BOARD OF TRUSTEES MEETING AGENDA

Tuesday, January 14, 2014 at 6:00 P.M.
Sister Bay Fire Station 2258 Mill Road
For additional information check: www.sisterbaywi.gov

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

Deviations from the agenda order shown may occur.

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

New Business Items

1. Presentation by the Door County Civility Project
2. Consider a motion to adopt Resolution 280-011414, Adopting the Nine Tools of Civility.
3. Report on Annual SBAA activities/ SBAA P & L Report, Paige Funkhouser
4. Consider a motion to approve resolution 279-011414, Opposing SB 349 Related to Nonmetallic Mining.
5. Consider a motion to accept the recommendation of the Parks Committee to approve awarding a contract for public construction for a performance pavilion to Zeise Construction of Green Bay, in projected range of $450,000-$490,000 with the Village's contribution not to exceed $50,000; authorizes the Village President to sign the Notice of Award and Contract once the necessary documentation is obtained and authorizes the staff/consultant to obtain bids for Theatrical Lighting and Sound systems.
6. Consider a motion to approve an amendment to the Board of Trustees Bylaws.
7. Consider a motion to approve an amendment to the Committee Bylaws.
8. Consider a motion to adjust meeting frequency of certain Committees.
9. Consider a motion to approve funding for Bay Shore Drive Project Business Enhancement Signage/Advertising.
10. Consider appointments to Committees.
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)(g)- Conferring 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.
13. Consider a motion to reconvene into open session.
14. Consider a motion to take action if required.
15. Review of the financial statements and consideration of a motion to approve the monthly bills.
16. Consider approval of Dorner Pay Request 2 in the amount of $204,965.82.
17. 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).

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 10, 2013
SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The December 10, 2013 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:05 PM.

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

Staff Members: Zeke Jackson, Village Administrator, Robert Kufrin, Consultant, Juliana Neuman, Finance Director, and Janal Suppanz, Administrative Assistant.

Others: Christy Sully and Mike and Millie Walker

Approval of minutes as published:
As to the minutes for the November 12, 2013 meeting of the Village Board:
A motion was made by Solomon, seconded by Baker to approve the minutes for the November 12, 2013 meeting of the Village Board as presented. Motion carried - All ayes.

Comments and Correspondence:
Lienau asked if anyone wished to address a non-agenda item. No one responded. He then introduced Laddie Chapman, the Director of the Public Access television station in Sevastopol, who stated that this meeting will be recorded and in a few days broadcast on Charter Channel 986 as well as YouTube.

Jackson noted that the following correspondence had been included in the meeting packets:

- A letter from representatives of Donohue & Associates concerning the status of the Utility Construction Project;
- A thank you letter from the Old Glory Honor Flight Association for a donation made in memory of Art Walrabenstein;
- A thank you letter from the Sister Bay Historical Society for a donation made in memory of Ken Kutlik; and,
- A letter from Josh VanLieshout, the Chairperson of the Door County Tourism Zone Commission, concerning Assembly Bill 385.

New Business Items:
Item No. 1. Consider a motion to adopt Resolution No. 276, which recognizes the service of Mike Walker:
Lienau noted that Mike Walker, who served as the Assessor for the Village for over thirty years, retired at the end of 2013. He then read Resolution No. 276, which formally recognizes Walker's service and was signed by all the Board members aloud, and presented that document as well as a plaque to Walker.

A motion was made by Lienau, seconded by Baker that Resolution No. 276, an expression of thanks and appreciation to Mike Walker for over thirty years of service as the Municipal Valuer, (Assessor), for the Village of Sister Bay, be passed and adopted as presented. Motion carried –

All ayes.

Walker thanked the Board members for the recognition and pointed out that he has been the Assessor for the Village of Sister for "nearly half his life".

Item No. 2. Update on the beach project, the pavilion project and the Bay Shore Drive Reconstruction project:
JJR will be working on resolving the issues which resulted in excess bids being received for the Beach Project. Once all the issues are resolved the project will again be let for bids. It is quite likely that work will not commence on the Beach Project until Fall of 2014.

The bids for the Pavilion Project again came in a little higher than had been expected. A meeting with the donors has been scheduled. Jackson will keep the Board members advised of the status of this issue.

Due to the unseasonably cold weather work will be delayed on the Utility Construction Project until sometime in March.

Item No. 3. Consider a motion to approve Resolution No. 274, which establishes convenience fees for utility bill processing:
A number of Utility customers have requested that they be allowed to pay their quarterly bills by electronic means. The Utility Clerk did a significant amount of research regarding this issue and recently presented her findings to the Utilities Committee, which has recommended that Payment Service Network be retained. A draft of an applicable Resolution was included in the meeting packets, and the Board members jointly reviewed that document.

Several of the Board members voiced concerns about the $1 eCheck and eSaving fees which must be paid to Payment Service Network by customers as they do not believe it's fair to require those individuals to pay for a portion of the Village's cost of doing business. The suggestion was made that the previously mentioned fees be absorbed by the Utility and included in the rate structure.

It was the consensus that this issue shall be referred back to the Utilities Committee for further review and consideration.

Item No. 4. Consider a motion to adopt Resolution 275, which extends the time for use of Water Utility impact fees which have been collected:
Water tower impact fees were established on October 25, 2005 and they have been collected whenever necessary, but fire flow testing will not be required until after 2015. Wisconsin Act 44 places time limitations on expenditure of impact fees unless a Resolution which identifies extenuating circumstances or a hardship is adopted. The Utilities Committee has recommended that Resolution No. 275, which does extend the time for using Water Utility impact fees be passed and adopted.

A motion was made by Clove, seconded by Baker that the Village Board accepts the recommendation of the Utilities Committee and passes and adopts Resolution No. 275, which extends the time for using Water Utility impact fees which have been collected, as presented. Motion carried – All ayes.

Item No. 5. Consider a motion to adopt Ordinance No. 220, which recreates §62.1 through §62.28 of the Utility Code:
The Utilities Committee recently reviewed the Utility Code and determined that some revisions were warranted. Therefore, a draft copy of Ordinance No. 220, which recreates §62.1 through §62.28 of the Utility Code was included in the meeting packets. A number of the previously mentioned revisions were editorial in nature, but in particular §62.11(f)(2)(a)(2) has been modified to allow restaurant owners to stop cleaning grease interceptors when they are closed for more than one month. The time interval for bacteriological testing of private wells, which is delineated in §62.6(3)(c), has also been reduced from two weeks to one week between samples.

A motion was made by Baker, seconded by Duffy that the Village Board accepts the recommendation of the Utilities Committee and approves Ordinance No. 220, which recreates §62.1 through §62.28 of the Utility Code, as presented. Motion carried – All ayes.

At 6:50 P.M. a brief recess was taken. The Board reconvened at 6:52 P.M.

Item No. 6. Consider a motion to adopt Resolution No. 277, which authorizes the sale of "The Old School" property:
Village officials have entered into an agreement to sell the three parcels which are commonly referred to as "The Old School Property" to Mitch Larson for $400,000, and a draft of Resolution No. 277, which authorizes the sale of two of the three parcels was included in the meeting packets. (Some issues have arisen with respect to the third parcel, but as soon as those issues are resolved Jackson will see that the matter is referred back to the Board.)

A motion was made by Duffy, seconded by Solomon that the Village Board approves Resolution No. 277, which authorizes the sale of "The Old School Property" - Parcel Nos. 181-42-30001 and 181-42-40001 to Mitch Larson for $400,000. Motion carried – All ayes.

Item No. 7. Consider new appointments to the Door County Tourism Zone Commission:
A motion was made by Lienau, seconded by Abshire that Zeke Jackson shall be appointed to replace Chad Kodanko as a representative for the Village of Sister Bay on the Door County Tourism Zone Commission. Motion carried – All ayes.

Item No. 8. Review of the monthly financial statements and consideration of a motion to approve the monthly bills:
Payment approval reports for the period November 13, 2013 through December 10, 2013 were included in the meeting packets, and the Board members jointly reviewed all of those documents.

It was the consensus that the bill from JJR for 78% of the Beach Expansion Project redesign costs shall be held until Neuman has an opportunity to discuss the bill with Kufrin.

A motion was made by Duffy, seconded by Clove that the monthly bills totaling $1,058,576.09 are all approved. Motion carried – All ayes.

A motion was made by Solomon, seconded by Duffy that the charges delineated in the Speed Letter from Donohue & Associates which is dated December 4, 2013 and total $286,590.30 shall be paid in full. Motion carried – All ayes.

Item No. 9. Consider a motion to adopt Resolution 278, which amends the 2013 budget:
Budgeting is a crucial part of the fiscal planning process, and staff members do strive to adhere to adopted budgetary constraints. However, from time to time unforeseen events do unfold in such fashion as to necessitate an expenditure which is greater than what was originally contemplated. When the 2013 budget was approved Village officials were not aware that the then Village Administrator, Bob Kufrin, would be retiring on June 30, 2013. The Village subsequently contracted with Kufrin to serve as Interim Administrator/Consultant. The 2013 budget also divided revenue from State Aid for Roads between the Parks and Streets Department and the Capital Improvements Fund, but street maintenance costs have been higher than usual. The Finance Director has reviewed financial reports for 2013 and is recommending that an Administrative Consulting Account with a balance of $30,122 be established. She is also recommending that $5,000 be reallocated from the Street Resurfacing Capital Improvements Account to the Street Maintenance line item in the budget. Because this is a budget amendment a motion must carry by a 2/3 majority.

A motion was made by Abshire, seconded by Clove that the Village Board accepts the recommendation of the Village's Finance Director and passes and adopts Resolution No. 278, which amends the 2013 budget for the Village of Sister Bay, as presented. Motion carried – All ayes.

Item No. 10. Consider a motion to approve a contract amendment with Donohue & Associates for a lighting plan design in the amount of $7,000:
A document entitled Amendment No. 1 to the Engineering Services Agreement for the Bay Shore Drive Utility and Roadway Improvements Project was included in the meeting packets, and the Board members jointly reviewed that document. Basically, if the amendment is approved the scope of services for the Bay Shore Drive Utility and Roadway Improvements Project will be modified in such fashion that employees from Donohue & Associates will determine the lighting and pull box layout, size the wiring based on the preliminary spacing calculations approved by the D.O.T., complete the final design of the layout and provide construction details, develop street lighting quantities, provide the D.O.T. with lighting detail sheets, and prepare the final street lighting permit application and submit it to the D.O.T. for approval. The cost of the additional services will be $7,000.

A motion was made by Clove, seconded by Abshire that the Village Board approves Amendment No. 1 to the Engineering Services Agreement for the Bay Shore Drive Utility and Roadway Improvements Project, as presented. Motion carried – All ayes.

Item No. 11. Report on County activities from the County Supervisor, Dave Lienau:
Lienau gave the following oral report:

- All the County employees' positions were recently re-evaluated, and pay grades and detailed job descriptions were created for those positions based upon a compensation study and plan which was completed by an outside firm. There were some employees who were being paid less than the minimum wage established for their positions, and therefore, their salaries will be increased. There were also some employees who were paid more than the maximum wage established for their positions, and therefore, some wage freezes will be initiated.

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
No action based upon the minutes which were included in the meeting packets. The Bay Shore Drive Reconstruction Oversight Committee will be meeting tomorrow at 2:00 P.M.

(3) Communication and Technology Committee
The Communication and Technology Committee will be meeting at the Administration Building at 2:30 P.M. on Thursday, December 12, 2013.

(4) Door County Coastal Byways Commission
No action based on the minutes which were included in the meeting packets.

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

(6) Economic Development Committee
The Economic Development Committee has not met recently.

(7) Finance Committee
The Finance Committee has not met recently.

(8) Fire Board and Fire District Exploratory Committee:
No action based on the minutes which were included in the meeting packets.

The Fire District Exploratory Committee has not met recently. Chris Hecht, the Fire Chief, anticipates that some major decisions should be made soon by the Exploratory Committee.

(9) Historical Society
No action based on the minutes which were included in the meeting packets. It is Scattergood's understanding that the Historical Society has not made any formal decisions regarding acquisition of "The Old School" yet.

(10) Library Commission
No action based on the minutes which were included in the meeting packets. The Library Commission also met this afternoon but those minutes have not been completed yet.

(11) Marina Committee and Marina Fest Committee:
The Marina Committee did not meet this month. Wendy Tatzel, the Marina Manager had her baby.

(12) Parks
No action based on the minutes which were included in the meeting packets. The Parks Committee met on December 4, 2013, but those minutes have not been completed yet. The ice rink should be opening soon.

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

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

mission met on December 3, 2013, but those minutes have not been completed yet.

(15) SBAA
No action based on the minutes which were included in the meeting packets. The SBAA Board of Directors met on Thursday, December 5, 2013. Elections were held and Steve Gomoll will serve as the President of the SBAA, Jessica Grasse will serve as Vice-President, and Windy Bittorf will again serve as Treasurer.

(16) Teen Center
The Teen Center Board met on Wednesday, November 20, 2013, but those minutes have not been completed yet. Deb Anderson has promised to get them to Suppanz ASAP. It is Abshire's understanding that the YMCA is not interested in providing supervisory services on a regular basis at the Teen Center. Other staffing alternatives are now being considered.

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

(18) Utilities
No action based on the minutes which were included in the meeting packets. Late this afternoon Lienau received a letter from John Lowry, the Chair of the Town of Liberty Grove. In that letter Lowry states that Town officials would like to cancel the December 16, 2013 ownership meeting as they have been dealing with a number of other highly contested issues and haven't had sufficient time to prepare for the meeting. Lienau will discuss this issue with Lowry and report his findings at a future Board meeting.

At 7:39 P.M. a brief recess was taken and the Board reconvened at 7:41 P.M.

Item No. 12. 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 subject to the jurisdiction or authority of the governing body:
At 7:42 PM a motion was made by Lienau, seconded by Baker 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 subject to the jurisdiction or authority of the governing body. A roll call vote was taken on the motion, and the Board members voted in the following fashion:

Abshire – Aye;	*Baker – Aye;*	*Clove – Aye;*
Duffy – Aye.	*Lienau – Aye;*	*Scattergood – Aye;*
	Solomon – Aye.	

Motion carried.

Item No. 13. Consider a motion to reconvene into Open Session:
At 9:01 PM a motion was made by Abshire seconded by Clove 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:

Abshire – Aye;	*Baker – Aye;*	*Clove – Aye;*
Duffy – Aye.	*Lienau – Aye;*	*Scattergood – Aye;*
	Solomon – Aye	

Motion carried.

Item No. 14. Consider a motion to take action, if required:
A motion was made by Abshire, seconded by Duffy that the Village shall pay $120,000 for health insurance premiums for employees, and those funds shall be allocated as proposed. Motion carried – All ayes.

Item No. 15. 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 added to the Agenda for the next Village Board Meeting:

- Consider a motion to create the new Ad Hoc/Standing Committees which were discussed during the closed session; and,
- Consider a motion to approve a Resolution opposing Senate Bill 349 related to non-metallic mining.

Jackson suggested that the Board members think about goal setting for 2014 and 2015. It was the consensus that this issue shall be addressed at a future Board meeting.

Adjournment:
A motion was made by Solomon, seconded by Clove to adjourn the meeting of the Board of Trustees at 9:08 PM. Motion carried – All ayes,

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

VILLAGE OF EPHRAIM

FOUNDED 1853

January 3, 2014

Sister Bay/Liberty Grove Fire Department
Chief Chris Hecht
PO Box 287
Sister Bay, WI 54234

Dear Chief Hecht,

On behalf of the Village of Ephraim and its residents thanks go out to you, your officers, and firefighters for the outstanding job done to save the Ephraim Inn.

Your department was a vital part of the overall coordinated effort on the fire ground in the cold on Monday. You quickly became part of the seamless effort to control the blaze and extinguish it.

What I witnessed was the culmination of hours of training and the operational proof of concept of a Fire District.

Best regards for a job well done,

Michael McCutcheon, M.D.
Village President of Ephraim Board of Trustees

Cc: David Lienau, Village of Sister Bay President
John Lowry, Town of Liberty Grove Chair

Administrative Office 10005 Norway Road PO Box 138 Ephraim WI 54211
Phone: (920) 854-5501 Fax: (920) 854-2072 E-Mail: office@ephraim-wisconsin.com

Janal Suppanz

From: Sara Unkefer [info@wildtomatopizza.com]
Sent: Wednesday, January 08, 2014 9:29 AM
To: Zeke Jackson
Subject: Re: January 15, 2014 Meeting

Dear Zeke,

I regret to inform you that I will not be able to attend the meeting on Jan. 15. We had our vacation planned during this time, since January is the only month our restaurant in closed and will be out of the country. That being said, I have not been able to attend all but one of the Economic Development Committee meetings due to scheduling conflicts and think it is best if I resign from the board. I appreciate the opportunity to be a part of this committee and hope to serve on a Sister Bay board in the future, but now is not the right time.

Respectfully

On Tue, Dec 31, 2013 at 4:12 PM, Zeke Jackson <Zeke.Jackson@sisterbaywi.gov> wrote:

Hello All,

Happy New Year! (almost)

Please find the attached draft agenda as well as the completed Economic Development Plan for our January 15, 2014 meeting. This meeting will be held at the Sister Bay Fire Station. I look forward to seeing you all there.

Please call our office or email if you will be unable to attend.

At your service, I am,

Zeke Jackson

Village Administrator

Village of Sister Bay, WI

920-854-4118

Speak your Peace

The Door County Civility Project

DoorCountyCivilityProject.org
DCCivilityProject@gmail.com

Today, I aspire to:

1. Pay Attention.
2. Listen.
3. Be Inclusive.
4. Not Gossip.
5. Show Respect.
6. Be Agreeable.
7. Apologize.
8. Give Constructive Criticism.
9. Take Responsibility.

The Door County Civility Project is a community-based effort to encourage better practices of interpersonal communication. It is modeled after a campaign originated by the Duluth-Superior Area Community Foundation based on Choosing Civility by P.M. Forni.

ATTEN-TION

Be aware and attend to the world and the people around you.

Liste

FOCUS ON OTHERS IN ORDER TO BETTER UNDERSTAND THEIR POINTS OF VIEW.

WELCOME

BE INCLUSIVE

Welcome all groups of citizens working for the GREATER GOOD of the community.

DON'T GOSSIP

I don't accept when others choose to do so.

Show Respect

Honor other people and their opinions, especially in the midst of a disagreement.

LOOK FOR OPPORTUNITIES TO AGREE

DON'T CONTRADICT JUST TO DO SO.

BE AGREE-ABLE

apologize

Be sincere and repair damaged relationships.

GIVE constructive criticism

WHEN DISAGREEING, STICK TO THE ISSUES AND DON'T MAKE A PERSONAL ATTACK.

Don't shift responsibility and blame onto others; share disagreements publicly.

TAKE RESPON-SIBILITY

It's not what you say. It's how you say it.

Speak your Peace

CivilityProject.org

The Door County Civility Project

DOOR COUNTY CIVILITY PLEDGE

Today and Every Day I Aspire to Practice the Following Skills:

1. **Pay Attention** - Be Aware of Others & Sensitive to the Immediate Context of Actions
2. **Listen Closely** - Understand Other Points of View
3. **Be Inclusive** - Welcome All; Don't Exclude Anyone
4. **Don't Gossip** - Remind Others of the Importance of this Practice
5. **Show Respect** - Honor Others (Especially in Disagreement)
6. **Be Agreeable** - Find Opportunities to Agree
7. **Apologize Sincerely** - Repair Damaged Relationships
8. **Give Constructive Comments, Suggestions & Feedback** - No Personal Attacks (Focus on Issues)
9. **Accept Responsibility** - Don't Shift Blame; Share Disagreements Publicly

Door County Civility Project Website: http://www.doorcountycivilityproject.org
Email: dccivilityproject@gmail.com

*****

I'm signing the Pledge! Please publish my name or name and comments on the DC Civility Project website:

Name: _____

Comments *(optional):* _____

_____

_____.

*The following information is for DC Civility Project records only and will **NOT** be published on their website:*

*Email or Address:*_____

DCCP Vision:

An engaged community that values the opinions and ideas of others and is committed to civil behavior and discourse.

DCCP Mission:

To foster and incorporate the principles of civility into the fabric of everyday life in Door County.

Door County Civility Project History:

The Civility Project is based on the work of Dr. P.M, Forni of Johns Hopkins University who authored Choosing Civility and The Civility Solution .

2003 Duluth-Superior Area Community Foundation's Civility Project: "Speak Your Peace" was initiated.

2010 Oshkosh Civility Project was formed.

2013 Door County Civility Project was formed as a fund of the Door County Community Foundation.

2013 Door County Civility Project became an affiliate of the Wisconsin Civility Project.

We thank the following sponsors and donors who helped the DCCP get started:

***Ministry Door County Medical Center**
***Boettcher Communications**
***Peninsula Pulse**
***League of Women Voters Door County**
***Door County Community Foundation**
***University of Wisconsin Oshkosh**

DCCP gratefully accepts donations through the Door County Community Foundation.

DOOR COUNTY CIVILITY PLEDGE

Today and Every Day I Aspire to Practice the Following Skills:

- ***Pay Attention -*** *Be Aware of Others & Sensitive to the Immediate Context of Actions*
- ***Listen Closely -*** *Understand Other Points of View*
- ***Be Inclusive -*** *Welcome All; Don't Exclude Anyone*
- ***Don't Gossip -*** *Remind Others of the Importance of this Practice*
- ***Show Respect*** *- Honor Others (Especially in Disagreement)*
- ***Be Agreeable - Find Opportunities to Agree***
- ***Apologize*** *Sincerely - Repair Damaged Relationships*
- ***Give Constructive Comments, Suggestions & Feedback -*** *No Personal Attacks (Focus on Issues)*
- ***Accept Responsibility -*** *Don't Shift Blame; Share Disagreements Publicly*

Commit to the Civility Pledge online at doorcountycivilityproject.org or mail the form below to PO Box 675 Sturgeon Bay WI 54235- 0675

Name: _____

Comments:_____

_____

_____

_____

Email: _____
Email addresses will NOT be published on the website:

It is easy, yes… so easy, to be civil with people who agree with you and those who think like you do! The challenge is to be civil with those who strongly disagree with you and do not share your opinions!

Civility means weaving together restraint, respect and responsibility as we interact with others.

It is quite possible to be true to one's beliefs and be civil at the same time.

The DCCP is *NOT* a campaign to end all disagreements … but a campaign to make it *safe to disagree*.

What are people saying about the Door County Civility Project?

"We live in an extraordinary community – a community that people are impassioned about - and when we couple that passion with a culture of respect and understanding, there isn't a challenge we can't overcome - together!"

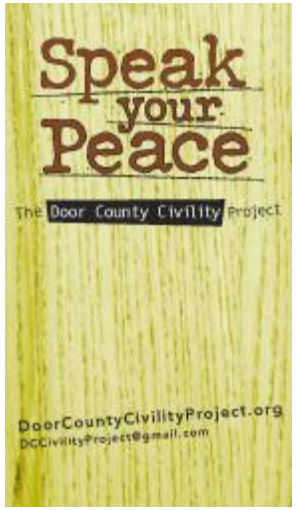
"This begins a new era here in Door County – One of engaging our community to be the best it can be through the collective wisdom of its people!"

"This means that we can engage in open honest discussions and at the end of the day, it's ok to agree to disagree as long as our discussions are respectful and inclusive of all viewpoints."

"A great initiative from Door County, especially in these changing times, to recognize that some things are constant and the community is a foundation to care for us all."

The *Door County Civility Project (DCCP)* is a community-based initiative that advances the cause of civility in everyday life to strengthen our shared community.

Door County Civility Project
Doorcountycivilityproject.org
dccivilityproject@gmail.com



RESOLUTION № 280 – 011413

A RESOLUTION TO ACCEPT THE NINE TOOLS OF CIVILITY

WHEREAS, the residents of the Village of Sister Bay place a high value on respect and civility in their lives and understand that these characteristics are essential to any healthy community; and,

WHEREAS, the Village Board of Sister Bay supports opportunities for civil discourse and discussion in the community; and,

WHEREAS, the Village Board of Sister Bay sometimes addresses controversial issues and wants to ensure civil behavior, even in discussion of issues which people feel passionate about; and,

WHEREAS, the Village Board of Sister Bay understands that an atmosphere of civility and respect can have a positive effect on the proceedings, on the quality of debate, and on the practice of democracy itself.

NOW, THEREFORE, BE IT RESOLVED, BY THE VILLAGE BOARD OF SISTER BAY, IN DOOR COUNTY, WISCONSIN, that we recognize the nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our Village. These tools include:

1. Pay attention.
2. Listen.
3. Be inclusive.
4. Don't gossip.
5. Show respect.
6. Be agreeable.
7. Apologize.
8. Give constructive criticism.
9. Take responsibility.

BE IT FURTHER RESOLVED, that the Village Board of Sister Bay shall promote the use and adherence of these tools in conducting its business.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 14th day of January, 2014.

Passed and adopted this ___ day of _____, 2014.

_____
David W. Lienau, Village President

ATTEST:

_____
Christy Sully, Village Clerk

VOTE: Ayes _____ Noes _____

2014 SISTER BAY ADVANCEMENT ASSOCIATION BUDGET DETAIL

2014 INCOME

Capture the Spirit	$200.00
Concert/Movie in the Park	$10,000.00
DCVB Community Marketing	$31,005.00
Egg Hunt	$70.00
Fall Fest	$25,190.00
Festival of Fine Arts	$5,000.00
Festival Supply Sales	$0.00
Film Fest	$3,000.00
Goat Parade	$0.00
Ice Out Contest	$0.00
Interest Income	$58.00
Membership Fees	$33,000.00
Miscellaneous	$0.00
Post Card Sales	$220.00
Sip & Savor/Paddlefest	$10,000.00
Sister Bay Village Contribution	$50,000.00
Spring/Fall Dinner	$1,000.00
Undesignated Event	$0.00
TOTAL INCOME:	***$168,743.00***

2014 EXPENSE

Advertising	$21,620.00
Brochure printing	$8,470.00
Capture the Spirit	$800.00
Concert/Movie in the Park	$10,000.00
Egg Hunt	$300.00
Fall Fest	$19,723.00
Festival of Fine Arts	$5,000.00
Festival Supply	$500.00
Film Fest	$3,000.00
General Expenses	$22,308.00
Goat Parade	$60.00
Ice Out Contest	$30.00
Visitor Center	$2,478.00
Payroll	$53,165.00
Post Card	$0.00
Professional/Accounting	$5,100.00
Sip & Savor/Paddlefest	$10,000.00
Spring/Fall Dinner	$1,000.00
Undesignated Event	$0.00
Unrestricted Reserve	$3,500.00
Website	$1,000.00
TOTAL EXPENSE:	***$168,054.00***
SURPLUSS/(LOSS)	**$689.00**

5:22 PM
01/06/14
Accrual Basis

Sister Bay Adancement Association
Profit & Loss
October through December 2013

	Oct - Dec 13	Jan - Dec 13
Ordinary Income/Expense		
Income		
AODA WR. BAND COMPL. INCENTIVE	100.00	200.00
CAPTURE THE SPIRIT INCOME	258.94	463.69
CONCERT/MOVIE IN PARK INCOME		
Concerts Sponsorship	1,986.79	5,986.79
Concessions	-200.00	1,520.88
Movies in the Park Sponsorship	0.00	200.00
Total CONCERT/MOVIE IN PARK INCOME	1,786.79	7,707.67
DCVB COM. MRKTING FUNDS INCOME	14,514.32	29,515.25
EGG HUNT INCOME	0.00	70.00
FALL FEST INCOME		
Activities	3,563.00	3,563.00
ATM Income	88.50	133.20
Crafters	1,969.20	17,152.54
Food Vendor Income	2,700.00	2,700.00
Total FALL FEST INCOME	8,320.70	23,548.74
FESTIVAL OF THE ARTS INCOME		
Artists Entry Fees	0.00	3,953.14
Concessions	0.00	44.00
Emerging Artists Sponsorships	0.00	100.00
Goat Promotional Campaign	750.00	950.00
Kids Tent Income	0.00	425.00
Total FESTIVAL OF THE ARTS INCOME	750.00	5,472.14
FESTIVAL SUPPLY SALES INCOME	0.00	130.00
FILM FEST INCOME		
45 hr Challenge	104.00	104.00
Sponsorships	870.00	870.00
Total FILM FEST INCOME	974.00	974.00
INTEREST INCOME	9.66	53.31
MEMBERSHIP FEES INCOME		
Business Memberships	21,585.00	27,682.59
Non-Profit Business Membership	1,570.00	1,820.00
Total MEMBERSHIP FEES INCOME	23,155.00	29,502.59
POST CARD SALES INCOME	0.00	223.80
SB VILLAGE CONTRIBUTION INCOME	12,500.00	50,000.00
SIP & SAVOR/PADDLEFEST INCOME		
Cash Sales	0.00	3,392.00
Excess Wine Sales	146.69	1,658.43
Registration Fees	0.00	600.00
Total SIP & SAVOR/PADDLEFEST INCOME	146.69	5,650.43
SPRING/FALL DINNER INCOME	880.00	1,535.00
Total Income	63,396.10	155,046.62
Expense		
ADVERTISING EXPENSES		
Construction Advertising	190.00	235.00
Graphic Design Services	3,042.00	5,842.00
Magazine Advertising	856.42	5,207.84
Marina Rack Card Expenses	0.00	207.50
On-Line Advertising	402.00	402.00
Seeking Sven	0.00	1,176.07
Sponsorships	290.00	6,295.00
Total ADVERTISING EXPENSES	4,780.42	19,365.41
BROCHURE EXPENSES	100.00	8,470.00

5:22 PM
01/06/14
Accrual Basis

Sister Bay Adancement Association
Profit & Loss
October through December 2013

	Oct - Dec 13		Jan - Dec 13	
CAPTURE THE SPIRIT EXPENSES				
Ads	956.14		956.14	
Santa	50.00		50.00	
Supplies	81.16		81.16	
Total CAPTURE THE SPIRIT EXPENSES		1,087.30		1,087.30
CASH BOX (festivals & Concerts)		0.00		0.00
CONCERT/MOVIE IN PARK EXPENSES				
Ads	0.00		1,656.92	
Band Fees	0.00		6,950.00	
Bartender Lic. & Picnic Permit	0.00		95.00	
Concessions	0.00		529.57	
Total CONCERT/MOVIE IN PARK EXPENSES		0.00		9,231.49
EGG HUNT EXPENSES				
Ads	0.00		54.50	
Candy	0.00		7.37	
Cleaning of Bunny Costume	0.00		13.72	
Eggs	0.00		39.95	
Miscellaneous Expenses	0.00		36.00	
Total EGG HUNT EXPENSES		0.00		151.54
FALL FEST EXPENSES				
Activities	1,818.72		1,893.72	
Ads	3,498.22		4,074.70	
Entertainment	3,025.00		3,025.00	
Garbage	811.77		930.70	
Miscellaneous Expenses	117.56		117.56	
Security	6,556.99		11,372.42	
Supplies	37.15		37.15	
Toilets	3,156.00		3,156.00	
Wristbands	0.00		725.00	
Total FALL FEST EXPENSES		19,021.41		25,332.25
FESTIVAL OF THE ARTS EXPENSES				
Activities	0.00		150.00	
Ads	45.00		3,485.03	
Entertainment	0.00		900.00	
Goat Promotional Campaign Disb.	0.00		625.82	
Miscellaneous Expenses	0.00		14.00	
Supplies	0.00		145.83	
Tent	0.00		180.00	
Total FESTIVAL OF THE ARTS EXPENSES		45.00		5,500.68
FESTIVAL SUPPLY EXPENSES		74.81		246.30
FILM FEST EXPENSES				
Ads	770.00		770.00	
Total FILM FEST EXPENSES		770.00		770.00
GENERAL EXPENSES				
Bad Check	0.00		0.00	
Bank Fees	30.50		116.80	
Cell Phone Reimbursement	120.00		540.00	
Coordinator Continuing Educatio	0.00		200.00	
Coordinator Expense Account	64.61		203.35	
Depreciation	79.00		434.50	
Electricity	0.00		140.39	
Governor's Conference	0.00		2,590.17	
Insurance				
Workmen's Comp. Insurance	0.00		430.00	
Insurance - Other	0.00		2,294.00	
Total Insurance		0.00		2,724.00

5:22 PM
01/06/14
Accrual Basis

Sister Bay Adancement Association
Profit & Loss
October through December 2013

	Oct - Dec 13	Jan - Dec 13
Internet	75.00	300.00
Licenses & Permits	0.00	35.00
Miscellaneous Expenses	0.00	33.21
Office Cleaning	40.00	40.00
Office Rental	2,100.00	8,400.00
Office Supplies & Expenses	279.73	1,052.24
Postage	124.02	1,028.02
Storage Rental	0.00	660.00
Telephone	113.38	670.32
Travel & Mileage	195.00	1,504.37
Total GENERAL EXPENSES	3,221.24	20,672.37
INFO. BOOTH EXPENSES		
Electricity	95.04	378.01
Internet	117.41	486.61
Office Expense	25.00	534.60
Telephone	124.34	922.50
Total INFO. BOOTH EXPENSES	361.79	2,321.72
PAYROLL		
Payroll - Taxes	812.01	3,926.09
Payroll - Wages	10,061.00	45,239.88
Total PAYROLL	10,873.01	49,165.97
PROF. & ACCT. FEES & EXPENSES		
Accounting	203.42	3,426.55
Secretarial Services	405.00	1,500.00
Total PROF. & ACCT. FEES & EXPENSES	608.42	4,926.55
SIP & SAVOR/PADDLEFEST EXPENSES		
Ads	0.00	1,526.81
Entertainment	0.00	550.00
Miscellaneous Expenses	0.00	44.00
Parade	0.00	100.00
Supplies	0.00	808.03
Tent	0.00	650.00
Wine	0.00	4,216.44
Total SIP & SAVOR/PADDLEFEST EXPENSES	0.00	7,895.28
SPECIAL EVENT EXPENSES		
Easter Egg Hunt	0.00	0.00
Goat Parade	0.00	56.00
Total SPECIAL EVENT EXPENSES	0.00	56.00
SPRING/FALL DINNER EXPENSES	950.19	1,746.69
UNCATEGORIZED EXPENSES	0.00	0.00
WEBSITE EXPENSES	0.00	591.90
Total Expense	41,893.59	157,531.45
Net Ordinary Income	21,502.51	-2,484.83
Net Income	21,502.51	-2,484.83

Village of Sister Bay
Board Report

For additional information: http://sisterbaywi.gov

Meeting Date: 1/14/2014
Item No. 4

Recommendation: That the Board approve Resolution 279-011414, Opposing SB 349 Related to Non-Metallic Mining.

Background:
SB 349 limits the authority of political subdivisions of the State of Wisconsin to regulate nonmetallic mining. SB 349 removes a local government's authority to regulate nonmetallic mining activities except for zoning designations. This will significantly limit localities ability to protect the health, safety and welfare of their citizens by removing regulatory authority over such items as water quality protection, natural buffer maintenance, and/or noise limitations.

The full text of the legislation and analysis is included in your packets for review.

Fiscal Impact: No direct initial impact. May in time cause substantial negative impacts to property values in proximity to nonmetallic mining operations.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 279 – 011413

Resolution in Opposition to SB 349
Relating to Regulation of Nonmetallic Mining

Whereas, Village boards have been authorized to regulate various activities for the public health, safety, welfare and convenience of the public for over 100 years;

Whereas, the Village has enacted regulatory ordinances as an exercise of "police powers" under the village powers authority to regulate nonmetallic mines to protect the public health, safety and welfare of the residents of the Village;

Whereas, The Supreme Court of Wisconsin in Zwiefelhofer v. Town of Cooks Valley confirmed local government powers to regulate Nonmetallic Mining in order to promote public health, safety and welfare;

Whereas, SB 349 has been introduced in the Wisconsin State legislature to limit town, village, city, and county authority to regulate nonmetallic mining operations, including industrial frac sand operations, to zoning authority only, by prohibiting local units of governments to exercise police type ordinances, which for the Village would enact by means of village powers, over nonmetallic mining operations;

Whereas, limiting Villages authority to protect the public health and safety in the Village by taking away authority to adopt regulatory ordinances over Nonmetallic Mines using village powers does not enhance or protect the health, safety or welfare of Village residents or visitors;

Whereas, SB 349 would vest exclusive jurisdiction over air quality, water quality and quantity issues with the State on all types of activities, not just nonmetallic mining;

Whereas, SB 349 would require all highway contracts for reimbursement of highway damage caused by heavy vehicles under Sec. 349.16 (1)(c) of Wis. Statutes to follow new statutory requirements including an engineering study for all such highway contracts;

Now Therefore, Be It Resolved by the Village Board of the Village of Sister Bay, Door County, that the Citizens of the Village oppose the passage of SB 349 which would prohibit local governments from regulating nonmetallic mining through the use of "police power" type ordinances enacted under village powers in an effort to protect the public health, safety and welfare of Village residents and result in other limitations on local control.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 14th day of January, 2014.

Passed and adopted this ___ day of _____, 2014.

_____
David W. Lienau, Village President

ATTEST:

_____
Christy Sully, Village Clerk

VOTE: Ayes _____ Noes _____

State of Wisconsin
2013 - 2014 LEGISLATURE

LRB–3146/1
RCT/MES/ARG:wlj:jm

2013 SENATE BILL 349

October 22, 2013 – Introduced by Senators TIFFANY, DARLING, FARROW, GUDEX, LASEE and LAZICH, cosponsored by Representatives BALLWEG, BIES, KUGLITSCH, MURPHY, NYGREN, SANFELIPPO and TITTL. Referred to Committee on Workforce Development, Forestry, Mining, and Revenue.

AN ACT ***to repeal*** 285.11 (3), 285.73 and 285.75; ***to renumber*** 295.14 (1); ***to renumber and amend*** 59.69 (10) (ab), 60.61 (5) (ab) and 62.23 (7) (ab); ***to amend*** 84.06 (12) (b) (intro.), 85.193 (2) (intro.), 86.02 and 349.16 (1) (c); and ***to create*** 59.69 (10) (ab) 1., 59.69 (10) (as), 60.61 (5) (ab) 1., 60.61 (5) (as), 62.23 (7) (ab) 1., 62.23 (7) (hs), 66.0416, 101.15 (2) (g), 281.125, 285.74, 295.12 (2) (e), 295.13 (1) (b), 295.14 (1) (b) and 349.03 (2r) of the statutes; **relating to:** local regulation of nonmetallic mining; local regulation of air quality; local regulation of water quality; local regulation of the use of explosives in mining, quarrying, and related activities; highway use contracts by local governments; and local regulation of borrow sites and material disposal sites for transportation projects of the Department of Transportation.

Analysis by the Legislative Reference Bureau

This bill concerns local governmental authority to regulate air quality, water quality and quantity, and the use of explosives; local government highway use contracts and local regulation of material disposal sites related to transportation projects of the Department of Transportation (DOT); and local governmental

authority to regulate nonmetallic mining. Nonmetallic mining is extracting nonmetallic materials, such as stone, gravel, clay, and sand.

Local regulation of nonmetallic mining

Under current law, a political subdivision (a city, village, town that is authorized to exercise village powers, or county) is authorized to enact zoning ordinances that regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards and other open spaces, the density of population, the location and use of buildings, structures, and land for various purposes, and the areas in which agriculture, industry, mining, and other activities may be conducted. If a county has a county zoning ordinance, current law requires that before a town that is authorized to exercise village powers may enact or amend a zoning ordinance, the town must obtain county board approval. Similar authority to zone may be exercised by towns that are not authorized to exercise village powers (limited towns) if certain conditions are met, including a situation under which the town is located in a county that does not have a county zoning ordinance and the county fails to enact such an ordinance after the town petitions the county to do so.

Also under current law, a zoning ordinance enacted by a political subdivision or limited town may not prohibit the continued lawful use of any building, premises, structure, or fixture for any trade or industry for which the building, premises, structure, or fixture is used when the ordinance takes effect, although in limited towns such an ordinance may prohibit the alteration of, or addition to, any existing building, premises, structure, or fixture that is used to carry on an otherwise prohibited trade or industry within the area that is subject to the ordinance (district).

In political subdivisions, the alteration of, addition to, or repair in excess of 50 percent of the assessed value of any existing building, premises, structure, or fixture to carry on any prohibited trade or industry within the district may be prohibited. Generally, if such a nonconforming use of a building, premises, structure, or fixture is discontinued for 12 months, any future use of the building, premises, structure, or fixture must conform to the political subdivision's zoning ordinance. Under county law, the continued use of a nonconforming temporary structure may be prohibited.

Under a current decision of the Wisconsin Supreme Court, *Zwiefelhofer v. Town of Cooks Valley*, 338 Wis. 2d 488 (2012), the court held that a town ordinance enacted under its police power, which regulated nonmetallic mining in the town, did not require county board approval because the ordinance enacted by the town was not a zoning ordinance. Because the town of Cooks Valley was authorized to exercise village powers, its zoning ordinances must be approved by the county board. The court stated that although the exercise of zoning authority is carried out under the town's police power, not all ordinances enacted under the police power are zoning ordinances. The court further held that although the town's nonmetallic mining ordinance had some similarities to a zoning ordinance, many traditional characteristics of a zoning ordinance were not present. Therefore, according to the court, the town of Cooks Valley's ordinance was a valid exercise of its police power, was not a zoning ordinance, and did not require county board approval.

This bill limits the authority of a political subdivision or limited town to regulate nonmetallic mining. Under the bill, a political subdivision or limited town may not, other than through a zoning ordinance or a nonmetallic mining reclamation ordinance, enact or enforce an ordinance that applies to nonmetallic mining, including a licensing ordinance, that regulates how a use of land takes place or affects the use of land.

Also under the bill, a zoning ordinance enacted by a political subdivision or limited town may not prohibit the continued extraction of a nonmetallic mineral from a nonconforming nonmetallic mining location, which is defined as land on which nonmetallic mining was occurring when nonmetallic mining became a nonconforming use, including land that is contiguous to such land if the contiguous land is under the common ownership or control of the person who owns or controls the land on which the mining was occurring. This provision codifies the diminishing asset rule, which has been adopted in a number of decisions of the Wisconsin Court of Appeals, including the case of *Schroeder v. Dane County Board of Adjustment*, 228 Wis. 2d 324 (Ct. Apps. 1999).

Nonmetallic mining reclamation

Current law requires the Department of Natural Resources (DNR) to promulgate rules containing uniform statewide standards for the reclamation of nonmetallic mining sites. Reclamation consists of rehabilitating a nonmetallic mining site to achieve a land use specified in a reclamation plan, including removal or reuse of refuse; removal, storage, and replacement of topsoil; reestablishment of vegetation; control of surface water and groundwater; and prevention of environmental pollution. The standards impose requirements that apply during nonmetallic mining as well as after the mining ends.

This bill prohibits DNR from establishing nonmetallic mining reclamation standards relating to water quality or quantity or air quality that are more restrictive than this state's laws that relate specifically to water quality and quantity and air quality.

Current law requires a county to administer a nonmetallic mining reclamation program by enacting an ordinance that complies with the DNR standards and that includes a requirement to obtain a nonmetallic mining permit, requirements for fees, requirements for reclamation plans, and requirements for proof of financial responsibility for reclaiming nonmetallic mining sites. Current law authorizes a city, village, or town to administer a nonmetallic mining reclamation program by enacting such an ordinance.

This bill prohibits a county, city, village, or town from enacting or enforcing a nonmetallic mining reclamation ordinance that requires an operator to obtain a permit other than a reclamation permit; includes a standard of air quality or water quality; requires monitoring water quality or quantity or air quality; or is more restrictive than DNR's nonmetallic mining reclamation standards or this state's laws that relate specifically to water quality and quantity and air quality.

Local regulation of water quality and quantity and air quality

This bill generally prohibits a county, city, village, town, county utility district, town sanitary district, public inland lake protection and rehabilitation district, or

metropolitan sewage district (local governmental unit) from establishing or enforcing a standard of water quality; issuing permits related to water quality or quantity; imposing restrictions related to water quality or quantity; or requiring monitoring of water quality or quantity. The bill authorizes a local governmental unit to take actions related to water quality or quantity that are specifically required or authorized by this state's statutes.

Current law authorizes a county to administer an air pollution control program with requirements that are consistent with or stricter than those in state laws related to air quality if DNR approves the program. This bill eliminates that authority.

This bill generally prohibits a local governmental unit from establishing or enforcing a standard of air quality; issuing permits related to air quality; imposing restrictions related to air quality; or requiring monitoring of air quality. The bill authorizes a local governmental unit to regulate open burning and to take other actions related to air quality that are specifically required or authorized by this state's statutes.

Local regulation of the use of explosives

Current law requires the Department of Safety and Professional Services (DSPS) to promulgate rules to ensure the safety of mines, explosives, quarries, and related activities. The rules must provide uniform limits on the results of blasting, to reasonably ensure that blasting does not cause injury, damage, or unreasonable annoyance to any person or property outside a controlled blasting site.

This bill prohibits a city, village, town, or county from regulating the use of explosives in connection with mining, quarrying, and related activities regulated by DSPS, except that the bill authorizes these local governments to regulate blasting schedules by the issuance of a conditional use permit.

Damage to highways and highway use contracts

Under current law, any person who injures a highway is liable in treble damages to the political division with maintenance jurisdiction over the highway.

This bill limits this liability to damage that is caused willfully or that results from an unlawful act.

Current law generally prohibits a local authority from enacting or enforcing any traffic regulation excluding or prohibiting any motor vehicle from the free use of all highways. Current law also allows a city, village, or town (municipality) or county, with respect to highways maintained by the municipality or county, to post special weight limits on highways that are weakened due to deterioration, climatic conditions, or other special or temporary conditions and that would likely be seriously damaged or destroyed in the absence of these special weight limits. A municipality, county, or traffic officer may also order the owner or operator of a vehicle to suspend operation on a highway if the vehicle is causing or likely to cause injury to the highway, unless the highway is being used as a detour by DOT or the vehicle is being operated under a contract that provides that the municipality or county will be reimbursed for any damage done to the highway.

This bill prohibits, with limited exceptions, a municipality or county from imposing any fee or other charge on a highway user under the jurisdiction of the

municipality or county. Under one exception, a municipality or county may enter into a contract with a highway user that requires the highway user to reimburse the municipality or county for the cost of repairs to a highway necessitated by actual damage to the highway caused by the highway user if the contract includes all of the following requirements: 1) the repairs to the highway are completed before reimbursement is required by the highway user; 2) the proportion of damages to the highway caused specifically by the highway user and the cost of repairs attributable to that share of damages is determined by an engineer chosen by agreement of the highway user and the municipality or county; and 3) the costs of the engineer's services are paid in equal shares by the highway user and the municipality or county. The contract may require that the highway user show proof of financial security sufficient to pay for the cost of highway repairs if the proof of financial security meets certain requirements. If a highway use contract is entered into, the provision of current law providing treble damages against a person who injures a highway does not apply to damage caused by a vehicle operated under the contract. The bill also specifies a procedure for a highway user that is a party to a highway use contract that pre–dates the bill's effective date to seek modification of the existing highway use contract or replacement of this contract with a new contract.

Borrow sites and material disposal sites for DOT projects

Under current law, a "borrow site" is a site off of project property from which borrow is excavated for use in a DOT transportation project. "Borrow" is soil or a mixture of soil, stone, gravel, or similar material for use as part of a DOT transportation project. A "material disposal site" is a site off of project property used for the lawful disposal of surplus materials from a DOT transportation project and that is controlled by the project contractor or subcontractor. If specified requirements are met, a local zoning ordinance may not apply to a borrow site or a material disposal site.

Under this bill, a political subdivision may not enact or enforce any ordinance, resolution, or other requirement, including a zoning ordinance, that applies to a borrow site or a material disposal site.

For further information see the ***state and local*** fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 59.69 (10) (ab) of the statutes is renumbered 59.69 (10) (ab) (intro.)

2 and amended to read:

3 59.69 **(10)** (ab) (intro.) In this subsection ~~"nonconforming:~~

2. "Nonconforming use" means a use of land, a dwelling, or a building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with the use restrictions in the current ordinance.

SECTION 2. 59.69 (10) (ab) 1. of the statutes is created to read:

59.69 **(10)** (ab) 1. "Nonconforming nonmetallic mining location" means land on which nonmetallic mining was occurring when nonmetallic mining became a nonconforming use, including land that is contiguous to such land if the contiguous land is under the common ownership or control of the person who owns or controls the land on which the mining was occurring, and includes leasehold interests, without regard to whether private roads or waterways run through the land.

SECTION 3. 59.69 (10) (as) of the statutes is created to read:

59.69 **(10)** (as) An ordinance enacted under this section may not prohibit the continued extraction of a nonmetallic mineral from a nonconforming nonmetallic mining location. Such continued extraction from such a location shall be considered an existing use, may not be considered an expansion of a nonconforming use, and may not be prohibited in areas of the nonconforming nonmetallic mining location that have not previously been under actual excavation.

SECTION 4. 60.61 (5) (ab) of the statutes is renumbered 60.61 (5) (ab) (intro.) and amended to read:

60.61 **(5)** (ab) (intro.) In this subsection ~~"nonconforming:~~

2. "Nonconforming use" means a use of land, a dwelling, or a building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with the use restrictions in the current ordinance.

SECTION 5. 60.61 (5) (ab) 1. of the statutes is created to read:

60.61 **(5)** (ab) 1. "Nonconforming nonmetallic mining location" means land on which nonmetallic mining was occurring when nonmetallic mining became a nonconforming use, including land that is contiguous to such land if the contiguous land is under the common ownership or control of the person who owns or controls the land on which the mining was occurring, and includes leasehold interests, without regard to whether private roads or waterways run through the land.

SECTION 6. 60.61 (5) (as) of the statutes is created to read:

60.61 **(5)** (as) An ordinance enacted under this section may not prohibit the continued extraction of a nonmetallic mineral from a nonconforming nonmetallic mining location. Such continued extraction from such a location shall be considered an existing use, may not be considered an expansion of a nonconforming use, and may not be prohibited in areas of the nonconforming nonmetallic mining location that have not previously been under actual excavation.

SECTION 7. 62.23 (7) (ab) of the statutes is renumbered 62.23 (7) (ab) (intro.) and amended to read:

62.23 **(7)** (ab) ~~*Definition*~~ *Definitions*. (intro.) In this subsection ~~"nonconforming:~~

2. "Nonconforming use" means a use of land, a dwelling, or a building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with the use restrictions in the current ordinance.

SECTION 8. 62.23 (7) (ab) 1. of the statutes is created to read:

62.23 **(7)** (ab) 1. "Nonconforming nonmetallic mining location" means land on which nonmetallic mining was occurring when nonmetallic mining became a nonconforming use, including land that is contiguous to such land if the contiguous land is under the common ownership or control of the person who owns or controls

the land on which the mining was occurring, and includes leasehold interests, without regard to whether private roads or waterways run through the land.

SECTION 9. 62.23 (7) (hs) of the statutes is created to read:

62.23 **(7)** (hs) *Nonmetallic mining.* An ordinance enacted under this subsection may not prohibit the continued extraction of a nonmetallic mineral from a nonconforming nonmetallic mining location. Such continued extraction from such a location shall be considered an existing use, may not be considered an expansion of a nonconforming use, and may not be prohibited in areas of the nonconforming nonmetallic mining locations that have not previously been under actual excavation.

SECTION 10. 66.0416 of the statutes is created to read:

66.0416 Local regulation of nonmetallic mining. (1) DEFINITIONS. In this section:

(a) "Nonmetallic mining" has the meaning given in s. 295.11 (3).

(b) "Political subdivision" means a city, village, town, or county.

(c) "Zoning ordinance" means an ordinance enacted or amended by a political subdivision under s. 59.69 (4), 60.61 (2), 60.62 (1), 61.35, or 62.23 (7) (am).

(2) LIMITATIONS ON REGULATION. Except for a nonmetallic mining reclamation ordinance as described in ss. 295.13 and 295.14 or a zoning ordinance, a political subdivision may not enact or enforce an ordinance applicable to nonmetallic mining, including a licensing ordinance, that regulates how a use of land takes place or affects the use of land.

SECTION 11. 84.06 (12) (b) (intro.) of the statutes is amended to read:

84.06 **(12)** (b) (intro.) No <u>political subdivision may enact or enforce any ordinance, resolution, or other requirement, including a</u> zoning ordinance enacted

under s. 59.69, 60.61, 60.62, 61.35, or 62.23 ~~may apply~~, that applies to a borrow site if all of the following apply:

SECTION 12. 85.193 (2) (intro.) of the statutes is amended to read:

85.193 **(2)** EXEMPTION FROM LOCAL ~~ZONING~~ REQUIREMENTS. (intro.) No political subdivision may enact or enforce any ordinance, resolution, or other requirement, including a zoning ordinance enacted under s. 59.69, 60.61, 60.62, 61.35, or 62.23 ~~may apply~~, that applies to a borrow site or material disposal site if all of the following apply:

SECTION 13. 86.02 of the statutes is amended to read:

86.02 Injury to highway. Any person who shall injure any highway by obstructing or diverting any creek or watercourse or sluiceway, or by dragging logs or timber thereon, or by any other act, shall be liable in treble damages, to be recovered by the political division chargeable with the maintenance of highway injured, and the amount recovered shall be credited to the highway maintenance fund. This section does not apply to damage caused by a vehicle when the vehicle is being operated under a contract described in s. 349.03 (2r) (c). This section applies only to damage that is caused willfully or that results from an unlawful act.

SECTION 14. 101.15 (2) (g) of the statutes is created to read:

101.15 **(2)** (g) 1. Except as provided in subd. 2., no city, village, town, or county may enact or enforce an ordinance or other regulation governing the use of explosives in connection with an activity regulated by the department under this section.

2. A city, village, town, or county may regulate blasting schedules by the issuance of a conditional use permit.

SECTION 15. 281.125 of the statutes is created to read:

281.125 Limitation on local authority. (1) Except as provided in sub. (2), a municipality may not do any of the following:

(a) Establish or enforce a standard of water quality.

(b) Issue permits, including permits for discharges to the waters of the state, or any other form of approval related to water quality or quantity.

(c) Impose any restriction related to water quality or quantity.

(d) Impose any requirement related to monitoring water quality or quantity.

(2) (a) A municipality may take actions related to water quality or quantity that are specifically required or authorized by another statute.

(b) A municipality may not use s. 59.03 (2) (a), 59.54 (6), 60.10 (2) (c), 61.34, or 62.11 (5) as the basis for taking an action under par. (a).

SECTION 16. 285.11 (3) of the statutes is repealed.

SECTION 17. 285.73 of the statutes is repealed.

SECTION 18. 285.74 of the statutes is created to read:

285.74 Limitation on local authority. (1) Except as provided in sub. (2) (a), a municipality may not do any of the following:

(a) Establish or enforce an ambient air quality standard, standard of performance for new stationary sources, or other emission limitation related to air quality.

(b) Issue permits or any other form of approval related to air quality.

(c) Impose any restriction related to air quality.

(d) Impose any requirement related to monitoring air quality.

(2) (a) A municipality may do any of the following:

1. Take actions related to air quality that are specifically required or authorized by another statute.

2. Regulate open burning.

(b) A municipality may not use s. 59.03 (2) (a), 59.54 (6), 60.10 (2) (c), 61.34, or 62.11 (5) as the basis for taking an action under par. (a) 1.

SECTION 19. 285.75 of the statutes is repealed.

SECTION 20. 295.12 (2) (e) of the statutes is created to read:

295.12 **(2)** (e) The department may not establish nonmetallic mining reclamation standards under sub. (1) (a) relating to water quality or quantity or air quality that are more restrictive than chs. 160, 280, 281, 283, or 285 or rules promulgated under those chapters.

SECTION 21. 295.13 (1) (b) of the statutes is created to read:

295.13 **(1)** (b) *Restrictions on ordinances.* A county may not enact or enforce provisions in an ordinance under par. (a) that do any of the following:

1. Specify a standard of water quality or air quality.

2. Require an operator to obtain a permit or other form of approval in addition to a nonmetallic mining reclamation permit.

3. Impose any requirement related to monitoring water quality or quantity or air quality.

4. With respect to water quality or quantity or air quality, are more restrictive than the standards under s. 295.12 (1) (a).

5. With respect to water quality or quantity or air quality, are more restrictive than chs. 160, 280, 281, 283, or 285 and rules promulgated under those chapters.

SECTION 22. 295.14 (1) of the statutes is renumbered 295.14 (1) (a).

SECTION 23. 295.14 (1) (b) of the statutes is created to read:

295.14 **(1)** (b) A city, village, or town may not enact or enforce provisions in an ordinance under par. (a) that do any of the following:

1. Specify a standard of water quality or air quality.

2. Require an operator to obtain a permit or other form of approval in addition to a nonmetallic mining reclamation permit.

3. Impose any requirement related to monitoring water quality or quantity or air quality.

4. With respect to water quality or quantity or air quality, are more restrictive than the standards under s. 295.12 (1) (a).

5. With respect to water quality or quantity or air quality, are more restrictive than chs. 160, 280, 281, 283, or 285 and rules promulgated under those chapters.

SECTION 24. 349.03 (2r) of the statutes is created to read:

349.03 **(2r)** (a) In this subsection, "governmental unit" means a county, city, village, or town.

(b) Except as provided in pars. (c) to (e), a governmental unit may not impose any fee or other charge on a highway user under the jurisdiction of the governmental unit.

(c) A governmental unit may enter into a contract with a highway user that requires the highway user to reimburse the governmental unit for the cost of repairs to a highway necessitated by actual damage to the highway caused by the highway user if the contract includes all of the following requirements:

1. The repairs to the highway are completed before reimbursement is required by the highway user.

2. The proportion of damages to the highway caused specifically by the highway user and the cost of repairs attributable to that share of damages is determined by an engineer chosen by agreement of the governmental unit and the highway user.

3. The costs of the engineer's services under subd. 2. are paid in equal shares by the highway user and the governmental unit.

(d) 1. Subject to subd. 2., a contract under par. (c) may require that a highway user show proof of financial security sufficient to pay for the cost of repairs to a highway necessitated by actual damage to the highway specifically caused by the highway user.

2. The proof of financial security under subd. 1. is subject to all of the following requirements:

a. The proof of financial security may not be required to be in an amount greater than the reasonable expected payments for damages expected to be caused during the 3 years following the date the amount of the financial security is determined.

b. The amount of financial security necessary to meet the requirement under subd. 2. a. shall be determined by an engineer chosen by agreement of the governmental unit and the highway user.

c. The costs of the engineer's services under subd. 2. b. are paid in equal shares by the highway user and the governmental unit.

d. The amount of financial security may not be required to be recalculated more often than once per year, unless the highway user proposes changes to the highway user's proposed highway use that was not anticipated in the last calculation of financial security.

3. Proof of financial security under this paragraph may be provided in any form allowed under s. 295.12 (3) (g) or rules promulgated under that provision.

(e) This subsection does not prohibit a governmental unit from imposing a fee in connection with the issuance of a permit authorized under ch. 348 or from imposing a fee for parking on any portion of a highway reserved for parking.

(f) A highway user that is a party to a highway use contract with a governmental unit that was executed before, and in effect on, the effective date of this paragraph .... [LRB inserts date], and that is inconsistent with the requirements of this subsection, may petition the governmental unit to modify the existing highway use contract, or replace it with a new contract, at any point during the remaining term of the existing contract. Upon receiving this petition, the governmental unit shall participate in good faith in modifying the existing contract or negotiating a new replacement contract. Upon execution of a modification of the existing contract, any inconsistent obligations of the governmental unit and the highway user under the existing contract terminate. Upon execution of a new replacement contract, the obligations of the governmental unit and the highway user under the existing contract terminate.

SECTION 25. 349.16 (1) (c) of the statutes is amended to read:

349.16 **(1)** (c) Order the owner or operator of any vehicle being operated on a highway to suspend operation if in its judgment such vehicle is causing or likely to cause injury to such highway or is visibly injuring the permanence thereof or the public investment therein, except when s. 84.20 is applicable or when the vehicle is being operated pursuant to a contract ~~which provides that the governmental unit will be reimbursed for any damage done to the highway~~ <u>described in s. 349.03 (2r) (c)</u>. Traffic officers also may order suspension of operation under the circumstances and subject to the limitations stated in this paragraph.

(END)

Village of Sister Bay
Board Report

For additional information: http://sisterbaywi.gov

Meeting Date: 1/14/2014
Item No. 5

Recommendation: That the Board conditionally approve a contract with Zeise construction of Green Bay for the construction of a Performance Pavilion, and authorize the Village president to execute said contract and award letter.

The Board is being requested to amend the 2014 budget and reallocate $50,000 in CIP funds to this project as follows.

$20,000-Skate Park Slab
$17,000-CIP Interest Income
$9,987- Various Parks Projects
$3,013- Trees

The Board is further requested to authorize the administrator to seek a private donation for the balance of the project cost.

Background:
The Parks Committee has recommended for approval final plans for the Pavilion project and accompanying options to the Board, for a total cost not to exceed $450,000. The committee considered elimination of Natural Stone on the interior of the Stage, as well as leaving the "I" beams exposed as cost saving measures. Inclusion of these items would create a more substantial project of up to $490,000, and donations could be sought to fulfill these portions of the project. Dimension IV is working to obtain pricing on these options, which will be considered by the Administrator and Village President before final awarding of the contract.

Fiscal Impact: $50,000 reallocation of CIP funds.

Respectfully submitted,

Zeke Jackson
Village Administrator

G-213562 - SISTER BAY PERFORMANCE PAVILION PRICING
January 8, 2014 - Committee Recommendation

Project "scope" (Cumulative from Base)	ZEISE	PRICE POINT	Notes:
BASE BID:		**$412,469**	
adjustment for Electrical Allowance):	$ -		(Bid is within Electrical Allowance)
(Adjustment on wind screen doors)	$ (1,340)		(Provides 2 "flush" doors at each side)
(Adjustment for most basic Burnished Block)	$ (500)		(Pricing Level "A")
0 Base Bid (including Sales Tax Savings and adjustments)	$ (6,116)		Tax savings reduces cost by +/-$6,116
	Adjusted "Base Bid"	$404,513	
2 Include **Theatrical Lighting and Sound System**	$ 40,000		Allows +/- $26,000 for light (19K) and sound (7K) equipment. Labor/ installation is $14,000.
4 **No Plates** on Beams (Either Side)	$ (11,800)	Zeise	
7 Change Manufactured Stone to **Natural Stone** ("Outside")	$ 6,800	(Alternate #2)	
12 Use colored concrete for terrace and sidewalk concrete	$ 1,800	(Alternate #5)	
13 Average or Premium Burnished block color (Add $1,500 in average; $3,000 in premium)	$ 3,000	Color Level "C"	Color Level "B" adds $1,500; Color Level "C" adds $3,000
THE "PROJECT":		**$444,313**	
POSSIBLE DEDUCTIONS:		**$ (55,487)**	
2 **No Sidewalk**	$ (3,600)	(Alternate 8)	
3 **Delete wind screen** "doors" Remainder of Allowance in Bid ($8,000-$1,340)	$ (6,660)		no doors.
4 ~~**No Plates** on Beams (Either Side)~~	~~$ (11,800)~~	~~Zeise~~	**RECOMMENDED BY PARKS**
5 **No Stone** (manufacturered or natural) - all CMU	$ (26,015)	Zeise	
6 **Delete terrace concrete** from "around" Pavilion	$ (7,412)	Zeise	
POSSIBLE ADDITIONS:		**$ 59,306**	
7 Change Manufactured Stone to **Natural Stone** ("Outside")	$ 6,800	(Alternate #2)	**RECOMMENDED BY PARKS**
8 Use **Natural Stone** in lieu of Burnished Block ("Inside")	$ 9,400	(Alternates #10 + #9)	
9 **Add Plates** to remaining "open" side of beams	$ 16,500	(Alternate #11)	
.0a Relocate **Seawall "Electrical"** (Alternate #7)	$ 4,156	NEI	
.0b Add **60 A outlet** at Yard Box (65' in front of stage)	$ 2,800	NEI	
.1a Complete original electrical-ADD: LED fixtures	$ 3,000	Elan	Fewer (only 10 vs 24) but more expensive fixture for work lights
.1b Complete original electrical-ADD: timer	$ 600	NEI	Simple time clock with "dusk" on and "timed" off
12 Use colored concrete for "flat" concrete	$ 1,800	(Alternate #5)	**RECOMMENDED BY PARKS**
13 Average or Premium Burnished block color (Add $1,500 in average; $3,000 in premium)	$ 2,250	**(AVERAGE)**	**RECOMMENDED BY PARKS** Color Level "B" adds $1,500; Color Level "C" adds $3,000
14 Enhanced theatrical lighting and sound (Added lights and "ground" sound/speakers)	$ 12,000		

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://sisterbaywi.info

Meeting Date: 1/14/2014
Item No. 6,7,&8

Recommendation: That the Board consider additional revisions to the Board of Trustee Bylaws and the Rules of Order and Organization for all Standing and Special Committees/Commissions which have been recommended by President Lienau. This will create two additional Ad Hoc Committees:

-Waterfront Oversight Committee
-Employee Benefits Oversight Committee

Sample membership for these Committees has been included in the revisions for consideration. The Board may consider opening these Committees to members of the general public.

That the Board consider adjusting the meeting frequency of other Committees in order to reduce costs and to keep Committees energized with fresh action items.

Background:
Waterfront Oversight Committee:
The Waterfront Master Plan presented the philosophy that the face of our community are our waterfront parks. With the Beach and Pavilion project moving forward, it is anticipated that our parks and marina will see additional visitor load. This load will exceed the amenities that are presently available. Also, as Gateway Park is remodeled, we will need to plan for the relocation of our visitor's center. An Ad Hoc Committee that represents Finance, Parks and Marina Committees that can serve to plan and direct the various projects in our parks and marina in an integrated, holistic fashion will facilitate cohesive community investment.

Employee Benefits Oversight Committee:
As significant portions of our workforce prepare for retirement, the Village should actively consider how it should move forward with employee compensation and benefits. Challenges of recruitment and retention must be met with an appropriate wage and benefits structure which will allow us to attract the quality of candidates that will maintain and grow our community in the years to come. We must also examine our wage and benefit levels for current employees in order to develop a comprehensive package which balances current needs and expectations with anticipated cost increases.

Fiscal Impact: Additional meetings will require honorariums be paid to members. This rate is currently set at $40 per member per meeting.

Respectfully submitted,

Zeke Jackson
Village Administrator

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

(Revised and Unapproved)

1. MEETINGS, REGULAR AND SPECIAL

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

2. QUORUM

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

3. PRESIDING OFFICER

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

4. PRESIDING OFFICER'S DUTIES

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

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

5. ABSENCE OF VILLAGE PRESIDENT

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

6. AGENDA

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before the Board shall refer the issue to the appropriate committee for discussion. Committee Chairpersons shall address those requests in a timely manner and submit a committee

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

7. TERM OF OFFICE

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

8. COMMITTEES AND COMMISSIONS

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

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

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

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

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

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

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

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

9. NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. CONSENT TO SPEAK

A member desiring to speak shall address the Village President or President Pro Tem, when recognized by that person. A member shall confine his/her remarks to the question

under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion.

11. MOTIONS

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

12. ROLL CALL VOTE

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

13. ABSTAINING ON VOTE

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

14. OUT OF ORDER

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

15. INTERRUPTION OF SPEAKER

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

16. PUBLIC ADDRESSING THE BOARD

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

17. SUSPENSION OF RULES

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

18. AMENDING RULES

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

19. RULES OF ORDER

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

20. BOARD MEMBER CODE OF CONDUCT

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

a) Commit to regular attendance at Board meetings unless excused and be properly prepared for deliberation.
b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village.
g) Represent all the people of the community while avoiding partisanship based upon special interests.
h) Keep the best interests of the Village in mind by considering himself/herself a "Trustee" of the Village, and do his/her best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.
k) Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all the facts have been presented.
l) Accept the principal of Board unity by supporting the majority decisions of the Board.
m) Not engage in "self-dealing" or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
n) Recuse himself/herself from discussing or voting on an issue about which he/she has a conflict of interest.

o) Not use his/her position to obtain employment for him/her, for family members or for close associates. (Should a member desire employment by the Village, he/she must first resign.)
p) Respect the Board's commitment to work with the Village Administrator by:
    1) Requesting desired information about programs directly from the Village Administrator;
    2) Referring to the Village Administrator's suggestions for new policies;
    3) Seeking the Village Administrator's professional advice;
    4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,
    5) Supporting Board-approved actions of the Village Administrator and staff.
q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board's responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

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

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

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

22. Expenses

"Committee/Commission/Board meeting" means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. Village Trustees receive compensation of $60 per Village Board meeting attended and $40 per committee or commission meeting attended, but whether residents or citizens serving as members of a particular committee or commission will receive compensation shall be determined by the Village Board at the time of creation of that committee or commission. If the determination has been made that resident or citizen committee or commission members are entitled to compensation, each person so entitled shall receive $40 per meeting he or she attends. (This includes attendance at any school,

institute, or meeting which the Village Board, its relevant committee or Chairperson directs committee members to attend as provided by Wis. Stats., §59.06(2), or attendance at a meeting of a committee which the person is not a member of, when such attendance is requested by the Chairperson of such other committee.) Members shall submit written documentation regarding their attendance at meetings as required by the Board of Trustees.

VILLAGE OF SISTER BAY
COMMITTEE/COMMISSION BYLAWS AND RULES

(Revised and Unapproved)

1. COMMITTEE/COMMISSION ORGANIZATION

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

2. COMMITTEE/COMMISSION MEETINGS

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

3. QUORUM

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

4. ABSENCES AND ATTENDANCE

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

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

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

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

5. AGENDA AND MINUTES

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

6. EXPENSES

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

7. BUDGET

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

8. OTHER

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

9. DEFINITIONS

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

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

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

DUTIES OF COMMITTEES OR COMMISSIONS

ADMINISTRATIVE COMMITTEE

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

BAY SHORE DRIVE OVERSIGHT COMMITTEE

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

DOOR COUNTY COASTAL BYWAY COMMISSION

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

DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION

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

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

ECONOMIC DEVELOPMENT COMMITTEE

The membership of the Economic Development Committee, which is an ad hoc committee, shall consist of one Trustee and seven residents or citizens, one of whom shall serve as alternate, who are residents of the Village, or owners of businesses in the Village, or who have special expertise in the area of economic development. The resident or

citizen members of the Economic Development Committee will not be compensated for their services. The mission of the Economic Development Committee shall be to:

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

EMPLOYEE BENEFITS OVERSIGHT COMMITTEE

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

FINANCE COMMITTEE

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

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

FIRE BOARD

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

FIRE DISTRICT EXPLORATORY COMMITTEE

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

HISTORICAL SOCIETY

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

LIBRARY COMMISSION

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

MARINA COMMITTEE

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

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

MARINA FEST COMMITTEE

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

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

PARKS, PROPERTY AND STREETS COMMITTEE

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

(a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System in accord with Wis. Stats. §27.02-§27.06;

(b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
(c) Be responsible for all repair and maintenance of Village roads and sidewalks; and,
(d) Prepare an annual budget and submit it to the Finance Committee.

PERSONNEL COMMITTEE

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

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

PLAN COMMISSION

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

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

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

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

SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS

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

TEEN CENTER BOARD

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

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

TOURISM ZONE COMMISSION

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

UTILITIES COMMITTEE

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

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

WATERFRONT OVERSIGHT COMMITTEE

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

ZONING BOARD OF APPEALS

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

Village of Sister Bay
Board Report

For additional information: http://sisterbaywi.gov

Meeting Date: 1/14/2014
Item No. 9

Recommendation: That the Board approve an expenditure not to exceed $12,000.00 to cover expenses for advertising and promotional signage in order to mitigate loss of traffic along Bay Shore Drive.

Background:
The Bay Shore Drive Utilities project has caused significant disruption to normal traffic flow in the Sister Bay Community. A number of businesses have contacted my office; I am disheartened to learn that many are experiencing declines of up to 50% on a YOY basis. SBAA has requested a coordinated promotional effort in order to mitigate these losses.

Fiscal Impact: Up to $12,000 in impact. This will be divided according to the project formula for division, with 20% being born by the Village TIF, and 80% being born by the Utility.

Respectfully submitted,

Zeke Jackson
Village Administrator

Janal Suppanz

From: Paige Funkhouser [coordinator@cometosisterbay.com]
Sent: Friday, January 10, 2014 1:42 PM
To: Janal Suppanz
Cc: Zeke Jackson
Subject: construction signage drawings
Attachments: business construction signage p.1.jpg; business construction signage p. 2.jpg; business construction signage p. 3.jpg

Hi Janal,
Zeke and I did talk about adding some additional signs to those detailed on the drawings. (I couldn't get them to merge into 1 PDF).The additional signs would be the squares on the festival posts:

Sign 1 (at Marina parking lot):
Bhirdos
Second Hand Sue's
Gage
Kellstrom Ray
Casperson

Sign 2 (at Sunset and Spring):
Al Johnson's
Casperson

Sign 3 (Mill Rd):
Pipka's
Visitor Center
Post Office
Yacht Club

Sign 4 (corner of Maple & 42):
Jungwirth/Ace
The Bowl
Husby's
On Deck

Paige Funkhouser
Coordinator, Sister Bay Advancement Association
Phone: 920.854.3230
E-mail: Coordinator@CometoSisterBay.com
Web: http://www.CometoSisterBay.com
FB: Sister Bay - Door County
TW: WISisterBay

Maple + Woodcrest - sign NW corner

4ft

Two sided

First side: Downtown businesses open ↑ (6in)

second side: Downtown businesses open ←

- Husby's
- Jungwirth Ace
- on Deck
- The Bowl

← ← one sign

blue letters

White background reflective

se corner sign for Marina Fest blue sign posts

- Husby's
- Jungwirth Ace
- on Deck
- The Bowl

→ ← one signs

Mill + Woodcrest - sign SW corner

4ft

6in

First side	Second side
Downtown businesses open →	← Downtown businesses open
Visitor center →	← Visitor center
Post office →	← Post office

two sided signs blue letters

spring + sunset

18 in

Al Johnson's
caspersen's

24 in wood

one sign

back of Yield sign for westbound traffic

18 in

Al Johnson's
caspersen's

24 in wood

one sign

Front of NO parking sign for eastbound traffic

blue letters

---

woodcrest + scandia

one sign

TO
Hwy 42
+
Downtown
businesses

on front of ⟷ sign on scandia Rd.

blue letters
white reflective
background

Marina parking lot

TWO signs

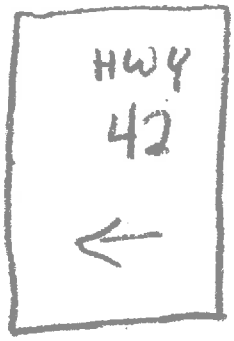
TO
Al Johnson's
Pipka's
Post Office
Visitor center

blue letters
white
reflective
background

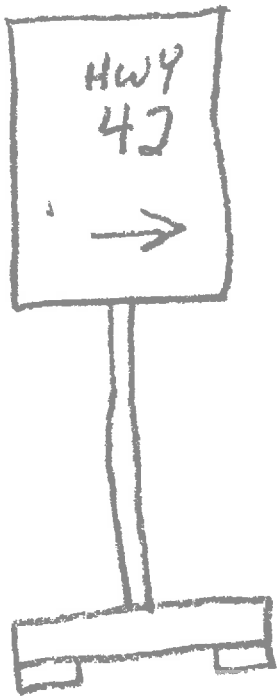
Bluffside + Admin Bldg

west of maple

blue letters
white reflective
background



one sign



one sign

signs - $20.00 - $30.00 each depending on size

Construction Advertising Info

Media	Proposed ad run	Ad size/time	Placement (pg #)	Price per ad/ tot. prog. cost		Notes
Peninsula Pulse	Every other week - Jan-May (10 wks)	Full color inside pg		$ 748.00		(includes SBAA 15% contract discount)
		Full color 1st section cover pg	(below the fold)	$ 620.00	6,200.00	(includes SBAA 15% discount, and add'l 5% disc for pre-pay of full 11 week ad contract)
DC Advocate	Every other week - Jan-May (5wks)	Full page color		$ 1,240.00	6,200.00	
Key to Door	(Alternate with Advocate? 5 wks)	Double pg spread	Center spread	$1,540.65	7,703.00	
WDOR	215 ads/month	30 sec	75 during am & noon news; 140 8a-8p	$ 1,595.00	1,595.00	includes web ad on WDOR.com
	145 ads/month	30 sec	45 during am & noon news; 100 8a-8p	$ 1,095.00		includes web ad on WDOR.com
WLGE	80 ads/month (360 ads over 18 weeks)	30 sec	No specific times	$8.25/ad		
		60 sec	No specific times	$12.38/ad	990.00	

Total proposed marketing cost: 22,688.00

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://sisterbaywi.gov

Meeting Date: 1/14/2014
Item No. 10

Recommendation: That the Board confirm President Lienau's appointments to fill various vacancies on Boards and Committees.

Background:
Current Vacancies:

Economic Development Committee-1 (General)

Marina Fest Committee-1 (Parks Rep)

Marina Committee-1 (Ex Officio)

Zoning Board of Appeals-2(Alternate)

(If Created)
Members for:

Waterfront Oversight Committee

Employee Benefits Oversight Committee

Other vacancies and replacements as requested

Fiscal Impact: None

Respectfully submitted,

Zeke Jackson
Village Administrator

Door County
Real Property Listing
Holly M. Hansen
Door County Government Center
421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2287

2013 Improved

MUNICIPALITY	RESIDENT	NON RESIDENT	TOTAL PARCELS
Baileys Harbor	644 46%	770 54%	1414
Brussels	485 89%	60 11%	545
Clay Banks	181 67%	88 33%	269
Egg Harbor	709 35%	1329 65%	2038
Forestville	505 89%	62 11%	567
Gardner	594 54%	501 46%	1095
Gibraltar	738 41%	1052 59%	1790
Jacksonport	459 52%	425 48%	884
Liberty Grove	1150 46%	1370 54%	2520
Nasewaupee	1148 60%	753 40%	1901
Sevastopol	1325 64%	736 36%	2061
Sturgeon Bay	438 64%	244 36%	682
Union	430 67%	210 33%	640
Washington	463 45%	570 55%	1033
Village of Egg Harbor	233 25%	685 75%	918
Village of Ephraim	229 29%	571 71%	800
Village of Forestville	190 95%	9 5%	199
Village of Sister Bay	483 34%	935 66%	1418
City of Sturgeon Bay	3332 83%	699 17%	4031
TOTAL IMP 2013	13736 55%	11069 45%	24805

Door County
Real Property Listing
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Door County Government Center
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Sturgeon Bay WI 54235
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2013 Parcel Count

MUNICIPALITY	RESIDENT	NON RESIDENT	TOTAL PARCELS
Baileys Harbor	1116 43%	1463 57%	2579
Brussels	936 79%	243 21%	1179
Clay Banks	349 65%	184 35%	533
Egg Harbor	1279 38%	2100 62%	3379
Forestville	992 82%	217 18%	1209
Gardner	1069 56%	835 44%	1904
Gibraltar	1363 43%	1795 57%	3158
Jacksonport	813 51%	780 49%	1593
Liberty Grove	1983 43%	2637 57%	4620
Nasewaupee	2197 62%	1362 38%	3559
Sevastopol	2273 64%	1303 36%	3576
Sturgeon Bay	764 64%	422 36%	1186
Union	730 67%	357 33%	1087
Washington	961 43%	1286 57%	2247
Village of Egg Harbor	419 33%	863 67%	1282
Village of Ephraim	340 32%	708 68%	1048
Village of Forestville	284 92%	24 8%	308
Village of Sister Bay	612 35%	1120 65%	1732
City of Sturgeon Bay	3963 81%	958 19%	4921
TOTAL PARCELS 2013	22443 55%	18657 45%	41100

Door County
Real Property Listing
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2013 Real Estates Taxes

MUNICIPALITY	RESIDENT	NON RESIDENT	TOTAL RE TAX
Baileys Harbor	$2,045,619.10 42%	$2,867,263.89 58%	$4,912,882.99
Brussels	$1,067,110.03 91%	$108,416.59 9%	$1,175,526.62
Clay Banks	$575,652.67 57%	$438,689.00 43%	$1,014,341.67
Egg Harbor	$2,058,110.76 39%	$3,162,573.21 61%	$5,220,683.97
Forestville	$1,167,896.94 91%	$119,637.95 9%	$1,287,534.89
Gardner	$1,703,218.88 53%	$1,531,818.98 47%	$3,235,037.86
Gibraltar	$2,834,775.83 41%	$4,136,778.83 59%	$6,971,554.66
Jacksonport	$1,165,675.78 40%	$1,714,409.50 60%	$2,880,085.28
Liberty Grove	$3,579,585.51 39%	$5,592,195.10 61%	$9,171,780.61
Nasewaupee	$3,186,175.93 61%	$2,007,748.37 39%	$5,193,924.30
Sevastopol	$4,394,965.63 54%	$3,707,781.07 46%	$8,102,746.70
Sturgeon Bay	$1,216,126.04 57%	$912,610.88 43%	$2,128,736.92
Union	$1,309,180.21 66%	$670,395.69 34%	$1,979,575.90
Washington	$1,590,301.39 42%	$2,235,316.05 58%	$3,825,617.44
Village of Egg Harbor	$1,100,278.94 29%	$2,651,171.89 71%	$3,751,450.83
Village of Ephraim	$1,124,342.85 31%	$2,532,141.45 69%	$3,656,484.30
Village of Forestville	$287,184.34 95%	$15,234.89 5%	$302,419.23
Village of Sister Bay	$1,856,169.67 37%	$3,203,142.68 63%	$5,059,312.35
City of Sturgeon Bay	$12,465,312.54 72%	$4,896,357.85 28%	$17,361,670.39
TOTAL RE TAXES 2013	$44,727,683.04 51%	$42,503,683.87 49%	$87,231,366.91

Door County
Real Property Listing
Holly M. Hansen
Door County Government Center
421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2287

2013 Vacant Land

MUNICIPALITY	RESIDENT	NON RESIDENT	TOTAL PARCELS
Baileys Harbor	472 41%	693 59%	1165
Brussels	451 71%	183 29%	634
Clay Banks	168 64%	96 36%	264
Egg Harbor	570 43%	771 57%	1341
Forestville	487 76%	155 24%	642
Gardner	475 59%	334 41%	809
Gibraltar	625 46%	743 54%	1368
Jacksonport	354 50%	355 50%	709
Liberty Grove	833 40%	1267 60%	2100
Nasewaupee	1049 63%	609 37%	1658
Sevastopol	948 63%	567 37%	1515
Sturgeon Bay	326 65%	178 35%	504
Union	300 67%	147 33%	447
Washington	498 41%	716 59%	1214
Village of Egg Harbor	186 51%	178 49%	364
Village of Ephraim	111 45%	137 55%	248
Village of Forestville	94 86%	15 14%	109
Village of Sister Bay	129 41%	185 59%	314
City of Sturgeon Bay	631 71%	259 29%	890
TOTAL VACANT 2013	8707 53%	7588 47%	16295

DOOR COUNTY TAX RATE COMPARISON

TAXING DISTRICT	SANITARY DISTRICTS	SCHOOL DISTRICTS	2010 Average Priced Home	2010 MILL RATE	2010 TAXES	2011 Average Priced Home	2011 MILL RATE	2011 TAXES	2012 Average Priced Home	2012 MILL RATE	2012 TAXES	2013 Average Priced Home	2013 MILL RATE	2013 TAXES
BAILEYS HARBOR		GIBRALTAR	$192,000	$9.835227	$1,888.36	$194,000	$9.968729	$1,933.93	$195,000	$9.909839	$1,932.42	$195,000	$9.936172	$1,937.55
BRUSSELS		SOUTHERN DOOR	$129,000	$14.661283	$1,891.31	$129,000	$14.373989	$1,854.24	$130,000	$14.830854	$1,928.01	$131,000	$15.485667	$2,028.62
CLAY BANKS		SOUTHERN DOOR	$161,000	$14.091964	$2,268.81	$162,000	$13.701584	$2,219.66	$163,000	$13.554136	$2,209.32	$162,000	$14.617507	$2,368.04
EGG HARBOR		GIBRALTAR	$128,000	$8.264868	$1,057.90	$128,000	$7.918147	$1,013.52	$128,000	$7.758712	$993.12	$128,000	$8.028499	$1,027.65
EGG HARBOR		SEVASTOPOL	$169,000	$10.477426	$1,770.68	$170,000	$9.860683	$1,676.32	$173,000	$10.178377	$1,760.86	$171,000	$10.360290	$1,771.61
FORESTVILLE	NOT IN SANITARY	SOUTHERN DOOR	$113,000	$14.898971	$1,683.58	$114,000	$14.328866	$1,633.49	$114,000	$14.816402	$1,689.07	$115,000	$15.194884	$1,747.41
FORESTVILLE	SANITARY	SOUTHERN DOOR	$87,000	$24.030700	$2,090.67	$88,000	$26.088758	$2,295.81	$88,000	$26.487672	$2,330.92	$89,000	$26.824461	$2,387.38
GARDNER		SOUTHERN DOOR	$94,000	$17.794138	$1,672.65	$111,000	$13.733653	$1,524.44	$111,000	$14.081466	$1,563.04	$113,000	$14.052776	$1,587.96
GIBRALTAR		GIBRALTAR	$218,000	$9.515760	$2,074.44	$218,000	$9.341826	$2,036.52	$217,000	$9.217626	$2,000.22	$217,000	$9.565107	$2,075.63
JACKSONPORT		SEVASTOPOL	$142,000	$10.512088	$1,492.72	$143,000	$10.165001	$1,453.60	$144,000	$9.901515	$1,425.82	$146,000	$9.697873	$1,415.89
LIBERTY GROVE	SANITARY	GIBRALTAR	$265,000	$10.846941	$2,874.44	$311,000	$8.522313	$2,650.44	$312,000	$8.748522	$2,729.54	$312,000	$8.683830	$2,709.35
LIBERTY GROVE	NOT IN SANITARY	GIBRALTAR	$169,000	$11.160523	$1,886.13	$213,000	$8.468764	$1,803.85	$212,000	$8.802082	$1,866.04	$215,000	$8.738529	$1,878.78
NASEWAUPEE		SOUTHERN DOOR	$107,000	$14.023718	$1,500.54	$108,000	$13.587384	$1,467.44	$109,000	$13.717448	$1,495.20	$110,000	$13.967239	$1,536.40
SEVASTOPOL		SEVASTOPOL	$185,000	$10.613878	$1,963.57	$187,000	$10.557913	$1,974.33	$187,000	$10.151858	$1,898.40	$188,000	$10.521331	$1,978.01
SEVASTOPOL		STURGEON BAY	$220,000	$15.763000	$3,467.86	$215,000	$16.025783	$3,445.54	$214,000	$15.926777	$3,408.33	$214,000	$15.700186	$3,359.84
STURGEON BAY		SEVASTOPOL	$152,000	$10.891396	$1,655.49	$155,000	$9.788126	$1,517.16	$155,000	$9.300921	$1,441.64	$156,000	$9.555670	$1,490.68
STURGEON BAY		SOUTHERN DOOR	$136,000	$14.865166	$2,021.66	$137,000	$12.883698	$1,765.07	$137,000	$12.614625	$1,728.20	$137,000	$13.394115	$1,834.99
UNION		SOUTHERN DOOR	$124,000	$14.349916	$1,779.39	$125,000	$13.218606	$1,652.33	$127,000	$13.613808	$1,728.95	$127,000	$14.111621	$1,792.18
WASHINGTON		WASHINGTON ISLAND	$169,000	$11.251872	$1,901.57	$169,000	$11.424209	$1,930.69	$169,000	$11.697051	$1,976.80	$168,000	$11.944799	$2,006.73
VILLAGE EGG HARBOR		GIBRALTAR	$217,000	$10.451568	$2,267.99	$217,000	$10.082294	$2,187.86	$217,000	$10.038973	$2,178.46	$219,000	$10.079061	$2,207.31
VILLAGE EPHRAIM		GIBRALTAR	$234,000	$12.907051	$3,020.25	$265,000	$10.791445	$2,859.73	$268,000	$9.864319	$2,643.64	$264,000	$10.217070	$2,697.31
VILLAGE FORESTVILLE		SOUTHERN DOOR	$89,000	$14.186606	$1,262.61	$90,000	$13.766858	$1,239.02	$90,000	$13.048869	$1,174.40	$91,000	$13.419861	$1,221.21
VILLAGE SISTER BAY		GIBRALTAR	$213,000	$11.738504	$2,500.30	$210,000	$11.898730	$2,498.73	$206,000	$11.688691	$2,407.87	$202,000	$11.991108	$2,422.20
CITY OF STURGEON BAY		SEVASTOPOL	$184,000	$16.804496	$3,092.03	$189,000	$16.109810	$3,044.75	$189,000	$15.308023	$2,893.22	$189,000	$16.544302	$3,126.87
CITY OF STURGEON BAY		SOUTHERN DOOR	$122,000	$20.309033	$2,477.70	$123,000	$19.419226	$2,388.56	$124,000	$19.924702	$2,470.66	$124,000	$20.561840	$2,549.67
CITY OF STURGEON BAY		STURGEON BAY	$115,000	$22.071860	$2,538.26	$116,000	$21.373086	$2,479.28	$116,000	$22.013837	$2,553.61	$115,000	$21.575123	$2,481.14

2013 PARCEL COUNT

BOTH INSTALLMENTS COLLECTED BY COUNTY TREASURER:

	REAL ESTATE			PERSONAL PROPERTY			TOTALS	
MUNICIPALITY	# BILLS	# PARCELS		# BILLS	# PARCELS		#BILLS	#PARCELS
TOWN OF BAILEYS HARBOR	2257	2579		175	183		2432	2762
TOWN OF EGG HARBOR	3239	3379		91	97		3330	3476
TOWN OF FORESTVILLE	1139	1209		35	37		1174	1246
TOWN OF GARDNER	1806	1904		30	32		1836	1936
TOWN OF GIBRALTAR	2841	3158		286	293		3127	3451
TOWN OF JACKSONPORT	1538	1593		49	52		1587	1645
TOWN OF LIBERTY GROVE	4254	4620		268	273		4522	4893
TOWN OF SEVASTOPOL	3335	3576		96	106		3431	3682
TOWN OF STURGEON BAY	1139	1186		44	48		1183	1234
TOWN OF WASHINGTON	2085	2247		132	142		2217	2389
VILLAGE OF EGG HARBOR	1215	1282		82	87		1297	1369
VILLAGE OF EPHRAIM	977	1048		256	259		1233	1307
VILLAGE OF FORESTVILLE	275	308		16	19		291	327
VILLAGE OF SISTER BAY	1591	1732		353	362		1944	2094
CITY OF STURGEON BAY	4615	4921		748	786		5363	5707
SUBTOTAL	**32306**	**34742**		**2661**	**2776**		**34967**	**37518**

FIRST INSTALLMENT COLLECTED BY LOCAL TREASURER:

TOWN OF BRUSSELS	1119	1179		66	66		1185	1245
TOWN OF CLAY BANKS	506	533		4	7		510	540
TOWN OF NASEWAUPEE	3388	3559		129	135		3517	3694
TOWN OF UNION	1017	1087		100	101		1117	1188
SUBTOTAL	**6030**	**6358**		**299**	**309**		**6329**	**6667**
TOTALS	**38336**	**41100**		**2960**	**3085**		**41296**	**44185**

DOOR COUNTY REAL PROPERTY LISTING
2013 TAX RATE SUMMARY

MUNICIPAL NAME	LAST REVALUATION YEAR	SCHOOL DISTRICT	AGGREGATE RATIO	NET TAX RATE PER THOUSAND	LOTTERY CREDIT	FIRST DOLLAR CREDIT
TOWNS						
BAILEYS HARBOR	2006	GIBRALTAR (2114)	1.0650	$9.936172	$29.29	$17.20
BRUSSELS	2007	SOUTHERN DOOR (5457)	1.0002	$15.485667	$100.78	$59.17
CLAY BANKS	2008	SOUTHERN DOOR (5457)	1.0278	$14.617507	$100.78	$59.17
EGG HARBOR	2009	GIBRALTAR (2114)	1.0396	$8.028499	$29.29	$17.20
EGG HARBOR	2009	SEVASTOPOL (5130)	1.0396	$10.360290	$55.71	$32.71
FORESTVILLE	2007	SOUTHERN DOOR (5457) - NOT IN SANITARY DISTRICT	0.9831	$15.194884	$100.78	$59.17
FORESTVILLE	2007	SOUTHERN DOOR (5457) - SANITARY DISTRICT (702)	0.9831	$26.824461	$100.78	$59.17
GARDNER	2011	SOUTHERN DOOR (5457)	1.0686	$14.052776	$100.78	$59.17
GIBRALTAR	2005	GIBRALTAR (2114)	1.0380	$9.565107	$29.29	$17.20
JACKSONPORT	2009	SEVASTOPOL (5130)	1.1327	$9.697873	$55.71	$32.71
LIBERTY GROVE	2011	GIBRALTAR (2114) - SANITARY DISTRICT (704)	1.0686	$8.683830	$29.29	$17.20
LIBERTY GROVE	2011	GIBRALTAR (2114) - UTILITY DISTRICT (803)	1.0686	$8.738529	$29.29	$17.20
NASEWAUPEE	2006	SOUTHERN DOOR (5457)	1.0515	$13.967239	$100.78	$59.17
SEVASTOPOL	2006	SEVASTOPOL (5130)	0.9998	$10.521331	$55.71	$32.71
SEVASTOPOL	2006	STURGEON BAY (5642)	0.9998	$15.700186	$112.15	$65.85
STURGEON BAY	2011	SEVASTOPOL (5130)	1.0772	$9.555670	$55.71	$32.71
STURGEON BAY	2011	SOUTHERN DOOR (5457)	1.0772	$13.394115	$100.78	$59.17
UNION	2006	SOUTHERN DOOR (5457)	1.0115	$14.111621	$100.78	$59.17
WASHINGTON	2006	WASHINGTON (6069)	1.0088	$11.944799	$39.06	$22.93
VILLAGES						
EGG HARBOR	2009	GIBRALTAR (2114)	1.0665	$10.079061	$29.29	$17.20
EPHRAIM	2011	GIBRALTAR (2114)	1.0393	$10.217070	$29.29	$17.20
FORESTVILLE	2004	SOUTHERN DOOR (5457)	1.1251	$13.419861	$100.78	$59.15
SISTER BAY	2008	GIBRALTAR (2114)	1.0559	$11.991108	$29.29	$17.20
CITY						
STURGEON BAY	2004	SEVASTOPOL (5130)	1.0304	$16.544302	$55.71	$32.71
STURGEON BAY	2004	SOUTHERN DOOR (5457)	1.0304	$20.561840	$100.78	$59.17
STURGEON BAY	2004	STURGEON BAY (5642)	1.0304	$21.575123	$112.15	$65.85

VILLAGE OF SISTER BAY

Payment Approval Report - Village
Input Date(s): 12/12/2013 - 01/14/2014

Jan 10, 2014 01:31pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN114	J Neuman RX policy	12/12/2013	43.70	43.70	12/12/2013
Total 10002					43.70	43.70	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN114	J Neuman supplemental ins.	12/12/2013	155.12	155.12	12/12/2013
Total 10004					155.12	155.12	
10005	ACTION ELECTRIC INC	27691	locate underground cable -BSD	11/20/2013	277.50	277.50	12/12/2013
Total 10005					277.50	277.50	
10007	ACTION APPRAISERS INC	1210	Assessor	01/03/2014	2,875.00	2,875.00	01/09/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	762394	Employee-funded premium	12/12/2013	199.20	199.20	12/12/2013
Total 10110					199.20	199.20	
10214	SCOTT BAKER	QTR4	Reimb - mileage	12/31/2013	161.59	161.59	01/02/2014
Total 10214					161.59	161.59	
12225	NATHAN BELL	120	Network Area Storage set-up	01/06/2014	450.00	450.00	01/09/2014
		QTR4 - 13	Plan Commission compensation	12/31/2013	120.00		
			Comm./Tech.Committee		80.00		
Total 12225					650.00	450.00	
12238	BOETTCHER COMMUNICATIONS LLC	1833	Website - Marina	11/27/2013	285.00	285.00	12/12/2013
		1854	Website - Marina	12/28/2013	95.00	95.00	01/09/2014
Total 12238					380.00	380.00	
13260	BHIRDO'S BY THE BAY	14825	Village Gas - TKH	12/31/2013	70.36	70.36	01/09/2014
		15212	Village gas -	11/30/2013	211.10	211.10	12/12/2013
		15214	Village Gas - December	12/31/2013	365.67	365.67	01/09/2014
Total 13260					647.13	647.13	
13505	BURKART-HEISDORF INS INC	241731	Amend Property - Library	12/20/2013	57.00	57.00	12/26/2013
			Amend Mobile Equipment		53.00	53.00	12/26/2013
Total 13505					110.00	110.00	
14309	CARDMEMBER SERVICE	0488	Meals - WTatzel	11/19/2013	11.16	11.16	12/12/2013
		0643	Logmein - Kufrin	11/15/2013	69.95	69.95	12/26/2013
		0673	Computer software - Village	12/10/2013	8.85	8.85	01/09/2014
		0984	Meals - WTatzel	11/17/2013	8.31	8.31	12/12/2013
		0994	Recognition - Mike Walker	11/19/2013	74.00	74.00	12/12/2013
		109	WBAY boat show	12/18/2013	250.00	250.00	01/09/2014
		1597	Clothing - Steve Mann	12/07/2013	211.95	211.95	01/09/2014
		1597A	Clothing - Jim Hirschmiller	12/07/2013	168.96	168.96	01/09/2014
		2925	Return defective tablets	11/18/2013	27.56	27.56	12/12/2013
		3313	12" scale ruler	11/12/2013	11.98	11.98	12/12/2013
		3365	Droid Xyboards	11/07/2013	2,279.40	2,279.40	12/12/2013
		3499	Supplies - Christmas project	10/28/2013	2,141.54	2,141.54	12/12/2013
		4302	Recognition - Flower Pot Angels	10/23/2013	45.00	45.00	12/12/2013

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		4357	Black leather cases XOOM	11/08/2013	259.74	259.74	12/12/2013
		4562	Lodging - W Tatzel	11/20/2013	267.00	267.00	12/12/2013
		4593	Marina - USB drive	12/05/2013	6.32	6.32	01/09/2014
		5021	Adm lunch	12/14/2013	111.00	111.00	01/09/2014
		5204	Parking W Tatzel	11/17/2013	1.25	1.25	12/12/2013
		6212	Meals - WTatzel	11/18/2013	8.28	8.28	12/12/2013
		7950	Nework Area Storage Equipment	12/03/2013	25.50	25.50	01/09/2014
		8112	Christmas trees ferry ride	11/08/2013	118.50	118.50	12/12/2013
		822	Zeke's Name Tag	12/17/2013	19.50	19.50	01/09/2014
		9414	Nework Area Storage Equipment	11/27/2013	20.98	20.98	01/09/2014
		9661	Nework Area Storage Equipment	11/27/2013	974.94	974.94	01/09/2014
		FEE	overlimit fee	11/21/2013	35.00	35.00	12/12/2013
Total 14309					7,156.67	7,156.67	
14310	CAPTAIN COMMODES INC	22044	Commode rental - Dog Park	12/18/2013	75.00	75.00	01/09/2014
Total 14310					75.00	75.00	
14312	CONNIE CARLSON	QTR4-13	Marina committee	12/31/2013	40.00		
Total 14312					40.00	.00	
17501	CHARTER COMMUNICATIONS	BH1213	Boathouse - charter TV	12/08/2013	67.79	67.79	12/19/2013
		JAN14	internet - Admin Bldg	01/01/2014	149.99	149.99	01/09/2014
		JAN14M	cable TV - Marina	01/01/2014	110.54	110.54	01/09/2014
			internet - Marina		20.00	20.00	01/09/2014
Total 17501					348.32	348.32	
17504	CHAMPEAU FLOOR COVERING	121713	Village Hall - floor rug	12/17/2013	67.00	67.00	01/02/2014
		1314	Village Hall - floor rug	01/03/2014	350.60		
Total 17504					417.60	67.00	
17506	CELLCOM	14828	Cell phone - Administrator	12/05/2013	106.32	106.32	12/19/2013
			Cellphones - Marina manager		13.04	13.04	12/19/2013
			Cellphones - Parks employees		91.73	91.73	12/19/2013
Total 17506					211.09	211.09	
17515	CIVIC SYSTEMS	CVC11452	Semi-Annual Software Support Village	01/01/2014	457.50		
			Semi-Annual Software Support Marina		88.80		
			Semi-Annual Software Support Utilities		129.05		
			Semi-Annual Software Support Utilities		47.93		
			Semi-Annual Software Support Utilities		191.72		
Total 17515					915.00	.00	
17519	COUNTRY WALK BP-AMOCO	5216-24	Village gas -	12/05/2013	80.00	80.00	01/09/2014
		5216-30	Village gas -	12/09/2013	73.00	73.00	01/09/2014
		5216-38	Village gas -	12/13/2013	56.00	56.00	01/09/2014
		5216-44	Village gas -	12/16/2013	58.00	58.00	01/09/2014
		5216-49	Village gas -	12/24/2013	75.40	75.40	01/09/2014
		6363-2	Village gas -	12/26/2013	92.00	92.00	01/09/2014
Total 17519					434.40	434.40	
17525	CULLIGAN OF STURGEON BAY	FSQ4	Water softener salt - FS	12/19/2013	41.19	41.19	01/09/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 17525					41.19	41.19	
20005	SHARON DOERSCHING	QTR4-13	Marina Fest Committee compensation	12/31/2013	40.00		
			Parks Committee compensation		120.00		
Total 20005					160.00	.00	
20007	DELTA DENTAL OF WIS	658022	Dental insurance	12/20/2013	983.79	983.79	12/26/2013
			Dental insurance - Kufrin		74.97	74.97	12/26/2013
Total 20007					1,058.76	1,058.76	
20399	DONOHUE & ASSOC	12032-30	Construction	12/13/2013	9,764.14	9,764.14	12/19/2013
			Additional services		560.00	560.00	12/19/2013
			Construction		5,876.52	5,876.52	12/19/2013
			Additional services		480.00	480.00	12/19/2013
			Public outreach		128.00	128.00	12/19/2013
			Public outreach		128.00	128.00	12/19/2013
			Public outreach		64.00	64.00	12/19/2013
			Construction		5,244.48	5,244.48	12/19/2013
			Additional services		461.25	461.25	12/19/2013
Total 20399					22,706.39	22,706.39	
20440	DOMINION VOTING SYSTEMS INC	DVS109156	Software license - OS	11/27/2013	6.04	6.04	12/12/2013
			Hardware Maintenance - OS		181.28	181.28	12/12/2013
Total 20440					187.32	187.32	
20465	DOOR COUNTY COASTAL BYWAY	2014	2014 Support	11/25/2013	300.00	300.00	12/12/2013
Total 20465					300.00	300.00	
20472	DOOR COUNTY YMCA	TH QTR ZUMBA	YMCA Classes - Sister Bay	12/19/2013	1,025.00	1,025.00	12/19/2013
Total 20472					1,025.00	1,025.00	
20504	EMPLOYER SERVICES LLC	E2532	Claims Management - HRA	12/16/2013	2,205.00	2,205.00	12/26/2013
			Health Insurance Policies		8,790.86	8,790.86	12/26/2013
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	1702668	Health Care FSA	12/23/2013	414.00	414.00	01/02/2014
			Dependent Care - FSA		100.00	100.00	01/02/2014
		850295	Renewal fee - flex plan	12/15/2013	125.00	125.00	12/19/2013
			Renewal fee - HRA		60.00	60.00	12/19/2013
		866130	Plan amendment	01/08/2014	155.00		
			FSA fee		35.00		
Total 20505					889.00	699.00	
20511	JOSEPH FELHOFER	12913	Reimb uniform allowance	12/09/2013	160.93	160.93	12/12/2013
Total 20511					160.93	160.93	
20512	EFTPS - ONLINE 941 PAYMENT	PR0104140	PRINT PAPER CHECK TO UPDATE GL /	01/10/2014	3,049.00	3,049.00	01/10/2014
			PRINT PAPER CHECK TO UPDATE GL /		713.10	713.10	01/10/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,251.13	2,251.13	01/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		PR1207130	PRINT PAPER CHECK TO UPDATE GL /	12/12/2013	2,724.16	2,724.16	12/13/2013
			PRINT PAPER CHECK TO UPDATE GL /		637.10	637.10	12/13/2013
			PRINT PAPER CHECK TO UPDATE GL /		2,140.09	2,140.09	12/13/2013
		PR1221130	PRINT PAPER CHECK TO UPDATE GL /	12/27/2013	2,993.64	2,993.64	12/27/2013
			PRINT PAPER CHECK TO UPDATE GL /		700.10	700.10	12/27/2013
			PRINT PAPER CHECK TO UPDATE GL /		2,275.23	2,275.23	12/27/2013
		PR1230130	PRINT PAPER CHECK TO UPDATE GL /	12/31/2013	977.52	977.52	12/31/2013
			PRINT PAPER CHECK TO UPDATE GL /		228.62	228.62	12/31/2013
Total 20512					18,689.69	18,689.69	
20515	FERRELL GAS	1078905534	propane boat house	11/08/2013	94.78	94.78	12/12/2013
Total 20515					94.78	94.78	
20516	JEFF FLEGEL	QTR4-13	Marina committee	12/31/2013	80.00		
Total 20516					80.00	.00	
20599	EVENSON LAUNDRY INC	674820	rugs - Admin Bldg	12/05/2013	23.00		
			rugs - Firestation		77.00		
Total 20599					100.00	.00	
30609	FASTENAL	80850	Shop supplies	12/19/2013	8.93	8.93	01/02/2014
		WISTU-80546	Gloves - Joe	12/05/2013	17.67	17.67	01/02/2014
		WISTU80691	Shop supplies	12/12/2013	34.23	34.23	01/02/2014
Total 30609					60.83	60.83	
30701	FRONTIER	JAN14	Sports Cplx phone	01/01/2014	40.96	40.96	01/09/2014
		JAN14V	Admin Bldg phone	01/01/2014	175.87	175.87	01/09/2014
		M120713	Marina phone	12/07/2013	52.10	52.10	12/19/2013
Total 30701					268.93	268.93	
30704	GANNETT WI NEWSPAPERS	7654095	Legal notices - Village	11/20/2013	18.21	18.21	12/12/2013
Total 30704					18.21	18.21	
30727	PAIGE FUNKHOUSER	QTR4-13	BSD Reconstruction	12/31/2013	80.00		
Total 30727					80.00	.00	
30750	GOING CO INC	123997V-12	recycle - Village	12/31/2013	614.67	614.67	01/09/2014
			garbage - Village		7,384.15	7,384.15	01/09/2014
		32580.FS-12	recycling - Fire Station	12/31/2013	53.39	53.39	01/09/2014
		FS1113	recycling - Fire Station	11/30/2013	53.15	53.15	12/12/2013
		NOV2013	recycle - Village	11/30/2013	587.15	587.15	12/12/2013
			garbage - Village		6,640.70	6,640.70	12/12/2013
Total 30750					15,333.21	15,333.21	
30751	GREAT-WEST	PR0104140	Great West Deferred Comp. DEFERRED	01/10/2014	1,252.58	1,252.58	01/10/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	01/10/2014
		PR1207130	Great West Deferred Comp. DEFERRED	12/12/2013	1,252.58	1,252.58	12/13/2013
			Great West Deferred Comp. EMPLOYER		322.42	322.42	12/13/2013
		PR1221130	Great West Deferred Comp. DEFERRED	12/27/2013	1,252.58	1,252.58	12/30/2013
			Great West Deferred Comp. EMPLOYER		322.42	322.42	12/30/2013

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30751					4,743.94	4,743.94	
30756	MARGE GRUTZMACHER	QTR4-13	Plan Commission compensation	12/31/2013	80.00		
Total 30756					80.00	.00	
30757	GRUETT'S	1314	2013 Polaris Brutus	01/03/2014	26,800.00	26,800.00	01/07/2014
Total 30757					26,800.00	26,800.00	
31825	HOLIDAY WHOLESALE	6795929	TKH concession supplies	12/03/2013	83.15	83.15	12/12/2013
		6810762	TKH concession supplies	12/17/2013	1,238.99	1,238.99	12/26/2013
		6822810	TKH concession supplies	12/30/2013	508.20	508.20	01/09/2014
Total 31825					1,830.34	1,830.34	
34858	DON HOWARD	QTR4-13	Plan Commission compensation	12/31/2013	80.00		
Total 34858					80.00	.00	
40956	INNOVATIVE PRINTING LLC	17537	Tax bill inserts	11/27/2013	191.50	191.50	12/19/2013
Total 40956					191.50	191.50	
40963	INSPECTION SPECIALIST LLC	NOV2013	Building Inspection	11/30/2013	1,529.10	1,529.10	12/12/2013
			State Seal		35.00	35.00	12/12/2013
Total 40963					1,564.10	1,564.10	
41001	MATTHEW JACKSON	1214	Tuition - Winter semester	01/02/2014	790.00		
		DEC13	Meeting mileage	12/31/2013	72.78	72.78	01/09/2014
Total 41001					862.78	72.78	
41018	SMITHGROUP JJR LLC	98482	System ADJ: 12/30/2013 01:15 PM	12/30/2013	8,460.00 -		
			System ADJ: 12/30/2013 01:15 PM		8,460.00		
Total 41018					.00	.00	
41090	JUNGWIRTH'S ACE HARDWARE	NOV13	supplies - Shop supplies	11/30/2013	3.99	3.99	12/19/2013
			Maintenance - Sports Complex		1.40	1.40	12/19/2013
			Christmas		294.67	294.67	12/19/2013
			Maintenance - Info Booth		11.99	11.99	12/19/2013
			Maintenance - Vehicle		3.99	3.99	12/19/2013
			Maintenance - Dock Building		24.98	24.98	12/19/2013
			BSD - Stormsewer		10.99	10.99	12/19/2013
Total 41090					352.01	352.01	
41103	KANSAS CITY LIFE	114	Disability Insurance - pre paid January	12/10/2013	396.48	396.48	12/19/2013
Total 41103					396.48	396.48	
41137	ROBERT KUFRIN	123113	Consultant fees - Admin.	12/31/2013	525.00	525.00	01/09/2014
		DEC13	Consultant fees - Admin.	12/14/2013	1,645.00	1,645.00	01/09/2014
		NOV13	Consultant fees - Admin.	11/30/2013	1,715.00	1,715.00	01/09/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41137					3,885.00	3,885.00	
41205	LAMPERT'S LUMBER	20306646	Maintenance - Fire Station	12/02/2013	1,139.40		
		20306683	Maintenance - Fire Station	12/02/2013	8.79		
		20306721	Maintenance - Fire Station	12/02/2013	59.90		
Total 41205					1,208.09	.00	
41210	LEAGUE OF WI MUNICIPALITIES	2014DUES	Membership dues	12/16/2013	1,281.85	1,281.85	12/19/2013
Total 41210					1,281.85	1,281.85	
41290	LUNDQUIST PLUMBING INC	17358	Winterize - Boathouse	12/31/2013	290.50	290.50	01/09/2014
Total 41290					290.50	290.50	
41313	J MAUEL & ASSOC	DOG14	Dog Licensing Program	01/02/2014	200.00	200.00	01/09/2014
Total 41313					200.00	200.00	
51329	MILTON PROPANE	121693	Propane - Library	12/02/2013	519.73	519.73	12/12/2013
		122749	Propane - Library	12/13/2013	714.84	714.84	01/02/2014
		125039	Propane - Firestation	12/29/2013	2,857.80	2,857.80	01/09/2014
Total 51329					4,092.37	4,092.37	
51330	MINNESOTA LIFE	FEB14	Life Insurance -	01/03/2014	321.02		
Total 51330					321.02	.00	
51342	HUGH MULLIKEN	QTR4-13	Plan Commission	12/31/2013	120.00		
Total 51342					120.00	.00	
51401	JULIANA NEUMAN	12813	reimburse mileage - Schenck Seminar	11/30/2013	82.52	82.52	12/12/2013
		JNEUMAN1213	Reimb Medicare monthly premium	12/11/2013	104.90	104.90	12/12/2013
Total 51401					187.42	187.42	
51430	NEP INC	14592568	Public copies	12/12/2013	39.13	39.13	12/19/2013
			General copies		387.01	387.01	12/19/2013
			Marina copies		19.38	19.38	12/19/2013
			Utility copies		45.85	45.85	12/19/2013
			Utility copies		68.11	68.11	12/19/2013
			Utility copies		17.02	17.02	12/19/2013
			faxes		21.91	21.91	12/19/2013
Total 51430					598.41	598.41	
61614	PENINSULA PULSE	5443	Employment ad - Ice Rink	12/31/2013	91.44	91.44	01/09/2014
Total 61614					91.44	91.44	
61633	PINKERT LAW FIRM LLP	88	Legal Services - To be reimbursed	11/30/2013	882.00		
			Legal Services - Village		673.75		
			Legal Services - TIF		808.50		
			Utility projects - BSD		128.63		
			Utility projects - BSD		128.63		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61633					2,621.51	.00	
61637	PITNEY BOWES	121213	Postage for Meter	12/12/2013	200.00	200.00	12/19/2013
		PP1215	Postage Meter - Purchase Power	11/30/2013	7.99	7.99	12/12/2013
			Postage Meter - Purchase Power		100.00	100.00	12/12/2013
Total 61637					307.99	307.99	
61640	QUALITY STATE OIL	909950	Fuel Oil - Village Hall	01/07/2014	452.59		
		909951	Fuel Oil - Old Fire Station	01/07/2014	807.59		
		912139	Fuel Oil - Village Hall	12/09/2013	892.25	892.25	12/12/2013
		912141	Fuel Oil - Old Fire Station	12/04/2013	1,068.55	1,068.55	12/12/2013
		912452	Fuel Oil - Old Fire Station	12/17/2013	1,167.39	1,167.39	12/26/2013
		912459	Fuel Oil - Village Hall	12/17/2013	621.43	621.43	12/26/2013
		912729	Fuel Oil - Village Hall	12/31/2013	631.81	631.81	01/09/2014
		912730	Fuel Oil - Old Fire Station	12/31/2013	893.79	893.79	01/09/2014
Total 61640					6,535.40	5,275.22	
61645	QUANTUM LED SOLUTIONS LLC	112513025	FS lighting	11/25/2013	1,095.92	1,095.92	12/12/2013
Total 61645					1,095.92	1,095.92	
61809	KEVIN ROBERTS	QTR4-13	Marina Committee	12/31/2013	80.00		
Total 61809					80.00	.00	
71910	SERVICE MOTOR CO INC	WC22810	Repair - Kubota	12/11/2013	1,509.86	1,509.86	12/19/2013
Total 71910					1,509.86	1,509.86	
71917	SISTER BAY BOWL	121513	Winter Party	12/12/2013	330.00	330.00	12/12/2013
Total 71917					330.00	330.00	
71920	SISTER BAY ADVANCEMENT	QTR4	4th Quarter Support	12/31/2013	12,500.00		
Total 71920					12,500.00	.00	
71924	WENDY TATZEL	NOV13	Reimb travel - Marina	11/30/2013	233.91	233.91	01/09/2014
Total 71924					233.91	233.91	
71925	SISTER BAY AUTO	64092	Hydraulic Fluid	11/26/2013	56.15	56.15	01/02/2014
		64135	equipment parts	12/02/2013	253.86	253.86	01/02/2014
		64149	trackless supplies	12/03/2013	103.96	103.96	01/02/2014
		64153	Golf Cart - parts only	12/04/2013	113.85	113.85	01/02/2014
		64305	Oil & Filter	12/16/2013	29.08	29.08	01/02/2014
Total 71925					556.90	556.90	
71982	CHRISTY SULLY	12113	travel reimb - 68mi to Courthouse	12/11/2013	38.42	38.42	12/12/2013
Total 71982					38.42	38.42	
71991	STEAMGUARD	8092	Clean Admin carpet	12/27/2013	135.98	135.98	01/09/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71991					135.98	135.98	
71997	JANAL SUPPANZ	NOV13	reimb mileage - Deliver Board Packets	11/30/2013	4.52	4.52	01/02/2014
			reimb mileage - Election training		9.04	9.04	01/02/2014
Total 71997					13.56	13.56	
72011	TAMARACK BUILDERS INC	397	fire station shed roof repair	12/10/2013	1,521.91	1,521.91	12/19/2013
Total 72011					1,521.91	1,521.91	
72029	TOWN OF SEVASTOPOL	2013-59	video recording - board meeting	12/12/2013	150.00	150.00	12/19/2013
Total 72029					150.00	150.00	
73003	VERIZON NORTH	62240091	Village phone - long distance	12/10/2013	22.87	22.87	12/12/2013
		63179920	Village phone - long distance	01/10/2014	43.20		
Total 73003					66.07	22.87	
80018	WI MUNICIPAL CLERKS ASSOC	2014	Dues - Christy	01/03/2014	50.00	50.00	01/09/2014
		2014D	Dues - Janal	01/02/2014	50.00	50.00	01/09/2014
Total 80018					100.00	100.00	
82350	WI PUBLIC SERVICE	DEC13	Street Lights	12/31/2013	2,309.41	2,309.41	01/09/2014
			Old School		7.86	7.86	01/09/2014
			Fire Station		1,095.00	1,095.00	01/09/2014
			Parks Lights		121.81	121.81	01/09/2014
			Sports Complex		1,008.16	1,008.16	01/09/2014
			Dock		1,123.94	1,123.94	01/09/2014
			J Dock		487.12	487.12	01/09/2014
			Boathouse		136.39	136.39	01/09/2014
			Old Fire Station		160.66	160.66	01/09/2014
			Swale Pump		10.76	10.76	01/09/2014
			Bike Trail Lights		169.70	169.70	01/09/2014
			Admin Bldg		671.16	671.16	01/09/2014
			Village Hall		398.31	398.31	01/09/2014
Total 82350					7,700.28	7,700.28	
99998	ONE TIME VENDOR	GKUFRIN	George Kufrin Scand building fund	12/30/2013	50.00	50.00	01/02/2014
Total 99998					50.00	50.00	

Total Paid:	150,852.78
Total Unpaid:	21,219.60
Grand Total:	172,072.38

Dated: 1/10/14

Staff: Juliana Newman

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 12/11/2013 - 01/14/2014

Jan 10, 2014 11:40am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	27672	WWTP equipment - sampler repair	11/30/2013	152.27	152.27	12/11/2013
		27800	lift station generator inlets	01/01/2014	4,100.00		
Total 10005					4,252.27	152.27	
10206	BAUDHUIN INCORPORATED	33997	BSD construction staking - Water	12/19/2013	2,650.00		
Total 10206					2,650.00	.00	
10211	BADGER METER INC	12667901	50 - 5/8" Orion meters & transmitters	01/06/2014	7,879.16		
			2 - 2" Orion meters & transmitters		255.57		
			Meter parts - washers		64.65		
			Meter parts - washers		11.29		
Total 10211					8,210.67	.00	
10216	MARTHA BAKER	DEC 2013	cash register for TKH	12/31/2013	60.00	60.00	01/08/2014
			mileage - Board packet delivery		7.35	7.35	01/08/2014
			mileage - TKH		1.24	1.24	01/08/2014
		NOV 2013	postage	11/30/2013	37.78	37.78	12/11/2013
			mileage		.28	.28	12/11/2013
			mileage		7.53	7.53	12/11/2013
			mileage		.10	.10	12/11/2013
Total 10216					114.28	114.28	
13260	BHIRDO'S BY THE BAY	15206	vehicle fuel allocation	11/30/2013	167.74	167.74	12/11/2013
			vehicle fuel allocation		249.22	249.22	12/11/2013
			vehicle fuel allocation		62.31	62.31	12/11/2013
			equipment fuel allocation		7.57	7.57	12/11/2013
			equipment fuel allocation		11.24	11.24	12/11/2013
			equipment fuel allocation		2.81	2.81	12/11/2013
		15253	vehicle fuel allocation	12/31/2013	231.25		
			vehicle fuel allocation		343.57		
			vehicle fuel allocation		85.90		
			equipment fuel		.00		
Total 13260					1,161.61	500.89	
17506	CELLCOM	021649	cellphones	12/05/2013	42.98	42.98	12/18/2013
			cellphones		63.85	63.85	12/18/2013
			cellphones		15.96	15.96	12/18/2013
			j. neuman		51.03	51.03	12/18/2013
Total 17506					173.82	173.82	
17515	CIVIC SYSTEMS	CVC11451	Utility Billing support	01/01/2014	346.02		
			Utility Billing support		514.08		
			Utility Billing support		128.52		
			Utility Billing support - due from LGUD#1		156.38		
Total 17515					1,145.00	.00	
17530	CRANE ENGINEERING INC	273636-00	MLS maint - rotating assembly	12/12/2013	3,677.60	3,677.60	12/18/2013
Total 17530					3,677.60	3,677.60	
20008	DIGGERS HOTLINE INC	131 1 38501	Locator service	11/30/2013	123.95	123.95	12/11/2013
		131 2 38501	Locator service	12/31/2013	44.40		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20008					168.35	123.95	
20513	ENERGENECS INC	0027500-IN	collection system maintenance	12/19/2013	544.40		
Total 20513					544.40	.00	
30641	FRONTIER	DEC 2013	plant phones	12/01/2013	86.31	86.31	12/11/2013
			plant phones		86.30	86.30	12/11/2013
Total 30641					172.61	172.61	
30642	FRONTIER COMMUNICATIONS	12/2013	telemetry allocation	12/01/2013	1.28	1.28	12/11/2013
			telemetry allocation		1.28	1.28	12/11/2013
			telemetry allocation		.64	.64	12/11/2013
		DEC2013	telemetry allocation	12/19/2013	5.44	5.44	01/08/2014
			telemetry allocation		5.44	5.44	01/08/2014
			telemetry allocation		2.72	2.72	01/08/2014
		JAN 2014	telemetry allocation	01/01/2014	56.80	56.80	01/08/2014
			telemetry allocation		56.80	56.80	01/08/2014
			telemetry allocation		28.40	28.40	01/08/2014
Total 30642					158.80	158.80	
31805	HAMMERSMITH TV	10063193	collection system back-up batteries	12/13/2013	139.93		
Total 31805					139.93	.00	
31819	HALE COMMUNICATION SERVICES	13073	plant phone system repair	01/08/2014	128.00		
Total 31819					128.00	.00	
40963	INDUSTRIAL TOWEL (ITU INC)	5778403	WWTP laundry service	12/10/2013	58.70		
		5784710	WWTP laundry service	12/20/2013	56.81		
Total 40963					115.51	.00	
41005	STEVEN JACOBSON	DEC 2013	postage	12/31/2013	5.60	5.60	01/08/2014
			mileage		17.41	17.41	01/08/2014
			mileage		17.30	17.30	01/08/2014
			mileage		10.09	10.09	01/08/2014
			mileage - re: BSD		9.80	9.80	01/08/2014
			mileage - re: BSD		9.80	9.80	01/08/2014
		NOV 2013	postage	11/30/2013	11.20	11.20	12/11/2013
			mileage		22.66	22.66	12/11/2013
			mileage		22.92	22.92	12/11/2013
			mileage		12.96	12.96	12/11/2013
			mileage - re: BSD		18.90	18.90	12/11/2013
			mileage - re: BSD		18.90	18.90	12/11/2013
Total 41005					177.54	177.54	
41090	JUNGWIRTH'S ACE HARDWARE	DEC 2013	BSD project - W	12/31/2013	25.65		
			office supplies		8.49		
			meter parts		9.74		
			tools		23.77		
			misc. other supplies		8.99		
			water plant maintenance		3.99		
			distribution system maint		21.97		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			vehicle gas/oil/fluids		5.25		
			cleaning supplies		9.99		
			tools		26.99		
			WWTP structure maintenance		27.48		
			WWTP equipment maintenance		4.29		
			main lift station		31.15		
			vehicle gas/oil/fluids		7.79		
			lift station/force main maint		5.99		
			vehicle gas/oil/fluids		1.95		
Total 41090					223.48	.00	
41211	LOEWI, JAY	ERMIT REFUND	well permit fee overpaid	12/11/2013	100.00	100.00	12/11/2013
Total 41211					100.00	100.00	
51410	NEP INC	IN6387	service contract	11/28/2013	112.00	112.00	12/11/2013
			service contract		166.40	166.40	12/11/2013
			service contract		41.60	41.60	12/11/2013
Total 51410					320.00	320.00	
51435	NORTH WOODS SUPERIOR CHEMICAL	45843	medical safety supplies	12/05/2013	25.83	25.83	12/11/2013
			medical safety supplies		38.38	38.38	12/11/2013
			medical safety supplies		9.60	9.60	12/11/2013
Total 51435					73.81	73.81	
51436	NORTHERN LAKE SERVICES INC	246799	WWTP sample testing	12/12/2013	13.60	13.60	12/18/2013
Total 51436					13.60	13.60	
51550	PATRICK JOHNSON	DEC 2013	work shoes	12/06/2013	35.00	35.00	12/11/2013
			work shoes		52.00	52.00	12/11/2013
			work shoes		13.00	13.00	12/11/2013
Total 51550					100.00	100.00	
61640	QUALITY STATE OIL INC	493620	generator oil	12/06/2013	117.76	117.76	01/08/2014
			generator oil		58.88	58.88	01/08/2014
			generator oil		117.76	117.76	01/08/2014
		912257	fuel for pumping - #1 Well	12/12/2013	142.80	142.80	12/18/2013
			fuel for pumping - #2 Well		335.58	335.58	12/18/2013
			fuel for pumping - Plant		467.67	467.67	12/18/2013
Total 61640					1,240.45	1,240.45	
61977	STURGEON BAY UTILITIES	009336	sludge processing	12/16/2013	2,722.57	2,722.57	01/08/2014
Total 61977					2,722.57	2,722.57	
71922	TOP SHELF CAFE & GOURMET	9758	UPS shipping	12/04/2013	21.48		
Total 71922					21.48	.00	
71925	SISTER BAY AUTO	64223	plant generator filter	12/12/2013	83.24		
		64271	'03 Chevy tires	12/12/2013	295.40		
			'03 Chevy tires		438.88		
			'03 Chevy tires		109.72		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			'03 Chevy oil change		19.19		
			'03 Chevy oil change		28.51		
			'03 Chevy oil change		7.12		
		64345	main lift station battery	12/20/2013	421.90		
		64375	'07 Ford oil change	12/20/2013	18.42		
			'07 Ford oil change		27.36		
			'07 Ford oil change		6.84		
		64379	'01 Ford oil change	12/20/2013	19.04		
			'01 Ford oil change		28.28		
			'01 Ford oil change		7.07		
Total 71925					1,510.97	.00	
72053	POSTMASTER	R BILLING 2013	quarterly billing - SB	01/08/2014	139.43	139.43	01/08/2014
			quarterly billing - SB		83.65	83.65	01/08/2014
			quarterly billing - SB		55.77	55.77	01/08/2014
			quarterly billing - LG		22.28	22.28	01/08/2014
			quarterly billing - LG		22.27	22.27	01/08/2014
		)X 655 ANNUAL	PO Box 655	01/01/2014	20.30	20.30	01/08/2014
			PO Box 655		30.16	30.16	01/08/2014
			PO Box 655		7.54	7.54	01/08/2014
Total 72053					381.40	381.40	
72054	USA BLUEBOOK	219566	well repairs - Well #3	12/10/2013	44.07	44.07	12/18/2013
Total 72054					44.07	44.07	
73100	VILLAGE OF SISTER BAY	NOV 2013	payroll and exp pd by Village	12/01/2013	49,956.21	49,956.21	12/18/2013
Total 73100					49,956.21	49,956.21	
82350	WI PUBLIC SERVICE	30347133-00000	electricity - water system	12/23/2013	2,011.29	2,011.29	01/08/2014
			electricity - wastewater plant		5,383.51	5,383.51	01/08/2014
			electricity - lift stations		391.38	391.38	01/08/2014
			electricity - info booth		26.80	26.80	01/08/2014
Total 82350					7,812.98	7,812.98	
82351	WIS PUBLIC SERVICE	DEC 2013	Well #3 - LGUD	12/12/2013	84.68	84.68	12/18/2013
			Well #3 - Sister Bay		254.05	254.05	12/18/2013
Total 82351					338.73	338.73	

Total Paid:	68,355.58
Total Unpaid:	19,494.56
Grand Total:	87,850.14

Dated: 1/10/14

Staff: Juliana Neuman

SPEED LETTER

DONOHUE & ASSOCIATES

DATE: January 9, 2014

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

3311 WEEDEN CREEK ROAD
SHEBOYGAN, WI 53081
PHONE 920-208-0296
FAX 920-208-0402

CONTRACT: North Bay Shore Drive Utility Improvements

Construction Phase Services

PROJECT NO.: 12032

MESSAGE: Request for Payment

Mr. Zeke Jackson,
Dorner, Inc. has submitted Request and Certification for Payment No. 2 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. Change Order Request No. 2 was approved this pay period allowing the contractor to be compensated for the work outlined in that request and is included in this request for payment.

Based upon my review I recommend that the requested payment amount of $204,965.82 be processed and issued to Dorner, Inc. The payment breaks down as follows:
Roadway (Mobilization, Erosion Control, Testing) - $15,689.25
Sanitary Sewer - $70,252.50
Water – $112,466.70
Storm Sewer - $6,557.37

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

Sincerely,

Attach: 3 Copies of Request and Certificate for Payment No. 2

By: _____
David Barber, WI PE

Copy:

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

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Non Finalized Items (G) Quantity	Non Finalized Items (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
1	Mobilization, Demobilization & Administration	1	LS	$ 45,000.00	0.3	$ 13,500.00	0.2	$ 9,000.00		$ -	0.5	$ 22,500.00	
2	Traffic Control	1	LS	$ 22,000.00	0.1	$ 2,200.00	0.2	$ 4,400.00		$ -	0.3	$ 6,600.00	
3	Clear & Grub	1	LS	$ 5,500.00	1	$ 5,500.00		$ -		$ -	1	$ 5,500.00	
4	Unsuitable Trench Bottom	500	CY	$ 0.01		$ -		$ -		$ -	0	$ -	
5	Rock	460	CY	$ 80.00		$ -		$ -		$ -	0	$ -	
6	18" F679 Sanitary (19'-DR25 C905 MH 3A-Pump Station)	273	LF	$ 90.00	258	$ 23,220.00		$ -		$ -	258	$ 23,220.00	
7	15" PVC Sanitary	1738	LF	$ 85.00	1326	$ 112,710.00	383.9	$ 32,631.50	-50.2	$ (4,267.00)	1659.7	$ 141,074.50	
8	12" PVC Sanitary - Temp	10	LF	$ 100.00		$ -		$ -		$ -	0	$ -	
9	10" PVC Sanitary	1267	LF	$ 80.00		$ -	529.1	$ 42,328.00	-160.2	$ (12,816.00)	368.9	$ 29,512.00	
10	8" PVC Sanitary	66	LF	$ 126.00	69	$ 8,694.00	1	$ 126.00		$ -	70	$ 8,820.00	
11	6" Sch 40 PVC Sewer Service (15)	1136	LF	$ 45.00	153	$ 6,885.00	33.5	$ 1,507.50		$ -	186.5	$ 8,392.50	
12	4" Sch 40 PVC Sewer Service (10)	732	LF	$ 40.00	81.5	$ 3,260.00	128.5	$ 5,140.00		$ -	210	$ 8,400.00	
13	12" Storm	92	LF	$ 37.00		$ -	44	$ 1,628.00		$ -	44	$ 1,628.00	
14	18" Storm	251	LF	$ 45.00	201	$ 9,045.00	0.5	$ 22.50		$ -	201.5	$ 9,067.50	
15	24" Storm	451	LF	$ 48.00		$ -	26	$ 1,248.00		$ -	26	$ 1,248.00	
16	27" Storm	362	LF	$ 53.00		$ -		$ -		$ -	0	$ -	
17	36" Storm	193	LF	$ 68.00		$ -		$ -		$ -	0	$ -	
18	48" Sanitary MH (19) 217.38 VF	21	EA	$ 2,500.00	10	$ 25,000.00	5	$ 12,500.00	-2	$ (5,000.00)	13	$ 32,500.00	
19	48" Storm MH (8) 35.3 VF	8	EA	$ 1,800.00	3	$ 5,400.00		$ -		$ -	3	$ 5,400.00	
20	60" Storm MH (4) 22.73 VF	4	EA	$ 2,300.00		$ -		$ -		$ -	0	$ -	
21	72" Storm MH (2) 12.01 VF	2	EA	$ 3,000.00		$ -		$ -		$ -	0	$ -	
22	48" Sanitary Drop MH (1) 13.49 VF 3.5'-10" Drop	1	EA	$ 5,000.00		$ -		$ -		$ -	0	$ -	
23	24" Precast Concrete Endwall	1	EA	$ 700.00		$ -	1	$ 700.00		$ -	1	$ 700.00	
24	36" Precast Concrete Endwall	1	EA	$ 4,000.00		$ -		$ -		$ -	0	$ -	
25	Storm Structure 306 4x6 w/FRP Stoplogs & 2'-24"	1	LS	$ 23,000.00		$ -		$ -		$ -	0	$ -	
26	10" DI Water Main	2734	LF	$ 70.00	931	$ 65,170.00	1158.8	$ 81,116.00	-141.6	$ (9,912.00)	1948.2	$ 136,374.00	
27	1" Copper Water Service	659	LF	$ 30.00		$ -	94	$ 2,820.00		$ -	94	$ 2,820.00	
28	2" Copper Water Service	491	LF	$ 40.00		$ -		$ -		$ -	0	$ -	
29	6" DI Water Service	267	LF	$ 44.00		$ -	118	$ 5,192.00		$ -	118	$ 5,192.00	
30	6" Valve	1	EA	$ 1,075.00	2	$ 2,150.00	2	$ 2,150.00	-2	$ (2,150.00)	2	$ 2,150.00	
31	8" Valve	5	EA	$ 1,550.00	1	$ 1,550.00	1	$ 1,550.00		$ -	2	$ 3,100.00	
32	10" Valve	10	EA	$ 2,200.00	4	$ 8,800.00	7	$ 15,400.00		$ -	11	$ 24,200.00	
33	1" Water Service Connection Set	12	EA	$ 550.00		$ -	2	$ 1,100.00		$ -	2	$ 1,100.00	
34	2" Water Service Connection Set	7	EA	$ 1,300.00		$ -		$ -		$ -	0	$ -	
35	6" Water Service Connection Set	8	EA	$ 2,400.00	1	$ 2,400.00		$ -		$ -	1	$ 2,400.00	
36	Hydrant Assembly, Hydrant, Lead & Valve	4	EA	$ 4,650.00		$ -	4	$ 18,600.00		$ -	4	$ 18,600.00	
37	Density Tests	250	EA	$ 25.00	50	$ 1,250.00	111	$ 2,775.00		$ -	161	$ 4,025.00	
38	Sanitary Sewer Connection @ Ex MH 33 - 10" STH 42	1	LS	$ 950.00		$ -		$ -		$ -	0	$ -	
39	Sanitary Sewer Connection @ Ex MH 155 - 8" STH 42	1	LS	$ 900.00	1	$ 900.00		$ -		$ -	1	$ 900.00	
40	Temp Connection @ Ex MH 340 - 12" Sunset Road	1	LS	$ 1,800.00		$ -	1	$ 1,800.00		$ -	1	$ 1,800.00	
41	Sanitary Sewer Connection @ Ex PS	1	LS	$ 3,000.00	1	$ 3,000.00		$ -		$ -	1	$ 3,000.00	
42	Silt Fence	1873	LF	$ 2.10		$ -		$ -		$ -	0	$ -	
						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 300,634.00		$ 243,734.50		$ (34,145.00)		$ 510,223.50	

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CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
43	Inlet Protection Type A	2	EA	$ 80.00	2	$ 160.00		$ -		$ -	2	$ 160.00	
44	Inlet Protection Type C	16	EA	$ 55.00	16	$ 880.00		$ -		$ -	16	$ 880.00	
45	Tracking Pad	1	EA	$ 950.00		$ -		$ -		$ -	0	$ -	
46	Temporary Asphalt, Roadway	8131	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
47	Temporary Asphalt, Sidewalk	140	SY	$ 17.00		$ -	20	$ 340.00		$ -	20	$ 340.00	
48	Asphalt Drive Replacement	915	SY	$ 32.00		$ -		$ -		$ -	0	$ -	
49	CSW Replacement	100	SY	$ 58.00		$ -		$ -		$ -	0	$ -	
50	Asphalt Road Replacement	978	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
51	Temporary Asphalt Curb	2250	LF	$ 6.50		$ -		$ -		$ -	0	$ -	
52	Gravel Driveway	258	SY	$ 10.00		$ -		$ -		$ -	0	$ -	
53	Rip Rap w/Fabric	68	SY	$ 50.00		$ -		$ -		$ -	0	$ -	
54	Topsoil, Seed, Fertilizer & Mulch	1	LS	$ 30,000.00		$ -		$ -		$ -	0	$ -	
55	Pipe & Manhole Abandonment	1	LS	$ 10,000.00		$ -		$ -		$ -	0	$ -	
56	Allowance for Landscaping	1	LS	$ 15,000.00		$ -		$ -		$ -	0	$ -	
57	2x3 Type B Inlet	1	EA	$ 16,000.00		$ -		$ -		$ -	0	$ -	
58	8" DI Water Main	140	LF	$ 90.00		$ -	28	$ 2,520.00		$ -	28	$ 2,520.00	
						$ -		$ -		$ -	0	$ -	
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						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 301,674.00		$ 246,594.50		$ (34,145.00)		$ 514,123.50	

84

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
	Change Orders					$ -		$ -		$ -	0	$ -	
CO 1	Relocation of the Storm Sewer Outfall	1	LS	$ 12,000.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Village Purchased	1	LS	$ 1,750.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Block & Cutting	1	LS	$ 750.00		$ -		$ -		$ -	0	$ -	
CO 2	24-Inch Storm Sewer PVC	49	LF	$ 56.00		$ -	59	$ 3,304.00		$ -	59	$ 3,304.00	
						$ -		$ -		$ -	0	$ -	
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	Time & Materials					$ -		$ -		$ -	0	$ -	
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						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 300,634.00		$ 249,898.50		$ (34,145.00)	########	$ 517,427.50	

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REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Village of Sister Bay
2124 Autumn Court, PO Box 91
Sister Bay, WI 54234

SUBCONTRACTOR:

ENGINEER: Donohue & Associates
3311 Weeden Creek Road, Sheboygan, WI 53081

ENGINEERS PROJECT NO: 12032

CONTRACTOR: Dorner Inc.
P.O. Box 129 - Luxemburg, WI. 54217-0129

DORNER INC. PAY REQUEST #: 2

REQUEST DATE: December 20, 2013 **SUB CONTRACTOR PAY REQUEST #:** 2

PERIOD FROM: November 23, 2013 **TO:** December 20, 2013

Request is made for Payment, as shown below, in connection with the Contract.
CONTINUATION SHEET, is attached.
The present status of the account for this Contract is as follows:

CHANGE ORDER SUMMARY

Change Orders approved previously		ADDITIONS	DEDUCTIONS
	TOTAL	$0.00	$0.00
Subsequent Change Orders			
Number	Approved (date)		
2	01/07/14	$ 2,632.00	
TOTALS		**$2,632.00**	**$0.00**

Net change by Change Orders $2,632.00

ORIGINAL CONTRACT SUM	$	1,402,359.30
Net change by Change Orders	$	2,632.00
CONTRACT SUM TO DATE	$	1,404,991.30
TOTAL COMPLETED AND STORED TO DATE	$	517,427.50
RETAINAGE **5%** of Completed and Stored to Date **$ 517,427.50**	$	25,871.38
TOTAL EARNED LESS RETAINAGE	$	491,556.12
LESS 0.0% BOND COST	$	-
LESS PREVIOUS CERTIFICATES FOR PAYMENT	$	286,590.30
CURRENT PAYMENT DUE	$	204,965.82

State of: WI County of: DOOR

The undersigned Contractor certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

In accordance with the Contract and this Application for Payment the Contractor is entitled to payment in the amount shown above.

APPROVED FOR PAYMENT
DMBC PE 1/9/2014

Contractor: Dorner Inc.

By: Todd M. Dorner Date: Friday, December 20, 2013

Pay Request	Check Number	Date	Amount
1		12/13/13	$ 286,590.30

Pay Request	Check Number	Date	Amount

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Non Finalized Items (G) Quantity	Non Finalized Items (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
1	Mobilization, Demobilization & Administration	1	LS	$ 45,000.00	0.3	$ 13,500.00	0.2	$ 9,000.00		$ -	0.5	$ 22,500.00	
2	Traffic Control	1	LS	$ 22,000.00	0.1	$ 2,200.00	0.2	$ 4,400.00		$ -	0.3	$ 6,600.00	
3	Clear & Grub	1	LS	$ 5,500.00	1	$ 5,500.00		$ -		$ -	1	$ 5,500.00	
4	Unsuitable Trench Bottom	500	CY	$ 0.01		$ -		$ -		$ -	0	$ -	
5	Rock	460	CY	$ 80.00		$ -		$ -		$ -	0	$ -	
6	18" F679 Sanitary (19'-DR25 C905 MH 3A-Pump Station)	273	LF	$ 90.00	258	$ 23,220.00		$ -		$ -	258	$ 23,220.00	
7	15" PVC Sanitary	1738	LF	$ 85.00	1326	$ 112,710.00	383.9	$ 32,631.50	-50.2	$ (4,267.00)	1659.7	$ 141,074.50	
8	12" PVC Sanitary - Temp	10	LF	$ 100.00		$ -		$ -		$ -	0	$ -	
9	10" PVC Sanitary	1267	LF	$ 80.00		$ -	529.1	$ 42,328.00	-160.2	$ (12,816.00)	368.9	$ 29,512.00	
10	8" PVC Sanitary	66	LF	$ 126.00	69	$ 8,694.00	1	$ 126.00		$ -	70	$ 8,820.00	
11	6" Sch 40 PVC Sewer Service (15)	1136	LF	$ 45.00	153	$ 6,885.00	33.5	$ 1,507.50		$ -	186.5	$ 8,392.50	
12	4" Sch 40 PVC Sewer Service (10)	732	LF	$ 40.00	81.5	$ 3,260.00	128.5	$ 5,140.00		$ -	210	$ 8,400.00	
13	12" Storm	92	LF	$ 37.00		$ -	44	$ 1,628.00		$ -	44	$ 1,628.00	
14	18" Storm	251	LF	$ 45.00	201	$ 9,045.00	0.5	$ 22.50		$ -	201.5	$ 9,067.50	
15	24" Storm	451	LF	$ 48.00		$ -	26	$ 1,248.00		$ -	26	$ 1,248.00	
16	27" Storm	362	LF	$ 53.00		$ -		$ -		$ -	0	$ -	
17	36" Storm	193	LF	$ 68.00		$ -		$ -		$ -	0	$ -	
18	48" Sanitary MH (19) 217.38 VF	21	EA	$ 2,500.00	10	$ 25,000.00	5	$ 12,500.00	-2	$ (5,000.00)	13	$ 32,500.00	
19	48" Storm MH (8) 35.3 VF	8	EA	$ 1,800.00	3	$ 5,400.00		$ -		$ -	3	$ 5,400.00	
20	60" Storm MH (4) 22.73 VF	4	EA	$ 2,300.00		$ -		$ -		$ -	0	$ -	
21	72" Storm MH (2) 12.01 VF	2	EA	$ 3,000.00		$ -		$ -		$ -	0	$ -	
22	48" Sanitary Drop MH (1) 13.49 VF 3.5'-10" Drop	1	EA	$ 5,000.00		$ -		$ -		$ -	0	$ -	
23	24" Precast Concrete Endwall	1	EA	$ 700.00		$ -	1	$ 700.00		$ -	1	$ 700.00	
24	36" Precast Concrete Endwall	1	EA	$ 4,000.00		$ -		$ -		$ -	0	$ -	
25	Storm Structure 306 4x6 w/FRP Stoplogs & 2'-24"	1	LS	$ 23,000.00		$ -		$ -		$ -	0	$ -	
26	10" DI Water Main	2734	LF	$ 70.00	931	$ 65,170.00	1158.8	$ 81,116.00	-141.6	$ (9,912.00)	1948.2	$ 136,374.00	
27	1" Copper Water Service	659	LF	$ 30.00		$ -	94	$ 2,820.00		$ -	94	$ 2,820.00	
28	2" Copper Water Service	491	LF	$ 40.00		$ -		$ -		$ -	0	$ -	
29	6" DI Water Service	267	LF	$ 44.00		$ -	118	$ 5,192.00		$ -	118	$ 5,192.00	
30	6" Valve	1	EA	$ 1,075.00	2	$ 2,150.00	2	$ 2,150.00	-2	$ (2,150.00)	2	$ 2,150.00	
31	8" Valve	5	EA	$ 1,550.00	1	$ 1,550.00	1	$ 1,550.00		$ -	2	$ 3,100.00	
32	10" Valve	10	EA	$ 2,200.00	4	$ 8,800.00	7	$ 15,400.00		$ -	11	$ 24,200.00	
33	1" Water Service Connection Set	12	EA	$ 550.00		$ -	2	$ 1,100.00		$ -	2	$ 1,100.00	
34	2" Water Service Connection Set	7	EA	$ 1,300.00		$ -		$ -		$ -	0	$ -	
35	6" Water Service Connection Set	8	EA	$ 2,400.00	1	$ 2,400.00		$ -		$ -	1	$ 2,400.00	
36	Hydrant Assembly, Hydrant, Lead & Valve	4	EA	$ 4,650.00		$ -	4	$ 18,600.00		$ -	4	$ 18,600.00	
37	Density Tests	250	EA	$ 25.00	50	$ 1,250.00	111	$ 2,775.00		$ -	161	$ 4,025.00	
38	Sanitary Sewer Connection @ Ex MH 33 - 10" STH 42	1	LS	$ 950.00		$ -		$ -		$ -	0	$ -	
39	Sanitary Sewer Connection @ Ex MH 155 - 8" STH 42	1	LS	$ 900.00	1	$ 900.00		$ -		$ -	1	$ 900.00	
40	Temp Connection @ Ex MH 340 - 12" Sunset Road	1	LS	$ 1,800.00		$ -	1	$ 1,800.00		$ -	1	$ 1,800.00	
41	Sanitary Sewer Connection @ Ex PS	1	LS	$ 3,000.00	1	$ 3,000.00		$ -		$ -	1	$ 3,000.00	
42	Silt Fence	1873	LF	$ 2.10		$ -		$ -		$ -	0	$ -	
						$ -		$ -		$ -	0	$ -	
	TOTAL					**$ 300,634.00**		**$ 243,734.50**		**$ (34,145.00)**		**$ 510,223.50**	

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CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
43	Inlet Protection Type A	2	EA	$ 80.00	2	$ 160.00		$ -		$ -	2	$ 160.00	
44	Inlet Protection Type C	16	EA	$ 55.00	16	$ 880.00		$ -		$ -	16	$ 880.00	
45	Tracking Pad	1	EA	$ 950.00		$ -		$ -		$ -	0	$ -	
46	Temporary Asphalt, Roadway	8131	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
47	Temporary Asphalt, Sidewalk	140	SY	$ 17.00		$ -	20	$ 340.00		$ -	20	$ 340.00	
48	Asphalt Drive Replacement	915	SY	$ 32.00		$ -		$ -		$ -	0	$ -	
49	CSW Replacement	100	SY	$ 58.00		$ -		$ -		$ -	0	$ -	
50	Asphalt Road Replacement	978	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
51	Temporary Asphalt Curb	2250	LF	$ 6.50		$ -		$ -		$ -	0	$ -	
52	Gravel Driveway	258	SY	$ 10.00		$ -		$ -		$ -	0	$ -	
53	Rip Rap w/Fabric	68	SY	$ 50.00		$ -		$ -		$ -	0	$ -	
54	Topsoil, Seed, Fertilizer & Mulch	1	LS	$ 30,000.00		$ -		$ -		$ -	0	$ -	
55	Pipe & Manhole Abandonment	1	LS	$ 10,000.00		$ -		$ -		$ -	0	$ -	
56	Allowance for Landscaping	1	LS	$ 15,000.00		$ -		$ -		$ -	0	$ -	
57	2x3 Type B Inlet	1	EA	$ 16,000.00		$ -		$ -		$ -	0	$ -	
58	8" DI Water Main	140	LF	$ 90.00		$ -	28	$ 2,520.00		$ -	28	$ 2,520.00	
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						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 301,674.00		$ 246,594.50		$ (34,145.00)		$ 514,123.50	

88

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
	Change Orders					$ -		$ -		$ -	0	$ -	
CO 1	Relocation of the Storm Sewer Outfall	1	LS	$ 12,000.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Village Purchased	1	LS	$ 1,750.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Block & Cutting	1	LS	$ 750.00		$ -		$ -		$ -	0	$ -	
CO 2	24-Inch Storm Sewer PVC	49	LF	$ 56.00		$ -	59	$ 3,304.00		$ -	59	$ 3,304.00	
						$ -		$ -		$ -	0	$ -	
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	Time & Materials					$ -		$ -		$ -	0	$ -	
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						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 300,634.00		$ 249,898.50		$ (34,145.00)	########	$ 517,427.50	

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Village of Sister Bay
2124 Autumn Court, PO Box 91
Sister Bay, WI 54234

SUBCONTRACTOR:

ENGINEER: Donohue & Associates
3311 Weeden Creek Road, Sheboygan, WI 53081

ENGINEERS PROJECT NO: 12032

CONTRACTOR: Dorner Inc.
P.O. Box 129 - Luxemburg, WI. 54217-0129

DORNER INC. PAY REQUEST #: 2

SUB CONTRACTOR PAY REQUEST #: 2

REQUEST DATE: December 20, 2013

PERIOD FROM: November 23, 2013 **TO:** December 20, 2013

Request is made for Payment, as shown below, in connection with the Contract.
CONTINUATION SHEET, is attached.
The present status of the account for this Contract is as follows:

CHANGE ORDER SUMMARY

Change Orders approved previously		ADDITIONS	DEDUCTIONS
	TOTAL	$0.00	$0.00
Subsequent Change Orders			
Number	Approved (date)		
2	01/07/14	$ 2,632.00	
TOTALS		**$2,632.00**	**$0.00**

Net change by Change Orders $2,632.00

ORIGINAL CONTRACT SUM	$	1,402,359.30
Net change by Change Orders	$	2,632.00
CONTRACT SUM TO DATE	$	1,404,991.30
TOTAL COMPLETED AND STORED TO DATE	$	517,427.50
RETAINAGE **5%** of Completed and Stored to Date **$ 517,427.50**	$	25,871.38
TOTAL EARNED LESS RETAINAGE	$	491,556.12
LESS 0.0% BOND COST	$	-
LESS PREVIOUS CERTIFICATES FOR PAYMENT	$	286,590.30
CURRENT PAYMENT DUE	$	204,965.82

State of: WI County of: DOOR

The undersigned Contractor certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

In accordance with the Contract and this Application for Payment the Contractor is entitled to payment in the amount shown above.

APPROVED FOR PAYMENT
Dan M. Bell, PE 1/9/2014

Contractor: Dorner Inc.

By: Todd M. Dorner Date: Friday, December 20, 2013

Pay Request	Check Number	Date	Amount
1		12/13/13	$ 286,590.30

Pay Request	Check Number	Date	Amount

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
CONTRACTOR'S signed Certification is attached.

REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Non Finalized Items (G) Quantity	Non Finalized Items (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
1	Mobilization, Demobilization & Administration	1	LS	$ 45,000.00	0.3	$ 13,500.00	0.2	$ 9,000.00		$ -	0.5	$ 22,500.00	
2	Traffic Control	1	LS	$ 22,000.00	0.1	$ 2,200.00	0.2	$ 4,400.00		$ -	0.3	$ 6,600.00	
3	Clear & Grub	1	LS	$ 5,500.00	1	$ 5,500.00		$ -		$ -	1	$ 5,500.00	
4	Unsuitable Trench Bottom	500	CY	$ 0.01		$ -		$ -		$ -	0	$ -	
5	Rock	460	CY	$ 80.00		$ -		$ -		$ -	0	$ -	
6	18" F679 Sanitary (19'-DR25 C905 MH 3A-Pump Station)	273	LF	$ 90.00	258	$ 23,220.00		$ -		$ -	258	$ 23,220.00	
7	15" PVC Sanitary	1738	LF	$ 85.00	1326	$ 112,710.00	383.9	$ 32,631.50	-50.2	$ (4,267.00)	1659.7	$ 141,074.50	
8	12" PVC Sanitary - Temp	10	LF	$ 100.00		$ -		$ -		$ -	0	$ -	
9	10" PVC Sanitary	1267	LF	$ 80.00		$ -	529.1	$ 42,328.00	-160.2	$ (12,816.00)	368.9	$ 29,512.00	
10	8" PVC Sanitary	66	LF	$ 126.00	69	$ 8,694.00	1	$ 126.00		$ -	70	$ 8,820.00	
11	6" Sch 40 PVC Sewer Service (15)	1136	LF	$ 45.00	153	$ 6,885.00	33.5	$ 1,507.50		$ -	186.5	$ 8,392.50	
12	4" Sch 40 PVC Sewer Service (10)	732	LF	$ 40.00	81.5	$ 3,260.00	128.5	$ 5,140.00		$ -	210	$ 8,400.00	
13	12" Storm	92	LF	$ 37.00		$ -	44	$ 1,628.00		$ -	44	$ 1,628.00	
14	18" Storm	251	LF	$ 45.00	201	$ 9,045.00	0.5	$ 22.50		$ -	201.5	$ 9,067.50	
15	24" Storm	451	LF	$ 48.00		$ -	26	$ 1,248.00		$ -	26	$ 1,248.00	
16	27" Storm	362	LF	$ 53.00		$ -		$ -		$ -	0	$ -	
17	36" Storm	193	LF	$ 68.00		$ -		$ -		$ -	0	$ -	
18	48" Sanitary MH (19) 217.38 VF	21	EA	$ 2,500.00	10	$ 25,000.00	5	$ 12,500.00	-2	$ (5,000.00)	13	$ 32,500.00	
19	48" Storm MH (8) 35.3 VF	8	EA	$ 1,800.00	3	$ 5,400.00		$ -		$ -	3	$ 5,400.00	
20	60" Storm MH (4) 22.73 VF	4	EA	$ 2,300.00		$ -		$ -		$ -	0	$ -	
21	72" Storm MH (2) 12.01 VF	2	EA	$ 3,000.00		$ -		$ -		$ -	0	$ -	
22	48" Sanitary Drop MH (1) 13.49 VF 3.5'-10" Drop	1	EA	$ 5,000.00		$ -		$ -		$ -	0	$ -	
23	24" Precast Concrete Endwall	1	EA	$ 700.00		$ -	1	$ 700.00		$ -	1	$ 700.00	
24	36" Precast Concrete Endwall	1	EA	$ 4,000.00		$ -		$ -		$ -	0	$ -	
25	Storm Structure 306 4x6 w/FRP Stoplogs & 2'-24"	1	LS	$ 23,000.00		$ -		$ -		$ -	0	$ -	
26	10" DI Water Main	2734	LF	$ 70.00	931	$ 65,170.00	1158.8	$ 81,116.00	-141.6	$ (9,912.00)	1948.2	$ 136,374.00	
27	1" Copper Water Service	659	LF	$ 30.00		$ -	94	$ 2,820.00		$ -	94	$ 2,820.00	
28	2" Copper Water Service	491	LF	$ 40.00		$ -		$ -		$ -	0	$ -	
29	6" DI Water Service	267	LF	$ 44.00		$ -	118	$ 5,192.00		$ -	118	$ 5,192.00	
30	6" Valve	1	EA	$ 1,075.00	2	$ 2,150.00	2	$ 2,150.00	-2	$ (2,150.00)	2	$ 2,150.00	
31	8" Valve	5	EA	$ 1,550.00	1	$ 1,550.00	1	$ 1,550.00		$ -	2	$ 3,100.00	
32	10" Valve	10	EA	$ 2,200.00	4	$ 8,800.00	7	$ 15,400.00		$ -	11	$ 24,200.00	
33	1" Water Service Connection Set	12	EA	$ 550.00		$ -	2	$ 1,100.00		$ -	2	$ 1,100.00	
34	2" Water Service Connection Set	7	EA	$ 1,300.00		$ -		$ -		$ -	0	$ -	
35	6" Water Service Connection Set	8	EA	$ 2,400.00	1	$ 2,400.00		$ -		$ -	1	$ 2,400.00	
36	Hydrant Assembly, Hydrant, Lead & Valve	4	EA	$ 4,650.00		$ -	4	$ 18,600.00		$ -	4	$ 18,600.00	
37	Density Tests	250	EA	$ 25.00	50	$ 1,250.00	111	$ 2,775.00		$ -	161	$ 4,025.00	
38	Sanitary Sewer Connection @ Ex MH 33 - 10" STH 42	1	LS	$ 950.00		$ -		$ -		$ -	0	$ -	
39	Sanitary Sewer Connection @ Ex MH 155 - 8" STH 42	1	LS	$ 900.00	1	$ 900.00		$ -		$ -	1	$ 900.00	
40	Temp Connection @ Ex MH 340 - 12" Sunset Road	1	LS	$ 1,800.00		$ -	1	$ 1,800.00		$ -	1	$ 1,800.00	
41	Sanitary Sewer Connection @ Ex PS	1	LS	$ 3,000.00	1	$ 3,000.00		$ -		$ -	1	$ 3,000.00	
42	Silt Fence	1873	LF	$ 2.10		$ -		$ -		$ -	0	$ -	
						$ -		$ -		$ -	0	$ -	
	TOTAL					**$ 300,634.00**		**$ 243,734.50**		**$ (34,145.00)**		**$ 510,223.50**	

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CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
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REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
43	Inlet Protection Type A	2	EA	$ 80.00	2	$ 160.00		$ -		$ -	2	$ 160.00	
44	Inlet Protection Type C	16	EA	$ 55.00	16	$ 880.00		$ -		$ -	16	$ 880.00	
45	Tracking Pad	1	EA	$ 950.00		$ -		$ -		$ -	0	$ -	
46	Temporary Asphalt, Roadway	8131	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
47	Temporary Asphalt, Sidewalk	140	SY	$ 17.00		$ -	20	$ 340.00		$ -	20	$ 340.00	
48	Asphalt Drive Replacement	915	SY	$ 32.00		$ -		$ -		$ -	0	$ -	
49	CSW Replacement	100	SY	$ 58.00		$ -		$ -		$ -	0	$ -	
50	Asphalt Road Replacement	978	SY	$ 30.00		$ -		$ -		$ -	0	$ -	
51	Temporary Asphalt Curb	2250	LF	$ 6.50		$ -		$ -		$ -	0	$ -	
52	Gravel Driveway	258	SY	$ 10.00		$ -		$ -		$ -	0	$ -	
53	Rip Rap w/Fabric	68	SY	$ 50.00		$ -		$ -		$ -	0	$ -	
54	Topsoil, Seed, Fertilizer & Mulch	1	LS	$ 30,000.00		$ -		$ -		$ -	0	$ -	
55	Pipe & Manhole Abandonment	1	LS	$ 10,000.00		$ -		$ -		$ -	0	$ -	
56	Allowance for Landscaping	1	LS	$ 15,000.00		$ -		$ -		$ -	0	$ -	
57	2x3 Type B Inlet	1	EA	$ 16,000.00		$ -		$ -		$ -	0	$ -	
58	8" DI Water Main	140	LF	$ 90.00		$ -	28	$ 2,520.00		$ -	28	$ 2,520.00	
						$ -		$ -		$ -	0	$ -	
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						$ -		$ -		$ -	0	$ -	
	TOTAL					$ 301,674.00		$ 246,594.50		$ (34,145.00)		$ 514,123.50	

92

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT, containing
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REQUEST NUMBER: 2

PROJECT NAME: 0 Village of Sister Bay ENGINEERS PROJECT NO: 12032

ITEM NO. (A)	DESCRIPTION OF WORK (B)	SCHEDULED QUANTITY (C)	UM	UNIT PRICE (D)	Work Completed: Previous Request (E) Quantity	Previous Request (E) Amount	This Request (F) Quantity	This Request (F) Amount	Stored Materials (G) Quantity	Stored Materials (G) Amount	Total Completed and Stored to Date (E+F+G) Quantity	Total Completed and Stored to Date (E+F+G) Amount	% Com
	Change Orders					$ -		$ -		$ -	0	$ -	
CO 1	Relocation of the Storm Sewer Outfall	1	LS	$ 12,000.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Village Purchased	1	LS	$ 1,750.00		$ -		$ -		$ -	0	$ -	
CO 1	Manhole 303 Block & Cutting	1	LS	$ 750.00		$ -		$ -		$ -	0	$ -	
CO 2	24-Inch Storm Sewer PVC	49	LF	$ 56.00		$ -	59	$ 3,304.00		$ -	59	$ 3,304.00	
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	TOTAL					$ 300,634.00		$ 249,898.50		$ (34,145.00)	#########	$ 517,427.50	

93

BAY SHORE DRIVE OVERSIGHT COMMITTEE
MEETING MINUTES
WEDNESDAY, DECEMBER 11, 2013
(APPROVAL PENDING)

The December 11, 2013 meeting of the Bay Shore Drive Reconstruction Oversight Committee was called to order by Committee Chair Dave Lienau at 2:05 PM.

Present: Committee Chair Dave Lienau, Members Pat Duffy, Paige Funkhouser and Shane Solomon, Village Consultant Robert Kufrin, Finance Director Juliana Neuman, Utilities Manager Steve Jacobson, Donohue Engineer Tammy Kuehlmann, and Wisconsin Department of Transportation staffers Jeremy Ashauer, Alan Farrell, and Jill Hilbert.
Others present: Utility Clerk Martha Baker, Drew Bickford of On Deck Clothing and Larry Gadja until 2.55 PM.

Comments, correspondence and concerns from the public
Lienau noted that he will excuse himself from the meeting for fifteen minutes at 3:00 PM.

Approval of Minutes
Duffy moved to approve the December 10, 2013 agenda and the minutes of the November 19, 2013 Bay Shore Drive Oversight Committee meeting as corrected. Solomon seconded the motion and all voted Aye.

Business Items:
1. Discussion on the Village reconstruction project and schedule and related lingering items
DOT Project Manager Ashauer informed the committee that Highway 42 needs to have paved surface when it is open to traffic as a condition of the State permitting process. Kufrin told the committee it will be impossible to bring in asphalt given the current weather conditions. Kuehlmann of Donohue said that Dorner will close the project for the winter and that concrete would cost nearly $225,000 and that asphalt from Green Bay is not possible in the current extreme cold. She stated that Dorner would pack up in the next week and not be back until March but would restore 2-way traffic for the winter months before they leave. Ashauer told the committee to work with Ray Drake of the DOT regarding the permitting process. Funkhouser will provide Kufrin with information from local year-round business owners related to a decrease in sales between this year and last year. Ashauer explained that the State uses a formula to determine Average Daily Traffic (ADT).

2. Discussion on the status of the 6F conversion and right of way acquisition
DOT representative Jill Hilbert told the committee that her team talked about the Marina Park appraisal and the right-of-way conversion this week and will try to speed up the process. She said they need a land value before they could continue. Kufrin stated that he submitted appraisals for adjacent properties already. Hilbert said she would like to start looking at properties to replace the right-of-way land. Kufrin mentioned several parcels of land as suggestions. Hilbert pointed out that the land taken is recreational outdoor land and needs to be replaced with such. She also said the land could be located anywhere in Door County and mentioned the Peninsula State Park. Lienau asked if additional Marina parking would meet the test. Jacobson mentioned a parcel at the end of Pebble Beach Road. Several properties were discussed and Hilbert said there are 4F issues to be worked through before 6F issues can be addressed. Kufrin suggested other committees may need to be involved in determining which property would be purchased. Hilbert re-stated that the property must be the same value as land acquired. Kufrin will provide location information to the DOT. Hilbert stated the parcel would be 4,818 square feet and that the DOT will

talk about the rock face on Gateway. He said the DOT wants to provide some type of barrier there. Kufrin asked Ashauer if he could provide the committee with cross sections of how the area will look after construction.

d. Snowmobile access during the construction

Ashauer stated that there are concerns regarding snowmobile crossings in the roadway. He said the concerns are minor.

g. Private utility burial

Ashauer talked about the schedule change for burying private utility lines. He said the parcels that they need to do appraisals on are not going to be cleared. The nominal parcels they will send offers out on have a potential to be cleared. If they can clear those parcels for the buried utility line, is there a potential that the Village can get easements for utility rights on private property? Ashauer said the appraisal process will take six to nine months. Kufrin will find out more at the Monday meeting of the DOT and report back to the committee.

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

Nothing new.

Adjournment:

The next meeting of the Bay Shore Drive Oversight Committee was tentatively scheduled for December 11th at 4:35 PM.

At 4:35 PM Funkhouser moved that the meeting be adjourned. Solomon seconded the motion and all agreed.

Respectfully submitted,

Martha Baker
Utility Clerk

Name: h:\files\active\agendas\bay shore\2013\2013_12\1211/13 bsd oversight com. meeting minutes - unapproved v version.doc Created: 12/11/2013 11:28 AM Printed: 1/10/2014 8:47 AM Author: Martha Baker Last Saved: Martha Baker

Door County Coastal Byway Council
Minutes – Thursday, December 12, 2013

Time: 8:30 a.m.
Place: Sevastopol Town Hall, 4528 State Hwy 57 (Institute), Sturgeon Bay WI

Call to Order. Chair Ann Miller called the meeting to order at 8:37 a.m.

Declaration of a Quorum - Adopt agenda. Motion by Kriss and second by Scott to adopt the agenda. Motion carried. The following Council members were present and shall constitute a quorum:
Town of Sevastopol - Chuck Tice, primary
Village of Sister Bay - Scott Baker, primary
Town of Baileys Harbor - Kriss Shorer, primary
Village of Ephraim – Charity Buhr, primary
Town of Liberty Grove – Ann Miller, primary

Also present:
Sam Perlman - DCEDC
Ron Zimmerman and Mike Gross – Schmeeckle Reserve
Christine Salmon - DCVB
Linda Wait – recording secretary

Approve minutes. Motion by Scott and second by Chuck to approve the minutes of November 14, 2013. Motion carried.

Treasurer's Report. Sam reported a current balance of $59,512.35 as of November 30, 2013, after the receipt of $94,666 from the DOT and the disbursement to the communities, representing 2/3rd of the grant. The annual dues statement has been sent out.

Pending Business

A. Review/update/proofing of DCCB Interpretive Plan Draft with group & Schmeeckle Reserve Staff. Ron and Mike distributed the draft Interpretive Master Plan. The final product with be spiral bound, same size and same use of color and graphics. It is about 160 pages, including an appendix. The draft provides a good history and background, along with a roadmap for future development and technology. Ron encouraged the Council to take home the draft plan, review it, provide feedback and suggestions. There will probably be no consensus until the January meeting. Ron and Mike reviewed the various chapters:

Chapter 1: Introduction
Chapter 2: Vision and Mission
Chapter 3: Byway Travelers
Chapter 4: Resources and Stories
Chapter 5: Themes and Messages
Chapter 6: Interpretive Media
Appendix

and elaborated on the credibility, connections, uniformity, meanings for the visitor, engaging the senses and how the kiosks will enforce a visual and harmonize with the plan.

There was some discussion on future wayside exhibits, murals and additional highway signage, if allowable. Ron also recommended the eventual development of travel guides (sample in draft, page 133).

A draft of the revised brochure is included in the plan (page 128), with a suggestion to incorporate the "blue wave." Interpretive websites, social media, audio/visual tours and phone apps are all important links. Our DCCB website should be updated and incorporate the interpretive plan and brochure once finalized.

Comments on the draft included Phenomenal! Fantastic! Unbelievable! Good choice in Schmeeckle!, followed by a round of applause.

Get back to Ron with any changes and/or corrections. Ron will try to get Ann a power point or something along those lines to present to the town boards.

B. Discuss brochure suggestions provided by interpretive plan for 2014 edition – information on Joint Effort Marketing (JEM) grant opportunities & cycles. Sam recommended that each municipality look at the draft brochure and get any changes or comments back to him, Ann or Ron in early January. Sam and Christine volunteered to pursue a JEM grant application, which would be due April 1st. Ron and Mike suggested we keep Jane Carrola/Dennis in mind for funding.

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:
- review interpretive plan
- brochure
- review business plan and dues structure

Next meeting: Thursday, January 23rd 2014 at 8:30 a.m. – Town of Baileys Harbor.

Payment of any Bills. None.

Adjourn. Motion by Kriss and second by Scott to adjourn. Motion carried and meeting adjourned at 10:20 a.m.

Respectfully submitted,
Linda Wait, recording secretary
[draft 12/18/2013]

Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, December 9, 2013
at Ministry Door County Medical 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. Presentation: Jerry Worrick – President/CEO, Ministry Door County Medical Center
Thank you Jerry and Ministry DCMC for a great presentation and a wonderful lunch!!!!!

II. Call to Order
David Ward called the meeting to order at 11:55 a.m.
Directors Present: Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Joe Stutting, Mike Baudhuin, Darren Voigt, Mark Feuerstein, David Ward and Vicki Wilson.
Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Steve McNeil, Zeke Jackson, Rob Burke and Todd Trimberger.
Not Present: David Enigl, Maureen Murphy, Jim Stawicki, Dale Swanson and Jack Moneypenny.
Others Present: Sam Perlman and Paula Sullivan – DCEDC

III. Adoption of Agenda
Agenda amended: Delete item I. and substitute Executive Session regarding the Employee Performance Evaluation of Executive Director.
Vicki Wilson made a motion to accept the Amended Agenda. Jan Campbell seconded. Motion Carried.

IV. Action

A. Adoption of Minutes of Previous Meetings, November 11, 2013.

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

B. Treasurer's Report
1. **Consideration: November 2013 Financial Report.**
Leslie Gast presented the financial report for the month of November, 2013.

Darren Voigt made a motion to accept the November, 2013 financial reports. Mark Feuerstein seconded. Motion carried.

2. **Major Purchases** - none

C. Consideration: Executive Committee recommendations:

1. 2014 Corporation Budgets
Joe Stutting made a motion to accept the 2014 Budgets as presented. Darren Voigt seconded. Motion carried.

2. Committee memberships: DCEDC RLF & Investment committee
   Bill reviewed the policies and current members of these committees.
   A replacement is needed for Bob Kufrin on the Investment Committee, the Executive Committee recommends David Ward.

Leslie Gast made a motion to approve the members as listed on both committees with the addition of David Ward to the Investment Committee. Scott Baker seconded. Motion carried.

D. Election: 2014-2015 Directors:

Mike Baudhuin – representing DCMA
Thad Birmingham – representing the City of Sturgeon Bay
David Enigl – representing County of Door
Mark Feuerstein – representing County of Door
David Ward – At-Large
Joe Stutting – At-Large
Scott Baker – At-Large

Vicki Wilson made a motion to elect the 2014-2015 Directors as nominated. Leslie Gast seconded. Motion carried.

E. Election: EX-Officio Board Members for 2014:

Bill Chaudoir, DCEDC	Rob Burke, U.W. Extension
Dale Swanson, WPSC	Maureen Murphy, County Administrator
Cheryl Tieman, NWTC	Stephen McNeil, City Administrator
Jim Stawicki, SB Utilities	Todd Trimberger, SB Visitor Center
Jack Moneypenny, DCVB	Zeke Jackson, Village Administrator, Sister Bay

Mark Feuerstein made a motion to elect the Ex-Officio Board Members as nominated. Leslie Gast seconded. Motion carried.

F. Consideration: 2014 Officers

Nominees are: David Ward - Chair, Mike Baudhuin-Vice-Chair, Leslie Gast-Treasurer and Bill Chaudoir – Secretary

Elections will take place in January*

G. Consideration: Adoption of 2014 Stategic Work Plan Priorities

Bill reviewed the results of the Work Plan Survey. The top staff and Board initiatives were identified and discussed:

1. Redevelopment Plans
2. Sturgeon Bay Shipbuilding Cluster
3. 25th Anniversary Celebration
4. New Business Financing Tools
5. Workforce Taskforce
6. Business Retention

These initiatives will be presented with suggested action steps at the January meeting. To be approved in January.

H. **Consideration: Approve support letter for Country Ovens Buy Local, Buy WI Grant.**

Leslie Gast made a motion to approve the support letter for Country Ovens. Scott Baker seconded. Motion carried.

I. **Closed session to review the Employee Performance Evaluation of the Executive Director.**
Bill, Paula and Sam left the room. David Ward reported on the results of the evaluations completed by the Board for Bill.

V. **Informational**

A. **Draft Budget of 25th Anniversary Celebration**
This item was tabled until the January meeting.

B. **Executive Director's Report**
Bill Chaudoir reviewed the Executive Director's Report for November.

C. **Workforce/Housing/Technology Retention Report**
Sam Perlman reviewed the Workforce/Housing/Technology Retention Reports.

D. **Invitation to DCEDC Holiday Social**
Please join us on December 18th from 4-6!

VI. **Next Meeting – January 13, 2014 – Door County Business Development Center**

VII. **Adjournment**

A motion was made by Mark Feuerstein to adjourn. Vicki Wilson seconded. Motion carried. Meeting adjourned at 1:10 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

DOOR COUNTY
ECONOMIC DEVELOPMENT CORPORATION

December 18, 2013

To Whom It May Concern:

The staff and Board of Directors of the Door County Economic Development Corporation strongly support the proposed relocation of the Door County Child Care Services, Inc. (DCCC) to the vacant childcare facility located on Lansing Avenue in the Sturgeon Bay Industrial Park.

The 380 acre Industrial Park is home to over 50 businesses and 1,500 employees. The availability of quality and convenient child care services is a critical need of this growing business district. Several employers contacted me and expressed their concern when the Sneakers and Boots childcare facility was closed. The location of the vacant facility on the west edge of the Industrial Park makes it a preferred service provider for many workers employed in the Industrial Park. Business owners and managers in the Park are concerned that the loss of this critical employee support service will impact the availability of a workforce to support their business.

Many businesses in the Industrial Park are experiencing significant growth and are expanding their facilities and adding jobs. Some of the growing businesses include Hatco Corp, Therma Tron X, Inc., Pro Products, and NEW Industries, Inc. In addition to new hires to support future business growth, most businesses are dealing with hiring replacements for the baby boomer generation employees that have reached retirement age. The availability of good quality and convenient childcare facilities for these businesses has never been more important than it is today.

I have toured the vacant childcare facility and am impressed that it is in very good condition and is fully equipped to resume business operations without significant investment for new equipment or remodeling. This state of the art facility complies with current local, state and federal codes for this use. This is in great contrast to the current DCCC facilities that do not meet most codes, but is able to operate under grandfather rules for older pre-existing facilities.

DCCC management has worked with our partner organization, the UWGB-Small Business Development Center (SBDC) on a business plan to help guide the growth and relocation of the childcare center. I have discussed the plan with SBDC business counselor Chuck Brys. He is confident the business can achieve the goals and financial performance outlined in the plan. In fact, he believes the future sustainability and success of the organization is dependent on the proposed relocation of the childcare center. A key element to the business plan is that the current owner of the vacant facility is motivated to dispose of the property and has offered it to DCCC at a very significant discount. This opportunity to upgrade their facilities at such a reasonable cost is unlikely to available in the future.

We strongly support the proposed relocation of the DCCC to the St. Bay Industrial Park and encourage other individuals and organizations to support and assist in any way possible. Thank you for this opportunity to comment on this important project. If you have any questions, please do not hesitate to contact me.

Sincerely,

Bill Chaudoir
Executive Director

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DOOR COUNTY
ECONOMIC DEVELOPMENT CORPORATION

January 13, 2014

WHEDA
Attn: Jim Rodgers
201 West Washington Avenue
Suite 700
Madison, WI 53703

Dear WHEDA-

The Door County Economic Development Corporation supports the proposed rehabilitation of the Williamstown Bay Apartments at 133 North 15th Drive, Sturgeon Bay, Door County, WI, a 16-unit elderly USDA Rural Development Section 515 property. The proposed project by Pioneer Property Management will help address a significant housing need in the Sturgeon Bay housing market.

The existence of quality housing stock provides a major link in a community's economic profile. Residential development creates a need for consumer products and goods, driving the local economy. DCEDC has long recognized that housing is an integral part of the success of the entire county and has supported many initiatives to improve the quantity of a wide variety of housing options in Door County.

DCEDC has maintained an active Attainable Housing Committee for several years to address the issues related to affordable housing in Door County. The Committee currently has twenty members, representing local and regional individuals and organizations dedicated to formulating and executing programs to help address the need for residential housing for Door County.

To monitor and help measure the severity of the housing need, the committee and staff periodically conduct a rental housing vacancy survey. The most recent rental inventory completed by the DCEDC Attainable Housing Committee in winter 2008-2009 found a countywide rental vacancy rate of 3.4%, well below the national average of 10.1% for the same time period. This indicates that the rental market throughout the county is operating at almost full capacity, with little to no availabilities.

The proposed rehabilitation project will help to improve the overall condition of the Door County housing market. As mentioned above, the availability of a good mix of quality housing stock is a crucial component of our community business climate; the proposed project will be a significant enhancement to our area.

We strongly urge WHEDA to support the proposed rehabilitation project.

Thank you for the opportunity to comment on this important project. If you have any questions, please do not hesitate to contact me.

Sincerely,

William D. Chaudoir
Executive Director

David Ward
Chairman of the Board

Sister Bay / Liberty Grove Library Commission
Meeting December 10, 2013

The meeting of the Sister Bay / Liberty Grove Library Commission was called to order by Virginia Phelan at 1:05 P.M.

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

Absent: Frank Forkert

Public Input: Henry Timm asked to express a concern over the acoustics in the community room. Allen Strack will look into finding someone who could look at our problem.

Librarians Report

Statistics for the month of November are as follows:

Circulation:
2013: 4915 YTD: 65,613
2012: 5743 YTD: 68,268

Overdrive:

E-books uses:	Audio-books Uses:
2013: 188	2013: 56
2012: 85	2012: 36

SAM (Public Internet)

2013: 455 Sessions	13,810 Total Minutes
2012: 516 Sessions	15,846 Total Minutes

Wireless:
2013: 500 Users
2013 499 Users

Library Visits:
2013: 3136
2012: 4053

Programs:

2013: 7 Programs	Attended by 77 Adults; 55 Juv. Total 132
2012: 3 Programs	Attended by 66 Adults; 54 Juv. Total 120

The downward trend in circulation numbers is not only occurring here at our branch, but throughout the OWL's system. This is probably due to a number of factors, including E-book use from libraries and commercial vendors and mistakes on self-check.
I'd like to acknowledge and thank our volunteers for decorating the library for the holidays. In addition to our usual tree and greenery, we have on display wonderful dioramas created by Carol Pinkala. We've had many compliments from customers regarding the festive look of the library this season.

Review and Approve the Minutes of the November 12, 2013 Meeting:
Margot Warch moved and Pam Abshire seconded a motion to approve the minutes of the November 12, 2013 meeting as corrected. The motion passed 5-0.

Review and Approval of Bills:

Wisconsin Public Service	Electric	$663.68
Sparkle Cleaning Service	General Cleaning	$780.00
Lakeshore Landscape	Garden Maintenance	$1,141.67
Van's Fire & Safety, Inc.	Fire Extinguisher Service	$82.20
Action Electric	Repair Lights / Ballast	$336.18
Frontier	Telephone	$120.63
Total		$3,124.36

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

Back Yard:
Henry Timm and Sue Krause looked at the presentation area. They felt that the area needed some lights and amplifier equipment. We also discussed the benches and tables needed for the area. Ralph Blankenburg and Allen Strack reported that they had looked at benches and tables for Kirby Built. They have a large selection of products made out of recycled plastic lumber. After discussion Ralph was asked to see if sales representative from Kirby Built could be at the next meeting. Margot Warch suggested that we should look into purchasing a checker set first and wait on the chess set. It was also suggested that we find a way to secure the checkers outside.
We also want to look into someone to build the gazebo. Ralph will check into who built the gazebo at Scandia Village.

Next Meeting:
January 14 at 1:00 p.m.

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

Submitted by: Ralph Blankenburg.

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, DECEMBER 4, 2013
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The December 4, 2013 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 3:05 P.M.

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

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

Others: Paige Funkhouser, Deb Anderson, Jordan Burress and Lyle Bruss

Comments, correspondence and concerns from the public:
Lienau asked if anyone wished to address a non-agenda item. Paige Funkhouser, the SBAA Coordinator, indicated that approximately 250 people attended the tree lighting ceremony. The other "Capture The Spirit" activities were very well attended and a number of favorable comments were heard. Funkhouser thanked the Parks Committee for allowing temporary parking on N. Bay Shore Drive during that event.

Lienau noted that a copy of an e-mail from Carol Champeau as well as an e-mail from Jeff Bakke had been included in the meeting packets. In her e-mail Ms. Champeau states that she is enjoying the beautiful "pole reindeer" which are displayed throughout the Village, and Mr. Bakke asks if it would be possible for the "No Dogs Allowed" sign which is posted at the entrance to the overflow boat parking lot to be taken down for the winter months. If this occurred people could walk their dogs around the orchards.

Discussion took place regarding Bakke's request, and Mann pointed out that Curtis Wiltse informed him that it is very problematic if people walk their dogs in or around his orchard. (A State Inspector walks through the orchard on a regular basis, and if the Inspector finds too much feces on the ground Wiltse could be precluded from harvesting his cherries.) Suppanz will contact Bakke and explain the situation.

Approval of minutes as published:
A motion was made by Clove, seconded by Baker that the minutes for the November 6, 2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 7. Discussion regarding the YMCA Teen Center proposal:
A proposal from the YMCA concerning Teen Center programming was included in the meeting packets. In that document Jordan Burress, the Youth Coordinator at the YMCA, states that the Northern Door YMCA would be in interested in offering a "Teen Night" at the Northern Door Program Center one day per month in January, February, March and April from 5:00 P.M. to 10:00 P.M. The cost of the programming would be approximately $1,300. Burress was present, and pointed out that the alternate programming and a change of location is being proposed as insurance issues would arise if YMCA employees act as

chaperones and/or Program Directors at the Teen Center in Sister Bay.

Deb Anderson, the Secretary-Treasurer of the Teen Center Board, stated that she has no idea how well the program offerings at the YMCA will actually be accepted by the kids.

Doersching indicated that officials at the Door County Auditorium informed her that they would be willing to donate a "Before I Die" board to the Teen Center, and asked Anderson if she would like one of them. Anderson gratefully accepted the offer. Doersching will coordinate pick-up and delivery of the board with Mann.

Item No. 1. Discussion regarding ground cover plantings in low traffic areas:
Donna Scattergood has suggested that ground cover plantings be made in low traffic areas throughout the Village. Discussion took place regarding this issue and Mann pointed out that in the past ground cover plantings were made on some Village properties, but he and the other Parks Department crew members found that they required much more care than mowed grass. Several of the Committee members pointed out that they believe the Village's grassy areas look very nice and should continue to be maintained in the current fashion.

Item No. 2. Discussion regarding a Sculpture Park proposal:
Lyle Bruss stated that he walks by the wetlands at the new Fire Station on a number of occasions and believes that would be a perfect location for a sculpture park. Walking trails could also be created in that area. If Village officials are interested in such a concept he would be happy to do further research on the issue and form a Committee of interested persons. Bruss anticipates that the sculptures would be donated or placed on display for specific time periods by local artists.

Bruss was asked to do further research regarding this issue, and he agreed. He will present a formal proposal regarding the sculpture park to Jackson ASAP.

Item No. 3. Discussion regarding pick-up of Christmas trees:
For a number of years the Parks Department crew members have conducted a "Christmas Tree Pick-Up". Since the Village has a new chipper Mann would like to put the trees through that piece of equipment rather than pile them in a local gravel pit. It was the consensus that this will be fine. It was also the consensus that trees shall be picked up on Monday, January 6, 2014 and Monday, January 13, 2014. Suppanz will see that an applicable press release is prepared and distributed.

Item No. 4. Discussion regarding the beach project, the performance pavilion project and the Bay Shore Drive project:
Jackson noted that Kufrin was not able to attend this meeting but asked that he provide the following oral report:

- Dorner Construction's insurance agent came up and determined that there was not sufficient signage posted in the utility construction area. Safety issues also came into play, but all those issues have now been addressed.
- The bids for the Performance Pavilion are due tomorrow at 2:00 P.M.
- The beach project will be re-bid.
- Negotiations are ongoing regarding relocation of the outfall pipe by Matt Myre's residence.

Item No. 5. Report from Steve Mann on fall and winter activities:
Mann gave the following oral report:

1. Due to the state of the utility construction project snow removal in the downtown area will be very difficult this winter.
   It was the consensus that Mann shall remove as much snow as possible from the sidewalks where there is pavement, and do as good a job as possible in other downtown areas, but not take chances on injuring employees or damaging Village equipment. Jackson will see that a press release is prepared and will also forward an applicable notice to Paige Funkhouser. Funkhouser indicated that she will see that the notice is e-mailed to all the SBAA members ASAP.
2. The seals on the front wheel bearings of the tractor went out recently and they will be repaired.
3. A seal on the 1999 "Grasshopper" lawn mower also went out. That lawnmower is only used for collecting leaves, but the necessary repairs would cost approximately $750. There are attachments which could be purchased for the other mowers, but they could cost up to $3,200. It was the consensus that Jackson and Mann shall do some research on this issue and report their findings to the Committee ASAP.
4. Two different contractors who install spray foam insulation came to the Maintenance Building to give Mann estimates, but they both indicated that a fire retardant covering will be required. Neither of them are capable of applying that covering. One of the contractors did give Mann the name of a company which can handle the whole job, and representatives of that company will be coming to meet with Mann in the near future. He will report back to the Committee on this issue.

Mann asked when the Village's Christmas decorations should be taken down, and it was the consensus that all the decorations should remain up through Super Bowl weekend.

Item No. 6. Discussion regarding other parks and streets activities:
Jackson has been having conversations with a local property owner regarding creation of rights-of-way. The Village attorney is working on this issue.

The sale of the "Old School" property should be completed very soon. There are a few issues which are still being addressed by the Village attorney.

Item No. 8. Discussion regarding TKH operations for 2013-2014:
Funkhouser pointed out that she has received several inquiries about when the ice rink will be open. The Committee members responded that the rink should be open very soon. Further information will be posted as soon as it is available on the Village's website, and the answering machine at the ice rink will also contain informational messages.

Item No. 9. Consider a motion to convene into closed session pursuant to Wis. Stats. §19.85(1)(c) to discuss personnel and employee compensation; and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:
At 4:01 PM a motion was made by Lienau, seconded by Doersching that the Parks Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee compensation, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was

taken on the motion, and the Committee members voted in the following fashion:

Baker – Aye;
Clove – Aye;
Lienau – Aye;
Doersching – Aye.

Motion carried.

Item No. 10. Consider a motion to reconvene into Open Session:
At 4:42 PM a motion was made by Lienau, seconded by Baker that the Parks Committee reconvene into Open Session. A roll call vote was taken on that motion, and the Board members again voted in the following fashion:

Baker – Aye;
Clove – Aye;
Lienau – Aye;
Doersching – Aye.

Motion carried.

Item No. 11. Consider a motion to take action, if required:
A motion was made by Lienau, seconded by Clove that in 2014 a Teen Center Counselor position shall be created. To that end, the Village's 2014 budget shall be amended in such fashion that $2,000 is transferred from the YMCA programming account to the Teen Center account. The Teen Center Counselor will be expected to work at the Teen Center on Saturday evenings. Motion carried – All ayes.

A motion was made by Doersching, seconded by Baker that the TKH Ice Skating Rink Promotions Agreement for 2014 which was reviewed at this meeting is approved as presented. Motion carried – All ayes.

A motion was made by Baker, seconded by Lienau that $3,000 of the revenues derived from ice rink advertising sales shall be reallocated to the Ice Rink portion of the 2014 Budget for the Village of Sister Bay. Those funds shall be used to cover the Ice Rink Manager's salary. Motion carried – All ayes,

Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:
No future agenda items were suggested and there were no referrals to a committee, official or employee.

Adjournment:
At 4:51 P.M. a motion was made by Lienau, seconded by Clove to adjourn the meeting of the Parks Committee. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

PLAN COMMISSION MEETING MINUTES
THURSDAY, DECEMBER 3, 2013
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The December 3, 2013 meeting of the Plan Commission was called to order by Acting Chairperson Pat Duffy at 5:33 P.M.

Present: Acting Chairperson Pat Duffy and members Don Howard, Scott Baker, Nate Bell and Hugh Mulliken.

Excused: Chairperson Dave Lienau, Marge Grutzmacher and Eric Lundquist

Others: Jim Springer, Mary Kay Shumway, John Clove and Greg Casperson

Staff Members: Janal Suppanz, Administrative Assistant.

Comments, correspondence and concerns from the public:
Duffy asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:
A motion was made by Mulliken, seconded by Baker that the Agenda for the December 3, 2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
As to the minutes for the November 7, 2013 meeting of the Plan Commission:
A motion was made by Baker, seconded by Mulliken that the minutes for the November 7, 2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Review and consider a preliminary plat for a division of land on Orchard Drive:
Jim Springer, Willard Kramer's son-in-law, recently approached the Village with a request to divide Parcel No. 181-00-08312842, consisting of approximately 28.70 acres of land. That land has been owned by Willard, who is now 93 years of age and is residing in a nursing home, for approximately 85 years. The property has historically been used for farming purposes, and is still maintained as such. Unfortunately the Kramer family has found that it will be necessary to sell the previously mentioned property to cover Willard's expenses. Springer believes that division of Parcel No. 181-00-08312842 into smaller parcels would be prudent and would facilitate the sale of the property.

In May of 2013 the Village adopted new routes for officially mapped streets. Those new street rights-of-way were intended to "straddle" property lines so as not to adversely impact property owners disproportionately. Current policy would mandate that in the process of dividing the previously mentioned land the Kramer family be required to record dedicated rights-of-way for roads and utilities in accord with the Official Map. The Zoning Code contains specific regulations regarding lengths of driveways and modification of the Official Map, and if any changes are made a public hearing will be required. There have been a number of people interested in purchasing the Kramer property, but all of them had issues with the costs associated with creation and dedication of the officially mapped streets. Springer asked if the Commission would consider eliminating the officially mapped streets on the Kramer property or has suggestions for

alternate measures which could be taken so as to eliminate a burden on his family.

Mary Kay Shumway is the Realtor who is working with the Kramer family. It is her understanding that the Kramer family has no desire to create a subdivision. They also do not intend to request that the zoning for the previously mentioned property be changed. Shumway firmly believes that requiring that the officially mapped streets remain creates a hardship for the Kramer family and could be considered a "material adverse fact".

John Clove pointed out that it is his understanding that the Official Map is "a planning tool" which is "a work in progress" and is intended to be reviewed on an "as needed" basis. He does not believe it's fair to "de-value" anyone's property.

Discussion took place regarding Springer's request, and some of the Commission members pointed out that other developers were required to comply with the Official Map regardless of the associated costs. An alternate measure which was suggested was that if someone does decide to purchase or develop the Kramer property they be required to pay any and all costs associated with creation of new streets, but, in return be given the opportunity to decide where those streets should actually be located. Of course, any new street alignments would have to be approved by Village officials and connectivity would have to be maintained. Potential Official Map amendments were pointed out and Jackson took note of all of them.

Item No. 2. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:
Jackson gave the following oral report:

1. During the past month no new Zoning Permits were issued and no enforcement actions were taken.
2. Work is ongoing on the Scandia Village expansion project.
3. He has been having conversations with Barbara Hull regarding acquisition of property which would ensure connectivity with the Canterbury Lane extension.

Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to a committee, Village official or employee:
A motion was made by Duffy, seconded by Howard that a public hearing shall be conducted regarding Jim Springer's request to amend the Official Map for the Village of Sister Bay on Tuesday, January 7, 2014 at 5:30 P.M. Motion carried with Bell abstaining.

Village staff members were asked to see that a map depicting the potential map amendments which were discussed this evening be included in the packets for the January meeting of the Plan Commission. It was also the consensus that prior to the public hearing Steve Jacobson, the Utilities Manager, shall be asked to provide an opinion as to the impacts which will be realized if the previously mentioned Official Map amendments are made.

Adjournment:
A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan Commission at 7:02 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

SPECIAL PLAN COMMISSION MEETING MINUTES
FRIDAY, DECEMBER 13, 2013
Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
(APPROVAL PENDING)

The December 13, 2013 special meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:33 P.M.

Present: Chairperson Dave Lienau, and members Pat Duffy, Nate Bell, Marge Grutzmacher, and Scott Baker.

Excused: Eric Lundquist, Don Howard and Hugh Mulliken.

Others: Jim Springer and John Clove

Staff Members: Janal Suppanz, Administrative Assistant.

Comments, correspondence and concerns from the public:
Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:
A motion was made by Grutzmacher, seconded by Baker that the Agenda for the December 13, 2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Discussion regarding some of the sections of the Comprehensive Plan and the CUPAC Study:
Jim Springer, the spokesperson for the Kramer family, recently approached the Village with a request to divide Parcel No. 181-00-08312842, consisting of approximately 28.70 acres of land, which is now owned by Willard Kramer. That property has historically been used for farming purposes, and is still maintained as such. Springer believes that division of Parcel No. 181-00-08312842 into smaller parcels would be prudent and would facilitate the sale of the property. He has requested that some of the officially mapped streets which run through the previously mentioned property be eliminated. At the last meeting a motion was made that a public hearing be conducted regarding Springer's request, but Jackson and Lienau believe that prior to that hearing the Plan Commission members should review the CUPAC study, the Comprehensive Utilities Plan and related documents. Hence, this meeting was scheduled. Steve Jacobson, the Utilities Manager, explained the history behind the previously mentioned documents and also pointed out that the Official Map is intended to be used as a planning tool, but it also must take the provisions of the CUPAC Plan and the Comprehensive Utilities Plan as well as Fire Code regulations into consideration. (Before any of those documents were approved by Village officials a considerable amount of planning and study was required.)

Item No. 2. Discussion regarding sections of Chapter 54 of the Municipal Code for the Village of Sister Bay:
A copy of Chapter 54 of the Municipal Code was included in the meeting packets and the Commission members jointly reviewed that document.

Item No. 3. Discussion regarding potential changes to the officially mapped streets depicted on the Official Map for the Village of Sister Bay:
Lienau indicated that it is his understanding that Village regulations require that anyone requesting Official Map amendments must propose new road configurations which will comply with the requirements of the CUPAC Plan, the Comprehensive Utilities Plan and the Fire Code. They must also provide rationale for the requested amendments. In accord with the provisions of the Land Division and Platting Code, if a land division does occur the rights-of-way for officially mapped streets must be dedicated.

Jim Springer and John Clove pointed out that because potential buyers must be informed of the fact that the officially mapped streets exist and dedication of rights-of-way for those streets must occur, several people have decided not to buy the property as they fear that a large amount of additional expense will be incurred. This requirement has created a hardship for the Kramer family as they are in a position where it has become necessary to sell Willard's property to cover his nursing home expenses.

The question arose as to how this problem could be alleviated, and the suggestion was made that the north/south officially mapped streets be eliminated from the "low density" property in question. The Commission members also suggested that an interpretive guideline be prepared which states that dedicated rights-of-way are only required if and when there is a change in use or if development is proposed.

A motion was made by Grutzmacher, seconded by Bell that the public hearing on Jim Springer's request for an Official Map amendment shall be rescheduled for 5:30 P.M. on Tuesday, February 4, 2014. Springer, who is representing the family of Willard Kramer, the owner of Parcel No. 181-00-08312842, *has requested that the street highlighted in yellow on the map which is hereby attached and incorporated by reference be deleted. Motion carried – All ayes.*

Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:
Jackson indicated that he will draft the previously mentioned interpretive guideline and present it to the Commission for review and consideration at a future meeting. He will also draft an amendment to the existing driveway regulations and likewise present that document to the Commission members for review and consideration at a future meeting.

Adjournment:
A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan Commission at 7:15 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Administrative Assistant

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, DECEMBER 5, 2013
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The December 5, 2013 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Carol Clikeman at 8:09 A.M.

Present: Carol Clikeman, Steve Gomoll, Heidi Hitzeman, Jessica Grasse, Drew Bickford, Jeanne Hoffman, John Ostran and Shane Solomon. James Larsen arrived at 8:54 A.M.

Excused: Windy Bittorf, Nora Zacek, Tonya Crowell and Larry Gajda

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

Business Items:

Item No. 1. Approval of the Agenda:
A motion was made by Hitzeman, seconded by Gomoll, that the Agenda for the December 5, 2013 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 2. Approval of the minutes for the November 7, 2013 SBAA meeting:
A motion was made by Ostran, seconded by Bickford that the minutes for the November 7, 2013 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 3. Election of officers for 2014:
Clikeman noted that Windy Bittorf has volunteered to serve as Treasurer for the SBAA for another year, but the offices of President and Vice-President will be vacated. She then described the duties of each of those offices, and asked for nominations from the floor.

Solomon nominated Windy Bittorf to serve as Treasurer, and that nomination was seconded by Gomoll. It was the consensus that nominations for the office of Treasurer should be closed.

A motion was made by St. Henry, seconded by Gajda that a unanimous ballot shall be cast for Windy Bittorf to serve as the Treasurer of the SBAA. Motion carried – All ayes.

In the past, if and when it became necessary, the Vice-President of the SBAA assumed the duties and responsibilities of the President. Since Clikeman has resigned James Larsen, who is the current Vice-President, is the next person in line for that office. Funkhouser indicated that Larsen informed her that he would be a bit late, and it was the consensus that further discussion regarding this agenda item should be tabled until such time as Larsen does arrive.

No. 4. Discussion regarding designation of festival and event Chairpersons:
Funkhouser's job duties have grown significantly and she simply does not have time to

work on all the festivals and events which are sponsored by the SBAA by herself. She definitely appreciates the help SBAA members have provided in the past, but finds that she must ask for more help. All the events which are sponsored by the SBAA were shown on a white board, and it was the consensus that each of the Board members should choose an event they would be willing to chair or at least help organize. A list of the events and the person(s) who chose them follows:

Film Fest – Bickford
Easter Egg Hunt – Grasse
Goat Parade - Zacek
Sip & Savor/Paddlefest – Hitzeman & Crowell
Festival of Fine Arts – Hoffman
Peninsula Century Bike Ride – Gomoll
Fall Fest Craft Fair – Solomon
Fall Fest Activities & Games – Ostran
Fall Fest Music & Volunteers – Gajda
Capture The Spirit – Zacek
Concerts In The Park - Bittorf

Since there is always a shortage of volunteers for special events and festivals, Funkhouser was asked to publicize that fact. She was also asked to mail a "friendly reminder" to all the business owners in the Village in an attempt to solicit their help.

Item No. 5. Discussion regarding the 2014 Budget:
A draft budget was included in the meeting packets, and the Board members jointly reviewed that document. Solomon indicated that he believes it would be wise for the SBAA to create a special reserve account or a "penny plan" which is intended to strictly be used for large capital expenditures. It was the consensus that Solomon's suggestion should be addressed at length at the next Board meeting.

A motion was made by Hitzeman, seconded by Bickford that the SBAA's 2014 Budget be approved as presented. Motion carried – All ayes.

The Board members thanked Funkhouser and Bittorf for all the work they did on the budget.

Item No. 6. Financial Report:
Suppanz and Bittorf did not have an opportunity to do the monthly bookkeeping prior to this meeting. They will be doing it on Monday, December 9, 2013 and Bittorf will see that financial reports are e-mailed to the all the Board members ASAP.

Item No. 7. Update on the Village's Economic Development Project:
Since Gajda, who is the Chair of the Village's Economic Development Committee, was not present this agenda item was not addressed.

Item No. 8. Update on the Bay Shore Drive Reconstruction Project:
Work is progressing on the Bay Shore Drive Reconstruction Project. Several signage and safety issues have been addressed.

Continuation of Item No. 3. Election of officers for 2014:
When Larsen arrived he was asked if he would accept a nomination to serve as President of the SBAA. He responded that if no one else is willing to serve he would again accept a nomination for Vice-President and will help as much as possible with festivals and special events, but simply does not have the time to devote to the office of President. Discussion took place regarding this issue and finally Gomoll volunteered to serve as President and Grasse volunteered to serve as Vice-President.

Solomon nominated Steve Gomoll to serve as President of the SBAA, and that nomination was seconded by Bickford.

Larsen nominated Jessica Grasse to serve as Vice-President of the SBAA, and that nomination was seconded by Hitzeman. Nominations were then closed.

A motion was made by Larsen, seconded by Ostran that a unanimous ballot shall be cast for Steve Gomoll to serve as the President of the SBAA. Motion carried – All ayes.

A motion was made by Larsen, seconded by Ostran that a unanimous ballot shall be cast for Jessica Grasse to serve as the Vice-President of the SBAA. Motion carried – All ayes.

Item No. 9. Discussion regarding festivals and special events:

- **Governor's Conference on Tourism**

The Governor's Conference on Tourism will be conducted in Lake Geneva from March 2 – 4, 2014. Funkhouser and two Board members will be allowed to attend the conference on behalf of the SBAA. It was the consensus that the two Board members who will attend shall be Jessica Grasse and Jeanne Hoffman.

- **Film Fest**

Funkhouser will be working with Joel Kersebet and Chris Opper on Film Fest. There is a possibility that a movie night might be conducted at the Sister Bay Bowl on Saturday, December 21, 2013.

- **Village-Wide Rummage Sale**

Sharon Doersching and Denise Bhirdo will be chairing the 2014 Village-Wide Rummage Sale. They are looking for someone else to take over the chairperson duties in the future and will keep Funkhouser advised of the progress which is being made on this issue.

- **Farmer's Market**

The suggestion has been made that the SBAA sponsor a downtown farmer's market. Funkhouser has discussed this issue with the organizers of the Country Walk Farmer's Market and they would be willing to move their market downtown. Arthur and Greer Braun have been asked if it would be possible to use their property for such an activity, and they granted permission on the condition that the SBAA provide liability insurance and see that any damage which is done to their property is repaired. The estimated cost of the additional insurance coverage should range between $150 and $200. Funkhouser has done some research regarding other communities' farmers markets, and believes the SBAA should sponsor their farmer's market on Wednesdays between

2:30 and 4:30 P.M. or 3:00 P.M. and 5:00 P.M. She also believes participating vendors should be charged a flat rate for the season, and that one of those individuals should be designated the Manager of the Sister Bay Farmer's Market.

It was the consensus that Funkhouser shall attempt to organize a Downtown Farmer's Market and report on the progress which has been made on this issue at the next Board meeting.

Item No. 10. Coordinator's Report:
The Coordinator's Report was included in the meeting packets, and the Board members jointly reviewed that document. "Capture The Spirit" went really well. Approximately 250 people attended the tree lighting ceremony and the kids "loved" the cookie decorating project. Funkhouser thanked Ostran, Zacek, the Piggly Wiggly, Grasse and her daughter, Charlotte, for all their assistance. Room tax collections for September were up by approximately $1,000. "The Cookbook" is now a member of the SBAA. To date Funkhouser has had one person come into her office asking for tourist information, but she attributes the lack of visitors to the road construction project.

Adjournment:
A motion was made by Ostran, seconded by Hitzeman to adjourn the meeting of the SBAA Board of Directors at 10:00 A.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of November 21, 2013 9:00 a.m.
Fish Creek – Gibraltar Fire Station, 1495 County Rd F

ACTION ITEMS:
Stayton moved and Tice seconded to approve the agenda as submitted. Motion carried.

Starr moved and Boston seconded to approve the October 17, 2013 minutes as corrected. Motion carried.

Nelson moved and Stayon seconded for Roberts to mail the letter to the municipalities regarding AB385. Motion carried.

Stayton motioned and Zacek seconded to accept the 2014 schedule. Motion carried.

Nelson moved and Stayton seconded to approve reports and payables plus receipts for November 2013 in the amount of $493,964.07. Motion carried.

Starr motioned and Le Clair seconded to approve the Burkart-Heisdorf Insurane Proposal for 2014. Motion carried.

Anderson motioned and Stayton seconded that the Administrative Assistant banking relationship policy be sent to Attorney Vande Castle for review. Motion carried.

Weddig motioned and Zacek seconded to approve the 2014 Keber Rose Engagement Letter.

Tice moved and Boston seconded to convene into Closed Session to Consider motion for Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1)(a)(f) or (g) to consider enforcement action against certain businesses regarding the room tax permitting, late payments and reporting. Motion carried by roll call.

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

Stayton moved and Boston seconded that Roberts direct Attorney Van de Castle to pursue Maple Grove Motel in civil court and to proceed with docketing a foreign judgment against Windy Hill and complete letters to non-filing properties. Motion carried.

Stayton moved and Boston seconded to adjourn. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Bryan Nelson, Mike Johnson, Fred Anderson, Josh Van Lieshout, Nancy Robillard, Bill Weddig, Dick Skare, Elizabeth LeClair, Frank Forkert, Chuck Tice, Nora Zacek, Bob Starr, and Carol Stayton

Excused: Dave Holtz

Absent: Jeff Larson, Keith Krist, Nancy Culver, Chad Kadanko, Dennis Statz, Richard Briggs and Deb Jeanquart.

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

Call to Order

Chair Van Lieshout called the meeting to order at 9:03 a.m.

Approval of the Agenda
Stayton moved and Tice seconded to approve the agenda as submitted. Motion carried.

Starr moved and Boston seconded to approve the October 17, 2013 minutes as corrected. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts
Moneypenny stated that the 2014 DCVB budget sent to Administrative Assistant to be included in the DCTZC meeting packet was sent in error. He was not prepared to discuss the 2014 DCVB budget at this time.

Moneypenny noted that the DCVB received the zip code program from Bay Lakes Information Systems last week which will be used to flow zip code information into mapping software. This information will allow the DCVB to match up actual reservations with targeted the marketing areas as determined by the Strategic Plan. Moneypenny went on to say that the DCVB has yet to determine how this information will be released publically. Moneypenny went on to say that the project has very reasonable, about seven hundred ($700) dollars thus very cost effective. He went on to say that the program pulls in data every two (2) weeks from the thirty eight (38) participating properties. Moneypenny added that the DCVB will now be able to see if marketing campaigns result in reservations rather than just tracking internet traffic to the DCVB website.

Weddig asked if the data would be broken down by municipality. Moneypenny said that the data would not be tracked by municipality due to confidentiality, but that the real goal of this process is to see what impact the DCVB marketing is having on Door County.
Skare inquired if the information would be available to non-lodgers. Moneypenny said the extent of what would be released has yet to be decided, but that the information could and should be useful to all types of businesses. He added that there shouldn't be any big revelations but what it should do is reinforce what is currently being done.

Moneypenny went on to say that the DCVB has worked with Destination Marketing International to refine and create a sport calculator algorithm. Door County now has a formula that data can be entered into to provide what kind of financial impact a sporting event will have on Door County. Groups that hold events in the area will be invited to submit information at a low cost to determine their value to the community.

Rasmussen reported the DCVB had received a trailblazer award for their micro site expert bloggers from the Wisconsin Association of Convention and Visitors Bureaus for their outstanding "Insider Experts" social media campaign

Jarosh said that eleven (11) journalist visited Door County in October, the eighth (8) press trip of the year. For every dollar spent since 2007 on the media marketing program there has been a return of 763%, for every dollar spent there has been a return of $7.63 worth of media coverage in terms of ad value equivalency. He went on to report that a Discover Wisconsin "Ice Age Trail" segment about the eastern terminus of the trail was filmed in Door County on October 14. The segment is scheduled to air on the weekend of April 12-13, 2014. The Capture Door County book will be available after December 13, 2013 and the photo submissions continue into 2014. Jarosh went on to say that Door County was highlighted in Country Magazine, Huffington Post, Budget Travel and some TV mentions such as Young and the Restless and Betrayal, which specifically mentioned Baileys Harbor.

Nelson inquired about Media Marketing Program Impressions on page 4 of the October 2013 Marketing and Communications Report. He asked what the difference between 2012 (3,258,160 impressions) and 2013 (285,691,328 impressions). Jarosh responded that the articles in Huffington Post and Yahoo led to postings in multiple locations adding to increased exposure.
Starr inquired about the new reality show about ice fishing being filmed. Jarosh responded that they had heard about it and felt that there was plenty of content available.
Moneypenny concluded the DCVB reporting by informing the Commission that the 2014 DCVB Strategic Marketing Plan would be forwarded to Roberts for mailing. He added that the report included trend information this year in addition to the budget.

Moneypenny spoke to the issue of dog friendly restaurant establishments. Moneypenny stated that the current laws dictate that it is illegal to have dogs present where food is served. He went on to say that the DCVB has removed the "dog friendly" column out of the listings in the visitor guide as the DCVB can't support something that is against the health code. However, the code may change next year and if that happens, individual restaurants will have to submit a plan to the health department for approval. He reminded everyone that this does not apply to service animals. Moneypenny also spoke about the development of a program that would allow for DCVB board members to go into communities and town boards to present PowerPoint presentations that would take about ten (10) to fifteen (15) minutes but would continue to build on informing the communities about the DCVB.

Moneypenny talked about the recent rewriting of the DCVB mission and vision statement. He stressed that the new statement had a focus on sustainability. To that focus he spoke to the development of EVS stations for eclectic vehicles. He felt that this would be great PR for Door County since no one else is doing this but also helps continue the "Travel Green" focus. He said the DCVB would be looking for partners in the

community along with grants to get the program rolling. Multiple commission members expressed interest in the program and requested information from Moneypenny.

Forkert asked if there were any updates on the room tax legislation. Moneypenny said that the DCVB board endorsed the legislation, the League of Municipalities strongly opposes the legislation and Moneypenny stressed that the legislation has no changes for how a community spends the revenue. Skare voiced his concern that the legislation does not accommodate a zone with multiple municipalities involved. He went on to say that he was uncomfortable with the idea of the DCVB paying the DCTZC. Moneypenny responded that it was a "push comes to shove" option to keep the DCTZC legal. Anderson stressed that nothing about this part of the legislation is changing. Moneypenny stressed that the changes that will take place for Door County should the legislation pass is the 3% rebate to the innkeeper for credit card processing fees. He added that he felt that the rebate will make the community stronger by not absorbing the costs of credit card fees. This partnership and relief might make people more engaged in collecting the tax. The legislation makes sense and does not drastically change anything in Door County.

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

Roberts reported that for the report month of August she sent out fifty six (56) "No Report" letters to owner managed properties. As of November 6, 2013, ten (10) no reports remain for the month of August. Unpaid taxes, fees and interest amount to $1,470.777 as of November 12, 2013 from seven (7) permit holders.

Six (6) permits were issued since October reporting and Roberts reported that she is currently at work on six (6) unpermitted properties through compliance.

Roberts reported that she has been working with the Washington Island Observer to get the letter drafted to the Town of Washington Island run. Chair Van Lieshout proposed that the letter be run once immediately and then twice next season. Roberts requested approval for the size of the ad in which the Commission felt that a quarter page was acceptable for now and a half page for season next year.

Roberts submitted for approval a draft of a letter to the municipalities with notice regarding AB385. **Nelson moved and Stayon seconded for Roberts to mail the letter to the municipalities regarding AB385.** Motion carried.

Roberts advised the Commission that she had encountered a number of complaints by permit holders in which they felt that the date in which payments are posted should be the post mark and not the date in which it is received in office. Because Lensert was not in attendance Starr requested the conversation be tabled until the next meeting so that Lensert could offer her opinion.

Roberts presented a tentative 2014 meeting schedule to the Commission. She inquired if the Commission wished to decrease the number of meetings in 2014. Nelson felt that it was important to keep the schedule as it was for the sake of representation. Le Clair asked how bills would be paid if the Commission did not meet monthly. Van Lieshout added that he liked the meetings monthly and asked that the calendar be ratified so that Roberts could set a 2014 schedule.

Stayton motioned and Zacek seconded to accept the 2014 schedule. Motion carried.

Discussion on Current Comparable Occupancy numbers for 2012

Van Lieshout noted that for the year collections were up 1.7%.

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

Nelson moved and Stayton seconded to approve reports and payables plus receipts for November 2013 in the amount of $493,964.07. Motion carried.

Discussion on Commission Attendance

Van Lieshout discussed that Le Clair had brought the issue of attendance to his attention and felt that it may be necessary at this point to discuss the issue. He asked if it may be necessary to talk about a rule to compel members to attend meetings or request the removal of a member. Le Clair offered that instead of mailing the check to the municipalities, perhaps attendance should be required to receive the municipal checks. Le Clair went on to say that it was a civic duty to attend; if you volunteer to sit on the Commission you need to show up for the meetings. She went on to say that everyone is busy and has work, but if you are appointed you need to attend the meetings.

Nelson suggested a policy be drafted that would allow for a certain number of absences, but if there are further absences the member then would be reported to the town clerk. Weddig recommended sending the attendance records to the municipalities so that they are aware of the attendance of their representatives. Tice added that the municipalities should decide if they want to count towards the quorum and if they do they need to require attendance. Anderson asked if the onus should be at the commission, community or municipal level. Starr agreed that the attendance records should be sent to the municipalities so that they are aware of attendance. Starr added that he would vote against any attendance policy that would allow for only a certain number of absences before a member would be asked to step down.

Moneypenny added that he recently attended a meeting in Ephraim. He said that with the recent changeovers with town boards there may be some education that needs to occur in that boards need people to represent and educate; that is what a body is about.

Van Lieshout directed Roberts to send the attendance records to each municipality.

Discussion of Burkart-Heisdorf Insurance Proposal for 2014
Starr motioned and Le Clair seconded to approve the Burkart-Heisdorf Insurance Proposal for 2014. Motion carried.

Discussion of DCTZC policy regarding the changes in the relationship between the TZC Administrative Assistant and its banking services provider.
Van Lieshout advised the Commission that this policy was drafted to resolve the revised banking documents that were drafted by Associated Bank. Nelson added that he wasn't comfortable with making the Administrative Assistant the sole Administrator of the account without some policies and procedures in place. The policy would require the Administrative Assistant to go to the Chair and the Treasurer to make any changes and then having it ratified by the Commission. Starr suggested that the policy be reviewed by Attorney Vande Castle.
Anderson motioned and Stayton seconded that the Administrative Assistant banking relationship policy be sent to Attorney Vande Castle for review. Motion carried.

Discussion of 2014 Budget
Van Lieshout discussed that the DCTZC 2014 budget will be worked on over the course of the next month and be presented at the December meeting. Roberts asked if she should coordinate a meeting with Lensert, Van Lieshout and Nelson. Van Lieshout asked Roberts to coordinate calenders.

Discussion and approval of the Kerber Rose Engagement Letter for 2014
Weddig motioned and Zacek seconded to approve the 2014 Keber Rose Engagement Letter. Motion carried.

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

Tice moved to convene into Closed Session as per statutes named; Boston seconded. Motion carried

CLOSED SESSION

Consider a Motion to Reconvene into Open Session
Nelson moved to reconvene into Open Session; Tice seconded. Motion carried.

Stayton moved and Boston seconded that Roberts direct Attorney Van de Castle to pursue Maple Grove Motel in civil court and to proceed with docketing a foreign judgment against Windy Hill and complete letters to non-filing properties. Motion carried.

Adjournment

Stayton moved to adjourn; Boston seconded. Motion carried.

The meeting adjourned at 10:50 a.m.

Respectfully submitted,

Kim Roberts

Kim Roberts
Administrative Assistant

UTILITIES COMMITTEE MEETING MINUTES
Tuesday, January 7, 2014
Sister Bay Fire Station
(Unapproved Version)

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

Present: Committee Chair Patrick Duffy, and Members Scott Baker, Shane Solomon, Peter Sauer, Fred Anderson, and Frank Forkert.

Staff Members: Village Administrator Zeke Jackson (arrived at 7:40), Utility Manager Steve Jacobson. Utility Supervisor Mike Schell, Finance Director Juliana Neuman, Utility Clerk Martha Baker, and Town Administrator Bud Kalms.

Approval of the Agenda:
Motion was made by Forkert, seconded by Baker, to approve the January 7, 2014 agenda as presented. Motion carried – all ayes.

Approval of the December 3, 2013 meeting minutes:
Motion was made by Duffy, seconded by Sauer, to approve the December 3, 2013 minutes as presented. Motion carried – all ayes.

Public Comments and Correspondence
No comments or correspondence.

Discussion Items
1. Administrative Related:
a. Discussion on Wastewater Treatment Plant ownership issue
Nothing new.

b. Discussion on e-Billing and on-line payment system implementation
M. Baker presented more information to the committee regarding credit card processing fees. Duffy stated that the Village Board unanimously agreed that the customers should not bear the costs of fees for their credit card payments and that the Utility should cover that expense. After a lengthy discussion Baker said she will provide testimonials from other PSN users and more information regarding the laws that apply to processing credit cards.

c. Discussion on sludge handling planning and proposal from RE Lee
Jacobson presented a proposal from RE Lee to study sludge handling for the future. He stated that new phosphorus rulings, as well as new growth to the system, may affect the way the Utility handles sludge. He asked RE Lee to let us know what we can do without needing to go through a Complete Facilities Plan. Duffy said he feels the proposal from RE Lee is not complete and would like to see more substance and more options. Sauer feels that item 3 of the proposal limits the options of the utility. Jacobson will speak with RE Lee and have them include more options than land application and hauling to Sturgeon Bay. Sauer asked if the proposal included Town of Liberty Grove waste. Jacobson said this has nothing to do with capacity; it's all about the operation of the Wastewater Treatment Plant and future operations. Sauer said that the question was raised

as to whether the Town wants to be involved with the cost of what is proposed. Jacobson proposed that the costs of future sludge handling be paid from the sale of the sludge spreading land. He said the change in regulations is causing us to examine how we handle sludge treatment in the future. Jacobson will present a more complete proposal from RE Lee. Forkert stated that he would like to be sure that the money from the sale of the sludge spreading land is in a separate bank account. Neuman confirmed that it is.

d. Capacity, Management, Operation and Maintenance Program requirements for written program for Sister Bay and Liberty Grove Utility District, (WPDES 2.4 permit requirements)
Jacobson told the committee that new regulations require Sister Bay Utility and Liberty Grove Utility District #1 to prepare a Capacity, Management, Operation and Maintenance Program (CMOM) for their collections systems. He said the DNR is now requiring the cleaning, maintaining and televising of the collection system be put in writing. He said RE Lee has prepared CMOMs for other communities and will assist in preparing them for Sister Bay and LGUD#1.

e. Business Promotion Signage along Detour Route
Jackson stated that he has had feedback from the Sister Bay business community which points to a 50% decline in business from last year. The business community blames the loss of business on the road construction through the Village and would like the utility to purchase promotional signs and flags for the businesses that are open in the winter. Jackson asked for approval of $500 expenditure for the signs. M. Baker expressed concerns regarding spending public funds to pay a private enterprise expense. After a lengthy discussion Jackson also stated that the business community would like to run print and radio ads and asked the committee to agree on a $4,000 expenditure for that purpose. Forkert opposed using utility funds and stated that it is a Village issue and should therefore be expended from Village funds. There was then discussion regarding the role of Liberty Grove committee members on the utility committee in regard to items that pertain only to the Village of Sister Bay. Kalms asked again for confirmation that the money from the sale of sludge land is being held in a segregated account and used only for sludge processing. He also stated that any signs to be placed in Liberty Grove need to be approved before they are put up in the Town. After further discussion Duffy made a motion to recommend to the Village Board that the Utility spend up to $500 for signs but that the Village Board should see this as a larger, Village issue and if the Village wouldn't be willing to pay the $500 then the funds could come from the Utility. Motion was seconded by S. Baker. Motion passed – all ayes with one opposed.

2. <u>Plant Related</u>:
a. Monthly Capacity Reports
As presented.

3. <u>System related</u>:
a. Canterbury Lane to Maple Drive status
Jackson reported that there was a construction meeting with Scandia Village on Monday, January 6, 2014. They continue to press forward with Canterbury Lane construction. Conversations continue with Barbara Hull regarding the acquisition of her property.

b. Garot project status
Mr. Garot is interested in pursuing financing through the Village for infrastructure and that discussion is ongoing.

c. Scandia Village Project status
Discussed in item 3.a. Harbor Construction will proceed with construction as weather allows.

d. Bay Shore Drive reconstruction status
Jacobson reported that during construction there was a large amount of clear water inflow at the Plant. A broken pipe was repaired which stopped a large portion of the inflow but more locating is being done to find out where the clear water is coming from. The crew is pulling manholes and hopes to find where the water is coming from before Spring runoff. Jacobson reported that Dorner is responsible, per agreement, for televising the lines and will be here this Thursday or Friday with a camera to do so.

4. Report from Utility Manager:
Nothing new to report.

5. Report from Utility District representative:
Nothing new to report.

6. Report from Town of Liberty Grove representative:
Nothing new to report.

7. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:
None.

Adjournment:
A motion was made by Baker, seconded by Anderson, to adjourn the January 7, 2014 meeting of the Utilities Committee at 8:40 AM. Motion carried – All ayes.

Respectfully submitted,
Martha Baker
Utility Clerk

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