir that the financial reports which
6 were reviewed at this meeting be accepted as presented. Motion carried – All ayes.*

7
8 *Jackson suggested that the SBAA look into weather event insurance for festivals and special
9 events, as that type of insurance would provide security for the SBAA as well as vendors in
10 the event inclement weather does strike. Funkhouser was asked to contact the SBAA's
11 insurance agent regarding this issue. She will report her findings at a future meeting.*

12
13 **Item No. 10. Update on the Village's economic development project:**

14 The Economic Development Committee has not met recently.

15
16 **Item No. 11. Discussion regarding festivals and special events:**

17 • **Capture The Spirit**

18 Nora Zacek and Jessica Grasse have volunteered to act as Co-Chairs of "Capture The
19 Spirit". The tree lighting will take place on Friday night, and if anyone would like to
20 help distribute luminaries they should contact Zacek. Santa and Mrs. Claus will again
21 make an appearance.

22
23 • **Governor's Conference on Tourism**

24 The Governor's Conference on Tourism will be conducted in Lake Geneva from March
25 2 – 4, 2014. Funkhouser is suggesting that two Board members and herself be allowed
26 to attend on behalf of the SBAA. Bickford, Hoffman and Crowell all expressed interest
27 in attending.

28
29 *A motion was made by Solomon, seconded by Zacek that the SBAA will pay
30 registration fees and lodging expenses for Funkhouser and two members of the SBAA
31 Board of Directors to attend the Governor's Conference on Tourism in Lake Geneva
32 from March 2 – 4, 2014. Motion carried – All ayes.*

33
34 It was the consensus that it would be beneficial for Bickford, Hoffman and Crowell to
35 attend the Governor's Conference, and, therefore, they were asked to discuss this issue
36 with Funkhouser. Hopefully the group can agree upon an expense reimbursement plan
37 which will satisfy budgetary constraints but allow all three of them to attend. An update
38 will be provided at the next Board meeting.

39
40 • **Fall Fest**

41 The fees for law enforcement services at Fall Fest were quite costly. The wrist band
42 program was a success, but next year some alternate measures, such as not requiring
43 people who are obviously of age to wear a wristband, and not asking people to print
44 and sign their names or write down their D.O.B.'s may have to be considered. There
45 were only two OWI citations issued in and around Sister Bay on the Saturday of Fall
46 Fest, and to Funkhouser's knowledge no underage drinking citations were issued.

1 • **Film Fest**

2 *Chris Opper and Joel Kersebet are doing fund raising for Film Fest, but they have not*
 3 *met their required goal of \$1,000 by the end of November. Several of the Board*
 4 *members noted that Film Fest, which is a unique event, does bring a number of people*
 5 *into the Village at a relatively quiet time of year, which is beneficial to the entire*
 6 *business community. After considerable discussion it was the consensus that the SBAA*
 7 *will sponsor Film Fest 2014, but sponsorship of Film Fest, 2015 will not even be*
 8 *considered unless and until Opper and Kersebet actually provide \$3,000 to the SBAA*
 9 *Coordinator.*

10
 11 • **Village-Wide Rummage Sale**

12 Denise Bhirdo has indicated that 2014 will be the last year she serves as the Co-Chair
 13 of the Village-Wide Rummage Sale. At yesterday's Parks Committee Meeting the
 14 possibility of conducting a sidewalk sale on the weekend of the Rummage Sale was
 15 suggested. It was the consensus that this would be a good idea. Further discussion will
 16 take place regarding the sidewalk sale concept over the course of the winter.

17
 18 *At 9:45 A.M. Crowell indicated that she had another engagement and left the meeting.*
 19

20 **Item No. 12. Discussion regarding the Visitor Center's winter hours:**

21 Clikeman suggested that Funkhouser's winter schedule be changed as very few people
 22 utilize the Visitor Center on Saturdays during the winter months.

23
 24 *A motion was made by Bickford, seconded by Chaudoir that unless there is a festival or*
 25 *special event going on in the Village on a Saturday, the winter SBAA Office/Visitor Center*
 26 *hours shall be 10:00 A.M. to 4:00 P.M. Monday thru Friday. Motion carried – All ayes.*
 27

28 **Item No. 13. Discussion regarding a request to sponsor the "Go Bo Treatment Trail":**

29 The "Go Bo Treatment Trail" is a 200 mile 9 day bike ride/walk/run fundraising event
 30 which will pay tribute to Bo Johnson and Christopher "Teo" Lorona, a pair of spirited,
 31 strong and fearless young men from Door County, who received treatment for childhood
 32 cancer at Children's Hospital of Wisconsin. The event will start at Children's Hospital on
 33 Saturday, June 14, 2014 and will conclude on Sunday, June 22, 2013. There will be stops
 34 in nine different cities along the "trail", and in each of those cities fund raisers and 5K
 35 run/walks will be conducted. The Village's Parks Committee recently gave John and Amy
 36 Lorona, the organizers of the event, permission to utilize Village properties, parklands and
 37 streets on Saturday, June 21, 2013 and Sunday, June 22, 2013. A large tent will be erected
 38 in Waterfront Park, and after the run a pig roast will be conducted and live bands will
 39 perform. Local shop and restaurant owners/managers will be encouraged to set up tables in
 40 the tent to showcase their product and food offerings, and Lorona has asked if the SBAA
 41 would be interested in becoming a sponsor.

42
 43 *A motion was made by Zacek, seconded by Hoffman that the SBAA will sponsor the "Go*
 44 *Bo Treatment Trail" fundraising event to be conducted in Sister Bay on June 21, 2014 and*
 45 *June 22, 2014, but if the SBAA's insurance premiums increase as a result of sponsoring that*
 46 *event, Funkhouser shall see that the organizers of it are billed for the additional premium*
 47 *costs. Motion carried – All ayes.*
 48
 49

1 **Item No. 14. Discussion regarding a request to take out an ad in the Door County String**
2 **Academy brochure:**

3 The Door County String Academy is selling brochure ads. Some children who reside in
4 Northern Door attend classes at the Academy, and one of the parents has asked if the
5 SBAA would be interested in purchasing such an ad. The cost would be \$40.

6
7 *A motion was made by Zacek, seconded by Bickford that the SBAA shall take out a*
8 *business ad in the Door County String Academy brochure for \$40. Motion carried – All*
9 *eyes.*

10
11 **Item No. 15. Coordinator's Report:**

12 The Coordinator's Report was included in the meeting packets and the Board members
13 jointly reviewed that document. Room tax collections are down, but there was a significant
14 increase in visitor traffic at the Visitor Center. A young girl won the grand prize in the
15 "Seeking Sven" contest. She and her family members were very excited as they visit Door
16 County regularly.

17
18 **Adjournment:**

19 *A motion was made by Chaudoir, seconded by Solomon to adjourn the meeting of the*
20 *SBAA Board of Directors at 10:05 A.M. Motion carried – All eyes.*

21
22
23
24 Respectfully submitted,

25 

26 Janal Suppanz, Secretary

UTILITIES COMMITTEE MEETING MINUTES
Tuesday, December 3, 2013
Sister Bay Fire Station
(Unapproved Version)

1
2
3
4
5
6
7 The December 3, 2013 meeting of the Utilities Committee was called to order by Committee Chair
8 Patrick Duffy at 7:05 AM.
9

10 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker, Peter Sauer, and Frank Forkert.
11

12 **Staff Members:** Village Administrator Zeke Jackson, Utility Supervisor Mike Schell, Finance
13 Director Juliana Neuman, Utility Clerk Martha Baker, and Town Administrator Bud Kalms.

14 **Also present:** Village Consultant Bob Kufirin.

15 **Excused:** Members Shane Solomon, Fred Anderson, and Utility Manager Steve Jacobson.
16

17 **Approval of the Agenda:**

18 *Motion was made by Forkert, seconded by Baker, to approve the December 3, 2013 agenda as*
19 *presented. Motion carried – all ayes.*
20

21 **Approval of the November 5, 2013 meeting minutes:**

22 *Motion was made by Baker, seconded by Sauer, to approve the November 5, 2013 minutes as*
23 *presented. Motion carried – all ayes.*
24

25 **Public Comments and Correspondence**

26 No comments or correspondence.
27

28 **Discussion Items**

29 **1. Administrative Related:**

30 **a. Discussion on Wastewater Treatment Plant ownership issue**

31 A meeting to discuss the issue of Treatment Plant ownership was rescheduled for December 16,
32 2013. The Town will make their presentation followed by a presentation by the Village; each will
33 describe their opinions on Plant ownership. Future meeting dates will be set at the meeting.
34

35 **b. Discussion on e-Billing and on-line payment system implementation**

36 Jackson related opposition feedback regarding the implementation of a \$1 paper billing fee. M.
37 Baker shared an emailed response from the PSC which pointed out that all the costs for billing
38 should already be recovered in the rates. M. Baker also presented a breakdown of costs for sending
39 a billing card with or without e-billing and online payment options. There was a short discussion
40 about the penalty billings and delinquent, tax-rolled balances. Sauer asked about the Direct Pay
41 fees paid to Baylake Bank, which will no longer exist with Payment System Network; all automatic
42 payments would go through PSN and customers will pay a fee to PSN. Duffy asked if it is fair to
43 make the customers pay a fee for using the PSN service. M. Baker pointed out that the customers
44 will be paying a convenience fee and they could just as easily send a check by mail. Sauer
45 reported that the LGUD#1 discussed PSN and will wait to see how it works in Sister Bay before
46 implementing it in the District. After further discussion Duffy made a motion to recommend to the
47 Village Board implementation of Option B of the Payment Service Network contract. Motion was
48 seconded by S. Baker. Motion passed – all ayes.
49

1 **c. Discussion on sludge handling planning and proposal from RE Lee**

2 Jackson presented a memo from Jacobson and a proposal from Robert E. Lee & Associates
 3 regarding sludge handling. Jackson stated that Jacobson is anticipating an increase in the
 4 generation of sludge due to new phosphorus rulings for Wisconsin. Sturgeon Bay is currently
 5 accepting sludge but will not enter into a contract with Sister Bay. Jacobson recommends
 6 contracting with RE Lee to perform a study for future needs in sludge handling. The committee
 7 discussed several methods of sludge handling, including land spreading and reed beds. Duffy
 8 suggested contacting neighboring municipalities to inquire about their future plans for sludge
 9 handling. Jackson stated that it may not be prudent to consider costs from other plants because the
 10 cost of this preliminary plan because is plant-specific. He thought it would be worth having a
 11 conversation with other communities that may want to utilize what Sister Bay Utility would install,
 12 which would generate revenue. Schell told the committee about several options for sludge
 13 handling but recommends having RE Lee perform the proposed study. Kufirin recommended that
 14 the committee get approval from the Town and District before implementing any capital
 15 expansions. He told the committee that the agreement states that if there will be a potential plant
 16 expansion, the Town and District are asked to participate. If the Town and District choose not to
 17 participate the Village can proceed to plan only for itself. The future capital expenses associated
 18 with expansion are only on the Village and the Village is not building any capacity for the Town or
 19 District. Sauer stated that sludge hauled in from the District and Town would not be covered. He
 20 said that if the Town and District agreed to go along with this study, this impacts the ownership
 21 issue, that the Town feels that they are part owners of the plant and that this supports the Town's
 22 position of ownership. Jackson asked if the Village asks the Town for input, is that connotation of
 23 ownership? Kufirin reminded the committee that the current agreement with the Town states that if
 24 there is plant expansion the parties will negotiate a new Intergovernmental Agreement and the
 25 DNR will require a new facilities study, which could lead to a new operating agreement. Duffy
 26 recommended tabling this discussion until the ownership issue is resolved. The committee would
 27 also like more information and more clarifications of the options in the RE Lee proposal.

28
 29 **d. Commercial grease trap and cross connection inspection update**

30 M. Baker sent out notifications to all property owners in need of a grease trap inspection. Eight
 31 properties have already been inspected by Brett Gillete and the rest are due to set appointments for
 32 inspection. Sauer stated that the Town is considering a grease trap ordinance which would cover
 33 the Town and District.

34
 35 **e. Well testing citation status**

36 M. Baker reported that four well owners in Sister Bay and two well owners in LGUD#1 have
 37 received citations for non-compliance of the Village well permitting ordinance.

38
 39 **2. Plant Related:**

40 **a. Monthly Capacity Reports**

41 As presented.

42
 43 **3. System related:**

44 **a. Canterbury Lane to Maple Drive status**

45 Jackson reported that construction workers have cleared the area of the extension. He is working
 46 with Collin Dahl and Barbara Hull regarding the acquisition of land to make the road connection.
 47 RE Lee is working on the plans for the road.

48
 49 **b. Garot project status**

50 Nothing new to report.

1
2 **c. Scandia Village Project status**

3 Jackson reported that the development agreement is complete and will hand it over when the
4 Maple Drive acquisition is complete. Schell reported that Scandia Village will receive a new
5 lateral today for the Woodview Building.
6

7 **d. Bay Shore Drive reconstruction status**

8 Schell reported that the project is moving along. It was discovered today that a water main was
9 encased in concrete when a man-hole was installed, which needed to be redone at an additional
10 cost to the project. Testing will be done in sections so that laterals can be worked on as they go
11 rather than waiting for the job to be completed.
12

13 **4. Report from Utility Manager:**

14 Schell presented a memo from Jacobson and two bids for work to be done at the Main Lift Station.
15 The work will include replacing the suction piping. Ahern came in with the lowest bid at \$7,490.
16 Duffy made a motion to accept the bid from Ahern. Forkert seconded the motion. Motion passed
17 – all ayes.
18

19 **5. Report from Utility District representative:**

20 Sauer reported that the District will not implement e-billing or online services. He also said that
21 the District had an initial discussion regarding a grease trap ordinance and will be looking into it in
22 the future. Kuftrin asked there would be modifications to the ordinance approved in the Village,
23 and recommended using the same language to avoid inconsistencies or complications.
24

25 **6. Report from Town of Liberty Grove representative:**

26 Nothing new to report.
27

28 **7. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

29 None.
30

31 **Adjournment:**

32 *A motion was made by Baker, seconded by Sauer, to adjourn the December 3, 2013 meeting of*
33 *the Utilities Committee at 8:40 AM. Motion carried – All ayes.*
34

35 Respectfully submitted,

36 Martha Baker

37 Utility Clerk
38

39 Name: h:\files\active\agendas\utilities\2013\2013_12\120313 utilities comm minutes - unapproved version 1.doc Created:
40 11/05/2013 7:32 PM Printed: 12/6/2013 12:03 PM

DOOR COUNTY TOURISM ZONE
EXECUTIVE COMMITTEE MEETING
Minutes of October 17, 2013, 9:00 a.m.

Paul J Bertschinger Community Center, 7860 STH 42, Egg Harbor, Wisconsin

ACTION ITEMS:

Starr moved and Nelson seconded to approve the agenda as submitted. Motion carried.

Starr moved and Holtz seconded to approve the September 19, 2013 minutes as corrected. Motion carried.

Starr moved and Weddig seconded to ratify the Alternate Security Administrator for Associated Connect and Associated Master services agreement. Motion carried.

Larson moved and Weddig seconded to approve reports and payables plus receipts to date in the amount of \$819,578.24. Motion carried.

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

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

Consider a motion to take action, if required.

Weddig moved and Larson seconded that Roberts take action and proceed with the lien action as discussed in Closed Session. Motion carried.

Nelson moved and Weddig seconded to adjourn. Motion carried.

Committee Members Present by Roll Call: Josh Van Lieshout, Bryan Nelson, Jeff Larson, Bill Weddig, Dick Skare, Bob Starr and Dave Holtz.

Also in Attendance: Jack Moneyppenny/ DCVB, Kim Roberts /Administrative Assistant DCTZC and Dianne Lensert/Kerber Rose.

Call to order

Chair Van Lieshout called the meeting to order at 9:05 AM.

Approval of the Agenda

Starr moved and Nelson seconded to approve the agenda as submitted. Motion carried.

Approval of the September 19, 2013 minutes

Starr moved and Holtz seconded to approve the July 18, 2013 minutes as corrected. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts

Moneyppenny reported that the "Book It Live" feature on the DCVB website will be going live very soon. He added that he wished it had been in time for season, yet there is something to be said for working out the bugs in the slower time of year. He added that between sixty (60) to seventy (70) properties are signed up to make their inventory available on the DCVB website.

Moneyppenny discussed a new program that the DCVB is working on. The DCVB has contracted with Baylakes Information Systems to create and generate a program to source zip codes from participating lodging providers. Moneyppenny felt the zip code information, in addition to when the reservation was made will assist the DCVB greatly. The zip code data will provide distinct city data for where visitors are traveling from and how far out they make their reservations. This information can then be used in conjunction with marketing results to obtain a better view of the effectiveness of targeted marketing. The new program will pull three (3) years of information, initially. Moneyppenny went on to say that all lodgers that had been asked to participate had been willing to do so. Van Lieshout asked what the strategy will be in utilizing the information. Moneyppenny replied that the DCVB will watch for new markets to emerge while watching for marketing success in markets that are already being targeted by the DCVB marketing plan. He

1 went on to say that the DCVB will monitor the dollars spent as a result of marketing in zip codes of visitors
 2 which may or may not lead to the rethinking of certain markets if not driving visitors to the county. Nelson
 3 added that this kind of reporting could lead to all kinds of opportunities.

4 Starr inquired about the drop in page views on the September 2013 DCVB marketing and communications
 5 report. Money Penny replied that he felt that this decrease was directly related to the redesign of the DCVB
 6 website redesign; visitors are having an easier time finding what they need.

7 Money Penny updated the Commission on the 2014 Strategic Plan. He said that the marketing plan has great
 8 statistics and travel trends, which is a whole new section for the plan this year. He added that on November
 9 5th, 2013 the plan will be presented to the DCVB board, on November 12th, 2013 the board with vote on the
 10 plan and on December 19th, 2013 the plan will be presented to the DCTZC.

11 Starr asked Money Penny about the lack of an RSS feed on the DCVB website which would allow for
 12 constant changing content allowing for better SEO. Money Penny said he would look into the RSS feed.

13 Nelson congratulated Money Penny on six (6) years with the DCVB.

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

16 Roberts reported that for the report month of July she sent out seventy five (75) "No Report" letters to
 17 owner managed properties on September 20^h, 2013. As of October 8, 2013 only twelve (12) no reports remain
 18 for the month of July. Unpaid taxes, fees and interest amount to \$3,203.02 as of August 6, 2013 from eight
 19 (8) permit holders.

20 Four (4) permits were issued since September reporting, 75% (seventy five) percent of the new permits
 21 were a result of Robert's compliance work. Roberts reported that she is currently at work on eight (8)
 22 unpermitted properties through compliance efforts.

23 Roberts reported that she had completed with the help of reporting municipalities a flyer that aimed to help
 24 inform the public about how room tax is used by each municipality. She went on to say that not all
 25 municipalities reported back to her, but all that did were included in the flyer. She added that the
 26 previously approved ad notifying property owners with intent on renting their properties as transient
 27 rentals ran in the Pulse in volume 19 issue 29 that ran September 27- October 4th, 2013. Roberts added that
 28 the Washington Island letter to residents had been finalized, signed and returned to Joel Gunnaugsson. She
 29 went on to say that she had been working with the Washington Island Observer to get the letter run as a
 30 letter to the editor or an announcement, but that she had not heard back from the newspaper.

31 Roberts reported that she had heard from Van de Castle regarding the DCVB notification of delinquent
 32 permit holders. Van de Castle saw no legal issue with notifying the DCVB so that the DCVB could review
 33 the permit holders standing with the DCVB.

34 **Wisconsin Assembly Bill 385 / Room Tax Legislation**

35 Van Lieshout informed the Committee that he had been invited to attend a meeting with the county board's
 36 Legislative Committee. Van Lieshout said he spoke about what the proposed changes will mean to Door
 37 County. He went on to say that no challenge or action was proposed by the Legislative Committee and that
 38 he was asked to return in November to continue the discussion and report any updates on the proposed
 39 legislation. Starr asked if the Legislative Committee contemplated taking any action. Van Lieshout replied
 40 that they wanted to know more as a county board. He said they may take their own action, but by the next
 41 meeting in November the bill could be passed.

42 Money Penny added that the DCVB was supporting the legislation in its entirety. He went on to say that the
 43 legislation will not affect Door Count in exception to the 3% credit card rebate. He stated that with 2012
 44 figures, the 3% reimbursement for credit card fees would amount to one hundred and five thousand dollars
 45 (\$105,000) with the DCVB taking a seventy thousand dollar (\$70,000) hit, but he stressed that it was the
 46 right thing to do. Money Penny said that the law already says that 70% has to go toward tourism promotion
 47 and development. The DCVB's position is that collection, distribution and enforcement fall under the 70%
 48 guidelines. However if the rule was ever questioned, the DCVB could simply kick back the 4% to the
 49 DCTZC to be in compliance with the law. If need be there will be an insertion of understanding between
 50 the DCVB and the DCTZC in the Entity Agreement that will assign 4% of the 70% back to the DCTZC. He
 51 stressed that this money is used for critical needs and the two entities will have to work together to make it
 52 work, if need be.

1 Money Penny went on to say that the recommendation was made to the county board to support the
2 legislation; it takes care of the innkeepers and levels the playing field across the state. Money Penny added
3 that the League opposes the legislation even though the legislation allows for six (6) years to become
4 compliant.

5 Skare asked if there had been any feedback from the municipalities; it seems like every time you turn around
6 the legislature is doing something that's reducing the ability to raise taxes and pay for things, and now the
7 legislature once again is taking something away. He went on to say that even though by municipality it
8 won't be more than a few thousand dollars, just try and raise taxes to make up for that shortfall. He added
9 that it may be hard to keep the zone together with the changes, but the Door County Tourism Zone
10 Commission is an effective tool and must be maintained.

11 Nelson stated that he felt that the body created this system and felt that the DCVB has given the DCTZC
12 comfort with the Entity Agreement.

13 Anderson added that someone will have the job, it is a cost of doing business and perhaps the language
14 needs to be tweaked. Money Penny responded that if the municipalities had to do the collections there
15 would be more than three thousand two hundred three dollars (\$3,203.02) to collect. Skare agreed that the
16 body was very effective and does not want to see it change.

17 Skare asked if the DOR was on board or had knowledge of the proposed 3% credit card rebate. Anderson
18 responded that both DOJ and DOR had cleared it.

19 Money Penny went on to say that the final piece of the changing legislation that would affect Door County
20 would be from a reporting standpoint. The DCVB will need to report how the money is spent on any
21 expenditure over one thousand dollars (\$1,000) in order to show compliance. Even though the DCVB is as
22 transparent as it needs to be with its annual report, they may be required to show greater detail, but the
23 final reporting requirements have yet to be determined.

24 Nelson asked if it may be proactive to compose a letter to the municipalities with the acknowledgement of
25 the 3% impact that the proposed bill would have on upcoming budgets. Skare agreed and felt that it would
26 be appropriate to make the municipalities aware that there is a bill on the floor and has been introduced and
27 fast tracked for approval. Impact would be felt on budgets by 2015. Based on 2012 room tax revenues your
28 municipality's impact would be x amount.

29 Discussion on Current Comparable Occupancy numbers for 2012

30 Lensert said that July was into the black with late reporting and August still has property owners yet to
31 report. Year to date the county is still up 1.1%.

32 Ratifying Alternate Security Administrator for Associated Connect and Associated Master Services 33 Agreement dated July 2012.

34 Nelson and Van Lieshout asked Roberts to explain the Associated documents. Roberts responded that
35 Associated was streamlining their websites and in doing so, it has necessitated the need to redo the Security
36 Administrator paperwork. Roberts explained that to her knowledge nothing was changing other than all of
37 the Associated sites that the DCTZC office uses are being combined into one site. Lensert added the entire
38 operations of the DCTZC are a series of checks and balances in regard to banking and monetary reporting.
39 Nelson felt that a policy should be put in place requiring notification to the treasurer and chair prior to any
40 changes being made by the administrative assistant must seek approval. Starr moved and Weddig
41 seconded to ratify the Alternate Security Administrator for Associated Connect and Associated
42 Master services agreement. Motion carried.

43 Consideration of approving reports and payables plus receipts for October 2013 to date.

44 Lensert went on to say that there were two (2) out of the ordinary items for payables. There was a refund
45 for overpayment of room tax and the purchase of a new computer for the Tourism Zone office through
46 Mintech Consulting.

47 Larson moved and Weddig seconded to approve reports and payables plus receipts to date in the
48 amount of \$819,578.24. Motion carried.

49 Report from Commissioners on Feedback from Local Boards on Recent Issues

50 Van Lieshout said they were no concerns from his board. He added that his board was in favor of the
51 proposed room tax legislation.

1 Skare said that his board was still at work on the budget for 2014. He went on to say that there were
2 concerns that the bill was taking away revenue from the municipality.

3 Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section
4 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral
5 or written advice concerning strategy to be adopted by the body with respect to litigation in
6 which it is or likely to become involved; to wit: enforcement actions against lodging providers
7 who have failed to obtain lodging permits and to timely remit monthly room tax report and tax
8 payments. Motion carried by roll call.

9 Nelson moved to convene into Closed Session as per statutes named; Larson seconded. Motion carried

10 CLOSED SESSION

11 Consider a Motion to Reconvene into Open Session

12 Starr moved to reconvene into Open Session; Nelson seconded. Motion carried.

13 Consider a motion to take action, if required.

14 Weddig moved and Larson seconded that Roberts take action and proceed with the lien action as
15 discussed in Closed Session. Motion carried.

16 Adjournment

17 Nelson moved to adjourn; Weddig seconded. Motion carried.

18

19 The meeting adjourned at 10:034 a.m.

20

21 Respectfully submitted,

22



23

24 Kim Roberts

25 Administrative Assistant

26

27