



# AMENDED BOARD OF TRUSTEES MEETING AGENDA

Tuesday, March 18, 2014 at 6:00 P.M.  
Sister Bay Fire Station 2258 Mill Road

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

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

**Call Meeting to Order**

**Roll Call**

**Approval of minutes as published**

**Comments and Correspondence**

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

## **New Business Items**

1. Consider a motion to adopt Resolution 282-031814, Supporting SB 566: 911 Center Funding.
2. Consider a motion to approve resolution 281-021114, Adopting a Local Preference Purchasing Policy.
3. Consider a motion to approve Management Goals for FY 2014.
4. Consider a motion to approve Election Inspectors.
5. Report on County activities from the County Supervisor, Dave Lienau.
6. Review of the financial statements and consideration of a motion to approve the monthly bills.
7. Consider a motion to adopt Resolution 283-031814, 031814 Amendment to the 2014 Budget.
8. Discussion regarding updates to the Village's Comprehensive Outdoor Recreation Plan.
9. Discussion regarding a contract amendment with JJR concerning the Knowles-Nelson Grant and other grant opportunities.
10. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

## **Adjournment**

### **Public Notice**

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

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

1                   **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2                                   **THURSDAY, FEBRUARY 11, 2014**  
3                                   **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**  
4                                   **UNAPPROVED VERSION**  
5

6     The February 11, 2014 meeting of the Village of Sister Bay Board of Trustees was called to  
7     order by Village President Dave Lienau at 6:02 PM.

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

11  
12    **Excused:** Pat Duffy

13  
14    **Staff Members:** Village Administrator Zeke Jackson, Finance Director Juliana Neuman, and  
15    Janal Suppanz, Administrative Assistant.

16  
17    **Others:** Village Assessor Troy Zacharias, Laddie Chapman and Virginia Phelan

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

20    **As to the minutes for the January 16, 2014 meeting of the Village Board:**

21    Abshire pointed out that Shirley Senarighi, not Shirley Skalish made a presentation regarding  
22    the Door County Civility Project.

23  
24    *A motion was made by Clove, seconded by Baker to approve the minutes for the January 16,*  
25    *2014 meeting of the Village Board as presented. Motion carried - All ayes.*

26  
27    **Comments and Correspondence:**

28    Lienau asked if anyone in the audience wished to address a non-agenda item. No one  
29    responded. He then noted that a Door County Sheriff's Department Call Log for the period  
30    September through December, 2013; as well as a letter from Governor Scott Walker concerning  
31    Resolution 279; a year-end summary which was received from the Door County Humane  
32    Society; a copy of a League of Wisconsin Municipalities "Capitol Buzz" article; and Paul  
33    Soper's letter of resignation from the Zoning Board of Appeals were included in the meeting  
34    packets.

35  
36    Scattergood asked if Village officials are aware of any Village residents who are having  
37    difficulties staying in their homes because of the high price of propane, and Jackson responded  
38    that emergency warming stations have been established at the Fire Station and the Library. A  
39    number of public service announcements have aired regarding the availability of those  
40    facilities.

41  
42    **New Business Items:**

43    **Item No. 1. Consider a motion to approve Ordinance No. 221 amending the portion of the**  
44    **Official Map for the Village of Sister Bay which relates to the area east of Orchard Drive and**  
45    **north of Flint Ridge Road:**

46    Jim Springer, Willard Kramer's son-in-law, recently approached the Village with a request to  
47    divide Parcel No. 181-00-08312842, consisting of approximately 38.70 acres of land. That  
48    land has been owned by Willard, who is now 93 years of age and is residing in a nursing  
49    home, for many years. The property has historically been used for farming purposes, and is still  
50    maintained as such. Unfortunately the Kramer family has found that it will be necessary to sell

1 Willard's land to cover his expenses. Springer believes that division of Parcel No. 181-00-  
 2 08312842 into smaller parcels would be prudent and will help facilitate the sale of the  
 3 property.  
 4

5 In May of 2013 the Village adopted new routes for officially mapped streets. Those new street  
 6 rights-of-way were intended to "straddle" property lines so as not to adversely impact property  
 7 owners disproportionately. Current policy would mandate that in the process of dividing the  
 8 previously mentioned land the Kramer family be required to record dedicated rights-of-way for  
 9 roads and utilities in accord with the Official Map. The Zoning Code contains specific  
 10 regulations regarding lengths of driveways and modification of the Official Map. There have  
 11 been a number of people interested in purchasing the Kramer property, but all of them had  
 12 issues with the costs associated with creation and dedication of the officially mapped streets.  
 13 Springer asked if the Plan Commission would consider eliminating the officially mapped streets  
 14 on the Kramer property or has suggestions for alternate measures which could be taken so as to  
 15 eliminate a perceived burden on his family. The suggestion was made that the north/south  
 16 officially mapped streets be eliminated from the "low density" property in question, and the  
 17 Commission members also suggested that an Interpretive Guideline be prepared which states  
 18 that improvements to dedicated rights-of-way may only be required if and when there is a  
 19 change in use or if development is proposed. A map on which the requested official map  
 20 amendments were depicted was included in the meeting packets. On February 4, 2014 a  
 21 public hearing was conducted regarding this issue, and the Plan Commission has  
 22 recommended that the requested Official Map amendments be approved.  
 23

24 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*  
 25 *recommendation of the Plan Commission and approves Ordinance No. 221, which amends a*  
 26 *portion of the Official Map for the Village of Sister Bay in the fashion depicted on the diagram*  
 27 *which is hereby attached and incorporated by reference. Motion carried – All ayes.*  
 28

29 **Item No. 2. Consider a motion to approve a transfer in the amount of \$127,761 from the CIP**  
 30 **for the purchase of a new tanker truck for the Sister Bay-Liberty Grove Fire Department:**

31 The Sister Bay-Liberty Grove Fire Department has had a long range CIP in place for quite some  
 32 time, and the acquisition of a new tanker truck was part of that plan. This purchase has been  
 33 delayed because some cost sharing issues have arisen. The Town has now allocated funding for  
 34 this purchase, and the Fire Department is in a position to move forward with the acquisition  
 35 pending the Village Board's approval of the transfer. At the time the 2014 budget was approved  
 36 the Finance Committee and the Village Board were not aware that the purchase of the tanker  
 37 would take place during this fiscal year, and believed the purchase would not occur until 2015.  
 38 The new truck will replace three smaller fire trucks.  
 39

40 *A motion was made by Baker, seconded by Abshire that the Village Board approves of the*  
 41 *transfer of \$127,761 from the CIP for the purchase of a new tanker truck for the Sister Bay-*  
 42 *Liberty Grove Fire Department. Motion carried – All ayes.*  
 43

44 **Item No. 3. Discussion on scheduling Board of Review dates for 2014:**

45 *A motion was made by Lienau, seconded by Baker that the 2014 Board of Review for the*  
 46 *Village of Sister Bay shall be conducted from 5:00 P.M. to 7:00 P.M. on June 17, 2014. Motion*  
 47 *carried – All ayes.*  
 48

49 *The Village's Assessor, Troy Zacharias, was present and noted that Open Book will be*  
 50 *conducted from 2:00 P.M. to 4:30 P.M. on May 29, 2014. He also noted that some regulation*  
 51 *changes were proposed with respect to Board of Review proceedings. Zacharias indicated that*

1 *he would be more than happy to conduct a refresher course regarding Board of Review*  
 2 *proceedings and procedures. If any of the Board members are interested in receiving that*  
 3 *training they should contact Jackson.*

4  
 5 **Item No. 4. Review of the financial statements and consideration of a motion to approve the**  
 6 **monthly bills:**

7 Payment approval reports for the period January 15, 2014 through February 11, 2014 were  
 8 included in the meeting packets and the Board members jointly reviewed all of those  
 9 documents.

10  
 11 *A motion was made by Solomon, seconded by Abshire that the monthly bills totaling*  
 12 *\$1,396,159.91 are all approved. Motion carried – All ayes.*

13  
 14 Neuman noted that during the previously mentioned time period January real estate tax  
 15 settlement payments were made to Door County, the Gibraltar School District and NWTC.

16  
 17 **Item No. 5. Report on County activities from the County Supervisor, Dave Lienau:**

18 Lienau noted that the County Board won't be meeting until February 25<sup>th</sup>, so he doesn't have  
 19 anything to report at this time.

20  
 21 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a**  
 22 **Committee, official or employee:**

23 *It was the consensus that additional committee appointments should be addressed at the next*  
 24 *Village Board Meeting.*

25  
 26 **Committee Reports:**

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

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

29  
 30 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

31 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.

32  
 33 **(3) Communication and Technology Committee**

34 The Communication and Technology Committee has not met recently.

35  
 36 **(4) Door County Coastal Byways Commission**

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

38  
 39 **(5) DCEDC**

40 No action based on the minutes which were included in the meeting packets. The DCEDC has  
 41 sent a letter of support for Bay Shipbuilding's application for a partial waiver of the full  
 42 requirements of Section 33-CFR Part 105 of the Maritime Security Facilities Standard.  
 43 Yesterday's DCEDC Meeting was conducted at Hatco in Sturgeon Bay.

44  
 45 **(6) Economic Development Committee**

46 The Economic Development Committee won't be meeting again until March 5, 2014.

47  
 48 **(7) Finance Committee**

49 The Finance Committee will be meeting tomorrow.

50  
 51

1 **(8) Fire Board and Fire District Exploratory Committee:**

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

3

4 **(9) Historical Society**

5 The Historical Society has not met recently. Scattergood believes a meeting will be scheduled  
6 soon.

7

8 **(10) Library Commission**

9 No action based on the minutes which were included in the meeting packets. From now on the  
10 Library Commission will only be meeting every six to seven weeks.

11

12 **(11) Marina Committee and Marina Fest Committee:**

13 The Marina Committee just met on Tuesday, February 4, 2014. At that meeting the mission  
14 statement for the Marina as well as the possibility of installing air conditioning in the Marina  
15 restrooms and doing some low cost improvements was discussed. The Marina Committee is  
16 recommending that Dan Jungwirth be appointed to fill the vacancy on that committee.

17

18 The Marina Fest Committee has not met recently.

19

20 **(12) Parks**

21 No action based on the minutes which were included in the meeting packets. Thanks to the  
22 cold weather the ice rink is having a “phenomenal” year. Lienau indicated that he believes Joe  
23 Baldarotta, the Rink Manager, is doing a great job.

24

25 **(13) Personnel Committee**

26 The Personnel Committee has not met recently.

27

28 **(14) Plan Commission**

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

30

31 **(15) SBAA**

32 No action based on the minutes which were included in the meeting packets. At the last SBAA  
33 meeting the possibility of charging for identification wristbands at Fall Fest and a potential  
34 “Uptown” event were discussed.

35

36 **(16) Teen Center**

37 The Teen Center Board has not met recently.

38

39 **(17) Tourism Zone Commission**

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

41

42 **(18) Utilities**

43 The Utilities Committee will now only be meeting on a quarterly basis, so there were no  
44 minutes included in the meeting packets.

45

46 **(19) Waterfront Oversight**

47 The Waterfront Oversight Committee met for the first time this evening.

48

49 **Adjournment:**

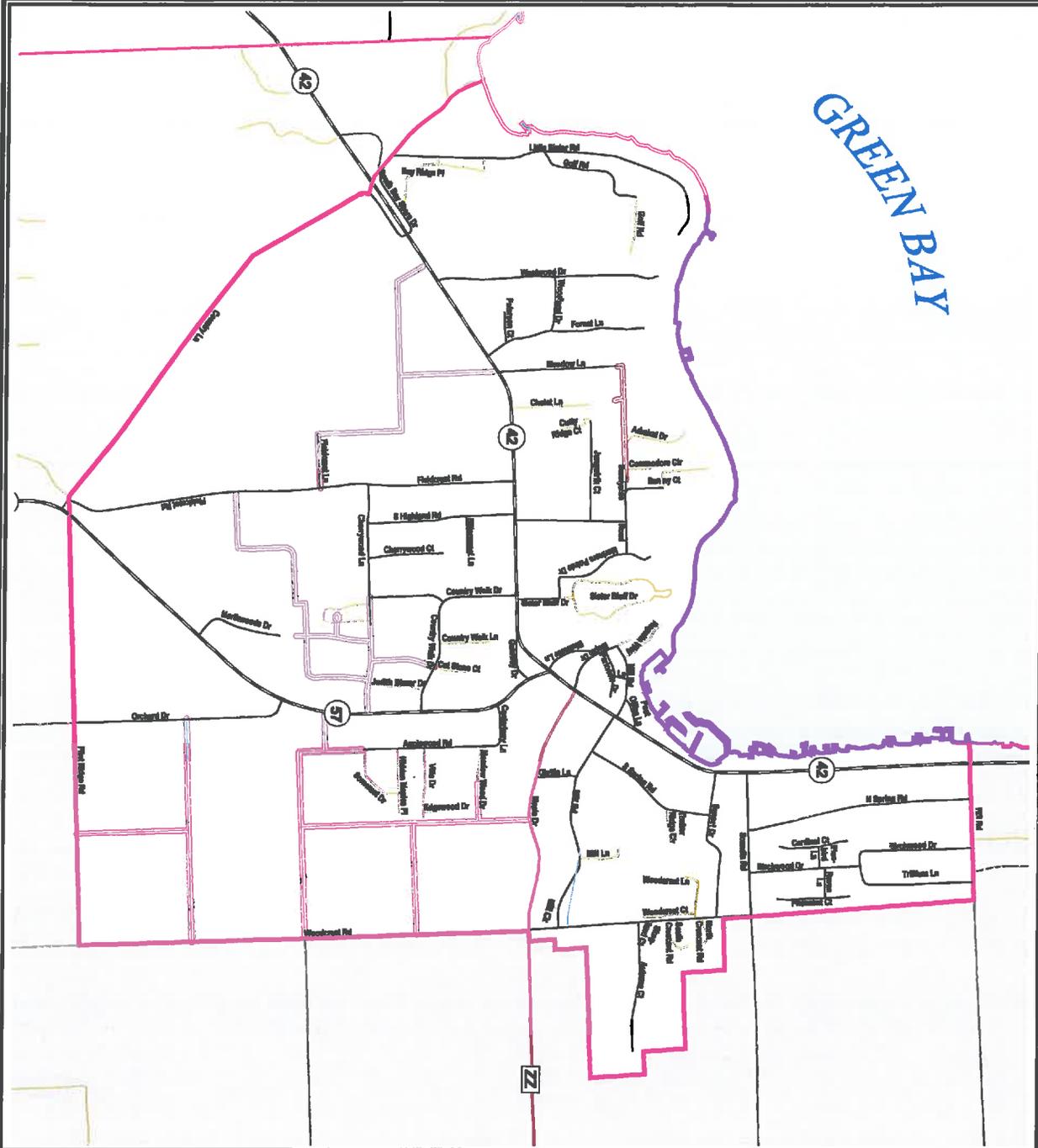
50 *A motion was made by Abshire, seconded by Baker to adjourn the meeting of the Board of*  
51 *Trustees at 7:07 P.M. Motion carried – All ayes,*

1  
2 Respectfully submitted,



3  
4 Janal Suppanz,  
5 Administrative Assistant

GREEN BAY



**Official Map**  
 of the  
**Village of Sister Bay**  
 Door County, Wisconsin  
 Last Updated: October 8, 2013

- STATE HIGHWAY
- COUNTY ROAD
- TOWN ROAD
- VILLAGE STREET
- PRIVATE ROAD
- PROPOSED RIGHT-OF-WAY
- Village Boundary
- Parcel Boundaries



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

*A Note from Sister Bay Advancement Association*



*February 26, 2014*

*Dear Village of Sister Bay,*

*The 5<sup>th</sup> annual Door County Short Film Fest in Sister Bay was a success thanks to your support! More than 200 people attended the 2 nights of original, independently produced short films, February 14 and 15. Attendees enjoyed the creativity of the films and the intimate setting of the Sister Bay Village Hall.*

*The film fest organizing committee, in cooperation with the Sister Bay Advancement Association, will strive to improve the organization and operation of the festival, expand its advertising reach, and seek out the works of creative filmmakers.*

*We hope you will consider sponsoring the Door County Short Film Fest in 2015 (February 13 & 14) and help us continue to bring the creative arts to Sister Bay.*

*Sincerely,*

*D.C. Short Film Fest committee: Chris Opper, Joel Kerssebet, Barb Luhning, Heidi Hitzman, Pat Keenan-Creed, Drew Bickford & Paige Finkhouser*



10560 Applewood Rd  
Sister Bay WI 54234

Phone: 920-854-2317  
Fax: 920-854-9529  
www.good-sam.com

March 5, 2014

Dear Village of Sister Bay,

On behalf of the residents & staff at Good Samaritan- Scandia Village, thank you for your gift sent in memory of the Kufirin's to our organization's "Partners in Compassion" Capital Campaign. A receipt is enclosed for your records.

We appreciate your willingness to help us, thoughtfulness and on-going support. This gift will make an impact in the lives of our residents and greater community.

Gratefully Yours,

The Residents & Staff at  
Good Samaritan – Scandia Village



# DOA Local Government Report

February 2014, Volume 11, No. 1

## Resources for Propane

### In this Edition

#### Resources for Propane

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#### Apply to Serve – Gubernatorial Appointment Opportunities

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#### Broadband Grants Available

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DOA Local Government Report is published biannually by the Wisconsin Department of Administration, Division of Intergovernmental Relations  
101 East Wilson St 9<sup>th</sup> FL.  
Madison, WI 53703.

Please direct general questions or comments to Dawn Vick, DOA Division of Intergovernmental Relations, (608) 266-7043 or [dawn.vick@wisconsin.gov](mailto:dawn.vick@wisconsin.gov).

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On January 25, Governor Walker declared a State of Emergency in response to the propane shortage that has impacted Wisconsin this season. The declaration puts all state agencies on alert to be prepared to assist as needed in response to the cold weather snap and propane shortage. Following the declaration, the Governor has:

- Directed the Department of Administration's Division of Energy Services to release an additional \$7 million in Crisis Benefits to counties and tribes that have households who use propane to heat their homes. The state will make funds available in anticipation of receiving additional federal Low Income Home Energy Assistance Program (LIHEAP) funds that were included in the recent federal omnibus budget bill. This was in addition to the \$1.5 million that was released for Energy Benefits.

- Instructed the Wisconsin Economic Development Corporation (WEDC) to move forward with \$5 million loan guarantee program. WEDC will provide loan guarantees to banks up to 80% of new or expanded lines of credit to propane dealers in Wisconsin. As wholesale prices rise in the Midwest, propane commercial retailers have exhausted their current lines of credit to meet their customer's rising demand for propane.

- Directed the Wisconsin Housing and Economic Development Authority (WHEDA) to proceed with \$3 million loan guarantee program. WHEDA will provide loan guarantees to banks of 50% of a total loan for dealers to purchase propane, but not to exceed \$50,000 guarantee amount. This will require approval by WHEDA's Members Loan Committee. WHEDA expanded the program to include small businesses impacted by propane supply/price – with a \$25,000 cap.

The Governor has also been proactively seeking help from the federal government to mitigate this and any future occurrences.

### What Citizens Can Do

1. Call the non-emergency number of your local sheriff's department if you need the location of a local warming shelter or other local resources. As always, call 911 for an emergency.
2. Check on friends, neighbors and loved ones to ensure everyone has a warm place to stay.
3. Call toll-free 1-866-HEATWIS (432-8947) for information about where you can purchase propane in your area, or to apply for assistance towards your propane heating bill. To apply for heating assistance through the WHEAP program, go to [www.homeenergyplus.wi.gov](http://www.homeenergyplus.wi.gov). Your local agency will determine eligibility for heating benefits based upon your household income, size, and the home's heating costs. If you are eligible, the WHEAP program will make a payment directly to your fuel supplier towards the cost of your propane. These benefits are available through May 15, 2014. Your local agency will also determine if you are eligible for Crisis Benefits.
4. If you leave your home for an extended period, turn off the water and drain your pipes to ensure they do not freeze in your absence.
5. If you need assistance with your pet, please call your local warming shelter/human services agency as some warming shelters also offer pet shelter.
6. Please donate to the Keep Wisconsin Warm Fund (KWWF) to help those impacted by the crisis. Credit card donations accepted online at [www.kwwf.org/donate](http://www.kwwf.org/donate) or by phone at 608-333-0809.

## Apply to Serve in State Government

There are currently a substantial number of positions available on various boards and commissions. The Governor needs help filling these positions. Please consider applying for a gubernatorial appointment. If you know of a family member, friend or fellow Wisconsin citizen who is enthusiastic about civic duty, please encourage him or her to apply.

To learn about available positions and to apply, go to <http://walker.wi.gov> and click on the "Apply to Serve" link found on the right hand side of the page.

Applications are being accepted on an ongoing basis for the following boards and commissions:

- Access to Justice Commission
- Accounting Examining Board
- Arts Board
- Athletic Trainers Affiliated Credentialing Board
- Auctioneer Board
- Banking Review Board
- Bay-Lake Regional Planning Commission
- Board of Agriculture, Trade and Consumer Protection
- Board of Governors of the Injured Patients and Families Compensation Fund
- Board of Nursing
- Board of Regents of the University of Wisconsin System
- Board of Veterans Affairs
- Board on Aging and Long Term Care
- Bradley Center Sports and Entertainment Corporation
- Building Inspector Review Board
- Burial Sites Preservation Board
- Cemetery Board
- Child Abuse and Neglect Prevention Board
- Chiropractic Examining Board
- Circus World Museum Foundation
- College and Workforce Readiness Council
- Commission on Uniform State Laws
- Commissioner of Railroads
- Compact Administrator of the Interstate Compact on Juveniles
- Controlled Substances Board
- Conveyance Safety Code Council
- Cosmetology Examining Board
- Council for the Deaf and Hard of Hearing
- Council on Affirmative Action
- Council on Autism
- Council on Domestic Abuse
- Council on Forestry
- Council on Highway Safety
- Council on Library and Network Development
- Council on Main Street Programs
- Council on Mental Health
- Council on Migrant Labor
- Council on Military and State Relations
- Council on Offender Reentry
- Council on Physical Disabilities
- Council on Physician Assistants
- Council on Real Estate Curriculum and Examinations
- Council on Recycling
- Council on Tourism
- Credit Union Review Board
- Crime Victims' Rights Board
- Criminal Justice Coordinating Council
- Deferred Compensation Board
- Dentistry Examining Board
- Dietitians Affiliated Credentialing Board
- Dry Cleaner Environmental Response Council
- Dwelling Code Council
- Early Childhood Advisory Council
- East Central Wisconsin Regional Planning Commission
- Education Commission of the States
- Educational Approval Board
- Educational Communications Board
- Electronic Recording Council
- Emergency Medical Services Board
- Employee Trust Funds Board
- Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors
- Examining Board of Professional Geologists, Hydrologists and Soil Scientists
- Fox River Navigational System Authority
- Funeral Directors Examining Board
- Government Accountability Board
- Governor's Bicycle Coordinating Council
- Governor's Committee for People With Disabilities
- Governor's Council on Financial Literacy
- Governor's Council on Physical Fitness and Health
- Governor's Council on Workforce Investment
- Governor's Judicial Selection Advisory Committee
- Governor's Juvenile Justice Commission
- Great Lakes Compact Commission
- Great Lakes Fishery Commission
- Great Lakes Protection Fund
- Groundwater Coordinating Council
- Group Insurance Board
- Health Insurance Risk-Sharing Plan Authority
- Hearing and Speech Examining Board
- Higher Educational Aids Board
- Historic Preservation Review Board
- Homeland Security Council
- Independent Living Council of Wisconsin
- Information Technology Management Board
- Interstate Adult Offender Supervision Board
- Interstate Compact for Juveniles
- Interstate Compact on Placement of Children

- Invasive Species Council
- Joint Review Committee on Criminal Penalties
- Joint Survey Committee on Retirement Systems
- Joint Survey Committee on Tax Exemptions
- Judicial Council
- Kickapoo Reserve Management Board
- Labor and Industry Review Commission
- Laboratory of Hygiene Board
- Lake Michigan Commercial Fishing Board
- Lake Superior Commercial Fishing Board
- Land and Water Conservation Board
- Law Enforcement Standards Board
- Lower Fox River Remediation Authority
- Lower Wisconsin State Riverway Board
- Marriage and Family Therapy Professional Counseling and Social Work Examining Board
- Massage Therapy and Bodywork Therapy Affiliated Credentialing Board
- Medical Examining Board
- Medical Mediation Panel
- Midwest Interstate Low-Level Radioactive Waste Commission
- Midwest Interstate Passenger Rail Commission
- Midwestern Higher Education Compact
- Milwaukee Child Welfare Partnership Council
- Mississippi River Parkway Commission
- Mississippi River Regional Planning Commission
- Monona Terrace Board of Directors
- Multifamily Dwelling Code Council
- National and Community Service Board
- Natural Resources Board
- Non-motorized Recreation and Transportation Trails Council
- North Central Wisconsin Regional Planning Commission
- Nursing Home Administrator Examining Board
- Occupational Therapists Affiliated Credentialing Board
- Optometry Examining Board
- Parole Commission
- Perfusionists Examining Council
- Pharmacy Examining Board
- Physical Therapy Examining Board
- Podiatrists Affiliated Credentialing Board
- Prison Industries Board
- Psychology Examining Board
- Public Defender Board
- Public Records Board
- Public Service Commission
- Radiography Examining Board
- Real Estate Appraisers Board
- Real Estate Examining Board
- Respiratory Care Practitioners Examining Council
- Rural Health Development Council
- Savings Institutions Review Board
- Sign Language Interpreters Council
- Small Business Environmental Council
- Small Business Regulatory Review Board
- Snowmobile Recreational Council
- Social Development Commission Board
- Southeast Wisconsin Professional Baseball Park District Board
- Southeastern Wisconsin Regional Planning Commission
- Southwestern Wisconsin Regional Planning Commission
- State Capitol and Executive Residence Board
- State Council on Alcohol and Other Drug Abuse
- State Employees Suggestion Board
- State Fair Park Board
- State Historical Records Advisory Board
- State Interoperability Council
- State of Wisconsin Birth to 3 Interagency Coordinating Council
- State of Wisconsin Building Commission
- State of Wisconsin Citizen Corps Council
- State of Wisconsin Claims Board
- State of Wisconsin Investment Board
- State Rehabilitation Council
- State Trails Council
- State Use Board
- Taliesin Preservation, Inc. Board of Trustees
- Tax Appeals Commission
- Teachers Retirement Board
- Telecommunications Relay Service Council
- Thermal Systems Insulators Council
- Transportation Projects Commission
- UW Hospitals and Clinics Authority and Board
- Veterinary Diagnostic Laboratory Board
- Veterinary Examining Board
- Volunteer Fire Fighter and EMT Service Award Board
- Waste Facilities Siting Board
- Wisconsin 529 College Savings Program Board
- Wisconsin Board for People with Developmental Disabilities
- Wisconsin Center District Board of Directors
- Wisconsin Coastal Management Council
- Wisconsin Compensation Rating Bureau Governing Board
- Wisconsin Economic Development Corporation
- Wisconsin Employment Relations Commission
- Wisconsin Health and Educational Facilities Authority
- Wisconsin Historical Society Board of Curators
- Wisconsin Housing and Economic Development Authority
- Wisconsin Housing Preservation Corp
- Wisconsin Humanities Council
- Wisconsin International Trade Council
- Wisconsin Judicial Commission
- Wisconsin Quality Home Care Authority
- Wisconsin Retirement Board
- Wisconsin Technical College System Board
- Wisconsin Waterways Commission
- Wisconsin Women's Council



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 1

**Recommendation:** That the Board approve Resolution 282-031814, Supporting SB 566: 911 Center Funding.

**Background:** SB 566 relates to how 911 emergency telecommunications are funded and operated. If adopted, SB 566 will eliminate fees on land lines only, and will replace those fees with a fee on all telecommunications lines. This funding mechanism is similar to how other states fund 911 operations and is financially broader than the current land line only basis of fee collection. SB 566 also limits Counties to 1 911 center for funding purposes. This has been opposed by the Wisconsin Municipal League (but is supported by the League of Counties) on the basis that this would restrict larger municipalities which operate their own 911 centers from receiving state funding. NRS and Emergency Management best practices indicate that a single point of contact per county is optimal, and allows for broader coordination of local government resources.

**Fiscal Impact:** None at this time. If Adopted by the State, SB 566 will impose a fee on cell phone users.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**Resolution No 282-031814**  
**In support of Senate Bill 566**

Statewide 9-1-1 Emergency Telecommunications System

**WHEREAS**, under current law, County 9-1-1 emergency telecommunications systems are funded as follows: Counties may levy charges, the so-called County option land line fee (up to 40 cents); and the County levy (See: §§ 256.35(3) & (3m), Wis. Stats.); *and*

**WHEREAS**, the current method of funding 9-1-1 emergency telecommunications services is no longer viable due to the decline in the number of landline phones and the concurrent increase in demand for 9-1-1 services; *and*,

**WHEREAS**, Senate Bill 566 relates to State 9-1-1 telecommunications services, and addresses, among other things, funding issues. This Bill does all of the following: a) eliminates the police and fire protection fee; b) requires statewide funding for a 9-1-1 emergency telecommunications system; c) requires the Public Service Commission (PSC) to contract for the establishment and maintenance of such a system and reimburse communications providers for related costs; d) allows the PSC to make grants to public safety answering points (PSAPSO) for the improvement of 9-1-1 services; e) creates a 16 member state 9-1-1 Council; *and* f) includes other provision related to the foregoing; *and*,

**WHEREAS**, the Door County Legislative Committee, the Door County Board of Supervisors and the Sister Bay & Liberty Grove Fire Board have met, considered, and have voted unanimously in support of Senate Bill 566 .

**NOW, THEREFORE, BE IT RESOLVED** that the Sister Bay Village Board does hereby express its support of Senate Bill 566.

**BE IT FURTHER RESOLVED** That a copy of this Resolution shall be sent to Governor Walker, Representative Bies, Senator Lasee , and Door County Administrator Maureen Murphy.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 18<sup>th</sup> day of March, 2014.

Passed and adopted this \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
David W. Lienau, Village President

ATTEST:

\_\_\_\_\_

VOTE: Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Christy Sully, Village Clerk



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 2

**Recommendation:** That the Board approve Resolution 281-021114, Creating a Local Purchasing Policy.

**Background:**

The Village General Fund and Enterprise Funds purchase a wide variety of goods and services in order to accomplish organizational goals. Local purchasing by a local unit of government has a direct effect on the velocity of money in the community, enhancing our robust economy. This need should be balanced with the generally recognized best practices in public administration on procurement to acquire goods and services at the lowest possible cost for comparable goods and services. Many local, state and federal agencies implement purchasing policies which reflect a public policy good rather than an absolute financial one. This local purchasing policy is an attempt to encourage the Village and its businesses to competitively provide goods and services to our local government, while refraining from unscrupulous practices of overcharging for comparables.

**Fiscal Impact:** Enhances the local economy by encouraging local businesses to bid or provide goods and services on a cost plus basis; marginally increases variable costs of operation. Total impact is unknown at this time.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**RESOLUTION № 281 – 031814**  
**VILLAGE OF SISTER BAY**  
**LOCAL PREFERENCE PURCHASING POLICY**

**WHEREAS,** THE VILLAGE OF SISTER BAY DESIRES TO PATRONIZE LOCAL BUSINESSES IN ORDER TO STIMULATE LOCAL COMMERCE AND PROMOTE PUBLIC POLICY OBJECTIVES RELATED TO QUALITY OF LIFE, AND;

**WHEREAS,** THE VILLAGE OF SISTER BAY DESIRES TO PROVIDE A BALANCE BETWEEN ACHIEVING THE PUBLIC POLICY OBJECTIVE OF PROMOTING PROCUREMENT OF GOODS AND SERVICES FROM LOCAL BUSINESSES WITH THE OVERALL OBJECTIVE OF OBTAINING THE LOWEST COST POSSIBLE ON COMPARABLE GOODS AND SERVICES FOR THE TAX PAYING PUBLIC, AND;

**NOW THEREFORE, LET IT BE RESOLVED,** BY THE VILLAGE BOARD OF THE VILLAGE OF SISTER BAY THAT THE FOLLOWING LOCAL PURCHASING POLICY IS HEREBY ENACTED:

**I. THE VILLAGE WILL GIVE A 10% VENDOR BID/PRICE PREFERENCE TO A LOCAL BUSINESS FOR GOODS, MATERIALS AND GENERAL SERVICES.**

A. GENERAL SERVICES ARE DEFINED AS BASIC OPERATIONAL CONTRACT SERVICES SUCH AS PRINTERS, GARDENERS, JANITORS, ETC. GENERAL SERVICES DIFFER FROM PROFESSIONAL SERVICES, WITH PROFESSIONAL SERVICES REQUIRING A SPECIALIZED EXPERTISE OR SKILL SET. EXAMPLE, A GARDENER IS CONSIDERED GENERAL SERVICES, WHEREAS A LANDSCAPE DESIGNER WOULD FALL UNDER PROFESSIONAL SERVICES. THE VILLAGE ADMINISTRATOR WILL DETERMINE WHETHER A CONTRACTOR FALLS UNDER THE GENERAL SERVICES OR PROFESSIONAL SERVICES CATEGORY.

B. A LOCAL BUSINESS MUST BE IN OPERATION IN THE VILLAGE OF SISTER BAY FOR AT LEAST SIX (6) MONTHS TO QUALIFY FOR THE LOCAL PREFERENCE.

THE BUSINESS MUST HAVE A VERIFIABLE ADDRESS IN THE VILLAGE OF SISTER BAY AND MUST BE ABLE TO PROVE THAT THE BUSINESS HAS BEEN IN OPERATION IN THE VILLAGE OF SISTER BAY FOR AT LEAST SIX MONTHS.

THE BUSINESS MUST HAVE A VALID OCCUPANCY PERMIT WITH THE VILLAGE.

**II. THE VILLAGE WILL CALCULATE THE BID PREFERENCE AS FOLLOWS:**

A. THE LOCAL VENDOR'S BID/PRICE WILL BE REDUCED BY 10% WHEN COMPARING TO OTHER BIDS/PRICES.

ASSUMING ALL ELEMENTS OF THE BID/PRICES ARE EQUAL (E.G., QUALITY, TIMELINESS OF DELIVERY, ETC) UPON CALCULATION OF THE 10% PREFERENCE, IF THE LOCAL VENDOR HAS THE LOWEST BID/PRICE, IT WILL RECEIVE THE CONTRACT SUBJECT TO THE VILLAGE ADMINISTRATOR'S OR, IF OVER \$25,000, THE BOARD'S APPROVAL.

III. THE VILLAGE ADMINISTRATOR OR DESIGNEE MAY WAIVE THIS PREFERENCE AND THE BID PROCESS AS A WHOLE IN THE EVENT OF AN EMERGENCY OR IF THE OPERATIONAL EFFECTIVENESS OF THE VILLAGE WOULD BE SERIOUSLY THREATENED IF THE PURCHASE OF GOODS OR SERVICES WAS NOT MADE IMMEDIATELY.

IV. PROFESSIONAL SERVICES CONTRACTS ARE EXEMPT FROM THE LOCAL VENDOR PREFERENCE. HOWEVER, WHEN ISSUING A RFP OR RFQ THE VILLAGE WILL PURSUE OUTREACH OF VILLAGE OF SISTER BAY CONTRACTORS USING AVAILABLE VENDOR INFORMATION SUCH AS THE SBAA MEMBERSHIP ROSTER.

V. THIS POLICY DOES NOT APPLY TO THE FOLLOWING PURCHASES OR CONTRACTS:

1. CONTRACTS DEFINED AS BEING FOR PUBLIC CONSTRUCTION, NOR TO ANY OTHER BID PROCESSES WHICH WOULD VIOLATE THE LAWS OF THE STATE OF WISCONSIN OR THE UNITED STATES OF AMERICA FOR COMPETITIVE BID, PREVAILING WAGE OR OTHER MANDATED REQUIREMENTS OR THRESHOLDS.

2. CONTRACTS WHICH ARE FUNDED IN WHOLE OR IN PART BY OTHER ENTITIES SUCH AS PRIVATE DONORS, OR OTHER GOVERNMENTAL UNITS/AGENCIES.

3. GOODS OR SERVICES PROCURED UNDER INTERGOVERNMENTAL AGREEMENTS.

**Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 18th day of March, 2014.**

**Passed and adopted this \_\_\_ day of \_\_\_\_\_, 2014.**

\_\_\_\_\_  
**David W. Lienau, Village President**

**ATTEST:**

\_\_\_\_\_  
**Christy Sully, Village Clerk**

**VOTE: Ayes \_\_\_\_\_ Noes \_\_\_\_\_**

**VILLAGE OF SISTER BAY  
LOCAL PREFERENCE PURCHASING POLICY**

**I. THE VILLAGE WILL GIVE A 10% VENDOR BID/PRICE PREFERENCE TO A LOCAL BUSINESS FOR GOODS, MATERIALS AND GENERAL SERVICES.**

A. GENERAL SERVICES ARE DEFINED AS BASIC OPERATIONAL CONTRACT SERVICES SUCH AS PRINTERS, GARDENERS, JANITORS, ETC. GENERAL SERVICES DIFFER FROM PROFESSIONAL SERVICES, WITH PROFESSIONAL SERVICES REQUIRING A SPECIALIZED EXPERTISE OR SKILL SET. EXAMPLE, A GARDENER IS CONSIDERED GENERAL SERVICES, WHEREAS A LANDSCAPE DESIGNER WOULD FALL UNDER PROFESSIONAL SERVICES. THE VILLAGE ADMINISTRATOR WILL DETERMINE WHETHER A CONTRACTOR FALLS UNDER THE GENERAL SERVICES OR PROFESSIONAL SERVICES CATEGORY.

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II. THE VILLAGE WILL CALCULATE THE BID PREFERENCE AS FOLLOWS:

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ASSUMING ALL ELEMENTS OF THE BID/PRICES ARE EQUAL (E.G., QUALITY, TIMELINESS OF DELIVERY, ETC) UPON CALCULATION OF THE 10% PREFERENCE, IF THE LOCAL VENDOR HAS THE LOWEST BID/PRICE, IT WILL RECEIVE THE CONTRACT SUBJECT TO THE VILLAGE ADMINISTRATOR'S OR, IF OVER \$25,000, THE BOARD'S APPROVAL.

III. THE VILLAGE ADMINISTRATOR OR DESIGNEE MAY WAIVE THIS PREFERENCE AND THE BID PROCESS AS A WHOLE IN THE EVENT OF AN EMERGENCY OR IF THE OPERATIONAL EFFECTIVENESS OF THE VILLAGE WOULD BE SERIOUSLY THREATENED IF THE PURCHASE OF GOODS OR SERVICES WAS NOT MADE IMMEDIATELY.

IV. PROFESSIONAL SERVICES CONTRACTS ARE EXEMPT FROM THE LOCAL VENDOR PREFERENCE. HOWEVER, WHEN ISSUING A RFP OR RFQ THE VILLAGE WILL PURSUE OUTREACH OF VILLAGE OF SISTER BAY CONTRACTORS USING AVAILABLE VENDOR INFORMATION SUCH AS THE SBAA MEMBERSHIP ROSTER.

V. THIS POLICY DOES NOT APPLY TO THE FOLLOWING PURCHASES OR CONTRACTS:

1. CONTRACTS DEFINED AS BEING FOR PUBLIC CONSTRUCTION, NOR TO ANY OTHER BID PROCESSES WHICH WOULD VIOLATE THE LAWS OF THE STATE OF WISCONSIN OR THE UNITED STATES OF AMERICA FOR COMPETITIVE BID, PREVAILING WAGE OR OTHER MANDATED REQUIREMENTS OR THRESHOLDS.

2. CONTRACTS WHICH ARE FUNDED IN WHOLE OR IN PART BY OTHER ENTITIES SUCH AS PRIVATE DONORS, OR OTHER GOVERNMENTAL UNITS/AGENCIES.

3. GOODS OR SERVICES PROCURED UNDER INTERGOVERNMENTAL AGREEMENTS.

**Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 18th day of March, 2014.**

**Passed and adopted this \_\_\_ day of \_\_\_\_\_, 2014.**

\_\_\_\_\_  
David W. Lienau, Village President

**ATTEST:**

\_\_\_\_\_  
Christy Sully, Village Clerk

VOTE: Ayes \_\_\_\_\_ Noes \_\_\_\_\_



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 3

**Recommendation:** That the Board approve identified Management Goals for 2014.

**Background:** Public Administration best practices indicate that Municipal Managers should develop a set of goals for execution by staff in the ensuing year. As I have recently joined the Village as the new Administrator, I wanted to take a few months to assess the direction of Citizens, Businesses, Staff and Board before attempting to develop management goals.

I have identified the following as Management Goals for FY 2014.

1. Ensure that Operational Expenditures do not exceed Budgeted Sums.
2. Coordinate Distribution of Board and Committee Minutes with Action Items among Staff to Ensure Appropriate Staff Action.
3. Staff will Identify, Research, and Produce One (1) External Grant Application each Month to augment local funding of Goals and Objectives.
4. Complete Major Projects as Identified by the Board.
5. Work to Develop Leadership Potential of Existing Staff Members as well as Potential New Staff.

**Fiscal Impact:** None at this time. If Adopted by the State, SB 566 will impose a fee on cell phone users.

Respectfully submitted,

Zeke Jackson  
Village Administrator



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 4

**Recommendation:** That the Board appoint the following individuals to serve as Election Inspectors and Alternates for the Village of Sister Bay in 2014 and 2015.

### **Background:**

As per the State Election Board's manual, "The governing body appoints the inspectors for a two-year term at a regular meeting before December 31 of the odd-numbered years." This was done, but unfortunately three of the Election Inspectors recently informed the Village Clerk that they wish to retire. The Village Clerk is recommending that the following individuals be appointed as Election Inspectors for 2014 and 2015. They are all qualified to serve.

### **Elections Inspectors**

Shirley Adams	PO Box 683	854-4996
Betty Anderson	10882 Birchwood Dr.	854-2915
Bob Anderson	10882 Birchwood Dr.	854-2915
Jackie Hoekstra	10389 Trillium Ln	854-4582
Fred Landstrom	10796 N Bayshore Dr.	854-6346
Lee Lhost	10486 Stony Ridge Cir W	421-0284
Doug Van Vorous	10548 S Highland Rd.	854-7502

### **Alternate Inspectors**

Dwight Anderson	10796 N Bayshore Dr	854-2915
Mary Jo Anderson	10796 N Bayshore Dr.	854-2915
Jill Lhost	10486 Stony Ridge Cir W	421-0284
Carol Sandstrom	2264 Maple Dr	854-9580

Respectfully submitted,

Zeke Jackson  
Village Administrator

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
100-41110-00-0000		1,007,404.60	1,007,380.00	24.60	100.00
100-41150-00-0000	( 4.00 )	26.72	25.00	1.72	106.88
100-41800-00-0000		485.10	150.00	335.10	323.40
<b>TOTAL TAXES</b>	<b>( 4.00 )</b>	<b>1,007,916.42</b>	<b>1,007,555.00</b>	<b>361.42</b>	<b>100.04</b>
<u>INTERGOVERNMENTAL REVENUE</u>					
100-43410-00-0000		9,036.40	9,036.00	.40	100.00
100-43420-00-0000		13,193.51	13,000.00	193.51	101.49
100-43531-00-0000		58,263.25	58,263.00	.25	100.00
100-43650-00-0000	4.00	4.00	4.00	.00	100.00
100-43791-00-0000		3,449.41	5,000.00	( 1,550.59 )	68.99
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>4.00</b>	<b>83,946.57</b>	<b>85,303.00</b>	<b>( 1,356.43 )</b>	<b>98.41</b>
<u>LICENSES &amp; PERMITS</u>					
100-44110-00-0000		8,433.32	8,000.00	433.32	105.42
100-44120-00-0000		800.00	600.00	200.00	133.33
100-44130-00-0000		120.00	100.00	20.00	120.00
100-44140-00-0000		50.00	40.00	10.00	125.00
100-44210-00-0000		13.25	12.00	1.25	110.42
100-44300-00-0000		16,296.42	10,000.00	6,296.42	162.96
100-44410-00-0000		1,125.00	1,800.00	( 675.00 )	62.50
100-44420-00-0000		400.00	400.00	.00	100.00
100-44430-00-0000		800.00	.00	800.00	.00
100-44910-00-0000		910.00	600.00	310.00	151.67
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>.00</b>	<b>28,947.99</b>	<b>21,552.00</b>	<b>7,395.99</b>	<b>134.32</b>
<u>FINES, FORFEITS &amp; PENALTIES</u>					
100-45100-00-0000		.00	250.00	( 250.00 )	.00
100-45210-00-0000		565.00	600.00	( 35.00 )	94.17
<b>TOTAL FINES, FORFEITS &amp; PENALTIES</b>	<b>.00</b>	<b>565.00</b>	<b>850.00</b>	<b>( 285.00 )</b>	<b>66.47</b>

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET		
<u>PUBLIC CHARGES</u>							
100-46110-00-0000	ASSESSMENT LETTER FEES	.00	3,300.00	2,400.00	900.00	137.50	
100-46120-00-0000	PLAN COMMISSION FEES	.00	900.00	300.00	600.00	300.00	
100-46140-00-0000	PUBLISHING FEES	.00	440.00	400.00	40.00	110.00	
100-46310-00-0000	HWY DEPT CHGS REIMB	.00	1,314.19	1,200.00	114.19	109.52	
100-46721-00-0000	MEMORIAL BENCHES	.00	2,600.00	2,400.00	200.00	108.33	
100-46722-00-0000	MEMORIAL TREES	.00	.00	200.00 (	200.00)	.00	
100-46723-00-0000	MEMORIAL PICNIC TABLES	.00	400.00	.00	400.00	.00	
100-46741-00-0000	FESTIVALS/EVENTS	.00	531.00	500.00	31.00	106.20	
100-46900-00-0000	MISC CHARGES FOR SERVICES	.00	784.10	1,500.00 (	715.90)	52.27	
	<b>TOTAL PUBLIC CHARGES</b>	<b>.00</b>	<b>10,269.29</b>	<b>8,900.00</b>	<b>1,369.29</b>	<b>115.39</b>	
<u>INTERGOVERNMENTAL CHARGES</u>							
100-47324-00-0000	EMS BLDG RENTAL CHARGES	.00	8,783.82	8,000.00	783.82	109.80	
100-47390-00-0000	LIBRARY CHARGES	.00	2,853.96	2,000.00	853.96	142.70	
	<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>.00</b>	<b>11,637.78</b>	<b>10,000.00</b>	<b>1,637.78</b>	<b>116.38</b>	
<u>MISCELLANEOUS REVENUES</u>							
100-48110-00-0000	INTEREST ON INVESTMENTS	.00	1,694.67	2,000.00 (	305.33)	84.73	
100-48210-00-0000	BLDG RENTAL - POST OFFICE	.00	16,200.00	16,200.00	.00	100.00	
100-48220-00-0000	BLDG RENTAL - VILLAGE HALL	.00	4,233.27	3,000.00	1,233.27	141.11	
100-48240-00-0000	BLDG RENTAL - FIRE STATION	.00	347.50	500.00 (	152.50)	69.50	
100-48250-00-0000	PARK RENTAL	.00	4,548.30	3,500.00	1,048.30	129.95	
100-48300-00-0000	SALE OF PROPERTY & EQUIPMENT	.00	650.00	.00	650.00	.00	
100-48500-00-0000	DONATIONS	.00	125.00	.00	125.00	.00	
100-48910-00-0000	REFUNDS	.00	192.05	300.00 (	107.95)	64.02	
100-48990-00-0000	MISC OTHER REVENUE	(	1.32)	288.92	150.00	138.92	192.61
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>(</b>	<b>1.32)</b>	<b>28,279.71</b>	<b>25,650.00</b>	<b>2,629.71</b>	<b>110.25</b>
<u>OTHER FINANCING SOURCES</u>							
100-49221-00-0000	TRANSFERS FROM MARINA: PILOT	.00	161,905.00	161,905.00	.00	100.00	
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>161,905.00</b>	<b>161,905.00</b>	<b>.00</b>	<b>100.00</b>	
	<b>TOTAL FUND REVENUE</b>	<b>(</b>	<b>1.32)</b>	<b>1,333,467.76</b>	<b>1,321,715.00</b>	<b>11,752.76</b>	<b>100.89</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>GENERAL GOVERNMENT</u>						
100-51105-00-0000	WAGES, TRUSTEES	.00	33,890.00	36,300.00	2,410.00	93.36
100-51120-00-0000	SOCIAL SECURITY	.00	2,592.59	2,777.00	184.41	93.36
100-51145-00-0000	INSURANCE, WORK COMP	.00	54.48	107.00	52.52	50.92
	<b>PERSONNEL</b>	<b>.00</b>	<b>36,537.07</b>	<b>39,184.00</b>	<b>2,646.93</b>	<b>93.24</b>
100-51201-00-0000	TRAVEL/TRAINING	.00	541.27	1,500.00	958.73	36.08
100-51210-00-0000	EXPENSE ALLOWANCE	.00	179.62	500.00	320.38	35.92
100-51225-00-0000	RECOGNITION	.00	1,127.46	500.00 (	627.46)	225.49
	<b>INDIRECT EMPLOYEE</b>	<b>.00</b>	<b>1,848.35</b>	<b>2,500.00</b>	<b>651.65</b>	<b>73.93</b>
100-51301-00-0000	ADMINISTRATION BUILDING	.00	5,049.82	4,750.00 (	299.82)	106.31
100-51305-00-0000	VILLAGE HALL	.00	12,295.83	10,000.00 (	2,295.83)	122.96
100-51315-00-0000	FIRE STATION	.00	32,663.81	36,000.00	3,336.19	90.73
100-51320-00-0000	OLD SCHOOL	.00	538.31	600.00	61.69	89.72
100-51360-00-0000	HYDRANT RENTAL FEES	.00	42,000.00	42,000.00	.00	100.00
100-51370-00-0000	INTERNET	.00	3,293.33	2,200.00 (	1,093.33)	149.70
	<b>UTILITY COSTS</b>	<b>.00</b>	<b>95,841.10</b>	<b>95,550.00 (</b>	<b>291.10)</b>	<b>100.30</b>
100-51405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	477.86	1,000.00	522.14	47.79
100-51410-00-0000	PRINTING AND COPYING	.00	227.35	.00 (	227.35)	.00
100-51420-00-0000	DUES & PUBLICATIONS	.00	1,614.19	2,024.00	409.81	79.75
100-51425-00-0000	MAPS	.00	27.50	.00 (	27.50)	.00
100-51450-00-0000	PUBLIC RELATIONS	.00	.00	7,000.00	7,000.00	.00
100-51495-00-0000	MISC SUPPLIES	.00	.00	100.00	100.00	.00
	<b>SUPPLIES</b>	<b>.00</b>	<b>2,346.90</b>	<b>10,124.00</b>	<b>7,777.10</b>	<b>23.18</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-51502-00-0000 BUILDING INSPECTION SERVICES	.00	8,808.10	.00	( 8,808.10)	.00
100-51504-00-0000 INFORMATION TECHNOLOGY	.00	.00	100.00	100.00	.00
100-51505-00-0000 ENGINEERING	.00	.00	5,000.00	5,000.00	.00
100-51510-00-0000 CONSULTING	.00	1,934.72	2,000.00	65.28	96.74
100-51514-00-0000 SHERIFF SECURITY SERVICES	.00	2,565.40	3,000.00	434.60	85.51
100-51515-00-0000 LEGAL SERVICES	.00	13,380.59	25,000.00	11,619.41	53.52
100-51520-00-0000 ASSESSMENT SERVICES	.00	39,750.00	37,200.00	( 2,550.00)	106.85
100-51525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	11,040.46	11,700.00	659.54	94.36
100-51530-00-0000 LEGAL NOTICES & ADS	.00	1,078.86	2,000.00	921.34	53.93
100-51532-00-0000 PUBLICITY	.00	302.84	.00	( 302.84)	.00
100-51540-00-0000 TAX BILLING COSTS	.00	2,465.43	2,300.00	( 165.43)	107.19
100-51545-00-0000 ELECTION COSTS	.00	1,476.47	1,100.00	( 376.47)	134.22
100-51546-00-0000 ELECTION JUDGES	.00	1,867.50	2,000.00	132.50	93.38
100-51555-00-0000 BOARD OF REVIEW	.00	585.80	500.00	( 85.80)	117.16
100-51567-00-0000 FESTIVAL/EVENT COSTS	.00	1,868.11	3,000.00	1,131.89	62.27
100-51570-00-0000 ZONING BOARD OF APPEALS	.00	200.00	.00	( 200.00)	.00
100-51575-00-0000 PLAN COMMISSION	.00	1,400.00	2,000.00	600.00	70.00
100-51590-00-0000 MISC BOARDS	.00	920.00	1,000.00	80.00	92.00
100-51595-00-0000 MISC SERVICES	.00	.00	500.00	500.00	.00
SERVICES	.00	89,644.08	98,400.00	8,755.92	91.10
100-51641-00-0000 ADMINISTRATION BLDG	.00	4,307.33	2,000.00	( 2,307.33)	215.37
100-51642-00-0000 VILLAGE HALL	.00	2,111.83	12,000.00	9,888.17	17.60
100-51643-00-0000 POST OFFICE	.00	7.98	500.00	492.02	1.60
100-51645-00-0000 FIRE STATION	.00	15,117.35	25,000.00	9,882.65	60.47
100-51646-00-0000 OLD SCHOOL	.00	21.03	25.00	3.97	84.12
MAINTENANCE	.00	21,565.52	39,525.00	17,959.48	54.56
100-51801-00-0000 CEMETERY	.00	3,903.20	4,000.00	96.80	97.58
100-51805-00-0000 LIBRARY	.00	26,165.50	26,166.00	.50	100.00
100-51810-00-0000 SISTER BAY ADVANCEMENT	.00	50,000.00	50,000.00	.00	100.00
100-51830-00-0000 HUMANE SOCIETY	.00	1,000.00	1,000.00	.00	100.00
100-51840-00-0000 FIRE SERVICES	.00	101,785.00	101,785.00	.00	100.00
100-51841-00-0000 OTHER FIRE SERVICES	.00	.00	5,000.00	5,000.00	.00
100-51850-00-0000 HISTORICAL SOCIETY	.00	5,000.00	5,000.00	.00	100.00
100-51860-00-0000 ECONOMIC DEVELOPMENT	.00	2,500.00	2,500.00	.00	100.00
100-51865-00-0000 LEGISLATIVE DAYS	.00	500.00	500.00	.00	100.00
100-51880-00-0000 COASTAL BYWAYS	.00	300.00	300.00	.00	100.00
SUPPORT	.00	191,153.70	196,251.00	5,097.30	97.40

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-51910-00-0000 BAD DEBT EXP	.00	438.46	300.00	( 138.46 )	146.15
100-51930-00-0000 BANK FEES & FINANCE CHARGES	.00	1,924.09	1,500.00	( 424.09 )	128.27
100-51950-00-0000 MISC OTHER EXPENDITURE	.00	.00	100.00	100.00	.00
100-51992-00-0000 TRANSFER TO ICE RINK FUND	.00	5,000.00	5,000.00	.00	100.00
100-51994-00-0000 TRANSFER TO CIP FUND	.04	198,700.00	198,700.00	.00	100.00
100-51999-00-0000 CONTINGENCY	.00	4,417.97	10,000.00	5,582.03	44.18
<b>MISCELLANEOUS</b>	<b>.04</b>	<b>210,480.52</b>	<b>215,600.00</b>	<b>5,119.48</b>	<b>97.63</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>.04</b>	<b>649,417.24</b>	<b>697,134.00</b>	<b>47,716.76</b>	<b>93.16</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>ADMINISTRATION</u>						
100-52101-00-0000		145,812.50	176,293.00	30,480.50	82.71	
100-52110-00-0000		152.91	325.00	172.09	47.05	
100-52112-00-0000		36,371.10	.00 (	36,371.10)	.00	
100-52113-00-0000	237.98	2,298.87	.00 (	2,298.87)	.00	
100-52115-00-0000		12,028.34	11,745.00 (	283.34)	102.41	
100-52120-00-0000		14,103.49	13,512.00 (	591.49)	104.38	
100-52125-00-0000		32,385.50	37,818.00	5,432.50	85.64	
100-52130-00-0000		1,914.40	2,066.00	151.60	92.66	
100-52135-00-0000		1,391.53	1,528.00	136.47	91.07	
100-52140-00-0000		657.24	930.00	272.76	70.67	
100-52145-00-0000		363.12	639.00	275.88	56.83	
100-52190-00-0000		571.00	1,000.00	429.00	57.10	
100-52192-00-0000		( 10,653.84 ) (	13,282.00 ) (	2,628.16 ) (	80.21 )	
100-52195-00-0000		( 17,432.46 ) (	27,862.00 ) (	10,429.54 ) (	62.57 )	
100-52196-00-0000		( 22,504.47 ) (	33,651.00 ) (	11,146.53 ) (	66.88 )	
		<u>237.98</u>	<u>197,459.23</u>	<u>171,061.00 (</u>	<u>26,398.23 )</u>	<u>115.43</u>
<u>PERSONNEL</u>						
100-52201-00-0000		1,865.13	4,000.00	2,134.87	46.63	
100-52205-00-0000		7,612.26	.00 (	7,612.26)	.00	
100-52210-00-0000		348.29	300.00 (	48.29)	116.10	
100-52225-00-0000		205.16	150.00 (	55.16)	136.77	
		<u>.00</u>	<u>10,030.84</u>	<u>4,450.00 (</u>	<u>5,580.84 )</u>	<u>225.41</u>
<u>INDIRECT EMPLOYEE</u>						
100-52360-00-0000		2,395.60	2,500.00	104.40	95.82	
100-52365-00-0000		662.96	200.00 (	462.96)	331.48	
100-52370-00-0000		2,003.88	2,300.00	296.12	87.13	
		<u>.00</u>	<u>5,062.44</u>	<u>5,000.00 (</u>	<u>62.44 )</u>	<u>101.25</u>
<u>UTILITY COSTS</u>						
100-52401-00-0000		3,232.60	6,000.00	2,767.40	53.88	
100-52405-00-0000		2,337.71	2,000.00 (	337.71)	116.89	
100-52410-00-0000		6,021.00	6,000.00 (	21.00)	100.35	
100-52415-00-0000		1,616.14	1,600.00 (	16.14)	101.01	
100-52420-00-0000		475.01	1,200.00	724.99	39.58	
100-52495-00-0000		82.23	100.00	17.77	82.23	
		<u>.00</u>	<u>13,764.69</u>	<u>16,900.00</u>	<u>3,135.31</u>	<u>81.45</u>
<u>SUPPLIES</u>						

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-52501-00-0000 AUDIT	.00	12,130.00	12,500.00	370.00	97.04
100-52502-00-0000 ACCOUNTING SUPPORT	.00	902.00	1,000.00	98.00	90.20
100-52503-00-0000 TKH BOOKKEEPING	.00	431.64	.00	( 431.64 )	.00
100-52504-00-0000 INFORMATION TECHNOLOGY	.00	480.00	1,200.00	720.00	40.00
100-52510-00-0000 INTERIM ADMIN SERVICES	.00	24,143.00	24,400.00	257.00	98.95
100-52595-00-0000 MISC OTHER SERVICES	.00	.00	200.00	200.00	.00
<b>SERVICES</b>	<b>.00</b>	<b>38,086.64</b>	<b>39,300.00</b>	<b>1,213.36</b>	<b>96.91</b>
100-52801-00-0000 OFFICE EQUIPMENT	( 25.32 )	399.84	350.00	( 49.84 )	114.24
100-52805-00-0000 COMPUTER MAINTENANCE	.00	.00	150.00	150.00	.00
<b>MAINTENANCE</b>	<b>( 25.32 )</b>	<b>399.84</b>	<b>500.00</b>	<b>100.16</b>	<b>79.97</b>
<b>TOTAL ADMINISTRATION</b>	<b>212.66</b>	<b>264,803.68</b>	<b>237,211.00</b>	<b>( 27,592.68 )</b>	<b>111.63</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PARKS AND STREETS</u>						
100-53101-00-0000	WAGES, FULL-TIME	.00	121,318.94	141,909.00	20,590.06	85.49
100-53105-00-0000	WAGES, PART-TIME	.00	22,083.36	24,704.00	2,620.64	89.39
100-53106-00-0000	WAGES, ANIMAL CONTROL	.00	173.62	500.00	326.38	34.72
100-53110-00-0000	OVERTIME	.00	3,278.87	7,465.00	4,186.13	43.92
100-53112-00-0000	UNWORKED WAGES	.00	20,722.04	.00 (	20,722.04)	.00
100-53113-00-0000	COMP TIME USED	3,414.89	7,159.92	.00 (	7,159.92)	.00
100-53115-00-0000	RETIREMENT	.00	9,832.94	9,933.00	100.06	98.99
100-53120-00-0000	SOCIAL SECURITY	.00	13,205.84	13,355.00	149.16	98.88
100-53125-00-0000	INSURANCE, MEDICAL	.00	29,891.85	29,667.00 (	224.85)	100.76
100-53130-00-0000	INSURANCE, DENTAL	.00	2,504.10	2,687.00	182.90	93.19
100-53135-00-0000	INSURANCE, DISABILITY	.00	1,179.78	1,279.00	99.22	92.24
100-53140-00-0000	INSURANCE, GROUP LIFE	.00	372.00	383.00	11.00	97.13
100-53145-00-0000	INSURANCE, WORK COMP	.00	10,054.18	10,362.00	307.82	97.03
100-53190-00-0000	BENEFIT FEES AND PENALTIES	.00	19.00	.00 (	19.00)	.00
100-53192-00-0000	MARINA PARKS REIMBURSEMENT	.00 (	19,475.62)	( 37,786.00)	( 18,310.38)	( 51.54)
	<b>PERSONNEL</b>	<b>3,414.89</b>	<b>222,320.82</b>	<b>204,458.00 (</b>	<b>17,862.82)</b>	<b>108.74</b>
100-53201-00-0000	TRAVEL/TRAINING	.00	.00	100.00	100.00	.00
100-53210-00-0000	EXPENSE ALLOWANCE	.00	.00	25.00	25.00	.00
100-53215-00-0000	UNIFORMS & CLOTHING	.00	1,008.35	1,500.00	491.65	67.22
	<b>INDIRECT EMPLOYEE</b>	<b>.00</b>	<b>1,008.35</b>	<b>1,625.00</b>	<b>616.65</b>	<b>62.05</b>
100-53325-00-0000	PARKS	.00	2,359.63	3,000.00	640.37	78.65
100-53330-00-0000	SPORTS COMPLEX	.00	11,850.02	12,000.00	149.98	98.75
100-53335-00-0000	MAINTENANCE BUILDINGS	.00	14,974.66	12,000.00 (	2,974.66)	124.79
100-53345-00-0000	INFORMATION BOOTH	.00	760.08	800.00	39.92	95.01
100-53360-00-0000	TELEPHONE SPORT COMPLEX	.00	476.57	500.00	23.43	95.31
100-53365-00-0000	CELL PHONES	.00	1,363.82	1,050.00 (	313.82)	129.89
100-53380-00-0000	STREET LIGHTING	.00	27,896.49	28,500.00	603.51	97.88
100-53381-00-0000	BIKE TRAIL LIGHTS	.00	1,263.35	1,650.00	386.65	76.57
	<b>UTILITY COSTS</b>	<b>.00</b>	<b>60,944.62</b>	<b>59,500.00 (</b>	<b>1,444.62)</b>	<b>102.43</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-53401-00-0000 OFFICE SUPPLIES	.00	7.82	25.00	17.18	31.28
100-53405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	429.00	.00 (	429.00)	.00
100-53430-00-0000 CUSTODIAL SUPPLIES	.00	2,889.37	4,000.00	1,110.63	72.23
100-53440-00-0000 MEDICAL SAFETY	.00	839.28	250.00 (	589.28)	335.71
100-53445-00-0000 SHOP SUPPLIES	.00	372.61	750.00	377.39	49.68
100-53450-00-0000 MEMORIAL BENCH SUPPLIES	.00	217.47	500.00	282.53	43.49
100-53460-00-0000 MINOR EQUIPMENT	.00	1,415.68	750.00 (	665.68)	188.76
100-53470-00-0000 RECREATION EQUIP/SUPPLIES	.00	445.98	.00 (	445.98)	.00
100-53480-00-0000 STREET LIGHTS (BULBS)	.00	477.59	600.00	122.41	79.60
100-53490-00-0000 MISC. MUNICIPAL SUPPLIES	148.17	401.31	.00 (	401.31)	.00
100-53495-00-0000 MISC. OTHER SUPPLIES	.00	8.48	50.00	41.52	16.96
<b>SUPPLIES</b>	<b>148.17</b>	<b>7,504.59</b>	<b>6,925.00 (</b>	<b>579.59)</b>	<b>108.37</b>
100-53551-00-0000 RUBBISH DISPOSAL	.00	99,286.69	103,365.00	4,078.31	96.05
100-53552-00-0000 RECYCLING	.00	8,692.03	8,000.00 (	692.03)	108.65
100-53553-00-0000 SNOW REMOVAL CONTRACT	.00	33,013.32	25,000.00 (	8,013.32)	132.05
100-53581-00-0000 YMCA PROGRAM COSTS	.00	11,889.00	11,500.00 (	389.00)	103.38
100-53595-00-0000 MISCELLANEOUS	.00	.00	100.00	100.00	.00
<b>SERVICES</b>	<b>.00</b>	<b>152,881.04</b>	<b>147,965.00 (</b>	<b>4,916.04)</b>	<b>103.32</b>
100-53610-00-0000 SIDEWALKS	.00	4.29	500.00	495.71	.86
100-53611-00-0000 BIKE TRAIL	.00	69.44	250.00	180.56	27.78
100-53615-00-0000 GROUNDS	.00	981.69	1,000.00	18.31	98.17
100-53620-00-0000 PARKS	.00	20,913.24	20,000.00 (	913.24)	104.57
100-53625-00-0000 SPORTS COMPLEX	.00	3,025.41	4,000.00	974.59	75.64
100-53626-00-0000 DOG PARK	.00	1,871.02	2,000.00	128.98	93.55
100-53630-00-0000 STREET SIGNS	.00	173.36	750.00	576.64	23.11
100-53631-00-0000 SEASONAL DECORATIONS	.00	8,601.27	9,000.00	398.73	95.57
100-53635-00-0000 LAWN MAINTENANCE	.00	8,123.80	8,000.00 (	123.80)	101.55
100-53640-00-0000 BUILDING (PARKS DEPT)	.00	649.30	1,500.00	850.70	43.29
100-53645-00-0000 INFO BOOTH (BLDGS & GROUNDS)	.00	1,025.17	1,500.00	474.83	68.34
100-53650-00-0000 STORM DRAINAGE SYSTEM	.00	1,889.49	2,000.00	110.51	94.47
100-53655-00-0000 STREET MAINTENANCE	.00	9,751.27	13,263.00	3,511.73	73.52
100-53670-00-0000 PICNIC TABLES & BENCHES	.00	590.69	2,000.00	1,409.31	29.53
100-53671-00-0000 GARBAGE CANS	.00	.00	500.00	500.00	.00
100-53675-00-0000 EQUIPMENT RENTAL	.00	.00	200.00	200.00	.00
<b>MAINTENANCE</b>	<b>.00</b>	<b>57,669.44</b>	<b>66,463.00</b>	<b>8,793.56</b>	<b>86.77</b>
100-53701-00-0000 VEHICLE MAINTENANCE	.00	1,287.67	5,000.00	3,712.33	25.75
100-53705-00-0000 EQUIPMENT MAINTENANCE	.00	10,390.79	10,000.00 (	390.79)	103.91
100-53710-00-0000 GAS/OIL/FLUIDS	358.20	11,739.53	10,000.00 (	1,739.53)	117.40
100-53715-00-0000 TIRES	.00	1,000.50	1,200.00	199.50	83.38
<b>VEHICLES AND EQUIPMENT</b>	<b>358.20</b>	<b>24,418.49</b>	<b>26,200.00</b>	<b>1,781.51</b>	<b>93.20</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-53810-00-0000 CAPITAL EQUIPMENT	.00	22,500.00	.00	( 22,500.00 )	.00
CAPITAL OUTLAY	.00	22,500.00	.00	( 22,500.00 )	.00
TOTAL PARKS AND STREETS	3,921.26	549,247.35	513,136.00	( 36,111.35 )	107.04
TOTAL FUND EXPENDITURES	4,133.96	1,463,468.27	1,447,481.00	( 15,987.27 )	101.10
NET REVENUES OVER EXPENDITURES	( 4,135.28 )	( 130,000.51 )	( 125,766.00 )	27,740.03	( 103.37 )

**VILLAGE OF SISTER BAY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**FUND 203 - SKATE PARK FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
203-46741-00-0000	FESTIVALS/EVENTS	.00	.00	500.00 ( 500.00)	.00
203-46784-00-0000	T-SHIRT SALES	.00	.00	.00	.00
203-46767-00-0000	VENDING SALES (SODA)	.00	70.67	400.00 ( 329.33)	17.67
	<b>TOTAL PUBLIC CHARGES</b>	<b>.00</b>	<b>70.67</b>	<b>900.00 ( 829.33)</b>	<b>7.85</b>
<u>MISCELLANEOUS REVENUES</u>					
203-48110-00-0000	INTEREST ON INVESTMENTS	.00	.52	1.00 ( .48)	52.00
203-48500-00-0000	DONATIONS	.00	.00	.00	.00
203-48990-00-0000	MISC REVENUE	.00	.00	.00	.00
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>.00</b>	<b>.52</b>	<b>1.00 ( .48)</b>	<b>52.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>71.19</b>	<b>901.00 ( 829.81)</b>	<b>7.90</b>
<u>SKATE PARK EXP</u>					
203-55435-00-0000	VENDING SUPPLIES (SODA)	.00	.00	150.00	150.00
203-55470-00-0000	RECREATION EQUIP/SUPPLIES	.00	.00	.00	.00
	<b>TOTAL SKATE PARK EXP</b>	<b>.00</b>	<b>.00</b>	<b>150.00</b>	<b>150.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>.00</b>	<b>150.00</b>	<b>150.00</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>71.19</b>	<b>751.00 ( 679.81)</b>	

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**ICE RINK FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
205-46751-00-0000	BOARD ADVERTISING	.00	.00	1,000.00 ( 1,000.00 )	.00
205-46754-00-0000	SKATE RENTAL	.00	8,898.78	2,500.00 6,398.78	355.95
205-46755-00-0000	SKATE SHARPENING	.00	406.00	250.00 156.00	162.40
205-46761-00-0000	BROOMBALL	.00	.00	2,500.00 ( 2,500.00 )	.00
205-46764-00-0000	CLOTHING SALES	.00	162.00	.00 162.00	.00
205-46765-00-0000	CONCESSIONS	.00	6,582.26	2,000.00 4,582.26	329.11
205-46900-00-0000	MISC PUBLIC CHARGES	.00	.00	50.00 ( 50.00 )	.00
	<b>TOTAL PUBLIC CHARGES</b>	<b>.00</b>	<b>16,049.04</b>	<b>8,300.00 7,749.04</b>	<b>193.36</b>
<u>MISCELLANEOUS REVENUES</u>					
205-48110-00-0000	INTEREST INCOME	.00	1.86	10.00 ( 8.14 )	18.60
205-48500-00-0000	DONATIONS	.00	1,563.15	1,000.00 563.15	156.32
205-48990-00-0000	MISC OTHER REVENUE	.53	.53	.00 .53	.00
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>.53</b>	<b>1,565.54</b>	<b>1,010.00 555.54</b>	<b>155.00</b>
<u>OTHER FINANCING SOURCES</u>					
205-49210-00-0000	TRANSFERS FROM GENERAL FUND	.00	5,000.00	5,000.00 .00	100.00
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>5,000.00</b>	<b>5,000.00 .00</b>	<b>100.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.53</b>	<b>22,614.58</b>	<b>14,310.00 8,304.58</b>	<b>158.03</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**ICE RINK FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>ICE RINK EXP</u>						
205-55105-00-0000	WAGES, PART-TIME	.00	13,609.25	7,500.00 (	6,109.25 )	181.46
205-55105-25-0000	WAGES, ICE RINK CLERK	.00	18.08	.00 (	18.08 )	.00
205-55110-00-0000	OVERTIME	.00	2,585.25	300.00 (	2,285.25 )	861.75
205-55115-00-0000	RETIREMENT	.00	18.76	.00 (	18.76 )	.00
205-55120-00-0000	SOCIAL SECURITY	.00	1,240.22	597.00 (	643.22 )	207.74
205-55145-00-0000	INSURANCE, WORK COMP	.00	193.90	398.00	204.10	48.72
205-55150-00-0000	UNEMPLOYMENT COSTS	.00	692.92	250.00 (	442.92 )	277.17
	<b>PERSONNEL</b>	<b>.00</b>	<b>18,356.38</b>	<b>9,045.00 (</b>	<b>9,311.38 )</b>	<b>202.95</b>
205-55201-00-0000	TRAVEL/TRAINING	.00	1.24	.00 (	1.24 )	.00
205-55205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	91.44	150.00	58.56	60.96
205-55225-00-0000	RECOGNITION	.00	.00	50.00	50.00	.00
	<b>INDIRECT EMPLOYEE</b>	<b>.00</b>	<b>92.68</b>	<b>200.00</b>	<b>107.32</b>	<b>46.34</b>
205-55401-00-0000	OFFICE SUPPLIES	.00	66.00	50.00 (	16.00 )	132.00
205-55410-00-0000	PRINTING AND COPYING	.00	19.55	.00 (	19.55 )	.00
205-55415-00-0000	POSTAGE	.00	.00	20.00	20.00	.00
205-55430-00-0000	CUSTODIAL SUPPLIES	.00	5.48	25.00	19.52	21.92
205-55435-00-0000	FOOD/BEVERAGE SUPPLIES	.00	4,070.16	1,800.00 (	2,270.16 )	226.12
205-55440-00-0000	MEDICAL/SAFETY SUPPLIES	.00	10.49	25.00	14.51	41.96
205-55460-00-0000	TOOLS/MINOR EQUIPMENT	.00	99.60	100.00	.40	99.60
205-55470-00-0000	RECREATION EQUIP/SUPPLIES	.00	646.99	500.00 (	146.99 )	129.40
205-55475-00-0000	BOARD ADVERTISING SUPPLIES	.00	35.48	500.00	464.52	7.10
	<b>SUPPLIES</b>	<b>.00</b>	<b>4,953.75</b>	<b>3,020.00 (</b>	<b>1,933.75 )</b>	<b>164.03</b>
205-55525-00-0000	PROPERTY/LIABILITY INSURANCE	.00	160.04	.00 (	160.04 )	.00
205-55530-00-0000	ADVERTISING	.00	.00	250.00	250.00	.00
205-55570-00-0000	PERMITS & FEES	.00	.00	5.00	5.00	.00
	<b>SERVICES</b>	<b>.00</b>	<b>160.04</b>	<b>255.00</b>	<b>94.96</b>	<b>62.76</b>
205-55647-00-0000	ICE RINK MAINTENANCE	.00	7.78	500.00	492.22	1.56
	<b>MAINTENANCE</b>	<b>.00</b>	<b>7.78</b>	<b>500.00</b>	<b>492.22</b>	<b>1.56</b>
205-55701-00-0000	VEHICLE MAINTENANCE	.00	.00	100.00	100.00	.00
205-55710-00-0000	GAS/OIL/FLUIDS	.00	394.78	300.00 (	94.78 )	131.59
	<b>VEHICLES AND EQUIPMENT</b>	<b>.00</b>	<b>394.78</b>	<b>400.00</b>	<b>5.22</b>	<b>98.69</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**ICE RINK FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL ICE RINK EXP	.00	23,965.41	13,420.00	( 10,545.41 )	178.58
TOTAL FUND EXPENDITURES	.00	23,965.41	13,420.00	( 10,545.41 )	178.58
NET REVENUES OVER EXPENDITURES	.53	( 1,350.83 )	890.00	18,849.99	( 151.78 )

**VILLAGE OF SISTER BAY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**FUND 300 - DEBT SERVICE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
300-41110-00-0000	PROPERTY TAXES	.00	770,000.00	770,000.00	.00 100.00
300-41210-00-0000	ROOM TAXES	.00	129,547.06	134,000.00 ( 4,452.94 )	96.68
	<b>TOTAL TAXES</b>	<b>.00</b>	<b>899,547.06</b>	<b>904,000.00 ( 4,452.94 )</b>	<b>99.51</b>
<u>TRANSFERS</u>					
300-49240-00-0000	TRANSFERS FROM CIP FUND	.00	138,579.00	138,579.00	.00 100.00
	<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>138,579.00</b>	<b>138,579.00</b>	<b>.00 100.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>1,038,126.06</b>	<b>1,042,579.00 ( 4,452.94 )</b>	<b>99.57</b>
<u>DEBT SERVICE PAYMENTS</u>					
300-58132-00-0000	#32 LIBRARY PRINCIPAL	.00	25,000.00	25,000.00	.00 100.00
300-58134-00-0000	#34 SPORTS COMPLEX LAND	.00	30,000.00	30,000.00	.00 100.00
300-58136-00-0000	#36 SPORTS COMPLX/FIRE STATION	.00	60,000.00	60,000.00	.00 100.00
300-58139-00-0000	#39 STATE TRUST/FIRE STATION	.00	145,000.00	145,000.00	.00 100.00
300-58147-00-0000	#47 BS STORMSEWER/WATER PRV	.00	23,100.00	23,100.00	.00 100.00
300-58150-00-0000	#50 WATERFRONT/SPORTS COMPLEX	.00	75,000.00	75,000.00	.00 100.00
300-58151-00-0000	#51 JOHNSON PROPERTY	.00	16,250.00	16,250.00	.00 100.00
300-58232-00-0000	#32 LIBRARY INTEREST	.00	5,052.50	5,052.50	.00 100.00
300-58234-00-0000	#34 SPORTS COMPLEX LAND INT	.00	9,490.00	9,490.00	.00 100.00
300-58236-00-0000	#36 SPORTS COMPLX/FIRE STA INT	.00	19,655.00	19,655.00	.00 100.00
300-58239-00-0000	#39 STATE TRUST/FIRE STA INT	.00	63,295.00	63,295.00	.00 100.00
300-58247-00-0000	#47 BAYSHORE PRV INTEREST	.00	9,436.35	9,436.35	.00 100.00
300-58250-00-0000	#50 WATERFRONT/SPRTS COMP INT	.00	254,506.26	254,506.26	.00 100.00
300-58251-00-0000	#51 JOHNSON BOND INTEREST	.00	146,717.21	146,717.19 ( .02 )	100.00
	<b>TOTAL DEBT SERVICE PAYMENTS</b>	<b>.00</b>	<b>882,502.32</b>	<b>882,502.30 ( .02 )</b>	<b>100.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>882,502.32</b>	<b>882,502.30 ( .02 )</b>	<b>100.00</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>155,623.74</b>	<b>160,076.70 ( 4,452.96 )</b>	

**VILLAGE OF SISTER BAY**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
400-41110-00-0000	.00	180,000.00	180,000.00	.00	100.00
TOTAL TAXES	.00	180,000.00	180,000.00	.00	100.00
<u>INTERGOVERNMENTAL REVENUE</u>					
400-43680-00-0000	.00	.00	15,190.00	( 15,190.00 )	.00
400-43690-00-0000	.00	.00	15,000.00	( 15,000.00 )	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	30,190.00	( 30,190.00 )	.00
<u>MISCELLANEOUS REVENUES</u>					
400-48110-00-0000	.00	9,586.96	6,150.00	3,436.96	155.89
TOTAL MISCELLANEOUS REVENUES	.00	9,586.96	6,150.00	3,436.96	155.89
<u>OTHER FINANCING SOURCES</u>					
400-49210-00-0000	.04	198,700.00	198,700.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	.04	198,700.00	198,700.00	.00	100.00
TOTAL FUND REVENUE	.04	388,286.96	415,040.00	( 26,753.04 )	93.55
<u>DEPARTMENT 57</u>					
400-57510-00-0000	.00	362.25	400.00	37.75	90.56
400-57995-03-0013	.00	.00	100,000.00	100,000.00	.00
400-57995-04-0008	.00	.00	30,000.00	30,000.00	.00
400-57995-09-0056	.00	.00	5,000.00	5,000.00	.00
400-57995-09-0057	.00	.00	10,000.00	10,000.00	.00
400-57995-10-0059	.00	4,708.99	3,900.00	( 808.99 )	120.74
400-57995-11-0065	.00	.00	1,000.00	1,000.00	.00
400-57995-12-0069	.00	.00	10,000.00	10,000.00	.00
400-57995-12-0071	.00	2,716.70	.00	( 2,716.70 )	.00
400-57995-12-5072	.00	50.00	.00	( 50.00 )	.00
400-57995-13-0075	.00	5,357.30	8,800.00	3,442.70	60.88
400-57995-13-0076	.00	.00	25,000.00	25,000.00	.00
400-57995-14-0080	3,697.03	3,697.03	.00	( 3,697.03 )	.00
TOTAL DEPARTMENT 57	3,697.03	16,892.27	194,100.00	177,207.73	8.70

**VILLAGE OF SISTER BAY**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**  
**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DEPARTMENT 58</u>					
400-58993-00-0000 TRANSFER TO DEBT SERVICE FUND	.00	138,579.00	138,579.00	.00	100.00
TOTAL DEPARTMENT 58	.00	138,579.00	138,579.00	.00	100.00
TOTAL FUND EXPENDITURES	3,697.03	155,471.27	332,679.00	177,207.73	46.73
NET REVENUES OVER EXPENDITURES	( 3,696.99 )	232,815.69	82,361.00	150,454.69	

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**TAX INCREMENTAL DISTRICT FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
500-41110-00-0000	.00	.00	.00	.00	.00
PROPERTY TAXES					
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00
<u>INTERGOVERNMENTAL REVENUE</u>					
500-43430-00-0000	.00	.00	.00	.00	.00
COMPUTER AIDS - TID					
500-43690-00-0000	.00	.00	.00	.00	.00
STATE GRANTS					
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.00
<u>MISCELLANEOUS REVENUES</u>					
500-48110-00-0000	.00	.00	1,000.00	( 1,000.00 )	.00
INTEREST ON INVESTMENTS					
500-48152-00-0000	.00	16,300.34	16,300.00	.34	100.00
INTEREST ON INTERNAL LOAN #52					
500-48500-00-0000	.00	5,000.00	.00	5,000.00	.00
DONATIONS					
TOTAL MISCELLANEOUS REVENUES	.00	21,300.34	17,300.00	4,000.34	123.12
<u>OTHER FINANCING SOURCES</u>					
500-49210-00-0000	.00	.00	.00	.00	.00
TRANSFERS FROM GENERAL FUND					
500-49220-00-0000	.00	.00	.00	.00	.00
TRANSFERS FROM MARINA FUND					
500-49260-00-0000	.00	.00	.00	.00	.00
TRANSFERS FROM UTILITY FUND					
500-49300-00-0000	.00	.00	.00	.00	.00
DEBT PROCEEDS					
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	.00	21,300.34	17,300.00	4,000.34	123.12
<u>TAX INCREMENTAL DISTRICT EXP</u>					
500-56501-00-0000	.00	1,450.00	1,500.00	50.00	96.67
AUDIT					
500-56503-00-0000	.00	17,432.46	27,862.00	10,429.54	62.57
VILLAGE ADMINISTRATION					
500-56510-00-0000	.00	47,219.96	5,322.00	( 41,897.96 )	887.26
CONSULTING					
500-56515-00-0000	.00	1,628.00	.00	( 1,628.00 )	.00
LEGAL SERVICES					
500-56530-00-0000	.00	.00	.00	.00	.00
LEGAL NOTICES & ADS					
500-56570-00-0000	.00	150.00	1,150.00	1,000.00	13.04
TAX INCREMENTAL DISTRICT FEES					
SERVICES	.00	67,880.42	35,834.00	( 32,046.42 )	189.43
500-56995-07-5046	.00	87,473.13	850,000.00	762,526.87	10.29
WATERFRONT DEVELOPMENT					
500-56995-10-5064	.00	.00	.00	.00	.00
JOHNSON PROPERTY ACQ					
500-56995-11-5067	.00	89,687.34	75,000.00	( 14,687.34 )	119.58
BAYSHORE DR RECONSTRUCTION					

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2013**

**TAX INCREMENTAL DISTRICT FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
500-56995-12-5074 PAVILION	.00	27,451.54	.00	( 27,451.54 )	.00
500-56995-14-5079 BSD STORMWATER	.00	.00	.00	.00	.00
500-56995-14-5081 BSD OVERHEAD LINE BURIAL	.00	.00	.00	.00	.00
500-56995-14-5082 BSD DOWNTOWN LIGHTING	.00	.00	.00	.00	.00
<b>CAPITAL OUTLAYS</b>	<b>.00</b>	<b>204,612.01</b>	<b>925,000.00</b>	<b>720,387.99</b>	<b>22.12</b>
500-56930-00-0000 BANK FEES & FINANCE CHARGES	.00	.00	.00	.00	.00
500-56986-00-0000 INTEREST ON LONG-TERM DEBT	.00	.00	.00	.00	.00
500-56991-00-0000 TRF TO GENERAL FUND	.00	.00	.00	.00	.00
500-56996-00-0000 TRF TO UTILITIES	.00	.00	.00	.00	.00
<b>MISCELLANEOUS</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>.00</b>	<b>272,492.43</b>	<b>960,834.00</b>	<b>688,341.57</b>	<b>28.36</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>.00</b>	<b>( 251,192.09 )</b>	<b>( 943,534.00 )</b>	<b>( 684,341.23 )</b>	<b>( 26.62 )</b>

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10000	CEC	58638	Annual Monitoring Fee - FS	02/01/2014	250.00	250.00	02/13/2014
Total 10000					250.00	250.00	
10001	A-1 ELEVATOR	6119	Semi-Annual service	03/03/2014	126.00	126.00	03/13/2014
Total 10001					126.00	126.00	
10002	AARP MEDICARERX PREFERRED	JNEUMAN314	J Neuman RX policy	02/14/2014	43.70	43.70	02/20/2014
		JNEUMAN414	J Neuman RX policy	03/12/2014	43.70		
Total 10002					87.40	43.70	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN314	J Neuman supplemental ins.	02/14/2014	155.12	155.12	02/20/2014
		JNEUMAN414	J Neuman supplemental ins.	03/12/2014	166.59		
Total 10004					321.71	155.12	
10005	ACTION ELECTRIC INC	27958	flourescent bulbs village hall	02/25/2014	100.65	100.65	03/06/2014
Total 10005					100.65	100.65	
10007	ACTION APPRAISERS INC	1241	Assessor	03/03/2014	2,875.00	2,875.00	03/06/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	61389	Employee-funded premium	03/12/2014	199.20	199.20	03/13/2014
		635187	Employee-funded premium	02/12/2014	199.20	199.20	02/13/2014
Total 10110					398.40	398.40	
10114	AFTER DARK	3414	Marina Fest Band	03/04/2014	500.00	500.00	03/06/2014
Total 10114					500.00	500.00	
13260	BHIRDO'S BY THE BAY	15316	Village Gas - TKH	02/28/2014	187.48	187.48	03/06/2014
		15357	Village gas -	02/28/2014	388.71	388.71	03/06/2014
Total 13260					576.19	576.19	
13505	BURKART-HEISDORF INS INC	24271	General Liability - Village	03/02/2014	1,099.52	1,099.52	03/13/2014
			General Liability - Marina		371.72	371.72	03/13/2014
			General Liability - Ice Rink		33.44	33.44	03/13/2014
			General Liability - Utilities		324.91	324.91	03/13/2014
			General Liability - Utilities		482.73	482.73	03/13/2014
			General Liability - Utilities		557.68	557.68	03/13/2014
			Auto - Village		687.31	687.31	03/13/2014
			Auto - TKH		110.20	110.20	03/13/2014
			Auto - Utilities		87.32	87.32	03/13/2014
			Auto - Utilities		501.74	501.74	03/13/2014
			Auto - Utilities		32.43	32.43	03/13/2014
			W/C - Board		10.08	10.08	03/13/2014
			W/C - Admin		90.44	90.44	03/13/2014
			W/C - Parks/Rec		2,346.26	2,346.26	03/13/2014
			W/C - Marina		898.97	898.97	03/13/2014
			W/C - Ice Rink		130.81	130.81	03/13/2014
			W/C - Utilities - Water		789.50	789.50	03/13/2014
			W/C - Utilities - Wastewater		1,659.04	1,659.04	03/13/2014
			W/C - Utilities - Collection		414.90	414.90	03/13/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 13505					10,629.00	10,629.00	
14309	CARDMEMBER SERVICE	0024	Boat Show	02/13/2014	66.00	66.00	03/13/2014
		0033	BSD signage	01/22/2014	51.00	51.00	03/13/2014
			BSD signage		101.99	101.99	03/13/2014
			BSD signage		101.99	101.99	03/13/2014
		0731	Gov conference on Tourism	01/17/2014	225.00	225.00	03/13/2014
		1825	Meals - WTatzel	02/15/2014	41.50	41.50	03/13/2014
		3756	Lodging - Z Jackson	02/14/2014	141.99	141.99	03/13/2014
		3802-6648	IT network allocation	01/29/2014	50.42	50.42	03/13/2014
			IT network allocation		36.24	36.24	03/13/2014
			IT network allocation		6.30	6.30	03/13/2014
			IT network allocation		12.60	12.60	03/13/2014
			IT network allocation		7.17	7.17	03/13/2014
			IT network allocation		10.65	10.65	03/13/2014
			IT network allocation		2.66	2.66	03/13/2014
		3807A	Lodging - Z Jackson	02/14/2014	158.32	158.32	03/13/2014
		5293	Lodging - Z Jackson	01/20/2014	129.00	129.00	03/13/2014
		6648	Supplies - For Resale	02/03/2014	118.53	118.53	03/13/2014
			Supplies - For Resale		39.51	39.51	03/13/2014
		8905	Domain name renewal	01/29/2014	141.75	141.75	02/27/2014
			Domain name renewal 5 yrs		136.75	136.75	02/27/2014
		8982	Meals - WTatzel	02/16/2014	38.45	38.45	03/13/2014
		9557	Lodging - W Tatzel	02/13/2014	207.88	207.88	03/13/2014
		9615	Ice eater repair parts	02/04/2014	476.41	476.41	03/13/2014
		CR3669	Credit for returned merch./service	02/14/2014	158.32 -	158.32 -	03/13/2014
Total 14309					2,143.79	2,143.79	
14310	CAPTAIN COMMODOES INC	22305	Commode rental - Dog Park	02/27/2014	75.00	75.00	03/06/2014
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	FEB14BH	Boathouse - charter TV	02/08/2014	67.79	67.79	02/20/2014
		MAR14	internet - Admin Bldg	02/23/2014	149.99	149.99	03/06/2014
		MAR14BH	Boathouse - charter TV	03/08/2014	67.87		
		MAR14M	internet - Marina	02/23/2014	20.00	20.00	03/06/2014
			cable TV - Marina		110.68	110.68	03/06/2014
Total 17501					416.33	348.46	
17506	CELLCOM	581186	Cellphones - Marina manager	02/05/2014	13.10	13.10	02/13/2014
		581386	Cell phone - Administrator	02/05/2014	63.09	63.09	02/13/2014
			Cellphones - Parks employees		102.29	102.29	02/13/2014
		710680	Cell phone - Administrator	03/05/2014	114.57		
			Cellphones - Marina manager		101.05		
			Cellphones - Parks employees		139.42		
Total 17506					533.52	178.48	
17519	COUNTRY WALK BP-AMOCO	1048	Village gas -	02/28/2014	146.05	146.05	03/13/2014
Total 17519					146.05	146.05	
20007	DELTA DENTAL OF WIS	673617	Dental Insurance	02/27/2014	1,058.76	1,058.76	02/27/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20007					1,058.76	1,058.76	
20399	DONOHUE & ASSOC	12032-32	Construction	02/12/2014	2,536.30	2,536.30	02/20/2014
			Additional services		152.50	152.50	02/20/2014
			Public outreach		116.00	116.00	02/20/2014
			Construction		1,192.70	1,192.70	02/20/2014
			Public outreach		116.00	116.00	02/20/2014
			Construction		1,808.12	1,808.12	02/20/2014
			Lighting		3,110.00	3,110.00	02/20/2014
			Additional services		72.50	72.50	02/20/2014
			Public outreach		58.00	58.00	02/20/2014
Total 20399					9,162.12	9,162.12	
20450	DOOR COUNTY TREASURER	12114	1/21 excess tax transfer	02/14/2014	8,186.92	8,186.92	02/27/2014
		22414	Tax collection fee	02/24/2014	1,322.00	1,322.00	02/27/2014
		FEB14	Feb Tax Settlement - County/State	02/14/2014	698,894.58	698,894.58	02/14/2014
		LC2013	Interest on failed lottery credits	02/22/2014	6.60	6.60	02/27/2014
Total 20450					708,410.10	708,410.10	
20451	DOOR COUNTY HWY DEPT	40009413	Snowplowing/Sanding	01/31/2014	5,678.73	5,678.73	03/06/2014
			Sign - Spts Cplx		220.48	220.48	03/06/2014
		40009447	Snowplowing/Sanding	02/28/2014	5,515.28	5,515.28	03/06/2014
			Signs - BSD project		150.35	150.35	03/06/2014
			Signs - BSD project		300.70	300.70	03/06/2014
			Signs - BSD project		300.71	300.71	03/06/2014
Total 20451					12,166.25	12,166.25	
20453	DOOR COUNTY CO-OP	212260	Propane - Library	02/17/2014	1,163.01	1,163.01	03/13/2014
Total 20453					1,163.01	1,163.01	
20461	DOOR COUNTY PLANNING DEPT	21914	Map with proposed roads	02/18/2014	25.00	25.00	02/27/2014
Total 20461					25.00	25.00	
20464	DOOR COUNTY REAL PROPERTY	13114	Revised Tax Parcel Maps	01/31/2014	30.00	30.00	02/27/2014
			Revised Tax Parcel Maps Utilities		7.50	7.50	02/27/2014
			Revised Tax Parcel Maps Utilities		7.50	7.50	02/27/2014
Total 20464					45.00	45.00	
20474	DOOR COUNTY DAILY NEWS.COM	14030265	BSD announcements	03/10/2014	234.42	234.42	03/13/2014
			BSD announcements		468.83	468.83	03/13/2014
			BSD announcements		468.83	468.83	03/13/2014
Total 20474					1,172.08	1,172.08	
20504	EMPLOYER SERVICES LLC	E2683	Claims Management - HRA	02/14/2014	2,205.00	2,205.00	02/27/2014
			Health Insurance Policies		8,790.86	8,790.86	02/27/2014
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	889133	Dependent Care - FSA	02/07/2014	100.00	100.00	02/13/2014
			Health Care FSA		414.00	414.00	02/13/2014
		897251	Benny Fee	02/15/2014	2.00	2.00	02/20/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			FSA fee		35.00	35.00	02/20/2014
		913023	Dependent Care - FSA	03/11/2014	100.00	100.00	03/13/2014
			Health Care FSA		414.00	414.00	03/13/2014
	Total 20505				1,065.00	1,065.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR0215140	PRINT PAPER CHECK TO UPDATE GL /	02/19/2014	3,238.46	3,238.46	02/24/2014
			PRINT PAPER CHECK TO UPDATE GL /		757.38	757.38	02/24/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,412.70	2,412.70	02/24/2014
		PR0301140	PRINT PAPER CHECK TO UPDATE GL /	03/06/2014	2,894.72	2,894.72	03/07/2014
			PRINT PAPER CHECK TO UPDATE GL /		677.00	677.00	03/07/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,058.88	2,058.88	03/07/2014
	Total 20512				12,039.14	12,039.14	
20599	EVENSON LAUNDRY INC	676380	Entrance mats - Admin Bldg	02/21/2014	28.00	28.00	03/06/2014
			Entrance mats - Fire Station		72.00	72.00	03/06/2014
	Total 20599				100.00	100.00	
30609	FASTENAL	WISTU82274	Christmas decorations	02/26/2014	43.90	43.90	03/13/2014
	Total 30609				43.90	43.90	
30701	FRONTIER	FEB14M	Marina phone	02/07/2014	80.14	80.14	02/13/2014
		MAR14	Sports Cplx phone	02/25/2014	42.95	42.95	03/06/2014
		MAR14M	Marina phone	03/07/2014	57.70	57.70	03/13/2014
		MAR14V	Admin Bldg phone	02/25/2014	183.15	183.15	03/06/2014
	Total 30701				363.94	363.94	
30725	GIBRALTAR AREA SCHOOLS	FEB14	Feb Tax Settlement - Gibraltar	02/14/2014	489,895.11	489,895.11	02/14/2014
	Total 30725				489,895.11	489,895.11	
30750	GOING CO INC	123997V-2	garbage - Village	02/26/2014	5,559.37	5,559.37	03/06/2014
			recycle - Village		662.32	662.32	03/06/2014
		325803FS-2	recycling - Fire Station	02/26/2014	53.78	53.78	03/06/2014
	Total 30750				6,275.47	6,275.47	
30751	GREAT-WEST	PR0215140	Great West Deferred Comp. DEFERREC	02/19/2014	1,252.58	1,252.58	02/24/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	02/24/2014
		PR0301140	Great West Deferred Comp. DEFERREC	03/06/2014	1,252.58	1,252.58	03/07/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	03/07/2014
	Total 30751				3,187.88	3,187.88	
31825	HOLIDAY WHOLESale	6855796	TKH concession supplies	02/04/2014	202.14	202.14	02/13/2014
		6863180	TKH concession supplies	02/11/2014	270.70	270.70	02/13/2014
		6870432	TKH concession supplies	02/18/2014	72.70	72.70	03/06/2014
	Total 31825				545.54	545.54	
34850	HOCKERS EXCAVATING INC	6636	Light bar base for Brutus	02/04/2014	21.60	21.60	02/13/2014
		6667	Poles for open signs BSD	02/25/2014	7.21	7.21	03/06/2014
			Poles for open signs BSD		14.42	14.42	03/06/2014
			Poles for open signs BSD		14.42	14.42	03/06/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 34850					57.65	57.65	
41001	MATTHEW JACKSON	214	Meeting mileage	02/24/2014	234.64	234.64	02/27/2014
			Meals		50.00	50.00	02/27/2014
Total 41001					284.64	284.64	
41090	JUNGWIRTH'S ACE HARDWARE	2294-01	supplies - goat project to be reimb by SBA	01/31/2014	31.10	31.10	02/13/2014
			Maintenance - Admin Bldg		19.46	19.46	02/13/2014
			Maintenance - Village Hall		3.78	3.78	02/13/2014
			supplies - Custodial		7.48	7.48	02/13/2014
			supplies - Shop supplies		15.47	15.47	02/13/2014
			Maintenance - Sports Complex		4.47	4.47	02/13/2014
			Maintenance - Parks bldgs		2.98	2.98	02/13/2014
			Picnic Tables		29.48	29.48	02/13/2014
		2294-02	supplies - goat project to be reimb by SBA	02/28/2014	130.25	130.25	03/13/2014
			Maintenance - Admin Bldg		4.99	4.99	03/13/2014
			Maintenance - Village Hall		40.46	40.46	03/13/2014
			Maintenance - Fire Station		8.58	8.58	03/13/2014
			supplies - Shop supplies		19.36	19.36	03/13/2014
			Seasonal Decorations - Christmas		14.48	14.48	03/13/2014
Total 41090					332.34	332.34	
41103	KANSAS CITY LIFE	21018-3	Disability Insurance	02/11/2014	396.48	396.48	02/20/2014
Total 41103					396.48	396.48	
41137	ROBERT KUFRIN	21814	Consultant fees - Admin.	01/31/2014	700.00	700.00	02/27/2014
		22514	Consultant fees - Admin.	02/22/2014	1,785.00	1,785.00	02/27/2014
Total 41137					2,485.00	2,485.00	
41205	LAMPERT'S LUMBER	20309511	supplies - Misc Shop	01/28/2014	6.99	6.99	03/06/2014
		20309618	Christmas decorations	01/30/2014	291.50	291.50	03/06/2014
		20309667	supplies - Brutus	01/30/2014	34.00	34.00	03/06/2014
		20309724	BSD signage business	01/29/2014	3.70	3.70	03/06/2014
			BSD signage business		7.40	7.40	03/06/2014
			BSD signage business		7.40	7.40	03/06/2014
		20309746	Seasonal decorations - Christmas	01/31/2014	4.90	4.90	03/06/2014
			Goat supplies to be reimb by SBAA		7.78	7.78	03/06/2014
		20309988	MISC supplies	02/05/2014	61.04	61.04	03/06/2014
			Valentine's event		15.15	15.15	03/06/2014
		20310041	Valentine's event	02/06/2014	23.61	23.61	03/06/2014
		20310180	BSD signage business	02/10/2014	13.58	13.58	03/06/2014
			BSD signage business		27.15	27.15	03/06/2014
			BSD signage business		27.15	27.15	03/06/2014
		20310342	Valentine's event	02/13/2014	48.51	48.51	03/06/2014
Total 41205					579.86	579.86	
41319	MAY'S SPORT CTR	107043	Toro lawnmower - blades	02/27/2014	25.00	25.00	03/06/2014
Total 41319					25.00	25.00	
51329	MILTON PROPANE	126446	Propane - Library	01/04/2014	260.97	260.97	03/13/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51329					260.97	260.97	
51330	MINNESOTA LIFE	APR14	Life Insurance -	03/05/2014	321.02	321.02	03/13/2014
		MAR14	Life Insurance -	02/01/2014	321.02	321.02	02/13/2014
Total 51330					642.04	642.04	
51401	JULIANA NEUMAN	JNEUMAN214	Reimb Medicare monthly premium	02/17/2014	104.90	104.90	02/20/2014
		JNEUMAN314	Reimb Medicare monthly premium	03/12/2014	104.90		
Total 51401					209.80	104.90	
51406	NWTC DISTRICT	FEB14	Feb Tax Settlement - NWTC	02/14/2014	302,648.14	302,648.14	02/14/2014
Total 51406					302,648.14	302,648.14	
51410	NAPA STURGEON BAY	83319	Battery for John Deere	02/26/2014	49.49	49.49	03/06/2014
Total 51410					49.49	49.49	
51430	NEP INC	14901671	Public copies	02/10/2014	9.15	9.15	02/13/2014
			General copies		552.95	552.95	02/13/2014
			Marina copies		5.95	5.95	02/13/2014
			Utility copies		5.44	5.44	02/13/2014
			Utility copies		8.08	8.08	02/13/2014
			Utility copies		2.01	2.01	02/13/2014
			faxes		14.83	14.83	02/13/2014
		15032379	Public copies	03/12/2014	20.72		
			General copies		478.02		
			Marina copies		11.07		
			Utility copies		27.95		
			Utility copies		41.53		
			Utility copies		10.38		
			faxes		8.74		
Total 51430					1,196.82	598.41	
51432	N DOOR COMMUNUNICATIONS INC	16897	Tatzel - new phone	02/26/2014	49.95	49.95	03/06/2014
Total 51432					49.95	49.95	
61536	OFFICE DEPOT CREDIT PLAN	691300185	Binder clips	01/17/2014	15.66	15.66	02/27/2014
			Binder clips		1.04	1.04	02/27/2014
			Binder clips		1.46	1.46	02/27/2014
			Binder clips		2.18	2.18	02/27/2014
			Binder clips		.54	.54	02/27/2014
			Toner - Village		58.00	58.00	02/27/2014
			Toner - Marina		3.87	3.87	02/27/2014
			Toner - Utilities		5.42	5.42	02/27/2014
			Toner - Utilities		8.04	8.04	02/27/2014
			Toner - Utilities		2.01	2.01	02/27/2014
			Office Supplies - Envelopes		49.99	49.99	02/27/2014
			Copy paper 8 1/2 x 11		88.96	88.96	02/27/2014
			Copy paper 8 1/2 x 11		1.98	1.98	02/27/2014
			Copy paper 8 1/2 x 11		2.77	2.77	02/27/2014
			Copy paper 8 1/2 x 11		4.11	4.11	02/27/2014
			Copy paper 8 1/2 x 11		1.03	1.03	02/27/2014
			File folders		1.02	1.02	02/27/2014



Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61640					6,802.10	6,802.10	
71911	SEPTIC MAINTENANCE LLC	14-152	Inspect/unclog drains - Admin Bldg	02/06/2014	450.00	450.00	02/13/2014
			Inspect/unclog drains - Post Office		225.00	225.00	02/13/2014
		14-181	Inspect/unclog drains - Post Office	02/12/2014	215.00	215.00	02/20/2014
		14-196	Inspect/unclog drains - Post Office	02/20/2014	229.18	229.18	02/27/2014
			Inspect/unclog drains - Admin Bldg		225.00	225.00	02/27/2014
		14-255	Inspect/unclog drains - Admin Bldg	03/01/2014	177.50	177.50	03/13/2014
			Inspect/unclog drains - Admin Bldg		177.50	177.50	03/13/2014
			Inspect/unclog drains - Post Office		177.50	177.50	03/13/2014
			Inspect/unclog drains - Post Office		177.50	177.50	03/13/2014
Total 71911					2,054.18	2,054.18	
71914	SHOPKO	1245	TKH - decorations	02/07/2014	7.98	7.98	03/06/2014
Total 71914					7.98	7.98	
71925	SISTER BAY AUTO	64782	1997 Ford F350 repair part	01/31/2013	31.43	31.43	03/06/2014
		64808	2005 Chevy - maintenance	02/04/2014	163.95	163.95	03/06/2014
Total 71925					195.38	195.38	
71926	SISTER BAY SEWER & WATER	1083	Consulting - BSD project SJ	02/28/2014	25.14	25.14	03/06/2014
			DC Computer credit used for Village		269.85	269.85	03/06/2014
		SPECIALS2013	Special Asm't Collected w/taxes	02/10/2014	14,241.65	14,241.65	02/27/2014
Total 71926					14,536.64	14,536.64	
71928	SISTER BAY POST OFFICE	2014	annual box rent	03/01/2014	112.00	112.00	03/06/2014
Total 71928					112.00	112.00	
71935	THE SPRINKLER CO INC	2014	Service agreement	02/24/2014	560.00	560.00	03/06/2014
Total 71935					560.00	560.00	
71979	R MARK STEVENSON	2013FEES	2013 Fees	12/31/2013	792.00	792.00	02/13/2014
Total 71979					792.00	792.00	
72020	TKH ICE RINK	2014S	2014 Support	02/27/2014	5,000.00	5,000.00	02/27/2014
Total 72020					5,000.00	5,000.00	
72029	TOWN OF SEVASTOPOL	2014-13	video recording - board meeting	02/17/2014	150.00	150.00	03/06/2014
Total 72029					150.00	150.00	
72050	TOWN OF LIBERTY GROVE	CEM2013	Cemetery - 2013	01/31/2014	2,139.47	2,139.47	02/13/2014
Total 72050					2,139.47	2,139.47	
72051	TRUGREEN*CHEMLAWN	13879256	Lawn treatment	12/31/2013	387.00	387.00	02/20/2014
			Lawn treatment		95.00	95.00	02/20/2014

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72051					482.00	482.00	
72995	DOUGLAS VAN VOROUS	12814	Chief inspector training	01/28/2014	30.00	30.00	03/06/2014
Total 72995					30.00	30.00	
73003	VERIZON NORTH	67106851	Village phone - long distance	03/10/2014	37.08	37.08	03/13/2014
Total 73003					37.08	37.08	
80012	WI DEPARTMENT OF REVENUE	LC2013	Failed Lottery Credit refund	02/20/2014	133.00	133.00	02/27/2014
Total 80012					133.00	133.00	
82350	WI PUBLIC SERVICE	FEB14	Street Lights	02/28/2014	2,261.84	2,261.84	03/06/2014
			Old School		13.54	13.54	03/06/2014
			Fire Station		1,387.16	1,387.16	03/06/2014
			Parks Lights		77.54	77.54	03/06/2014
			Sports Complex		1,400.99	1,400.99	03/06/2014
			Dock		1,737.52	1,737.52	03/06/2014
			J Dock		750.98	750.98	03/06/2014
			Boathouse		11.27	11.27	03/06/2014
			Old Fire Station		208.82	208.82	03/06/2014
			Swale Pump		19.18	19.18	03/06/2014
			Bike Trail Lights		161.26	161.26	03/06/2014
			Admin Bldg		757.96	757.96	03/06/2014
			Village Hall		561.57	561.57	03/06/2014
Total 82350					9,349.63	9,349.63	
99999	WEST BEND MUTUAL INS	2143714	Baker - Notary Bond	03/04/2014	20.00	20.00	03/13/2014
Total 99999					20.00	20.00	

Total Paid: 1,635,257.03

Total Unpaid: 1,336.51

Grand Total: 1,636,593.54

Dated: 3/13/14

Staff: Juliana Neuman

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	27944	WWTP equip maint - concentrator	02/28/2014	1,453.99		
Total 10005					1,453.99	.00	
10216	MARTHA BAKER	MAR 2014	filing cabinets for utility office	03/05/2014	17.50	17.50	03/05/2014
			filing cabinets for utility office		26.00	26.00	03/05/2014
			filing cabinets for utility office		6.50	6.50	03/05/2014
Total 10216					50.00	50.00	
10250	BATTERIES PLUS LLC	505-367913	drill batteries	02/19/2014	32.19	32.19	02/26/2014
			drill batteries		47.83	47.83	02/26/2014
			drill batteries		11.96	11.96	02/26/2014
Total 10250					91.98	91.98	
13260	BHIRDO'S BY THE BAY	15391	vehicle fuel allocation	02/28/2014	214.71	214.71	03/05/2014
			vehicle fuel allocation		319.00	319.00	03/05/2014
			vehicle fuel allocation		79.75	79.75	03/05/2014
			equipment fuel allocation		181.44	181.44	03/05/2014
			equipment fuel allocation		269.56	269.56	03/05/2014
			equipment fuel allocation		67.39	67.39	03/05/2014
Total 13260					1,131.85	1,131.85	
17506	CELLCOM	583674	cellphones	02/05/2014	44.42	44.42	02/19/2014
			cellphones		65.99	65.99	02/19/2014
			cellphones		16.49	16.49	02/19/2014
			j. neuman		51.09	51.09	02/19/2014
		712777	cellphones	03/05/2014	41.95		
			cellphones		62.33		
			cellphones		15.58		
			j. neuman		51.09		
Total 17506					348.94	177.99	
20458	DOOR COUNTY COOPERATIVE	211522	WWTP propane	02/06/2014	4,211.54		
Total 20458					4,211.54	.00	
30641	FRONTIER	FEB 2014	plant phones	02/01/2014	87.33	87.33	02/12/2014
			plant phones		87.32	87.32	02/12/2014
		MAR 2014	plant phones	03/01/2014	87.32	87.32	03/12/2014
			plant phones		87.31	87.31	03/12/2014
Total 30641					349.28	349.28	
30642	FRONTIER COMMUNICATIONS	2/2014	telemetry allocation	02/01/2014	1.28	1.28	02/12/2014
			telemetry allocation		1.28	1.28	02/12/2014
			telemetry allocation		.64	.64	02/12/2014
		3/2014	telemetry allocation	03/01/2014	1.28	1.28	03/12/2014
			telemetry allocation		1.28	1.28	03/12/2014
			telemetry allocation		.64	.64	03/12/2014
		FEB2014	telemetry allocation	02/19/2014	5.44	5.44	02/26/2014
			telemetry allocation		5.44	5.44	02/26/2014
			telemetry allocation		2.72	2.72	02/26/2014
		MAR 2014	telemetry allocation	02/25/2014	56.80	56.80	03/05/2014
			telemetry allocation		56.80	56.80	03/05/2014
			telemetry allocation		28.40	28.40	03/05/2014

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
					<u>162.00</u>	<u>162.00</u>	
30750	GOING CO INC	FEB 2014	WWTP rubbish disposal	02/28/2014	81.68	81.68	03/12/2014
					<u>81.68</u>	<u>81.68</u>	
31816	HAWKINS INC	3564074 Ri	chemicals - collection system	02/14/2014	317.97	317.97	02/26/2014
					<u>317.97</u>	<u>317.97</u>	
40963	ITU ABSORB TECH	5803009	WWTP laundry service	02/04/2014	58.70	58.70	03/05/2014
		5809265	WWTP laundry service	02/18/2014	56.81	56.81	03/05/2014
					<u>115.51</u>	<u>115.51</u>	
41005	STEVEN JACOBSON	FEB 2014	postage	02/28/2014	11.20	11.20	03/05/2014
			mileage		24.45	24.45	03/05/2014
			mileage		26.00	26.00	03/05/2014
			mileage		6.50	6.50	03/05/2014
			mileage - re: BSD		6.86	6.86	03/05/2014
			mileage - re: BSD		6.86	6.86	03/05/2014
					<u>81.87</u>	<u>81.87</u>	
41090	JUNGWIRTH'S ACE HARDWARE	FEB 2014	office supplies	02/28/2014	5.79	5.79	03/12/2014
			medical/safety supplies		19.00	19.00	03/12/2014
			tools		11.23	11.23	03/12/2014
			misc. other supplies		30.78	30.78	03/12/2014
			equipment maintenance		1.05	1.05	03/12/2014
			equipment gas/oil		6.58	6.58	03/12/2014
			office supplies		4.15	4.15	03/12/2014
			medical/safety supplies		28.23	28.23	03/12/2014
			tools		28.64	28.64	03/12/2014
			WWTP lab supplies		5.99	5.99	03/12/2014
			misc. other supplies		52.50	52.50	03/12/2014
			equipment maintenance		1.55	1.55	03/12/2014
			office supplies		1.04	1.04	03/12/2014
			medical/safety supplies		7.06	7.06	03/12/2014
			tools		2.47	2.47	03/12/2014
			misc. other supplies		10.13	10.13	03/12/2014
			equipment maintenance		.39	.39	03/12/2014
		JAN 2014	distribution parts	01/31/2014	7.49	7.49	02/12/2014
			tools		38.67	38.67	02/12/2014
			misc. other supplies		7.97	7.97	02/12/2014
			cleaning supplies		21.96	21.96	02/12/2014
			tools		57.02	57.02	02/12/2014
			WWTP structure maintenance		8.49	8.49	02/12/2014
			WWTP equipment maintenance		34.43	34.43	02/12/2014
			main lift station		6.99	6.99	02/12/2014
			equipment gas/oil		8.49	8.49	02/12/2014
			tools		6.76	6.76	02/12/2014
			lift station/force main maint		1.10	1.10	02/12/2014
					<u>415.95</u>	<u>415.95</u>	
41196	LAKESHORE WASTE SYSTEMS INC	36959	sludge - hauling	02/19/2014	914.00	914.00	02/26/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41196					914.00	914.00	
51315	MIDWEST METER INC	0052584-IN	6 - 1" Orion M-70 meters	02/12/2014	851.85	851.85	02/19/2014
		0052883-IN	50 - 3/4" Orion meters & transmitters	02/25/2014	8,872.60	8,872.60	03/05/2014
		0052884-IN	6 - 1 1/2" transmitters	02/25/2014	837.90	837.90	03/05/2014
		0053260-IN	6 - 2" M-170 transmitters	03/06/2014	837.65		
Total 51315					11,400.00	10,562.35	
51325	MILTON PROPANE	128002	propane	01/03/2014	486.87	486.87	02/12/2014
Total 51325					486.87	486.87	
51436	NORTHERN LAKE SERVICES INC	250086	water testing	02/25/2014	330.00	330.00	03/05/2014
		250087	water testing	02/25/2014	660.00	660.00	03/05/2014
		250945	WWTP sample testing	03/11/2014	16.00		
Total 51436					1,006.00	990.00	
61610	PAPER WORK PLUS LLC	26846	BSD project - construction photos	02/28/2014	4.79		
			BSD project - construction photos		4.78		
			office supplies		23.01		
			office supplies		34.18		
			office supplies		8.54		
		3382	ink cartridges	02/03/2014	17.63	17.63	02/19/2014
			ink cartridges		26.19	26.19	02/19/2014
			ink cartridges		6.55	6.55	02/19/2014
		3396	ink cartridges	02/10/2014	13.52	13.52	02/19/2014
			ink cartridges		20.09	20.09	02/19/2014
			ink cartridges		5.03	5.03	02/19/2014
Total 61610					164.31	89.01	
61977	STURGEON BAY UTILITIES	009476	sludge processing	03/07/2014	680.93	680.93	03/12/2014
Total 61977					680.93	680.93	
71922	TOP SHELF CAFE & GOURMET	9883	UPS shipping	02/03/2014	27.30	27.30	03/12/2014
			UPS shipping		45.81	45.81	03/12/2014
Total 71922					72.91	72.91	
71925	SISTER BAY AUTO	64767	Well #3 oil filter	01/30/2014	83.24	83.24	03/05/2014
		64811	pump spark plug	02/04/2014	5.08	5.08	03/05/2014
		64881	plant generator battery	02/12/2014	62.95	62.95	03/05/2014
		64884	main lift station oil filter	02/12/2014	41.10	41.10	03/05/2014
Total 71925					192.37	192.37	
72053	POSTMASTER	BOX #91 - 2014	PO Box 91	03/01/2014	16.80	16.80	03/05/2014
			PO Box 91		24.96	24.96	03/05/2014
			PO Box 91		6.24	6.24	03/05/2014
Total 72053					48.00	48.00	
72054	USA BLUEBOOK	265411	chart supplies	02/10/2014	407.54	407.54	02/19/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72054					407.54	407.54	
72997	VAN'S FIRE & SAFETY	4056548	recharge CO2	02/04/2014	37.25	37.25	02/12/2014
Total 72997					37.25	37.25	
73100	VILLAGE OF SISTER BAY	JAN 2014	payroll and exp pd by Village	02/01/2014	58,821.55	58,821.55	02/26/2014
Total 73100					58,821.55	58,821.55	
80025	WI RURAL WATER ASSOC	MEMBERSHIP	membership renewal	03/03/2014	270.00	270.00	03/05/2014
Total 80025					270.00	270.00	
80026	WISC DEPT OF ADMINISTRATION	2014	admin code renewal	02/26/2014	81.90	81.90	02/26/2014
			admin code renewal		121.68	121.68	02/26/2014
			admin code renewal		30.42	30.42	02/26/2014
Total 80026					234.00	234.00	
82350	WI PUBLIC SERVICE	76085535-0000	electricity - water system	02/24/2014	2,354.57	2,354.57	03/05/2014
			electricity - wastewater plant		6,291.92	6,291.92	03/05/2014
			electricity - lift stations		533.75	533.75	03/05/2014
			electricity - info booth		32.64	32.64	03/05/2014
Total 82350					9,212.88	9,212.88	
82351	WIS PUBLIC SERVICE	FEB 2014	Well #3 - LGUD	02/12/2014	134.30	134.30	02/19/2014
			Well #3 - Sister Bay		402.88	402.88	02/19/2014
Total 82351					537.18	537.18	
83001	XYLEM WATER SOLUTIONS USA INC	3556774105	WWTP fixed equip maint - controller	02/06/2014	430.00	430.00	02/19/2014
		3556774317	WWTP fixed equip maint - controller	02/07/2014	66.00	66.00	02/19/2014
		5191.00	WWTP fixed equip maint - scum & drain p	03/05/2014	5,191.00		
Total 83001					5,687.00	496.00	

Total Paid: 87,028.92  
 Total Unpaid: 11,956.43  
 Grand Total: 98,985.35

Dated: 3/13/14  
 Staff: Juliana Neuman



## Village of Sister Bay BOARD REPORT

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

**Meeting Date:** 3/18/14  
**Item No.:** 7

**Recommendation:** That the Board accepts the recommendation of the Finance Committee to reallocate up to \$50,000 of the Helms Debt Reserve and approves Resolution No. 283-031814, Amending the 2014 Budget.

**Background:** At its January 16, 2014, meeting, the Board of Trustees approved a contract for the construction of a performance pavilion, stating that "the cost of the pavilion shall not exceed \$485,000, and the Village's contribution for that structure shall not exceed \$50,000." The Village Finance Committee discussed the additional \$50,000 at its meeting on February 17<sup>th</sup> and decided to recommend using up to that amount from the Helms Debt Reserve (also known as the 'Helms Beach Reserve').

The Helms Debt Reserve was created out of DNR grant funds (\$551,197) received in 2010 after the purchase of the Helms property. In May of 2011 the Village Board decided to set aside those funds to help offset debt service costs on the loan that made the purchase possible. To date, \$298,579 of the Reserve has been used and another \$35,236 has been budgeted to offset debt in 2014, after which \$217,382 will remain in the fund.

Since the grant was originally intended for costs associated with the Helms property purchase, it seems fitting that up \$50,000 be used to leverage a wonderful pavilion to be located on that property.

**Fiscal Impact:** Up to \$50,000 will not be available for future debt reduction; however, the State of Wisconsin allows us to levy whatever amount is needed for debt service in the subsequent year.

Respectfully submitted,

  
Juliana Neuman  
Village Finance Director

**RESOLUTION № 283-031814**

**AMENDING THE 2014 CAPITAL PROJECTS BUDGET**

**WHEREAS**, on May 10, 2011 the Village of Sister Bay Board of Trustees established the Helms Debt Reserve fund to authorize the use of DNR grant monies received in connection with the purchase of the Helms beach property in order to level future debt payments on a \$6,500,000 bond issue; and

**WHEREAS**, the cost of a performance pavilion to be located on that property may exceed donated funds by up to \$50,000; and

**WHEREAS**, funding for debt service is available by means of the annual tax levy; and

**WHEREAS**, the Village of Sister Bay Finance Committee has recommended that up to \$50,000 of the remaining Helms Debt Reserve be used to complete the pavilion project,

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Sister Bay does hereby amend the 2014 Capital Projects Budget by increasing the Pavilion line item by \$50,000.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay conducted on the 18<sup>th</sup> day of March 2014.

Passed and adopted this \_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
David W. Lienau, President

**ATTEST:**

\_\_\_\_\_  
Christy Sully, Village Clerk WCPC/MMC

VOTE: Ayes \_\_\_\_\_ Noes \_\_\_\_\_



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 8

**Recommendation:** That the Village Board approve the suggested amendments to the Village's Comprehensive Outdoor Recreation Plan which were discussed at this meeting and see that the plan is updated accordingly.

**Background:**

I have included a copy of the Village's Comprehensive Outdoor Recreation Plan in this meeting packet and will be making an oral presentation regarding potential amendments to that document. Hopefully a consensus can be reached regarding a preferred course of action with respect to updating the Comprehensive Outdoor Recreation Plan as soon as possible.

Respectfully submitted,

Zeke Jackson  
Village Administrator

# VILLAGE OF SISTER BAY

## COMPREHENSIVE OUTDOOR RECREATION PLAN 2008 - 2012



PREPARED BY:

**JJR**

MADISON, WI

## ORDINANCE NO. 140-040808

**AN ORDINANCE TO ADOPT A COMPREHENSIVE OUTDOOR RECREATION  
PLAN PURSUANT TO CHAPTER NR 50, WISCONSIN ADMINISTRATIVE  
CODE.**

**WHEREAS**, the Wisconsin Administrative Code Chapter NR 50 requires the Village to adopt a Comprehensive Outdoor Recreation Plan (CORP) approved by the Wisconsin Department of Natural Resources in order to participate in outdoor recreation grant programs; and,

**WHEREAS**, on February 12, 2008 the Village Board for the Village of Sister Bay approved a contract with JJR, LLC, of Madison, Wisconsin, to prepare a Comprehensive Outdoor Recreation Plan for the Village of Sister Bay under the Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans published by the Wisconsin Department of Natural Resources; and,

**WHEREAS**, on March 27, 2008 the Village of Sister Bay Parks, Properties, and Streets Committee recommended to the Village Board in a public meeting that the Board adopt the Comprehensive Outdoor Recreation Plan by motion which passed by a majority vote of the entire membership of the Committee, which vote is recorded in the official minutes; and,

**WHEREAS**, the Village Board of the Village of Sister Bay, has carefully reviewed the recommendation of the Village Parks, Properties, and Streets Committee, has given the matter due consideration, including Plan components relating to existing park and recreation facilities, outdoor recreation facility needs assessment, and recommended facilities and improvements, and has determined that the Comprehensive Outdoor Recreation Plan will serve the general purposes of guiding acquisition and development of public outdoor park and recreation facilities within the Village of Sister Bay for the period 2008 to 2012.

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

**Section 1.** The Comprehensive Outdoor Recreation Plan recommended by the Village of Sister Bay Parks, Properties, and Streets Committee to the Village of Sister Bay Village Board, attached hereto as Exhibit A, is hereby adopted.

**Section 2.** The Village Clerk is directed to file a copy of the attached Comprehensive Outdoor Recreation Plan for the Village of Sister Bay with the following entities:

- A. Wisconsin Department of Natural Resources.
- B. Bay Lake Regional Plan Commission
- C. Door County Planning Department
- D. Town of Liberty Grove

**Section 3 – Ordinances in Conflict**

All other ordinances in conflict herewith are hereby repealed.

**Section 4 – Effective Date**

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

**Section 5 – Severability**

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

Village of Sister Bay

By: Denise L. Bhirdo  
Denise L. Bhirdo, President

Attest:

Christine M. Sully  
Christine M. Sully, Clerk WCPC MMC

Date Introduced: April 8, 2008

Date Adopted: 4/8/08

Publication Date: \_\_\_\_\_

## ACKNOWLEDGEMENTS

This planning project would not have been successful without the help of many Village officials, staff, and committee members. JJR would like to thank the following community leaders for their input and commitment to the future of Sister Bay's park and recreation facilities.

### VILLAGE BOARD

Denise Bhirdo, President  
 Ken Church  
 Sharon Doersching  
 Frank Hough  
 Dave Lienau  
 Andrew Nocker  
 Peter Trenchard

### PARKS, PROPERTIES, AND STREETS COMMITTEE

Frank Hough, Chairperson  
 Sharon Doersching  
 Peter Trenchard

### VILLAGE STAFF

Bob Kufirin, Village Administrator  
 Steve Mann, Facilities Manager  
 Steve Jacobson, Utility Manager  
 Janal Suppanz, Administrative Assistant



Entrance signage directs visitors to Beach Park



The public is welcome at the Sister Bay Marina



Swimmers relax on a hot summer day

Where terms referred to in this plan are not defined, the Village adopts the terms, definitions, and standards that appear in the "Recreation, Park and Open Space Standards and Guidelines" published by the National Recreation and Park Association.

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Sister Bay is located on the western side of the Door County peninsula, on Green Bay of Lake Michigan

## 1.0 INTRODUCTION

The Village of Sister Bay Comprehensive Outdoor Recreation Plan is intended to serve as a guide for planning the acquisition and improvement of park, open space, and outdoor recreation facilities for the five-year period of 2008 through 2012. Periodic master planning of the park system enables the Village to respond to the changing recreational needs of citizens and to opportunities that arise for park expansion or development.

This plan provides guidance for the maintenance and development of Sister Bay parks by:

- Inventorying current facilities,
- Summarizing previous park master planning efforts and community input,
- Offering recommendations for facility and programming improvements, and
- Exploring funding options to achieve these recommendations.

The State of Wisconsin requires communities to prepare and adopt a five-year park and outdoor recreation plan in order to maintain eligibility for State and Federal grants and loans. This plan follows the “Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans” published by the Wisconsin Department of Natural Resources and is intended to meet WDNR criteria for a local park and outdoor recreation plan.

## 2.0 PARK AND OUTDOOR RECREATION PLANNING GOALS

Park and recreation facilities and programs are often some of the most visible of community services. They can be an indicator to residents and visitors alike of the overall quality of life within the community.

A cohesive, visible, and high-quality parks system offers opportunities for activities that bring neighbors together and form strong community pride. Parks encourage residents to lead a healthy lifestyle by providing places to bike, walk, run, swim, and play. Economic benefits can also be realized as parks and recreation facilities are often used for festivals, gatherings, and other events that bring tourists to shops, restaurants, and hotels.

Recognizing these important community services provided by the parks system, this Comprehensive Outdoor Recreation Plan establishes the following goals:

- To provide permanent open space throughout the Village for outdoor recreation and environmental protection.
- To provide sufficient, well-maintained park facilities for active and passive recreational use, serving all ages and interest groups.
- To serve residents of all abilities by encouraging the design of park facilities whenever practical to meet the requirements of the Americans with Disabilities Act (ADA).
- To provide safe and efficient pedestrian and bicycle access between residential neighborhoods, shops, parks, recreational sites, and other adjoining communities.
- To preserve the small-town character of the Village and encourage tourism in the community.

### 3.0 THE PLANNING PROCESS AND PAST PLANNING EFFORTS

This plan represents the first Comprehensive Outdoor Recreation Plan undertaken by the Village. However, it is based on several recent efforts to establish a vision and to solicit public input for planning the community's parks.

#### 3.1 CORP PLANNING AND AMENDMENT PROCESS

The CORP planning process is part of ongoing efforts by the Parks, Properties, and Streets Committee and the Village Board to meet the park and recreational needs of the community. It included the following timeline of events:

- February 2008: Parks Committee meeting with consultant to kick off planning process
- March 2008: Draft document available for Committee and public review
- March 2008: Committee approval of document
- April 2008: Village Board review and approval of final document

(Note: All meetings listed were posted and open to the public.)

Plan amendments are part of the planning process. Future updates and amendments to this plan will be undertaken as necessary, and will be subject to public review.

#### 3.2 SISTER BAY COMPREHENSIVE PLAN

Village residents and leaders participated in extensive master planning efforts with multiple public meetings and comment periods in 2001-2003 for the community's Comprehensive Plan. The following excerpt from the Comprehensive Plan describes policy recommendations for the Village's parks and recreational lands and recreational facilities.

##### **Parks and Recreational Lands**

###### **Goal:**

To ensure residents have safe recreational sites within the Village that provide a variety of activities to serve various age and interest groups in the community.

###### **Objectives:**

- Increase the number of good, well maintained recreational sites and trails within the Village, to include access to the waters of Green Bay.
- Acquire, develop and maintain future Village recreational sites to include a sports complex.
- Utilize identified environmental corridors for public parks and recreational use.

###### **Policies:**

- The Village should actively pursue the development of future recreational lands within the Village.
- Connect recreational areas with a trail system wherever possible.
- Use the Village's official mapping powers to preserve areas designated for future park and recreational uses.
- Consider access for the disabled, elderly and very young when planning, designing, and constructing all new projects, including parking, trails, etc.
- Expand and enhance the public waterfront from Mill Road to the marina.

###### **Suggested Programs:**

- Establish a sub-committee to identify future recreational areas.
- Work with adjoining communities to design interconnecting trailways.
- Explore available resources to further enhance the quality of the Village's recreational systems.
- Recognize the potential of public and private donations for funding park system improvements.

##### **Recreational Facilities**

###### **Goal:**

To supply and maintain a park, recreational and open space system that provides a variety of safe, passive and active opportunities for residents and visitors.

###### **Objectives:**

- Purchase properties adjacent to parks, water access points, and scenic vistas when they become available as long as these expansions fit the long-term growth plan and can be properly maintained.
- Professionally evaluate all parks, water access points, and scenic vistas to determine the best safe and proper use and development.
- Preserve, protect and enhance all of Sister Bay's waterfront areas.

### 3.3 RECENT FACILITIES PLANNING

Building on the recommendations of the Comprehensive Plan, the Village has further refined the vision for recreational opportunities through the acquisition of open space and the planning and design of two facilities.

Beginning in 2003, Village residents and leadership planned and implemented the first phase of the Sports Complex. The intent of this facility was to consolidate the Village's competitive athletic fields in order to focus maintenance efforts and share elements such as parking.

Similarly, the Village has re-evaluated public access along the waterfront in conjunction with the purchase of the former Helms Four Season Resort and the redevelopment of this property as a public park.

Existing facilities of the Sports Complex and waterfront parks are described within the inventory portion of this CORP, and public participation during these planning efforts is described in Section 6.1.

## 4.0 DESCRIPTION OF THE PLANNING AREA

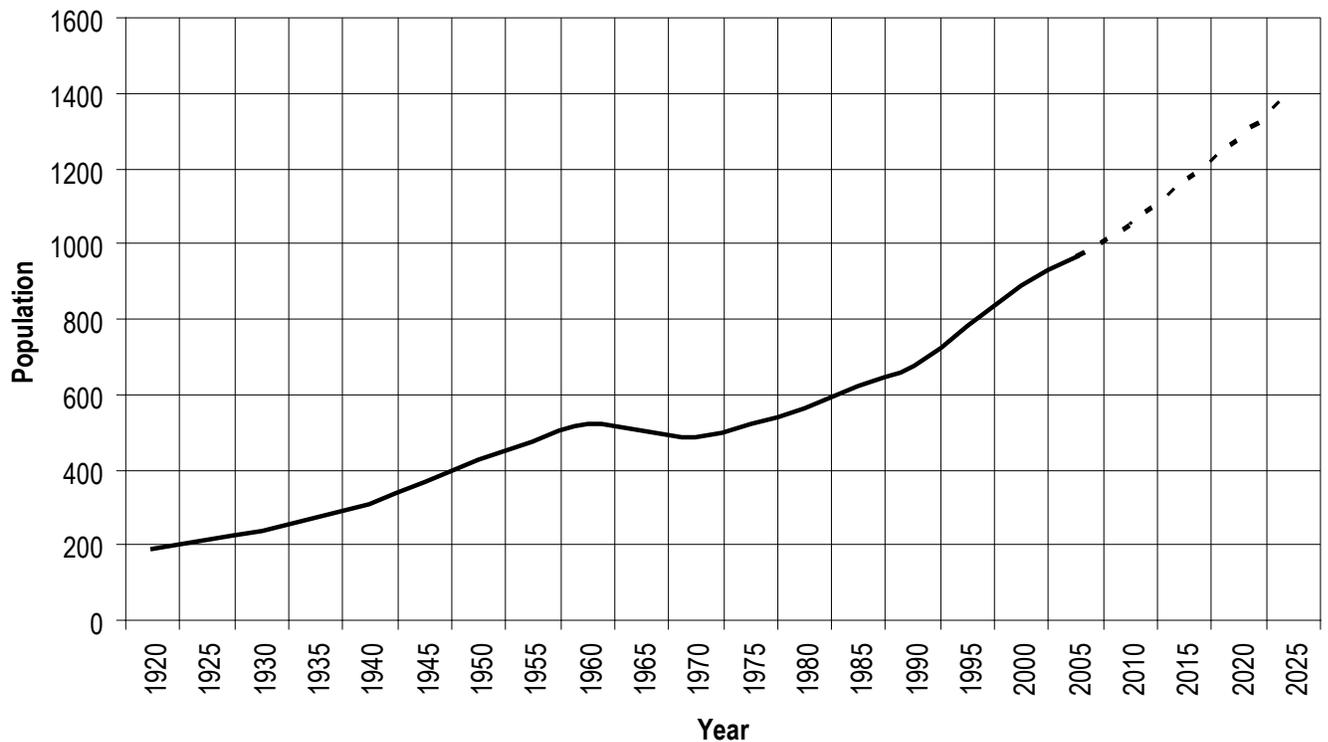
The Village of Sister Bay is located in northern Door County at the intersection of State Highways 42 and 57, approximately 30 miles northeast of Sturgeon Bay and 75 miles northeast of Green Bay. The Village occupies 2.6 square miles, and is bordered by the Town of Liberty Grove and the Village of Ephraim.

### 4.1 DEMOGRAPHICS AND SOCIAL FACTORS

#### Population

The population of Sister Bay has historically increased at a slow but steady pace. Other than the years between 1960 and 1970, the Village population has increased by 10 percent each decade, on average. The population estimate for 2005 is 956 residents. Population projections through 2025 show a continued increase in population, with the increase remaining steady at approximately 10 percent each decade.

#### Population Projections



Population trends for the Village of Sister Bay. Sources: Years 1920-2000: US Census Data. Year 2005: Estimate based on data from Wisconsin Department of Administration. Year 2010-2020: Projections based on forecasts from 2003 Village Comprehensive Plan. Year 2025: Projection based on extrapolation of Comprehensive Plan forecasts, as performed by 2007 Comprehensive Utilities Plan.

Residents are moving into the Village, many from out of state. In 2000, only 39 percent of Village residents were living in the same house they had lived in 5 years earlier. This compares to 57 percent of Wisconsinites who lived in the same home in both 1995 and 2000. Almost 40 percent of Sister Bay’s residents moved into the Village from outside Door County between 1995 and 2000.

The Village’s population is racially homogenous. In 2000, 98 percent of residents were white, and 99 percent were non-Hispanic. The most-reported ancestries were German (42%), Swedish (18%), Norwegian (11%), Other (11%), and Irish (11%).

Sister Bay has a decidedly female face. In 2000, 58 percent of residents were female. In the subset of residents over 65 years old, 70 percent of residents were female.

The Village has a relatively high number of residents who rent their homes. In 2000, 39 percent of Sister Bay residents rented their homes, compared to 21 percent of Door County residents and 32 percent of Wisconsin residents.

**Age**

The 2000 United States Census showed that many Sister Bay residents are elderly. In 2000, 46 percent of Sister Bay residents were over 65 years old, and the median age was 61.4 years old. Sister Bay residents are significantly older than average Wisconsin municipalities, even among other

Door County communities. The percentage of residents older than 65 years old in 2000 increases as one focuses on Sister Bay:

- United States: 12.4 percent
- Wisconsin: 13.1 percent
- Door County: 18.7 percent
- Sister Bay: 46 percent

By looking at two snapshots in time – the 1990 and the 2000 censuses – two population shifts are apparent. The number of residents under 45 years old decreased by 16 percent while the number of residents over 45 years old increased by 60 percent. While the Village’s population slowly increased, the number of younger residents decreased and the number of older residents increased. Similar to many small Wisconsin communities, Sister Bay’s younger residents are moving out, while at the same time the Village has attracted new older, retired residents.

These population shifts suggest future needs for the Sister Bay park system. If the residents that are under 15 years old are added to the senior group, over half (54%) of the population of Sister Bay is either elderly (over 65 years old) or very young (under 15 years old). These groups often do not have access to personal vehicles and rely on non-vehicular paths. Sister Bay has a greater need for multi-use paths than other communities.

Should the population continue to age and shift according to recent trends, the need for new child-oriented park and community facilities will decline and the need for new senior-oriented facilities will increase.

	1990		2000	
	Number	Percent	Number	Percent
Under 5 years	31	5%	18	2%
5 to 9 years	33	5%	20	2%
10 to 14 years	26	4%	29	3%
15 to 19 years	37	5%	39	4%
20 to 24 years	14	2%	24	3%
25 to 34 years	80	12%	51	6%
35 to 44 years	75	11%	68	8%
45 to 54 years	61	9%	110	12%
55 to 59 years	29	4%	72	8%
60 to 64 years	42	6%	46	5%
65 to 74 years	92	14%	142	16%
75 to 84 years	88	13%	151	17%
85 years and over	67	10%	116	13%

Age Group	Population Number Increase or Decrease, 1990-2000	Population % Increase or Decrease, 1990-2000
Under 9 years	-26	-41%
10 to 19 years	5	8%
20 to 44 years	-26	-15%
45 to 64 years	96	73%
65 years and over	162	66%

Changes in Sister Bay’s population by age group. Source: U.S. Census Bureau 1990, 2000.

With an aging population, more park and community facilities should be designed to accommodate disabilities. In 2000, 50 percent of Sister Bay residents over 65 years old were disabled, compared to only 6 percent of those between 21 and 64 years old, and only 2 percent of those between 5 and 20 years old.

**Employment**

Sister Bay has a significant number of retirees. In 2000, 59 percent of Sister Bay residents over 16 years old were not in the labor force. The other 41 percent were in the labor force, either employed or unemployed. Comparatively, only 35 percent of Door County residents were not in the labor force.

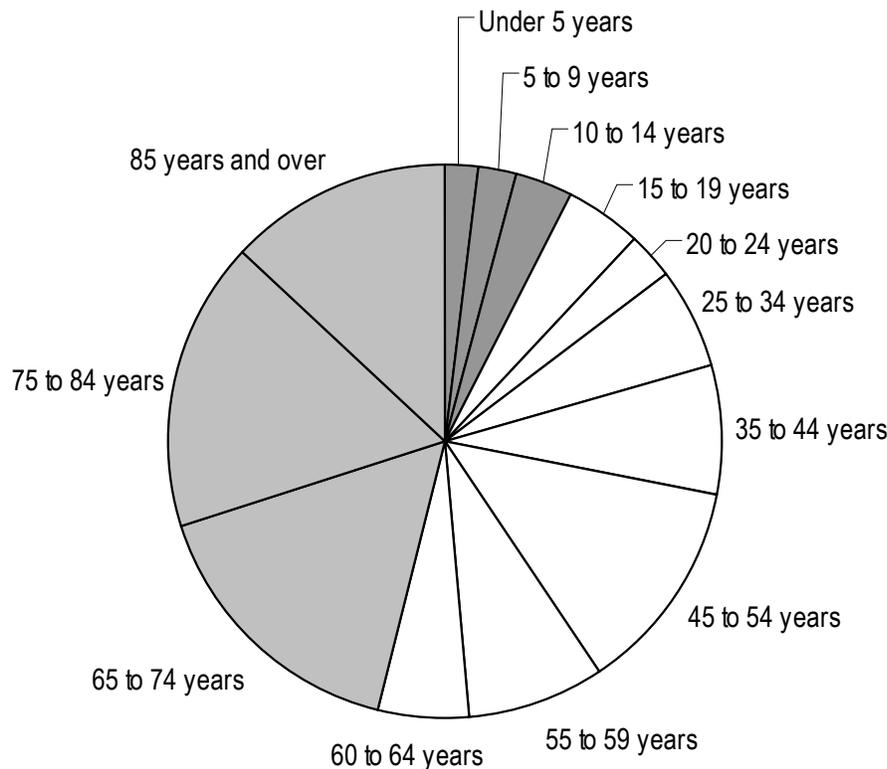
Many of those that are employed work in the tourism industry. In 2000, 36 percent of employed Sister Bay residents worked in the arts/entertainment/recreation/accommodations/food service category, and 23 percent worked in retail.

Given the significant role of tourism in the local economy, the open space system should provide parks and facilities that encourage and support tourism as well as local residents.



Most employed residents have jobs related to tourism

**Age Distribution**



54 percent of Sister Bay residents likely do not have independent access to personal vehicles.  
Source: U.S. Census Bureau, 2000

## 4.2 PHYSICAL CHARACTERISTICS AND NATURAL RESOURCES

The physiography and topography of the Village is characteristic of the rocky terrain of the Door County coastline. Sister Bay is located on the western side of the peninsula, on Green Bay of Lake Michigan.

The area's climate is controlled by the close proximity to Lake Michigan, which moderates daily extremes in temperature. Spring warming trends are delayed by the cool water of the lake, summers are generally mild, and the lake's residual warmth hinders early frost in fall. Ice typically covers the bay by mid-January and breaks up in early April. The annual average precipitation is 28.92 inches, with 3.60 falling in June, the wettest month.

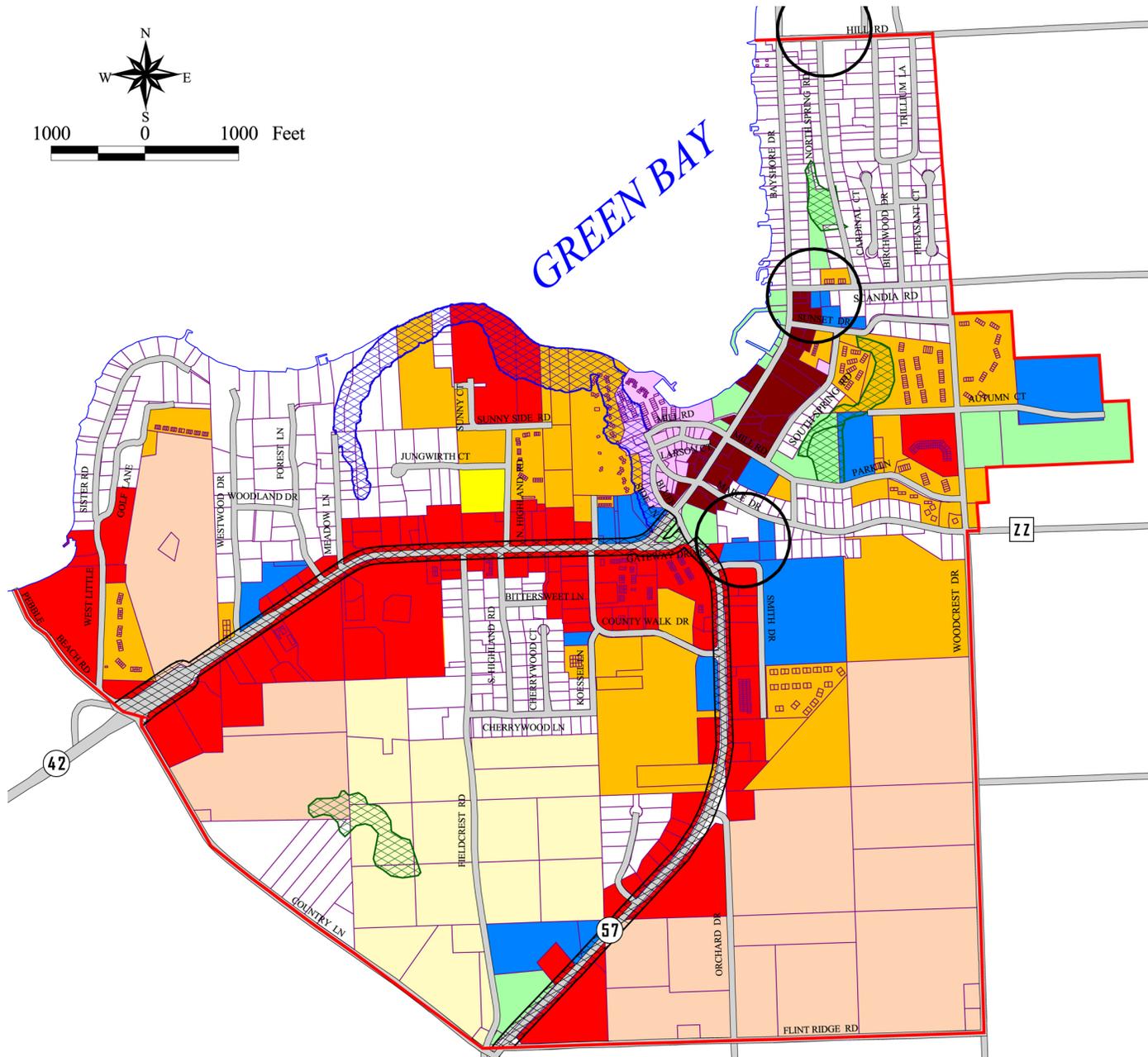
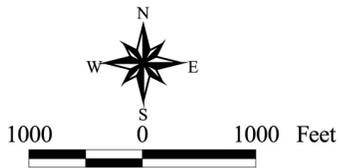
Topographical relief ranges from 580 feet to 720 feet (NGVD29). Silurian dolomite forms the upper layer of bedrock within the region, and is close to the surface or exposed in outcroppings throughout the Village. This rock formation also provides the primary groundwater aquifer.

Precipitation runoff for the majority of the Village drains into Green Bay. Several wetland areas are identified in the Village's Comprehensive Plan, and provide natural filtration of pollutants from runoff before it reaches the lake. These wetlands also recharge groundwater, store flood water, and provide valuable habitat for many plants and animals.

Door County is classified as a non-attainment zone for ozone air quality by the U.S. EPA. Because the county is a rural transport area, the source of pollutants contributing to these air quality issues is likely to originate from Southeast Wisconsin. Multi-use trails that encourage non-motorized transport may help alleviate any local contributing factors to this designation.

## 4.3 VILLAGE ZONING

The Village's current zoning is shown on the facing page. The Village's downtown business district is located along North Bay Shore Drive (STH 42) adjacent to Green Bay. Newer commercial development has occurred along the primary arterials entering the Village. In addition to single family development, the residential housing mix for the Village includes a high percentage of condominiums, many of which serve summer residents and tourists. Village zoning also provides protection for several natural resources, including bluff protection, wellhead protection, and wetland overlay districts.



**ZONING DISTRICTS**

- (CS-1) Countryside
- (R-1) Single-Family Residence
- (R-2) Multiple-Family Residence
- (R-3) Large Lot Residence
- (R-4) Small Lot Residence
- (B-1) General Business
- (B-2) Downtown Business Transition
- (B-3) Downtown Business
- (I-1) Institutional
- (P-1) Park/Recreation

**OVERLAY DISTRICTS**

- (W-1) Wetland Overlay
- (PUD) Planned Unit Development Overlay
- (HL) Highway 42 and Highway 57 Landscape Setback Overlay
- (BP) Bluff Protection Overlay
- (WHP) Wellhead Protection Overlay
- (RS-1) Ridges and Swales Overlay

Village of Sister Bay Zoning Map, approved November 2004

## 5.0 INVENTORY OF EXISTING PARK AND RECREATION FACILITIES

Sister Bay’s park and recreation system currently provides ten publicly-owned parks and natural areas, totaling approximately 70 acres. Other facilities include multiuse bike/pedestrian paths, snowmobile trails, and privately-owned recreational land. The figure below illustrates the locations of existing facilities.

Sister Bay has a variety of park sizes and functions. This section provides an inventory of existing parks, using the classification system of the National Recreation and Park Association.

## 5.1 NEIGHBORHOOD PARKS

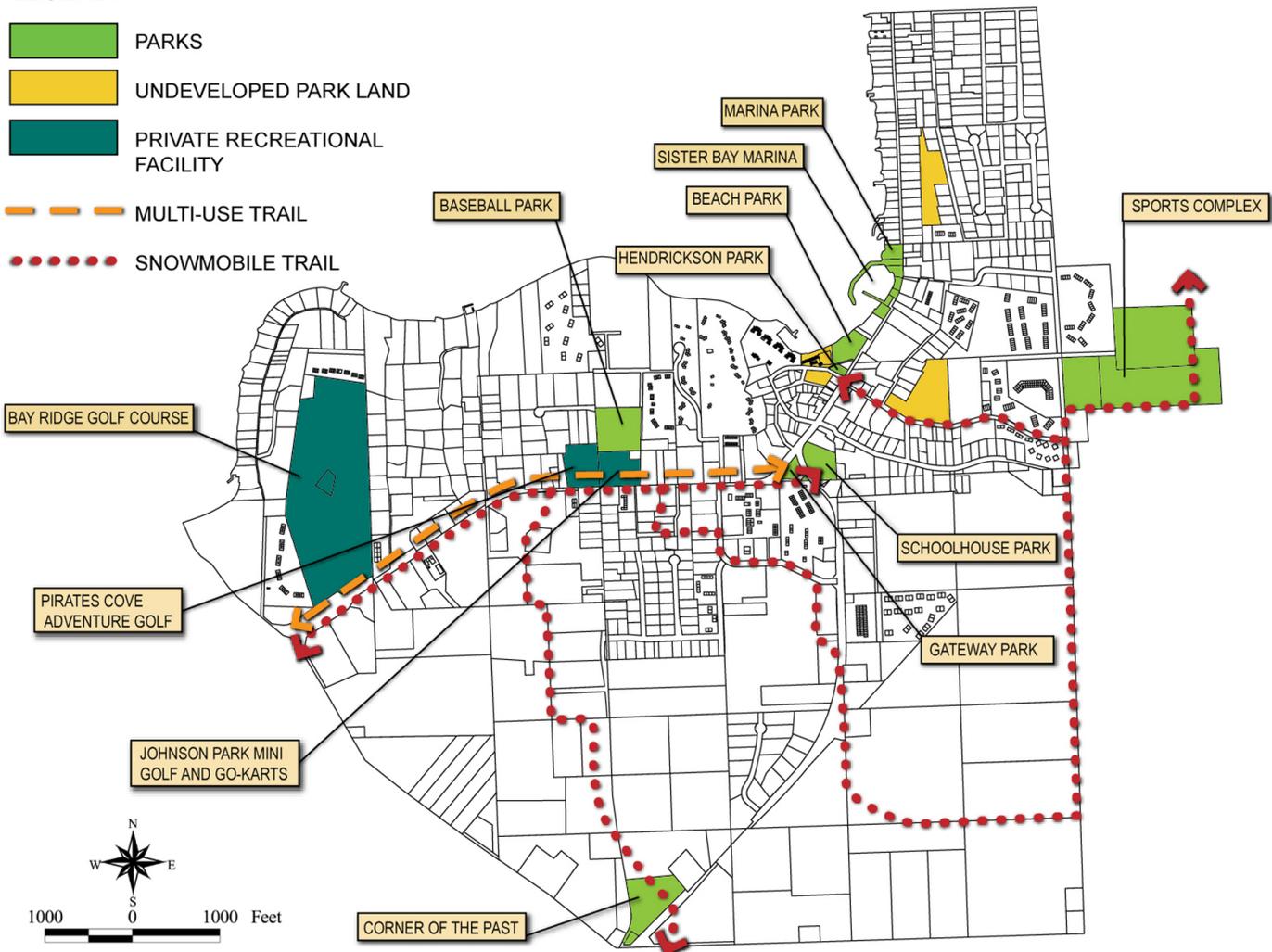
A neighborhood park is a facility serving a residential neighborhood. Typically, a neighborhood park includes playground equipment, open or structured playfields, and picnic facilities. Larger neighborhood parks may include tennis courts, volleyball courts, basketball courts, or restroom facilities.

- Service area: 1/4 to 3/4-mile radius
- Desirable size: greater than 5 acres

Sister Bay has two neighborhood parks, described as follows.

### LEGEND:

- PARKS
- UNDEVELOPED PARK LAND
- PRIVATE RECREATIONAL FACILITY
- MULTI-USE TRAIL
- SNOWMOBILE TRAIL



Locations of existing park and recreation facilities



Aerial view of Schoolhouse and Gateway Parks



Aerial view of Baseball Park



Schoolhouse Park



Concession building at Baseball Park

### Schoolhouse Park - 3.5 acres

Schoolhouse Park is the site of a 1940s school building at the intersection of STH 57 and STH 42 that is no longer used by the local school district. The property functions as a neighborhood park, but has not been improved since the school was closed. Access is not provided to the interior of the structure due to safety concerns. The bluff area of the park is heavily wooded, and provides views of the waterfront and downtown. The small playground area provided on the site does not meet current guidelines for safe play facilities.

#### Facilities:

- 1940s school structure
- Portable toilet
- Gravel parking area
- Small playground
- Short walking trails, wood chip surface
- Picnic areas

Accessibility Assessment: The old school building and playground areas are not universally accessible.

### Baseball Park - 5.3 acres

This neighborhood park contains the current field used by the Sister Bay 'Bays', the Village's adult baseball team. Access to the site is provided along Highland Road. The field and other facilities are in generally poor condition, and are slated for replacement with a new facility at the Sports Complex. Bleachers and other salvageable items will be relocated to the new field.

#### Facilities:

- Baseball diamond (adult)
- Concession stand with restrooms
- Gravel parking area
- Water tower

Accessibility Assessment: Although unpaved, the gravel parking area provides access directly to a level bleacher and fan seating area.

## 5.2 COMMUNITY PARKS

A community park is a large recreation facility. Typically, community parks include all of the improvements found in a neighborhood park plus athletic fields designed for competitive athletics. Generally, community parks have lighted playfields, spectator areas, restroom facilities, and picnic shelters or pavilions.

- Service area: 1 to 2-mile radius
- Desirable size: 10 to 20 acres (community parks with adjacent natural areas may be significantly larger)



Aerial view of the Sister Bay Sports Complex



Sports Complex building, ice rink and Little League diamond



Ice rink provides both competitive and free skate areas

Sister Bay's community park is the Sports Complex.

### Sister Bay Sports Complex - 30.9 acres

The Sports Complex is a relatively new community park. Although the current park is 30.9 acres, 6.2 acres adjacent to the wastewater treatment plant is reserved for future utility needs. The park is home to the Little League baseball and T-ball programs, the DC United Soccer program, and the TKH hockey, broomball, and ice skating events. Due to their recent construction, all facilities at this complex are in excellent condition. Access to the site is provided off of Autumn Court and Woodcrest Road.

Although owned and operated by the Village, the Sports Complex also draws from a wider area including adjacent towns. The NRPA defines a regional park as a facility owned and operated by a county, state, or regional park district to serve several local government jurisdictions; however, because athletic events at the Sports Complex draw from throughout northern Door County, the site also serves as a regional park for this area.

#### Facilities:

- Louis Michael Hanson Memorial Little League baseball diamond
- Teresa K. Hilander ice skating rink
- Park building, with restrooms, concession, storage, and indoor warming area
- Grass volleyball court
- Two tennis courts
- One full-sized soccer field and three micro-fields
- Dog park
- 52-stall asphalt parking lot
- Parks maintenance building
- Long-term marina trailer storage area

Accessibility Assessment: The park is fully accessible, including four designated accessible parking stalls.

### 5.3 SPECIAL PURPOSE PARKS

Special purpose parks are publicly-owned recreation and open space facilities that are designed to serve a specific purpose, which may include a public plaza, memorial, swimming area, or other discreet recreational use. The special purpose designation also includes cultural parks, which feature historic structures or serve as interpretive facilities for tourists and residents.

Sister Bay's special purpose parks are described below.

#### **Beach Park - 2.0 acres**

Several special purpose parks are located adjacent to the waterfront in downtown Sister Bay, including Beach Park, Sister Bay Marina and Marina Park, and Hendrickson Park. The Village has also recently purchased land adjacent to Beach and Hendrickson Parks in an effort to create a larger, contiguous public shoreline. The figure on this page shows the spatial relationships of the front parks.

Beach Park is a special purpose park located on the waterfront that provides a popular destination for residents and visitors in all seasons. The park is accessed off Bay Shore Drive, and is used for many events such as Concerts in the Park. No dogs are allowed at Beach Park in order to maintain water quality.

#### Facilities:

- Swim beach and pier
- Gazebo
- Fire ring
- Lawn/picnic area
- Playground
- Village Hall Community Center, which provides restrooms, large indoor gathering space, kitchen, and Teen Center
- Post Office
- Parking lot
- Paved walking paths

**Accessibility Assessment:** The facilities at Beach Park are moderately accessible for persons with disabilities. Reserved parking is provided, and hard surface walks allow for access into the park. However, prominent park features such as the playground, gazebo, and swim pier are not connected to the path system. The playground is not universally accessible, and also does not include appropriate equipment for young children (ages 2 to 5). Although Village Hall provides a lift to accommodate the disabled, updated changing and restroom facilities should be considered to comply with ADA specifications.



Aerial view of the waterfront park facilities



Beach Park as viewed from the water

## Sister Bay Marina and Marina Park - 2.6 acres (Land-based Facilities)



Sister Bay Marina and Harbormaster's Building



Commercial sight-seeing cruises sail from 'D' Dock



Veterans Memorial in Hendrickson Park

The Sister Bay Marina and Marina Park are a public boating facility and adjacent special purpose park located just north of Beach Park along Bay Shore Drive. The marina was completely rebuilt in 1993 to add new breakwalls, additional slips, and the current harbormaster's building. Two commercial sight-seeing cruises operate out of the marina, including both sail and powerboat options.

The boundary of Marina Park also includes a private residence on the south side of the marina that the Village recently acquired. Provisions within the purchase include the right for the current owners to reside on the property as long as they wish. Public access is restricted on this parcel until such time.

### Facilities:

- Harbormaster's Building, which provides restrooms, showers, laundry, and office space
- Public marina, with 65 seasonal rental slips, 35 transient slips, and two commercial slips. Slip facilities include electricity, water, and wireless internet access. Fuel is available 3/4-mile north of the marina at Yacht Works, a private business.
- Boat launch
- Sanitary pump-out station
- Bicycle rentals
- Lawn/picnic area
- Paved walking paths
- Dog walking area
- Marina parking is provided at a nearby public lot on Scandia Road, with long-term trailer storage adjacent to the Sister Bay Sports Complex on Autumn Court.
- Private residence, including house, garage, and asphalt driveway

**Accessibility Assessment:** The marina does not meet recent changes to code requirements for the number and design of accessible slips. Any increases in boat capacity or updates to existing facilities will require the construction of four boat slips that can be universally accessed at low water conditions with a gangway that does not exceed a 1:12 slope or 80-feet in length. The launch ramp and land-based facilities meet accessibility requirements.

### Hendrickson Park - 0.5 acres

Hendrickson Park is a small, special purpose park located on the corner of North Bay Shore Drive and Mill Road. Hendrickson Park provides public restrooms for pedestrians downtown, and is the site of the Veterans Memorial monument.

Facilities:

- Restroom facility
- Veteran's monument
- Walking path

Accessibility Assessment: The park's walking paths and restrooms are fully accessible.

### Corner of the Past - 6.8 acres

The Corner of the Past is a historical farm site where the Old Anderson House Museum and other historic architectural remnants of the Village of Sister Bay have been collected, renovated, and preserved. Located at the southern edge of the Village on STH 57 and Fieldcrest Road, this special purpose park is home to many artifacts including a post and beam barn, two log cabins, and a 100-year old saw mill. The Old Anderson House dates back to 1875, and now serves as a local history museum.

The Corner of the Past is a cooperative venture between the Village and the Sister Bay Historical Society. The Historical Society seeks out structures of historical significance to relocate to the property. Once moved to the site, the Village owns the structures while the Historical Society runs all programs and owns the historical displays.

In 2003, the Corner of the Past was named the third most popular tourist attraction in Door County. Heritage programs and demonstrations held in the summer continue to attract tourists. The Corner of the Past also remains a popular destination for community members for the weekly farmers market from July to October.

Facilities:

- Old Anderson House Museum
- Various barn and outbuilding structures
- Historical Society displays
- Sawmill
- Paved drop-off area
- Restroom facility
- Gravel parking area

Accessibility Assessment: The historical displays and Anderson House are fully accessible, including a paved drop-off area and three designated accessible parking stalls. The restroom facility is relatively new and code compliant.



Aerial view of the Corner of the Past



Old Anderson House Museum



Historic barn and outbuilding structures at Corner of the Past



Tourist information center in Gateway Park

### Gateway Park - 1.2 acres

Gateway Park is a special purpose park located at the intersection of STH 42 and STH 57 that features the Village's Visitor Center. The building used as the tourist information center is a historic log schoolhouse that was moved to the site. A small kiosk provides information when the center is closed.

#### Facilities:

- Tourist information center
- Small restroom facility
- Asphalt parking lot
- Outdoor tourist kiosk

Accessibility Assessment: Although the outdoor tourist kiosk is fully accessible, the tourist information center includes a step to get into the front door and the restroom is not designed to meet current ADA codes.



Mill Road Parcel

## 5.4 UNDEVELOPED OPEN SPACE

The Village owns three sites of undeveloped open space, as described below.

### Newly Acquired Waterfront Land - 2.4 acres (Former Helms Four Seasons Resort)

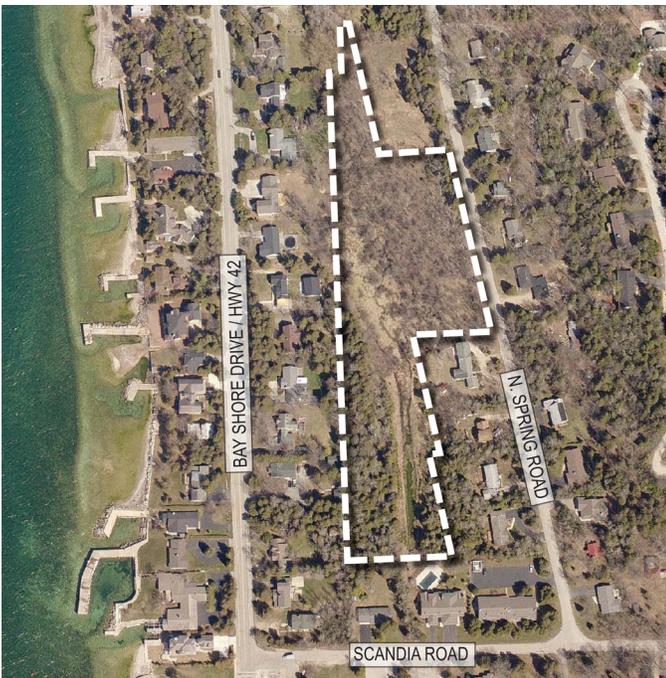
In November 2007, the Village acquired the former Helms Four Season Resort adjacent to Beach and Hendrickson Parks. The purchase of this property doubled the Village's publicly accessible shoreline for the beach. Existing resort structures are scheduled for demolition in Winter/Spring 2008, and the parcel will be landscaped as open space. A master plan that integrates this parcel with the other lakefront parks was approved by the Village Board in February 2008, and is discussed in Section 7.0 of this document.

### Mill Road Parcel - 7.3 acres

This heavily-wooded greenway is accessed directly off Mill Road. The site is known to contain wetland areas, and provides value for stormwater filtration and storage. No trails are provided through the site.

### North Spring Road Parcel - 4.9 acres

This greenway parcel was donated to the Village by the developer of adjacent lots, and contains wetlands that serve a vital stormwater role for the community. The site can be accessed by the frontage along North Spring Road, but no trails are currently provided within the property.



North Spring Road Parcel

## 5.5 TRAILS

The Village currently has a limited trail system, shown in the figure on page 8. A one-mile, off-street multi-use trail parallels STH 42 on its south side between Country Lane and Gateway Park.

A segment of the Door County snowmobile trail system passes through the Village along public streets, the multi-use trail, and off-street access points. Within the Village, the snowmobile trail is approximately 4.25 miles in length and connects the Corner of the Past to the Sports Complex. A spur along Mill Road provides access to downtown.

Accessibility Assessment: The multi-use trail along STH 42 is ADA compliant.

## 5.6 PRIVATELY-OWNED RECREATIONAL FACILITIES

### Bay Ridge Golf Course

Bay Ridge Golf Course is a privately-owned and operated 9-hole golf course established in 1966. The course is open to the public and is accessed off STH 42. A golf shop on site serves lunch, snacks, and beverages.

### Pirate's Cove Mini Golf

This commercial facility offers putting practice among a pirate-theme landscape. It is located on the north side of STH 42 and adjacent to Johnson Park Mini Golf and Go-Karts.

### Johnson Park Mini Golf and Go-Karts

This commercial facility offers 18 holes of putting practice, go-karts, batting cages, and an arcade. It is located on the north side of STH 42 at Highland Road.



Multi-use trail along Highway 42

## 6.0 OUTDOOR RECREATION FACILITY NEEDS ASSESSMENT

By using different and complementary methods, recreational planners make recommendations for the quantity and types of parks that are needed for a community. Sister Bay's open space needs are influenced by the voiced needs of residents, the number and sizes of parks, and location of those parks.

### 6.1 PUBLIC INPUT

To be effective, a CORP must be grounded on the direct input of Village residents, staff, elected officials, and other stakeholders. This CORP is the result of recent and significant public outreach conducted during three related planning projects.

#### Sister Bay Comprehensive Plan

In the preparation of the 2003 Sister Bay Comprehensive Plan, the Bay-Lake Regional Planning Commission conducted a survey and a nominal group process.

The August/September 2001 Village survey had a response rate of 39 percent. Three questions dealt with recreational facilities.

- Respondents felt strongly that the existing recreational facilities were adequate (74 percent), while 19 percent felt they were not and 7 percent had No Opinion.
- Most respondents commented that bike paths, more beach and waterfront areas, and swimming



Participants tour the Village during the Waterfront Master Plan

- pools are needed within the Village.
- The Waterfront was identified as the best area for additional recreational development.

Forty-five residents and members of the Village Plan Commission and Village Board participated in the June 2001 nominal group process. The following recreational desires were voiced and voted as top group concerns:

- Keep use of the waterfront public and limit the size of buildings on waterfront.
- Plan for continued development of the waterfront.
- Maintain/enhance the Village's natural beauty.

#### Sports Complex Master Plan

In 2005, the Village hired a consultant to create a master plan for the Sports Complex. Kickoff meetings for the project were held in September, which included a public listening session attended by approximately 20 citizens. The public expressed interest in a new adult baseball diamond, full-size and micro soccer fields, paved ice rink, dog park, expanded playground, and skate park with a bowl and street course plaza. The master plan was developed to include these elements, presented in a public meeting in July 2006 for comment, and approved in August 2006. As part of engineering design of Sports Complex improvements to be constructed in summer 2008, public meetings were again held in August 2007 and February 2008 to update the master plan.

#### Waterfront District Master Plan

In 2007, the Village was presented with the opportunity to purchase the Helms Four Season Resort next to Beach and Hendrickson Parks. This acquisition met many of the community's stated goals to expand and improve public access to the waterfront. In an open public meeting, the Village Board approved an offer to purchase the property in May 2007, and hired a consultant to assist with a master planning effort that comprehensively studied the waterfront area and links to downtown. This community-based process gathered opinions from residents, business owners, tourists, and Village staff, and generated the Waterfront District Master Plan that will guide the evolution of downtown Sister Bay for years to come.

The Citizens Waterfront District Advisory Committee oversaw the planning process. All meetings throughout the process were open for public comment, and presentations and graphics were posted online for review. Citizens were encouraged to submit additional comments by e-mail, phone, and mail.

Neighborhood Parks		Community Parks		Special Purpose Parks		Undeveloped Open Space	
	Acres		Acres		Acres		Acres
Schoolhouse Park	3.5	Sports Complex	30.9	Beach Park	2.0	Former Helms Four Season Resort	2.4
Baseball Park	5.3			Marina Park	2.6	Mill Road Parcel	7.3
				Hendrickson Park	0.5	North Spring Road Parcel	4.9
				Corner of the Past	6.8		
				Gateway Park	1.2		
<b>TOTALS</b>	<b>8.8</b>		<b>30.9</b>		<b>13.1</b>		<b>14.6</b>

Current Village-owned park acreages by category

Kickoff meetings were held in August 2007, during which over 140 citizens and Village committee members shared goals and ideas for the master plan. Based on these ideas and an analysis of the natural and cultural characteristics of the study area, the consultant presented two alternative concept plans at a public meeting in September. Desired components of the alternatives were combined in a single draft consensus plan, which was presented for public review prior to the Helms property closing date in November. The draft consensus plan was forwarded to the Parks Committee by the Advisory Committee in December 2007, and was unanimously approved with minor revisions by the Village Board in February 2008.

The overwhelming majority of the comments received during the planning process supported the Village's initiative to acquire the Helms property and expand the beach. Concern was expressed that the Village owned more park land than necessary to meet citizens' needs; however, participants agreed that the Village should purchase the waterfront land and explore options to sell other underutilized parcels. Properties that were proposed for sale included Baseball and Schoolhouse Parks.

## 6.2 NUMBER AND SIZE STANDARDS

The National Recreation and Park Association (NRPA) has established standards that serve as a general guide for the amount of recreational land based on population. The NRPA recommends the following acreages of parkland per 1,000 community residents:

- Mini-Parks 0.5 acres
- Neighborhood Parks 2.0 acres
- Community Parks 8.0 acres
- Total 10.5 acres / 1,000 residents

Sister Bay currently does not have any mini-parks within its system. These parks are typically small urban open spaces or playgrounds that serve a concentrated or limited population, or a specific group such as tots or senior citizens. Since these parks are intended to serve their immediate surroundings, they can be replaced by service areas of neighborhood and community parks.

In a 2005 estimate, Sister Bay had a population of 956 residents. Considering only those parks that focus on the needs of village residents (as opposed to tourists):

- Neighborhood Parks 8.8 acres
- Community Parks 30.9 acres
- Total 39.7 acres / 956 residents
- Standardized Total 41.5 acres/1,000 residents

Sister Bay has nearly four times as many resident-serving parks as recommended by NRPA standards. When considering the 13.1 acres of special purpose parks which serve both residents and visitors, the 14.6 acres of undeveloped open space, and the slowly increasing population projections, Sister Bay will continue to provide a sufficient amount and variety of park areas, and could consider selling surplus land as suggested in the public listening sessions for the Waterfront District Master Plan.

### 6.3 SPATIAL DISTRIBUTION STANDARDS

A large amount of park acreage is not effective unless it is distributed throughout a community and accessible to residents. Neighborhood parks should be within walking and biking distance, and community parks within easy driving distance.

A park's service area is its zone of influence, and is determined by the average distance users are willing to travel to reach the facility. Although expressed in terms of service mile radius, features such as arterial roads, rivers, or other disruptions to normal travel may influence the extent of the service area. NRPA standards recommend that neighborhood parks serve residents within 1/2-mile of the park and that community parks serve residents within a 1 to 2-mile radius. As community parks also serve as the neighborhood park to their immediate surroundings, they also receive a 1/2-mile radius service area under this designation. Sister Bay's current neighborhood, community, and special purpose parks are illustrated in the accompanying figure.

The figure on the facing page shows neighborhood and community park service areas for Sister Bay's existing parks. For the analysis, Beach Park and the Sports Complex have been assigned the smaller 1-mile radius possible for community park service areas because of the large percentage of senior citizens and young residents in the Village. Neighborhood service areas have been assigned to Baseball Park, Schoolhouse Park, Beach Park, and the Sports Complex.

As the figure illustrates, the majority of the Village is adequately served by the community parks. The area not covered by the 1-mile service areas is generally large lot residential or rural in nature. These areas do fall within a 2-mile service radius, which is considered sufficient given the land use pattern. Therefore, the locations of community parks are acceptable to serve the Village.

Neighborhood park service areas also cover the majority of the Village. However, if Baseball Park is transferred to private ownership, the western half of the Village will not have a nearby neighborhood park. The Village may consider requiring a play area to be incorporated into residential development plans for this parcel to replace the existing facility. Also, future development of trails in the North Spring Road Parcel would provide a park within walking distance of the residential neighborhood at the Village's northern boundary.

### 6.4 STATE COMPREHENSIVE OUTDOOR RECREATIONAL PLAN

Wisconsin prepares a statewide Comprehensive Outdoor Recreation Plan, which assesses recreational facilities and demand throughout the state. By comparing regional demand, regional supply, local park and recreation plans, and public comment data with recreational and population forecasts, the State CORP suggests both rural and urban recreational facilities that are in relative short supply in eight separate state divisions.

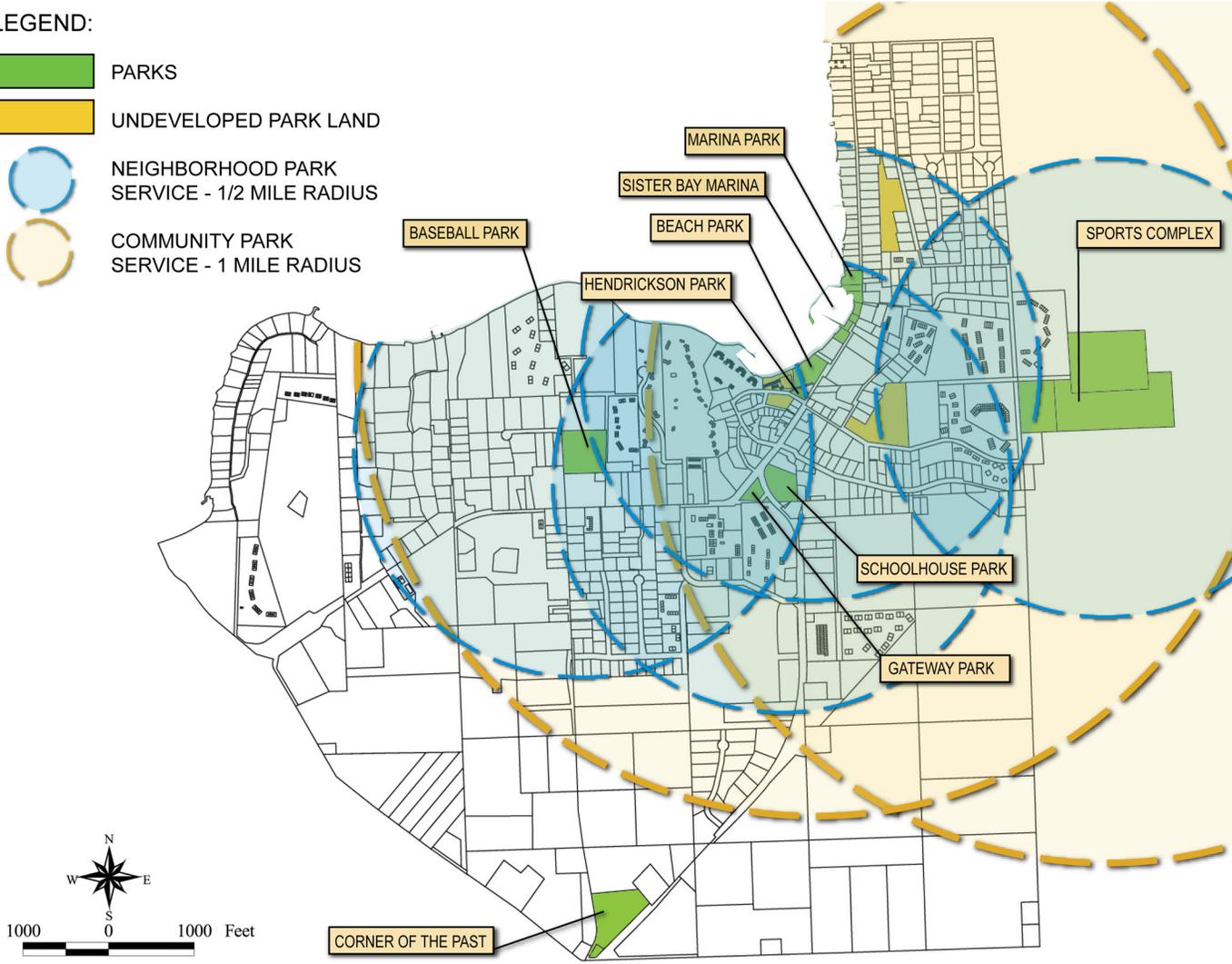
Sister Bay is located within the Upper Lake Michigan Coastal division, which consists of Brown, Door, Kewaunee, Manitowoc, Marinette, and Oconto Counties. Within these six counties, the following urban recreational facilities are in relatively short supply:

- Basketball courts
- Boat equipment providers
- Dog parks
- Playground facilities
- Horseback riding clubs
- Shooting ranges
- Soccer fields
- Tennis courts
- Volleyball courts
- Water parks

As discussed in the next section, the master plans for the Waterfront District and the Sports Complex include many of the above uses, including basketball courts, dog parks, playground facilities, soccer fields, tennis courts, and volleyball courts.

LEGEND:

-  PARKS
-  UNDEVELOPED PARK LAND
-  NEIGHBORHOOD PARK SERVICE - 1/2 MILE RADIUS
-  COMMUNITY PARK SERVICE - 1 MILE RADIUS



Service areas of existing Village neighborhood and community parks

## 7.0 RECOMMENDED FACILITIES AND IMPROVEMENTS

During the next five years, the Village plans to focus on completing the next phase of the Sports Complex and on development of the waterfront parks. Trail improvements are also planned to connect the downtown area to the Sports Complex. Capital improvement projects are summarized in the table on page 27. To implement these improvements, the Village will pursue various state and federal grants and other sources of funding.

### 7.1 CAPITAL IMPROVEMENTS

#### Sports Complex Master Plan

The Sports Complex Master Plan was approved in 2006 and amended in Spring 2008 to reflect modifications to facility layout during recent construction plan development. Proposed facility improvements include a dual-use concrete pad for the ice rink and basketball courts, a new adult baseball diamond, a concession stand, playground improvements, expansion of the parking lot, and a skate park.

The ice rink, basketball courts, baseball diamond, and concession stand are scheduled for construction in summer 2008. Cost of these improvements is budgeted at \$960,000, including design and construction administration fees. Other improvements are not scheduled or budgeted within the next five years, unless alternate funding sources become available.

#### Waterfront District Master Plan

Approved in February 2008, the Waterfront District Master Plan is a long range vision for Sister Bay's waterfront and downtown over the next 20 years. Driven by the purchase of the Helms Four Season Resort, the master planning process included both primary and secondary study zones. The primary study area targeted public improvements to the immediate lakeshore, much of which is presently under Village ownership. Potential private sector improvements were proposed within the secondary study zone, encompassing downtown Sister Bay from Bluffside Lane north to Scandia Road.



Sports Complex Master Plan, March 2008



Waterfront District Planning Zones



Aerial Perspective of Waterfront District Master Plan, February 2008

Implementation of the master plan will create a continuous Waterfront Park along the lakefront for walking, swimming, kayaking, canoeing, sailing, shore fishing, day-use picnicking, wildlife observation, outdoor concerts, cross-country skiing, and biking.

### ***Master Plan Public Improvements***

Major elements of the Waterfront Master Plan within the primary study area include:

- Demolition of the existing Helms Resort, including the existing timber crib and steel sheetpile pier structures along the shoreline.
- Expansion of the beach by extending coastal structures, with areas for swimming, sand volleyball, a kayak launch, and a sailing school. This includes construction of a groin between the park and the Sister Bay Yacht Club to discourage sand migration. The final configuration of coastal structures to create the beach are contingent upon WDNR regulatory approval of engineering analysis and permit applications showing no negative impact to water quality, sediment transport, wave conditions, and wildlife habitat.
- Relocation of storm sewer outfalls away from the swim area.
- Realignment of Mill Road to create a larger, continuous park area and to move surface parking away from the beach.
- A new beach house/changing facility that is ADA compliant.

- A lawn for day-use picnic areas.
- An expanded concert lawn and playground.
- Increased open space with areas of naturalized meadow vegetation.
- Expanded transient dockage within the existing outer breakwater of the Sister Bay public marina.
- Reconstructed Bay Shore Drive corridor with a multi-use path along the park, to be coordinated with a WisDOT project scheduled for 2011-12.

### ***Recommendations for Downtown***

The Sister Bay lakefront parks and open space are central to the identity and economy of the Village. Therefore, the master plan also recommends how best to incorporate and connect existing lakefront parks into the community.

The master plan recommends future land acquisition to create a public waterfront west of Bay Shore Drive, stretching from the property line with the Sister Bay Yacht Club to Marina Park. Parking is removed along the west side of the street to open up views of the water. The plan explores potential relocation of the Village Hall Community Center to another site within downtown, in order to resolve structural issues with basement flooding, to provide continuous open space along the waterfront, and to promote better access to the facility. Also, a new Village Administration building is proposed on the lot of the old fire station in order to cluster community facilities. Finally, the plan explores potential private redevelopment of the downtown business area that may follow the initial

# SISTER BAY



# SISTER BAY

February 2008  
 60ft 120ft 240ft  
**JJR** SEH

Waterfront District Master Plan, February 2008

public investment in waterfront improvements. Mixed use redevelopment zones are planned north of Sunset Drive and south of Mill Road, and a residential/hotel development zone is planned west of the existing building frontage on Bay Shore Drive south of Mill Road. The area between Mill Road and Sunset Drive along Bay Shore Drive is shown in a greater level of detail to provide an idea of scale for this area. The plan includes a ‘turn-of-the-century’ architectural theme with infill of closely spaced retail, dining, lodging, service, and entertainment venues along Bay Shore Drive. Tiered structures keep façades along the street at two stories in order to maintain the small town character, while additional stories are allowed set back from the street to take advantage of water views. Shared parking is provided behind the businesses.

### ***Waterfront Capital Improvement Phasing Plan***

A draft phasing plan was created for the public park components of the master plan based on public opinion, the timeline for related projects such as the Bay Shore Drive reconstruction, and interviews with owners of the properties slated for future acquisition. The Village is actively seeking funds to implement specific project components, which will greatly influence the actual park development timeline.

As shown in the diagram on the facing page, the following phases and conceptual level project costs are planned for the implementation of the master plan. All costs are in 2008 dollars. A 25% contingency is provided, which includes engineering design fees. The costs are for public park capital improvements only, and do not include costs associated with property acquisition, building demolition and/or relocation, or potential redevelopment of private property. Road construction costs are limited to the realignment of Mill Road, and do not include WisDOT improvements planned for Bay Shore Drive. The planned Phase 1, Phase 1A, and Phase 2 improvements are located entirely on property the Village currently owns and the Helms Resort parcel.

#### Phase 1: Beach Expansion \$2,200,000

- Removal of Helms Resort pier structures
- Breakwater extension, walk, and plazas
- Groin at property line with Yacht Club
- Beach fill
- Storm sewer relocation
- Swim platform
- Concert lawn and pavilion
- Sand volleyball
- Playground expansion, Phase 1
- Village Hall continues to function as beach house

#### Phase 1A: Transient Docks \$780,000

- Dredging and removal of outdated pier structures
- Dock along breakwater
- Transient slips

#### Phase 2: Mill Road \$1,600,000

- Mill Road realignment
- Relocate sanitary and water utilities
- Remove existing restroom and monument
- New storm sewer construction
- Beach house facility
- Plaza at corner of Mill Road and Bay Shore Drive
- Playground expansion, Phase 2
- Temporary drive from Post Office lot to Mill Rd.

#### Phase 3: Bay Shore Drive Reconstruction \$ TBD

- WisDOT reconstruction of Bay Shore Drive
- Construction of multi-use path along street frontage

#### Phase 4: Village Hall and Post Office Area \$285,000

- Potential relocation or removal of Village Hall
- Purchase or easement on Johnson property and removal of buildings
- Purchase and removal of Sister Bay Café
- Removal of Post Office and parking lot



# SISTER BAY

February 2008



60ft

120ft

240ft



Waterfront District Master Plan phasing diagram, February 2008

### Bicycle Trail System Expansion

The Waterfront District Master Plan included recommendations on connecting the waterfront to other destinations in the Village through existing and proposed trails. The figure on this page shows proposed on-street and off-street connections between the existing multi-use trail at Gateway Park, the lakefront, and the Sports Complex.

By using shared neighborhood streets and off-street connections, trail users avoid the steep topography and heavy traffic of Bay Shore Drive between STH 57 and Mill Road.

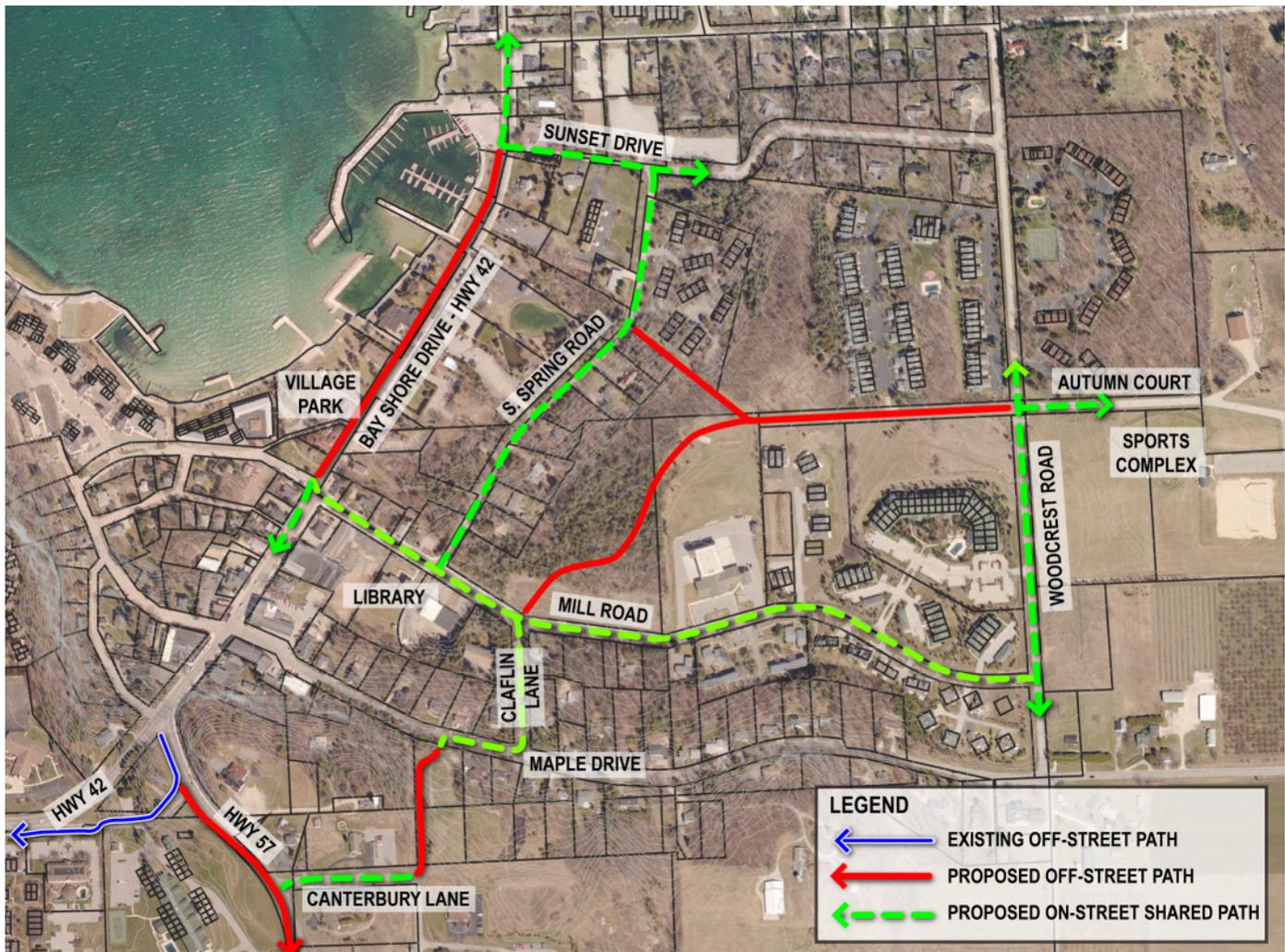
The multi-use path along the waterfront park is planned for construction under the WisDOT Bay Shore Drive reconstruction project scheduled for 2011-12. Other trail connections and on-street signage will be provided as funding permits.

### Recommendations for Other Facilities

In order to provide for quality park improvements to the Sports Complex and waterfront, the Village is exploring options to sell or transfer ownership of other underutilized parcels. Properties that were proposed for sale during public meetings for the Waterfront District Master Plan included Baseball and Schoolhouse Parks.

To meet community goals for affordable housing, the Village Board is currently considering an agreement with Habitat for Humanity of Door County for residential workforce housing at Baseball Park. This land is currently zoned small lot residential, which supports the proposed use. The Village is in the process of obtaining an appraisal for Schoolhouse Park. Once complete, the Village Board will hold public meetings to determine if the community supports selling the parcel to finance waterfront projects.

Long-term goals for other facilities in the park system include trails within the undeveloped Mill and Spring Road parcels, and accessibility upgrades for Gateway Park.



Proposed multi-use trail system expansion, November 2007

## Summary of Capital Improvement Projects, 2008 - 2012

PARK	PROJECT	2008	2009	2010	2011	2012
Baseball Park	Property may be sold, no improvements planned					
Corner of the Past	No Village-funded improvements planned. Private acquisition of additional historic structures is an ongoing activity of the Historical Society.					
Gateway Park	No improvements planned					
Schoolhouse Park	Property may be sold, no improvements planned					
Sports Complex	Engineering services	\$ 92,500				
	Adult baseball diamond, concession stand, ice rink and basketball courts	\$ 867,500				
Waterfront Park *	Demolition of Helms Resort hotel and cottages	\$77,367				
	Engineering services, phase 1		\$ 175,000			
	Phase 1 improvements: beach, utility relocations, concert lawn and pavilion, sand volleyball, playground expansion		\$ 825,000	\$1,200,000		
	Engineering services, phase 1A		\$ 80,000			
	Phase 1A improvements: transient docks		\$ 700,000			
	Engineering services, phase 2				\$ 125,000	
	Phase 2 improvements: Mill Road realignment, utility relocations, beach house, playground expansion II					\$1,475,000
Mill Road Parcel	No improvements planned					
North Spring Road Parcel	No improvements planned					

\* Includes Beach Park, Hendrickson Park, Sister Bay Marina and Marina Park, and the former Helms Resort. WisDOT work not included.

## 7.2 RECREATIONAL PROGRAMS

Village recreational programs are currently run on a volunteer basis by organizations associated with various athletic programs. In order to better serve residents' recreational needs and become the premier waterfront tourist destination in Door County, the Village is seeking to hire a summer intern in 2008 to prepare a Recreation Program Feasibility Report. The goal of the report is to prepare recommendations for staffing and services to be provided to residents and tourists. Report preparation will consist of the following tasks:

1. Conduct an inventory of existing recreation programs in the Village.
2. Conduct an assessment of existing and proposed utilization by residents and tourists of facilities and programs.
3. Identify linkages with organizations outside the Village to utilize Village facilities.
4. Identify existing costs and revenues associated with existing recreation facilities and programs.
5. Develop programs and services to expand the usage of the existing and proposed facilities.
6. Identify potential costs and revenues associated with proposed facilities and programs.

7. Develop job descriptions for existing and proposed recreation staff, including a recreation director to accomplish the programs.

## 7.3 OPERATION AND MAINTENANCE

The public park system is maintained by the Village's three-man parks crew. The maintenance and operations budget for 2008 includes the following direct costs:

▪ Utilities:	
Parks	\$2,750
Sports Complex	\$8,500
Maintenance Buildings	\$9,000
Telephone, Sports Complex	\$400
Bike Trail Lighting	\$2,200
Subtotal	\$22,850
▪ Maintenance:	
Parks	\$20,000
Sports Complex	\$10,000
Maintenance Buildings	\$9,000
Seasonal Decorations	\$3,000
Weed Control Services	\$3,500
Bike Trail	\$500
Subtotal	\$46,000

While providing more facilities at the Sports Complex and adding new park land for waterfront access meets the demands of the public, the Village needs to balance the increased maintenance demands of these improvements with their commitment to existing facilities.

Considerations to reduce budgetary impacts of facility improvements on parks maintenance include construction of a permanent irrigation system at the Sports Complex to reduce staff hours associated with field watering (scheduled for summer 2008), and sale of surplus park land currently requiring maintenance.

## 7.4 FUNDING

There are a number of potential funding sources available to help finance land acquisition and capital improvements of recreation facilities. Funding sources specific to the improvements planned for the Sports Complex, waterfront, and trail system are shown in the table beginning on page 30. The matrix provides basic information on grant programs, matching requirements, application cycles, and agency contacts. Specifics for the grant opportunities that have the highest likelihood to achieve funding for proposed projects are discussed below.

It should also be noted that in addition to the grant programs listed, the Village could pursue a direct federal appropriation for implementing large projects. To be effective with this method of funding, the Village would need to make a concerted effort to actively lobby Senators and Congressmen to earmark funds in a federal appropriations bill. Senator Kohl's office would provide the best resource for starting this process.

### Knowles-Nelson Stewardship Program

Through the Stewardship program, the WDNR provides up to 50% funding assistance for local land acquisition or facility development for nature-based outdoor recreation purposes. Under grant restrictions, the land must be kept in outdoor recreation permanently. Competition for acquisition and park development funds are by WDNR region, meaning that the Village will only compete against other projects in the Northeast Region for funding. Because the Village received a letter of retroactivity from the WDNR prior to purchasing the Helms property, the Village may apply for both a land acquisition grant and a park facility development grant for this property as well as for other future acquisitions for the Waterfront Park.

New regulations in the reauthorization of the Stewardship program added language that grants must specifically

provide for "hunting, trapping, fishing, hiking, cross country skiing, and other activities where the primary focus or purpose in the appreciation or enjoyment of nature." Because of this clause, projects must allow hunting and trapping activities unless specifically prohibited by local ordinance. If the Village wishes to exclude these activities from their urban parks, they must provide a copy of the ordinance restricting these activities within the Village limits with Stewardship grant applications.

For facility development, the following components of the Waterfront District Master Plan would be available to receive funding:

- Construction of the beach, including extension of the pier/breakwater for beach expansion.
- Beach changing facility, so long as the building is kept to a small-scale structure with limited indoor gathering areas (i.e. includes restrooms and changing areas, but not a community center). An attached covered outdoor picnic facility would be acceptable.
- Walks and picnic areas.
- Utilities and lighting.
- Interpretive signs.
- Landscaping.
- Land surveys, pre-engineering and project design activities. (Cost may be incurred prior to award.)

Active sports recreation facilities are excluded from funding, which includes sand volleyball nets and playground equipment. Marina projects are also not eligible. Funding would be difficult to achieve for the parking and Mill Road realignment, given that any improvements to the potential redevelopment zone would be excluded from the application.

### Coastal Management Grant Program

The Wisconsin Coastal Management Program sponsors several different grants targeted at the management, protection, and restoration of Wisconsin's Great Lakes. The most applicable funding categories within this program for the Sister Bay waterfront are Coastal Land Acquisition and Public Access/Historic Preservation. Land acquisition grants may be explored in the future to help purchase the Johnson or Sister Bay Café properties. Public Access/Historic Preservation grants fund low-cost construction projects such as parks, walkways, trails, piers, viewing decks, removal of pilings or outdated structures, historic building restorations, and public access facilities. Projects must include an educational or resource protection component. Funds cannot be used for dredging, marinas, or breakwater construction.



Planned beach improvements, Waterfront District Master Plan

Coastal Management Grants in 2007 for construction projects ranged in size from \$7,000 to \$150,000. Informational workshops are typically held in September to discuss potential projects, the application process, and funding priorities. For grant applications submitted in November 2008, construction projects would need to be completed by June 30, 2010.

### **C.D. Besadny Conservation Grant**

The C.D. Besadny Conservation Grants fund small-scale conservation projects, with a typical grant size of \$100 to \$1,500. Grants must be fully matched with local funds or volunteer labor and/or material donations. Potential projects that could apply for these funds are:

- Installation of natural vegetation features.
- Construction of interpretive signs which discuss natural history, stormwater treatment, or local flora/fauna.
- Construction of trails on the utility easements linking the waterfront to the Sports Complex.

### **Boating Infrastructure Grant Program (BIG)**

The BIG is a U.S. Fish and Wildlife Service program that provides up to a 75% match for transient recreational boating facilities, including slips, breakwaters, restrooms, utilities, and fueling stations. State agencies must apply to the USFWS for funding, which is given in both nationally competitive and non-competitive formats. Each state can apply for up to \$100,000 in non-competitive (Tier 1) funds per year for eligible projects. After awarding the non-competitive funds, approximately \$9 million remains to be distributed in a nationally competitive (Tier 2) application program. Grants under the Tier 2 program typically range from \$30,000 to \$1.5 million. There are no maximum

or minimum limits set on project construction costs; however, all applications must go through the WDNR. The transient dockage at Sister Bay is ideally suited to pursue funds through this program.

### **Statewide Multi-modal Improvement Program**

The Transportation Enhancement Program (TE) and Bicycle and Pedestrian Facilities Program (BPFP) are federal reimbursement programs administered through the Wisconsin Department of Transportation (WisDOT). These monies could be used to fund streetscape enhancements of Bay Shore Drive and other shared-use trails throughout the Village. Grants can also be used to fund design for future construction projects. Competition is high for these funds, and up to 80% of the cost of the project is covered. Construction budgets must exceed \$200,000 and design projects must exceed \$31,250 in fees to be considered for funding. If awarded a grant, the Village would have to finance the entire project and then submit forms for reimbursement.

Applications are due on a biannual basis. As TE streetscaping projects on state highways need to be coordinated with Regional offices, the Village should contact the WisDOT Green Bay office to discuss potential design and/or construction projects related to the reconstruction of Bay Shore Drive. It should be noted that WisDOT's "Community Sensitive Design" policy requires state highway projects to incorporate aesthetic features such as streetscape enhancements even without receiving a TE grant. Typical funding for CSD aesthetic elements is approximately 4% of overall project costs; however, communities can request increases up to 10-20% funding.

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Boating Infrastructure Grant Program (BIG)	U.S. Fish and Wildlife Service and Wisconsin Department of Natural Resources	Development of facilities for transient recreational boaters (26' length or greater), including slips, breakwaters, restrooms, utilities, fueling stations, and pumpout stations.	Up to 75% Federal Match	Yearly Next Application October 2008	Diane Conklin WI Department of Natural Resources Box 397 Cumberland, WI 54829 (715) 822-8583 diane.conklin@wisconsin.gov
C.D. Besadny Conservation Grant	Natural Resources Foundation of Wisconsin	Local conservation projects including kiosks and interpretive signs, installation of natural vegetation, trail construction, and other projects that benefit the public.	50% State 50% Local (cash or volunteer effort), Grants of \$100 to \$1,500	Yearly Next Application January 15, 2009	Natural Resources Foundation of Wisconsin PO Box 2317 Madison, WI 53701-2317 (866) 264-4096 http://www.wisconsinconservation.org/
Coastal Management Grant Program	Wisconsin Department of Administration, WI Coastal Management Program (WCMP)	Coastal land acquisition, wetland protection, habitat restoration, nonpoint source pollution control, coastal resource and community planning, education, public access and historic preservation.	50-60% match, depending on project size Grants in 2007 ranged from \$7,000 to \$150,000	Yearly Next Application for 2009-2010 Grants November 2008, pre-submittal workshops September 2008	Wisconsin Coastal Management Program PO Box 8944 Madison, WI 53708-8944 coastal@wisconsin.gov
Knowles-Nelson Stewardship Program	Wisconsin Department of Natural Resources	Acquiring land for conservation and recreation purposes and developing and improving outdoor recreational facilities. Includes engineering design services, which may be incurred prior to grant award.	Up to 50% State Match	Yearly Next Application May 1, 2008	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Land and Water Conservation Fund (LWCF)	Wisconsin Department of Natural Resources	Federal appropriation program that applies to the planning, acquiring, and developing of State and local recreation areas.	50% State 50% Local	Yearly Next Application May 1, 2008 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us

Program Name	Administered By	Applies To	Matching Requirements	Application Cycle	Contact
Recreational Boating Facilities Program	Wisconsin Department of Natural Resources, WI Waterways Commission	Construction of water and land-based facilities for recreational power boat users (boat ramps, breakwaters, etc.). Will also fund engineering costs for construction documents. Maintenance dredging and finger pier construction are not eligible.	Up to 50% State Match	Quarterly Rolling application process	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Recreational Trails Act	Wisconsin Department of Natural Resources	Funded by Federal gas excise taxes to develop and maintain recreational trails and trail-related facilities.	20%-50% Local Match	Yearly Next Application May 1, 2008 (same application form as Stewardship)	Chris Halbur WI Department of Natural Resources PO Box 10448 Green Bay, WI 54307-0448 (920) 662-5121 halbuc@dnr.state.wi.us
Statewide Multi-modal Improvement Program (SMIP), including Local Transportation Enhancements Program (TE) and Bicycle and Pedestrian Facilities Program (BPPF)	Wisconsin Department of Transportation	Providing facilities for pedestrians and bicycles and streetscaping / landscaping.	80% State 20% Local	Biannual Next Application April 2008	Wisconsin Department of Transportation NE Region Pam Deneys 944 Vanderperren Way Green Bay, WI 54324 pamela.deneys@dot.state.wi.us
Urban Forestry Assistance Grants	Wisconsin Department of Natural Resources	Urban forestry plans, inventories, public awareness programs or materials, and tree planting, maintenance or removal.	50% Local Match	Yearly Next Intent to Apply July 1, 2008	Tracy Salisbury 2984 Shawano Ave., P.O. Box 10448 Green Bay, WI 54307 (920) 662-5450 salist@dnr.state.wi.us
Urban Nonpoint Source Grant Program	Wisconsin Department of Natural Resources	Construction projects designed to control storm water discharge quality such as detention ponds, filtration and infiltration practices.	Up to 50% State Match	Yearly Next Application April 15, 2008	Kathy Thompson 101 S. Webster St., P.O. Box 7921 Madison, WI 53715 (608) 267-7568 kathleen.thompson@dnr.state.wi.us



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 03/18/2014  
**Item No.** 9

**Recommendation:** That the Village Board approve a contract amendment with JJR concerning the Knowles-Nelson Grant and other grant opportunities.

**Background:**

Further information will be provided regarding this Agenda Item at the March 18, 2014 Village Board Meeting.

Respectfully submitted,

Zeke Jackson  
Village Administrator





**Door County Coastal Byway Council**  
**Meeting Minutes – Thursday, February 27<sup>th</sup> 2014**

**Time:** 8:30 a.m.

**Place:** Gibraltar Community Center 4097 Hwy 42, Fish Creek

**Call to Order.** Chair Ann Miller called the meeting to order at 8:33 a.m.

**Declaration of a Quorum - Adopt agenda.** Motion by Chuck and second by Al to adopt the agenda. Motion carried. The following Council members were present and shall constitute a quorum:

Town of Jacksonport – Al Birnschein, primary and Sue Jarosh, alternate

Village of Sister Bay – Scott Baker, primary

Village of Egg Harbor – Michelle Anderson, primary

Town of Gibraltar – Beth Hagen, primary

Village of Ephraim – Charity Buhr, primary

Town of Sevastopol – Chuck Tice, primary

Town of Liberty Grove – Ann Miller, primary

**Also present:**

Christine Salmon – DCVB

Sam Perlman – DCEDC

Linda Wait – recording secretary

**Approve minutes.** Motion by Scott and second by Michelle to approve the minutes of January 23, 2014. Motion carried.

**Treasurer's Report.** Sam reported a balance of \$60,712.35 as of 1/31/2014.

**Pending Business**

**A.** Disbursement of Interpretive Plan hard copies to participating Byway Communities, and other public venues- discussion/action. We have received 30 hard copies of the final Interpretive Master Plan, plus a high resolution format on a set of DVDs (3). It was agreed that Schmeeckle may post a digital copy to its website. Each municipality may have two copies; copies will also be distributed to the Door County library branches for reference (not check-out). Christine will send a note off to DCVB members with a link; Linda will send the link to the other clerks and post to our DCCB website. We can also notify other local businesses, historical societies, The Ridges and Door County Land Trust.

**B.** Discuss brochure suggestions provided by interpretive plan for 2014 edition – information on JEM grant opportunities & cycles. Ann reported that Schmeeckle estimated \$200 to do the minimal brochure design change to add the wavy line; other extensive changes would be at \$50 per hour. Sam did not receive any other requests for changes. Motion by Beth and second by Chuck to add the blue wave and move logo to top on front page of the brochure. Motion carried. Sam will notify Ron on the changes.

Sam and Christine chatted with a rep from the State Tourism Department and learned that JEM grants really don't cover the cost of printing brochures. Last time, we spent about \$860 for 5,000 (actually 10,000 due to error). Estimate would be \$1,500 for 10,000 copies. Sam and Christine will bid out and try to stay local. Motion by Al and second by Scott to go ahead for bids and accomplish at

## Door County Coastal Byway Council

February 27, 2014

best deal. Christine will also find out recommended quantities needed at State level for welcome centers.

**C.** Continuation of discussion on Byway Group fundraising and community awareness projects to assist in target project funding. Ann received an invitation from the National Scenic Byway Foundation to participate in the U. S. Travel Association's International Pow Wow in Chicago, April 5-9<sup>th</sup> 2014. Upon further research, we would need to become a member (\$150 dues subject to NSBF's Board approval) and \$375 for our information to be displayed in their booth. Will be put on hold pending our eligibility for membership.

Ann is working with Koepsel's on possible Germanfest; would not want to conflict with other festivals. The Half Marathon event in May might be good timing; Brian Fitzgerald would be the one to talk to, 421-1518. Ann will work on that.

Chuck and Al were designated as the Parade Committee co-chairs. Ann will try to do some begging for materials; Chuck offered his trailer. If Sister Bay or Egg Harbor agrees, we would use their kiosk frame and panels for display.

**D.** Submission by group & individual participating member communities of in-kind hours for final reimbursement from National Byway Grant to Sam at DCEDC – deadline dates for submission. Please send your hours and expenses (from October 2013 to present) to Sam to include with the final reimbursement request.

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

**New Business:**

**Correspondence.** None.

**Agenda items for next meeting / suggestions:**

- parade float
- trade committee update
- national scenic byway recognition
- brochure update

**Next Meeting Date:** Thursday, March 27<sup>th</sup> 2014 at 8:30 a.m. at Jacksonport town hall.

**Payment of Bills.** Motion by Ann and second by Chuck to approve payment of \$43,334 to Schmeckle Reserve representing the final installment due on the project. Motion carried, unanimously.

**Adjourn.** Motion by Al and second by Scott to adjourn. Motion carried and meeting adjourned at 9:50 a.m.

Respectfully submitted,

Linda Wait, recording secretary [draft 2/28/2014]

**Door County Economic Development Corporation**  
**Board of Director's Meeting**  
**11:30 a.m., Monday, February 10, 2014**  
**Hatco Corp.**  
**208 E. Deck St., Sturgeon Bay, WI 54235**

*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. Welcome – Steve Christoferson, Plant Manager – Hatco Corp.**
- II. Presentation: Door County Workforce Profile – Jeff Sachse, Regional Economists-WI Department of Workforce Development**
- III. Call to Order**  
 Mike Baudhuin called the meeting to order at 12:48 p.m.  
**Directors Present:** Thad Birmingham, Scott Baker, Leslie Gast, Mike Baudhuin, Darren Voigt, Mark Feuerstein, and Vicki Wilson.  
**Ex-Officio Directors Present:** Bill Chaudoir, Steve McNeil, Todd Trimmerger and Jim Stawicki.  
**Not Present:** David Enigl, Jan Campbell, Joe Stutting, David Ward , Cheryl Tieman, Maureen Murphy, Zeke Jackson, Rob Burke, Dale Swanson and Jack Money penny.  
**Others Present:** Sam Perlman and Paula Sullivan – DCEDC, Sue Farley – NWTC, Marty Olejniczak – City of Sturgeon Bay
- IV. Adoption of Agenda**  
 .  
**Vicki Wilson made a motion to accept the Agenda. Thad Birmingham seconded. Motion Carried.**
- V. Action**
- A. Adoption of Minutes of Previous Meeting, January 13, 2014.**  
**Darren Voigt made a motion to accept the minutes from the January 13, 2014 board meeting. Mark Feuerstein seconded. Motion carried.**
- B. Treasurer's Report**  
**1. Consideration: January 2014 Financial Report.**  
 Leslie Gast presented the financial reports for the month of January, 2014.  
**Scott Baker made a motion to accept the January, 2014 financial reports. Mark Feuerstein seconded. Motion carried.**
- 2. Major Purchases – None**

- C. Consideration: 2014 Annual Investor's Meeting**
- 1. Speaker/Date – Update on Governor Walker**  
Too early to book calendar – Bill will follow-up
  - 2. Update on Award nominations**  
Publicity out- none received yet – due Feb. 21.
- D. Consideration: Ratify Executive Committee Approval of Support Letter for Bay Shipbuilding Company**

**Vicki Wilson made a motion to approve the support letter as presented. Darren Voigt seconded. Motion Carried.**

- E. Consideration: Talent Attraction Initiative**
- Sam presented marketing videos created to attract people to Sheboygan County and Oklahoma City. For our 25<sup>th</sup> Anniversary we would like to entertain the idea of making a video or brochure to attract workers/families/businesses to our unique market area. Sam and Bill will meet with some businesses to gauge the interest of our local companies.

**VI. Informational**

- A. Executive Director's Report**  
Bill reviewed his report for January 2014
- B. Workforce/Housing/Technology/Retention Report**  
Sam Perlman reviewed the Workforce/Housing/Technology Report for January, 2014.

**VII. Next Meeting – March 10, 2014 – 11:30 a.m. - Door County Business Development Center**

**VIII. Adjournment**

**Motion was made by Mark Feuerstein to adjourn. Scott Baker seconded. Motion carried. Meeting adjourned at 1:18 p.m.**

**A tour of Hatco Corp followed the meeting.**

Respectfully Submitted,  
William D. Chaudoir, Secretary



1 County Land Trust to advance the Sister Bay Nature Preserve concept and trail  
2 development as a connection to Waterfront Park. The suggestion was also made that a  
3 downtown farmer's market be created. It was the consensus that such an activity would be  
4 a good thing for Sister Bay. Several of the Committee members stressed that they would be  
5 opposed to seeing products other than food offered for sale at such a market. Eventually it  
6 was the consensus that specific rules could be established regarding non-food farmer's  
7 market product offerings.

8  
9 Mortier and Dahl both voiced concerns about spending up to \$25,000 on a marketing plan  
10 while the downtown area is "torn up" as there are absolutely no assurances that there will  
11 be favorable results.

12  
13 *A motion was made by Gajda, seconded by Bhirdo that the recommendation is made to*  
14 *the Finance Committee that VandeWalle & Associates be retained to perform the following*  
15 *services delineated on the Downtown Redevelopment Plan Implementation Scope of Work*  
16 *and Budget Proposal which was reviewed at this meeting: Items 1(A) and (B), and Items*  
17 *2(A)(B)(C) and (D – Sell Sheet Only). Motion carried – All ayes.*

18  
19 **Item No. 3. Matters to be placed on a future agenda or referred to a Committee, or**  
20 **Village official or employee:**

21 *Jackson was asked to complete the following tasks:*

- 22 *1. Arrange a meeting with the Casperson site property owners; and,*
- 23 *2. Obtain costs estimates for the work to be done on the Mill Road site and provide that*  
24 *data to Mike Flood.*

25  
26 **Adjournment:**

27 *A motion was made by Flood, seconded by Mortier to adjourn the meeting of the*  
28 *Economic Development Committee at 7:05 P.M.*

29  
30 Respectfully submitted,

31 

32 Janal Suppanz,  
33 Administrative Assistant



1 earning a better rate of interest, but Neuman noted that only the Wastewater replacement fund would  
2 be large enough, and that is restricted by the DNR.  
3 (Jackson added that the road layout within Garot's project would work out better if Garot were to  
4 acquire an additional 5 to 10 acres adjacent to his current property.)  
5

6 **5. Discussion on future borrowings to fund planned capital projects.**

7 Jackson reviewed a spreadsheet detailing all of the projects currently pending, their projected costs,  
8 sources of funds and shortfalls. The Pavilion project will require an additional \$50,000; economic  
9 development is already \$35,000 in the hole and needs another \$20,000; the Village portion of the  
10 current phase of the Bay Shore Drive project is lacking almost \$600,000 while the overhead line burial  
11 is short by at least \$710,000 (minus the proceeds from the Old School sale); the beach project needs an  
12 additional amount estimated at \$626,840; DOT lighting needs an estimated \$192,000; and the  
13 Canterbury to Maple road connection needs \$115,000.  
14

15 Returning to Garot's request for a loan of about \$1 million, Lienau expressed concern about loaning  
16 such a large amount to this one developer when the Village might also wish to support future projects in  
17 the downtown area within its limited borrowing capacity. Jackson responded with a list of fundraising  
18 activities that he has undertaken.  
19

20 **6. Discussion on Marina budget projections**

21 None.  
22

23 **7. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c)**  
24 **to discuss personnel and employee benefits and 19.85(1)(e) deliberating or negotiating the purchasing**  
25 **of public properties, the investing of public funds, or conducting other specified public business,**  
26 **whenever competitive or bargaining reasons require a Closed Session.**

27 *Motion by Solomon, seconded by Duffy. Duffy – Yes Lienau– Yes Solomon -- Yes*  
28

29 **8. Consider a motion to reconvene into Open Session.**

30 *Motion by Solomon, seconded by Duffy. Duffy – Yes Lienau– Yes Solomon -- Yes*  
31

32 **9. Consider a motion to take action, if required**

33 None.

34 *Solomon moved to recess the meeting until a later date. Lienau seconded the motion and all agreed.*  
35 *The next meeting will be held on Monday, February 17, 2014 at 2:00 PM.*  
36

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

- 38 -- Neuman to file the airport correspondence in the 2015 Budget file.
- 39 -- The amended Local Purchasing policy to be presented at the March Board meeting.
- 40 -- Staff to explore credit card use at gas stations.
- 41 -- Jackson to research off-road tax on diesel fuel.  
42

43 **Adjournment**

44 *At 4:15 PM Lienau moved and Duffy seconded that the meeting be adjourned. Motion carried.*  
45

46 Respectfully submitted,

47 

48  
49 Juliana Neuman  
50 Village Finance Director

**RECESSED FINANCE COMMITTEE MEETING MINUTES**  
**WEDNESDAY, FEBRUARY 17, 2014**  
**(APPROVAL PENDING)**

The Village of Sister Bay Finance Committee meeting of February 17, 2014 was called to order by Chairman Shane Solomon at 2:09 PM.

**Present:** Chairman Shane Solomon and Committee Members Pat Duffy and Dave Lienau, Village Administrator Zeke Jackson and Finance Director Juliana Neuman

**Approval of the Agenda**

*Lienau moved and Duffy seconded. Motion carried—all Ayes.*

**Approval of minutes as attached**

*None*

**Comments, correspondence and concerns from the public**

*None*

**Discussion Items**

**7. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) to discuss personnel and employee benefits and 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session.**

*Motion by Solomon, seconded by Lienau. Duffy – Yes Lienau– Yes Solomon – Yes*

**8. Consider a motion to reconvene into Open Session.**

*Motion by Lienau, seconded by Duffy. Solomon -- Yes Lienau– Yes Duffy – Yes*

**9. Consider a motion to take action, if required**

*Duffy moved to terminate the annual contracts with Bridenhagen Landscaping and Ron Smith's Lawn Maintenance. Solomon seconded the motion and all voted Aye.*

*Duffy further moved to reallocate \$9868 from Parks Maintenance to the Parks Personnel for part-time labor. Lienau seconded the motion and all voted Aye.*

*Lienau made a motion to recommend to the Village Board that up to \$50,840 of the Helms Debt Reserve be reallocated to cover Pavilion project costs in excess of the grant amount. Solomon seconded the motion and all voted Aye.*

*Solomon moved and Duffy seconded that Utilities cash reserve accounts #2 and #4 be used to cover the unfunded balance of the BayShore Drive Utilities project. All voted Aye.*

Neuman and Duffy voiced disagreement with the need for this motion. Lienau stated that, in making this motion, the Finance Committee is operating in place of the currently inactive Utility Committee. Neuman disagreed, stating that the Bay Shore Drive Oversight Committee had already approved the use of available Utility cash to fund the project, with a possible bank loan to fund any excess.

*Solomon moved to recommend reallocation of \$115,000 of the Fire Truck Reserve account to pay for costs associated with the Canterbury/Maple road connection. Lienau seconded the motion and all voted Aye.*

1 **Adjournment**

2 *Lienau moved to adjourn the meeting at 5:15 PM. Duffy seconded the motion and all agreed. Motion*  
3 *carried.*

4

5 Respectfully submitted,

6

7



8

Juliana Neuman

9

Village Finance Director

10

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

The meeting was called to order February 26, 2014 at 9:00 am by Lou Covotsos

Roll Call: Pat Duffy, Lou Covotsos, Scott Baker

In attendance Chris Hecht, Willard Randall, Zere Jackson, Billy Appel, Stack Bell, Liz Larson

A motion was made by Scott Baker to change the order of the agenda. Item 4 was moved to the top of list. Seconded by Pat Duffy. Motion passed with no discussion.

Approval of the minutes of the last meeting was tabled.

There was no public input.

### Discussion Items:

1. Resolution in support of Senate Bill 566 - State wide emergency telecommunications system and recommendations to the Village and Town
  - a. The law is to change the 911 tax on the phone bill. The new bill will tax land lines and cell phones and the tax would go to the county to support the 911 call center.
  - b. We have been asked to support Senate Bill 566 and to ask the village and town to support the bill.
  - c. A motion was made by Lou Covotsos to support the resolution and to request the village and town support the resolution. Seconded by Pat Duffy. Motion passed with no further discussion.
2. FEMA Simulcast grant.
  - a. There were two special meetings held in Sturgeon Bay. One to open the bids. The second to review the bid and make a recommendation to the County Board.
  - b. The County Board approved an additional \$750,000.
  - c. A motion was made by Pat Duffy to approve the signing of the contract. Seconded by Scott Baker. Passed with no further discussion.
3. MABAS
  - a. Wisconsin has approved MABAS as the state wide mutual aid system used by fire departments.
  - b. Currently, Door County is not part of the MABAS system. We have been asked to join the MABAS system.
  - c. We are requesting that the village and town discuss the MABAS agreement and sign the agreement.
  - d. A motion was made by Lou Covotsos to ask the village and town to sign the agreement. Seconded by Scott Baker. Passed no further discussion.

4. Community Based CPR
  - a. It is becoming difficult to get NWCT to hold CPR classes in northern door.
  - b. We would like to get the fire department certified in order to offer CPR classes.
  - c. The SBLGFFA and Northern Door First Responders have offered to help pay the start up cost of Community Based CPR.
  - d. There was a consensus to proceed.
5. Set Date for Next Meeting – April 21, 2014 8:00am Sister Bay Fire Station

A motion was made by Lou Covotsos to ask the village and town to sign the agreement. Sseconded by Scott Baker. Motion passed with no further discussion.

Submitted by  
Bill Randall  
Fire Board Clerk

**Sister Bay / Liberty Grove Library Commission  
Meeting February 18, 2014**

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

**Members Present:** Virginia Phelan, Betty Curzon, Margot Warch, Allen Strack, Frank Forkert and Ralph Blankenburg.

**Absent:** Pam Abshire, Henry Timm

**Public Input:** None

**Review and Approve the Minutes of the January 21, 2014 Meeting:**

Frank Forkert moved and Virginia Phelan seconded a motion to approve the minutes of the January 21, 2014 meeting as corrected. The motion passed 4-0.

**Review and Approve Payment of Bills:**

Village of Sister Bay	Snow Shoveling	\$300.65
Sparkle Cleaning Service	General Cleaning	\$720.00
Frontier	Telephone	\$124.74
Village of Sister Bay	Propane	\$4,528.76
Wisconsin Public Service	Electric	\$964.64
Total		\$6,638.79

Ralph Blankenburg explained that he had another propane bill that he referred back to the Village. Milton gave us two bills one on 1/6 for 800.7 gallons and one on 1/7 for 599.8 gallons. We have a 1000 gallon tank and Milton said on the 1/6 bill they started at 1% and filled us to 80% and on the 1/7 bill they said they started at 20% and filled us to 80%. This is not possible. Margot Warch moved and Allen Strack seconded a motion to pay the bills. The motion passed 4-0.

We were also required to purchase propane from the Co-Op at a \$5.69 a gallon, because Milton could not supply us at the end of January. They have now agreed to supply us for the balance of the year.

**Water Problems:**

Ralph Blankenburg reported that we had the water line freeze up on a Saturday. He called Mike Lundquist and he responded very quickly, however he could not fix the line and that we needed to call Reinhard. They came on Monday and were able to open the line. Reinhard did a great job and cleaned up after them. Water now has to be left running until the water department informs us to turn it off.

**Librarians Report****Circulation:**

2014: 4,288

2013: 5,448

**People Count:**

2014: 2,430

2013: 3,034

**Overdrive:**

E-books uses:

2014: 102

2013: 45

Audio-books Uses:

264

149

**Back Yard Project:**

No report.

**Audit:**

The audit will be on February 26.

**Committee Reports:****Building Maintenance:**

Betty Curzon requested that we add hinges to the window box storage cabinets in the children's area. They can fall closed if not lowered by hand catch fingers.

Frank Forkert moved and Allen Strack seconded a motion to have hinges added to the cabinets for an amount not to exceed \$200. The motion passed 4-0.

**Next Meeting:**

No meeting in March.

April 8 at 1:00 p.m.

**Adjourn:**

It was moved by Allen Strack and seconded by Margot Warch to adjourn at 2:10 P. M.

Submitted by: Ralph Blankenburg.

1 MARINA COMMITTEE MEETING MINUTES  
2 TUESDAY FEBRUARY 4, 2014  
3 SISTER BAY FIRESTATION – 2258 MILL ROAD  
4 UNAPPROVED  
5

6 **Called to order:** 3:04 P.M.

7  
8 **Present:** Chairperson John Clove, Pat Duffy, Fuzzy Sunstrom, Jeff Flegel  
9

10 **Excused:** Kevin Roberts, Shane Solomon  
11

12 **Staff Members:** Administrator Zeke Jackson, Marina Manager Wendy Tatzel, Village  
13 Clerk/Treasurer Christy Sully  
14

15 **Others:** Jim Robinson  
16

17 **Approval of Agenda: Motion by Duffy/Second by Sunstrom to approve the agenda.**  
18 **Carried**  
19

20 **Approval of Minutes: As to the minutes for the November 4, 2013 meeting of the Marina**  
21 **Committee: Motion by Duffy/Second by Flegel to approve with corrections.**  
22 **Carried**  
23

24 **Comments and Correspondence:** Jim Robinson thanked the Committee for sending out the  
25 commercial contracts. Administrator Jackson read a letter from Connie Carlson resigning from  
26 the Marina Committee. She has accepted a position as General Manager for Cal- Marine.  
27

28 **Business Item 1. Discussion regarding marina activities with Wendy Tatzel, Marina Manager**  
29 The website updates for 2014 are coming together for the season. Tatzel explained that the  
30 blog post is ready on the Marina website. The Boat House is now featured on the website in the  
31 right hand column and its page has a link to Lundquist Realty. Tatzel is pleased with the  
32 direction that the Website is headed. Boetcher Communications has been sold. The committee  
33 suggested that Tatzel acquire hard copies of everything that pertains to the set-up of the  
34 Marina website. Committee members requested that credit card numbers be taken at time of a  
35 reservation request on the website. Tatzel explained that there are a couple of hurdles: 1) the  
36 type of server the Marina has; and 2) Bay Lakes Informational Systems and Boettcher  
37 Communications have failed to connect on its creation. Clove said that Egg Harbor and Fish  
38 Creek both have online charge capabilities on their websites. Tatzel said she would review their  
39 websites.  
40

41 Tatzel said for print marketing that she will be staying with Scuttlebutt. It is a free publication  
42 and includes web advertising with purchase. She will be using more online websites like "Active  
43 Captain" that will speak to the boaters doing the Loop, or fishing in Lake Michigan. In addition,  
44 she is looking at other inexpensive website advertising.

1  
2 Administrator Jackson said the finances are really tight for the Village and Marina. It will be  
3 difficult to finish projects that have already been started. He would like to get Tatzel into more  
4 of an administrative and grant writing roll. There are grants out there for many of the Marina  
5 projects that need to be done. It's just a matter of waiting for the grant process to work.

6  
7 Tatzel has heard from almost everyone in regards to seasonal slip renewal. As of this meeting  
8 date; there is one 40' slip and three 32' slips available.

9  
10 Tatzel explained to the Committee that every winter season she is moved out of the Marina  
11 office. It was a real hindrance this year. She still has to remotely access the Village website and  
12 files. She will not move out of the Marina office next winter. She has technical issues with the  
13 Lodgical Solutions program. Server work on the Villages end would help the program run more  
14 smoothly. Jackson informed the Committee that the Village's Technology Committee is working  
15 on getting an IT person on call for the Village's needs.

16  
17 Terry Felhofer and Paige Funkhauser will be helping Tatzel at the WBAY Boat Show this  
18 weekend.

19  
20 **Business Item 2. Discussion on setting a Marina Vision and Mission Statement.**

21  
22 Jackson said he would like to transition into Tatzel running the meetings. He feels she is capable  
23 and competent to do so. He would remain as support when needed.

24  
25 There are really three points that go into developing a Mission Statement: Purpose, Business  
26 and Value. Purpose is how our work contributes to the good of the overall boating community.  
27 Business is what service do we provide and how do we distinguish ourselves from other area  
28 marinas. Value is how the corporate culture significantly enhances above what a boater may  
29 experience somewhere else. Tatzel said she and her staff write a customer service mission  
30 statement at the beginning of every season. They use it to guide them in carrying out their day  
31 to day operations.

32  
33 Clove said that we need to create a realistic mission and vision statement. We will be able to  
34 abide by them when planning for the future. Sunstrom feels that the vision statement is much  
35 more important. It helps to get the marina to where we want it to be. The vision statement will  
36 be over a period of years. Clove wants to be the "destination Marina in Northern Door County".  
37 Sunstrom wants to be known as the friendliest marina. If you start out being the friendliest;  
38 people will overlook the stuff that is not quite perfect. It will leave the best impression.

39  
40 Mission statement should be a paragraph made up of two or three sentences.

41  
42 No. 1 Friendly Dock Staff

43 No. 2 Celebrate the Sunset

44 No. 3 Sister Bay Marina in the middle of the Sister Bay nautical mile.

1 An aside discussion occurred regarding the creation of a valet service for delivering ice to the  
 2 boats at the Marina. The same vehicle could be used for transporting boaters up the hill for  
 3 groceries or to Shopko.

4  
 5 **Business Item 3. Discussion on comprehensive planning.** Administrator Jackson told the  
 6 committee that he has analyzed the Villages' overall financial needs. Funds are going to be tight  
 7 to complete started projects. He has been researching available grant monies. There are many  
 8 grants out there, but can we bare the wait time associated with getting into the grant cycle.  
 9 Clove agreed that the Village should apply for the grants. However, in the meantime get bids  
 10 for the following: 1) a facelift of the public restrooms; 2) air conditioning for the boater's  
 11 restrooms; 3) new furnishings and flooring in the office; and 4) change the color on the outside  
 12 of the Marina building to appear more nautical. It was also suggested that an outside canopied  
 13 sitting area be created.

14  
 15 On A Dock the committee would like to replace the stationary piers. It was suggested that a few  
 16 at a time be changed out to floating docks. There was some discussion on how the redesign  
 17 should be completed.

18  
 19 **Business Item 4. Discussion on 2014 marketing activities.** The marketing program for each  
 20 season is guided by the Marina's mission statement. The Department of Tourism has a JEM  
 21 grant of \$39,000 in which three or more communities work together to tap into new markets  
 22 for advertising. Jackson suggested that Tatzel contact Jack Money penny, of Door County  
 23 Tourism, he has a huge resource guide on marketing to help create a cruising guide for the  
 24 marinas of Door County.

25  
 26 **Business Item 5. Update: Vacancy on Marina Committee for Ex-Officio member.** The  
 27 Committee feels that maintaining a seventh person as an alternate is advantageous. They will  
 28 seek out idea candidates to present to the Village President.

29  
 30 **Business Item 6. Discussion regarding matters to be placed on a future agenda or referred to**  
 31 **a committee, official or employee.** Continue discussion on comprehensive planning, mission  
 32 and vision statement.

33  
 34 Next meeting to be scheduled at a later date.

35  
 36 **Motion by Sunstrom/Second Duffy to adjourn at 5:10 P.M.**

37 **Carried**

38  
 39 Respectfully submitted

40  
 41 

42  
 43 Christy Sully, Clerk/Treasurer  
 44 Village of Sister Bay

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2                                   **WEDNESDAY, FEBRUARY 5, 2014**  
3                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4                                   **(APPROVAL PENDING)**

5  
6     *The February 5, 2014 meeting of the Parks, Properties and Streets Committee was called to*  
7     *order by Committee Chair Dave Lienau at 3:03 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, Steve Mann, Facilities Manager, and  
13    Janal Suppanz, Administrative Assistant.

14  
15    **Others:** Leslie Boden, Steve Jacobson and Joe Baldarotta.

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 Baker, seconded by Clove that the minutes for the January 8, 2014*  
22    *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

23  
24    **Business Items:**

25    **Item No. 1. Discussion regarding installation of a sledding hill at the Sports Complex:**

26    Photos of Kewaunee Winter Park were included in the meeting packets and the Committee  
27    members jointly reviewed those documents. Jackson went to that park, which is very busy,  
28    and thinks it is an “awesome” facility. He believes something of this nature would be a  
29    great addition to the Village and is proposing that the area behind the Marina Long Term  
30    Parking Lot be turned into a sledding hill. He and Mann have discussed this issue with Pat  
31    Hockers and D.O.T. representatives and it may be possible to utilize excess fill when work  
32    is done on the highway reconstruction project to create the hill. Lienau agreed that  
33    Kewaunee Winter Park is very nice but also realizes there are a number of logistical issues  
34    as well as budgetary constraints which will come into play with such a large operation. He  
35    is proposing that at least initially a reasonably priced small sledding hill be created out at  
36    the Sports Complex. He went to such a facility in another community and believes it  
37    would be very well received here. It was the consensus that this is an excellent idea. To  
38    that end Jackson and Mann shall see that excess fill from Village projects is brought out to  
39    the Sports Complex and graded as soon as it becomes available. Any needed funds for the  
40    small ski hill shall be taken out of the “Various Parks Projects” portion of the Village’s  
41    Capital Improvement Fund. Jackson will do research on creation of a larger facility and  
42    provide that information as well as cost estimates to the Committee members at a later  
43    date.

44  
45    The Utility Manager, Steve Jacobson, noted that at some point in the future land may be  
46    needed for spreading of sludge and asked that Village officials keep that fact in mind when  
47    planning how vacant Village land will be utilized.  
48

1 **Item No. 2. Discussion regarding the Sister Bay E-Waste Event Proposal which was**  
 2 **submitted by Leslie Boden, the Manager of the Sturgeon Bay Habitat For Humanity**  
 3 **ReStore:**

4 A proposal for a Habitat For Humanity E-Waste Event was included in the meeting packets  
 5 and the Committee members jointly reviewed that document. Leslie Boden of Habitat For  
 6 Humanity is proposing that such an event be conducted in Sister Bay from 9:00 A.M. to  
 7 1:00 P.M. on August 30<sup>th</sup>. The preferred location would have an entrance as well as an  
 8 exit. The suggestion was made that the top portion of the Shopko parking lot be utilized,  
 9 and Jackson indicated that he will contact representatives of the Krist family to see if they  
 10 would allow that. Typically banners are displayed and small flyers distributed throughout  
 11 the communities where Habitat For Humanity E-Waste events are conducted. Persons  
 12 bringing items to be recycled do not pay any recycling fees.

13  
 14 *A motion was made by Clove, seconded by Baker that permission is granted for Habitat*  
 15 *For Humanity to conduct an E-Waste Event in Sister Bay from 9:00 A.M. to 1:00 P.M. on*  
 16 *August 30, 2014. Jackson, Mann and Suppanz shall collaborate with Leslie Boden on*  
 17 *organizing that event and see that all logistical issues associated with it are addressed.*  
 18 *Motion carried – All ayes.*

19  
 20 **Item No. 3. Discussion regarding the Facilities Use Permit and potential revisions to that**  
 21 **document:**

22 It was the consensus that this agenda item shall be tabled until spring.  
 23

24 **Item No. 4. Discussion regarding Parks Building improvements; consider a**  
 25 **recommendation to the Village Board regarding those improvements:**

26 Proposals for installation of spray foam insulation in the 60' X 60' square foot area at the  
 27 Parks Maintenance Building were included in the meeting packets and the Committee  
 28 jointly reviewed those documents.  
 29

30 *A motion was made by Lienau, seconded by Clove that Kenny's Poly Urethane Foam Co.*  
 31 *shall be retained to install foam insulation and fire coating in the 60' X 60' portion of the*  
 32 *Parks Maintenance Building for \$25,892.90. Motion carried – All ayes.*  
 33

34 **Item No. 5. Discussion on potential locations for private storm sewer laterals for the**  
 35 **D.O.T. Bay Shore Drive Reconstruction Project and payment thereof:**

36 A set of draft storm sewer lateral drawings was included in the meeting packets and the  
 37 Committee members jointly reviewed those documents. This matter will be referred to the  
 38 Bay Shore Drive Reconstruction Oversight Committee.  
 39

40 **Item No. 6. Report from Steve Mann on fall and winter activities:**

41 Mann gave an oral report regarding the following issues:

- 42 • A couple of the floating piers at the marina have sustained ice damage.
- 43 • Because of the large amount of snow we have received the street sign poles will  
 44 quite likely have to be replaced in spring.
- 45 • There are a number of potholes on Village streets. The County Highway  
 46 Department will be addressing this problem once the weather warms up.
- 47 • The Parks Department crew members are working on taking down Christmas  
 48 decorations and they are also creating new ones.  
 49

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

2 The Ice Rink Manager, Joe Baldarotta, indicated that ice making is now being done during  
3 the day. Tuesdays and Thursdays are generally slow but the weekends have been very  
4 busy. On Valentine's Day a "Sweetheart Skate" will be conducted. To date the highest  
5 profits in the history of the ice rink have been realized. Mann indicated that it has been a  
6 pleasure working with Joe, Jake and Robbie out at the ice rink. Bladarotta thanked the  
7 Committee members for allowing him to work at the rink and indicated that it has been a  
8 pleasure.

9

10 **Item No. 8. Discussion regarding the KAB Bin Grant (March 1<sup>st</sup> Award Date):**

11 Jackson indicated that he has submitted an application for a Keep America Beautiful  
12 Recycling Bin Grant. The award date is March 1, 2014. He will keep the Committee  
13 members advised of the status of this issue.

14

15 **Item No. 9. Discussion on other parks and streets activities:**

16 The Parks Department is working on creation of directional signage for the detour routes  
17 and business location informational signage. "Open" flags have been ordered and Mann  
18 was able to fabricate poles for them so considerable cost savings have been realized.

19

20 A detour/business identification map was created by the SBAA and distributed to local  
21 businesses. That map will be revised in such fashion that "uptown" is also depicted on the  
22 map.

23

24 **Item No. 10. Consider a motion to convene into closed session pursuant to Wis. Stats.,**  
25 **§19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other**  
26 **specified public business, whenever competitive or bargaining reasons require a closed**  
27 **session:**

28 *At 4:02 P.M. a motion was made by Clove, seconded by Baker to convene into closed*  
29 *session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of*  
30 *public funds or conduct other specified public business, whenever competitive or*  
31 *bargaining reasons required a closed session. A roll call vote was taken on the motion and*  
32 *the Committee members voted in the following fashion:*

33

*Lienau – Aye;*

34

*Clove – Aye;*

35

*Baker – Aye;*

36

*Doersching – Aye.*

37

*Motion carried.*

38

39 **Item No. 11. Consider a motion to reconvene into open session:**

40 *At 4:24 P.M. a motion was made by Baker, seconded by Clove to reconvene into open*  
41 *session. Another roll call vote was taken and the Committee members voted in the*  
42 *following fashion:*

43

*Lienau – Aye;*

44

*Clove – Aye;*

45

*Baker – Aye;*

46

*Doersching – Aye.*

47

*Motion carried.*

48

49

1 **Item No. 12. Consider a motion to take action, if required:**

2 No formal action was taken.

3

4 **Item No. 13. Discussion regarding matters to be placed on a future agenda or referred to**  
5 **a committee, official or employee:**

6 No suggestions were made for items to be placed on a future agenda or referred to a  
7 committee, official or employee.

8

9 **Adjournment:**

10 *At 4:26 P.M. a motion was made by Baker, seconded by Clove to adjourn the meeting of*  
11 *the Parks Committee. Motion carried – All ayes.*

12

13 Respectfully submitted,



14

15 Janal Suppanz,

16 Administrative Assistant



1 meeting of the Plan Commission had been provided to the Commission members prior to this  
 2 meeting. In those minutes the sentence which begins on Page 2 – Line 17 has been amended to  
 3 read, “An alternate measure which was suggested, as a *condition of development*, was that if  
 4 someone does decide to purchase or develop the Kramer property they be required to pay any  
 5 and all costs associated with creation of new streets, but, in return be given the opportunity to  
 6 decide where those streets should actually be located.”

7  
 8 Duffy indicated that prior to this meeting he received a telephone call from Jim Springer, who is  
 9 out of the state. Springer informed Duffy that he does not believe the minutes or the draft  
 10 Interpretive Guideline which will be addressed during this meeting are detailed enough.  
 11 Discussion took place regarding this issue and it was the consensus that the minutes should not  
 12 be revised further, but that Springer’s concerns will be considered when discussion takes place  
 13 regarding Agenda Item No. 2 - Review and Discuss the Interpretive Guideline on Officially  
 14 Mapped Streets.

15  
 16 *A motion was made by Baker, seconded by Duffy that the minutes for the December 3, 2013*  
 17 *meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*

18  
 19 *A motion was made by Duffy, seconded by Baker that the minutes for the December 13, 2013*  
 20 *special meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

21  
 22 **Business Items:**

23 **Item No. 1. Public hearing and discussion on a request to change the Official Map as it relates**  
 24 **to the Hull and Kramer properties in the area west of Woodcrest Road by deleting a segment**  
 25 **of the officially mapped streets located thereon:**

26 *At 6:06 P.M. Lienau called the Public Hearing on a request to change the Official Map as it*  
 27 *relates to the Hull and Kramer properties in the area west of Woodcrest Road by deleting a*  
 28 *segment of the officially mapped streets located thereon to order.*

29  
 30 Jim Springer, Willard Kramer’s son-in-law, recently approached the Village with a request to  
 31 divide Parcel No. 181-00-08312842, consisting of approximately 38.70 acres of land. That  
 32 land has been owned by Willard, who is now 93 years of age and is residing in a nursing  
 33 home, for many years. The property has historically been used for farming purposes, and is still  
 34 maintained as such. Unfortunately the Kramer family has found that it will be necessary to sell  
 35 the previously mentioned property to cover Willard’s expenses. Springer believes that division  
 36 of Parcel No. 181-00-08312842 into smaller parcels would be prudent and would facilitate the  
 37 sale of the property.

38  
 39 In May of 2013 the Village adopted new routes for officially mapped streets. Those new street  
 40 rights-of-way were intended to “straddle” property lines so as not to adversely impact property  
 41 owners disproportionately. Current policy would mandate that in the process of dividing the  
 42 previously mentioned land the Kramer family be required to record dedicated rights-of-way for  
 43 roads and utilities in accord with the Official Map. The Zoning Code contains specific  
 44 regulations regarding lengths of driveways and modification of the Official Map. There have  
 45 been a number of people interested in purchasing the Kramer property, but all of them had  
 46 issues with the costs associated with creation and dedication of the officially mapped streets.  
 47 Springer asked if the Commission would consider eliminating the officially mapped streets on  
 48 the Kramer property or has suggestions for alternate measures which could be taken so as to  
 49 eliminate a perceived burden on his family. The suggestion was made that the north/south

1 officially mapped streets be eliminated from the "low density" property in question, and the  
2 Commission members also suggested that an Interpretive Guideline be prepared which states  
3 that improvements to dedicated rights-of-way may only be required if and when there is a  
4 change in use or if development is proposed. A map on which the requested official map  
5 amendments were depicted was included in the meeting packets.

6  
7 John Clove indicated that he was appearing on behalf of Jim Springer. Springer informed Clove  
8 that he does not have any objections to the proposed Official Map amendments but does  
9 believe some amendments should be made to the Interpretive Guideline as it could be  
10 misconstrued.

11  
12 Attorney Collin Dahl indicated that he represents Barbara Hull, the owner of property which  
13 will be affected by the proposed Official Map amendments. Ms. Hull is not opposed to those  
14 amendments.

15  
16 *At 6:11 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*  
17 *declared that the public hearing was officially closed.*

18  
19 *A motion was made by Grutzmacher, seconded by Howard that the Official Map for the Village*  
20 *of Sister Bay shall be amended in such fashion that the street highlighted in yellow on the map*  
21 *which is hereby attached and incorporated by reference is deleted. Motion carried - All ayes.*

22  
23 **Item No. 2. Review and Discuss the Interpretive Guideline on Officially Mapped Streets:**

24 The previously mentioned Interpretive Guideline was included in the meeting packets and the  
25 Commission members jointly reviewed that document. Jackson pointed out that the guideline is  
26 merely intended to provide guidance to potential developers and is not binding, but in all  
27 instances a "common sense" approach will be taken with regard to dedication of public rights-  
28 of-way and future development. *It was the consensus that the guideline shall be amended in*  
29 *such fashion that it applies to all Zoning Districts, not just the CS-1 Zoning District.*

30  
31 Mary Kay Shumway stated that she is the Realtor who is working with the Kramer family. She  
32 does intend to inform potential buyers that it will be possible to split the Kramer lot, but even if  
33 the proposed Interpretive Guideline is approved, is concerned about how the regulations  
34 regarding dedication of rights-of-way will be enforced as that could be considered a "material  
35 adverse fact" and disclosure issues could arise. The Commission members responded that if  
36 there is a lot split, dedication of rights-of-way would still be required, but the provisions of the  
37 Interpretive Guideline would be taken into consideration. Shumway responded that she is  
38 fearful that the phrase "common sense" which is used in the guideline is too broad and can be  
39 interpreted in many different fashions.

40  
41 John Clove agreed that the phrase "common sense" can be interpreted in many different  
42 fashions and also stated that he believes the guidelines are too vague. He suggested that much  
43 more descriptive terms be used.

44  
45 Discussion took place regarding potential amendments which could be made to the Interpretive  
46 Guideline, and it was eventually the consensus that Lienau, Baker, Shumway and Jackson shall  
47 collaborate on making revisions which are more clear and concise. Jackson will see that a  
48 revised draft is included in the packets for the next Plan Commission Meeting.

49

1 **Item No. 3. Review and consider approval of a preliminary plat for Phase I of the Stony Ridge**  
 2 **Subdivision:**

3 The engineers working on Phase I of the Stony Ridge Subdivision were not able to complete the  
 4 necessary documentation prior to this meeting, and, therefore this agenda item will not be fully  
 5 addressed until the documentation has been provided to Jackson. There are issues associated  
 6 with the proposed location of Ava Hope Trail as it would negatively impact property which is  
 7 owned by the Marston Anderson Estate.

8  
 9 **Item No. 4. Report by the Zoning Administrator regarding development activities, various**  
 10 **enforcement actions, and issuance of Sign and Zoning Permits:**

11 Jackson indicated that he didn't have anything further to report.

12  
 13 Today Lienau attended a Door County Meeting where data pertaining to property sales was  
 14 reviewed. There was only one more property sale in Door County this year than last year.

15  
 16 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**  
 17 **committee, Village official or employee:**

18 Howard presented a document he had drafted pertaining to the Village's special assessment  
 19 regulations. It was the consensus that Howard's recommendations shall be taken into  
 20 consideration when revisions are made to the Interpretive Guideline.

21  
 22 The following issues will be addressed at the next meeting of the Plan Commission:

- 23 1. Discussion regarding a request from John D'Amico to place a gourmet hot dog cart on
- 24 the concrete pad between Drink Coffee and Spot.
- 25 2. Discuss and review the Interpretive Guideline on officially mapped streets.

26  
 27 **Adjournment:**

28 *A motion was made by Duffy, seconded by Mulliken to adjourn the meeting of the Plan*  
 29 *Commission at 7:16 P.M. Motion carried – All ayes.*

30  
 31 Respectfully submitted,

32 

33 Janal Suppanz,  
 34 Administrative Assistant

# 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

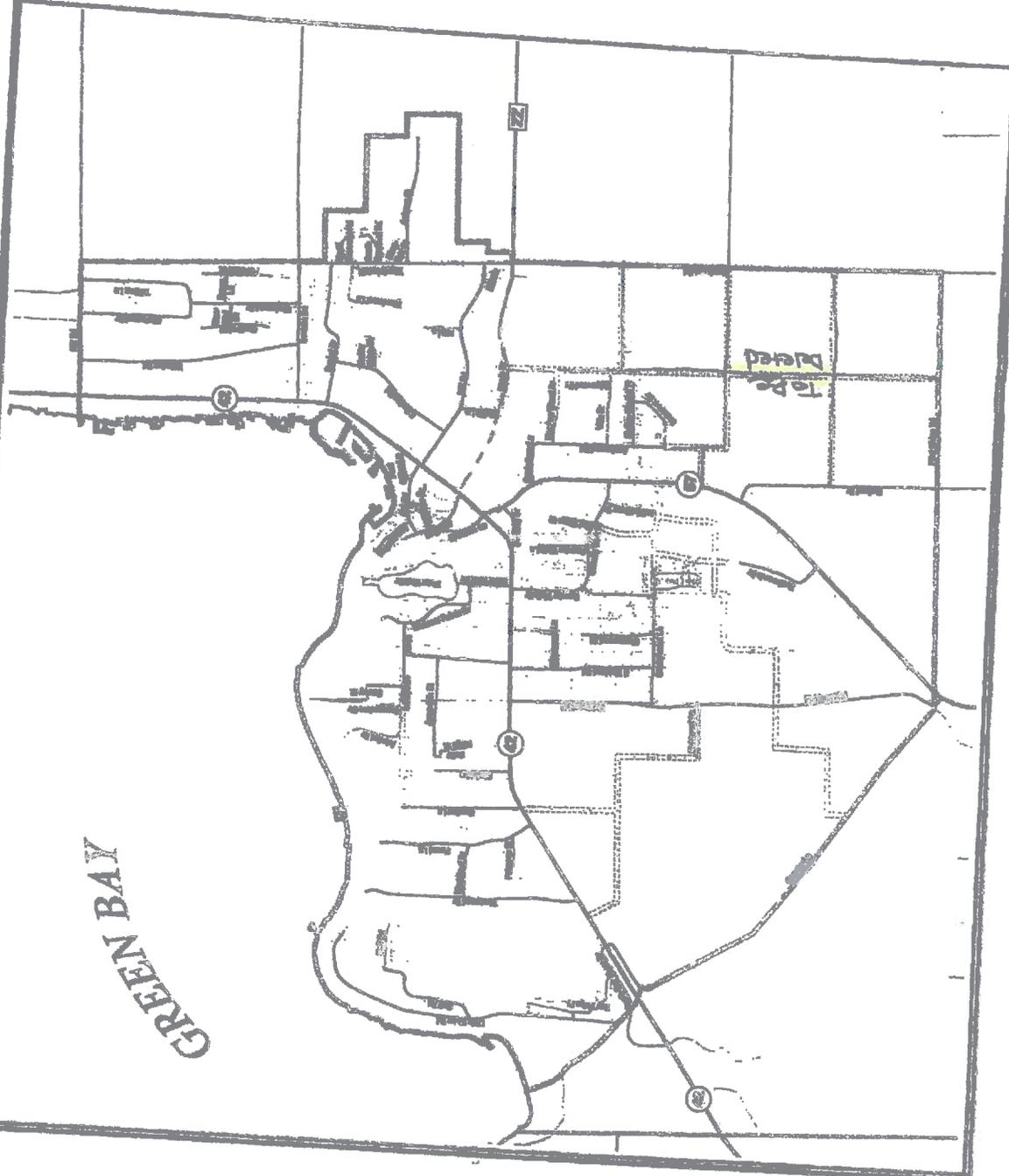
- Village Boundary
- Parcel Boundaries



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

421 Nehalem Street  
Sister Bay WI 54235  
920-746-2323

GREEN BAY



1                                   **SBAA BOARD OF DIRECTORS MEETING MINUTES**  
2   **THURSDAY, FEBRUARY 6, 2014**  
3                                   **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**  
4   **10668 N. BAY SHORE DRIVE**  
5   **(APPROVAL PENDING)**

6  
7     *The February 6, 2014 meeting of the Sister Bay Advancement Association Board of*  
8     *Directors was called to order by President Steve Gomoll at 8:05 A.M.*  
9

10    **Present:** Steve Gomoll, Jessica Grasse, Heidi Hitzeman, Larry Gajda, Drew Bickford, John  
11    Ostran, Windy Bittorf, Nora Zacek, James Larsen, Tonya Crowell and Shane Solomon.  
12    Jeanne Hoffman arrived at 8:14 A.M.

13  
14    **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

15  
16    **Others:** Village Administrator Zeke Jackson, and Sarah McKilloe of the United Way.

17  
18    **Business Items:**

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

20    *A motion was made by Gajda, seconded by Larsen, that the Agenda for the February 6,*  
21    *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*  
22    *All ayes.*  
23

24    **Item No. 2. Approval of the minutes for the January 9, 2014 SBAA meeting:**

25    *A motion was made by Gajda, seconded by Ostran that the minutes for the January 9,*  
26    *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*  
27    *All ayes.*  
28

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

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

33    As a cost-saving measure, Jackson suggested that rather than utilizing a storage locker the  
34    SBAA store items in one of the Village's outbuildings. The Board members indicated that  
35    they believe this is a very good idea and thanked Jackson for the offer. It was the consensus  
36    that the storage locker should be cleaned out ASAP. Funkhouser will discuss logistics with  
37    Steve Mann, the Village's Facilities Manager.  
38

39    *A motion was made by Gajda, seconded by Hitzeman that the financial reports which*  
40    *were reviewed at this meeting be accepted as presented. Motion carried – All ayes.*  
41

42    **Item No. 4. Economic Development Update:**

43    The Village's Economic Development Committee met in January. One Committee member  
44    has resigned and Jimmy Grasse will be filling that vacancy. VandeWalle & Associates has  
45    been asked to prepare marketing materials for presentation to developers. Gajda, Bill  
46    Chaudoir of the DCEDC and Jackson will be meeting on a regular basis to address the  
47    progress of the marketing campaign, and the Committee will be meeting as necessary.  
48    Jackson indicated that he is investigating economic development grant opportunities which

1 may be available. He also noted that Keith Garot would like to expand the Stony Ridge  
2 Development. This issue has been referred to the Village's Finance Committee as well as  
3 the Plan Commission.

4  
5 **Item No. 5. Update on the Bay Shore Drive Reconstruction Project:**

6 Jackson distributed a copy of a letter which was received from representatives of the  
7 Wisconsin Department of Transportation concerning the Bay Shore Drive Reconstruction  
8 project schedule, and the Board members jointly reviewed that document. The Village  
9 Board has appropriated \$12,000 for business promotion as the Utility Reconstruction  
10 Project has had a negative impact on local businesses. "Open" flags and  
11 directional/business identification signage has been ordered and should be erected soon.  
12 Further a detour map has been prepared and advertising will be done on local radio  
13 stations and in print media. Opportunities for obtaining business enhancement grant  
14 funding are also being investigated. Jackson noted that if the business community can  
15 commit to some type of coordinated discount program it would definitely enhance the  
16 possibility of a grant award being made.

17  
18 Solomon expressed concerns that several businesses were left off the previously mentioned  
19 detour map, and Funkhouser and Jackson noted that the map is being revised in such  
20 fashion that "uptown" and "downtown" businesses are all mentioned. Funkhouser will see  
21 that the new map is distributed ASAP.

22  
23 **Item No. 6. Discussion regarding creation of a coloring book:**

24 Funkhouser presented a "My Vacation in Door County" coloring book. Pam Abshire has  
25 suggested that the SBAA consider a similar marketing campaign. During the review process  
26 the suggestion was made that one-sided place mats which are designed by the kids who  
27 frequent the Teen Center be utilized. A placemat design contest could be conducted, and  
28 gift certificates awarded to the creators of the top three designs which are chosen.  
29 Funkhouser will discuss this issue with Robbie LeClair, the Teen Center Counselor, and  
30 advise the Board members of her findings.

31  
32 **Item No. 7. Discussion regarding insurance:**

33 Funkhouser presented data concerning the cost of the SBAA's insurance premiums, and the  
34 Board members jointly reviewed that documentation. At one point liability insurance for  
35 the SBAA was provided by the Village, but a few years ago things changed and the SBAA  
36 Board of Directors decided to obtain its own coverage. Ron Kane is aware of the history  
37 behind this issue and will be discussing it with Jackson in the near future. Jackson  
38 volunteered to investigate the possibility of the SBAA obtaining coordinated general  
39 liability insurance coverage as well as rain event insurance coverage through the Village's  
40 insurance carrier.

41  
42 *A motion was made by Gajda that the SBAA gratefully accepts the Village Administrator's*  
43 *offer to investigate the possibility of the SBAA obtaining coordinated general liability and*  
44 *rain event coverage through the Village of Sister Bay. Funkhouser shall see that an*  
45 *applicable report is included in the packets for the March SBAA Board of Directors*  
46 *Meeting. Motion carried – All ayes.*

47  
48 *At 9:25 A.M. Ostran indicated that he had another obligation and left the meeting.*  
49

1 **Item No. 8. Presentation by Jack Moneypenny regarding creation of an electric vehicle**  
 2 **charging station in the Village:**

3 Jack Moneypenny of the Door County Visitor Bureau has asked if anyone in the Village  
 4 would be interested in establishing an electric vehicle charging station at their place of  
 5 business. Another possibility would be to locate such an appurtenance on Village owned  
 6 property. Moneypenny will be making a formal presentation at the March meeting, but in  
 7 the meantime the Board members will give this issue serious thought.

8  
 9 **Item No. 9. Discussion regarding festivals and special events:**

10  
 11 • **Film Fest**

12 Eighteen films will be displayed at Film Fest. Four of them will be displayed on the  
 13 evening of Friday, February 14th and the remainder will be displayed on Saturday,  
 14 February 15th. Tickets are available for both events at Bhirdo's, Base Camp and the  
 15 Village Administration Office. The Film Fest banners have all been erected.

16  
 17 Jackson noted that there are grant funds available for events such as Film Fest, and  
 18 suggested that the organizers of that event keep that fact in mind next year.

19  
 20 • **Ice Out Contest**

21 *A motion was made by Hitzeman, seconded by Zacek that the SBAA shall once*  
 22 *again sponsor the Ice Out Contest. To that end Funkhouser shall see that*  
 23 *arrangements are made and entry boxes distributed to local businesses in a timely*  
 24 *fashion. Motion carried – All ayes.*

25  
 26 • **Green Bay Boat Show**

27 The Green Bay Boat Show will be conducted at Shopko Hall from February 13th  
 28 through 16th, 2014. Funkhouser will be attending that event on behalf of the SBAA.

29  
 30 • **Fall Fest and the Wristband Identification Program**

31 Jackson indicated that he believes it would be wise for every event which is  
 32 sponsored by the SBAA to at least "break even". Therefore, he is suggesting that a  
 33 minimal charge – possibly \$2 each, be made for I.D. wristbands sold at any  
 34 festivals or special events which are sponsored by the SBAA. Larsen indicated that  
 35 he fears such a policy could create animosity, and suggested that other money  
 36 making ventures be investigated. While in theory the wristband charge policy  
 37 sounds like it would be simple, several logistical issues could arise with requiring it  
 38 for inside sales. It was the consensus that the Board members shall think about this  
 39 issue and be prepared to discuss it at length at a future meeting(s).

40  
 41 • **Concerts In The Park**

42 • **Downtown Farmer's Market**

43 Funkhouser will provide an update on both of these events at the next Board  
 44 meeting.

45  
 46 • **"Buy Local" Event scheduled for June 4th**

47 At 5:30 P.M. on June 4<sup>th</sup> a "Buy Local" event will be conducted at The Creamery.  
 48 Everyone is invited and encouraged to attend that event.

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

The Coordinator's Report was included in the meeting packets, and the Board members jointly reviewed that document. Funkhouser also gave the following oral report:

- She is happy to report that *Tapuat Kombucha* will be staying at the Country Walk Shops and will be expanding its operations.
- Sven The Goat was in the Fish Creek Winter Games Parade and was a "big hit".
- A Sweetheart Skate will be conducted at the TKH Ice Rink on Valentine's Day from 5:00 P.M. to 10:00 P.M,
- To date Visitor Center traffic has been very light.
- There is a possibility that a competitive run will be conducted in Sister Bay on the Sunday of Fall Fest. Funkhouser will be discussing this issue with the Peninsula Pacers and provide updates at a future meeting(s).
- The Community Coordinators are discussing the possibility of providing "park and ride" services during festivals and special events conducted throughout Door County. More information will be provided to the Board members as soon as it is available.

Jackson indicated that he has heard several comments that the "uptown" area of the Village is oftentimes ignored, and suggested that the SBAA consider sponsoring some type of special event in the Shopko parking lot and/or on vacant land on the south end of town. Information regarding potential activities will be presented at the March Board Meeting.

**Item No. 11. Rescheduling of the March SBAA Meeting:**

*The Governor's Conference on Tourism will be conducted during the first week of March, and since several of the Board members will be attending that event, quorum issues will arise if the regularly scheduled SBAA Board Meeting takes place on March 6, 2014. It was the consensus that the March SBAA Board of Directors Meeting shall be rescheduled for 8:00 A.M. on Thursday, March 13, 2014.*

**Adjournment:**

*A motion was made by Zacek, seconded by Bickford to adjourn the meeting of the SBAA Board of Directors at 10:21 A.M. Motion carried – All ayes.*

Respectfully submitted,



Janal Suppanz, Secretary

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **TUESDAY, FEBRUARY 11, 2014**  
3                                   **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**  
4                                   **(APPROVAL PENDING)**

5  
6     *The February 11, 2014 meeting of the Waterfront Oversight Committee was called to order*  
7     *by Committee Chair Dave Lienau at 5:10 P.M.*

8  
9     **Present:** Committee Chair Dave Lienau and members John Clove, Donna Scattergood and  
10    Shane Solomon.

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

14  
15    **Others:** Laddie Chapman

16  
17    **Approval of the agenda:**

18    *A motion was made by Scattergood, seconded by Solomon that the agenda for the*  
19    *February 11, 2014 meeting of the Waterfront Oversight Committee be approved as*  
20    *presented. Motion carried – All ayes.*

21  
22    **Comments, correspondence and concerns from the public:**

23    Lienau noted that no one was in the audience.

24  
25    **Business Items:**

26    **Item No. 1. Review of the Waterfront/Parks Master Plan and discussion on an update:**

27    Lienau stated that the Waterfront Oversight Committee has been charged with creating a  
28    one to five year plan for improvements to be made in the Village. (Work will be done on  
29    the Beach Project, the Pavilion Project, the Utilities Reconstruction Project, moving of the  
30    Visitor Center, and upgrades to the restrooms and bathroom facilities.) A copy of the  
31    Waterfront Master Plan for the Village of Sister Bay was included in the meeting packets  
32    and the Committee members jointly reviewed that document. Jackson noted that he and  
33    Bob Kuftrin participated in a conference call with representatives of JJR this morning and it  
34    appears that the Beach Project will cost more than had originally been anticipated as some  
35    issues have arisen with removal of a pier. If the project is rebid it would cost approximately  
36    \$15,000. Discussion took place regarding this issue and the Committee members indicated  
37    that they believe alternate measures could be taken.

38  
39    *At 5:31 P.M. a brief recess was taken and the Committee reconvened at 5:42 P.M.*

40  
41    **Item No. 2. Discussion regarding future parking:**

42    As the beach project is implemented parking issues will arise. It was the consensus that as  
43    it becomes necessary additional parking spaces shall be created as close to the downtown  
44    and waterfront areas as possible.

45  
46    **Item No. 3. Discussion regarding relocation of the Visitor Center:**

47    **Item No. 4. Discussion regarding bathroom and show facilities in Waterfront Park:**

48    The suggestion was made that the new Visitor Center be constructed somewhere near the

1 existing Waterfront Park restrooms as significant cost savings could be realized, and it was  
2 the consensus that this is good idea.

3  
4 **Item No. 5. Discussion regarding renovations to the Village Hall:**

5 Jackson noted that \$44,000 has been appropriated for installation of a new HVAC system  
6 at the Village Hall and asked how Village officials would like him to proceed. It was the  
7 consensus that no action should be taken on the HVAC project until such time as a final  
8 decision has been made regarding the future of the Village Hall. It is possible that RBF  
9 grant funding could be pursued.

10  
11 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a**  
12 **committee, official or employee:**

13 No suggestions were made for items to be placed on a future agenda or referred to a  
14 committee, official or employee.

15  
16 **Adjournment:**

17 *At 5:59 P.M. a motion was made by Solomon, seconded by Clove to adjourn the meeting*  
18 *of the Waterfront Oversight Committee. Motion carried – All ayes.*

19  
20 Respectfully submitted,



21  
22 Janal Suppanz,  
23 Administrative Assistant



1 Jackson noted that it is his belief that the preservation of trees and elimination of run-off  
 2 issues warrants non-conformance with the Zoning Code. He also pointed out that another  
 3 neighbor who wishes to remain anonymous informed him that he has no objections to the  
 4 garage being constructed.

5  
 6 Sadler then read a letter which had been received from Tom Birmingham, the builder who  
 7 will be working on the Hendrickson remodeling project, aloud. In that letter Birmingham  
 8 requests that the Board of Appeals consider granting the Hendrickson's request as building  
 9 the garage as proposed will minimize the scope of the project, have less impact upon the  
 10 property in question, cost less, and be more convenient for winter use than if it were to be  
 11 constructed downslope.

12  
 13 *At 6:24 P.M. Sadler asked if anyone else wished to comment, and when no one responded*  
 14 *he declared that the Public Hearing was officially closed.*

15  
 16 **Item 3. Consider a motion to convene into Executive Session pursuant to Wis. Stats.,**  
 17 **§19.85(1)(a) to conduct deliberations with respect to a case which was the subject of a**  
 18 **quasi-judicial hearing before the Village of Sister Bay Zoning Board of Appeals:**

19 *At 6:25 P.M. a motion was made by Wisner, seconded by Termini that the Village of Sister*  
 20 *Bay Zoning Board of Appeals convene into Executive Session pursuant to Wis. Stats.,*  
 21 *§19.85(1)(a) to conduct deliberations with respect to a case which was the subject of a*  
 22 *quasi-judicial hearing before it – namely Andrew and Jane Hendrickson's request for a*  
 23 *variance for Village of Sister Bay Parcel No. 181-00-06312844D. A roll call vote was taken*  
 24 *on that motion and the Board members voted in the following fashion:*

25 *Sadler – Aye; Wisner – Aye;*  
 26 *Termini – Aye; Walker – Nay.*

27 *Motion carried.*

28  
 29 **Item 4. Consider a motion to reconvene into Open Session:**

30 *At 6:36 P.M. a motion was made by Wisner, seconded by Walker that the Village of Sister*  
 31 *Bay Zoning Board of Appeals reconvene into open session. Another roll call vote was taken*  
 32 *and the Board members voted in the following fashion:*

33 *Sadler – Aye; Wisner – Aye;*  
 34 *Termini – Aye; Walker – Aye.*

35 *Motion carried.*

36  
 37 **Item 5. Consider a motion to take action, if required:**

38 *A motion was made by Walker, seconded by Sadler that the Village of Sister Bay Zoning*  
 39 *Board of Appeals has found that all the following facts and conditions exist by a*  
 40 *preponderance of the evidence, and, therefore, grants Andrew and Jane Hendrickson's*  
 41 *request for a variance for Village of Sister Bay Parcel No. 181-00-06312844D. Now,*  
 42 *therefore, the Site Plan which was attached to the Notice of Appeal submitted by the*  
 43 *Hendricksons is approved as presented.*

- 44  
 45 1. *The granting of a variance for Parcel No. 181-00-06312844D is*  
 46 *consistent with the purpose and intent of the Village's R-1 regulations;*  
 47 2. *There are unique circumstances or conditions applying to Parcel No.*  
 48 *181-00-06312844D which do not generally apply to other properties or*  
 49 *uses which are within 1,000 feet of it, and the granting of a variance is*

1            *not of so general or recurrent a nature as to suggest that the Zoning*  
 2            *Code should be changed.*

3            3. *Hardship has been created because conditions which are unique to the*  
 4            *property rather than considerations which are personal to the owner*  
 5            *exist.*

6            4. *The granting of a variance will not create substantial detriment to*  
 7            *adjacent property, or materially impair or be contrary to the purpose and*  
 8            *spirit of the Zoning Code or the public interest.*

9  
 10          *A roll call vote was taken on the motion, and the results of that vote were as follows:*

11                                *Sadler – Aye;                                Wisner – Aye;*

12                                *Termini – Aye;                                Walker – Aye;*

13          *Motion carried.*

14

15          **5. Discussion on items to be placed on a future agenda, referred to staff, a Committee or**  
 16          **a Board:**

17          Walker indicated that he owns a vacant lot on South Highland Road which is currently for  
 18          sale. It is his understanding that §66.0501(b)(e)(1) of the Zoning Code prohibits  
 19          construction of accessory structures, including detached garages, in front yards. Because of  
 20          the configuration of the previously mentioned lot it would make the most sense and be  
 21          practical to construct a detached garage in the front yard, and Walker is concerned that the  
 22          previously mentioned prohibition could have a negative impact on the sale of his property  
 23          as most people do want to have a garage. He also contends that there are several other lots  
 24          in the Village which will be negatively impacted by the previously mentioned regulation,  
 25          and in some instances, hardship could be created. Walker requested that the Plan  
 26          Commission consider repealing §66.0501(b)(e)(1) of the Zoning Code.

27

28          Wisner pointed that she understands Walkers concerns, but also believes such actions  
 29          could “open the door” to unintended consequences as structures other than detached  
 30          garages might be allowed in front yards.

31

32          *A motion was made by Walker, seconded by Sadler that the Zoning Board of Appeals*  
 33          *recommends that the Plan Commission consider repeal and/or amendment of*  
 34          *§66.0501(b)(e)(1) of the Zoning Code, which prohibits accessory structures in front yards.*

35          *Motion carried with Wisner opposed.*

36

37          **Adjournment:**

38          *A motion was made by Wisner, seconded by Walker to adjourn the meeting of the Zoning*  
 39          *Board of Appeals at 6:55 P.M. Motion carried – All ayes.*

40

41          Respectfully submitted,

42          

43

43          Janal Suppanz,

44          Administrative Assistant

45