



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, February 11, 2014 at 6:00 P.M.

Sister Bay Village Hall – 10693 N. Bay Shore Drive

For additional information check: <http://www.sisterbaywi.gov>

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

Call Meeting to Order

Deviations from the agenda order shown may occur.

Roll Call

Approval of minutes as published

Comments and Correspondence

New Business Items

1. Consider a motion to approve Ordinance No. 221-021114 amending the portion of the Official Map for the Village of Sister Bay which relates to the area east of Orchard Dr. and North of Flint Ridge Rd.
2. Consider a motion to approve a transfer in the amount of \$127,761 from the CIP for the purchase of a new Tanker Truck for the SBLG Fire Department.
3. Discussion on Scheduling Board of Review dates for 2014.
4. Review of the monthly financial statements and consideration of a motion to approve the monthly bills.
5. Report on County activities from the County Supervisor, Dave Lienau.
6. 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 un-approved form.)

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

Adjournment

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
THURSDAY, JANUARY 16, 2014
SISTER BAY FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The January 16, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:00 PM.

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

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

Others: Laddie Chapman, Virginia Phelan, Allison Nesbitt, Richard and Jeanne Hoffman, Paige Funkhouser, Windy Bittorf, Larry Gajda, and Steve Gomoll.

Approval of minutes as published:

As to the minutes for the December 10, 2013 meeting of the Village Board:

Baker noted that the December 10, 2013 meeting was conducted at the Fire Station, not the Village Hall.

A motion was made by Duffy, seconded by Baker to approve the minutes for the December 10, 2013 meeting of the Village Board as amended. Motion carried - All ayes.

Comments and Correspondence:

Lienau asked if anyone in the audience wished to address a non-agenda item. No one responded. He then noted that a letter of thanks from the Village of Ephraim for support the Sister Bay-Liberty Grove Fire Department provided at the Ephraim Inn fire, as well as a letter of resignation from Sara Unkefer, a member of the Economic Development Committee, were included in the meeting packets.

New Business Items:

Item No. 1. Presentation by the Door County Civility Project:

Shirley Skalish made a presentation on behalf of the Door County Civility Project, and noted that she and the other members of the Civility Project firmly believe each one of us can and must take actions to improve civility on a daily basis. The Door County Civility Project is a non-profit organization which is community based. The members of that group realize that disagreements are a part of everyday life, but also believe everyone should make a conscious effort to increase civility, even when disagreements do occur. There are basically nine tools of civility:

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

1 Individual civility pledge sheets were included in the meeting packets, and Skalish requested
 2 that each of the Board members seriously consider signing those documents. She also is re-
 3 questing that the Village Board consider adopting the draft Resolution which was included in
 4 the meeting packets.

5
 6 Lienau thanked Skalish for taking the time to attend this meeting and pointed out that because
 7 there was a lengthy agenda, discussion would not take place regarding this agenda item.

8
 9 **Item No. 2. Consider a motion to adopt Resolution 280, which states that the Village Board
 10 will promote the use of and adherence to the nine tools of civility:**

11 *A motion was made by Lienau, seconded by Baker that Agenda Item No. 2 – Consider a motion
 12 to adopt Resolution 280, which states that the Village Board will promote the use of and adher-
 13 ence to the nine tools of civility, be tabled until a later Village Board Meeting. Motion carried –
 14 All ayes.*

15
 16 **Item No. 12. Consider a motion to convene into closed session pursuant to Wis. Stats.,
 17 §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or
 18 written advice concerning strategy to be adopted by the body with respect to litigation in
 19 which it is or is likely to become involved:**

20 *At 6:24 PM a motion was made by Lienau, seconded by Duffy that the Village Board convene
 21 into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the
 22 governmental body who is rendering oral or written advice concerning strategy to be adopted
 23 by the body with respect to litigation in which it is or is likely to become involved. A roll call
 24 vote was taken on the motion, and the Board members voted in the following fashion:*

25
 26 *Abshire – Aye; Baker – Aye; Clove – Aye;*
 27 *Duffy – Aye. Lienau – Aye; Scattergood – Aye;*
 28 *Solomon – Aye.*

29 *Motion carried.*

30
 31 **Item No. 13. Consider a motion to reconvene into Open Session:**

32 *At 6:52 PM a motion was made by Lienau seconded by Baker that the Board reconvene into
 33 Open Session. A roll call vote was taken on that motion, and the Board members again voted in
 34 the following fashion:*

35
 36 *Abshire – Aye; Baker – Aye; Clove – Aye;*
 37 *Duffy – Aye. Lienau – Aye; Scattergood – Aye;*
 38 *Solomon – Aye*

39 *Motion carried.*

40
 41 **Item No. 14. Consider a motion to take action, if required:**

42 No formal action was taken.

43
 44 *At 6:55 P.M. a brief recess was taken and the Board reconvened at 7:02 P.M.*

45
 46 **Item No. 3. Report on annual SBAA activities by the SBAA Coordinator Paige Funkhouser, and
 47 review of the SBAA budget for 2014:**

48 The SBAA Coordinator, Paige Funkhouser, presented the 2014 SBAA budget and pointed that
 49 all the festivals and special events which will be conducted and sponsored by the SBAA in
 50 2014 are delineated in that document. Several of the Board members noted that the SBAA's
 51 budget is "very tight", and the suggestion was made that fees for special events be increased

1 slightly. Funkhouser responded that the SBAA Board of Directors discussed this issue and de-
 2 cided that it would not be a wise course of action to raise fees as there is concern that such ac-
 3 tions might deter people from coming to Sister Bay at all, which will hurt the entire business
 4 community. If budget shortfalls do occur cost saving measures will be taken.

5
 6 Lienau stated that he realizes there is a lot of “behind the scenes” work going on at the SBAA,
 7 and thanked Funkhouser and the entire SBAA Board of Directors for all their service to the
 8 community. The other Village Board members concurred.

9
 10 **Item No. 4. Consider a motion to approve Resolution 279 opposing SB 349, which document**
 11 **pertains to non-metallic mining:**

12 Senate Bill 349, (SB 349), limits the authority of political subdivisions of the State of Wisconsin
 13 to regulate non-metallic mining and removes a local government’s authority to regulate those
 14 activities. This will significantly limit a municipality’s ability to protect the health, safety and
 15 welfare of its citizens by removing regulatory authority over such items as water quality protec-
 16 tion, natural buffer maintenance, and/or noise limitations. The full text of the legislation and an
 17 analysis of it was included in the meeting packets, and the Board members jointly reviewed
 18 that documentation. At a recent DCEDC meeting Jackson, Baker and the Door County Adminis-
 19 trator, Maureen Murphy, spoke in opposition to SB 349.

20
 21 *A motion was made by Lienau, seconded by Duffy that the Village Board passes and adopts*
 22 *Resolution No. 279 voicing opposition to SB 349, which document pertains to regulation of*
 23 *non-metallic mining. Motion carried – All ayes.*

24
 25 **Item No. 5. Consider a motion to accept the recommendation of the Parks Committee to**
 26 **award a contract for public construction of a performance pavilion to Zeise Construction of**
 27 **Green Bay for a cost ranging between \$450,000 and \$490,000, with the Village’s contribution**
 28 **not exceeding \$50,000; and authorize the Village President to sign the Notice of Award and**
 29 **Contract:**

30 Zeise Construction was the low bidder for the Pavilion Project. The Parks Committee has rec-
 31 ommended that final plans for that project be approved, and that the total cost of the project
 32 not exceed \$450,000, with the Village’s contribution not exceeding \$50,000. Originally cost
 33 estimates came in at approximately \$485,000, but as a cost saving measure the Committee
 34 recommended elimination of natural stone on the interior of the stage and also suggested that
 35 the “I” beams be exposed. It would be nice to have those items, and they were preferred by the
 36 donors, and, therefore, Jackson will attempt to solicit additional donations for the excess
 37 amount. In order to cover the Village’s contribution the 2014 budget would have to be amend-
 38 ed and CIP fund reallocations made.

39
 40 *A motion was made by Clove, seconded by Baker that the Village Board conditionally approves*
 41 *a contract with Zeise Construction of Green Bay, WI for the construction of a performance pa-*
 42 *vilion, and authorizes the Village President to execute an applicable contract and award letter.*
 43 *The cost of the pavilion shall not exceed \$485,000, and the Village’s contribution for that struc-*
 44 *ture shall not exceed \$50,000. Motion carried – All ayes.*

45
 46 *It was the consensus that once Jackson knows whether or not additional funds will be donated,*
 47 *the possibility of doing budget amendments and CIP fund reallocation shall be referred to the*
 48 *Finance Committee.*

49
 50
 51 **Item No. 6. Consider a motion to approve an amendment to the Board of Trustee Bylaws:**

1 **Item No. 7. Consider a motion to approve an amendment to the Rules of Order and Organiza-**
 2 **tion for all Standing and Special Committees/Commissions:**

3 The Waterfront Master Plan presented the philosophy that the face of Sister Bay is its waterfront.
 4 With the beach and pavilion projects moving forward, it is anticipated that use of the parks and
 5 marina will increase significantly. That increased usage will tax the amenities which are pres-
 6 ently available and they will quite likely have to be upgraded. Village officials will also need to
 7 plan for the relocation of the Visitor Center. Hence, Lienau is recommending that an Ad Hoc
 8 Waterfront Oversight Committee be created. The Waterfront Oversight Committee would be
 9 made up of one member of the Finance Committee, one member of the Marina Committee, one
 10 member of the Parks Committee, one SBAA representative and one citizen.

11
 12 In light of the fact that a significant portion of the Village's workforce has reached or is nearing
 13 retirement age Village officials should begin to actively consider how they will move forward
 14 with employee compensation and benefits, both for current and future employees. Challenges
 15 of recruitment and retention must also be met with an appropriate wage and benefits structure
 16 which will allow for attraction of quality candidates. Therefore, Lienau is also recommending
 17 that an Ad Hoc Administrative and Compensation Oversight Committee be created. That com-
 18 mittee would be made up of the Village President, one member of the Finance Committee, one
 19 member of the Personnel Committee and one citizen.

20
 21 If the previously mentioned committees are created it will be necessary for amendments to be
 22 made to the Village Board Bylaws as well as the Rules of Order & Organization for Village
 23 Committees and Commissions. Drafts of both of those documents were included in the meeting
 24 packets, and the Board members jointly reviewed them. A few revisions were suggested and
 25 Jackson took note of all of them.

26
 27 *A motion was made by Lienau, seconded by Abshire that the Village Board approves the sug-*
 28 *gested revisions to the Board of Trustee Bylaws and Rules of Order and Organization for all*
 29 *Standing and Special Committees and Commissions as amended. Motion carried – All ayes.*

30
 31 *Scattergood pointed out that the By-Laws state that Board members should have NIMS Train-*
 32 *ing, and asked when an applicable training session will be conducted. Jackson will do some re-*
 33 *search on this issue and, if possible, schedule training for all the Board members who are not*
 34 *compliant.*

35
 36 **Item No. 8. Consider a motion to adjust the meeting frequency of certain committees:**

37 *With the creation of the previously mentioned committees there is a distinct possibility that*
 38 *Board and Committee members as well as the Village's budget will become overtaxed, and,*
 39 *therefore, Jackson and Lienau are suggesting that Fire Board, Teen Center Board and Utilities*
 40 *Committee meetings only take place on a quarterly basis. If issues come up that need to be ad-*
 41 *ressed prior to the quarterly meetings referrals could be made to the Village Board, or, if nec-*
 42 *essary special meetings conducted. It was the consensus that this will be an acceptable prac-*
 43 *tice. It was also the consensus that if the determination is made that other Village Committees*
 44 *could adjust their meeting frequency the Chairperson(s) of that/those committee(s) should con-*
 45 *tact Jackson to discuss implementation strategies.*

46
 47 **Item No. 9. Consider a motion to approve funding for business enhancement signage and ad-**
 48 **vertising:**

49 The Bay Shore Drive Utilities Project has caused significant disruption to normal traffic flow
 50 throughout the Village. A number of business owners have contacted Jackson regarding this is-
 51 sue, and he is disheartened to learn that when comparing year-to-date sales figures many busi-

1 nesses are experiencing declines of up to 50%. He is also hearing that a number of “locals” are
 2 not even aware that businesses along the construction route are open and totally avoid the Vil-
 3 lage as they are not happy with the condition of the highway and the established detour route.
 4 The SBAA has requested that a coordinated promotion effort be enacted in order to mitigate
 5 those losses, and Jackson and Lienau are recommending that up to \$12,000 be appropriated for
 6 signage, “Open” flags, and advertising, on the condition that business owners be asked to pro-
 7 vide matching funds. Background information, examples of signage which is being considered,
 8 and cost estimates were included in the meeting packets, and the Board members jointly re-
 9 viewed all of that documentation. The suggestions were made that more local radio stations be
 10 utilized, that referrals be made to the Green Bay television stations to see if their reporters
 11 would be interested in doing some human interest stories on the subject, and that press releases
 12 be made on a regular basis. It was also the consensus that in all instances a “light hearted” ap-
 13 proach should be taken to the problems business owners and residents are facing, and that
 14 “what will be when the work is all done” should be stressed.
 15

16 *A motion was made by Solomon, seconded by Baker that since there is an immediate need for*
 17 *something to be done to enhance the business climate in the Village, Jackson and Funkhouser*
 18 *shall collaborate on implementation of a business enhancement program ASAP. The maximum*
 19 *amount of money which will be expended by the Village for that program is \$12,000. Motion*
 20 *carried – All ayes.*
 21

22 *At 7:54 P.M. another brief recess was taken and the Board reconvened at 7:59 P.M.*
 23

24 **Item No. 10. Consider appointments to Committees and Boards:**

25 *A motion was made by Lienau, seconded by Clove that the following committee appointments*
 26 *shall be made:*

27 *ECONOMIC DEVELOPMENT COMMITTEE – James Grasse;*

28 *EMPLOYEE BENEFITS OVERSIGHT COMMITTEE – Dave Lienau, Pat Duffy, Pam Abshire, Shane*
 29 *Solomon, and a yet to be determined citizen member;*

30 *TEEN CENTER BOARD – Krystian Hallet;*

31 *WATERFRONT OVERSIGHT COMMITTEE – Dave Lienau, John Clove, Shane Solomon, Donna*
 32 *Scattergood, a yet to be determined SBAA representative, and a yet to be determined citizen*
 33 *member;*

34 *ZONING BOARD OF APPEALS – Mike Termini; and,*

35 *FIRE BOARD – Scott Baker.*
 36

37 **Item No. 11. Report on County activities from the County Supervisor, Dave Lienau:**

38 Lienau noted that a packet of information concerning tax data for Door County was included in
 39 the meeting packets. He urged the Board members to carefully review that data.
 40

41 **Item No. 15. Review of the financial statements and consideration of a motion to approve the**
 42 **monthly bills:**

43 Payment approval reports for the period December 12, 2013 through January 14, 2014 were
 44 included in the meeting packets and the Board members jointly reviewed all of those docu-
 45 ments.
 46

47 *A motion was made by Duffy, seconded by Baker that the monthly bills totaling \$256,803.31*
 48 *are all approved. Motion carried – All ayes.*
 49
 50

51 **Item No. 16. Consider approval of Dorner Payment Request and Certification No. 2 in the**

1 **amount of \$204,965.82:**

2 *A motion was made by Lienau, seconded by Duffy that Payment Request and Certification No.*
 3 *2 which was submitted by Donohue & Associates is approved, and, therefore, Dorner, Inc. shall*
 4 *be paid \$204,965.82. Motion carried – All ayes.*

5
 6 **Committee Reports:**

7 **(1) Administrative Committee/Public Relations Committee**

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

9
 10 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

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

12
 13 **(3) Communication and Technology Committee**

14 The Xooms have all been distributed to the Board members and are being utilized. The Com-
 15 munication and Technology Committee has suggested that an overhead projector and drop-
 16 down screen be installed at the Fire Station. The installation of the equipment will be coordi-
 17 nated with the Fire Chief.

18
 19 **(4) Door County Coastal Byways Commission**

20 No action based on the minutes which were included in the meeting packets. Baker distributed
 21 a draft of the Coastal Byways Interpretive Manual and the Board members jointly reviewed that
 22 document.

23
 24 **(5) DCEDC**

25 No action based on the minutes which were included in the meeting packets. The DCEDC met
 26 yesterday. A 25th anniversary celebration is being planned. When more information becomes
 27 available Baker and Jackson will see that it is provided to the Board members.

28
 29 **(6) Economic Development Committee**

30 The Economic Development Committee just met last night, so those minutes have not been
 31 completed yet. Regular Economic Development Committee meetings will resume and the
 32 Committee will focus on marketing strategies, implementation of the Redevelopment Plan and
 33 delineation of other areas of the Village which could be studied for development potential.

34
 35 **(7) Finance Committee**

36 The Finance Committee has not met recently.

37
 38 **(8) Fire Board and Fire District Exploratory Committee:**

39 The Fire Board and Fire District Exploratory Committee have not met recently.

40
 41 **(9) Historical Society**

42 The Historical Society has not met recently.

43
 44 **(10) Library Commission**

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

46
 47 **(11) Marina Committee and Marina Fest Committee:**

48 Due to the snowstorm Tuesday's Marina Committee Meeting was cancelled.

49
 50 The Marina Fest Committee has not met recently.

51 **(12) Parks**

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

2

3 **(13) Personnel Committee**

4 The Personnel Committee has not met recently.

5

6 **(14) Plan Commission**

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

8

9 **(15) SBAA**

10 No action based on the minutes which were included in the meeting packets. Several of the
11 Board members indicated that they believe the downtown farmer's market will be a great thing.

12

13 **(16) Teen Center**

14 No action based on the minutes which were included in the meeting packets. The kids are very
15 pleased that Robbie LeClair was hired as a Teen Center Counselor and things seem to be going
16 well.

17

18 **(17) Tourism Zone Commission**

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

20

21 **(18) Utilities**

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

23

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

26 In light of recent happenings in other municipalities, Lienau believes a formal policy should be
27 established regarding actions to be taken by Village officials in the event dangerous or hazard-
28 ous situations arise during a meeting. Jackson will do some research regarding this issue and
29 see that a draft policy is created. As soon as the draft is available it will be referred to the Vil-
30 lage Board.

31

32 **Adjournment:**

33 *A motion was made by Baker, seconded by Abshire to adjourn the meeting of the Board of*
34 *Trustees at 8:34 P.M. Motion carried – All ayes,*

35

36 Respectfully submitted,



37

38 Janal Suppanz,

39 Administrative Assistant



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

January 31, 2014

Mr. Christy Sully
2383 Maple Drive
Sister Bay, WI 54234-9151

Dear Mr. Sully,

Thank you for contacting my office with your resolution. I appreciate the chance to hear from communities all across Wisconsin.

As a former county executive, I appreciate all of the day to day work that is done to keep government functioning at the local level. Furthermore, I am committed to staying up-to-date on the many issues facing Wisconsin.

Thank you again for sharing your resolution with me. I will keep your thoughts and ideas in mind. Please stay in touch as we work together to move Wisconsin forward.

Sincerely,



Scott Walker
Governor



Door County Humane Society

3475 Park Drive PO Box 93
Sturgeon Bay, WI 54235
Ph: 920-746-1111
Fax: 920-746-4681

www.dooranimals.com mail@dooranimals.com

January 13, 2014

Dear Village of Sister Bay Board:

The Door County Humane Society (DCHS) is pleased to share with you the year-end results of our animal care efforts for the community. Stray cats and dogs arrived at our facility from every municipality in the county, and were never turned away due to lack of space. Likewise, as an adoption guarantee shelter, we will care for an animal until the ideal forever home is found. Adoptions continue to be robust in both Sturgeon Bay and cat adoptions from our satellite location at PetSmart in Ashwaubenon. One hundred twenty pets were reclaimed by worried owners which is a new high, and a very positive number.

Door County is not immune from abuse or hoarding situations. Several of those cases challenged our staff this year. We work closely with law enforcement agencies to ensure that all procedures and statutes are followed.

Through the efforts of private donors over the past three years, DCHS expanded the physical building size to 2,000 square feet, doubling the previous size. Now we have the space to continue to provide a high level of care in 2014 and beyond.

If you included a donation to the Door County Humane Society in your budget, thank you. We appreciate your financial assistance to help us care for homeless animals from your municipality. If you did not donate in the 2014 budget, we would be happy to meet with you prior to the 2015 budget planning to answer questions. Please contact me to answer any questions regarding this report. We invite you to visit the shelter soon to see the significant improvements. Thank you.

Sincerely,

Carrie Counihan

Executive Director

RECEIVED JAN 15 2014

Door County Humane Society - 2013 Year-End Report

(January 1 through December 31, 2013 Totals)

	<u>Dogs</u>	<u>Cats</u>	<u>Totals</u>
New Strays (includes reclaims)	133	444	577
New Surrenders	28	98	126
Total New Arrivals from Outside Sources	161	542	703
Born at DCHS	8	30	38
Seized	1	0	1
Total 12 Month Intake	170	572	742
Petsmart adoptions	0	252	252
DCHS adoptions	53	231	284
Total Adoptions	53	483	536
Reclaimed	102	18	120
Euthanized	12	47	59
Died at DCHS	0	19	19
Quarantines by DC Sheriff Order	15	3	18
Cremation Service for Pet Owners	28	3	31

Source of Animals Received

	<u>Stray Dog</u>	<u>Surrend Dog</u>	<u>Stray Cat</u>	<u>Surrend Cat</u>	
Baileys Harbor	2		13	3	18
Brussels	4	1	31		36
Clay Banks	7		15		22
Egg Harbor (Town)	13		30	2	45
Egg Harbor (Village)			6		6
Ephraim			1		1
Forestville (Town)	9	4	36		49
Forestville (Village)	3		11		14
Gardner	1		18		19
Gibraltar	1		18		19
Jacksonport	4	1	10		15
Liberty Grove	3		11		14
Nasewaupee	11	1	48		60
Sevastopol	19		58		77
Sister Bay	4	1		2	7
Sturgeon Bay (City)	43	7	90	14	154
Sturgeon Bay (Town)	7	8	25	12	52
Union		1	18		19
Washington Island			3	4	7
Other / Mandated legal surrender	2	4	2	61	69
Total Outside Sources	133	28	444	98	703
Born at DCHS + Seized	9		30		39
TOTAL for 2013	142	28	474	98	742

Janal Suppanz

From: League of Wisconsin Municipalities [witynski@lwm-info.ccsend.com] on behalf of League of Wisconsin Municipalities [witynski@lwm-info.org]
Content: Friday, January 17, 2014 12:14 PM
To: Zeke Jackson
Subject: Use State's Revenue Surplus to Reinvest in Municipalities -- The State's Economic Drivers

Having trouble viewing or printing this email? [Click here](#)

League of Wisconsin Municipalities

Capitol Buzz

January 17, 2014

Witynski@lwm-info.org

www.lwm-info.org



[Subscribe to our E-Newsletters](#)

State Surplus Could Help Fund \$100 Million Shortfall for Municipalities

Wisconsin municipalities took a \$100 million hit in the 2011-2013 state budget to help resolve the state's financial difficulties. Almost none of those cuts have been restored. Now, the state anticipates it will have \$912 million more in tax revenues at the end of the current budget in June 2015. The Governor and Legislative leaders have already agreed that the surplus should be used for a tax cut. The only debate is over the size and form of the tax cut.

It is critical that municipal officials remind legislators that job creation and economic growth in cities and villages is what generated the additional sales and income taxes for the state. The state should invest at least part of the surplus in local communities to spur further job creation and economic growth and put Wisconsin on the road to permanent financial stability.

Municipal officials should urge their legislators to use part of the state's unanticipated revenue growth to make the following investments in municipalities:

1. Address the anticipated shortfall in the State's Transportation Fund. More specifically:

- Restore the \$30 million cut made in 2012 to general transportation aids that go to cities and villages to help maintain local streets.
- Restore the \$12 million cut made in 2012

to the mass transit aids program that helps fund city bus systems.

2. Restore the \$48 million cut made in 2012 to the shared revenue program, which helps municipalities pay for basic services like police, fire protection and snow plowing.

3. Fully fund the Payment for Municipal Services Program, which reimburses municipalities for services provided to state owned facilities located in the municipality. Under the most recent state budget, the payment for municipal services program was underfunded by 50 percent. The payments covered only 49.7% of the \$37.4 municipalities were entitled to receive.

4. Restore the 41 percent cut (\$13 million) made in 2012 to the Recycling Grant Program, which helps cities and villages operate recycling programs.

Tweet this article: <http://ctt.ec/fMbEG>

E-mail this article to your State legislator:

[Senate E-mail Addresses](#)

[Assembly E-mail Addresses](#)

[Governor Walker's E-mail Address](#)

[Forward email](#)



This email was sent to zeke.jackson@sisterbaywi.gov by witynski@lwm-info.org | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
League of Wisconsin Municipalities | 122 W. Washington Ave., Suite 300 | Madison | WI | 53703

from the desk of **Paul Soper**
10798 Pheasant Ct Sister Bay, WI 54234

920 421-0818

January 27th, 2014

Janal,

As per our conversation this morning, I must temporarily resign from the Zoning Board of Appeals for health reasons. So sorry for the inconvenience but it cannot be helped.



Paul Soper

PS: Do not have your email correct so didn't work. Please email me so I can capture it. pisoper6918@gmail.com



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 02/11/14

Item No. 1

Recommendation: that the Board accept the recommendation of the Plan Commission and approve Ordinance No. 221-021114, which amends the portion of the Official Map for the Village of Sister Bay which relates to the area east of Orchard Dr. and North of Flint Ridge Rd.

Background: Willard Kramer has a long history with the Village regarding the land he owns on Orchard Dr. The Kramer Family desires the ability to sell the land in part or in whole, and feel that an Officially mapped street bisecting the property would be an impediment to a future owner(s). A diagram depicting the proposed Official Map amendments which is consistent with Mr. Kramer's request have been included in your meeting packets.

On February 4, 2014 the Plan Commission conducted a public hearing regarding the Official Map amendments Mr. Kramer is requesting, and based upon those comments and the information presented the Commission is recommending that the Official Map be amended in the fashion depicted on the previously mentioned diagram.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORDINANCE NO. 221-021114

AN ORDINANCE AMENDING THE PORTION OF THE OFFICIAL MAP FOR THE VILLAGE OF SISTER BAY WHICH RELATES TO THE AREA EAST OF ORCHARD DR. AND NORTH OF FLINT RIDGE RD.

WHEREAS, the Plan Commission has reviewed the existing Official Map dated August 12, 2008, and determined that in order for orderly growth to occur, the portion of the map which relates to the area east of Orchard Dr. and North of Flint Ridge Rd. needs to be revised, and,

WHEREAS, on February 4, 2014 the Plan Commission conducted a properly noticed public hearing to determine the public need for such a change, and,

WHEREAS, based upon the comments received at the February 4, 2014 public hearing the Plan Commission has recommended that the Official Map be amended in the fashion depicted on the attached diagram.

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

Section 1 - Authority

This Ordinance is enacted under the authority granted under Wis. Stats., §62.23(6) and §54.51 of the Municipal Code.

Section 2 – Amendment of Official Map

The portion of the Official Map for the Village of Sister Bay which relates to the area east of Orchard Dr. and North of Flint Ridge Rd. is amended in the fashion depicted on the attached diagram.

Section 3 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

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

Section 5 – Severability

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

Village of Sister Bay

By: _____
David W. Lienau, President

Attest:

Christine M. Sully, Clerk WCPC, MMC

Date Introduced: February 11, 2014

Date Adopted: _____

Publication Date: _____



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 02/11/14

Item No. 2

Recommendation: That the Board approve the transfer of \$127,761 from the CIP to the SBLG fire department for the purchase of a new Tanker Truck

Background: The SBLG Fire Department has a long range CIP in place, and the acquisition of a new tanker truck has been included as a part of this plan for some time. This purchase has been delayed due to the interrelationship of cost sharing between the Town and Village. The Town has now allocated funding for this purchase, and as such, the fire department can move forward with the acquisition pending our Board's approval of the transfer of cash.

At the time of the approval of the 2014 budget, the Finance Committee and Board were unaware that the purchase of this truck would be taking place in this fiscal year, and believed that it would take place in FY 2015.

Fiscal Impact: The Fire Truck Available line item in the CIP will be depleted by \$127,761, leaving a balance of \$202,778.

Respectfully submitted,

Zeke Jackson
Village Administrator

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN214	J Neuman RX policy	01/15/2014	43.70	43.70	01/23/2014
Total 10002					43.70	43.70	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN214	J Neuman supplemental ins.	01/15/2014	155.12	155.12	01/23/2014
Total 10004					155.12	155.12	
10007	ACTION APPRAISERS INC	1228	Assessor	02/03/2014	2,875.00	2,875.00	02/08/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	156536	Employee-funded premium	01/12/2014	199.20	199.20	01/17/2014
Total 10110					199.20	199.20	
12228	BLUE TARP FINANCIAL INC	29969755	Strobe light - Brutus	01/22/2014	125.71		
Total 12228					125.71	.00	
12239	BILL BONN	415646	TKH building maint	01/31/2014	292.00	292.00	02/06/2014
Total 12239					292.00	292.00	
13260	BHIRDO'S BY THE BAY	15317	Village gas -	01/31/2014	482.42	482.42	02/06/2014
Total 13260					482.42	482.42	
13505	BURKART-HEISDORF INS INC	241932	General Liability - Village	01/02/2014	1,099.52	1,099.52	01/30/2014
			General Liability - Marina		371.72	371.72	01/30/2014
			General Liability - Ice Rink		33.44	33.44	01/30/2014
			General Liability - Utilities		324.91	324.91	01/30/2014
			General Liability - Utilities		482.73	482.73	01/30/2014
			General Liability - Utilities		557.88	557.88	01/30/2014
			Auto - Village		687.31	687.31	01/30/2014
			Auto - TKH		110.20	110.20	01/30/2014
			Auto - Utilities		87.32	87.32	01/30/2014
			Auto - Utilities		501.74	501.74	01/30/2014
			Auto - Utilities		32.43	32.43	01/30/2014
			Crime - Village		155.84	155.84	01/30/2014
			Crime - Marina		54.55	54.55	01/30/2014
			Crime - Ice Rink		11.69	11.69	01/30/2014
			Crime - Utilities		27.27	27.27	01/30/2014
			Crime - Utilities		40.52	40.52	01/30/2014
			Crime - Utilities		10.13	10.13	01/30/2014
			W/C - Board		10.13	10.13	01/30/2014
			W/C - Admin		90.70	90.70	01/30/2014
			W/C - Parks/Rec		2,346.51	2,346.51	01/30/2014
			W/C - Marina		899.07	899.07	01/30/2014
			W/C - Ice Rink		130.83	130.83	01/30/2014
			W/C - Utilities - Water		789.61	789.61	01/30/2014
			W/C - Utilities - Wastewater		1,659.21	1,659.21	01/30/2014
			W/C - Utilities - Collection		414.94	414.94	01/30/2014
Total 13505					10,930.00	10,930.00	
309	CARDMEMBER SERVICE	0123	Meals - S Mann	01/09/2014	21.05	21.05	02/06/2014
		0214	Mailing - re Gage	01/16/2014	16.95	16.95	02/06/2014
		1854	Reimb travel - S Mann	01/09/2014	99.78	99.78	02/06/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		4067	Laptop - Janal	01/09/2014	449.98	449.98	02/06/2014
		4109	Laptop - Wendy	01/09/2014	449.98	449.98	02/06/2014
		4617	Norton Internet Security	01/09/2014	105.50	105.50	01/30/2014
			Norton Internet Security		39.56	39.56	01/30/2014
			Norton Internet Security		10.55	10.55	01/30/2014
			Norton Internet Security		21.10	21.10	01/30/2014
			Norton Internet Security		12.00	12.00	01/30/2014
			Norton Internet Security		17.82	17.82	01/30/2014
			Norton Internet Security		4.46	4.46	01/30/2014
	Total 14309				1,248.71	1,248.71	
14310	CAPTAIN COMMODOES INC	22171	Commode rental - Dog Park	01/31/2014	75.00	75.00	02/06/2014
	Total 14310				75.00	75.00	
17501	CHARTER COMMUNICATIONS	BH114	Boathouse - charter TV	01/08/2014	67.79	67.79	01/17/2014
		FEB14	internet - Admin Bldg	01/23/2014	149.99	149.99	01/30/2014
		FEB14M	cable TV - Marina	01/23/2014	110.54	110.54	01/30/2014
			internet - Marina		20.00	20.00	01/30/2014
	Total 17501				348.32	348.32	
17506	CELLCOM	453635	Cell phone - Administrator	01/05/2014	66.22	66.22	01/17/2014
			Cellphones - Marina manager		16.23	16.23	01/17/2014
			Cellphones - Parks employees		134.13	134.13	01/17/2014
	Total 17506				216.58	216.58	
17519	COUNTRY WALK BP-AMOCO	1038	Village gas -	01/31/2014	229.00	229.00	02/06/2014
	Total 17519				229.00	229.00	
17526	CUMMINS NPOWER LLC	802-87329	Generator maintenance - FS	01/13/2014	503.00	503.00	01/23/2014
	Total 17526				503.00	503.00	
20007	DELTA DENTAL OF WIS	665749	Dental Insurance	01/28/2014	1,058.76	1,058.76	01/30/2014
	Total 20007				1,058.76	1,058.76	
20399	DONOHUE & ASSOC	12032-31	Construction	01/10/2014	4,684.89	4,684.89	01/23/2014
			Additional services		740.00	740.00	01/23/2014
			Public outreach		468.00	468.00	01/23/2014
			Construction		3,904.89	3,904.89	01/23/2014
			Additional services		660.00	660.00	01/23/2014
			Public outreach		468.00	468.00	01/23/2014
			Construction		2,648.26	2,648.26	01/23/2014
			Additional services		618.78	618.78	01/23/2014
			Public outreach		234.00	234.00	01/23/2014
			Lighting		435.00	435.00	01/23/2014
	Total 20399				14,861.82	14,861.82	
20449	DOOR COUNTY ECONOMIC DEV CORP	1964	Support	02/05/2014	2,500.00		
	Total 20449				2,500.00	.00	
20450	DOOR COUNTY TREASURER	JAN SETTLE 14	January Settlement - County/State	01/15/2014	426,804.72	426,804.72	01/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20450					426,804.72	426,804.72	
20451	DOOR COUNTY HWY DEPT	40009273	Snowplowing/Sanding	12/31/2013	10,982.11	10,982.11	01/30/2014
		9348	Snowplowing/Sanding to be reimbursed	12/31/2013	210.00		
Total 20451					11,192.11	10,982.11	
20453	DOOR COUNTY CO-OP	211077	Propane - Library	01/29/2014	4,528.76	4,528.76	01/29/2014
Total 20453					4,528.76	4,528.76	
20501	EHLERS	SEM2014	Public Finance Seminar - Zeke	01/20/2014	200.00	200.00	01/23/2014
Total 20501					200.00	200.00	
20504	EMPLOYER SERVICES LLC	E2607	Claims Management - HRA Health Insurance Policies	01/15/2014	2,205.00	2,205.00	01/23/2014
					8,790.86	8,790.86	01/23/2014
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	867488	Dependent Care - FSA Health Care FSA	01/10/2014	100.00	100.00	01/17/2014
		872912	Benny Fee	01/15/2014	414.00	414.00	01/17/2014
					2.00	2.00	01/17/2014
Total 20505					516.00	516.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR0118140	PRINT PAPER CHECK TO UPDATE GL /	01/23/2014	3,001.46	3,001.46	01/24/2014
			PRINT PAPER CHECK TO UPDATE GL /		701.96	701.96	01/24/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,199.65	2,199.65	01/24/2014
		PR0201140	PRINT PAPER CHECK TO UPDATE GL /	02/06/2014	2,992.48	2,992.48	02/07/2014
			PRINT PAPER CHECK TO UPDATE GL /		699.84	699.84	02/07/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,175.69	2,175.69	02/07/2014
Total 20512					11,771.08	11,771.08	
20513	FABCO EQUIPMENT INC	236118	Skid Steer Loader - maint. parts	01/03/2014	288.28	288.28	01/17/2014
Total 20513					288.28	288.28	
20515	FERRELL GAS	1080813462	propane fire station	01/29/2014	14,223.37	14,223.37	01/29/2014
Total 20515					14,223.37	14,223.37	
20599	EVENSON LAUNDRY INC	675365	Entrance mats - Admin Bldg Entrance mats - Fire Station	01/02/2014	28.00	28.00	02/06/2014
					72.00	72.00	02/06/2014
Total 20599					100.00	100.00	
30609	FASTENAL	WISTU81679	Ice melt	01/30/2014	105.00		
Total 30609					105.00	.00	
30701	FRONTIER	FEB14	Sports Cplx phone	01/25/2014	41.80	41.80	02/06/2014
		FEB14V	Admin Bldg phone	01/25/2014	174.93	174.93	02/06/2014
		JAN14M	Marina phone	01/07/2014	56.62	56.62	01/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30701					273.35	273.35	
30704	GANNETT WI NEWSPAPERS	7725911	Legal notices - reimb to Village	12/18/2013	9.23	9.23	01/17/2014
		7798047	Legal notices - Village	01/01/2013	89.03		
Total 30704					98.26	9.23	
30725	GIBRALTAR AREA SCHOOLS	JAN SETTLE 14	January Settlement - Gibraltar	01/15/2014	299,248.58	299,248.58	01/17/2014
Total 30725					299,248.58	299,248.58	
30750	GOING CO INC	123997V-1	garbage - Village	01/31/2014	6,039.51	6,039.51	02/06/2014
			recycle - Village		679.46	679.46	02/06/2014
		325803FS-1	recycling - Fire Station	01/31/2014	53.59	53.59	02/06/2014
Total 30750					6,772.56	6,772.56	
30751	GREAT-WEST	PR0118140	Great West Deferred Comp. DEFERRED	01/23/2014	1,252.58	1,252.58	01/24/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	01/24/2014
		PR0201140	Great West Deferred Comp. DEFERRED	02/06/2014	1,252.58	1,252.58	02/07/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	02/07/2014
Total 30751					3,187.88	3,187.88	
31825	HOLIDAY WHOLESale	6835559	TKH concession supplies	01/14/2014	348.77	348.77	01/23/2014
		6843087	TKH concession supplies	01/21/2014	191.86	191.86	01/30/2014
Total 31825					540.63	540.63	
40963	INSPECTION SPECIALIST LLC	DEC2013	Building Inspection	12/31/2013	40.50	40.50	01/30/2014
Total 40963					40.50	40.50	
41090	JUNGWIRTH'S ACE HARDWARE	DEC 2013	Maintenance - Admin Bldg	12/31/2013	7.99	7.99	01/23/2014
			supplies - Shop supplies		17.48	17.48	01/23/2014
			Tools/Minor Equip - Village		27.99	27.99	01/23/2014
			Maintenance - Sports Complex		14.97	14.97	01/23/2014
			Seasonal Decorations - Christmas		13.90	13.90	01/23/2014
			Maintenance - Parks bldgs		41.48	41.48	01/23/2014
			Maintenance - Info Booth		5.96	5.96	01/23/2014
Total 41090					129.77	129.77	
41103	KANSAS CITY LIFE	21018-2	Disability Insurance	01/09/2014	396.48	396.48	01/23/2014
Total 41103					396.48	396.48	
41108	JANE KAYSER	13295	Reimb for quit claim legal fees	01/31/2014	660.45	660.45	02/06/2014
Total 41108					660.45	660.45	
41131	KURT KNUDSON HEATING & AC	1246	heating units repairs - Firestation	01/16/2014	90.00	90.00	01/23/2014
			Service call - Maintenance Bldg		82.00	82.00	01/23/2014
Total 41131					172.00	172.00	
41137	ROBERT KUFRIN	11114	Consultant fees - Admin.	01/11/2014	1,638.75	1,638.75	01/17/2014
		1414	Consultant fees - Admin.	01/04/2014	525.00	525.00	01/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41137					2,163.75	2,163.75	
41205	LAMPERT'S LUMBER	2002280	Picnic Tables	01/03/2014	135.15	135.15	02/06/2014
		20307403	Maintenance - Equipment	12/12/2013	6.26	6.26	01/17/2014
		20307645	Christmas	12/17/2013	68.00	68.00	01/17/2014
		20308458	Picnic Tables	01/06/2014	135.15	135.15	02/06/2014
		20308678	Goat supplies to be reimb by SBAA	01/10/2014	80.96	80.96	02/06/2014
		20308881	Gage lawsuit plan copies	01/15/2014	16.80	16.80	02/06/2014
		20308907	Gage lawsuit plan copies	01/15/2014	16.80	16.80	02/06/2014
		20308938	Goat supplies to be reimb by SBAA	01/16/2014	371.35	371.35	02/06/2014
		20308984	Tool kit - Admin Bldg	01/17/2014	39.99	39.99	02/06/2014
Total 41205					870.46	870.46	
41212	ROBERT E LEE & ASSOC INC	67312	Garot - Stony Ridge reimb	12/31/2013	807.56	807.56	01/17/2014
		67313	Scandia Village - reimb to Village	12/31/2013	972.30	972.30	01/17/2014
		67314	Scandia Village - reimb. to Village	12/31/2013	4,056.55	4,056.55	01/17/2014
Total 41212					5,836.41	5,836.41	
51329	MILTON PROPANE	128803	Propane - Firestation	01/11/2014	1,818.73	1,818.73	01/17/2014
		T129916	Propane - Library	01/06/2014	1,040.11	1,040.11	01/23/2014
		T130454	Propane - Library	01/07/2014	779.14	779.14	01/23/2014
Total 51329					3,637.98	3,637.98	
51401	JULIANA NEUMAN	JNEUMAN114	Reimb Medicare monthly premium	01/15/2014	104.90	104.90	01/23/2014
Total 51401					104.90	104.90	
51406	NWTC DISTRICT	JAN SETTLE 14	January Settlement - NWTC	01/15/2014	184,870.24	184,870.24	01/17/2014
Total 51406					184,870.24	184,870.24	
51430	NEP INC	14725329	Public copies	01/13/2014	5.23	5.23	01/17/2014
			General copies		515.86	515.86	01/17/2014
			Marina copies		5.87	5.87	01/17/2014
			Utility copies		17.62	17.62	01/17/2014
			Utility copies		26.19	26.19	01/17/2014
			Utility copies		6.55	6.55	01/17/2014
			faxes		21.09	21.09	01/17/2014
Total 51430					598.41	598.41	
61536	OFFICE DEPOT CREDIT PLAN	682459938	Headset - Clerk	01/08/2014	4.72	4.72	01/30/2014
			Headset - Clerk		7.02	7.02	01/30/2014
			Headset - Clerk		1.75	1.75	01/30/2014
			File pockets		14.35	14.35	01/30/2014
			File pockets		21.31	21.31	01/30/2014
			File pockets		5.33	5.33	01/30/2014
			File folders		8.49	8.49	01/30/2014
			File folders		12.62	12.62	01/30/2014
			File folders		3.16	3.16	01/30/2014
			Writing pads		17.99	17.99	01/30/2014
			Labelmaker tape		8.09	8.09	01/30/2014
			Calendar		4.55	4.55	01/30/2014
			Calendar		6.75	6.75	01/30/2014
			Calendar		1.69	1.69	01/30/2014

VILLAGE OF SISTER BAY

Payment Approval Report - Village
Input Date(s): 01/15/2014 - 02/11/2014Page: 7
Feb 07, 2014 09:16am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61640					1,703.95	1,703.95	
71911	SEPTIC MAINTENANCE OF DC	14-135	Inspect/unclog drains - Admin Bldg	01/29/2014	225.00	225.00	02/06/2014
Total 71911					225.00	225.00	
71914	SHOPKO	07196	Wiper blades	01/17/2014	18.98	18.98	02/06/2014
		5340	Cards for Wendy & Bob	12/02/2013	6.68	6.68	01/30/2014
		7888	Storage boxes	01/20/2014	29.97	29.97	02/06/2014
			Storage boxes		1.65	1.65	02/06/2014
Total 71914					57.28	57.28	
71926	SISTER BAY SEWER & WATER	1052	DC Computer credit used for Village Consulting - S Jacobson BSD project	12/31/2013	629.65	629.65	01/23/2014
			Consulting - Village Stormwater SJ		241.82	241.82	01/23/2014
			Office assistance - M Baker		111.07	111.07	01/23/2014
			Office assistance - M Baker - TKH		27.83	27.83	01/23/2014
		1075	Consulting - S Jacobson	01/31/2014	181.18	181.18	01/23/2014
			Reimb Utilities - Park,VH,TKH wireless		50.28	50.28	02/06/2014
	JANSETTLE14		Specials - Jan Settlement	01/15/2014	269.85	269.85	02/06/2014
					989.38	989.38	01/23/2014
Total 71926					2,501.06	2,501.06	
71927	SISTER BAY/LIBERTY GROVE FIRE	QTR1-14	1st Quarter Support	01/01/2014	27,670.75	27,670.75	01/17/2014
Total 71927					27,670.75	27,670.75	
71930	SISTER BAY/LIBERTY GROVE LIBRA	QTR 1	Support	01/21/2014	6,975.14	6,975.14	01/30/2014
Total 71930					6,975.14	6,975.14	
71982	CHRISTY SULLY	11614	travel reimb - elections	01/16/2014	19.04	19.04	01/23/2014
			Reimburse mileage		19.04	19.04	01/23/2014
Total 71982					38.08	38.08	
72024	TRI-COUNTY OVERHEAD DOOR INC	33088	IR reflector	01/20/2014	67.82	67.82	02/06/2014
Total 72024					67.82	67.82	
72049	UNITED STATES TREASURY	QTR 4 REV	Jackson - soc.sec/Med exp	12/31/2013	344.25	344.25	01/30/2014
			Employer's soc.sec/Med exp		344.25	344.25	01/30/2014
Total 72049					688.50	688.50	
72056	UBS FINANCIAL	2013	LOSA - 2013	12/31/2013	7,267.20	7,267.20	01/17/2014
Total 72056					7,267.20	7,267.20	
73003	VERIZON NORTH	64119167	Village phone - long distance	02/10/2014	35.34		
Total 73003					35.34	.00	
90010	WI CITY/COUNTY MANAGEMENT ASSC	2014	2014 dues Jackson	01/24/2014	97.50	97.50	01/30/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 80010					97.50	97.50	
81988	WARNER-WEXEL WHOLESALE	1067801	custodial supplies - Village	01/13/2014	163.30	163.30	02/06/2014
Total 81988					163.30	163.30	
82350	WI PUBLIC SERVICE	JAN14	Street Lights	01/30/2014	2,286.40	2,286.40	01/30/2014
			Old School		11.70	11.70	01/30/2014
			Fire Station		1,176.95	1,176.95	01/30/2014
			Parks Lights		135.00	135.00	01/30/2014
			Sports Complex		1,442.87	1,442.87	01/30/2014
			Dock		1,587.50	1,587.50	01/30/2014
			J Dock		766.40	766.40	01/30/2014
			Boathouse		9.84	9.84	01/30/2014
			Old Fire Station		193.46	193.46	01/30/2014
			Swale Pump		15.17	15.17	01/30/2014
			Bike Trail Lights		184.58	184.58	01/30/2014
			Admin Bldg		746.99	746.99	01/30/2014
			Village Hall		422.67	422.67	01/30/2014
Total 82350					8,979.33	8,979.33	
92400	ZAUG ENTERPRISES LTD PRTRNSP	1810131	tax refund - year 2010	01/17/2014	18,172.47	18,172.47	01/17/2014
			court costs		1,377.00	1,377.00	01/17/2014
			interest		76.48	76.48	01/17/2014
Total 92400					19,625.95	19,625.95	
99998	ONE TIME VENDOR	POWERS	refund - Use fee	01/06/2014	750.00	750.00	01/30/2014
			refund - Use fee tx		41.25	41.25	01/30/2014
Total 99998					791.25	791.25	

Total Paid: 1,106,344.11

Total Unpaid: 3,081.80

Grand Total: 1,109,425.91

Dated:

2/07/14

Staff:

Juliana Neuman

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 01/15/2014 - 02/11/2014Page: 1
Feb 07, 2014 11:36am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10007	AHERN CO	31744-834083	Main Lift Station pipe replacement	01/24/2014	7,490.00	7,490.00	02/05/2014
Total 10007					7,490.00	7,490.00	
10216	MARTHA BAKER	JAN 2014	mileage	01/31/2014	3.48	3.48	02/05/2014
			mileage		5.19	5.19	02/05/2014
			mileage		1.30	1.30	02/05/2014
Total 10216					9.97	9.97	
13260	BHIRDO'S BY THE BAY	15304	vehicle fuel allocation	01/31/2014	221.43	221.43	02/05/2014
			vehicle fuel allocation		328.98	328.98	02/05/2014
			vehicle fuel allocation		82.24	82.24	02/05/2014
			equipment fuel allocation		57.12	57.12	02/05/2014
			equipment fuel allocation		84.86	84.86	02/05/2014
			equipment fuel allocation		21.22	21.22	02/05/2014
Total 13260					795.85	795.85	
14350	CARDMEMBER SERVICE	DEC 2013	clothing allowance - SJ	12/19/2013	125.50	125.50	01/17/2014
			clothing allowance - SJ		186.45	186.45	01/17/2014
			clothing allowance - SJ		46.61	46.61	01/17/2014
Total 14350					358.56	358.56	
14400	CASH	2013	replenish petty cash	12/31/2013	22.60	22.60	01/22/2014
Total 14400					22.60	22.60	
17506	CELLCOM	456133	cellphones	01/05/2014	42.45	42.45	01/17/2014
			cellphones		63.07	63.07	01/17/2014
			cellphones		15.77	15.77	01/17/2014
			j. neuman		53.08	53.08	01/17/2014
Total 17506					174.37	174.37	
20008	DIGGERS HOTLINE INC	140 1 38501	Locator service	01/31/2014	3.70		
		1438501 PP1	locator service - prepayment	01/17/2014	233.10	233.10	01/29/2014
Total 20008					236.80	233.10	
20012	DORNER INC	12032 PYMT #2	BSD project - water	01/09/2014	112,466.70	112,466.70	01/17/2014
			BSD project - collection		70,252.50	70,252.50	01/17/2014
			BSD project - storm water		6,557.37	6,557.37	01/17/2014
			BSD project - Roadway		15,689.25	15,689.25	01/17/2014
Total 20012					204,965.82	204,965.82	
30400	FERGUSON WATERWORKS #1476	0144390	hydrant damage repair	01/13/2014	936.50	936.50	01/17/2014
		0144527	collection system - manhole plugs	01/13/2014	39.01	39.01	01/17/2014
		0144545	hydrant damage repair	01/13/2014	200.00	200.00	01/17/2014
Total 30400					1,175.51	1,175.51	
30641	FRONTIER	JAN 2014	plant phones	01/01/2014	86.65	86.65	01/17/2014
			plant phones		86.65	86.65	01/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30641					173.30	173.30	
30642	FRONTIER COMMUNICATIONS	1/2014	telemetry allocation	01/01/2014	1.28	1.28	01/17/2014
			telemetry allocation		1.28	1.28	01/17/2014
			telemetry allocation		.64	.64	01/17/2014
		FEB 2014	telemetry allocation	01/25/2014	56.80	56.80	02/05/2014
			telemetry allocation		56.80	56.80	02/05/2014
			telemetry allocation		28.40	28.40	02/05/2014
		JAN2014	telemetry allocation	01/19/2014	5.44	5.44	01/29/2014
			telemetry allocation		5.44	5.44	01/29/2014
			telemetry allocation		2.72	2.72	01/29/2014
Total 30642					158.80	158.80	
30750	GOING CO INC	JAN 2014	WWTP rubbish disposal	01/31/2014	163.36	163.36	02/05/2014
Total 30750					163.36	163.36	
30752	GRAINGER	9356376062	WWTP - concentrator fuses	02/04/2014	97.00		
Total 30752					97.00	.00	
31817	HD SUPPLY WATERWORKS	B933801	distribution parts	01/21/2014	615.81	615.81	01/29/2014
Total 31817					615.81	615.81	
40963	INDUSTRIAL TOWEL (ITU INC)	5790730	WWTP laundry service	01/07/2014	58.70		
		5797016	WWTP laundry service	01/21/2014	56.81		
Total 40963					115.51	.00	
41005	STEVEN JACOBSON	JAN 2014	postage	01/31/2014	12.52	12.52	02/05/2014
			mileage		20.73	20.73	02/05/2014
			mileage		25.22	25.22	02/05/2014
			mileage		8.54	8.54	02/05/2014
Total 41005					67.01	67.01	
41202	LIBERTY GROVE UTILITY DISTRICT	J INCOME 2013	Shared income from hauled waste	12/31/2013	27.34	27.34	01/29/2014
		ARGE REFUND	2013 W surcharge adj - 2013	12/31/2013	159.99	159.99	01/24/2014
			2013 C surcharge adj - 2013		140.26	140.26	01/24/2014
Total 41202					327.59	327.59	
51322	MIDWEST WORKWEAR	78647	clothing	12/17/2013	146.27	146.27	01/17/2014
			clothing		217.31	217.31	01/17/2014
			clothing		54.32	54.32	01/17/2014
			due from Patrick		91.98	91.98	01/17/2014
Total 51322					509.88	509.88	
51325	MILTON PROPANE	T132171	propane	01/21/2014	974.25	974.25	02/05/2014
Total 51325					974.25	974.25	
51435	NORTH WOODS SUPERIOR CHEMICAL	48776	collection system chemicals	01/14/2014	363.90	363.90	01/17/2014
		49467	collection system chemicals	01/21/2014	466.14	466.14	01/29/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51435					830.04	830.04	
51436	NORTHERN LAKE SERVICES INC	248095	WWTP sample testing	01/09/2014	13.60	13.60	01/17/2014
		249289	WWTP sample testing	02/06/2014	13.60		
Total 51436					27.20	13.60	
61974	SIGNATURE THREADS EMBROIDERY	1389	Clothing/Embroidery	01/27/2014	22.40		
			Clothing/Embroidery		33.28		
			Clothing/Embroidery		8.32		
Total 61974					64.00	.00	
61979	SHOPKO STORES	06530	bath tissue supplies allocation	01/13/2014	4.55	4.55	02/05/2014
			bath tissue supplies allocation		6.75	6.75	02/05/2014
			bath tissue supplies allocation		1.89	1.89	02/05/2014
		06532	custodial supplies lab	01/13/2014	9.99	9.99	02/05/2014
			custodial supplies allocation		3.50	3.50	02/05/2014
			custodial supplies allocation		5.19	5.19	02/05/2014
			custodial supplies allocation		1.30	1.30	02/05/2014
Total 61979					32.97	32.97	
71922	TOP SHELF CAFE & GOURMET	9830	UPS shipping	01/06/2014	20.78	20.78	02/05/2014
Total 71922					20.78	20.78	
71925	SISTER BAY AUTO	64595	Well #2 oil filter	01/14/2014	27.08	27.08	01/29/2014
		64618	'01 Ford hydraulic fluid	01/16/2014	15.72	15.72	01/29/2014
			'01 Ford hydraulic fluid		23.36	23.36	01/29/2014
			'01 Ford hydraulic fluid		5.84	5.84	01/29/2014
		64637	'03 Chevy plow motor	01/20/2014	103.80	103.80	01/29/2014
			'03 Chevy plow motor		154.22	154.22	01/29/2014
			'03 Chevy plow motor		38.56	38.56	01/29/2014
Total 71925					368.58	368.58	
72050	TOWN OF LIBERTY GROVE	J INCOME 2013	shared income from hauled waste	12/31/2013	234.71	234.71	01/29/2014
Total 72050					234.71	234.71	
73100	VILLAGE OF SISTER BAY	DEC 2013	payroll and exp pd by Village	01/01/2014	38,600.11	38,600.11	01/29/2014
Total 73100					38,600.11	38,600.11	
80025	WI RURAL WATER ASSOC	CONFERENCE	annual conference, SJ, MS, BL, PJ	02/11/2014	380.00		
Total 80025					380.00	.00	
82350	WI PUBLIC SERVICE	6799961200000	electricity - water system	01/23/2014	2,305.17	2,305.17	01/29/2014
			electricity - wastewater plant		5,795.83	5,795.83	01/29/2014
			electricity - lift stations		524.61	524.61	01/29/2014
			electricity - info booth		40.54	40.54	01/29/2014
Total 82350					8,666.15	8,666.15	
82351	WIS PUBLIC SERVICE	JAN 2013	Well #3 - LGUD	01/14/2014	137.11	137.11	01/17/2014
			Well #3 - Sister Bay		411.32	411.32	01/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 82351					548.43	548.43	
82352	WULF BROTHERS INC	158532	WWTP - clarifier deicing	01/09/2014	8.73	8.73	01/17/2014
Total 82352					8.73	8.73	

Total Paid: 267,539.88
Total Unpaid: 673.81
Grand Total: 268,213.69

Dated: 2/07/14
Staff: Juliana Neuman

**Door County Economic Development Corporation
Annual Meeting of the Board of Directors
11:30 a.m., Monday, January 13, 2014
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

Minutes

I. Presentation: Senator Lasee – Update on Final Session of WI Legislature

II. Call to Order

David Ward called the meeting to order at 12:16 p.m.

Directors Present: Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Joe Stutting, Mike Baudhuin, Darren Voigt, Mark Feuerstein, and David Ward

Ex-Officio Directors Present: Bill Chaudoir, Steve McNeil, Maureen Murphy, Zeke Jackson and Jim Stawicki.

Not Present: David Enigl, Vicki Wilson, Cheryl Tieman, Rob Burke, Dale Swanson, Todd Trimberger and Jack Money Penny.

Others Present: Sam Perlman and Paula Sullivan – DCEDC, Erin Baudhuin, Wiretech Intern.

III. Adoption of Agenda

Mark Feuerstein made a motion to accept the Agenda with the addition of #3 under (E) regarding approval of a Support Letter for the Small Business Development Center. Darren Voigt seconded. Motion Carried.

IV. Action

A. Consideration: Election of 2014 Officers

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

David Ward made a motion that nominations be closed and to elect the nominees as presented. Scott Baker seconded. Motion carried.

B. Adoption of Minutes of Previous Meeting, December 9, 2013.

Scott Baker made a motion to accept the minutes from the December 9, 2013 board meeting. Darren Voigt seconded. Motion carried.

C. Treasurer's Report

1. Consideration: December 2013 Financial Report.

Leslie Gast presented the financial reports for the month of December, 2013.

Mike Baudhuin made a motion to accept the December, 2013 financial reports. Scott Baker seconded. Motion carried.

2. Major Purchases – None

D. Consideration: Action Steps for 2014 Strategic Work Plan

Bill and Sam reviewed the action steps for the 2014 Strategic Work Plan. Bill asked the Board to adopt or add/delete to the proposed work plan. Updates will be given to the Board quarterly.

Jan Campbell moved to adopt the 2014 Annual Strategic Work Plan as presented. Mark Feuerstein seconded. Motion Carried.

E. Consideration: Ratify Executive Committee Approval of Support Letters

1. **Door County Child Care Services, Inc.**
2. **Rehabilitation of the Williamstown Bay Apartments**
3. **UWGB-Small Business Development Center**

Darren Voigt made a motion to approve the support letters as presented. Thad Birmingham seconded. Motion Carried.

F. Consideration: 2014 Annual Investors' Meeting / 25th Anniversary Celebration

1. Format/Theme/Speaker Ideas

The Board discussed possible speakers for the Annual Meeting including:

1. Governor Walker
2. Mike McCarthy
3. Todd Berry-WI Taxpayer Alliance
4. Ray Cross – President of UW System

The consensus of the group was to invite Governor Walker. Bill will make the request.

****reminder: We will need sponsors for the Annual Investors Meeting****

2. Date

A date has not been set at this time because we will need to check with the speaker.

3. Awards Nominating Committee – Industry/Entrepreneur of the Year.

Bill asked for volunteers for the nominating committee. Darren Voigt, Steve McNeil and Mike Baudhuin volunteered.

V. Informational

A. Draft Budget of 25th Anniversary Celebration

Budget will be determined when ideas are finalized.

B. Executive Director's Report

Bill reviewed his report for December, 2013

C. Workforce/Housing/Technology/Retention Report

Sam Perlman reviewed the Workforce/Housing/Technology Report for December, 2013.

VI. Next Meeting – February 10, 2014 – 11:30 a.m. - Door County Business Development Center

VII. Adjournment

Motion was made by Scott Baker to adjourn. Jan Campbell seconded. Motion carried. Meeting adjourned at 1:04 p.m.

Respectfully Submitted,
William D. Chadoir, Secretary

Sister Bay & Liberty Grove Fire Board Meeting January 20, 2014

The meeting was called to order January 20, 2014 at 8:00 am by Lou Covotsos

Roll Call: Pat Duffy, Frank Forkert, Nancy Goss, Lou Covotsos

In attendance Chris Hecht & Willard Randall

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

A motion was made by Lou Covotsos to approve the minutes of the November 25, 2013 Fire Board meeting, seconded by Pat Duffy. Motion passed with no discussion.

There was no public input.

Discussion Items:

1. Chief's Report

- a. Call counts were passed out.
- b. There were 2 significant fires since the last meeting. One was a mutual aid call at the Ephraim Inn the other was a garage fire in Ellison Bay.
- c. We don't track mutual aid calls but will start to track then and get the data from 2013.
- d. The new SCBAs are being shipped and the grant money has been received. The old SCBAs will be sold and the proceeds will be used to pay the matching amount of the grant.
- e. The communications grants are out for bid and the bids are due on February 3, 2014. There will be a meeting in Sturgeon Bay at the Door County Government Center in the County Board Room on February 4, 2014 to open the bids. There will also be a meeting on February 18, 2014 to hear the recommendation of the consultant and award the bid.
- f. 2014 applications for grants are in. There are two. One for extrication tools and one for regional training trailers.
- g. The SBLGFFA voted to pay \$30,000 for a new air compressor to fill the new SCBAs to 4500 psi.
- h. We will be starting 3 NWTC classes Cert 1, Cert 2, and Entry Level Drive Operator. It is becoming increasingly difficult to get NWTC to hold classes in Door County.
- i. Both the verbal and the time line of the Capital Improvement budget were updated and will e-mail it to the board.
- j. The Law Enforcement Contact Policy was e-mailed to the board and will be put on the next meeting's agenda for action.
- k. There was discussion of having the Fire Board meeting quarterly.
- l. The tanker will be built by US Tanker. The town asked about prepayment of the cost to build the tanker. We will be looking at the prepaying 90% of the cost or 100% of the cost with a performance bond. There was a motion made by Lou Covotsos to have the Chief pursue a 100% prepayment of both the town and village with a performance bond, seconded by Pat Duffy. Motion passed with no further discussion.

2. Clerk/Treasurers Report

- a. A list of calls for the month was passed out.
- b. A list of checks for the month was passed out.
- c. The 2013 actual expenses versus budget passed out. We were \$22.88 over budget in 2013.

3. Disposition of surplus equipment: A document on the disposition of funds obtained from the sale of surplus equipment was presented. There was a motion made by Pat Duffy to approve the document, seconded by Lou Covotsos. Motion passed.

4. Fire District: The committees are working on the budget for the district. When the budgets are done. three presentations will be made. One to the Village of Sister Bay and the Town of Liberty Grove. One to the Village of Ephraim and the Town of Gibraltar. One to the town and village of Egg Harbor.

5. Date for next meeting April 21, 2014 8:00 am at the Sister Bay Fire Station.

A motion to adjourn was made and seconded, passed.

Prepared by Bill Randall Fire Board Clerk

**Sister Bay / Liberty Grove Library Commission
Meeting January 21, 2014**

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, Frank Forkert and Ralph Blankenburg.

Absent: Betty Curzon

Public Input: None

Back Yard Project Benches, Tables, Dedication:

Nate Considine of Kirby Built Quality Products presented their line of benches and tables to the Library Commission. At our last meeting we had reviewed the benches and tables from their catalog. Nate passed out Assembly Instructions and specification sheets. He noted that all their materials were made from recycled clean number two plastic colors are added as the plastic is made. The metal frames and hardware is all stainless steel. The product is UV resistant and is Weather guaranteed for 50 years. The benches and tables come unassembled and could be assembled by one person in about 1 ½ hours.

Virginia Phelan moved and Frank Forkert seconded a motion, that we purchase 6 - Hampton Benches in tan color, 4 Hex tables and 2 Hex ADA tables in tan with gray frame color. Also 6 anchor for the benches. The motion passed 6-0.

Librarians Report

Statistics comparing December 2013 with December 2012 are as follows:

Circulation:

2013: 4091 YTD: 69,704
2012: 5127 YTD: 73,395

People Count:

2013: 2,409 Programs 2 14 Adults 8 Juv.
2012: 2,780 2 7 Adults 23 Juv.

Overdrive:

E-books uses:	Audio-books Uses:
2013: 232	2013: 73
2012: 101	2012: 27

SAM (Public Internet)

2013: 339 Users	11,201 Total Minutes
2012: 339 Users	12,199 Total Minutes

Wireless:

2013: 352 Users
2012: 456 Users

Library Card Holders – SIS Home Agency

2013: 5,248

2012: 5,212

As you can see, most in-library statistics are down from a year ago. This trend is evident at all OWLS library. The popularity of e-books and downloadable audio is up throughout the system.

Review and Approve the Minutes of the December 10, 2013 Meeting:

Margot Warch moved and Allen Strack seconded a motion to approve the minutes of the December 10, 2013 meeting as corrected. The motion passed 5-0, 1 abstained.

Review and Approve Payment of Bills:

Wisconsin Public Service	Electric	\$753.00
Ralph Blankenburg	Office Supplies	\$34.78
Sparkle Cleaning Service	Window/Carpet	\$997.49
Jungwiths Ace	Flag Fitting	\$3.99
Village of Sister Bay	Propane	\$519.70
Village of Sister Bay	Propane	\$714.84
Village of Sister Bay	Insurance Back Yard	\$57.00
IRS	Medicare / Social	\$606.44
Village of Sister Bay	Sewer/Water	\$343.69
Village of Sister Bay	Fire Sprinkler Water	\$110.00
Jeffery Ward Construction	Replace Flag/Lights	\$40.00
Sparkle Cleaning Service	General Cleaning	\$720.00
Frontier	Telephone	\$119.20
U.S. Postmaster	Stamps	\$46.00
Wisconsin Public Service	Electric	\$995.26
Society Insurance	Workers Comp Ins.	\$271.00
Total		\$6,332.39

Pam Abshire moved and Frank Forkert seconded a motion to approve the bills. The motion passed 6-0.

Next Meeting:

February 18 at 1:00 p.m.

Adjourn:

It was moved by Pam Abshire and seconded by Margot Warch to adjourn at 2:20 P. M.

Submitted by: Ralph Blankenburg.

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, JANUARY 8, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The January 8, 2014 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 3:05 P.M.*

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

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

14
15 **Others:** Paige Funkhouser and Dan Roarty of Dimension IV.

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

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

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

21 *A motion was made by Clove, seconded by Baker that the minutes for the December 4,*
22 *2013 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

23
24 **Business Items:**

25 **Item No. 7. Discussion regarding the operation of the TKH Ice Rink:**

26 Jackson introduced Joe Baldarotta, the new Ice Rink Manager, who explained that the rink
27 is getting a lot of use but was closed for the past few days because of the extremely cold
28 weather. Baldarotta stated that he believes the ice rink is "a very special place" and is
29 happy to be affiliated with it. He coached collegiate hockey for many years and really
30 enjoys working with and meeting all the people who frequent the rink. He does have a few
31 suggestions for improvements which could be made out at the Sports Complex, and also
32 believes it would be a good idea to create a mission statement for the rink and its
33 employees. He will be meeting with Jackson in the near future to discuss these issues.
34 Baldarotta urged the Committee members to visit the ice rink at any time, and also asked
35 that they contact him if they have any questions or concerns about the operation of the
36 rink. The Committee members welcomed Baldarotta to the Village and indicated that they
37 look forward to working with him.

38
39 **Item No. 1. Discussion on the performance pavilion project:**

40 Unfortunately the second set of bids for the performance pavilion project also came in
41 higher than anticipated. The donors were informed of this fact, and they indicated that they
42 would be willing to increase their donation on the condition that the Village contribute up
43 to \$50,000 to cover some of the unanticipated construction costs. Dan Roarty of
44 Dimension IV presented a Project Price Points Sheet and the Committee members jointly
45 reviewed that document. During the review process Roarty recommended that the bid
46 which was submitted by Zeise Construction of Green Bay, WI be accepted. He also
47 pointed out that the electrical work will not have to be as extensive, nor will it be as costly
48 as had originally been anticipated. Therefore, more money will be available to cover the

1 cost of sound and lighting systems. A separate bid will not have to be let for those items.

2
3 Jackson recently had a conversation with Naletta Buhr of the WEDC, who stated that it
4 would be possible for the Village to apply for grant funding to help cover the Village's
5 share of the construction costs. One complicating factor is that it typically takes three
6 months for grants to be awarded, which would definitely have an adverse effect on the
7 construction schedule. It was the consensus that Village officials should look into other
8 financing options and not attempt to obtain any grant funds for the pavilion project.

9
10 **Item No. 2. Consider a motion to make a recommendation to the Village Board that a**
11 **contract for public construction of a performance pavilion be conditionally granted to**
12 **Zeise Construction of Green Bay:**

13 *A motion was made by Clove, seconded by Lienau that the recommendation is made to*
14 *the Village Board that the bid for public construction of a performance pavilion which was*
15 *submitted by Zeise Construction of Green Bay, WI be accepted and an applicable contract*
16 *awarded. The cost of the pavilion shall not exceed \$450,000, and the bid award*
17 *documents shall state that a deduction of approximately \$11,800 for "No Plates", as well*
18 *as additions of \$6,800 for Alternate #2 – Changing manufactured stone to natural stone,*
19 *\$1,800 for use of colored concrete in "flat" areas, and \$2,250 for premium quality*
20 *burnished block shall be made.*

21
22 *At 4:08 P.M. a brief recess was taken and the Committee reconvened at 4:19 P.M.*

23
24 **Item No. 3. Consider a motion to make a recommendation to the Village Board that bids**
25 **be let for an RFP for stage sound and theatrical lighting for the performance pavilion:**

26 There was no need for this agenda item to be addressed.

27
28 **Item No. 4. Discussion regarding possible restoration to be done in front of the Sister Bay**
29 **Post Office:**

30 As work progresses on planning for the Bay Shore Drive Project decisions will have to be
31 made regarding restoration to be done in front of the Sister Bay Post Office. It was the
32 consensus that after the new sidewalk alignment is made everything between the sidewalk
33 and the building shall be designated as planting areas.

34
35 **Item No. 5. Report from Steve Mann on fall and winter activities:**

36 Mann gave an oral report regarding the following issues:

- 37 • The cigarette butt container in front of the Post Office as well as a small Christmas
- 38 tree which was placed by the Marina were recently stolen.
- 39 • There was a snowmobile accident at the Sports Complex. A number of safety issues
- 40 have arisen, and, therefore, multiple snowmobile signs will be erected soon. Joe
- 41 Baldarotta will discuss this issue with the snowmobilers who frequent the ice rink.
- 42 • Rugs have been purchased for the Village Hall as the floor was getting very wet.
- 43 • All the light bulbs at the Village Hall will be replaced soon.
- 44 • Nine Christmas trees were picked up by Maintenance Department employees on
- 45 Monday, January 6, 2014. In accord with the Committee's directives another pick-
- 46 up session will be conducted on Monday, January 13, 2014.
- 47 • Mann will pick up the Brutus tomorrow morning.
- 48 • Jerry Knudson and Bob DeWitt plan on returning as grass cutters next summer.

- 1 • Aaron Bley has expressed interest in serving an internship as the Village's Facilities
2 Manager and will be discussing his options with the Guidance Counselor at the
3 college he attends. Mann will keep the Committee members advised of the status of
4 this issue.
- 5 • Proposals were solicited for installation of spray foam insulation at the
6 Maintenance Building but it appears that the insulation would cost at least
7 \$47,000. The man who submitted the \$47,000 proposal realizes his proposal will
8 not satisfy budgetary constraints and suggested that insulated panels be utilized
9 instead. Mann contacted a local contractor who does install the panels and he
10 should be providing a proposal in the near future. More information will be
11 presented to the Committee as soon as it becomes available.

12

13 Paige Funkhouser, the SBAA Coordinator, pointed out that local businesses have been
14 negatively impacted by the delay in work on the Utility Construction Project. She recently
15 met with Jackson and the Maintenance Department employees and they are all suggesting
16 that "Open" flags as well as informational signage be erected. Funkhouser distributed
17 drawings of potential signage and locations for it, and it was the consensus that the signage
18 and flags should be displayed ASAP. The suggestion was also made that informational
19 banners be erected on the banner posts. Since the issue of who will actually pay for the
20 signage will be referred to the Village Board, Funkhouser was asked to provide an
21 applicable proposal as well as cost estimates to the employees in the Village Office by
22 Friday morning.

23

24 **Item No. 6. Discussion regarding the SBAA's schedule of events for 2014 and that**
25 **organization's 2014 Facility Use Application:**

26 Funkhouser submitted a Facility Use Application and potential schedule of events for
27 2014, and the Committee members jointly reviewed those documents.

28

29 *A motion was made by Lienau, seconded by Clove that the SBAA is granted permission to*
30 *utilize the facilities and grounds which are delineated on the attached list for all the stated*
31 *events and/or festivals. In accord with an agreement which was made between Village*
32 *officials and SBAA representatives many years ago, the SBAA will not be required to pay*
33 *security deposits or facility use fees for any of the stated uses. Motion carried – All ayes.*

34

35 Funkhouser noted that she has been authorized to organize a downtown farmer's market.
36 As of right now it appears that the markets will be conducted on Wednesdays from 3:00
37 P.M. to 7:00 P.M. and product offerings will be limited to a variety of "consumables", not
38 arts & crafts items. A few different downtown locations are being considered. Once more
39 information is available Funkhouser will see that it is provided to the Committee.

40

41 **Item No. 8. Consider a motion to approve a Facility Use Permit for the 2014 Door**
42 **County Folk Fest:**

43 Paul Collins, one of the organizers of Door County Folk Fest, has requested permission to
44 utilize the Village Hall and portions of Waterfront Park for Folk Fest activities on Friday,
45 July 11, 2014 and Saturday, July 12, 2014.

46

47 *A motion was made by Lienau, seconded by Baker that Paul Collins and his associates shall*
48 *be granted permission to utilize the Village Hall and portions of Waterfront Park on Friday,*
49 *July 11, 2014 and Saturday, July 12, 2014 for Folk Fest activities. Suppanz shall see that all*

1 required paperwork, including a use agreement, is forwarded to Collins. Motion carried –
2 All ayes.
3

4 **Item No. 9. Discussion regarding advertising Village of Sister Bay Parcel No. 181-26-**
5 **00001L1 located on S. Highland Road as being for sale:**

6 Parcel No. 181-26-00001L1 has been designated as excess Village property. The lot is
7 non-conforming, and, therefore, Jackson is recommending that Village officials consider
8 accepting “the best possible offer” for it. It was the consensus that the adjoining property
9 owners on all three sides of Parcel No. 181-26-00001L1 should be contacted and informed
10 that offers to purchase will be accepted for up to 90 days. If no offers are received within
11 that time period the Parks Committee is recommending that Village officials consider
12 placing the property on the open market.
13

14 *A motion was made by Clove, seconded by Baker that Jackson shall solicit offers to*
15 *purchase for Parcel No. 181-26-00001L1 as soon as possible. Motion carried – All ayes.*
16

17 **Item No. 10. Discussion on other parks and streets activities:**

18 No other parks and streets activities were discussed.
19

20 **Item No. 11. Discussion regarding matters to be placed on a future agenda or referred to**
21 **a committee, official or employee:**

22 It was the consensus that the following items shall be addressed at the February Parks
23 Committee Meeting:

- 24 • Discussion regarding revision of the rules and regulations delineated on the
25 Village’s Facility Use Application.
- 26 • Discussion regarding creation of a small sledding hill out at the Sports Complex.
27

28 **Adjournment:**

29 *At 5:22 P.M. a motion was made by Clove, seconded by Baker to adjourn the meeting of*
30 *the Parks Committee. Motion carried – All ayes.*
31

32 Respectfully submitted,

33 

34 Janal Suppanz,
35 Administrative Assistant

1 mission would consider eliminating the officially mapped streets on the Kramer property or has
 2 suggestions for alternate measures which could be taken so as to eliminate a burden on his
 3 family.
 4

5 Mary Kay Shumway is the Realtor who is working with the Kramer family. It is her understand-
 6 ing that the Kramer family has no desire to create a subdivision. They also do not intend to re-
 7 quest that the zoning for the previously mentioned property be changed. Shumway firmly be-
 8 lieves that requiring that the officially mapped streets remain creates a hardship for the Kramer
 9 family and could be considered a "material adverse fact".
 10

11 John Clove pointed out that it is his understanding that the Official Map is "a planning tool"
 12 which is "a work in progress" and is intended to be reviewed on an "as needed" basis. He does
 13 not believe it's fair to "de-value" anyone's property.
 14

15 Discussion took place regarding Springer's request, and some of the Commission members
 16 pointed out that other developers were required to comply with the Official Map regardless of
 17 the associated costs. An alternate measure which was suggested was that if someone does de-
 18 cide to purchase or develop the Kramer property they be required to pay any and all costs asso-
 19 ciated with creation of new streets, but, in return be given the opportunity to decide where
 20 those streets should actually be located. Of course, any new street alignments would have to be
 21 approved by Village officials and connectivity would have to be maintained. Potential Official
 22 Map amendments were pointed out and Jackson took note of all of them.
 23

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

26 Jackson gave the following oral report:

- 27 1. During the past month no new Zoning Permits were issued and no enforcement
- 28 actions were taken.
- 29 2. Work is ongoing on the Scandia Village expansion project.
- 30 3. He has been having conversations with Barbara Hull regarding acquisition of
- 31 property which would ensure connectivity with the Canterbury Lane extension.
 32

33 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to a**
 34 **committee, Village official or employee:**

35 *A motion was made by Duffy, seconded by Howard that a public hearing shall be conducted*
 36 *regarding Jim Springer's request to amend the Official Map for the Village of Sister Bay on Tues-*
 37 *day, January 7, 2014 at 5:30 P.M. Motion carried with Bell abstaining.*
 38

39 *Village staff members were asked to see that a map depicting the potential map amendments*
 40 *which were discussed this evening be included in the packets for the January meeting of the*
 41 *Plan Commission. It was also the consensus that prior to the public hearing Steve Jacobson, the*
 42 *Utilities Manager, shall be asked to provide an opinion as to the impacts which will be realized*
 43 *if the previously mentioned Official Map amendments are made.*
 44

45 **Adjournment:**

46 *A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan Com-*
 47 *mission at 7:02 P.M. Motion carried – All ayes.*
 48
 49

Minutes of the December 3, 2013 Meeting of the Plan Commission

1
2
3
4
5
6

Respectfully submitted,



Janal Suppanz,
Administrative Assistant

1 **SPECIAL PLAN COMMISSION MEETING MINUTES**
2 **FRIDAY, DECEMBER 13, 2013**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4 **(APPROVAL PENDING)**
5

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

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

11
12 **Excused:** Eric Lundquist, Don Howard and Hugh Mulliken.

13
14 **Others:** Jim Springer and John Clove

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

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

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

22 **Approval of the agenda:**

23 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the December*
24 *13, 2013 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
25

26 **Business Items:**

27 **Item No. 1. Discussion regarding some of the sections of the Comprehensive Plan and the**
28 **CUPAC Study:**

29 Jim Springer, the spokesperson for the Kramer family, recently approached the Village with a
30 request to divide Parcel No. 181-00-08312842, consisting of approximately 38.70 acres of
31 land, which is now owned by Willard Kramer. That property has historically been used for
32 farming purposes, and is still maintained as such. Springer believes that division of Parcel No.
33 181-00-08312842 into smaller parcels would be prudent and would facilitate the sale of the
34 property. He has requested that some of the officially mapped streets which run through the
35 previously mentioned property be eliminated. At the last meeting a motion was made that a
36 public hearing be conducted regarding Springer's request, but Jackson and Lienau believe that
37 prior to that hearing the Plan Commission members should review the CUPAC study, the Com-
38 prehensive Utilities Plan and related documents. Hence, this meeting was scheduled. Steve Ja-
39 cobson, the Utilities Manager, explained the history behind the previously mentioned docu-
40 ments and also pointed out that the Official Map is intended to be used as a planning tool, but
41 it also must take the provisions of the CUPAC Plan and the Comprehensive Utilities Plan as
42 well as Fire Code regulations into consideration. (Before any of those documents were ap-
43 proved by Village officials a considerable amount of planning and study was required.)
44

45 **Item No. 2. Discussion regarding sections of Chapter 54 of the Municipal Code for the Village**
46 **of Sister Bay:**

47 A copy of Chapter 54 of the Municipal Code was included in the meeting packets and
48 the Commission members jointly reviewed that document.
49
50

1 **Item No. 3. Discussion regarding potential changes to the officially mapped streets depicted**
 2 **on the Official Map for the Village of Sister Bay:**

3 Lienau indicated that it is his understanding that Village regulations require that anyone re-
 4 questing Official Map amendments must propose new road configurations which will comply
 5 with the requirements of the CUPAC Plan, the Comprehensive Utilities Plan and the Fire Code.
 6 They must also provide rationale for the requested amendments. In accord with the provisions
 7 of the Land Division and Platting Code, if a land division does occur the rights-of-way for offi-
 8 cially mapped streets must be dedicated.

9
 10 Jim Springer and John Clove pointed out that because potential buyers must be informed of the
 11 fact that the officially mapped streets exist and dedication of rights-of-way for those streets must
 12 occur, several people have decided not to buy the property as they fear that a large amount of
 13 additional expense will be incurred. This requirement has created a perceived hardship for the
 14 Kramer family as they are in a position where it has become necessary to sell Willard's property
 15 to cover his nursing home expenses.

16
 17 The question arose as to how this problem could be alleviated, and the suggestion was made
 18 that the north/south officially mapped streets be eliminated from the "low density" property in
 19 question. The Commission members also suggested that an interpretive guideline be prepared
 20 which states that improvements to dedicated rights-of-way may only be required if and when
 21 there is a change in use or if development is proposed.

22
 23 *A motion was made by Grutzmacher, seconded by Bell that a public hearing shall be conduct-*
 24 *ed regarding Jim Springer's request for an Official Map Amendment at 5:30 P.M. on February 4,*
 25 *2014. Springer, who is representing the family of Willard Kramer, the owner of Parcel No. 181-*
 26 *00-08312842, has requested that the street highlighted in yellow on the map which is hereby*
 27 *attached and incorporated by reference be deleted. Motion carried – All ayes.*

28
 29 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**
 30 **committee, official or employee:**

31 Jackson indicated that he will draft the previously mentioned interpretive guideline and present
 32 it to the Commission for review and consideration at a future meeting. He will also draft an
 33 amendment to the existing driveway regulations and likewise present that document to the
 34 Commission members for review and consideration at a future meeting.

35
 36 **Adjournment:**

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

39
 40 Respectfully submitted,

41 

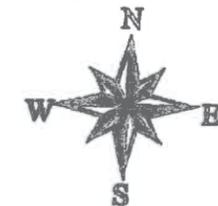
42 Janal Suppanz,
 43 Administrative Assistant

GREEN BAY

Official Map
of the
Village of Sister Bay
Door County, Wisconsin
Last Updated: May 14, 2013

-  STATE HIGHWAY
-  COUNTY ROAD
-  TOWN ROAD
-  VILLAGE STREET
-  PRIVATE ROAD
-  PROPOSED RIGHT-OF-WAY

-  Village Boundary
-  Parcel Boundaries

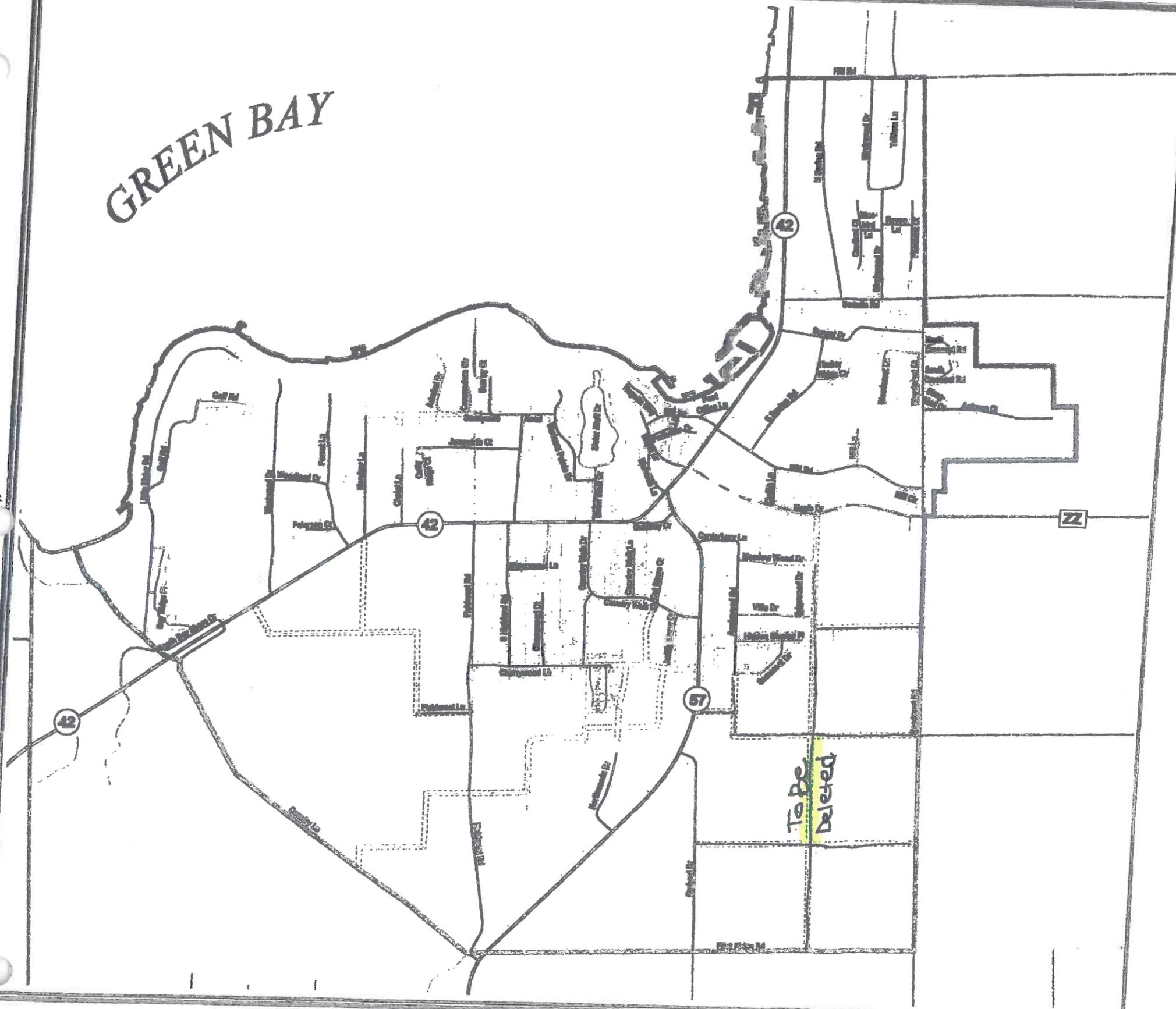


1000 0 1000 Feet

1" = 1200'

Map created for the Village of Sister Bay
by Door County Planning Department:

421 Nebraska Street
Sturgeon Bay WI 54235
920-746-2323



1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
2 **THURSDAY, JANUARY 9, 2014**
3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
4 **10668 N. BAY SHORE DRIVE**
5 **(APPROVAL PENDING)**

6
7 *The January 9, 2014 meeting of the Sister Bay Advancement Association Board of Directors*
8 *was called to order by President Steve Gomoll at 8:02 A.M.*
9

10 **Present:** Steve Gomoll, Jessica Grasse, Drew Bickford, Jeanne Hoffman, Tonya Crowell,
11 John Ostran, Windy Bittorf, Nora Zacek, James Larsen and Shane Solomon.

12
13 **Excused:** Heidi Hitzeman and Larry Gajda

14
15 **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

16
17 **Others:** Chris Opper, Carol Clikeman and Village Administrator Zeke Jackson

18
19 **Business Items:**

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

21 *A motion was made by Zacek, seconded by Larsen, that the Agenda for the January 9,*
22 *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
23 *All ayes.*
24

25 **Item No. 2. Approval of the minutes for the December 5, 2013 SBAA meeting:**

26 *A motion was made by Bickford, seconded by Ostran that the minutes for the December 5,*
27 *2013 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
28 *All ayes.*
29

30 **Item No. 3. Financial Report:**

31 Bittorf distributed financial reports, and the Board members jointly reviewed those
32 documents.

33
34 *A motion was made by Zacek, seconded by Grasse that the financial reports which were*
35 *reviewed at this meeting be accepted as presented. Motion carried – All ayes.*
36

37 Funkhouser noted that she and Ron Kane recently met with Sheriff Vogel to discuss the fact
38 that the charges for Fall Fest security were much higher than had been anticipated. The
39 Sheriff pointed out that if the same number of officers are required next year there really is
40 no way to reduce the charges made by his department as established pay rates must be
41 adhered to. Therefore, he suggested that the SBAA consider utilizing a private security
42 company. He also noted that it might be possible to eliminate or at least reduce some of
43 the law enforcement services which are provided at Fall Fest.
44

45 **No. 4. Discussion regarding the presentation of the 2014 budget to the Village Board on**
46 **Tuesday, January 14, 2014:**

47 The SBAA will be making its annual presentation to the Village Board at 6:00 P.M. on
48 Tuesday, January 14, 2014. Funkhouser urged all of the Board members to attend that

1 meeting.

2
3 **Item No. 5. Presentation by Chris Opper regarding Film Fest and movie nights:**

4 Film Fest will be conducted on Friday, February 14, 2014 and Saturday, February 15,
5 2014. *The Big Lebowski* was recently shown at the Sister Bay Bowl, and that event was a
6 success. The funds raised will help defray costs associated with Film Fest, and the owners
7 of the Bowl have expressed interest in having another fund raiser conducted at their
8 establishment. There were two other Christmas parties going on when the film was being
9 shown, and some logistical issues did arise. If there are future movie showings it would be
10 a good idea to coordinate the use of whatever facility is being utilized so there aren't
11 distractions or interruptions.

12
13 Chris Opper was present, and he described the Film Fest 2014 schedule of activities.
14 Commencing at 6:00 P.M. on February 14, 2014 a number of short films will be displayed
15 at the Village Hall, and at 8:00 P.M. everyone will proceed to the Sister Bay Bowl where a
16 "Meet The Filmmakers" session will be conducted. There are a number of activities
17 scheduled for January 15, 2014. From 10:00 A.M. to noon acting workshops will be
18 conducted at the Village Hall, and at 12:30 P.M. lunch will be served at The Northern
19 Grill. Storytelling workshops will then be conducted from 2:00 P.M. to 4:00 P.M., and
20 "Film Session 2" will commence at the Village Hall at 7:00 P.M. Finally, an after-movie
21 party will take place at Husby's. Everyone is encouraged and welcome to attend any or all
22 of the Film Fest activities.

23
24 The Board members indicated that they are very pleased that Film Fest will be conducted
25 in the Village and believe it will be a good thing for the entire community.

26
27 **Item No. 6. Economic Development update:**

28 The Village's Economic Development Committee will be meeting at 5:30 P.M. on January
29 15, 2014. The final draft of the Economic Development Plan has been received and the
30 Economic Development Committee will be discussing implementation of that plan. There
31 will be one vacancy on the Economic Development Committee as Sarah Unkefer has
32 resigned. If anyone is interested in serving on that committee they should contact Suppanz.

33
34 **Item No. 7. Update on the status of the Bay Shore Drive Reconstruction Project and**
35 **discussion regarding signage and advertising which alerts people to the fact that**
36 **downtown businesses are open and accessible:**

37 The original schedule for the Utility Construction Project called for all work to be
38 completed by Christmas, but unfortunately the weather got extremely cold and the
39 employees from Dornier Construction were precluded from sticking to that schedule. There
40 has been a temporary work stoppage, and no work will be done on the project until the
41 weather warms up. Village officials had many conversations with business owners, D.O.T.
42 officials and State Legislators concerning the possibility of allowing two-way traffic in the
43 downtown area during the work stoppage, thereby eliminating detours, but due to D.O.T.
44 regulations and cost factors it simply was not possible. The Village's Maintenance
45 Department employees will still remove snow from the sidewalks on the sides of the street
46 where there is pavement, but those services will not be provided in areas where there is
47 only gravel as there is potential for employees to become injured and/or equipment to be
48 damaged. Funkhouser has met with Village officials regarding the possibility of purchasing
49 and erecting "OPEN" flags and signage which will direct people to downtown businesses.

1 She also has looked into the possibility of running “SISTER BAY IS OPEN FOR BUSINESS”
 2 ads on local radio stations and intends to contact local business owners concerning cost-
 3 sharing. This issue will be addressed at the January Village Board Meeting.
 4

5 The Parks Committee has recommended that a contract be awarded for the Pavilion
 6 Project, and that issue will also be addressed at the January Village Board Meeting. Work
 7 should be completed on the Pavilion Project by the end of the summer. Persons who wish
 8 to remain anonymous have made a substantial donation for the pavilion, and thanks to
 9 their generosity the Village will only be expected to pay approximately \$50,000 for a very
 10 nice, state of the art facility which will serve residents and visitors to the area for years to
 11 come.
 12

13 Bids for the beach project came in substantially higher than had been anticipated. Work is
 14 being done on revision of the specs but it is quite possible that the project will not be let
 15 for bids until the end of summer.
 16

17 **Item No. 8. Discussion regarding festivals and special events:**
 18

19 • **Downtown Farmer’s Market**

20 Funkhouser is still investigating the possibility of conducting a Downtown Farmer’s
 21 Market and will give a complete report regarding this issue at the next Board meeting.
 22

23 • **Green Bay Boat Show**

24 Wendy Tatzel, the Marina Manager, will be attending the Green Bay Boat Show from
 25 February 13 through 16, 2014 and has asked if Funkhouser would like to attend that
 26 event on behalf of the SBAA. Funkhouser is interested in attending, and believes it
 27 would be an excellent opportunity for her to help promote everything Sister Bay
 28 businesses have to offer. The only expenditures required would be for lodging expenses
 29 and mileage reimbursement.
 30

31 *A motion was made by Larsen, seconded by Crowell that Paige Funkhouser shall attend*
 32 *the Green Bay Boat Show on behalf of the SBAA from February 14, 2014 through*
 33 *February 16, 2014. If she desires, Funkhouser may stay in Green Bay for the duration*
 34 *of the show, and the SBAA will pay up to \$300 for lodging expenses and mileage*
 35 *reimbursement. Motion carried – All ayes.*
 36

37 **Item No. 10. Coordinator’s Report:**

38 The Coordinator’s Report was included in the meeting packets and the Board members
 39 jointly reviewed that document. Funkhouser is happy to report that the Parks Committee
 40 has approved the SBAA’s 2014 Facility Use Request. Room tax collections for October are
 41 up approximately \$3,500. The Hurlbutts have sold The Wooden Heart Inn, but the new
 42 owners are unsure how they will proceed. Since the Sister Bay brochures have not been
 43 printed yet and all Wooden Heart Inn reservations for 2014 will be cancelled, Funkhouser
 44 believes it would be appropriate to refund the membership fees which were paid by the
 45 Hurlbutts.
 46

47 *A motion was made by Larsen, seconded by Ostran that Bittorf shall see that a refund*
 48 *check is issued to the Hurlbutts, the former owners of The Wooden Heart Inn, for their*
 49 *2014 membership fees. Motion carried – All ayes.*

1 **Adjournment:**

2 *A motion was made by Ostran, seconded by Bickford to adjourn the meeting of the SBAA*
3 *Board of Directors at 9:41 A.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of December 19, 2013 9:00 a.m.
Town of Egg Harbor, 5242 CTH I

1
2
3
4
5
6 **ACTION ITEMS:**

7 Weddig moved and Holtz seconded to approve the agenda as submitted. Motion carried.

8 Weddig moved and Holtz seconded to approve the November 21, 2013 minutes as corrected. Motion
9 carried.

10 Nelson moved and Starr seconded to approve reports and payables plus receipts for December 2013 in
11 the amount of \$449,996.80. Motion carried.

12 Nelson moved and Weddig seconded to table the discussion on the payment policy until Lensert was
13 in attendance. Motion carried.

14 Starr moved and Weddig seconded to approve the 2014 DCTZC budget. Motion carried.

15 Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes,
16 Section 19.85(1)(a)(f) or (g) to conduct the Administrative Assistant annual review and to
17 discuss employee compensation. To confer with legal counsel for the governmental body who
18 is rendering oral or written advice concerning strategy to be adopted by the body with
19 respect to litigation in which it is or likely to become involved; to wit: enforcement actions
20 against lodging providers who have failed to obtain lodging permits and to timely remit
21 monthly room tax report and tax payments. Starr moved to convene into Closed Session as per
22 statutes named; Nelson seconded. Motion carried.

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

24 Starr moved and Nelson seconded that Roberts direct Attorney Van de Castle to pursue the current
25 legal strategies as discussed in Closed Session and approved the compensation changes for the
26 Administrative Assistant. Motion carried.

27 Weddig moved and Nelson seconded to adjourn. Motion carried.

28 Committee Members Present by Roll Call: Dave Holtz, Bryan Nelson, Fred Anderson, Josh Van Lieshout,
29 Keith Krist, Bill Weddig, Elizabeth Le Clair, Frank Forkert, Chuck Tice, Bob Starr and Richard Briggs/

30 Excused: Mary Boston and Carol Stayton.

31 Absent: Mike Johnson, Jeff Larson, Nancy Robillard, Dick Skare, Nancy Culver, Zeke Jackson, Nora Zacek,
32 Dennis Statz, and Deb Jeanquart.

33
34 Also in Attendance: Jack Moneyppenny/DCVB, Michelle Rasmussen/DCVB, Jon Jarosh/DCVB, Phil
35 Berndt/DCVB and Kim Roberts /Administrative Assistant DCTZC.

36 **Call to Order**

37 Chair Van Lieshout called the meeting to order at 9:05 a.m. Due to a lack of quorum of the full Commission
38 an Executive Committee meeting was called to order.

39 **Approval of the Agenda**

40 Weddig moved and Holtz seconded to approve the agenda as submitted. Motion carried.

41 **Approval of the minutes of November 21, 2013**

42 Weddig moved and Holtz seconded to approve the October 17, 2013 minutes as corrected. Motion
43 carried.

44 **Report by the Door County Visitor Bureau on Marketing Efforts**

45 Moneyppenny began the presentation by stressing that although the 2014 DCVB budget was planned flat, it
46 by no means meant that the DCVB would not attempt to increase overnight stays. Moneyppenny highlighted
47 some recent success at the DCVB in 2013: FB likes were up 152 likes in 24 hours, Capture Door County

1 became a popular destination for Door County images, and marketing became more successful with the
2 utilization of more modern images and less quaint themes.

3 Money Penny discussed demographic research to be used for the marketing plan. He explained that the
4 younger secondary demographic travels to Door County primarily for stress relief. He went on to say that
5 everything needs to connect in marketing from digital to paper advertising messages. Money Penny said that
6 the core market for Door County is the age range of 35-64 years of age, but that the DCVB was really
7 focusing on developing the secondary market with an age range of 23-34. He added that the "Millennial
8 Travelers" in the age group of 18-64 have a large desire to travel and that the travel was about the experience.
9 The "Millennial Traveler" has a focus on health and vacations are the top thing they look forward to.
10 "Generation X", in the age group of 35-48, is the true family traveler. They always travel with family whether
11 it is immediate family or extended. He added that the "Generation X" traveler is looking for package based
12 travel.

13 The "Baby Boomers", ages 49-67 enjoy multi generational travel, but are concerned about safety and ease of
14 travel, learning, relaxing and wish to return to visited place. The "Mature Travelers", age 68 and older,
15 travels the most out all of the segments. They travel 5+ nights at a time, plan furthest ahead and seek rest
16 and relaxation while having new experiences.

17 Money Penny went on to describe the research that determined how travelers make the decision to visit
18 Door County. He said there was a key chain of events that end with a visit to Door County: Interest,
19 incentives (look for), decision, action, loyalty. He added that loyalty drives repeat guests that often spread
20 the word about their vacation and therefore spark a whole new group into the interest stage. He stresses
21 the satisfied traveler is the best advertisement as it helps generate the endless cycle of travelers.

22 Money Penny discussed the economic impact of tourism and how it generates jobs, gross sales and services.
23 He added that 2013 has had the highest sales tax collections in thirteen (13) years.

24 The target audience for marketing in 2014 will be those who are apt to travel in the age range of 35-64 that
25 earn at least seventy (70) thousand dollars a year. The target audience is educated higher than the national
26 average. In 2014 the marketing campaigns will start earlier as new research has shown that those in the
27 target audience plan their travel at least two (2) to three (3) months out.

28 The brand promise speaks to all and Door County continues to be a place "like nowhere else" but the DCVB
29 has added relaxation and rejuvenation as primary creative drivers in 2014.

30 Jarosh discussed the public relations program for 2014; he said that there were eight (8) press trips
31 scheduled for 2014 that were scheduled around seasonal and niche events. He added that there would also
32 be "as needed" press trips scheduled for individual journalists. Jarosh went on to say that he will continue to
33 function in a support role to journalists and media outlets who request information for article generation.
34 Jarosh will continue his membership with the trade organizations that allow for networking and story
35 pitching.

36 Jarosh spoke to a change in the 2014 strategy in that there would be a focus of obtaining air time regionally
37 via local TV shows and radio shows. In 2014 there will be a "Cherry" campaign to sell the cherry industry to
38 travelers which will be a regional campaign along with a cherry micro-site full of recipes and photos.
39 Moreover, a cherry immersion press trip is scheduled for July of 2014.

40 Jarosh added that the DCVB is working on a video library that will be stored on a "cloud like" storage site so
41 that there is an online gallery for media images and video. There will also be a travel article database in
42 which all articles featuring Door County will be scanned as a pdf and archived. He went on to say that the
43 "explore the door" TV program had acquired a production house to assist in filming and post production.
44 Moreover, Jarosh plans to work with marketing to tailor the subject matter of episodes.

45 Local media initiatives will be another focus for 2014 with a goal to release two (2) press releases a month to
46 local media outlets while continuing such programs as the monthly WDOR talk show.

47 Rasmussen discussed the E-Newsletter and said that since it has been featured on the website it has
48 increased SEO. She went on to say that media marketing will have a greater reach in 2014 by doing it earlier
49 and reaching broader with cable TV in Northern Illinois, Green Bay, Fox Valley and Milwaukee. Out of
50 home marketing with digital billboards in Milwaukee and Chicago will reinforce the Door County message
51 during the key decision times. There will be continued banner buys on Trip Advisor and print buys in Real
52 Simple, Midwest Living (including a planning guide), Chicago Magazine, and Experience Wisconsin.

53 Social media continues to be a key resource to marketing Door County. Facebook remains a key driver to
54 the DoorCounty.com website.

55 Jarosh shared that the Capture Door County photo contest has had incredible response with over twelve
56 thousand (12,000) photos submitted. He went on to say that there will be no book published in 2014, but

1 the photo challenge will continue. Not only has the contest been a wonderful resource for the DCVB for
2 new imagery for promotional purposes but it has created an online community that is spreading the word
3 about Door County.

4 Berndt discussed membership with the Commission, saying from 2009-2011 the emphasis had been on
5 recruitment. During that time period two hundred (200) new members were welcomed to the DCVB.
6 Berndt said that he is really focusing on retention and educating current members what is available to them
7 with their membership while pursuing new members.

8 Berndt shared his 2014 goals with the Commission: To maintain seven hundred (700) members, hold four
9 (4) bureau events/mixers, hold four (4) educational programs, hold twelve (12) "make the most of your
10 membership" open houses and create a new member website.

11 Money Penny shared the Administrative Plan for the DCVB for 2014: New parking spaces with employee
12 parking moving to the rear of the building, birch tree removal at the front of the building to be replanted
13 with cherry trees, EV charging station installation, the continuation of the CTA program, continue to have
14 Lobby traffic and phone inquiries meet goal, Bookit now live for online reservations, receive a clean audit
15 and update the crisis plan.

16 Nelson inquired about Inge Bacon. Money Penny said that monthly financials go to her for journal
17 adjustments. She also conducts the quarterly review for the board in addition to balancing the checkbook
18 offsite to provide a third party reconciliation.

19 Money Penny presented some new information about the Zip Code program that has just begun to be
20 utilized. He said the program was paying off in that the new information enabled the DCVB to determine
21 the top ten cities that reservations come from. He said the information surprised him in that Green Bay,
22 Oshkosh, Appleton were all very strong in the top ten zip codes for reservations. In taking the information a
23 step further, Money Penny was able to add areas to marketing with Midwest Living based on the zip code
24 data provided by the new program.

25 Report from Administrative Assistant on current activities, projects and issues associated with 26 permitting new members

27 Roberts reported that for the report month of September she sent out forty eight (48) "No Report" letters to
28 owner managed properties. As of December 10, 2013, twelve (12) no reports remain for the month of
29 September. Unpaid taxes, fees and interest amount to \$3,792.31 as of November 12, 2013 from thirteen (13)
30 permit holders.

31 Four (4) permits were issued since November meeting and Roberts reported that she is currently at work on
32 four (4) unpermitted properties through compliance.

33 Roberts said the open letter to the Town of Washington Island ran in the Washington Island Observer in
34 the December 12th issue. She went on to say that attendance records were sent to each municipality as
35 requested during November's meeting. She added that the letter regarding AB385 was also sent to each
36 municipality.

37 Discussion on Current Comparable Occupancy numbers for 2012

38 Nelson noted that collections were up 3.0% year to date.

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

40 Nelson moved and Starr seconded to approve reports and payables plus receipts for December 2013 in
41 the amount of \$449,996.80. Motion carried.

42 Discussion of Payment Receipt Policy

43 Roberts asked that the discussion be tabled until Lensert could be in attendance. Nelson moved and
44 Weddig seconded to table the discussion on the payment policy until Lensert was in attendance.
45 Motion carried.

46 Discussion of 2014 Budget

47 Van Lieshout advised the Commission that Nelson, Robert, Lensert and Van Lieshout met to create
48 the budget for 2014. He went on to say the budget was largely the same as 2013 in exception for an
49 increase in Roberts hours as she has taken over responsibilities from Kerber Rose at a significant
50 cost savings. He added that the Commission now has enough cash on hand to carry it through the
51 slow months. Starr moved and Weddig seconded to approve the 2014 DCTZC budget. Motion
52 carried.

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

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

9 CLOSED SESSION

10 Consider a Motion to Reconvene into Open Session

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

12 Starr moved and Nelson seconded that approve the legal strategies and employee compensation
13 changes discussed in Closed Session Motion carried.

14 Adjournment

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

16

17 Respectfully submitted,

18



19

20 Kim Roberts

21 Administrative Assistant

22

23