



JOINT BAY SHORE DRIVE COMMITTEE AND BOARD OF TRUSTEES MEETING AGENDA

Tuesday, May 13, 2014 at 6:00 P.M.

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

Call Meeting to Order

Roll Call

Approval of minutes as published

Comments and Correspondence

Deviations from the agenda order shown may occur.

- A. Open Joint Bay Shore Dr. Committee and Board Meeting.
- B. Discuss and consider a motion to recommend approval of Bids from WPS and other overhead utilities contractors for the burial of overhead utilities along Bay Shore Dr.
- C. Adjourn Bay Shore Dr. Committee

New Village Board Business Items

1. Open Board of Review; Consider a motion to adjourn until June 17 from 5:00-7:00.
2. Discuss and consider a motion to amend the Village of Sister Bay's Board of Trustee's Bylaws.
3. Discuss and consider a motion to amend the Village of Sister Bay's Committee/Commission Bylaws.
4. Discuss and consider a motion to confirm President Lienau's Committee Appointments.
5. Discuss and consider a motion to approve Resolution 286-051314, approving the sale of Village Parcel 181-2600001L1 on S. Highland.
6. Discuss resurfacing on Woodcrest Rd.
7. Presentation of the 2013 Audit by Michael Konecny of Schenectady SC.
8. Presentation on insurance issues from Scott Baker.
9. Discuss setting a date for a possible second Board Meeting in May.
10. Report on County activities from the County Supervisor, Dave Lienau.
11. Review of the financial statements and consideration of a motion to approve the monthly bills.
12. 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.

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 **MONDAY, APRIL 14, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**

5
6 The April 14, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by
7 Village President Dave Lienau at 6:06 PM.

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

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

14
15 **Others:** Nora Zacek, Laddie Chapman, Chris Hecht, Nate Bell, Ron Kane, Curt and Roxie
16 Wiltse, John McMurray and three other individuals.

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

19 **As to the minutes for the March 18, 2014 meeting of the Village Board:**

20 *A motion was made by Duffy, seconded by Solomon to approve the minutes for the March 18,*
21 *2014 meeting of the Village Board as presented. Motion carried - All ayes.*

22
23 **Comments and Correspondence:**

24 Lienau asked if anyone in the audience wished to address a non-agenda item. No one
25 responded. He then requested that Solomon, who had decided not to run for another term, step
26 forward, and read a "Thank You" letter which had been signed by him and all the other
27 Trustees aloud. He also presented an inscribed plaque to Solomon on behalf of the Village.

28
29 Jackson pointed out that copies of pleadings pertaining to the case which is entitled "In the
30 Matter of the Foreclosure of Tax Liens Under Wis. Stats., §75.521 by Door County" had been
31 included in the meeting packets, and the Board members jointly reviewed those documents.

32
33 **New Business Items:**

34 **Item No. 1. Swearing in of newly elected Trustees:**

35 On April 1, 2014 Duffy and Abshire were re-elected and Nora Zacek was elected as a new
36 Trustee for the Village of Sister Bay. They will all assume their new duties on Tuesday, April 15,
37 2014 and will serve two year terms on the Board. Therefore, they were sworn in by Suppanz.
38 The other Board members welcomed Zacek and indicated that they look forward to working
39 with her.

40
41 **Item No. 2. Discuss and consider a motion to approve Resolution No. 283, Mutual Aid Box**
42 **Alarm Service:**

43 Emergency management best practices dictate that plans of action should be put into place well
44 in advance of a disaster. Ensuring that aid may be reciprocated from adjoining jurisdictions
45 provides a safety net to disaster response. A MABAS Agreement would allow the Fire
46 Department to aid other "stricken" units throughout Wisconsin and Illinois in the event of a
47 disaster, emergency or man-made catastrophe, and a draft of such an agreement and an
48 applicable Resolution was included in the meeting packets. The Fire Chief has recommended
49 that the Resolution be approved.

50

1 *A motion was made by Clove, seconded by Baker that the Village Board passes and adopts*
2 *Resolution No. 283, which approves the Mutual Aid Box Alarm System (MABAS) Agreement*
3 *which was reviewed at this meeting, as presented. Motion carried – All ayes.*

4
5 **Item No. 3(a). Discuss and consider a motion to allocate funds for various major projects:**

6 The Finance Committee has been considering a number of funding mechanisms for planned
7 public improvements, and Neuman and Jackson explained what those mechanisms are.

8
9 *A motion was made by Duffy, seconded by Solomon that the Village Board accepts the*
10 *following recommendations which were made by the Finance Committee with respect to*
11 *funding of upcoming major projects:*

- 12
13 1. *\$365,000 of the funds derived from the Stewardship Grant shall be re-allocated from the*
14 *Waterfront Development line in Capital Project Reserves to cover the Village's portion of*
15 *the current phase of the Bay Shore Drive project, which should be completed by June of*
16 *2014;*
- 17 2. *The remaining Stewardship Grant funds shall be used to finance a portion of the Beach*
18 *Expansion Project, and that project shall be completed with new grant funds and/or*
19 *bank loan financing; and,*
- 20 3. *The proposed Canterbury Lane/Maple Drive bypass shall be funded with a re-allocation*
21 *of \$115,000 from the Fire Truck Reserve Account.*

22
23 *Motion carried – All ayes.*

24
25 **Item No. 3(b) Discuss and consider a motion to approve proposals for the Village**
26 **Hall/Boathouse laterals, street repairs and downtown development:**

27 Plans for the Beach Expansion Project require moving of the Village Hall/Boathouse sewer and
28 water laterals in order to locate a storm water outfall near the beach.

29
30 Village roads took a "beating" during the winter months, and Scandia Road and Woodcrest
31 Drive are definitely in need of repair. A proposal was received from the Door County Highway
32 Department for the necessary repairs, and that document was presented to the Parks
33 Committee, which has recommended that both of the roads be repaired ASAP with extra base
34 materials being utilized on Scandia Road as well as Woodcrest Drive. The suggested repairs
35 should hold up while work is done on the highway reconstruction project.

36
37 The Economic Development Committee has recommended that a proposal from VandeWalle &
38 Associates to recruit developers be accepted. Two of the affected property owners have agreed
39 to help pay the associated costs, and a detailed Memorandum of Understanding will be entered
40 into with both of them. Clove voiced concerns about the Village spending a large amount of
41 money on marketing private properties.

42
43 *A motion was made by Solomon, seconded by Abshire that the Village Board accepts the*
44 *following recommendations which were made by the Finance Committee with respect to work*
45 *related to the Bay Shore Drive Project and downtown redevelopment:*

- 46 1. *Harbor Construction's quote of \$15,800 for installation of new sewer and water laterals*
47 *to serve the Village Hall and Boathouse is accepted;*
- 48 2. *The Door County Highway Department's quote of \$94,960 for repairs and addition of*
49 *extra gravel to the bases of Scandia Road and Woodcrest Drive is accepted; and,*

50
51

1 3. *The proposal from VandeWalle & Associates to recruit developers for two downtown*
 2 *parcels for \$25,000 is accepted, on the condition that the Village's share of the related*
 3 *expenses shall not exceed \$15,000.*

4 *Motion carried – All ayes.*

5
 6 *At 6:59 P.M. a brief recess was taken and the Board reconvened at 7:05 P.M.*

7
 8 **Item No. 9. Consider a motion to approve Resolution No. 285 pertaining to a wireless**
 9 **telecommunications site license with Door County Broadband, LLC**

10 NEWWIS has utilized the Village's water tower for placement of its telecommunications
 11 equipment for a number of years. Door County Broadband, LLC has recently acquired
 12 NEWWIS, and Nate Bell, the new owner, would like to maintain the agreement that was in
 13 place with NEWWIS. Bell is proposing that for each renewal term his license fee be increased
 14 or decreased by the Federal Consumer Price Index. This type of an arrangement would allow
 15 the Village to continue to receive some internet service from the new firm for its outlying
 16 facilities, and will promote the expansion of a Door County business. A draft of a proposed
 17 contract was provided to the Board members prior to this meeting. Discussion took place
 18 regarding the terms of the contract, and the Board members indicated that they believe the
 19 State's CPI rate should be used. Bell indicated that he has no issues with that amendment.

20
 21 *A motion was made by Duffy, seconded by Solomon that the Village Board approves the*
 22 *contract with Door County Broadband, LLC which was reviewed at this meeting as amended.*
 23 *Motion carried – All ayes.*

24
 25 **Item No. 4. Discussion and public hearing regarding consideration of a motion to approve**
 26 **Ordinance No. 222, which amends and recreates §18.33(d) of the Municipal Code –**
 27 **Exemptions, with respect to direct sales of fireworks:**

28 **Item No. 5. Discussion and public hearing regarding consideration of a motion to accept the**
 29 **recommendation of the Fire Chief to approve Ordinance No. 223, which amends and**
 30 **recreates a portion of Chapter 22 of the Municipal Code – Fire and Explosive Hazards:**

31 **Item No. 6. Discussion and public hearing regarding consideration of a motion to approve**
 32 **Ordinance No. 224 amending and recreating sections of Chapter 30 of the Municipal Code –**
 33 **Loud Noises Prohibited:**

34 **Item No. 8. Discussion and public hearing regarding consideration of a motion to approve**
 35 **Ordinance No. 226 amending and recreating section of Chapter 66 of the Zoning Code – Use**
 36 **Restrictions; Temporary Uses:**

37 Sister Bay is a major tourist destination, yet does nothing to celebrate the 4th of July Holiday.
 38 Gills Rock, Baileys Harbor, Fish Creek, Egg Harbor and Sturgeon Bay all promote tourism
 39 around the Independence Day Holiday with paid, professional fireworks shows, and for quite
 40 some time several members of the Parks Committee have been recommending that some type
 41 of special 4th of July event be scheduled here. Sister Bay did little to differentiate itself from
 42 other communities around the 4th of July, nor did it promote the festive atmosphere and
 43 hospitality that visitors to the Village have come to expect. It is Jackson's contention that given
 44 the recent adverse impacts of reconstruction on retailers and other businesses in and around
 45 Sister Bay, an event which enhances traffic and causes Sister Bay to become known for both a
 46 distinctive retail opportunity and an event that is unique could be fortuitous for everyone.
 47 Therefore, he is recommending that "Pyro Palooza", a "family fireworks ignition day" be
 48 conducted out at the Sports Complex on July 6, 2014. No alcoholic beverages will be allowed
 49 on the grounds during "Pyro Palooza" and no firecrackers will be sold.

50
 51

1 Prior to coming to Sister Bay Jackson ran a fireworks business in North Carolina and would like
2 to open such a business here. In accord with his contract he is required to inform the Village
3 President of any secondary employment or business ventures he is considering and did that. He
4 also contacted the Village Attorney regarding his plans and was informed that conflict of
5 interest or ethical issues will not come into play. In order for fireworks to be sold anywhere in
6 the Village, Municipal and Zoning Code amendments will be required, and to avoid any
7 appearance of impropriety Jackson did publish Public Hearing Notices regarding all the
8 amendments he is proposing. Drafts of all the previously mentioned Ordinances and applicable
9 amendments were included in the meeting packets. All of those documents do contain one
10 year sunset clauses, so if any issues do arise they will be addressed in a timely fashion.

11
12 Discussion took place regarding Jackson's proposal, and during that time he noted that he has
13 discussed this issue with Christ Hecht, the Fire Chief, who sent the letter of support which was
14 included in the meeting packets. Anyone wishing to purchase fireworks in the Village would be
15 required to obtain a permit at the Administration Office. The Plan Commission has already
16 considered this issue and recommended that the proposed regulations be approved.

17
18 Duffy pointed out that he is one of Jackson's "biggest supporters" and believes it's wonderful
19 that he wants to bring more activity to the Village, but is hearing comments that some citizens
20 have concerns about any type of fireworks being sold and/or ignited in the Village, as no matter
21 how careful you are, safety issues will come into play. People have also voiced concerns about
22 the propriety of the Village Administrator asking for a number of regulation amendments which
23 will be of significant personal benefit to him. Another area of concern is the fact that even
24 though one must be 18 years of age to purchase fireworks, there are a lot of teenagers who
25 "hang around" the beach and downtown area during the summer months. It is entirely possible
26 that some of those individuals will have an adult friend(s) purchase fireworks for them and then
27 ignite the fireworks somewhere where there is absolutely no supervision.

28
29 Scattergood and Abshire agreed that safety issues will come into play if fireworks are allowed.
30 Scattergood also suggested that the Village "take a step back" and consider what other type of
31 family oriented activities or events could be conducted at the Sports Complex around the 4th of
32 July holiday.

33
34 Lienau stated that it was his idea to create a legal fireworks launch site out at the Sports
35 Complex on the 4th of July weekend. He saw such an activity being conducted in another
36 community, and that event was very well attended and quite successful.

37
38 Solomon voiced concerns about the fact that there is potential for fireworks to be ignited in
39 other areas of the Village. He sees no sense in creating regulations which quite likely will not
40 even be enforceable as the Sheriff's Department simply does not have sufficient manpower. He
41 also believes the suggested permitting process appears to be quite "muddled" and may not even
42 work or be efficient.

43
44 Clove voiced concerns about tents being utilized for firework sales, which would be contrary to
45 a number of existing Village regulations. Such structures would definitely not be fireproof or
46 secure.

47
48 Lienau asked that the Board members carefully consider all the comments which are made
49 during the public hearings and basically ask themselves the following questions before making
50 a decision regarding Agenda Item Nos. 4, 5, 6 and 8:
51

- 1 1. Should fireworks be allowed in the Village?
- 2 2. Does the Village want to sponsor an event where fireworks can legally be ignited?
- 3 3. Should the Village Administrator be allowed to operate a fireworks business in the
- 4 Village?

5
 6 *At 7:51 P.M. Lienau called the public hearing regarding consideration of a motion to approve*
 7 *Ordinance No. 222, which amends and recreates §18.33(d) of the Municipal Code –*
 8 *Exemptions, with respect to direct sales of fireworks, to order.*
 9

10 Jackson noted that a draft of Ordinance No. 222 was included in the meeting packets and read
 11 the proposed regulations aloud.

12
 13 *Nate Bell of 10785 Pheasant Court indicated that he is a member of the Plan Commission and is*
 14 *aware of the history behind the fireworks sales issue. The main area of concern voiced by the*
 15 *Plan Commission with respect to fireworks in the past was safety. He believes it will be good to*
 16 *create a safe and legal place for people to purchase and ignite fireworks in the Village, as*
 17 *everyone will benefit from the increased traffic.*

18
 19 *Curtis Wiltse indicated that he owns property which is directly adjacent to the Sports Complex.*
 20 *As long as the grounds are cleaned up and the Fire Department is involved he doesn't have a*
 21 *problem with "Pyro Palooza" being conducted at all.*

22
 23 *John McMurray indicated that a few years ago neighbors of his ignited fireworks illegally. He*
 24 *lodged a complaint with the Sheriff's Department but got no response as officers simply were*
 25 *not available. He is very concerned that there is potential for a number of dogs, cats and other*
 26 *pets to become very frightened if ignition of fireworks is allowed in the Village, which can lead*
 27 *to a number of behavioral and health issues, and, in some instances pets may even "run away".*
 28

29 *At 8:02 P.M. Lienau asked if anyone else wished to comment regarding this issue, and when no*
 30 *one responded he declared that the hearing on Ordinance No. 222 was officially closed.*
 31

32 * * * * *

33
 34 *At 8:03 P.M. Lienau called the public hearing regarding consideration of a motion to approve*
 35 *Ordinance No. 223, which amends and recreates Chapter 22 of the Municipal Code – Fire and*
 36 *Explosive Hazards, to order.*
 37

38 A draft of Ordinance No. 223 was included in the meeting packets and Jackson read the
 39 proposed revisions to Chapter 22 aloud.

40
 41 *Chief Hecht stated that he believes the previously mentioned revisions will definitely take safety*
 42 *into consideration as significant oversight is provided for. Further, if it is extremely dry the Fire*
 43 *Department does have the authority to shut "Pyro Palooza" down. Hecht believes it will be a*
 44 *good thing to have a safe and controlled place for people to ignite fireworks in Northern Door*
 45 *as the Door County Sheriff's Department simply does not have the manpower to enforce*
 46 *fireworks violations around the 4th of July.*
 47

48 *At 8:10 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*
 49 *declared that the hearing on Ordinance No. 223 was officially closed.*
 50

51 * * * * *

1 At 8:11 P.M. Lienau called the public hearing regarding consideration of a motion to approve
2 Ordinance No. 224, which amends and recreates Chapter 30 of the Municipal Code – Loud
3 Noises Prohibited, to order.

4
5 A draft of Ordinance No. 224 was included in the meeting packets and Jackson read the
6 proposed revisions to Section 30.11(6) aloud.

7
8 John McMurray reiterated his previously mentioned concerns about pet health and safety.

9
10 At 8:14 P.M. Lienau asked if anyone else wished to comment, and when no one responded he
11 declared that the hearing on Ordinance No. 224 was officially closed.

12
13 * * * * *

14
15 At 8:15 P.M. Lienau called the public hearing regarding consideration of a motion to approve
16 Ordinance No. 226, which amends and recreates sections of Chapter 66 of the Zone Code –
17 Use Restrictions; Temporary Uses, to order.

18
19 A draft of Ordinance No. 226 was included in the meeting packets and Jackson read the
20 proposed revisions to §66.0302 aloud. He also answered questions the Board members had
21 about some logistical issues associated with fireworks sales.

22
23 No members of the audience commented, and, therefore, Lienau declared that the hearing on
24 Ordinance No. 226 was officially closed at 8:24 P.M.

25
26 * * * * *

27
28 A motion was made by Abshire, seconded by Duffy that Ordinance No. 222, Ordinance No.
29 223, Ordinance No. 224 and Ordinance No. 226 are all denied. Motion carried with Solomon
30 opposed.

31
32 At 8:35 P.M. another brief recess was taken and the Board reconvened at 8:45 P.M.

33
34 **Item No. 7. Discussion and public hearing regarding consideration of a motion to approve**
35 **Ordinance No. 225 amending and recreating sections of Chapter 66 of the Zoning Code –**
36 **Other On/Off Premise Signs With a Permit:**

37 The Bay Shore Drive Reconstruction Project and utility line burial will cause disruption of
38 normal traffic patterns, and the changes in rights-of-way will also cause significant changes in
39 locations/placement of ground signs. A draft of regulations which should alleviate some of
40 these problems was included in the meeting packets, and the Board members jointly reviewed
41 that document.

42
43 At 8:51 P.M. Lienau called the public hearing regarding consideration of a motion to approve
44 Ordinance No. 225, which amends and recreates the sections of Chapter 66 of the Zoning
45 Code relating to other on/off premise signs which are allowed with a permit to order.

46
47 Nora Zacek asked if the new regulations would only apply to the construction area, and
48 Jackson responded that it would apply to the entire Village.

49
50 At 8:56 P.M. Lienau asked if anyone else wished to comment, and when no one responded he
51 declared that the public hearing was closed.

1 *A motion was made by Lienau, seconded by Baker that the Village Board approves Ordinance*
2 *No. 225, which amends and recreates the sections of Chapter 66 of the Zoning Code relating to*
3 *other on/off premise signs which are allowed with a permit, as presented. Motion carried – All*
4 *eyes.*

5
6 **Item No. 10. Consider a recommendation from the Plan Commission to approve Ordinance**
7 **No. 227, which pertains to an Amended Development Agreement with Properties of Sister**
8 **Bay for the Wild Tomato:**

9 Britt and Sara Unkefer of Properties of Sister Bay have requested that they be allowed to work
10 on their construction project for the Wild Tomato in two phases rather than one to facilitate
11 cash flow. A draft of a revised Development Agreement was included in the meeting packets
12 and the Plan Commission has recommended that it be approved.

13
14 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the*
15 *recommendation of the Plan Commission and approves the revised Development Agreement*
16 *for the Wild Tomato project, as presented. Motion carried – All eyes.*

17
18 **Item No. 11. Consider a motion to accept a proposal from Robert E. Lee & Associates for the**
19 **Utilities CMOM Program:**

20 The DNR has mandated that wastewater collection system owners produce a documented
21 program for capacity management, operation and maintenance, (CMOM), and the Utilities
22 Committee has recommended that this occur. The Utilities Manager has also asked that a
23 sludge handling study be completed.

24
25 *A motion was made by Solomon, seconded by Baker that the Village Board accepts the*
26 *recommendation of the Utility Committee to hire Robert E. Lee & Associates to produce a*
27 *Capacity Management, Operation and Maintenance program report as well as a sludge*
28 *handling study. Motion carried – All eyes.*

29
30 **Item No. 12. Report on County activities from the County Supervisor, Dave Lienau:**

31 Lienau gave the following oral report:

32 Tomorrow will be County Board Re-Organization Day and should prove to be very interesting.
33 (At that meeting Committee/Commission appointments for the next two years will be
34 announced.)

35
36 **Item No. 13. Review of the financial statements and consideration of a motion to approve the**
37 **monthly bills:**

38 Payment approval reports for the period March 19, 2014 through April 14, 2014 were included
39 in the meeting packets, and the Board members jointly reviewed all of those documents.

40
41 *A motion was made by Lienau, seconded by Baker that the monthly bills totaling \$642,455.92*
42 *are all approved. Motion carried – All eyes.*

43
44 **Committee Reports:**

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

46 The Administrative Committee has not met.

47
48 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

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

50
51

1 **(3) Communication and Technology Committee**

2 The Communication and Technology Committee has not met recently. The next meeting of that
3 Committee has been scheduled for 2:00 P.M. on April 24, 2014.

4
5 **(4) Door County Coastal Byways Commission**

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

7
8 **(5) DCEDC**

9 The DCEDC's Annual Meeting was conducted earlier today at Stone Harbor in Sturgeon Bay.

10
11 **(6) Economic Development Committee**

12 The Economic Development Committee has not met recently.

13
14 **(7) Finance Committee**

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

16
17 **(8) Fire Board and Fire District Exploratory Committee:**

18 The Fire Board will be meeting next week.

19
20 **(9) Historical Society**

21 The Historical Society met recently but Scattergood was not able to attend that meeting. A class
22 was conducted on the History of Sister Bay at the Village Hall last week and it was well
23 attended. Plans are being made for the Corner of the Past's Farmer's Market. A new website is
24 being developed and Board members will maintain it.

25
26 **(10) Library Commission**

27 The Library Commission met on Tuesday, April 8, 2014 but those minutes have not been
28 completed yet. The Library garden grand opening ceremony has been scheduled for 11:00
29 A.M. on Saturday, July 12, 2014.

30
31 **(11) Marina Committee and Marina Fest Committee:**

32 No action based on the minutes which were included in the meeting packets. The Marina
33 Committee also met last week but those minutes have not been completed yet. Bids have been
34 received for repair and upgrading of the Marina bathrooms.

35
36 The Marina Fest Committee has not met recently. Planning is ongoing for Marina Fest and
37 revisions will be made to the Marina Fest By-Laws in an attempt to grow the festival and "get
38 heads in beds".

39
40 **(12) Parks**

41 The Parks Committee did not meet in March, and, therefore, no minutes were included in the
42 meeting packets. The Committee did meet last week, but those minutes have not been
43 completed yet. An open air farmer's market will be conducted in the grassy area by the brick
44 parking lot on the former Helm's property from 3:00 P.M. to 8:00 P.M. on Wednesdays and
45 from 8:00 A.M. to noon on Thursdays. The market will be open from mid-June through mid-
46 October.

47
48 **(13) Personnel Committee**

49 The Personnel Committee has not met recently.

50
51

1 **(14) Plan Commission**

2 The Plan Commission did not meet in March, and, therefore, no minutes were included in the
3 meeting packets. The Commission did meet last week, but those minutes have not been
4 completed yet.

5
6 **(15) SBAA**

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

8
9 **(16) Teen Center**

10 The Teen Center Board Meeting was scheduled for March 6, 2014 but there was not a quorum.

11
12 **(17) Tourism Zone Commission**

13 The Tourism Zone Commission met on February 20, 2014 but the approved version of those
14 minutes is not available yet.

15
16 **(18) Utilities**

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

18
19 **(19) Administration/Compensation Oversight**

20 No action based on the minutes which were included in the meeting packets. The Committee
21 will be meeting next week.

22
23 **(20) Waterfront Oversight**

24 Due to scheduling conflicts tomorrow's Waterfront Oversight Committee meeting was
25 cancelled.

26
27 **(21) Zoning Board of Appeals**

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

29
30 **Item No. 14. Discussion regarding matters to be placed on a future agenda or referred to a**
31 **Committee, official or employee:**

32 *It was the consensus that the following issues should be placed on a future agenda or referred*
33 *to a Committee, official or employee:*

- 34 • Lienau asked that the Board members discuss their preferred committee/commission
35 appointments with him ASAP as appointments will be addressed at next month's Board
36 meeting.
- 37 • The Parks Committee was directed to investigate the potential for some type of family-
38 oriented event to be conducted around the 4th of July holiday. That event may or may
39 not include fireworks.

40
41 **Adjournment:**

42 *A motion was made by Abshire, seconded by Clove to adjourn the meeting of the Board of*
43 *Trustees at 9:34 P.M. Motion carried – All ayes.*

44
45 Respectfully submitted

46 

47 Janal Suppanz,
48 Administrative Assistant

**MINUTES FOR THE JOINT MEETING OF THE VILLAGE OF SISTER BAY BOARD OF
 TRUSTEES & THE PARKS, PROPERTIES & STREETS COMMITTEE
 FRIDAY, APRIL 25, 2014
 WATERFRONT PARK – 2362 MILL ROAD
UNAPPROVED VERSION**

The April 25, 2014 joint meeting of the Village of Sister Bay Board of Trustees and the Parks, Properties and Streets Committee was called to order by Village President Dave Lienau at 2:02 PM.

Present: President Lienau and Trustees Pam Abshire, Scott Baker, John Clove, Pat Duffy, and Nora Zacek.

Excused: Donna Scattergood

Staff Members: Village Administrator Zeke Jackson, Former Administrator Bob Kufrin, Administrative Assistant Janal Suppanz, Village Clerk-Treasurer Christy Sully, Maintenance Department employees Steve Mann, Jim Hirschmiller, and Joe Felhofer, and Utilities Department employees Steve Jacobson, Mike Schell, and Patrick Johnson.

Others: Lainie Kufrin, Paige Funkhouser, Ron Kane and two other individuals.

Comments and Correspondence:

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

New Business Items:

Item No. 1. Groundbreaking Ceremony for Sister Bay's Performance Pavilion in Waterfront Park:

Lienau introduced the Village officials who were present, and also explained that the performance pavilion is being constructed thanks to the generosity of the members of a family who wish to remain anonymous. The pavilion is something which has been needed in the Village for quite some time and will be a wonderful addition to Waterfront Park. It should be completed and accessible by mid-July. Bob Kufrin, the former Administrator, and the current Administrator, Zeke Jackson, then gave brief speeches. During their speeches Kufrin and Jackson thanked the donors for their generosity, and praised former as well as present Village Board members for having the foresight to approve the purchase of the Helm's property and authorize the construction of the performance pavilion. They also thanked Denise Bhirdo for all the time she spent on the Pavilion Project.

After the speeches had been made ground breaking ceremony photos were taken and a brief recess was taken; at which time cake was served. The Board and Parks Committee members reconvened at 2:21 P.M.

Parks, Properties and Streets Committee:

Item No. 1. Discuss and consider a motion to recommend approval of Resolution No. 286 – Outdoor Recreation Aids:

At its March Meeting the Village Board authorized the completion of an updated version of the

1 Village's Comprehensive Outdoor Recreation Plan, and also engaged JJR to prepare an
 2 application for a DNR Knowles-Nelson grant. Passage of a Resolution to seek grant funding
 3 from the DNR and an Ordinance adopting the revised Comprehensive Outdoor Recreation Plan
 4 are now required.

5
 6 *A motion was made by Clove, seconded by Baker that the Parks, Properties and Streets*
 7 *Committee recommends that Resolution No. 286, which authorizes the Village Administrator to*
 8 *submit an application(s) and all required documentation to the DNR for Outdoor Recreation*
 9 *Aids be approved as presented. Motion carried – All ayes.*

10
 11 **Item No. 2. Discuss and consider a motion to recommend approval of Ordinance No. 227,**
 12 **Adopting the 2014 Comprehensive Outdoor Recreation Plan for the Village of Sister Bay:**

13 *A motion was made by Baker, seconded by Clove that the Parks, Properties and Streets*
 14 *Committee recommends that Ordinance No. 227, which adopts the 2014 Comprehensive*
 15 *Outdoor Recreation Plan for the Village of Sister Bay be approved as presented. Motion carried*
 16 *– All ayes.*

17
 18 **Village Board**

19 **Item No. 1. Discuss and consider a motion to adopt Resolution No. 286 – Outdoor Recreation**
 20 **Aids:**

21 *A motion was made by Duffy, seconded by Zacek that Resolution No. 286, which authorizes*
 22 *the Village Administrator to submit an application(s) and all required documentation to the*
 23 *DNR for Outdoor Recreation Aids is approved as presented. Motion carried – All ayes.*

24
 25 **Item No. 2. Discuss and consider a motion to adopt Ordinance No. 227, Adopting the 2014**
 26 **Comprehensive Outdoor Recreation Plan for the Village of Sister Bay:**

27 *A motion was made by Baker, seconded by Clove that Ordinance No. 227, which adopts the*
 28 *2014 Comprehensive Outdoor Recreation Plan for the Village of Sister Bay be approved as*
 29 *presented. Motion carried – All ayes.*

30
 31 **Item No. 3. Discuss and consider a motion to approve Contract Amendment No. 2 to the**
 32 **Engineering Services Agreement with Donohue & Associates for additional work to be**
 33 **performed on the Bayshore Drive Utilities Project in the amount of \$18,800:**

34 Copies of documents related to contract amendments for the Bay Shore Drive Utility and
 35 Roadway Improvements Project were included in the meeting packets, and the Board members
 36 jointly reviewed those documents. (The documents have been labeled "Contract Amendment
 37 No. 2 to the Engineering Services Agreement for the Bay Shore Drive Utility and Roadway
 38 Improvements Project"). During the review process Jackson and Jacobson explained why the
 39 contract amendments will be necessary.

40
 41 *A motion was made by Clove, seconded by Baker that the Village Board approves Contract*
 42 *Amendment No. 2 to the Engineering Services Agreement with Donohue & Associates in the*
 43 *amount of \$18,800 for additional work to be performed on the Bayshore Drive Utilities Project,*
 44 *as presented. Motion carried – All ayes.*

1 **Adjournment:**

2 *A motion was made by Abshire, seconded by Zacek to adjourn the joint meeting of the Village*
3 *of Sister Bay Board of Trustees and the Parks, Properties and Streets Committee at 2:35 P.M.*
4 *Motion carried – All ayes.*

5

6 Respectfully submitted,



7

8 Janal Suppanz,

9 Administrative Assistant

Village of Sister Bay
Door County Sheriff's Office

05/08/14
14:01

Law Incident Address History Report, by Nature

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Inc. No.	Reported	Nature	Address	Loctn	Dsp
14-000383	09:29:42 01/13/14	911 Follow Up	2433 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-001212	18:42:53 02/04/14	911 Hang Up	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-001330	22:03:31 02/08/14	911 Hang Up	10506 ST HY 57; V. Sister	LVSI	CLO
14-002119	13:04:10 03/09/14	911 Hang Up	10506 ST HY 57; V. Sister	LVSI	CLO
14-002416	19:25:33 03/21/14	911 Hang Up	10571 ST HY 57; V. Sister	LVSI	CLO
14-000156	01:38:28 01/06/14	Alarm	10668 WESTWOOD DR; V. Sist	LVSI	CLO
14-000297	13:54:45 01/10/14	Alarm	2231 SUNSET DR; V. Sister	LVSI	CLO
14-001761	22:14:42 02/22/14	Alarm	2541 S BAY SHORE DR; V. Si	LVSI	CLO
14-001944	20:41:03 03/01/14	Alarm	10693 N BAY SHORE DR; V. S	LVSI	CLO
14-002206	08:30:45 03/13/14	Alarm	2438 S BAY SHORE DR; V. Si	LVSI	CLO
14-001262	23:01:43 02/06/14	Animal Problem	ST HY 57 & COUNTRY WALK DR	LVSI	CLO
14-000445	13:38:04 01/14/14	Car In Ditch	MILL RD & WOODCREST RD; Si	LVSI	CLO
14-000935	13:57:31 01/27/14	Car In Ditch	ST HY 57 & ORCHARD DR; Sis	LVSI	CLO
14-001074	21:49:04 01/30/14	Car In Ditch	S HIGHLAND RD & BITTERSWEET	LVSI	CLO
14-001538	14:50:16 02/15/14	Car In Ditch	ST HY 57; Sister Bay-V; BE	LVSI	CLO
14-001727	12:15:41 02/21/14	Child Abuse	10525 JUDITH BLAZER DR; V.	LVSI	UNF
14-000115	16:10:05 01/04/14	Citizen Assist	10712 TIMBER RIDGE CIR; V.	LVSI	CLO
14-001337	02:45:33 02/09/14	Citizen Assist	2430 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-002266	19:12:06 03/15/14	Citizen Assist	2541 S BAY SHORE DR; V. Si	LVSI	CLO
14-003330	06:18:27 04/21/14	Co Poisoning	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-002581	18:00:09 03/26/14	Debris On Road	ST HY 42 & COUNTRY LN; Sis	LVSI	CLO
14-000668	18:00:53 01/18/14	Deliver Message	10820 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-000339	12:02:21 01/11/14	Disorderly	2258 MILL RD; V. Sister Ba	LVSI	CLO
14-000005	05:32:45 01/01/14	Dui	ST HY 57 & GATEWAY DR; Sis	LVSI	CAA
14-001295	02:55:48 02/08/14	Dui	2669 S BAY SHORE DR; V. Si	LVSI	CAA
14-001588	21:04:08 02/16/14	Dui	2387 COUNTRY WALK DR; V. S	LVSI	CAA
14-001041	11:10:38 01/30/14	Fire	2468 SUNNYSIDE RD; V. Sist	LVSI	CLO
14-000716	15:18:18 01/20/14	Fire Alarm	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
14-000999	11:03:16 01/29/14	Fire Alarm	10535 KOESSL LN; V. Sister	LVSI	CLO
14-002365	18:33:32 03/19/14	Fire Alarm	10626 WESTWOOD DR; V. Sist	LVSI	CLO
14-002966	14:08:44 04/08/14	Fire Alarm	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
14-002705	08:48:28 03/31/14	Found Property	2257 MILL RD; V. Sister Ba	LVSI	CLO
14-003014	10:23:31 04/10/14	Found Property	ST HY 57; Sister Bay-V; OL	LVSI	CLO
14-003182	13:24:19 04/15/14	Fraud	2303 VILLA DR; V. Sister B	LVSI	CLO
14-002026	14:31:17 03/05/14	Gas Drive Off	2431 S BAY SHORE DR; V. Si	LVSI	CLO
14-003381	13:29:17 04/22/14	Information	2521 S BAY SHORE DR; V. Si	LVSI	CLO
14-001736	17:47:50 02/21/14	Injured Person	10576 COUNTRY WALK DR; V.	LVSI	CLO
14-002490	21:29:44 03/23/14	Intoxication	ST HY 57; BETWEEN MEADOWS &	LVSI	CLO
14-003115	16:44:30 04/13/14	Intoxication	COUNTRY WALK DR; Sister Ba	LVSI	CAA
14-003188	20:07:05 04/15/14	Intoxication	ST HY 57; Sister Bay-V; SO	LVSI	CLO
14-001079	01:09:32 01/31/14	Medical	10374 ST HY 57; Sister Bay	LVSI	CLO
14-001567	10:24:18 02/16/14	Mental	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-000018	13:26:01 01/01/14	Motorist Assist	MILL RD; res; E FIRE STATI	LVSI	CLO
14-001972	22:56:33 03/02/14	Motorist Assist	2614 S BAY SHORE DR; V. Si	LVSI	CLO
14-002149	18:11:11 03/10/14	Motorist Assist	S SPRING RD; Sister Bay-V;	LVSI	CLO
14-000348	15:49:39 01/11/14	Open Door	2350 MAPLE DR; V. Sister B	LVSI	CLO
14-000258	09:01:30 01/09/14	Parking Problem	2236 MILL RD; V. Sister Ba	LVSI	CLO
14-003470	15:15:59 04/25/14	Parking Problem	2383 MAPLE DR; V. Sister B	LVSI	CLO
14-000315	20:50:09 01/10/14	Pd Accident	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-000842	16:21:59 01/24/14	Pd Accident	2438 S BAY SHORE DR; V. Si	LVSI	CLO
14-001768	10:13:52 02/23/14	Pd Accident	10506 ST HY 57; V. Sister	LVSI	CLO
14-002211	12:26:10 03/13/14	Pd Accident	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-003150	12:10:08 04/14/14	Pd Accident	2603 S BAY SHORE DR; V. Si	LVSI	CLO
14-000024	17:01:08 01/01/14	Reckless Driver	ST HY 57; SBOUND FROM KOEP	LVSI	CLO
14-001578	16:56:26 02/16/14	Reckless Driver	2155 AUTUMN CT; V. Sister	LVSI	CLO

05/08/14
14:01Door County Sheriff's Office
Law Incident Address History Report, by Nature234
Page: 2

Inc. No.	Reported	Nature	Address	Loctn	Dsp
14-003500	09:00:32 04/26/14	Sign Down	N BAY SHORE DR & SCANDIA R	LVSI	CLO
14-001612	15:39:52 02/17/14	Suspicious	2239 MILL RD; V. Sister Ba	LVSI	CLO
14-001683	07:22:26 02/20/14	Suspicious	2239 MILL RD; V. Sister Ba	LVSI	CLO
14-002554	21:55:01 03/25/14	Suspicious	S BAY SHORE DR & COUNTRY W	LVSI	CLO
14-003218	21:38:04 04/16/14	Suspicious	ST HY 57 & CANTERBURY LN;	LVSI	CLO
14-003332	07:07:21 04/21/14	Suspicious	2407 COUNTRY WALK DR; V. S	LVSI	ACT
14-003518	21:24:12 04/26/14	Suspicious	10767 N SPRING RD; V. Sist	LVSI	CLO
14-000283	00:56:03 01/10/14	Tavern Check	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-000323	00:46:44 01/11/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-001781	01:14:05 02/24/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-001915	23:23:10 02/28/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	ACT
14-001916	23:25:42 02/28/14	Tavern Check	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-002492	23:51:10 03/23/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-003003	00:02:35 04/10/14	Tavern Check	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-003396	23:54:04 04/22/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-001657	10:48:45 02/19/14	Theft	10525 JUDITH BLAZER DR; V.	LVSI	CAA
14-002125	18:10:17 03/09/14	Theft	PARKVIEW LN; #10661-10670;	LVSI	CLO
14-002667	13:16:40 03/29/14	Traffic Hazard	MAPLE DR; Sister Bay-V; EA	LVSI	CLO
14-000043	11:00:14 01/02/14	Trespassing	2241 MILL RD; V. Sister Ba	LVSI	CLO
14-002872	20:19:56 04/05/14	Vandalism	10703 WOODCREST LN; V. Sis	LVSI	CLO
14-000959	03:21:05 01/28/14	Welfare Check	APPLEWOOD RD; NEAR SCANDIA	LVSI	CLO
14-003045	12:04:52 04/11/14	Welfare Check	2261 MILL RD; V. Sister Ba	LVSI	CLO

Total Incidents for This Report: 77

Report Includes:

All dates between `00:00:00 01/01/14` and `23:59:59 04/30/14`
All location codes matching `LVSI`
All cities
All addresses
All agencies matching `DRSO`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rpt-Vamia-rplwiah.r2_3 ***



Bay Shore Dr. Committee/ Village of Sister Bay BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 05/13/14
Item No.: B

Recommendation: That the Board accepts one of the options proposed by WPS for the burial of overhead utilities, consistent with previous committee actions.

Background: The Village has retained Mr. Kufirin to aid Administrator Jackson on the Burial of Overhead Utilities Portion of the Bay Shore Dr. Reconstruction Project. WPS has given options for burial and associated cost estimates. These estimates will not be not to exceed figures, as WPS and the other utilities operators may encounter unexpected geological features. This work needs to be completed before DOT begins its work along Bay Shore Dr. so that sidewalks and other improvements are not disturbed.

Alternative A: Bury all existing overhead WPS facilities from STH 57 to Scandia Road = \$547,000.00

Alternative B: Bury all existing overhead WPS facilities from STH 57 to Mill Road = \$275,000.00

Alternative C: Remove all WPS overhead facilities on the west side of STH 42 and all overhead crossings of STH 42 from STH 57 to Scandia Road = \$153,000.00

Alternative D: Bury all existing overhead WPS facilities from STH 57 to Mill Road. Remove all WPS overhead facilities on west side of STH 42 and WPS overhead crossings from Mill Road to Scandia Road = \$341,000.00

Other Utilities operators have not submitted costs as of yet. The Bayshore Dr. Committee and Village Board will have the opportunity to review these before proceeding with the project. Attached to this report is a copy of the Finance Committee approved major projects spreadsheet. The Board has also taken action to approve this as well.

The Village has budgeted \$50,000 for this project in 2014, and has decided previously to dedicate proceeds from land sales to this project as well. This, at present, is anticipated to amount to an \$420,000. From earlier estimates, the total project cost was placed at \$826,000. This leaves a funding gap of \$356,000 which the Village will need to borrow. Rates have recently been as low as 1.94% from our local banks, and staff believes that financing could be reasonably obtained.

I have asked that WPS provide a contract for their portion of the burial, and that the Village be billed for work completed.

Fiscal Impact: Bay Shore Drive Project costs are charged to the TID Fund and may eventually be repaid through tax increments. The Village will need to coordinate with DOT, WPS, and other utility companies in order to accomplish this project. Financing will need to be secured, and contract documents reviewed by legal council.

Respectfully submitted,

Zeke Jackson
Village Administrator

Janal Suppanz

From: Valleskey, Michael L [MLValleskey@wisconsinpublicservice.com]
Sent: Wednesday, April 30, 2014 7:54 AM
To: 'bob@kufrinconsulting.com'
Cc: Zeke Jackson; Pelischek, Jeffrey S; Walesh, David J; Swanson, Dale D; Laskowski, Robert T
Subject: Sister Bay underground electric proposal

Hi Bob,

Our original estimates from October 2012 have been revised with our current construction costs for the four alternatives as requested by the Village. This estimate is valid for 60 days and does not include winter construction charges, customer secondary underground services or customer equipment upgrades (an electrician would be needed to complete this work).

The estimates also include some assumptions which include:

1. WPS will need to receive Wisconsin DOT approval for our work plan (**this needs to be submitted to the DOT by June 2014**).
2. The route may need to be open cut with a rock saw (**if we do not encounter rock, a refund of approximately \$58,000.00 could be realized if Alternative A is chosen**).
3. WPS has requested that the Village of Sister Bay help to secure any easements that are required after the final design has been completed. The WPS Real Estate department will draft the documents and we ask the Village secure the customer signatures. WPS will have them recorded with Door County.
4. All customer along the chosen route will be required to upgrade to an underground service entrance at their expense and contact WPS at 800-242-9772 to make application for an upgrade electric service.

Alternative A: Bury all existing overhead WPS facilities from STH 57 to Scandia Road = \$547,000.00

Alternative B: Bury all existing overhead WPS facilities from STH 57 to Mill Road = \$275,000.00

Alternative C: Remove all WPS overhead facilities on the west side of STH 42 and all overhead crossings of STH 42 from STH 57 to Scandia Road = \$153,000.00

Alternative D: Bury all existing overhead WPS facilities from STH 57 to Mill Road. Remove all WPS overhead facilities on west side of STH 42 and WPS overhead crossings from Mill Road to Scandia Road = \$341,000.00

Please Note: Because of the timeline created by the Wisconsin DOT, WPS needs the Village to decide which alternative they wish to pursue by May 12, 2014 and either issue a Purchase Order in that amount or request that WPS create a contract for your signature and provide payment. If a Purchase Order is provided, billing for the actual construction cost will occur after the construction is completed.

If we do not hear from the Village, WPS will be forced to proceed with a design that meets the DOT plans and move existing poles to avoid any conflicts with the highway reconstruction.



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbay.gov

Meeting Date: 5/13/14
Item No.: 1

Recommendation: That the Board of Review be called to order and then someone immediately make a motion to adjourn the session to Tuesday June 17, 2014 from 5 to 7 PM.

Background: Pursuant to Wis. Stats. §70.47(1), the Village's Board of Review must meet during the 30 day period beginning on the 1st Monday of May. This year's Open Book will take place Thursday, May 29, 2014 from 2:30 P.M to 4:30.PM at the Sister Bay/Liberty Grove Fire Station, 2258 Mill Rd.



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 05/13/14
Item No.: 2 & 3

Recommendation: That the Board Adopt the Proposed Changes to the Board of Trustee and Committee and Commission Bylaws

Background: The Village has conducted its local Water and Wastewater Collection Utilities business through a joint committee made up of representatives of Sister Bay and Liberty Grove. Upon consultation with legal council, the intergovernmental operations agreement with the Town of Liberty Grove would allow the Village to conduct meetings at a separate committee in order to localize the policy formulation and oversight of our Water and Wastewater Collection System. This new committee would also allow for discussion of local issues separate from discussions on operations of the Wastewater Plant.

Further, the Parks, Properties and Streets Committee currently has authority over Storm Sewer construction, maintenance, and assessments. A combined Water, Wastewater Collection and Storm Water Committee would allow the Village to capitalize on the knowledge and expertise of its Utilities department staff in the management of Storm water issues. The Bay Shore Dr. Project and other recent projects with storm water impacts has created the necessity of a committee to examine Storm Water simultaneously with our Water and Wastewater collection systems. Staff proposes that the Village Administrator, Utilities Director, Finance Director, and when appropriate, Parks Director serve as ex-officio members of this new committee.

Fiscal Impact: Will possibly allow the Village to reduce the number of required Utilities Committee meetings, and will create a streamlined process for management and oversight of all underground utilities controlled by the Village Government.

Respectfully submitted,

Zeke Jackson
Village Administrator

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

(Revised and approved 1/14/14)

1. MEETINGS, REGULAR AND SPECIAL

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

2. QUORUM

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

3. PRESIDING OFFICER

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

4. PRESIDING OFFICER'S DUTIES

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

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

5. ABSENCE OF VILLAGE PRESIDENT

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

6. AGENDA

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before

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

7. TERM OF OFFICE

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

8. COMMITTEES AND COMMISSIONS

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

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

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

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

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

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

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

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

9. NATIONAL INCIDENT MANAGEMENT SYSTEM

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

Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. CONSENT TO SPEAK

A member desiring to speak shall address the Village President or President Pro Tem, when recognized by that person. A member shall confine his/her remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion.

11. MOTIONS

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

12. ROLL CALL VOTE

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

13. ABSTAINING ON VOTE

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

14. OUT OF ORDER

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

15. INTERRUPTION OF SPEAKER

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

16. PUBLIC ADDRESSING THE BOARD

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

17. SUSPENSION OF RULES

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

18. AMENDING RULES

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

19. RULES OF ORDER

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

20. BOARD MEMBER CODE OF CONDUCT

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

- a) Commit to regular attendance at Board meetings unless excused and be properly prepared for deliberation.
- b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
- c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
- d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
- e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
- f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village.
- g) Represent all the people of the community while avoiding partisanship based upon special interests.
- h) Keep the best interests of the Village in mind by considering himself/herself a “Trustee” of the Village, and do his/her best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
- i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
- j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual

- pronouncements and public conjectures about Village matters not yet decided by the Board.
- k) Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all the facts have been presented.
 - l) Accept the principal of Board unity by supporting the majority decisions of the Board.
 - m) Not engage in “self-dealing” or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
 - n) Recuse himself/herself from discussing or voting on an issue about which he/she has a conflict of interest.
 - o) Not use his/her position to obtain employment for him/her, for family members or for close associates. (Should a member desire employment by the Village, he/she must first resign.)
 - p) Respect the Board’s commitment to work with the Village Administrator by:
 - 1) Requesting desired information about programs directly from the Village Administrator;
 - 2) Referring to the Village Administrator’s suggestions for new policies;
 - 3) Seeking the Village Administrator’s professional advice;
 - 4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,
 - 5) Supporting Board-approved actions of the Village Administrator and staff.
 - q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board’s responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

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

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

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

22. EXPENSES

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

VILLAGE OF SISTER BAY COMMITTEE/COMMISSION BYLAWS AND RULES

(Revised and approved 01/14/14)

1. COMMITTEE/COMMISSION ORGANIZATION

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

2. COMMITTEE/COMMISSION MEETINGS

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

3. QUORUM

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

4. ABSENCES AND ATTENDANCE

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

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

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

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

5. AGENDA AND MINUTES

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

6. EXPENSES

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

7. BUDGET

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

8. OTHER

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

9. DEFINITIONS

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

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

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

DUTIES OF COMMITTEES OR COMMISSIONS

ADMINISTRATIVE COMMITTEE

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

ADMINISTRATION AND COMPENSATION OVERSIGHT COMMITTEE

The Employee Benefits Oversight Committee is charged with providing integrated oversight of all employee benefits matters including cost, funding, programs, competitiveness, employee benefit rate impacts, and benefits philosophy. The Committee advises the Village Board, and recommends policies and programs. EBOC considers proposals for new aspects of the Village's benefits programs, and charges supercommittees and focus groups to address specific topics as appropriate. The EBOC shall consist of one member each from the Finance, Personnel, Administrative Committee and 1 citizen member.

BAY SHORE DRIVE OVERSIGHT COMMITTEE

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

DOOR COUNTY COASTAL BYWAY COMMISSION

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

DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION

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

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

ECONOMIC DEVELOPMENT COMMITTEE

The membership of the Economic Development Committee, which is an ad hoc committee, shall consist of one Trustee and seven residents or citizens, one of whom shall serve as alternate, who are residents of the Village, or owners of businesses in the Village, or who have special expertise in the area of economic development. The resident or citizen members of the Economic Development Committee will not be compensated for their services. The mission of the Economic Development Committee shall be to:

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

FINANCE COMMITTEE

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

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

FIRE BOARD

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

FIRE DISTRICT EXPLORATORY COMMITTEE

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

HISTORICAL SOCIETY

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

LIBRARY COMMISSION

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

MARINA COMMITTEE

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

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

MARINA FEST COMMITTEE

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

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

PARKS, PROPERTY AND STREETS COMMITTEE

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

- (a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System in accord with Wis. Stats. §27.02-§27.06;
- (b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
- (c) Be responsible for all repair and maintenance of Village roads and sidewalks; and,
- (d) Prepare an annual budget and submit it to the Finance Committee.

PERSONNEL COMMITTEE

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

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

PLAN COMMISSION

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

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

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

- (a) Oversee and recommend content for the various Village web sites;

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

SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS

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

TEEN CENTER BOARD

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

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

TOURISM ZONE COMMISSION

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

UTILITIES COMMITTEE

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

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

Water, Wastewater and Storm Sewer Committee

The Water, Wastewater and Storm Sewer Committee, which is a standing committee, was created to oversee and plan all aspects of Sister Bay’s Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees and 2 citizen members. The Village Administrator, Utilities Director and Parks Director shall serve as ex officio members.

WATERFRONT OVERSIGHT COMMITTEE

The Waterfront Oversight Committee, which is an ad hoc committee, was created to oversee and plan all aspects of waterfront development, planning, and project management on Village owned property along Bay Shore Drive. Helms, Hendrickson and Marina Parks as well as the Marina are the major areas of focus. The Committee makes recommendations to the Village Board regarding the preferred course of action on the waterfront. The Waterfront Oversight Committee shall consist of one representative from Parks, Marina and Finance Committees, as well as one representative of the SBAA and 1 citizen member.

ZONING BOARD OF APPEALS

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



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 05/13/14
Item No.: 5

Recommendation: That the Board accept the recommendation of the Parks Committee and adopt Resolution 286-051314, Approving the Sale of parcel 181-2600001L1 on S. Highland.

Background: The Parks, Properties and Streets Committee approved the advertisement for sale of parcel 181-2600001L1 at its January 8, 2014 meeting. The property was advertised for sale to the highest bidder by placement of a sign, and by placement of an ad in the newspaper of public record. The deadline for Bids is May 17, 2014. To date, one Bid has been submitted.

Disposal of the property will decrease maintenance costs on the property, and return it to the tax rolls as well as provide capital in exchange for sale.

Fiscal Impact: The Village will receive substantial funds from the sale of the property, decrease annual maintenance costs, and could gain a few hundred dollars per year in tax revenue.

Respectfully submitted,

Zeke Jackson
Village Administrator

**Resolution Authorizing Sale of Property
No 286-051314**

WHEREAS, the Village of Sister Bay Parks, Properties and Streets Committee has recommended the advertisement for sale of a Village owned parcel on S. Highland Rd, Parcel Number 181-2600001L1;

AND WHEREAS the Village of Sister Bay has duly advertised the sale of such property in a paper of record;

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

1. The Village of Sister Bay hereby resolves to convey the following described property to the highest bidder, upon receipt of a bid at the Administrative offices of the Village of Sister Bay, 2383 Maple Dr. Sister Bay, WI, 54234:

Parcel No. 181-2600001L1:

Com NE Cor Outlot 1 Orchard; Highland Subd. Sec 8, Village of Sister Bay, Door County, Wisconsin.

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

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

 2014.

Attest:

 Christy Sully, Clerk



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 05/13/14
Item No.: 6

Recommendation: That the Board accepts the Door County Highway Department proposal to extend Woodcrest Road repairs from Autumn Court to Highway ZZ, at an estimated cost of \$37,700.

Background: At its April 14, 2014 meeting the Board voted to accept the Highway Department's proposal for repairs to Scandia Road (from Highway 42 to Woodcrest) and to Woodcrest Road (from Scandia to Autumn Court), at an estimated cost of \$94,960. However, that proposal did not include the remaining Village portion of Woodcrest Road, which has also taken a beating during the recent detour period. The revised estimate for these road repairs totals \$124,660. While both Scandia and Woodcrest have been in need of major repairs for many years, their service as a detour route during the Bay Shore Drive Utility project has certainly added to the damage. It is therefore proposed that up to \$25,000 of the road repair costs be charged to the Bay Shore Drive project.

As discussed at the April 14 Board meeting, the Village has \$88,606 available in Capital Project Fund reserves for street resurfacing, as well as an LRIP grant of \$15,000, for a total of \$103,606. An additional \$25,000 would more than cover the entire cost of the work. 80% of that amount, or up to \$20,000, would be charged to the Utility portion of the Bay Shore Drive project and up to \$5000 to the Stormwater portion of the project.

Fiscal Impact: Bay Shore Drive Project costs are charged to the TID Fund and may eventually be repaid through tax increments.

Respectfully submitted,

A handwritten signature in black ink that reads "Juliana Neuman".

Juliana Neuman
Village Finance Director



Door County Highway Department

John P. Kolodziej PE, Commissioner

1001 South Duluth Avenue

Sturgeon Bay WI 54235

Telephone 920/746-2500 • Fax: 920/743-7060

Mr. Zeke Jackson
Village Administrator
2383 Maple Drive
Sister Bay, WI 54234

April 16, 2014

Re: 2014 Road Construction Estimates

Dear Mr. Jackson,

The following is an estimate to perform roadway reconditioning on Woodcrest Road from Autumn Court to CTH Z (Maple Drive). Please note that this is an additional cost to the project estimates provided in my March 18, 2014 correspondence.

Woodcrest Road – Autumn Court to CTH Z (Maple Drive).

The pavement on this roadway is failing with the increased road traffic from the detour. There are some areas that will require repairs to the gravel base course. The recommended action is to pulverize the existing roadway, grade, compact and resurface with 2.5 inches of hot mix asphalt. This work would increase the road elevations approximately 3 inches requiring adjustments of the private driveways to match the new road elevation. The following estimates includes all work, except the full depth gravel base repair.

Total estimated cost	\$32,000
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Option to add 2 inches of gravel to entire roadway to improve strength of base. ..\$5700

Sincerely,

John P. Kolodziej, PE
Commissioner

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
100-41110-00-0000 GENERAL PROPERTY TAXES	98,623.53	295,870.59	1,183,483.00	(887,612.41)	25.00
100-41150-00-0000 MANAGED FOREST LANDS	.00	34.24	30.00	4.24	114.13
100-41800-00-0000 INTEREST & PENALTIES - TAXES	.00	4.80	200.00	(195.20)	2.40
TOTAL TAXES	98,623.53	295,909.63	1,183,713.00	(887,803.37)	25.00
<u>INTERGOVERNMENTAL REVENUE</u>					
100-43410-00-0000 STATE SHARED REVENUE	.00	.00	9,036.00	(9,036.00)	.00
100-43420-00-0000 FIRE INSURANCE DUES	.00	.00	13,500.00	(13,500.00)	.00
100-43430-00-0000 COMPUTER AIDS	.00	.00	1,207.00	(1,207.00)	.00
100-43531-00-0000 STATE AID - ROADS	.00	13,109.23	52,437.00	(39,327.77)	25.00
100-43791-00-0000 COUNTY RECYCLING REBATE	.00	.00	3,500.00	(3,500.00)	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	13,109.23	79,680.00	(66,570.77)	16.45
<u>LICENSES & PERMITS</u>					
100-44110-00-0000 LIQUOR	.00	25.00	8,000.00	(7,975.00)	.31
100-44120-00-0000 OPERATORS LICENSES	.00	10.00	700.00	(690.00)	1.43
100-44130-00-0000 SODA	.00	.00	120.00	(120.00)	.00
100-44140-00-0000 CIGARETTE	.00	.00	40.00	(40.00)	.00
100-44210-00-0000 DOG LICENSES	2.50	9.00	12.00	(3.00)	75.00
100-44300-00-0000 BUILDING	.00	665.00	8,000.00	(7,335.00)	8.31
100-44410-00-0000 REZONING PETITION & FEES	.00	.00	1,000.00	(1,000.00)	.00
100-44420-00-0000 CONDITIONAL USE REQUESTS	.00	.00	400.00	(400.00)	.00
100-44910-00-0000 SIGN PERMITS	.00	100.00	800.00	(700.00)	12.50
TOTAL LICENSES & PERMITS	2.50	809.00	19,072.00	(18,263.00)	4.24
<u>FINES, FORFEITS & PENALTIES</u>					
100-45210-00-0000 FORFEITURES/PKG TICKETS	.00	.00	750.00	(750.00)	.00
TOTAL FINES, FORFEITS & PENALTIES	.00	.00	750.00	(750.00)	.00

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES</u>					
100-46110-00-0000	ASSESSMENT LETTER FEES	120.00	360.00	3,000.00 (2,640.00)	12.00
100-46120-00-0000	PLAN COMMISSION FEES	.00	500.00	800.00 (300.00)	62.50
100-46140-00-0000	PUBLISHING FEES	.00	.00	420.00 (420.00)	.00
100-46310-00-0000	HWY DEPT CHGS REIMB	.00	679.13	1,400.00 (720.87)	48.51
100-46741-00-0000	FESTIVALS/EVENTS	.00	.00	500.00 (500.00)	.00
100-46900-00-0000	MISC CHARGES FOR SERVICES	.00	70.85	500.00 (429.15)	14.17
	TOTAL PUBLIC CHARGES	120.00	1,609.98	6,620.00 (5,010.02)	24.32
<u>INTERGOVERNMENTAL CHARGES</u>					
100-47324-00-0000	EMS BLDG RENTAL CHARGES	5,257.99	5,257.99	8,000.00 (2,742.01)	65.72
100-47390-00-0000	LIBRARY CHARGES	1,054.73	1,054.73	2,500.00 (1,445.27)	42.19
	TOTAL INTERGOVERNMENTAL CHARGES	6,312.72	6,312.72	10,500.00 (4,187.28)	60.12
<u>MISCELLANEOUS REVENUES</u>					
100-48110-00-0000	INTEREST ON INVESTMENTS	175.40	703.90	2,000.00 (1,296.10)	35.19
100-48210-00-0000	BLDG RENTAL - POST OFFICE	1,350.00	4,050.00	16,200.00 (12,150.00)	25.00
100-48220-00-0000	BLDG RENTAL - VILLAGE HALL	.00	875.00	4,500.00 (3,625.00)	19.44
100-48240-00-0000	BLDG RENTAL - FIRE STATION	.00	70.00	300.00 (230.00)	23.33
100-48250-00-0000	PARK RENTAL	.00	.00	3,500.00 (3,500.00)	.00
100-48910-00-0000	REFUNDS	.00	.00	250.00 (250.00)	.00
100-48990-00-0000	MISC OTHER REVENUE	.00	172.25	200.00 (27.75)	86.12
	TOTAL MISCELLANEOUS REVENUES	1,525.40	5,871.15	26,950.00 (21,078.85)	21.79
<u>OTHER FINANCING SOURCES</u>					
100-49221-00-0000	TRANSFERS FROM MARINA: PILOT	13,492.08	40,476.24	161,905.00 (121,428.76)	25.00
	TOTAL OTHER FINANCING SOURCES	13,492.08	40,476.24	161,905.00 (121,428.76)	25.00
	TOTAL FUND REVENUE	120,076.23	364,097.95	1,489,190.00 (1,125,092.05)	24.45

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
GENERAL GOVERNMENT					
100-51105-00-0000 WAGES, TRUSTEES	6,920.00	6,920.00	34,620.00	27,700.00	19.99
100-51120-00-0000 SOCIAL SECURITY	529.38	529.38	2,648.00	2,118.62	19.99
100-51145-00-0000 INSURANCE, WORK COMP	.00	10.13	101.00	90.87	10.03
PERSONNEL	7,449.38	7,459.51	37,369.00	29,909.49	19.96
100-51201-00-0000 TRAVEL/TRAINING	172.48	172.48	1,000.00	827.52	17.25
100-51210-00-0000 EXPENSE ALLOWANCE	.00	.00	300.00	300.00	.00
100-51225-00-0000 RECOGNITION	.00	.00	500.00	500.00	.00
INDIRECT EMPLOYEE	172.48	172.48	1,800.00	1,627.52	9.58
100-51301-00-0000 ADMINISTRATION BUILDING	711.23	2,216.18	5,300.00	3,083.82	41.81
100-51305-00-0000 VILLAGE HALL	3,033.97	6,910.80	10,000.00	3,089.20	69.11
100-51310-00-0000 POST OFFICE	250.00	250.00	.00	(250.00)	.00
100-51315-00-0000 FIRE STATION	5,584.41	24,969.76	35,000.00	10,030.24	71.34
100-51320-00-0000 OLD SCHOOL	126.81	152.05	.00	(152.05)	.00
100-51360-00-0000 HYDRANT RENTAL FEES	10,500.00	10,500.00	42,000.00	31,500.00	25.00
100-51370-00-0000 INTERNET	269.85	809.55	3,238.00	2,428.45	25.00
UTILITY COSTS	20,476.27	45,808.34	95,538.00	49,729.66	47.95
100-51405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	155.92	500.00	344.08	31.18
100-51410-00-0000 PRINTING AND COPYING	36.22	72.25	80.00	7.75	90.31
100-51420-00-0000 DUES & PUBLICATIONS	.00	1,608.33	1,650.00	41.67	97.47
100-51425-00-0000 MAPS	.00	30.00	100.00	70.00	30.00
100-51495-00-0000 MISC SUPPLIES	.00	.00	100.00	100.00	.00
SUPPLIES	36.22	1,866.50	2,430.00	563.50	76.81

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-51502-00-0000 BUILDING INSPECTION SERVICES	256.50	855.00	7,200.00	6,345.00	11.88
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	.00	2,000.00	2,000.00	.00
100-51514-00-0000 SHERIFF SECURITY SERVICES	.00	.00	6,500.00	6,500.00	.00
100-51515-00-0000 LEGAL SERVICES	3,435.50	9,946.54	20,000.00	10,053.46	49.73
100-51520-00-0000 ASSESSMENT SERVICES	2,875.00	8,625.00	34,500.00	25,875.00	25.00
100-51525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	1,942.67	12,000.00	10,057.33	16.19
100-51530-00-0000 LEGAL NOTICES & ADS	73.78	162.81	1,500.00	1,337.19	10.85
100-51532-00-0000 PUBLICITY	.00	275.00	1,000.00	725.00	27.50
100-51535-00-0000 WEBSITE SUPPORT	.00	141.75	.00	(141.75)	.00
100-51540-00-0000 TAX BILLING COSTS	.00	1,323.86	2,400.00	1,076.14	55.16
100-51542-00-0000 TAX ASSESSMENT REFUNDS	.00	19,549.47	.00	(19,549.47)	.00
100-51545-00-0000 ELECTION COSTS	113.15	319.99	2,200.00	1,880.01	14.55
100-51546-00-0000 ELECTION JUDGES	.00	30.00	3,500.00	3,470.00	.86
100-51555-00-0000 BOARD OF REVIEW	.00	.00	750.00	750.00	.00
100-51567-00-0000 FESTIVAL/EVENT COSTS	33.38	33.38	3,200.00	3,166.62	1.04
100-51575-00-0000 PLAN COMMISSION	.00	.00	1,600.00	1,600.00	.00
100-51590-00-0000 MISC BOARDS	.00	.00	1,000.00	1,000.00	.00
100-51595-00-0000 MISC SERVICES	.00	25.00	500.00	475.00	5.00
SERVICES	6,787.31	43,230.47	104,950.00	61,719.53	41.19
100-51641-00-0000 ADMINISTRATION BLDG	550.50	1,708.45	3,000.00	1,291.55	56.95
100-51642-00-0000 VILLAGE HALL	266.02	761.51	2,500.00	1,738.49	30.46
100-51643-00-0000 POST OFFICE	1,088.98	1,935.66	500.00	(1,435.66)	387.13
100-51645-00-0000 FIRE STATION	917.13	1,980.53	25,000.00	23,019.47	7.92
MAINTENANCE	2,822.63	6,386.15	31,000.00	24,613.85	20.60
100-51801-00-0000 CEMETERY	.00	2,139.47	2,500.00	360.53	85.58
100-51805-00-0000 LIBRARY	.00	6,975.14	27,901.00	20,925.86	25.00
100-51810-00-0000 SISTER BAY ADVANCEMENT	12,500.00	12,500.00	50,000.00	37,500.00	25.00
100-51830-00-0000 HUMANE SOCIETY	.00	.00	1,000.00	1,000.00	.00
100-51840-00-0000 FIRE SERVICES	.00	27,670.75	110,683.00	83,012.25	25.00
100-51841-00-0000 OTHER FIRE SERVICES	.00	.00	5,000.00	5,000.00	.00
100-51850-00-0000 HISTORICAL SOCIETY	.00	.00	5,000.00	5,000.00	.00
100-51860-00-0000 ECONOMIC DEVELOPMENT	.00	2,500.00	2,500.00	.00	100.00
100-51880-00-0000 COASTAL BYWAYS	.00	300.00	300.00	.00	100.00
SUPPORT	12,500.00	52,085.36	204,884.00	152,798.64	25.42

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-51910-00-0000 BAD DEBT EXP	.00	142.27	300.00	157.73	47.42
100-51930-00-0000 BANK FEES & FINANCE CHARGES	124.70	310.02	1,750.00	1,439.98	17.72
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	28,891.67	86,675.01	346,700.00	260,024.99	25.00
100-51999-00-0000 CONTINGENCY	.00	.00	10,000.00	10,000.00	.00
MISCELLANEOUS	29,016.37	92,127.30	363,850.00	271,722.70	25.32
TOTAL GENERAL GOVERNMENT	79,260.66	249,136.11	841,821.00	592,684.89	29.59

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
ADMINISTRATION						
100-52101-00-0000	WAGES, FULL-TIME	20,646.86	45,719.03	190,533.00	144,813.97	24.00
100-52110-00-0000	OVERTIME	.00	.00	324.00	324.00	.00
100-52112-00-0000	UNWORKED WAGES	1,180.09	4,813.52	.00 (4,613.52)	.00
100-52113-00-0000	COMP TIME USED	198.38	463.76	.00 (463.76)	.00
100-52115-00-0000	RETIREMENT	1,544.31	3,576.04	13,360.00	9,783.96	26.77
100-52120-00-0000	SOCIAL SECURITY	1,627.59	3,757.55	14,601.00	10,843.45	25.73
100-52125-00-0000	INSURANCE, MEDICAL	3,765.04	8,785.62	40,000.00	31,214.38	21.96
100-52130-00-0000	INSURANCE, DENTAL	371.41	868.18	2,515.00	1,646.82	34.52
100-52135-00-0000	INSURANCE, DISABILITY	193.95	453.79	1,551.00	1,097.21	29.26
100-52140-00-0000	INSURANCE, GROUP LIFE	59.23	138.55	549.00	410.45	25.24
100-52145-00-0000	INSURANCE, WORK COMP	.00	90.70	636.00	545.30	14.26
100-52190-00-0000	BENEFIT FEES AND PENALTIES	33.00	377.00	1,000.00	623.00	37.70
100-52192-00-0000	MARINA ADMIN REIMBURSEMENT	(966.60)	(2,899.80)	(12,098.00)	(9,198.20)	(23.97)
100-52195-00-0000	TIF ADMIN REIMBURSEMENT	(5,402.75)	(16,208.25)	(15,989.00)	219.25	(101.37)
100-52196-00-0000	UTILITY ADMIN REIMBURSEMENT	(2,996.78)	(8,940.06)	(22,858.00)	(13,917.94)	(39.11)
	PERSONNEL	20,253.53	40,795.63	214,124.00	173,328.37	19.05
100-52201-00-0000	TRAVEL/TRAINING	1,016.56	1,750.19	2,500.00	749.81	70.01
100-52202-00-0000	EDUCATIONAL DEVELOPMENT	.00	790.00	3,000.00	2,210.00	26.33
100-52210-00-0000	EXPENSE ALLOWANCE	50.00	157.72	300.00	142.28	52.57
100-52225-00-0000	RECOGNITION	.00	.00	150.00	150.00	.00
	INDIRECT EMPLOYEE	1,066.56	2,697.91	5,950.00	3,252.09	45.34
100-52360-00-0000	TELEPHONE	220.23	649.57	2,500.00	1,850.43	25.98
100-52365-00-0000	CELL PHONE	125.05	254.36	625.00	370.64	40.70
100-52370-00-0000	INTERNET	149.99	449.97	1,800.00	1,350.03	25.00
	UTILITY COSTS	495.27	1,353.90	4,925.00	3,571.10	27.49
100-52401-00-0000	OFFICE SUPPLIES	31.71	1,074.04	5,000.00	3,925.96	21.48
100-52405-00-0000	COMPUTER HARDWARE/SOFTWARE	89.99	459.78	2,000.00	1,540.22	22.99
100-52410-00-0000	PRINTING AND COPYING	1,067.23	2,816.65	5,800.00	2,983.35	48.56
100-52415-00-0000	POSTAGE	124.34	413.59	1,800.00	1,366.41	22.98
100-52420-00-0000	DUES AND PUBLICATIONS	195.00	392.50	350.00 (42.50)	112.14
100-52495-00-0000	MISC OTHER SUPPLIES	.00	39.99	100.00	60.01	39.99
	SUPPLIES	1,508.27	5,196.55	15,050.00	9,853.45	34.53

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-52501-00-0000 AUDIT	5,930.00	5,930.00	12,800.00	6,870.00	46.33
100-52502-00-0000 ACCOUNTING SUPPORT	.00	457.50	1,500.00	1,042.50	30.50
100-52504-00-0000 INFORMATION TECHNOLOGY	.00	.00	1,200.00	1,200.00	.00
100-52510-00-0000 INTERIM ADMIN SERVICES	(105.00)	2,942.49	5,000.00	2,057.51	58.85
SERVICES	<u>5,825.00</u>	<u>9,329.99</u>	<u>20,500.00</u>	<u>11,170.01</u>	<u>45.51</u>
100-52601-00-0000 OFFICE EQUIPMENT	139.60	195.26	400.00	204.74	48.81
MAINTENANCE	<u>139.60</u>	<u>195.26</u>	<u>400.00</u>	<u>204.74</u>	<u>48.81</u>
TOTAL ADMINISTRATION	<u>29,288.23</u>	<u>59,569.24</u>	<u>260,949.00</u>	<u>201,379.76</u>	<u>22.83</u>

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PARKS AND STREETS</u>						
100-53101-00-0000	WAGES, FULL-TIME	15,307.43	32,095.27	144,767.00	112,671.73	22.17
100-53105-00-0000	WAGES, PART-TIME	711.50	906.50	30,000.00	29,093.50	3.02
100-53106-00-0000	WAGES, ANIMAL CONTROL	.00	.00	200.00	200.00	.00
100-53110-00-0000	OVERTIME	116.64	174.96	4,637.00	4,462.04	3.77
100-53112-00-0000	UNWORKED WAGES	1,046.14	2,324.13	.00	(2,324.13)	.00
100-53113-00-0000	COMP TIME USED	253.54	460.79	.00	(460.79)	.00
100-53115-00-0000	RETIREMENT	1,193.36	2,503.99	10,423.00	7,919.01	24.02
100-53120-00-0000	SOCIAL SECURITY	1,314.21	2,709.47	13,724.00	11,014.53	19.74
100-53125-00-0000	INSURANCE, MEDICAL	3,792.74	8,832.65	30,000.00	21,167.35	29.44
100-53130-00-0000	INSURANCE, DENTAL	368.24	852.19	2,504.00	1,651.81	34.03
100-53135-00-0000	INSURANCE, DISABILITY	150.26	347.89	1,221.00	873.11	28.49
100-53140-00-0000	INSURANCE, GROUP LIFE	45.99	106.21	383.00	276.79	27.73
100-53145-00-0000	INSURANCE, WORK COMP	.00	2,346.51	11,247.00	8,900.49	20.86
100-53190-00-0000	BENEFIT FEES AND PENALTIES	11.25	41.25	50.00	8.75	82.50
100-53192-00-0000	MARINA PARKS REIMBURSEMENT	.00	.00	(20,928.00)	(20,928.00)	.00
	PERSONNEL	24,311.30	53,701.81	228,228.00	174,526.19	23.53
100-53201-00-0000	TRAVEL/TRAINING	.00	.00	100.00	100.00	.00
100-53205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	.00	150.00	150.00	.00
100-53210-00-0000	EXPENSE ALLOWANCE	6.96	28.01	25.00	(3.01)	112.04
100-53215-00-0000	UNIFORMS & CLOTHING	.00	.00	1,200.00	1,200.00	.00
	INDIRECT EMPLOYEE	6.96	28.01	1,475.00	1,446.99	1.90
100-53325-00-0000	PARKS	176.90	389.44	2,600.00	2,210.56	14.98
100-53330-00-0000	SPORTS COMPLEX	1,345.44	4,189.30	12,350.00	8,160.70	33.92
100-53335-00-0000	MAINTENANCE BUILDINGS	3,034.92	8,219.97	14,000.00	5,780.03	58.71
100-53345-00-0000	INFORMATION BOOTH	114.95	114.95	750.00	635.05	15.33
100-53360-00-0000	TELEPHONE SPORT COMPLEX	42.95	125.71	500.00	374.29	25.14
100-53365-00-0000	CELL PHONES	139.42	375.84	1,200.00	824.16	31.32
100-53370-00-0000	INTERNET	449.75	449.75	720.00	270.25	62.47
100-53380-00-0000	STREET LIGHTING	2,172.88	6,721.12	28,000.00	21,278.88	24.00
100-53381-00-0000	BIKE TRAIL LIGHTS	109.86	455.70	1,400.00	944.30	32.55
	UTILITY COSTS	7,587.07	21,041.78	61,520.00	40,478.22	34.20

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
100-53401-00-0000 OFFICE SUPPLIES	.00	.00	25.00	25.00	.00
100-53405-00-0000 COMPUTER HARDWARE/SOFTWARE	.00	16.85	.00	(16.85)	.00
100-53430-00-0000 CUSTODIAL SUPPLIES	92.29	263.07	3,500.00	3,236.93	7.52
100-53440-00-0000 MEDICAL SAFETY	.00	.00	500.00	500.00	.00
100-53445-00-0000 SHOP SUPPLIES	8.80	111.66	500.00	388.34	22.33
100-53450-00-0000 MEMORIAL BENCH SUPPLIES	.00	.00	250.00	250.00	.00
100-53460-00-0000 MINOR EQUIPMENT	3.99	3.99	2,000.00	1,996.01	.20
100-53470-00-0000 RECREATION EQUIP/SUPPLIES	.00	.00	400.00	400.00	.00
100-53480-00-0000 STREET LIGHTS (BULBS)	.00	.00	500.00	500.00	.00
100-53490-00-0000 MISC. MUNICIPAL SUPPLIES	57.09	57.09	250.00	192.91	22.84
100-53495-00-0000 MISC. OTHER SUPPLIES	.00	105.00	50.00	(55.00)	210.00
SUPPLIES	162.17	557.66	7,975.00	7,417.34	6.99
100-53551-00-0000 RUBBISH DISPOSAL	6,514.65	18,113.53	103,000.00	84,886.47	17.59
100-53552-00-0000 RECYCLING	760.57	2,209.72	8,000.00	5,790.28	27.62
100-53553-00-0000 SNOW REMOVAL CONTRACT	6,969.85	18,163.86	25,000.00	6,836.14	72.66
100-53581-00-0000 YMCA PROGRAM COSTS	471.00	471.00	13,500.00	13,029.00	3.49
100-53595-00-0000 MISCELLANEOUS	.00	.00	100.00	100.00	.00
SERVICES	14,716.07	38,958.11	149,600.00	110,641.89	26.04
100-53610-00-0000 SIDEWALKS	.00	.00	250.00	250.00	.00
100-53611-00-0000 BIKE TRAIL	.00	.00	200.00	200.00	.00
100-53615-00-0000 GROUNDS	.00	.00	500.00	500.00	.00
100-53620-00-0000 PARKS	.00	.00	21,000.00	21,000.00	.00
100-53625-00-0000 SPORTS COMPLEX	59.93	1,136.88	4,500.00	3,363.12	25.26
100-53626-00-0000 DOG PARK	75.00	225.00	2,000.00	1,775.00	11.25
100-53630-00-0000 STREET SIGNS	.00	.00	500.00	500.00	.00
100-53631-00-0000 SEASONAL DECORATIONS	44.58	419.90	9,000.00	8,580.10	4.67
100-53635-00-0000 LAWN MAINTENANCE	.00	.00	7,750.00	7,750.00	.00
100-53640-00-0000 BUILDING (PARKS DEPT)	83.76	168.74	1,000.00	831.26	16.87
100-53645-00-0000 INFO BOOTH (BLDGS & GROUNDS)	.00	89.96	1,000.00	910.04	9.00
100-53650-00-0000 STORM DRAINAGE SYSTEM	58.85	93.20	1,000.00	906.80	9.32
100-53655-00-0000 STREET MAINTENANCE	.00	.00	9,437.00	9,437.00	.00
100-53670-00-0000 PICNIC TABLES & BENCHES	.00	299.78	2,500.00	2,200.22	11.99
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
MAINTENANCE	322.12	2,433.46	61,337.00	58,903.54	3.97
100-53701-00-0000 VEHICLE MAINTENANCE	17.71	232.07	5,000.00	4,767.93	4.64
100-53705-00-0000 EQUIPMENT MAINTENANCE	623.04	1,177.28	10,000.00	8,822.72	11.77
100-53710-00-0000 GAS/OIL/FLUIDS	567.36	1,965.75	10,000.00	8,034.25	19.66
VEHICLES AND EQUIPMENT	1,208.11	3,375.10	25,000.00	21,624.90	13.50

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL PARKS AND STREETS	48,313.80	120,095.93	535,135.00	415,039.07	22.44
TOTAL FUND EXPENDITURES	<u>156,862.69</u>	<u>428,801.28</u>	<u>1,637,905.00</u>	<u>1,209,103.72</u>	<u>26.18</u>
NET REVENUES OVER EXPENDITURES	<u>(36,786.46)</u>	<u>(64,703.33)</u>	<u>(148,715.00)</u>	<u>(2,334,195.77)</u>	<u>(43.51)</u>

VILLAGE OF SISTER BAY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

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	.00	.00
203-46764-00-0000	T-SHIRT SALES	.00	.00	.00	.00
203-46767-00-0000	VENDING SALES (SODA)	12.85	12.85	100.00 (87.15)	12.85
	TOTAL PUBLIC CHARGES	12.85	12.85	100.00 (87.15)	12.85
<u>MISCELLANEOUS REVENUES</u>					
203-48110-00-0000	INTEREST ON INVESTMENTS	.04	.13	1.00 (.87)	13.00
203-48500-00-0000	DONATIONS	.00	.00	.00	.00
203-48990-00-0000	MISC REVENUE	.00	.00	.00	.00
	TOTAL MISCELLANEOUS REVENUES	.04	.13	1.00 (.87)	13.00
	TOTAL FUND REVENUE	12.89	12.98	101.00 (88.02)	12.85
<u>SKATE PARK EXP</u>					
203-55435-00-0000	VENDING SUPPLIES (SODA)	.00	.00	.00	.00
203-55470-00-0000	RECREATION EQUIP/SUPPLIES	.00	.00	.00	.00
	TOTAL SKATE PARK EXP	.00	.00	.00	.00
	TOTAL FUND EXPENDITURES	.00	.00	.00	.00
	NET REVENUES OVER EXPENDITURES	12.89	12.98	101.00 (88.02)	

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

ICE RINK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES</u>						
205-46751-00-0000	BOARD ADVERTISING	.00	3,000.00	.00	3,000.00	.00
205-46754-00-0000	SKATE RENTAL	296.00	4,031.00	5,000.00 (969.00)	80.62
205-46755-00-0000	SKATE SHARPENING	6.00	222.00	250.00 (28.00)	88.80
205-46764-00-0000	CLOTHING SALES	.00	14.00	100.00 (86.00)	14.00
205-46765-00-0000	CONCESSIONS	167.50	3,438.52	4,000.00 (561.48)	85.96
	TOTAL PUBLIC CHARGES	469.50	10,705.52	9,350.00	1,355.52	114.50
<u>MISCELLANEOUS REVENUES</u>						
205-48110-00-0000	INTEREST INCOME	.31	.74	2.00 (1.26)	37.00
205-48500-00-0000	DONATIONS	54.82	282.32	1,000.00 (717.68)	28.23
205-48990-00-0000	MISC OTHER REVENUE	2.35	2.35	.00	2.35	.00
	TOTAL MISCELLANEOUS REVENUES	57.48	285.41	1,002.00 (716.59)	28.48
<u>OTHER FINANCING SOURCES</u>						
205-49210-00-0000	TRANSFERS FROM GENERAL FUND	.00	5,000.00	5,000.00	.00	100.00
	TOTAL OTHER FINANCING SOURCES	.00	5,000.00	5,000.00	.00	100.00
	TOTAL FUND REVENUE	526.98	15,990.93	15,352.00	638.93	104.16

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

ICE RINK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>ICE RINK EXP</u>					
205-55105-00-0000 WAGES, PART-TIME	2,057.50	9,633.50	10,000.00	366.50	96.34
205-55105-25-0000 WAGES, ICE RINK CLERK	82.71	239.24	.00 (239.24)	.00
205-55110-00-0000 OVERTIME	.00	707.25	2,000.00	1,292.75	35.36
205-55115-00-0000 RETIREMENT	44.43	219.02	.00 (219.02)	.00
205-55120-00-0000 SOCIAL SECURITY	162.20	805.01	918.00	112.99	87.69
205-55125-00-0000 INSURANCE, MEDICAL	5.06	14.34	.00 (14.34)	.00
205-55130-00-0000 INSURANCE, DENTAL	.97	2.73	.00 (2.73)	.00
205-55135-00-0000 INSURANCE, DISABILITY	.77	2.15	.00 (2.15)	.00
205-55140-00-0000 INSURANCE, GROUP LIFE	.21	.60	.00 (.60)	.00
205-55145-00-0000 INSURANCE, WORK COMP	.00	130.83	680.00	549.17	19.24
205-55150-00-0000 UNEMPLOYMENT COSTS	.00	.00	500.00	500.00	.00
PERSONNEL	2,353.85	11,754.67	14,098.00	2,343.33	83.38
205-55205-00-0000 RECRUIT/TESTING/PHYSICALS	.00	.00	50.00	50.00	.00
INDIRECT EMPLOYEE	.00	.00	50.00	50.00	.00
205-55401-00-0000 OFFICE SUPPLIES	.00	.00	25.00	25.00	.00
205-55410-00-0000 PRINTING AND COPYING	.00	.00	25.00	25.00	.00
205-55415-00-0000 POSTAGE	.00	.00	10.00	10.00	.00
205-55430-00-0000 CUSTODIAL SUPPLIES	.00	16.86	50.00	33.14	33.72
205-55434-00-0000 CLOTHING FOR SALE	.00	39.51	.00 (39.51)	.00
205-55435-00-0000 FOOD/BEVERAGE SUPPLIES	.00	1,153.28	1,850.00	696.72	62.34
205-55440-00-0000 MEDICAL/SAFETY SUPPLIES	.00	.00	50.00	50.00	.00
205-55460-00-0000 TOOLS/MINOR EQUIPMENT	.00	.00	100.00	100.00	.00
205-55470-00-0000 RECREATION EQUIP/SUPPLIES	539.55	539.55	800.00	260.45	67.44
SUPPLIES	539.55	1,749.20	2,910.00	1,160.80	60.11
205-55525-00-0000 PROPERTY/LIABILITY INSURANCE	.00	155.33	200.00	44.67	77.67
205-55530-00-0000 ADVERTISING	.00	.00	200.00	200.00	.00
205-55567-00-0000 FESTIVAL/EVENT COSTS	.00	100.25	.00 (100.25)	.00
205-55570-00-0000 PERMITS & FEES	.00	.00	5.00	5.00	.00
SERVICES	.00	255.58	405.00	149.42	63.11
205-55640-00-0000 BUILDING (ICE RINK)	66.97	66.97	.00 (66.97)	.00
205-55647-00-0000 ICE RINK MAINTENANCE	.00	.00	300.00	300.00	.00
MAINTENANCE	66.97	66.97	300.00	233.03	22.32

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

ICE RINK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
205-55701-00-0000 VEHICLE MAINTENANCE	.00	.00	100.00	100.00	.00
205-55710-00-0000 GAS/OIL/FLUIDS	30.42	217.90	300.00	82.10	72.63
VEHICLES AND EQUIPMENT	30.42	217.90	400.00	182.10	54.48
TOTAL ICE RINK EXP	2,990.79	14,044.32	18,163.00	4,118.68	77.32
TOTAL FUND EXPENDITURES	2,990.79	14,044.32	18,163.00	4,118.68	77.32
NET REVENUES OVER EXPENDITURES	(2,463.81)	1,946.61	(2,811.00)	(3,479.75)	69.25

VILLAGE OF SISTER BAY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

FUND 300 - DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
300-41110-00-0000	PROPERTY TAXES	67,404.92	202,214.76	808,859.00 (606,644.24)	25.00
300-41210-00-0000	ROOM TAXES	1,598.41	1,598.41	127,600.00 (126,001.59)	1.25
	TOTAL TAXES	69,003.33	203,813.17	936,459.00 (732,645.83)	21.76
<u>TRANSFERS</u>					
300-49240-00-0000	TRANSFERS FROM CIP FUND	2,936.33	8,808.99	35,236.00 (26,427.01)	25.00
	TOTAL TRANSFERS	2,936.33	8,808.99	35,236.00 (26,427.01)	25.00
	TOTAL FUND REVENUE	71,939.66	212,622.16	971,695.00 (759,072.84)	21.88
<u>DEBT SERVICE PAYMENTS</u>					
300-58132-00-0000	#32 LIBRARY PRINCIPAL	.00	.00	30,000.00 30,000.00	.00
300-58134-00-0000	#34 SPORTS COMPLEX LAND	.00	.00	30,000.00 30,000.00	.00
300-58136-00-0000	#36 SPORTS COMPLX/FIRE STATION	.00	.00	65,000.00 65,000.00	.00
300-58139-00-0000	#39 STATE TRUST/FIRE STATION	.00	.00	160,000.00 160,000.00	.00
300-58147-00-0000	#47 BS STORMSEWER/WATER PRV	.00	.00	26,400.00 26,400.00	.00
300-58150-00-0000	#50 WATERFRONT/SPORTS COMPLEX	100,000.00	100,000.00	100,000.00 .00	100.00
300-58151-00-0000	#51 JOHNSON PROPERTY	48,750.00	48,750.00	48,750.00 .00	100.00
300-58232-00-0000	#32 LIBRARY INTEREST	.00	.00	4,052.50 4,052.50	.00
300-58234-00-0000	#34 SPORTS COMPLEX LAND INT	.00	.00	8,290.00 8,290.00	.00
300-58236-00-0000	#36 SPORTS CMLPX/FIRE STA INT	.00	.00	17,255.00 17,255.00	.00
300-58239-00-0000	#39 STATE TRUST/FIRE STA INT	.00	.00	57,495.00 57,495.00	.00
300-58247-00-0000	#47 BAYSHORE PRV INTEREST	.00	.00	8,512.35 8,512.35	.00
300-58250-00-0000	#50 WATERFRONT/SPRTS COMP INT	126,878.13	126,878.13	252,756.26 125,878.13	50.20
300-58251-00-0000	#51 JOHNSON BOND INTEREST	73,277.36	73,277.36	145,975.78 72,698.42	50.20
	TOTAL DEBT SERVICE PAYMENTS	348,905.49	348,905.49	954,486.89 605,581.40	36.55
	TOTAL FUND EXPENDITURES	348,905.49	348,905.49	954,486.89 605,581.40	36.55
	NET REVENUES OVER EXPENDITURES	(276,965.83)	(136,283.33)	17,208.11 (153,491.44)	

VILLAGE OF SISTER BAY
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

FUND 400 - CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUES</u>					
400-48110-00-0000 INTEREST ON INVESTMENTS	383.57	1,169.93	10,000.00	(8,830.07)	11.70
TOTAL MISCELLANEOUS REVENUES	383.57	1,169.93	10,000.00	(8,830.07)	11.70
<u>OTHER FINANCING SOURCES</u>					
400-49210-00-0000 TRANSFERS FROM GENERAL FUND	28,891.67	86,675.01	346,700.00	(260,024.99)	25.00
TOTAL OTHER FINANCING SOURCES	28,891.67	86,675.01	346,700.00	(260,024.99)	25.00
TOTAL FUND REVENUE	29,275.24	87,844.94	356,700.00	(268,855.06)	24.63
<u>DEPARTMENT 57</u>					
400-57510-00-0000 CONSULTING	.00	.00	500.00	500.00	.00
400-57992-00-0000 TRF TO MARINA FUND	.00	.00	25,000.00	25,000.00	.00
400-57995-03-0013 FIRE TRUCK RESERVE	.00	.00	25,000.00	25,000.00	.00
400-57995-04-0008 STREETS RESURFACING	.00	.00	18,000.00	18,000.00	.00
400-57995-07-0046 WATERFRONT DEVELOPMENT	.00	.00	150,000.00	150,000.00	.00
400-57995-09-0056 VARIOUS PARKS PROJECTS	.00	.00	10,000.00	10,000.00	.00
400-57995-09-0057 VEHICLE REPLACEMENT	.00	.00	10,000.00	10,000.00	.00
400-57995-10-0059 PARKS EQUIPMENT	2,880.00	2,880.00	.00	(2,880.00)	.00
400-57995-13-0076 TRACKLESS REPLACEMENT (Brutus)	15.00	26,815.00	25,000.00	(1,815.00)	107.26
400-57995-14-0077 INFORMATION/TECHNOLOGY UPGRADE	3,004.16	5,303.07	30,000.00	24,696.93	17.68
400-57995-14-0078 CASH RECEIPTING SOFTWARE	.00	.00	3,700.00	3,700.00	.00
400-57995-14-5081 BURIAL OF OVERHEAD LINES	.00	.00	50,000.00	50,000.00	.00
TOTAL DEPARTMENT 57	5,899.16	34,998.07	347,200.00	312,201.93	10.08
<u>DEPARTMENT 58</u>					
400-58993-00-0000 TRANSFER TO DEBT SERVICE FUND	2,936.33	8,808.99	35,236.00	26,427.01	25.00
TOTAL DEPARTMENT 58	2,936.33	8,808.99	35,236.00	26,427.01	25.00
TOTAL FUND EXPENDITURES	8,835.49	43,807.06	382,436.00	338,628.94	11.45
NET REVENUES OVER EXPENDITURES	20,439.75	44,037.88	(25,736.00)	69,773.88	

VILLAGE OF SISTER BAY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

TAX INCREMENTAL DISTRICT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
500-41110-00-0000	.00	.00	4,000.00	(4,000.00)	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	4,000.00	(4,000.00)	.00
<u>INTERGOVERNMENTAL REVENUE</u>					
500-43430-00-0000	.00	.00	2,000.00	(2,000.00)	.00
500-43690-00-0000	.00	.00	.00	.00	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	2,000.00	(2,000.00)	.00
<u>MISCELLANEOUS REVENUES</u>					
500-48110-00-0000	.00	.00	.00	.00	.00
500-48152-00-0000	.00	.00	15,587.00	(15,587.00)	.00
500-48500-00-0000	.00	435,000.00	350,000.00	85,000.00	124.29
TOTAL MISCELLANEOUS REVENUES	.00	435,000.00	365,587.00	69,413.00	118.99
<u>OTHER FINANCING SOURCES</u>					
500-49210-00-0000	.00	.00	.00	.00	.00
500-49220-00-0000	.00	.00	.00	.00	.00
500-49260-00-0000	.00	.00	.00	.00	.00
500-49300-00-0000	.00	.00	.00	.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	.00	.00	.00
TOTAL FUND REVENUE	.00	435,000.00	371,587.00	63,413.00	117.07
<u>TAX INCREMENTAL DISTRICT EXP</u>					
500-56501-00-0000	920.00	920.00	1,500.00	580.00	61.33
500-56503-00-0000	5,402.75	16,208.25	15,989.00	(219.25)	101.37
500-56510-00-0000	105.00	1,338.75	4,900.00	3,561.25	27.32
500-56515-00-0000	1,108.00	1,647.00	500.00	(1,147.00)	329.40
500-56530-00-0000	.00	.00	.00	.00	.00
500-56570-00-0000	.00	.00	1,150.00	1,150.00	.00
SERVICES	7,535.75	20,114.00	24,039.00	3,925.00	83.67
500-56995-07-5046	.00	.00	650,000.00	650,000.00	.00
500-56995-10-5064	.00	.00	190,524.00	190,524.00	.00
500-56995-11-5067	3,644.61	35,249.07	.00	(35,249.07)	.00

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

TAX INCREMENTAL DISTRICT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
500-56995-12-5074 PAVILION	.00	.00	350,000.00	350,000.00	.00
500-56995-14-5079 BSD STORMWATER	100.56	100.56	58,661.00	58,560.44	.17
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
CAPITAL OUTLAYS	3,745.17	35,349.63	1,249,185.00	1,213,835.37	2.83
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
MISCELLANEOUS	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	11,280.92	55,463.63	1,273,224.00	1,217,760.37	4.36
NET REVENUES OVER EXPENDITURES	(11,280.92)	379,536.37	(901,637.00)	(1,154,347.37)	42.09

VILLAGE OF SISTER BAY

Payment Approval Report - Village
Input Date(s): 04/17/2014 - 05/13/2014Page: 1
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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN514	J Neuman RX policy	04/15/2014	43.70	43.70	04/17/2014
Total 10002					43.70	43.70	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN514	J Neuman supplemental ins.	04/15/2014	166.59	166.59	04/17/2014
Total 10004					166.59	166.59	
10005	ACTION ELECTRIC INC	28081	projector - fire station	04/11/2014	348.38	348.38	05/08/2014
		28105	maintenance - Administration Bldg	04/25/2014	146.70	146.70	05/08/2014
Total 10005					495.08	495.08	
10007	ACTION APPRAISERS INC	1269	Assessor	05/01/2014	2,875.00	2,875.00	05/08/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	494618	Employee-funded premium	04/12/2014	199.20	199.20	04/17/2014
Total 10110					199.20	199.20	
10111	AMBASSADOR STEEL FAB. LLC	3118173	Waterfront park pavillion	04/16/2014	7,075.00	7,075.00	04/24/2014
Total 10111					7,075.00	7,075.00	
10198	ASSOCIATED TRUST COMPANY	1053	Annual Fee	04/11/2014	363.00	363.00	05/01/2014
Total 10198					363.00	363.00	
10214	SCOTT BAKER	41114	Reimb - mileage	04/25/2014	272.16	272.16	05/01/2014
			Lodging		70.00	70.00	05/01/2014
Total 10214					342.16	342.16	
10218	BAUDHUIN INC	34133	Proposal 10/18/2013	04/29/2014	1,465.00		
Total 10218					1,465.00	.00	
10219	BAY SURVEYING LLC	1993	Johnson property swap	04/25/2014	665.00	665.00	05/01/2014
		2219	Johnson property swap	04/28/2014	545.00	545.00	05/01/2014
Total 10219					1,210.00	1,210.00	
13260	BHIRDO'S BY THE BAY	15395	Village Gas - TKH	03/31/2014	30.42	30.42	04/17/2014
		15396	Village gas -	03/31/2014	402.36	402.36	04/17/2014
Total 13260					432.78	432.78	
14309	CARDMEMBER SERVICE	0018	Finance officers institute - Neuman	04/15/2014	95.00	95.00	05/08/2014
		0021	Laptop - Jackson	04/08/2014	699.00	699.00	04/24/2014
		1001	Equipment oil	04/12/2014	67.50	67.50	05/08/2014
		1672	DCEDC - Trustees	04/15/2014	175.00	175.00	05/08/2014
			DCEDC - Zeke		35.00	35.00	05/08/2014
		4212	Safety shoes - Steve Mann	04/05/2014	27.00	27.00	05/08/2014
			Safety shoes - Steve Mann		100.00	100.00	05/08/2014
		4370	Trophies & Plaques - car show	04/08/2014	267.50	267.50	05/08/2014
		4923	Laptop - Janal	04/10/2014	87.99	87.99	05/08/2014
			Laptop - Wendy		87.99	87.99	05/08/2014
		5960	Recognition - Shane Solomon	04/09/2014	83.15	83.15	05/08/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		6785	Pavilion grd bkg ceremony	04/17/2014	19.98	19.98	05/08/2014
		78863	Software - Jackson	04/07/2014	219.99	219.99	04/24/2014
		7891	Mouse - Jackson	04/07/2014	19.98	19.98	04/24/2014
	Total 14309				1,985.08	1,985.08	
14310	CAPTAIN COMMODES INC	22602	Commode rental - Dog Park	04/29/2014	75.00	75.00	05/08/2014
	Total 14310				75.00	75.00	
17501	CHARTER COMMUNICATIONS	APR14BH	Boathouse - charter TV	04/08/2014	69.17	69.17	04/17/2014
		MAY-14	internet/ adm bldg	04/23/2014	149.99	149.99	05/01/2014
		MAY14M	internet - Marina	04/23/2014	20.00	20.00	05/01/2014
			cable TV - Marina May		110.68	110.68	05/01/2014
	Total 17501				349.84	349.84	
17506	CELLCOM	833937	Cell phone - Administrator	04/05/2014	46.09	46.09	04/17/2014
			Cellphones - Marina manager		36.10	36.10	04/17/2014
			Cellphones - Parks employees		178.57	178.57	04/17/2014
	Total 17506				260.76	260.76	
17519	COUNTRY WALK BP-AMOCO	1069	Village gas -	04/30/2014	113.52	113.52	05/08/2014
	Total 17519				113.52	113.52	
17525	CULLIGAN OF STURGEON BAY	1055432-04	Water softener salt - FS	04/30/2014	41.19	41.19	05/08/2014
	Total 17525				41.19	41.19	
20007	DELTA DENTAL OF WIS	689300.	Dental insurance	04/15/2014	1,058.76	1,058.76	04/24/2014
	Total 20007				1,058.76	1,058.76	
20399	DONOHUE & ASSOC	12032-34	Construction	04/15/2014	8,860.00	8,860.00	05/08/2014
			Construction		3,700.00	3,700.00	05/08/2014
			Lighting		217.50	217.50	05/08/2014
			Construction		2,780.18	2,780.18	05/08/2014
			Public outreach		290.00	290.00	05/08/2014
			Additional services		290.00	290.00	05/08/2014
	Total 20399				16,137.68	16,137.68	
20451	DOOR COUNTY HWY DEPT	40009614	Snowplowing/Sanding	04/12/2014	1,844.31		
	Total 20451				1,844.31	.00	
20472	DOOR COUNTY YMCA	1314-046	YMCA Classes - Sister Bay Qtr 1	03/31/2014	471.00	471.00	04/24/2014
	Total 20472				471.00	471.00	
20475	DOOR COUNTY CUSTOM STONE INC	2616	Stone for Pavilion	04/06/2014	12,200.00	12,200.00	04/17/2014
	Total 20475				12,200.00	12,200.00	
20504	EMPLOYER SERVICES LLC	E2806	Claims Management - HRA	04/15/2014	2,205.00	2,205.00	04/24/2014
			Health Insurance Policies		8,790.86	8,790.86	04/24/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	936767	Dependent Care - FSA	04/10/2014	100.00	100.00	04/17/2014
			Health Care FSA		414.00	414.00	04/17/2014
		941857	Benny Fee	04/15/2014	2.00	2.00	04/24/2014
			FSA fee		35.00	35.00	04/24/2014
Total 20505					551.00	551.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR0412140	PRINT PAPER CHECK TO UPDATE GL /	04/17/2014	2,799.28	2,799.28	04/18/2014
			PRINT PAPER CHECK TO UPDATE GL /		654.66	654.66	04/18/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,066.29	2,066.29	04/18/2014
		PR0426140	PRINT PAPER CHECK TO UPDATE GL /	05/02/2014	2,864.80	2,864.80	05/02/2014
			PRINT PAPER CHECK TO UPDATE GL /		669.96	669.96	05/02/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,097.23	2,097.23	05/02/2014
Total 20512					11,152.22	11,152.22	
20599	EVENSON LAUNDRY INC	677609	Entrance mats - Admin Bldg	04/24/2014	28.00	28.00	05/08/2014
			Entrance mats - Fire Station		72.00	72.00	05/08/2014
Total 20599					100.00	100.00	
30699	BRIAN FRISQUE SURVEYS INC	54589	Survey Old School property	04/22/2014	880.00	880.00	04/24/2014
Total 30699					880.00	880.00	
30701	FRONTIER	APR14M	Marina phone	04/07/2014	53.99	53.99	04/17/2014
		MAY14	Sports Cplx phone	04/25/2014	40.75	40.75	05/08/2014
		MAY14V	Admin Bldg phone	04/25/2014	176.41	176.41	05/08/2014
Total 30701					271.15	271.15	
30704	GANNETT WI NEWSPAPERS	8015502	Legal notices - Village	05/04/2014	284.72		
Total 30704					284.72	.00	
30706	GREAT LAKES SCUTTLEBUTT	2014	Marina ad - 3 issues	04/15/2014	1,500.00	1,500.00	04/17/2014
Total 30706					1,500.00	1,500.00	
30750	GOING CO INC	123964M-4	garbage - Marina	04/30/2014	98.43	98.43	05/08/2014
			recycling - Marina		29.15	29.15	05/08/2014
		123997V-4	recycle - Village	04/30/2014	752.79	752.79	05/08/2014
			garbage - Village		7,318.42	7,318.42	05/08/2014
		325803FS-4	recycling - Fire Station	04/30/2014	54.36	54.36	05/08/2014
Total 30750					8,253.15	8,253.15	
30751	GREAT-WEST	PR0412140	Great West Deferred Comp. DEFERRED	04/17/2014	1,233.64	1,233.64	04/18/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	04/18/2014
		PR0426140	Great West Deferred Comp. DEFERRED	05/02/2014	1,233.64	1,233.64	05/02/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	05/02/2014
Total 30751					3,150.00	3,150.00	
30753	GREAT LAKES TV SEAL INC	16280	Storm sewer work	04/25/2014	94.00	94.00	05/08/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30753					94.00	94.00	
31815	HERLACHE SMALL ENGINE INC	122466	leaf blower repair	04/08/2014	30.98	30.98	05/08/2014
			weedwacker repair		47.97	47.97	05/08/2014
		122569	leaf blower repair	04/18/2014	29.90	29.90	05/08/2014
Total 31815					108.85	108.85	
31818	JIM HIRSCHMILLER	9195	Safety shoes	04/24/2014	44.76	44.76	05/01/2014
Total 31818					44.76	44.76	
40956	INNOVATIVE PRINTING LLC	17801	BSD detour maps	03/31/2014	75.20	75.20	04/24/2014
			BSD detour maps		150.40	150.40	04/24/2014
			BSD detour maps		150.40	150.40	04/24/2014
Total 40956					376.00	376.00	
40963	INSPECTION SPECIALIST LLC	MARCH14	Building Inspection	03/31/2014	256.50	256.50	04/24/2014
Total 40963					256.50	256.50	
41001	MATTHEW JACKSON	41214	Meeting mileage	04/17/2014	105.51	105.51	04/24/2014
Total 41001					105.51	105.51	
41090	JUNGWIRTH'S ACE HARDWARE	2294-04	supplies - Shop supplies	04/30/2014	4.99		
			supplies - recreation		44.03		
			Maintenance - Grounds		1.32		
			Maintenance - Parks		43.86		
			Maintenance - Sports Complex		4.81		
			Seasonal Decorations - Christmas		14.98		
			Maintenance - Equipment Village		21.28		
			supplies - Office Marina		1.49		
			Boathouse		5.99		
			Pavilion		103.92		
Total 41090					246.67	.00	
41103	KANSAS CITY LIFE	21018-514	Disability Insurance	04/22/2014	396.48	396.48	04/24/2014
Total 41103					396.48	396.48	
41137	ROBERT KUFRIN	41914	Consultant fees - Admin.	04/19/2014	1,767.50	1,767.50	04/24/2014
Total 41137					1,767.50	1,767.50	
41205	LAMPERT'S LUMBER	20312525	Maintenance - TKH bldg	03/26/2014	9.60	9.60	05/08/2014
		20313400	Volleyball nets stands	04/10/2014	204.82	204.82	05/08/2014
		20313487	Street Signs	04/11/2014	75.24	75.24	05/08/2014
		20313511	Volleyball nets stands	04/11/2014	10.10	10.10	05/08/2014
		20313606	Volleyball nets	04/14/2014	41.80	41.80	05/08/2014
		20313792	Street Signs	04/16/2014	18.81	18.81	05/08/2014
		20314458	Maintenance - Village Hall	04/24/2014	45.00	45.00	05/08/2014
Total 41205					405.37	405.37	
41290	LUNDQUIST PLUMBING INC	17538	Water heater - Post Office	03/31/2014	585.84	585.84	04/17/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41290					565.84	565.84	
41319	MAY'S SPORT CTR	110335	Husqvarna push lawn mower	04/21/2014	289.95	289.95	05/08/2014
		110357	Lawnmower parts	04/22/2014	33.69	33.69	05/08/2014
Total 41319					323.64	323.64	
51329	MILTON PROPANE	151231	Propane - Firestation	04/22/2014	2,987.83	2,987.83	05/01/2014
		151737	Propane - Library	04/22/2014	350.99	350.99	05/01/2014
Total 51329					3,338.82	3,338.82	
51330	MINNESOTA LIFE	JUN14	Life Insurance -	05/01/2014	330.38	330.38	05/08/2014
Total 51330					330.38	330.38	
51400	PAUL NEUVILLE	724268	Projector project	03/28/2014	500.00	500.00	04/24/2014
Total 51400					500.00	500.00	
51401	JULIANA NEUMAN	JNEUMAN414	Reimb Medicare monthly premium	04/15/2014	104.90	104.90	04/17/2014
Total 51401					104.90	104.90	
51430	NEP INC	15032379R	Public copies	03/12/2014	21.65	21.65	04/17/2014
			General copies		499.59	499.59	04/17/2014
			Marina copies		11.57	11.57	04/17/2014
			Utility copies		29.22	29.22	04/17/2014
			Utility copies		43.41	43.41	04/17/2014
			Utility copies		10.85	10.85	04/17/2014
			faxes		9.12	9.12	04/17/2014
		15165662	Public copies	04/11/2014	15.50	15.50	04/17/2014
			General copies		569.61	569.61	04/17/2014
			Marina copies		11.62	11.62	04/17/2014
			Utility copies		6.24	6.24	04/17/2014
			Utility copies		9.27	9.27	04/17/2014
			Utility copies		2.31	2.31	04/17/2014
			faxes		10.86	10.86	04/17/2014
Total 51430					1,250.82	1,250.82	
51432	N DOOR COMMUNUNICATIONS INC	17051	Mann new phone	04/14/2014	149.95	149.95	04/24/2014
Total 51432					149.95	149.95	
61536	OFFICE DEPOT CREDIT PLAN	701392848001	External Hard Drive	03/24/2014	31.50	31.50	05/01/2014
			External Hard Drive		46.79	46.79	05/01/2014
			External Hard Drive		11.70	11.70	05/01/2014
			Envelopes - Car Show		6.50	6.50	05/01/2014
		701955035001	External Hard Drive	03/18/2014	89.99	89.99	05/01/2014
			Copy paper 8 1/2 x 11		29.65	29.65	05/01/2014
			Copy paper 8 1/2 x 11		1.15	1.15	05/01/2014
			Copy paper 8 1/2 x 11		1.72	1.72	05/01/2014
			Copy paper 8 1/2 x 11		.43	.43	05/01/2014
			Markers		2.06	2.06	05/01/2014
			Election supplies		4.92	4.92	05/01/2014
		701955320001	Election supplies	03/18/2014	2.79	2.79	05/01/2014
		701955321001	Ink - postage meter	03/18/2014	55.66	55.66	05/01/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61536					284.86	284.86	
61547	ORKIN PEST CONTROL INC	10024741B	carpenter ants - Info Booth	02/19/2014	89.96	89.96	04/17/2014
		92447201	spray Marina	04/15/2014	80.72	80.72	05/08/2014
		92447277	spray Admin Bldg	04/15/2014	84.64	84.64	05/08/2014
		92447278	spray Firestation	04/15/2014	85.26	85.26	05/08/2014
		92447619	carpenter ants - Info Booth	04/15/2014	89.96	89.96	05/08/2014
Total 61547					430.54	430.54	
61629	PORT - A - PIER INC	1147	Pier installation for season	05/06/2014	2,425.00		
Total 61629					2,425.00	.00	
61630	PIGGLY WIGGLY	111872	Election	04/01/2014	16.27	16.27	05/08/2014
		119236	Ground breaking Pavilion	04/25/2014	29.99	29.99	05/08/2014
Total 61630					46.26	46.26	
61637	PITNEY BOWES	41014	Postage for Meter	04/10/2014	200.00	200.00	04/17/2014
Total 61637					200.00	200.00	
61797	REINHARD PLUMBING INC	55417	Frozen water line - VH	03/05/2014	384.61	384.61	05/08/2014
		55418	Frozen water line - VH	03/11/2014	240.50	240.50	05/08/2014
		55419	Frozen water line - PO	03/11/2014	250.00	250.00	05/08/2014
Total 61797					875.11	875.11	
61963	PREMIER CONCRETE INC	1267851 AG	Pavilion	05/01/2014	3,204.00	3,204.00	05/08/2014
Total 61963					3,204.00	3,204.00	
71907	SCHENCK BUSINESS SOLUTIONS INC	SC10025239	Audit examination - Village	04/17/2014	4,840.00	4,840.00	04/24/2014
			Audit examination - Marina		320.00	320.00	04/24/2014
			Audit examination - TIF Dist		580.00	580.00	04/24/2014
Total 71907					5,740.00	5,740.00	
71914	SHOPKO STORES LLC	4937	Car wax for trucks	04/11/2014	16.99	16.99	05/08/2014
Total 71914					16.99	16.99	
71925	SISTER BAY AUTO	65537	2005 Chevy - maintenance	04/23/2014	59.22	59.22	05/01/2014
		65560	2000 Ford F350 - maintenance	04/24/2014	53.69	53.69	05/01/2014
		65565	1997 Ford F350 maintenance	04/24/2014	45.82	45.82	05/01/2014
Total 71925					158.73	158.73	
71926	SISTER BAY SEWER & WATER	1107	DC Computer cr used for parks bldg	03/31/2014	449.75	449.75	05/08/2014
		1108	Consulting - Village Stormwater SJ	04/30/2014	1,131.30	1,131.30	05/08/2014
			Consulting - Village Stormwater MS		147.25	147.25	05/08/2014
			Staff time on stormwater - SJ		100.56	100.56	05/08/2014
Total 71926					1,828.86	1,828.86	
71927	SISTER BAY/LIBERTY GROVE FIRE	NBELL	Projector project	03/31/2014	408.16	408.16	04/24/2014

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71927					408.16	408.16	
72025	TOWNLINER TIMBER SERVICES INC	42214	Tree removal - Marina Park	04/22/2014	160.00	160.00	04/24/2014
Total 72025					160.00	160.00	
72029	TOWN OF SEVASTOPOL	2014-25	video recording - board meeting	03/19/2014	200.00	200.00	04/17/2014
		2014-48	video recording - board meeting	04/15/2014	250.00	250.00	04/24/2014
Total 72029					450.00	450.00	
73007	VOIGHT AUTOMOTIVE	26249	repair 2011 Ford Ranger	04/24/2014	31.74	31.74	05/08/2014
		26256	repair 1994 Chev S10 pickup	04/24/2014	42.74	42.74	05/08/2014
Total 73007					74.48	74.48	
81988	WARNER-WEXEL WHOLESAL	109909	custodial supplies - Village	04/15/2014	41.94	41.94	05/08/2014
		109968	custodial supplies - Village	04/16/2014	575.40	575.40	05/08/2014
Total 81988					617.34	617.34	
82350	WI PUBLIC SERVICE	APR14	Street Lights	04/30/2014	2,134.67	2,134.67	05/08/2014
			Old School		12.70	12.70	05/08/2014
			Fire Station		998.76	998.76	05/08/2014
			Parks Lights		48.72	48.72	05/08/2014
			Sports Complex		359.86	359.86	05/08/2014
			Dock		641.20	641.20	05/08/2014
			J Dock		331.37	331.37	05/08/2014
			Boathouse		10.57	10.57	05/08/2014
			Old Fire Station		147.91	147.91	05/08/2014
			Swale Pump		31.63	31.63	05/08/2014
			Bike Trail Lights		100.28	100.28	05/08/2014
			Admin Bldg		433.64	433.64	05/08/2014
			Village Hall		362.65	362.65	05/08/2014
		MAR14HP	Parks Lights	03/30/2014	15.24	15.24	05/08/2014
Total 82350					5,629.20	5,629.20	
92402	ZEISE CONSTRUCTION INC	1394	Pavilion	04/30/2014	21,587.40		
Total 92402					21,587.40	.00	
99998	ONE TIME VENDOR	BAGSBOWS	Car show swag bags	04/30/2014	30.17		
Total 99998					30.17	.00	

Total Paid: 112,992.57

Total Unpaid: 27,883.27

Grand Total: 140,875.84

Dated: 5/08/14

Staff: Juliana Newman

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
13260	BHIRDO'S BY THE BAY	15393	vehicle fuel allocation	03/31/2014	204.30	204.30	04/16/2014
			vehicle fuel allocation		303.53	303.53	04/16/2014
			vehicle fuel allocation		75.88	75.88	04/16/2014
			equipment fuel allocation		102.14	102.14	04/16/2014
			equipment fuel allocation		151.75	151.75	04/16/2014
			equipment fuel allocation		37.94	37.94	04/16/2014
	Total 13260				875.54	875.54	
17506	CELLCOM	836028	cellphones	04/05/2014	42.41	42.41	04/16/2014
			cellphones		63.00	63.00	04/16/2014
			cellphones		15.75	15.75	04/16/2014
			j. neuman		51.12	51.12	04/16/2014
	Total 17506				172.28	172.28	
20009	DOOR COUNTY GIS/LIO DEPT	40009625	pictometry imaging	05/06/2014	738.50		
			pictometry imaging		738.50		
			pictometry imaging		422.00		
	Total 20009				1,899.00	.00	
20012	DORNER INC	11099	water system repairs	04/28/2014	2,162.00	2,162.00	05/07/2014
	Total 20012				2,162.00	2,162.00	
20013	DOOR COUNTY GLASS & MIRROR	41838	windshield for 2001 Ford truck	05/06/2014	125.58		
			windshield for 2001 Ford truck		186.58		
			windshield for 2001 Ford truck		46.65		
	Total 20013				358.81	.00	
20452	DOOR COUNTY ADVOCATE	CCR AD	CCR display ad	04/05/2014	991.00	991.00	04/30/2014
	Total 20452				991.00	991.00	
20513	ENERGENECS INC	0028183-IN	collection system pump repair	04/16/2014	3,053.75		
		0028245-IN	WWTP equipment maintenance	04/28/2014	1,115.00		
		0028273-IN	collection system pump repair	04/30/2014	800.00	-	
	Total 20513				3,368.75	.00	
30642	FRONTIER COMMUNICATIONS	APR2014	telemetry allocation	04/19/2014	5.44	5.44	04/30/2014
			telemetry allocation		5.44	5.44	04/30/2014
			telemetry allocation		2.72	2.72	04/30/2014
		MAY 2014	telemetry allocation	04/25/2014	56.80	56.80	04/30/2014
			telemetry allocation		56.80	56.80	04/30/2014
			telemetry allocation		28.40	28.40	04/30/2014
	Total 30642				155.60	155.60	
31816	HAWKINS INC	3582706 RI	chemicals - Water	04/10/2014	188.22	188.22	04/23/2014
			chemicals - WWTP		467.03	467.03	04/23/2014
	Total 31816				655.25	655.25	
40963	ITU ABSORB TECH	5827360	WWTP laundry service	04/01/2014	58.70	58.70	05/07/2014
		5833582	WWTP laundry service	04/15/2014	56.81	56.81	05/07/2014
		5839491	WWTP laundry service	04/29/2014	58.70	58.70	05/07/2014

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 40963					174.21	174.21	
41005	STEVEN JACOBSON	APRIL 2014	postage	04/30/2014	6.29	6.29	05/07/2014
			mileage		53.07	53.07	05/07/2014
			mileage		40.60	40.60	05/07/2014
			mileage		35.07	35.07	05/07/2014
			mileage		25.51	25.51	05/07/2014
			mileage		25.51	25.51	05/07/2014
Total 41005					186.05	186.05	
41090	JUNGWIRTH'S ACE HARDWARE	APRIL 2014	distribution parts	04/30/2014	6.49		
			misc. other supplies		39.54		
			water plant maintenance		39.56		
			misc. other supplies		20.08		
			WWTP structure maintenance		6.99		
			misc. other supplies		2.08		
			lift station/force main maint		14.38		
Total 41090					129.12	.00	
41196	LAKESHORE WASTE SYSTEMS INC	37140	sludge - hauling	04/08/2014	2,285.00	2,285.00	04/16/2014
Total 41196					2,285.00	2,285.00	
41200	L & S ELECTRIC INC	456125	collection system maint - impeller	04/17/2014	4,422.00	4,422.00	04/30/2014
		457402	WWTP - disc aeration repair	05/06/2014	1,158.00		
Total 41200					5,580.00	4,422.00	
41205	LAMPERT'S	20314226	BSD project - foam board/water system	04/22/2014	108.56	108.56	05/07/2014
Total 41205					108.56	108.56	
51324	MILLIGAN, CHRIS	EINHARD 55408	thaw frozen lateral	04/30/2014	922.63	922.63	05/07/2014
Total 51324					922.63	922.63	
51325	MILTON PROPANE	T151245	propane	04/23/2014	974.38	974.38	04/30/2014
Total 51325					974.38	974.38	
51400	NCL OF WISCONSIN INC	336964	WWTP lab supplies	04/11/2014	2,315.60	2,315.60	04/23/2014
		337794	WWTP lab supplies	04/30/2014	605.72	605.72	05/07/2014
Total 51400					2,921.32	2,921.32	
51432	NORTHERN DOOR COMMUNICATIONS	17041	cell phone accessory	04/07/2014	6.98	6.98	04/16/2014
			cell phone accessory		10.38	10.38	04/16/2014
			cell phone accessory		2.59	2.59	04/16/2014
Total 51432					19.95	19.95	
51436	NORTHERN LAKE SERVICES INC	252618	WWTP sample testing	04/14/2014	16.00	16.00	04/23/2014
Total 51436					16.00	16.00	
61610	PAPER WORK PLUS LLC	27434	printing supplies	04/04/2014	4.90	4.90	04/23/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			printing supplies		7.27	7.27	04/23/2014
			printing supplies		1.82	1.82	04/23/2014
			BSD project - construction photos		2.44	2.44	04/23/2014
			BSD project - construction photos		2.44	2.44	04/23/2014
			BSD project - construction photos		1.21	1.21	04/23/2014
		27672	BSD project - construction photos	04/16/2014	3.02	3.02	05/07/2014
			BSD project - construction photos		3.02	3.02	05/07/2014
			BSD project - construction photos		1.50	1.50	05/07/2014
		27707	BSD project - construction photos	04/18/2014	6.50	6.50	05/07/2014
			BSD project - construction photos		6.50	6.50	05/07/2014
			BSD project - construction photos		3.24	3.24	05/07/2014
		27832	BSD project - construction photos	04/25/2014	2.55	2.55	05/07/2014
			BSD project - construction photos		2.55	2.55	05/07/2014
			BSD project - construction photos		1.28	1.28	05/07/2014
					<u>50.24</u>	<u>50.24</u>	
61640	QUALITY STATE OIL INC	2613791	generator oil	04/09/2014	82.43	82.43	04/23/2014
			generator oil		122.47	122.47	04/23/2014
			generator oil		30.62	30.62	04/23/2014
					<u>235.52</u>	<u>235.52</u>	
61977	STURGEON BAY UTILITIES	009522	sludge processing	04/22/2014	1,700.63	1,700.63	04/30/2014
					<u>1,700.63</u>	<u>1,700.63</u>	
61979	SHOPKO STORES	04937	custodial supplies allocation	04/11/2014	8.50	8.50	05/07/2014
			custodial supplies allocation		2.97	2.97	05/07/2014
			custodial supplies allocation		4.42	4.42	05/07/2014
			custodial supplies allocation		1.10	1.10	05/07/2014
					<u>16.99</u>	<u>16.99</u>	
71922	TOP SHELF CAFE & GOURMET	9976	UPS shipping	04/07/2014	21.32	21.32	05/07/2014
					<u>21.32</u>	<u>21.32</u>	
71925	SISTER BAY AUTO	65377	portable generator oil filter	04/08/2014	3.97	3.97	04/30/2014
			portable generator oil filter		5.90	5.90	04/30/2014
			portable generator oil filter		1.47	1.47	04/30/2014
					<u>11.34</u>	<u>11.34</u>	
72054	USA BLUEBOOK	332610	chart supplies	04/29/2014	134.52	134.52	05/07/2014
			marking paint		61.19	61.19	05/07/2014
					<u>195.71</u>	<u>195.71</u>	
72058	UNIVAR INC	MW729576	chemicals - sludge treatment	04/28/2014	1,491.20	1,491.20	05/07/2014
					<u>1,491.20</u>	<u>1,491.20</u>	
73100	VILLAGE OF SISTER BAY	529	County snow removal	03/31/2014	25.75	25.75	04/23/2014
	STELLA MARIS		Stella Maris snow plowing paid to utility	04/22/2014	766.29	766.29	04/23/2014
					<u>792.04</u>	<u>792.04</u>	
80025	WI RURAL WATER ASSOC	2014/15 DUES	membership dues MB	05/02/2014	35.00	35.00	05/07/2014

SISTER BAY UTILITIES

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Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 80025					35.00	35.00	
80028	WISCONSIN DNR - OP CERT	OP CERT 2014	M Schell op cert	04/12/2014	45.00	45.00	04/30/2014
Total 80028					45.00	45.00	
82350	WI PUBLIC SERVICE	11757578-00000	electricity - water system	04/23/2014	1,444.65	1,444.65	04/30/2014
			electricity - wastewater plant		4,892.15	4,892.15	04/30/2014
			electricity - lift stations		432.32	432.32	04/30/2014
			electricity - info booth		29.52	29.52	04/30/2014
Total 82350					6,798.64	6,798.64	
82351	WIS PUBLIC SERVICE	APR 2014	Well #3 - LGUD	04/11/2014	104.06	104.06	04/16/2014
			Well #3 - Sister Bay		312.18	312.18	04/16/2014
Total 82351					416.24	416.24	

Total Paid: 28,851.64
 Total Unpaid: 6,913.68
 Grand Total: 35,765.32

Dated: 5/08/14

Staff: Juliana Neuman

Sister Bay & Liberty Grove Fire Board Meeting April 21, 2014

The meeting was called to order April 21, 2014 at 8:00 am by Lou Covotsos

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

In attendance Chris Hecht, Bill Randall

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

A motion was made by Lou Covotsos to approve the minutes of the previous meetings, seconded by Nancy Goss. Motion passed with no discussion.

There was no public input.

Discussion Items:

- 1) Chief's Report
 - a) The run totals were passed out. We have added mutual aid calls to the list. The calls are still at 1/3 village 2/3 town. The village is slightly higher on EMRs call because of the Scand.
 - b) The new SCBAs are here and in service. The matching portion of the grant was \$8,370.00. We are in the process of selling the old SCBAs and have received \$6,300.00 and expect to get an additional \$1,000.00. Per the grant fund documents, the proceeds from the sale of item replaced by the grant fund go back into the matching grant fund.
 - c) FEMA communication grant (1.125 million) is ongoing. We have requested more than half of the funds. All of the invoices for the grant come to the fire department and we pay after the consulting firm approves them. Then we bill the county for the matching grant portion.
 - d) The start up of community based CPR classes is in progress. We have received \$2,000.00 from SBLGFFA and \$1,800.00 from the NorDor First Responders. We have purchased the training manikins and training AEDs. The question was asked why we are starting this program. There have been several requests from business in the community for CPR classes. It is difficult to get NWTC to hold classes in the area when we need them. The charge for the class will be enough to recover the cost of student registration in the CPR program. The only ongoing cost for the fire department will be pay from the instructors.
 - e) MAVIS was approved by the Town and the Village. The other departments in the county are in the process of approving MAVIS. When all of the departments have approved MAVIS we will submit the request to the state.
 - f) We are in the process of relicensing all of the EMR and the department. This is required to be done every two years.
 - g) We have been asked to participate in Old Ellison Bay Days to pancakes. The proceeds will go to Secret Santa.
 - h) There will be a car show sponsored by the village on the Sunday of Memorial Day weekend. We will be taking fire equipment to the show.

- 2) Clerk/Treasurer Report
 - a) Copies of the first quarter's fire calls were passed out. All of the calls are reported to NIFERS and the codes we use are their codes.
 - b) List of checks for the first quarter were passed out.
 - c) List of transactions for first quarter were passed out.
 - d) A spread sheet of 2014 transactions for the first quarter was passed out.
 - e) A motion was made by Lou Covotsos to approve the treasurer's report, seconded by Scott Baker. Motion passed with no further discussion.
- 3) Audit – Review / Accept
 - a) A copy of the audit report was e-mailed to the board, town and village.
 - b) It was brought up at the town meeting by Frank Forkert.
 - c) A motion was made by Lou Covotsos to accept the audit report, seconded by Nancy Goss. Passed with no further discussion.
- 4) Community Based CPR – Discussion / Action
 - a) See Chief's report
- 5) Fire District – Discussion
 - a) The budget projections have been updated and sent to the committee.
 - b) There is some urgency in getting the agreement to be signed this year with the district being formed in the next few years.
- 6) Set Date for Next Meeting
 - a) June 2, 2014 8:00 am. Sister Bay fire station.

A motion was made by Lou Covotsos to adjourn, seconded by Nancy Goss. Motion passed with no discussion.

Submitted by
Bill Randall
Fire Board Clerk

March 6, 2014 Minutes of the Sister Bay Historical Society Board of Directors

Present: Fred Johnson, Don Howard, Catherine Peot, Linda Johnson, Eloise Lindem, Jill Lhost, Karen Sunstrom, John Fletcher, Pat Wisner,

Guests; Ron Hupe, Shari Rosenquist

Meeting called to order at 4:00PM by President Fred Johnson.

Motion by Pat Wisner to approve minutes with correction of February 6, 2014. Second by Karen Sunstrom. Passed. Correction being the wording of docent to employee.

Motion by Jill Lhost to approve treasurer's report for March. Second by Pat Wisner. Passed.

Electrical audit was requested for COTP.

Curator report sent electronically was read.

Advertising/Publicity report by Pat Wisner. Ron Hupe was introduced and gave information on the remake of the newsletter.

Motion by Don Howard to print and fold 1500 copies of the newsletter for distribution. Second by Catherine Peot. Passed

Motion by Jill Lhost to authorize up to \$500.00 for newsletter project. Second by Don Howard. Passed.

No report from the Building and Grounds at this time.

John Fletcher and Committee met to review applicants for Lead Docent. Recommended for this position was Shari Rosenquist. Motion by Karen Sunstrom to accept the committee recommendation to hire Lead Docent, Shari Rosenquist. Second Linda Johnson. Passed.

Motion by Jill Lhost to accept the proposed budget for 2014. Seconded by John Fletcher. Passed.

Motion by John Fletcher to accept the additional membership levels as requested by Eloise Lindem of \$25.00 per family. Second by Linda Johnson. Passed.

Motion by John Fletcher to move \$10,000 to general fund from the Peg Foster Trust, recently received. Second by Don Howard. Passed.

John Fletcher passed copies of the Heritage Programs for the 2014 season.

Eloise Lindem requested volunteers for spring cleaning.

Motion by John Fletcher to Adjourn at 5:40pm. Second by Don Howard. Passed.

Respectfully Submitted,

Lynnea Hickey

**Sister Bay / Liberty Grove Library Commission
Meeting April 8, 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, Allen Strack, Frank Forkert, Pam Abshire, Henry Timm and Ralph Blankenburg.

Absent: Margot Warch,

Public Input: None

Review and Approve the Minutes of the February 18, 2014 Meeting:

Frank Forkert moved and Virginia Phelan seconded a motion to approve the minutes of the February 18, 2014 meeting as corrected. The motion passed 5-0.

Review and Approve Payment of Bills:

FLS Banners	American Flags	\$192.52
Jeffery Ward	Water Leak	\$50.00
Sparkle Cleaning Service	General Cleaning	\$660.00
Jungwiths Ace Hardware	Buckets	\$19.56
Village of Sister Bay	Board Erasers	\$7.78
Frontier	Telephone	\$120.04
SimplexGrinnell	Fire Monitoring	\$556.24
SimplexGrinnell	Sprinkler Service	\$662.19
Ralph Blankenburg	Virus Protector/ Postage	\$24.44
Village of Sister Bay	Propane	\$1,423.98
Wisconsin Public Service	Electric	\$788.88
Village of Sister Bay	Propane / Two Bills	\$1,754.17
Sparkle Cleaning Service	General Cleaning / Water Cleanup	\$1,020.00
Jungwiths Ace Hardware	Marking Paint	\$7.49
Chewy & Teo Roofing	Remove Snow From Roof	\$150.00
Reinhard Plumbing, Inc.	Thaw Water Lateral	\$735.75
Village of Sister Bay	Propane	\$650.02
Frontier	Telephone	\$119.01
Village of Sister Bay	Fire Sprinkler Water	\$110.00
Village of Sister Bay	Domestic Water	\$297.84
Total		\$9,349.91

Allen Strack moved and Pam Abshire seconded a motion to approve the payment of the bills. The motion passed 5-0.

Librarians Report

Statistics comparing March 2014 with March 2013.

Circulation:

2014: 4,303

2013: 5,209

People Count:

2014: 2,937

2013: 3,064

Overdrive:

E-books uses:	Audio-books Uses:
---------------	-------------------

2014: 251	67
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2013: 164	39
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Wireless:

2014 448 users

2013 415 users

Public Computer Use (SAM)

2014 370 Sessions	13,259 total minutes
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2013 377 Sessions	12,994 total minutes
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It's been an interesting and challenging winter for all of us. Here at the library, we've dealt with frozen water pipes, expensive fuel, and some leaks from melting snow, along with the challenges of winter storms and their accompanying snowy parking lots and roads. It's good to have the winter of 2013-2014 in our rear view mirror.

Audit:

We have not received a report yet.

Roof Problems:

Ralph Blankenburg reported that we had a water leak on the southwest side of the building and he had the roof shoveled. The roofers also came back the next day and broke up the ice on the roof. The leaks have stopped.

Ceiling Repair:

Ralph Blankenburg reported that the ceiling has some cracks in it from the water leaks. Pam Abshire moved and Allen Stack seconded a motion to have Sparkle Painting Service repair the ceiling. The motion passed 5-0.

Accident:

Ralph Blankenburg reported that a lady tripped and fell on a raised piece of concrete on our sidewalk. It had heaved in the last week, probably as the frost started to come out of the ground. Connie had taken the information and taken pictures of the walk and the lady's damaged jeans and glass case. Her Underalls were also torn. Ralph filled out an accident report and turned it into the Village and they sent it to the insurance company. Photos of the

walk and damaged jeans and glass case were forwarded to the Village. Ralph then purchased some orange concrete marking paint and sprayed the raised edge. The Commission will have the walk repaired after the spring thaw.

Back Yard Project:

Dedication date was set for July 12 @ 11:00 A.M.

Ralph Blankenburg will setup a price of the benches and tables with pictures for us to solicit donations.

Committee Reports:

None.

Next Meeting:

May 13th at 1:00 p.m.

Adjourn:

It was moved by Pam Abshire and seconded by Allen Strack to adjourn at 2:30 P. M.

Submitted by: Ralph Blankenburg.

1 MARINA COMMITTEE MEETING MINUTES
2 TUESDAY APRIL 8, 2014
3 SISTER BAY FIRESTATION – 2258 MILL ROAD
4 UNAPPROVED
5

6 **Called to order:** 2:00 P.M.

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

10 **Excused:** Kevin Roberts
11

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

15 **Others:** Jim Robinson, Connie Carlson
16

17 **Approval of Agenda: Motion by Flegel/Second by Solomon to approve the agenda.**

18 **Carried**
19

20 **Approval of Minutes: As to the minutes for the March 18th, 2014 meeting of the Marina**
21 **Committee: Motion by Duffy/Second by Solomon to approve with corrections.**

22 **Carried**
23

24 **Comments and Correspondence:** Jim Robinson of Shoreline Charters provided Tatzel copies of
25 the registrations for his boats and the insurance policies.
26

27 Solomon provided a Marina Fest update. He spoke with Waterboard Warriors. They are “super
28 excited” to appear again at Marina Fest. They always hold the date open as their last
29 performance of the year. Solomon’s contact said he would send a list of all the activities that
30 they offer along with the ski show for the Marina Fest committee to consider expanding
31 opportunities for their guests.
32

33 **Business Item #1 Discussion and consider a motion on short term planning for improvements**
34 **for the 2014 season.** Tatzel presented to the Committee a bid for privacy partitions for toilets
35 and showers for the boaters’ restrooms. This bid is not for the interior walls. The next bid was
36 for the Mitsubishi Ductless Split Air Conditioning/Heat Pump System for the boaters’
37 bathrooms. She has another company coming out later in the week to give a second proposal.
38 Another proposal was for the counter tops for the men’s and women’s boater’s restrooms. It
39 included figures for the countertops in the office area. The bid showed several qualities at
40 varying prices. Tatzel said one inexpensive alternative is to look for a remnant for replacing the
41 back counter in the office. Tatzel inquired if the committee had any suggestions regarding the
42 spacing of two or three sinks in the men’s boater restrooms. The committee recommended
43 maintaining three sinks in the area. Committee members suggested exploring the cost of
44 natural stone. An alternative argument was made that natural stone is more work to maintain.

1 Jackson steered the committee to discuss the heating/ air conditioning units recommended for
 2 the boater restrooms. A request was made to allow Tatzel to move forward with the project
 3 and accept the lowest bidder or a Village bidder within ten percent of the quoted lowest bid.

4
 5 **Motion by Clove/Second by Sunstrom that Tatzel can approve the low bidder for the A/C**
 6 **Heat Pump System after submitting requests to the local companies.**

7 **Carried**

8
 9 Tatzel is working with a local contractor to get a rough estimate on what replacing the fixed B
 10 dock with a floating dock would cost. Tatzel will get in touch with Petroleum Equipment
 11 Services to get an idea what the cost would be to install a fuel station at the end of B dock.

12
 13 The discussion moved along to the public bathrooms. Tatzel told the committee that the
 14 partitions are rusty and need replacing. The floor tile is separating from the concrete.

15
 16 Clove inquired about the office lobby/boaters lounge and the flooring. She informed the
 17 committee the tile floor in the lobby has an attractive appearance. Her minimum desire is to
 18 update furniture and update a work space with a different counter top.

19
 20 Tatzel informed the committee she has a strong desire to bring the public bathrooms up to
 21 code. It entails moving fixtures and removing the shower wall. At the very minimum the floor
 22 tile in the men's public restroom and the privacy partition must be replaced. Tatzel has
 23 budgeted for these minimum updates in her five year plan.

24
 25 It is a desired long range plan for the marina is to have a new office building. Solomon posed
 26 the question can the Marina could afford to tear down the existing building and build new.
 27 Jackson responded that it would be dependent upon on the time scale and if there was revenue
 28 generated by fuel. It was suggested we need to get a better handle on the return on investment
 29 from fuel. Clove suggested that public bathrooms be covered by waterfront park projects. He is
 30 concerned about the experience of the transient boater guest. The committee wishes to bring
 31 boaters' restroom up to an acceptable level. The committee desires to update the boaters'
 32 restroom not to spend the money on the public bathrooms. Many committee members feel the
 33 Village should pay to maintain the public restrooms. Other members countered that the public
 34 bathrooms reflect negatively on the marina if they do not have some updating.

35
 36 Jackson explained that the Village is dependent upon the Marina for a PILOT payment.
 37 Committee members are asking the Village to pay bathroom updates. The Village has many
 38 projects going on at one time. It is a challenge for the Village to fund the projects with the
 39 strapped tax levy. It was asked if these payments fit into the long term plan of the marina or if
 40 the PILOT payment will eventually be removed. It is not determined at this time.

41
 42 **Motion by Solomon/Second by Duffy Repair the Public bathrooms: partitions and tile.**
 43 **Boater's bathrooms: new partitions, air/conditioning, Corian counter tops; Office: new**
 44 **counter top. Put a list together of the final bids. Separate public cost from boater's cost.**

1 **Submit to Finance Committee for approval to release the \$25,000. Once funds are released**
 2 **Tatzel has authority to move forward.**

3 **Carried**

4

5 Tatzel requested permission to explore how much it would cost to bring the public restrooms
 6 up to date. The committee recommends Tatzel to get a CAD drawing to update the public
 7 restroom to code with the cost to be not greater than \$300.

8

9 **Business item #2 Discussion on comprehensive planning**

10

11 Tatzel will contact a local contractor to get a ball park figure on upgrading B Dock to a floating
 12 dock.

13

14 Clove suggested replacing stationary piers on A dock a few each year as the budget allows.
 15 There were concerns that doing it piecemeal could cause problems down the line. Sunstrom
 16 and Tatzel voiced concern regarding long range planning.

17

18 The discussion moved to the installation and profitability of fuel. Fuel is believed to be a high
 19 revenue generator. Clove has done research and created models to illustrate the profitability of
 20 selling fuel.

21

22 **Business Item #3 Discussion and consider a motion to recommend to the Board of Trustees an**
 23 **amendment to the Marina Fest By-laws.**

24

25 A discussion ensued to determine how many members were needed for the Marina Fest
 26 committee. Efforts were made to include the Marina Manager to receive voting rights. In
 27 addition, the committee took into account how to maintain the appropriate members for a
 28 quorum.

29

30 **Motion by Duffy/Second by Solomon to modify #2 to state: Membership of the Marina Fest**
 31 **committee shall be the Marina Committee chairperson, member of the Parks committee, the**
 32 **Marina Manager and a citizen alternate.**

33 **Carried.**

34

35 The Committee agreed to strike Item #3 of the proposed by-laws.

36

37 Solomon left at 3:24. There was still a quorum present.

38

39 **Business Item #4 Discussion regarding marina activities with Wendy Tatzel, Marina Manager.**

40 A loyal customer has purchased a larger boat. The boat is 72' in length. The boat is wired with
 41 100 amp service. He would like to have a 100 amp hook up dockside. He spoke with Mike
 42 Maltby, from Action Electric and requested a quote to the cost of the installation. The owner
 43 would entertain paying for the upgrade and consider making a donation. The committee
 44 suggested that once it's installed; the Marina should advertise that 100 amp service is available.

1 Tatzel will be working three full days a week in April to catch up with the work load. She is
2 conscious of her budgeted hours and will maintain staying within them.

3
4 June reservations are down again this year. Partly due to the cold weather. There is a three year
5 trend with minimal reservations being placed for the month of June. July is a little up for this
6 time of year. The first week of August is booking up. The C dock slips near the launch ramp are
7 nearly booked. Most of the reservations are from boats being hauled by trailer. Committee
8 members suggested that once May begins that larger cruising vessels will reserve slips.

9
10 Tatzel is making calls on seasonal slips. There are a couple of the 40' slips are open. D105 is
11 available to be transferred to a commercial slip. Tatzel will offer it to commercial slip holders
12 for lease. One 32' slip will be open for the season. Tatzel is going to use both sides of one of the
13 seasonal docks: A46 and A47 as a courtesy dock. The cost is \$2/hour.

14
15 Tatzel will be moving back to the Marina office within the next couple of weeks. Administrator
16 Jackson said this would be the last year that she has to make that move.

17
18 Interviews will be happening in the third and fourth weeks of April. Open positions include a
19 trainee, a full time Dock Master and an Assistant Manager.

20
21 There is damage to the two floating piers at the end of A Dock. Water got in between the float
22 and the physical pier, froze and separated the float from the pier. Steve Mann contacted Port-
23 a-Pier and requested an estimate for repairs.

24
25 Door County Harbor Guide – Jackson has done a lot of leg work on getting the conversation
26 started on its development. Old publications are no longer in production. The Door County
27 Visitor Bureau is not interested in helping with this publication unless they get paid for their
28 work. Tatzel sought guidance from the committee as to what they would like to see developed.
29 The committee suggested putting together something in house or working with a graphic
30 designer. Michigan's guide is exemplary. It was suggested that we provide our own page to put
31 in Michigan's guide. Additional suggestions included networking with other marinas to develop
32 a guide.

33
34 **Business Item #5 Update on reservations and opening of the Boat House.**

35 Tatzel told the committee that there are eight reservations for the Boat House for the season.
36 The end of July into August is booked. June bookings are light. Tatzel asked the committee if we
37 should reduce the rate for the month of September. She is budgeting a \$1000 for marketing on
38 the internet for Boat House. Tatzel is considering advertising with several different websites
39 vendors.

40
41 The Boat House needs a good spring cleaning. She is going to explore cleaning costs. She would
42 like to install shelving above the washer and dryer. There may be a committee member willing
43 to donate some cabinets. There will be landscaping done outside the front entryway, new
44 shrubs and flowers. Tatzel will probably hold off to the end of April to open the Boat House to

1 avoid paying unnecessary utilities. The Boat House official opens May 15th. The Village still
2 needs to have new laterals installed to the Boat House and Village Hall.

3

4 **Business Item #6. Discussion regarding matters to be placed on a future agenda or referred to**
5 **a committee, official or employee.** Discuss the development of a harbor guide and
6 comprehensive planning.

7

8 **Motion by Flegel/Second by Sunstrom to adjourn at 4:07 P.M.**

9 **Carried**

10

11 Respectfully submitted

12

13

14 Christy Sully

15 Clerk/Treasurer

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, APRIL 9, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The April 9, 2014 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:05 P.M.*

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

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

14
15 **Others:** Dan Roarty of Dimension IV, Alissa Jacobson, Drew Richmond of the YMCA,
16 Paige Funkhouser and Ron Kane.

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

19 Lienau asked if anyone wished to address a non-agenda item.

20
21 Paige Funkhouser noted that the SBAA Egg Hunt will be conducted in Waterfront Park on
22 Saturday, April 19, 2014. She also indicated that several people have complained about
23 excessive amounts of dog feces being on the Mill Road sidewalk. Jackson and Suppanz
24 are aware of the complaints and will be addressing that issue in this week's earned media
25 campaigns.

26
27 Jackson read an e-mail he had received from Dorner Construction concerning detour
28 routes aloud. Clean-up should be done on April 24, 2014 and April 25, 2014.

29
30 Copies of e-mails from and to Suppanz, Jan Johnson of the Town of Liberty Grove and
31 Doug Smith of the Town of Liberty Grove were included in the meeting packets. Those e-
32 mails pertain to the collaborated Shredding Appliance Recycling Days which are
33 scheduled to be conducted at the Liberty Grove Town Hall on Saturday, June 21, 2014 and
34 Saturday, September 20, 2014.

35
36 **Approval of minutes as published:**

37 *A motion was made by Clove, seconded by Baker that the minutes for the January 8, 2014*
38 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

39
40 **Approval of Agenda:**

41 *A motion was made by Clove, seconded by Baker that the Agenda for the April 9, 2014*
42 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

43
44 **Business Items:**

45 **Item No. 8. Discussion regarding Alissa Jacobson's proposal to conduct yoga classes at**
46 **the beach and on the dock from June through August:**

47 A proposal from Alissa Jacobson, who would like to conduct yoga classes at the beach and
48 on the dock from June through August, was included in the meeting packets. Jacobson

1 would also like to use the Village Hall as a back-up location in case of inclement weather.
 2 Discussion took place regarding Jacobson's proposal, and it was the consensus that
 3 permission shall be granted for her to conduct the yoga classes on a one year trial basis. It
 4 was also the consensus that Jacobson shall be charged use fees of \$25 plus tax per day.
 5 Mann noted that scheduling issues may arise if mowing is not allowed during the classes,
 6 and Jacobson indicated that she is willing to work around the mowing schedule.

7
 8 *A motion was made by Clove, seconded by Baker that Alissa Jacobson is granted*
 9 *permission to use the Village of Sister Bay's beach and dock for yoga classes, with the*
 10 *Village Hall as a back-up location, from June through August of 2014 on a one year trial*
 11 *basis. Jacobson shall complete and submit a Facility Use Application, and provide a class*
 12 *schedule to the employees in the Administration Office ASAP. A \$100 security deposit will*
 13 *be required, and Jacobson will be charged use fees of \$25 plus tax for each day that she*
 14 *uses any of the previously mentioned facilities. Motion carried – All ayes.*

15
 16 **Item No. 10. Discussion regarding the YMCA rack card for 2014:**

17 A draft of the YMCA rack card for 2014 was included in the meeting packets and the
 18 Committee members jointly reviewed that document. During the review process some font
 19 changes and graphic design revisions were suggested, and Drew Richmond took note of all
 20 of them. He will see that a revised draft is provided to the employees in the Village Office
 21 ASAP.

22
 23 Richmond suggested that the day camp hours be changed from 8:00 A.M. to 5:00 P.M.
 24 versus 8:30 A.M. to 4:30 P.M. like last year, and it was the consensus that the suggested
 25 schedule revisions will be acceptable.

26
 27 *At 2:38 P.M. a brief recess was taken and the Committee members reconvened at 2:45*
 28 *P.M.*

29
 30 **Item No. 1. Discussion regarding the Pavilion Project: Update on the timeline and**
 31 **selection of material colors; and scheduling of a groundbreaking ceremony:**

32 Dan Roarty of Dimension IV presented an updated pricing sheet for the Pavilion Project,
 33 and the Committee members jointly reviewed that document. The State Inspector has
 34 reviewed the plans for the pavilion and indicated that slightly larger landings will be
 35 required. Roarty presented samples of the shingles, stone, trim and fascia which will be
 36 utilized on the pavilion. He also presented color samples for the beams and asked what
 37 was preferred. It was the consensus that the lighter paint sample which was presented by
 38 Roarty shall be utilized on the beams, that a cream color paint shall be utilized on the
 39 doors and railings, and that the reader board background shall be black felt. Discussion
 40 took place regarding the stonework pattern, and it was eventually the consensus that
 41 beach stone should not be used.

42
 43 The groundbreaking ceremony for the pavilion will be conducted at 2:00 P.M. on Friday,
 44 April 25, 2014. Suppanz will see that Bob Kufirin and Denise Bhirido are invited, and will
 45 ask both of them to give brief speeches.

46
 47 **Item No. 2. Discussion regarding resurfacing of Scandia and Woodcrest Roads;**
 48 **Recommendation of the Finance Committee:**

49 Scandia Road and Woodcrest Road are in dire need of repair, and a proposal which was

1 received from John Kolodziej, the Door County Highway Commissioner, was included in
2 the meeting packets.

3
4 *A motion was made by Clove, seconded by Baker that the proposal from the Door County*
5 *Highway Department concerning resurfacing of Scandia and Woodcrest Roads which was*
6 *included in the meeting packets shall be accepted as presented. The cost of the Scandia*
7 *Road resurfacing project (from the intersection of N. Bay Shore Drive to the intersection*
8 *with Woodcrest Road) shall not exceed \$46,710, and the cost of the Woodcrest Road*
9 *resurfacing project (from the intersection of Scandia Road to Autumn Court) shall not*
10 *exceed \$35,300. Motion carried – All ayes.*

11
12 **Item No. 3. Discussion regarding an Open Air Market:**

13 The Village, with the support of the SBAA, will be sponsoring an Open Air Farmer's
14 Market, and documentation regarding the market, as well as a copy of the new logo for it
15 were included in the meeting packets. The preferred location for the Farmer's Market is the
16 grassy area by the brick parking lot on the former Helm's property. A JEM Grant
17 Application was included in the meeting packets, and the Committee members jointly
18 reviewed that document. Clove noted that he believes the close proximity of the Marina to
19 the Farmer's Market should have been mentioned in the grant application. One
20 requirement of the JEM Grant is that the Village be prepared to provide matching funds of
21 \$1,500 to cover marketing expenses. The Committee members indicated that they like the
22 Farmer's Market logo very much, and also indicated that they believe there should be a
23 wide variety of home grown or handmade product offerings from around the State of
24 Wisconsin at the Farmer's Market.

25
26 *A motion was made by Lienau, seconded by Clove that \$1,500 shall be withdrawn from*
27 *the Various Parks Projects Account to cover marketing expenses for the Farmer's Market.*
28 *Motion carried – All ayes.*

29
30 **Item No. 4. Update on the 6f parcel conversion:**

31 Some of the land comprising Waterfront Park will be "taken" for rights-of-way when work
32 is done on the highway reconstruction project, and in accord with State regulations the
33 D.O.T. must replace that land with other property which is in close proximity to a different
34 park or Village owned outdoor recreational facility. State officials recently informed
35 Jackson that they are considering the purchase of some property which is near the Sports
36 Complex. Jackson will keep the Committee members advised of the status of this issue.

37
38 **Item No. 5. Discussion regarding Sister Bay's Field & Street Rally, an event supported by**
39 **the SBAA which will be conducted on the Sunday of Memorial Day weekend:**

40 *Sister Bay's Field & Street Rally, a car, tractor and emergency vehicle show, will be*
41 *conducted in the Shopko parking lot on May 25th, the Sunday of Memorial Day weekend.*
42 *Local "car guys" have indicated that there aren't any car shows conducted on that*
43 *weekend, and there are a number of "locals" who own very nice cars as well as tractors.*
44 *They are all being encouraged to participate in the show. In addition to the car, tractor and*
45 *emergency vehicle displays there will be a Memorial Day tribute, car and tractor poker*
46 *runs, timed plow runs, 50/50 raffles, opportunities for people to "beat on a junker", and a*
47 *goat petting zoo. The Sister Bay Lions will be operating a food and beer stand, Sister Bay*
48 *Mobil/Sub Express will be selling sandwiches and pizza, and Lamperts will bring their*
49 *large outdoor grill. Soda and water will also be sold, "The Old Dogs That Care", (Marines*

1 who regularly send care packages to active duty servicemen and women), will man an
 2 informational booth and accept donations for their cause, and Sister Bay business owners
 3 will be given an opportunity to set up displays or sale booths showcasing their product
 4 offerings. Sponsorship letters and informational packets were mailed to all the business
 5 owners in the Village last week.

6
 7 *A motion was made by Baker, seconded by Clove that the Parks Committee supports Sister*
 8 *Bay's Field & Street Rally, which will be conducted on the Sunday of Memorial Day*
 9 *weekend. Motion carried – All ayes.*

10
 11 **Item No. 6. Discussion regarding “Family Fireworks Day”, an event supported by the**
 12 **SBAA, on Sunday, July 6, 2014:**

13 **Item No. 7. Discussion regarding amendment of §30.11(d) of the Municipal Code:**

14 Sister Bay is a major tourist destination, yet does nothing to celebrate the 4th of July
 15 Holiday. Gills Rock, Baileys Harbor, Fish Creek, Egg Harbor and Sturgeon Bay all promote
 16 tourism around the Independence Day Holiday with paid, professional fireworks shows,
 17 and several members of the Parks Committee have been recommending that some type of
 18 special 4th of July event be scheduled here for quite some time. Sister Bay did little to
 19 differentiate itself from other communities around the 4th of July, nor did it promote the
 20 festive atmosphere and hospitality that visitors to the Village have come to expect. It is
 21 Jackson's contention that given the recent adverse impacts of reconstruction on retailers
 22 and other businesses in and around Sister Bay, an event which enhances traffic and causes
 23 Sister Bay to become known for both a distinctive retail opportunity and an event that is
 24 unique could be fortuitous for everyone. Therefore, he is recommending that “Pyro
 25 Palooza”, a “family fireworks ignition day” be conducted out at the Sports Complex on July
 26 6, 2014. No alcoholic beverages will be allowed on the grounds during “Pyro Palooza”
 27 and no firecrackers will be sold. Anyone wishing to purchase fireworks in the Village
 28 would be required to obtain a permit.

29
 30 Jackson indicated that prior to coming to Sister Bay he ran a fireworks business in North
 31 Carolina and would like to open such a business here on a limited term basis. In accord
 32 with his contract with the Village, he is required to inform the Village President of any
 33 secondary employment or business ventures he is considering and did that. He also
 34 contacted the Village Attorney regarding his plans and was informed that conflict of
 35 interest or ethical issues will not come into play. In order for fireworks to be sold anywhere
 36 in the Village, Municipal and Zoning Code amendments will be required. In order to avoid
 37 any appearance of impropriety Jackson did publish Public Hearing Notices regarding all
 38 the proposed amendments. A draft copy of amendments to §30.11(d)(6) of the Municipal
 39 Code was included in the meeting packets.

40
 41 Discussion took place regarding Jackson's proposals, and during that time Jackson pointed
 42 out that he has discussed this issue with the Fire Chief, who sent the letter of support which
 43 was included in the meeting packets. He also made a presentation to the Plan
 44 Commission. The Plan Commission members stated that they believe a limit should be
 45 placed on the number of large fireworks tents which will be allowed in the Village, and
 46 that anyone selling fireworks should be a Village resident or property owner. Discussion
 47 took place regarding the Plan Commission's recommendation and it was the consensus
 48 that no more than two tents fireworks tents should be allowed.

49

1 A motion was made by Clove, seconded by Baker that the Parks Committee recommends
 2 that the Village Board approve the proposed amendments to §30.11(d)(6) of the
 3 Municipal Code which were reviewed at this meeting, on the condition that a one year
 4 sunset clause be imposed. The recommendation is also made that the Village Board
 5 consider requiring that anyone selling fireworks in the Village be a Village resident or
 6 property owner, that the number of tents from which fireworks sales will be allowed be
 7 limited to two, and that a public hearing be required before any extensions to the
 8 amendments to §30.11(d)(6) are granted.

9
 10 A motion was made by Baker, seconded by Clove that if the Village Board grants
 11 permission for “Pyro Palooza” to be conducted, no more than \$750 be withdrawn from
 12 the Miscellaneous Parks Projects Account to cover costs associated with that event. Motion
 13 carried – All ayes.

14
 15 **Item No. 9. Report from Steve Mann on fall and winter activities:**

16 Mann gave an oral report regarding the following issues:

- 17 • Because of the unseasonably cold weather, spring clean-up is approximately three
- 18 weeks behind schedule.
- 19 • Hopefully work will be commencing on the Maintenance Building insulation
- 20 project soon.
- 21 • He has been seeking proposals on replacement heating equipment for the
- 22 Maintenance Building.
- 23 • One of the benches out at the Sports Complex was struck by a snowmobile and
- 24 was damaged. Repairs will be made ASAP.
- 25 • The Village’s snow fences have all been taken down and the fence posts will be
- 26 removed as soon as the frost is out of the ground.
- 27 • All the ice skating equipment will be put in storage soon and the soccer equipment
- 28 will be put out.
- 29 • Several bids were received for the 1999 Grasshopper which was advertised on
- 30 Craig’s List. The high bid of \$2,121.21 was submitted by James Kent.

31
 32 A motion was made by Lienau, seconded by Baker that the Village’s 1999 Grasshopper
 33 shall be sold to James Kent for \$2,121.21. If for some reason Kent is no longer interested
 34 in the Grasshopper, it shall be offered to the next highest bidder. Motion carried – All
 35 ayes.

- 36
 37 • Only one bid was received for the Jeep which was used out at the Sports Complex.
 38 That bid, in the amount of \$300, was submitted by Mike Peters of Sturgeon Bay.

39
 40 A motion was made by Lienau, seconded by Clove that Mike Peters’ bid of \$300 for the
 41 Jeep which was used at the Sports Complex shall be accepted. Motion carried – All ayes.

42
 43 **Item No. 11. Discussion regarding trackless maintenance:**

44 The trackless is in need of repair again and Mann is recommending that Bruce Municipal
 45 evaluate it and provide an estimate as to the necessary repairs. It was the consensus that
 46 this shall occur.

1 **Item No. 12. Discussion on other parks and streets activities:**

2 Ron Kane indicated that the Information Booth will be opening on May 1, 2014 and asked
3 that the restrooms be opened prior to that date. Mann will comply with Kane's request.

4
5 Erica Berggren has asked for permission to hold a wedding ceremony in Waterfront Park
6 on Saturday, July 5, 2014. It was the consensus that this will not be a problem. Suppanz
7 will discuss particulars with Berggren and see that the appropriate paperwork is completed.

8
9 **Item No. 13. Discussion regarding matters to be placed on a future agenda or referred to
10 a committee, official or employee:**

11 Updates on the Pavilion Project and the Highway Reconstruction Project will be provided
12 to the Committee members on a regular basis.

13
14 **Adjournment:**

15 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks
16 Committee at 5:12 P.M. Motion carried – All ayes.*

17
18 Respectfully submitted,



19
20 Janal Suppanz,
21 Administrative Assistant

1 worked previously, and, therefore, he just went ahead and scheduled the hearings noted on the
2 Agenda. He apologized for the oversight and indicated that it will never happen again.

3
4 **Item No. 2. Public Hearing and discussion regarding amendments to the provisions of**
5 **§66.0302(d) of the Zoning Code which relate to signage for temporary uses; temporary sus-**
6 **pension of the number of days delineated in §66.0722(a) of the Zoning Code; and creation of**
7 **a sunset clause in §66.0722(a)(1) of the Zoning Code:**

8 Jackson explained that the Bay Shore Drive Reconstruction and Utility Line Burial Projects will
9 cause disruption to normal traffic patterns. The changes in rights-of-way will also cause signifi-
10 cant changes in locations/placement of ground signs, and, therefore a draft of proposed text
11 amendments which will allow area businesses to participate in the D.O.T.'s "In This Together
12 Campaign", and will relax signage standards during the construction period was included in the
13 meeting packets. If the amendments are approved affected businesses will be allowed to apply
14 for a Long Duration Special Event Sign Permit and display directional or location signage on a
15 temporary basis during the construction period. The amendment automatically "sunset" on
16 May 25, 2016, or whenever the Village Administrator determines that the construction and res-
17 toration has ended; whichever occurs first. The regulations pertaining to signage for temporary
18 uses would also be amended to read, "Temporary uses permitted under this section may be al-
19 lowed *four* temporary signs not to exceed 36 square feet in area on one side and 48 square feet
20 in area on all sides.". During discussion the Commission members indicated that they believe
21 the proposed amendments will be a good thing for the entire community. They also recom-
22 mended that any applicable fees be waived.

23
24 *At 5:50 P.M. Lienau called the Public Hearing regarding amendment of the provisions of*
25 *§66.0302(d) of the Zoning Code which relate to signage for temporary uses; temporary suspen-*
26 *sion of the number of days delineated in §66.0722(a) of the Zoning Code, and creation of a*
27 *sunset clause in §66.0722(a)(1) of the Zoning Code to order and asked if anyone wished to*
28 *comment.*

29
30 *Britt Unkefer indicated that he is in favor of the proposed amendments and believes signage*
31 *which directs people to all the businesses in the Village should be erected for the duration of*
32 *the construction period.*

33
34 *Larry Gajda, who is a member of the SBAA Board of Directors, indicated that the SBAA is also*
35 *in favor of the proposed amendments.*

36
37 *At 5:56 P.M. Lienau asked if anyone else wished to comment, and when no one responded he*
38 *declared that the public hearing was officially closed.*

39
40 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission recom-*
41 *mends that an Ordinance which amends the provisions of §66.0302(d) of the Zoning Code*
42 *which relate to signage for temporary uses; temporarily suspends the number of days delineated*
43 *in §66.0722(a) of the Zoning Code and creates a sunset clause in §66.0722(a)(1) of the Zoning*
44 *Code be approved. The Plan Commission also recommends that any applicable fees be waived.*
45 *Motion carried - All ayes.*

1 **Item No. 3. Public Hearing and discussion regarding amendment of the provisions of**
 2 **§66.302(d) which relate to direct sales of fireworks; and discussion regarding a recommenda-**
 3 **tion from the SBAA and the SBLG Fire Department regarding “Pyro Palooza”:**

4 Jackson indicated that prior to coming to Sister Bay he ran a fireworks business in North Caroli-
 5 na and would like to open such a business here. In accord with his contract he is required to
 6 inform the Village President of any secondary employment or business ventures he is consider-
 7 ing and did that. He also contacted the Village Attorney regarding his plans and was informed
 8 that conflict of interest or ethical issues will not come into play. In order for fireworks to be sold
 9 anywhere in the Village, Municipal and Zoning Code amendments will be required. Since Jack-
 10 son wanted to avoid any appearance of impropriety he did publish Public Hearing Notices re-
 11 garding all the amendments. A draft of amendments to §66.302(d)(10) of the Zoning Code,
 12 which states that fireworks sales from a tent or kiosk with or without on-site storage for no more
 13 than 15 days be allowed as a temporary use in the B-1, B-2 and/or B-3 Districts, was included
 14 in the meeting packets.

15
 16 Discussion took place regarding Jackson’s proposal, and during that review he pointed out that
 17 he has discussed this issue with the Fire Chief, who sent the letter of support which was includ-
 18 ed in the meeting packets. Anyone wishing to purchase fireworks would be required to obtain a
 19 permit. The Commission members noted that they believe a limit should be placed on the
 20 number of large fireworks tents which will be allowed in the Village.

21
 22 Sister Bay is a major tourist destination, yet does nothing to celebrate the 4th of July Holiday.
 23 Gills Rock, Baileys Harbor, Fish Creek, Egg Harbor and Sturgeon Bay all promote tourism
 24 around the Independence Day Holiday with paid, professional fireworks shows, and several
 25 members of the Parks Committee have been recommending that some type of special 4th of July
 26 event be scheduled here for quite some time. Sister Bay did little to differentiate itself from oth-
 27 er communities around the 4th of July, nor did it promote the festive atmosphere and hospitality
 28 that visitors to the Village have come to expect. It is Jackson’s contention that given the recent
 29 adverse impacts of reconstruction on retailers and other businesses in and around Sister Bay, an
 30 event which enhances traffic and causes Sister Bay to become known for both a distinctive re-
 31 tail opportunity and an event that is unique could be fortuitous for everyone. Therefore, he is
 32 recommending that “Pyro Palooza”, a “family fireworks ignition day” be conducted out at the
 33 Sports Complex on July 6, 2014. No alcoholic beverages will be allowed on the grounds dur-
 34 ing “Pyro Palooza”.

35
 36 *At 6:21 P.M. Lienau called the Public Hearing regarding amendment of the provisions of*
 37 *§66.0302(d) which relate to direct sales of fireworks to order.*

38
 39 *Pipka Ulvilden indicated that she is “all for” anything that will bring people to the Village, but*
 40 *does have questions as to who firework sales and ignition will benefit in the long run.*

41
 42 *Britt and Sara Unkefer responded that they own a business in Fish Creek. Whenever fireworks*
 43 *are displayed in Fish Creek it is their busiest time of the year. They believe an event such as*
 44 *“Pyro Palooza” will benefit all the businesses in the Village as there is potential for many more*
 45 *people - participants as well as spectators, to be in the Village.*

46
 47 *Larry Cajda is a member of the SBAA Board of Directors. He stated that the SBAA will not be in*
 48 *charge of or involved with “Pyro Palooza” but does encourage activities which support the mis-*
 49 *sion statement of the SBAA. If the event is run properly it should not be a “major headache” for*

1 residents or business owners. Gajda did stress that he believes only Sister Bay business owners
2 should be allowed to sell fireworks in the Village.

3
4 Duffy stated that he is definitely in favor of events which will bring more people to the Village,
5 but has heard comments that some citizens are concerned about the safety issues which could
6 arise if fireworks are sold and/or ignited in the Village.

7
8 At 6:31 P.M. Lienau asked if anyone else wished to comment, and when no one responded he
9 declared that the public hearing was officially closed.

10
11 A motion was made by Bell, seconded by Baker that the Plan Commission recommends that
12 the Village Board approve the proposed amendments to §66.302(d) of the Zoning Code, on the
13 condition that a one year sunset clause be imposed and before any extensions are granted a
14 public hearing be conducted. The recommendation is also made that the Parks Committee con-
15 sider limiting the number of tents from which fireworks sales will be allowed. Motion carried
16 with Grutzmacher opposed.

17
18 **Item No. 4. Consider an amendment to the Development Agreement for The Wild Tomato;**
19 **phasing:**

20 A draft of a revised Development Agreement for The Wild Tomato project was included in the
21 meeting packets and the Commission members jointly reviewed that document. If the agree-
22 ment is approved phasing will be done.

23
24 A motion was made by Duffy, seconded by Baker that the Plan Commission recommends that
25 the proposed amendments to The Wild Tomato Development Agreement be approved as pre-
26 sented. Motion carried –All ayes.

27
28 **Item No. 4. Report by the Zoning Administrator regarding development activities, various en-**
29 **forcement actions, and issuance of Sign and Zoning Permits:**

30 In March a Sign Permit was issued to Second Hand Sue's and Jackson has been meeting with
31 some developers who are contemplating new projects. None of those projects are to the point
32 where they can be referred to the Plan Commission yet.

33
34 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred**
35 **to a committee, Village official or employee:**

36 There were no suggestions for matters to be placed on a future agenda, and no referrals were
37 made to a committee, Village official or employee.

38
39 **Adjournment:**

40 A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan
41 Commission at 7:18 P.M. Motion carried – All ayes.

42
43 Respectfully submitted,

44 

45 Janal Suppanz,
46 Administrative Assistant

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 3, 2014
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE

The April 3, 2014 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Steve Gomoll at 8:05 A.M.

Present: Steve Gomoll, Heidi Hitzeman, Jeannie Hoffman, Larry Gajda, Drew Bickford, John Ostran, and James Larsen. Jessica Grasse arrived at 9:02 A.M.

Excused: Windy Bittorf and Tonya Crowell

Absent: Shane Solomon and Nora Zacek

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

Others: Carol Clikeman and Ron Kane

Business Items:

Item No. 1. Approval of the Agenda:

A motion was made by Gajda, seconded by Larsen, that the Agenda for the April 3, 2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 2. Approval of the minutes for the March 13, 2014 SBAA meeting:

A motion was made by Ostran, seconded by Hoffman that the minutes for the April 3, 2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 3. Financial Report:

Financial reports were included in the meeting packets, and the Board members jointly reviewed those documents.

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

Item No. 4. Discussion regarding Family Fireworks Day which is tentatively scheduled for Sunday, July 6, 2014:

Funkhouser, Dave Lienau, the Village President, and Zeke Jackson, the Village Administrator, have been discussing the possibility of a "Family Fireworks Day" being conducted out at the Sports Complex on Sunday, July 6th. The Fire Chief has already been contacted and agreed to have trained personnel on site. No alcoholic beverages will be allowed on the grounds when fireworks are being ignited. Anyone wishing to ignite fireworks at "Family Fireworks Day" will have to obtain a permit, and the permit fees will be \$5 each. The proceeds from the event will be split between the Fire Department and the SBAA. All NFP insurance requirements will be complied with, and Curtis Wiltse, the owner of property adjoining the Sports Complex, has informed Jackson that he is not opposed to

1 the event being conducted as long as Fire Department personnel are on site. Jackson is
 2 projecting that the economic impact of the “Family Fireworks Day”, which includes
 3 increased sales at local businesses and rentals at lodging establishments, could be up to
 4 \$180,000. Public hearings will be conducted regarding “Family Fireworks Day” and the
 5 possibility of allowing fireworks to be sold in the Village. The Plan Commission public
 6 hearing will be conducted on April 8th and the Village Board public hearing will be
 7 conducted on April 14th. Fire Department personnel have already volunteered to work at
 8 “Family Fireworks Day”, so there will be plenty of help.

9
 10 Funkhouser presented a letter which had been received from Chris Hecht, the Fire Chief,
 11 and read it aloud. In that letter Hecht states that the members of the Sister Bay-Liberty
 12 Grove Fire Department support and intend to participate in “Family Fireworks Day”. If
 13 necessary, firefighters will provide fire suppression and first aid services, and intend to use
 14 the event as a community outreach opportunity for the Fire and EMS Divisions of the
 15 Department. They also intend to sell food and non-alcoholic beverages at “Family
 16 Fireworks Day” and appreciate the fund raising opportunity.

17
 18 Discussion took place regarding this issue and Ron Kane pointed out that he has heard
 19 comments from a number of concerned citizens, many of whom are elderly, that a whole
 20 series of safety issues could arise if fireworks are allowed to be sold, stored or ignited in the
 21 Village. The Board members responded that they can understand the concerns voiced by
 22 Kane, but also believe people will ignite fireworks around the 4th of July “no matter what”.
 23 They also noted that the entire business community should benefit from an event such as
 24 “Family Fireworks Day” since none of the other Northern Door communities will be
 25 having fireworks displays on July 6th. There is certainly potential for noise complaints to be
 26 filed with Village officials and/or the Sheriff’s Department, but those complaints might be
 27 minimized if an explanatory letter is sent to all Village property owners prior to July 6th.

28
 29 *Funkhouser was asked to send a letter to Village officials in which she states that the SBAA*
 30 *fully supports creation of any new events which help to support and promote the business*
 31 *community of Sister Bay. If the Village Board grants permission for “Family Fireworks Day”*
 32 *to be conducted, the SBAA is recommending that Village officials see that at least two*
 33 *week’s advance written notice is provided to all the property owners in the Village. (The*
 34 *mailing of such a notice would ensure that the vast majority of people living in the Village*
 35 *are informed about what will be going on at the Sports Complex on July 6th, the potential*
 36 *economic impacts of such an event, and the emergency, medical and law enforcement*
 37 *responses which will be provided.) Additional education about the involvement of the*
 38 *Sister Bay-Liberty Grove Fire Department and the Sister Bay Lions Club is also encouraged.*

39
 40 **Item No. 6. Discussion regarding festivals and special events:**

41 • **Easter Egg Hunt**

42 The SBAA’s Easter Egg Hunt will be conducted on Saturday, April 19th.
 43 Each of the age groups of children participating in the hunt will be assigned
 44 specific color eggs to look for. One thousand more eggs have been ordered.
 45 A spring themed cartoon showing may also be conducted after the Egg
 46 Hunt as a fund raiser for Film Fest.

47
 48 • **Goat Parade**

49 The Goat Parade will be conducted on Saturday, May 10th. *Funkhouser*

1 *was instructed to ask Steve Mann, the Village's Facilities Manager, if it*
 2 *would be possible for the Village's Maintenance Dept. employees to erect*
 3 *the "pole goats" prior to the time that the Goat Parade is actually*
 4 *conducted.*

5
 6 • **Uptown Event**

7 The SBAA will be sponsoring *Sister Bay's Field & Street Rally*, a car, tractor
 8 and emergency vehicle show which will be conducted in the Shopko
 9 parking lot on May 25th Local "car guys" have indicated that there aren't
 10 any car shows conducted on that weekend, and there are a number of
 11 "locals" who own very nice cars as well as tractors. They are all being
 12 encouraged to participate in the show. In addition to the car, tractor and
 13 emergency vehicle displays there will be a Memorial Day tribute, car and
 14 tractor poker runs, timed plow runs, 50/50 raffles, opportunities for people
 15 to "beat on a junker", camel rides, and a goat petting zoo. The Sister Bay
 16 Lions will be operating a food and beer stand, Sister Bay Mobil/Sub Express
 17 will be selling sandwiches and pizza, and Lamperts will bring their large
 18 outdoor grill. Soda and water will also be sold, "The Old Dogs That Care",
 19 (Marines who regularly send care packages to active duty servicemen and
 20 women), will man an informational booth and accept donations for their
 21 cause, and Sister Bay business owners will be given an opportunity to set
 22 up displays or sale booths showcasing their product offerings. If any of the
 23 SBAA members would like to volunteer at the car, tractor and emergency
 24 vehicle show they are more than welcome and should contact Suppanz.
 25 Sponsorship letters and informational packets were mailed to all the
 26 business owners in the Village last week.

27
 28 • **Ice Out Contest**

29 The Ice Out Contest boxes have all been distributed. Thanks to the efforts of
 30 Judy Steger, the Advocate is running the Ice Out Contest ads free of charge.

31
 32 • **Film Fest**

33 Chris Opper is working on scheduling a "Shimmy Marcus Encore Night". (Shimmy
 34 Marcus was the Movie Director from Ireland who won the "People's Choice
 35 Award" at this year's Film Fest.) Base Camp will sponsor that event. Further
 36 information will be provided as soon as it is available.

37
 38 • **Concerts In the Park/Movies In The Park**

39 Funkhouser is working on the fund raising letter for the Concerts In The Park, and it
 40 should be mailed out later this month. Most of the musicians who will be
 41 performing this season have already been booked. Work should be commencing
 42 on the new pavilion soon.

43
 44 Funkhouser and Opper have been discussing the possibility of showing better
 45 known movies in the park this summer. Cost estimates will be provided to the
 46 Board members as soon as they are available.

1 • **Farmer’s Market**

2 The SBAA Board of Directors has decided to support and promote a weekly
3 downtown farmer’s market in Sister Bay. It now appears that one of the Village’s
4 employees will be managing that market, which will be open from 3:00 P.M. to
5 8:00 P.M. on Wednesdays and 8:00 A.M. to noon on Thursdays from mid-June
6 through October. Wednesday nights were chosen because that is when Concerts In
7 The Park are conducted and there are generally a lot of people in town. It was the
8 consensus that the SBAA should encourage local business owners to stay open late
9 on Wednesdays from June through October.

10
11 • **Spring Social**

12 The Spring Social will be conducted on Tuesday, June 3, 2014. The event will start
13 with mini golf at Pirate’s Cove at 5:30 P.M., and then everyone will go to Northern
14 Grill for drinks, heavy appetizers and socializing.

15
16 • **Door County Festival of Fine Arts**

17 Planning is coming along well for the Door County Festival of Fine Arts, which will
18 be conducted on Saturday, August 9th. This year artists will be able to rent tents
19 from the Peninsula Pacers. Musicians from Birch Creek and Jeanne Kuhns will
20 perform.

21
22 **Item No. 7. Economic Development Update:**

23 Employees from VandeWalle and Associates have been asked to prepare marketing
24 materials for the properties which have been highlighted in the Downtown Redevelopment
25 Plan. Those materials will be distributed to developers. The Economic Development
26 Committee should be meeting sometime in May.

27
28 **Item No. 8. Bay Shore Drive Reconstruction Update:**

29 Funkhouser presented a construction schedule for the Bay Shore Drive Reconstruction
30 project and the Board members jointly reviewed that document. Depending on the
31 weather, new asphalt should be installed by early May and two way traffic will resume in
32 the downtown area by Memorial Day weekend!! ☺

33
34 **Item No. 10. Discussion regarding membership renewals:**

35 Membership renewal forms and fees are coming in quite well. As of right now there is a
36 net of six new members.

37
38 **Item No. 11. Coordinator’s Report:**

39 The Coordinator’s Report was included in the meeting packets, and the Board members
40 jointly reviewed that document.

41
42 Funkhouser presented a co-op ad which will appear in *Silent Sports Magazine*. She also
43 presented a draft of the cover for the 2014 Sister Bay brochure. The Board members
44 indicated that they like both drafts very much. A minor revision was suggested for the
45 brochure cover and Funkhouser took note of it.

46
47 At 5:30 P.M. on Tuesday, April 8th the Plan Commission will be conducting a public
48 hearing regarding temporary business identification signage which will be allowed in
49 construction zones. Anyone wishing to comment regarding this issue is encouraged to

1 attend the Plan Commission Meeting.

2

3 **Item No. 12. Consider a motion to convene into closed session to conduct the annual**
4 **performance evaluation for Paige Funkhouser, the SBAA Coordinator:**

5 *It was the consensus that Funkhouser's performance evaluation shall not be conducted*
6 *until the May SBAA Board Meeting. Gomoll asked that anyone wishing to provide written*
7 *input see that those documents are provided to him at least one week prior to the May*
8 *SBAA Board Meeting.*

9

10 **Adjournment:**

11 *A motion was made by Ostran, seconded by Larsen to adjourn the meeting of the SBAA*
12 *Board of Directors at 9:45 A.M. Motion carried – All ayes.*

13

14 Respectfully submitted,



15

16 Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
EXECUTIVE COMMITTEE MEETING
Minutes of February 20 2014, 9:00 a.m.

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

ACTION ITEMS:

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

Weddig moved and Nelson seconded to approve the January 16, 2014 minutes as corrected. Motion carried.

Nelson moved and Larson seconded to approve reports and payables plus receipts to date in the amount of 85,936.29. Motion carried.

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

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

Consider a motion to take action, if required.

Larson moved and Weddig seconded that Roberts take action and proceed with consulting Attorney Vande Castle regarding delinquent properties and pursue action as advised. Motion carried.

Starr moved and Larson seconded to adjourn. Motion carried.

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

Also in Attendance: Kim Roberts /Administrative Assistant DCTZC, Elizabeth Le Clair, and Zeke Jackson.

Call to order

Chair Van Lieshout called the meeting to order at 9:00 AM.

Approval of the Agenda

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

Approval of the January 16, 2014 minutes

Weddig moved and Nelson seconded to approve the January 16, 2014 minutes as corrected. Motion carried.

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

Roberts reported that for the report month of November she sent out twenty six (26) "No Report" letters to owner managed properties on January 10th, 2014. As of February 7, 2014, only two (2) no reports remain for the month of November. Unpaid taxes, fees and interest amount to \$2,030.02 as of February 14th, 2014 from fourteen (14) permit holders. Roberts went on to say that since her report was printed, two (2) notices were paid bringing down the total owed as of February 17th, 2014 to \$946.37.

Four (4) permits were issued since January reporting, 75% (seventy five) percent of the new permits were a result of Robert's compliance work. Roberts reported that she is currently at work on seven (7) unpermitted properties through compliance efforts.

Roberts discussed that she has been working on replacing lost information due to the recent computer replacement. She explained all the online history for permitted and unpermitted property advertisements could not be transferred. She said that there was a silver lining to having to redo the information in that she has found a few properties that had deactivated their permits who are again renting. Roberts asked if there would be any objection to adding a place on the permit application for owners to designate their online listing id's. There was no objection. Roberts added that she would like to add the information to the database as well.

Van Lieshout asked if a business license could be required by municipalities for properties that rent transiently. Van Lieshout asked if Roberts would contact Attorney Vande Castle for his legal opinion.

1 Discussion on Current Comparable Occupancy numbers

2 Weddig commented that December had a nice jump in revenues resulting in an increase of 16.67% over December 2012.

3 Van Lieshout asked the Committee their thoughts on how 2013 turned out, "How did we do"? He went on to say that
4 typically there are press inquiries regarding lodging revenues once year end numbers are posted.

5 Nelson responded that it is hard to say the results aren't rosy with a 4.1% increase over 2012. He added that the growth is
6 still ahead of inflation. Nelson went on to say that it would be interesting to take a look at where Door County landed for
7 2013 in the state market share.

8 Jackson felt that positive pr should always be shared. Larson added that he felt guarded optimism. Starr felt the response
9 should be more statistical.

10 Roberts asked Van Lieshout if a press release should be written. The consensus was in agreement that a press release
11 should be composed in which statistics should be included: available nights, room filled, ADR and occupancy averages.
12 Van Lieshout requested that the outstanding balance to be collected, compliance and growth be included in the press
13 release.

14 Consideration of approving reports and payables plus receipts to date.

15 Roberts noted that there were a few out of the ordinary payments included for approval: DC Online was web hosting and
16 domain annual fees, Baylakes Information System was an annual support fee, Cheryl Robertson amended her 2013 reports
17 because she paid tax on tax, and Todd Mion paid October 2013 room twice so the payment is a refund for the duplicate
18 payment.

19 Nelson moved and Larson seconded to approve reports and payables plus receipts to date in the amount of
20 \$85,936.29. Motion carried.

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

22 Van Lieshout said they were no concerns from his board. He added that his board noticed that December revenues
23 were off from 2012, but were within the expected deviation.

24 Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section
25 19.85(1)(a)(f) or (g) to confer with legal counsel for the governmental body who is rendering oral or written
26 advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to
27 become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging
28 permits and to timely remit monthly room tax report and tax payments. Motion carried by roll call.

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

30 CLOSED SESSION

31 Consider a Motion to Reconvene into Open Session

32 Nelson moved to reconvene into Open Session; Larson seconded. Motion carried.

33 Consider a motion to take action, if required.

34 Larson moved and Weddig seconded that Roberts take action and proceed with consulting Attorney Vande Castle
35 regarding delinquent properties and pursue action as advised. Motion carried.

36 Adjournment

37 Starr moved to adjourn; Larson seconded. Motion carried.

38 The meeting adjourned at 9:40 a.m.

39 Respectfully submitted,

40 

41 Kim Roberts
42 Administrative Assistant
43

1 **ADMINISTRATION AND COMPENSATION**
2 **COMMITTEE MEETING MINUTES**
3 **WEDNESDAY, APRIL 23, 2014**
4 **(APPROVAL PENDING)**

5
6 The April 23, 2014 meeting of the Village of Sister Bay Administration and Compensation Committee
7 was called to order at 2:10 PM by Village Administrator Zeke Jackson.

8
9 **Present:** Committee Members Pam Abshire and Pat Duffy, Village Administrator Zeke Jackson and
10 Finance Director Juliana Neuman

11 **Excused:** Chairman Dave Lienau

12 *Abshire moved to appoint Duffy as Acting Chairman. Duffy seconded the motion and both agreed.*

13
14 **Approval of the Agenda**

15 *Duffy moved and Abshire seconded. Motion carried—all Ayes.*

16 **Approval of the Minutes**

17 *Abshire moved and Duffy seconded approval of the March 25 meeting minutes as presented. Motion*
18 *carried—all Ayes.*

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

20 None.

21
22 **Discussion Items**

23 **1. Discussion on Employee Pay Scale**

24 Neuman had prepared an employee census sheet showing current wages for comparison with the
25 Compensation Range document proposed at the February meeting. Jackson asked whether there is
26 anything the committee would like to re-visit. Jackson himself questioned whether the high range for the
27 Utility Manager position is sufficient, given the amount of experience and expertise required. A high
28 level of performance on major projects has been abundantly demonstrated during recent months by an
29 individual who is already at the top of the proposed pay range and would therefore be ‘frozen’ at that
30 level. Duffy suggested a system of bonuses for successful completion of projects rather than a change in
31 the range. Neuman countered with the suggestion that the maximum for that position be increased from
32 \$63,400 to \$65,000. After further discussion revealed that annual COLA raises would in effect increase
33 the maximum pay, Jackson withdrew his concern.

34
35 Neuman asked whether employees currently at the top or above the highest level for their position
36 would be ‘grandfathered in’ and thus retain their current wage. Jackson replied that the point of this
37 committee is to decide what constitutes fair compensation for each position. The Committee will make
38 recommendations to the Board. At the County some individuals who were frozen at the high end of
39 their pay scale had the right to appeal to continue to receive a COLA once the COLA outpaced their
40 pay. Jackson noted that pay cuts should be avoided because of the ill will that would generate. There
41 was consensus on this last point.

42
43 **2. Discussion on Employee Benefits**

44 The employee census sheet mentioned above also provided information on the number of vacation
45 days each fulltime employee currently enjoys. The proposed policy change would limit the maximum
46 number of vacation days to 20 after 10 years. Employees can currently earn up to 5 weeks of vacation
47 (25 days) after 22 years. Abshire felt that those who have already achieved that level should be
48 grandfathered in if the new policy is limited to fewer days. Duffy noted that a PTO policy would include
49 holidays and sick leave. He feels that the current sick leave allowance of one day per month is too
50 generous.
51

1 Neuman suggested the need for a policy regarding advance notice for taking leave time. Jackson said
 2 that employees still have to call in. Abshire said she is familiar with a system which requires the
 3 employee to apply in advance for the time off. The supervisor must then approve the request within a
 4 certain time period.

5
 6 Employees will expect the total numbers of PTO days to be at least equal to the number of sick plus
 7 vacation days they currently have. However, Duffy feels that the current number of days is far more
 8 than a new employee would expect. Jackson replied that the challenge is to combine pay scale with
 9 leave time so that the total package is sufficiently attractive without burdening the Village with high
 10 personnel costs. The only way to achieve this is to be generous with the leave time component, while
 11 making sure that the work gets done. Duffy continued to argue that the current total number of days off
 12 is excessive. He further stated that if, in the recruiting process, we find that we can't get the caliber of
 13 person we need, then the compensation and/or leave time package can be adjusted. Jackson replied
 14 that hiring new people under a less generous policy would result in higher turnover and loss of
 15 institutional knowledge. Jackson believes that more time off constitutes an offer of a better life style,
 16 which is why an employee might want to live in Door County.

17
 18 Duffy asked what percentage of available sick days are currently used. If many of those days are not
 19 used, why offer a PTO package that includes 12 of those days? If they aren't being used, then offering
 20 fewer days doesn't take anything away. Jackson replied that the employees will still perceive this as
 21 something taken away.

22
 23 An important component of any PTO policy will be the number of days that can be carried over each
 24 year. Neuman also mentioned the policy of paying out 50% of sick leave after 20 years of service. The
 25 current liability for this is over \$34,000. We'll have to determine whether to honor that policy or not.

26
 27 Jackson is interested in exploring a combination short- and long-term PTO policy, to provide for sick
 28 leave in the event of a long illness. Long-term PTO could be carried over but there would be no payout
 29 at termination. A small carryover would be allowed for short-term PTO, and there would be some
 30 payout at termination since PTO would accrue according to time worked.

31
 32 **3. Consider a motion to take action, if required.**

33
 34 **4. Matters to be placed on a future agenda or referred to a Committee, Official or Employee**

- 35 --Neuman will prepare data on employees' use of sick days over the past 3 to 5 years.
- 36 --Jackson will obtain a sample policy covering short- and long-term sick leave.
- 37 --A policy on "grandfathering in" of current benefits to be discussed at a future meeting.
- 38 --Health insurance rates and HRA costs to be discussed when available.
- 39 --Overtime and Comp Time pay to be discussed at a future meeting.

40
 41 **Adjournment**

42 *At 3:40 PM Duffy moved and Abshire seconded that the meeting be adjourned. Motion carried.*

43
 44 Respectfully Submitted,

45 

46 Juliana Neuman
 47 Finance Director

48 Name: h:\files\active\agendas\finance\2014\2014_04\04232014 admin\comp minutes - unapproved version.docx Created: 5/21/2013 9:14
 49 AM Printed: 5/9/2014 2:18 PM Author: Juliana Neuman Last Saved By: Juliana Neuman