



# BOARD OF TRUSTEES MEETING AGENDA

Tuesday, June 17, 2014 at 7:00 P.M.  
Sister Bay Fire Station 2258 Mill Road

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

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

- Call Meeting to Order
- Roll Call
- Approval of minutes as published
- Comments and Correspondence

Deviations from the agenda order shown may occur.

### New Village Board Business Items

1. Consider a motion to discuss and act on a recommendation of the Fire Board to adopt Ordinance 229-061714, repealing Chapter 14, Art. II, the Automatic Sprinkler System Ordinance.
2. Consider a motion to discuss and act on a recommendation from the Marina Committee to amend the Marina Fest Bylaws.
3. Consider a motion to discuss and act on a recommendation from the Marina Committee to adopt Resolution 288-061714, Seeking RBF Grant funding from WI DNR.
4. Consider a motion to discuss and approve Ordinance 228-061714, Amending 62.11 of the Utility Code to extend deadline for grease traps to Dec. 1, 2015.
5. Consider a motion to discuss and act on various types of liquor, soda and cigarette licenses.
6. Consider a motion to Commend Mike Schell for work on the Bay Shore Dr. Project.
7. Consider a motion to approve Resolution 287-061714 Approving the 2013 Annual Compliance Maintenance Report
8. Consider a motion to accept the resignation of Donna Scattergood from the Village of Sister Bay Board of Trustees.
9. Consider a motion to confirm and appoint President Lienau's nomination of a qualified citizen to fill Donna Scattergood's vacant seat on the Village Board of Trustees for the remainder of the unexpired term.
10. Consider a motion to discuss and amend the Village of Sister Bay's Board of Trustee's Bylaws.
11. Consider a motion to discuss and amend the Village of Sister Bay's Committee/Commission Bylaws.
12. Consider a motion to act on a recommendation of the Parks Committee to approve a contract amendment with JJR for rebidding the Beach Contract.
13. Consider a motion to discuss and confirm President Lienau's Committee Appointments.
14. Report on County activities from the County Supervisor, Dave Lienau.
15. Review of the financial statements and consideration of a motion to approve the monthly bills.
16. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

### Adjournment

### Public Notice

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

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

1                                   **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2   **TUESDAY, MAY 13, 2014**  
3                                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4   **UNAPPROVED VERSION**

5  
6     The May 13, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by  
7     Village Administrator Zeke Jackson at 6:04 PM. Jackson explained that President Lienau would  
8     not be able to attend this meeting, and, therefore, before any business items could be addressed  
9     an Acting President would have to be nominated and duly elected.

10  
11    **Present:** Trustees Pam Abshire, Scott Baker, John Clove, Pat Duffy, Donna Scattergood and  
12    Nora Zacek.

13  
14    **Excused:** Village President Dave Lienau

15  
16    **Staff Members:** Village Administrator Zeke Jackson, Finance Director Juliana Neuman, Utilities  
17    Manager Steve Jacobson, Consultant Robert Kufirin and Janal Suppanz, Administrative Assistant.

18  
19    **Others:** Laddie Chapman, Mike Konecny and Amber Dreweski of Schenck, SC and Paige  
20    Funkhouser.

21  
22    **Approval of minutes as published:**

23    **As to the minutes for the April 14, 2014 meeting of the Village Board:**

24    *A motion was made by Duffy, seconded by Baker to approve the minutes for the April 14, 2014*  
25    *meeting of the Village Board as presented. Motion carried - All ayes.*

26  
27    **As to the minutes for the April 25, 2014 joint meeting of the Village Board and the Parks,**  
28    **Properties and Streets Committee:**

29    *A motion was made by Duffy, seconded by Baker to approve the minutes for the April 25, 2014*  
30    *joint meeting of the Village Board and the Parks, Properties and Streets Committee as presented.*  
31    *Motion carried – All ayes.*

32  
33    **Comments and Correspondence:**

34    A copy of a quarterly call log which had been received from the Door County Sheriff's  
35    Department was included in the meeting packets and the Board members jointly reviewed that  
36    document. Jackson also noted that a flyer regarding an upcoming Climate Change conference  
37    as well as the poster for Sister Bay's Field & Street Rally had been included in the meeting  
38    packets. He then asked if anyone wished to address a non-agenda item, but no one responded.  
39    At that point Jackson asked for nominations for someone to serve as Acting Village President.

40  
41    *Duffy nominated Clove, and that nomination was seconded by Abshire. Clove nominated*  
42    *Duffy, and that nomination was seconded by Scattergood.*

43  
44    *A motion was made by Scattergood, seconded by Abshire that nominations for Acting President*  
45    *of the Village Board be closed, and that motion carried. Clove and Duffy both accepted their*  
46    *nominations, and a show of hands was then taken, at which time Clove was elected 4 to 2. He*  
47    *then assumed his temporary duties.*

48  
49  
50

1 **New Village Board Business Items**

2 **Item No. 1. Open Board of Review; Consider a motion to adjourn until June 17, 2014 from**  
3 **5:00 P.M. to 7:00 P.M.:**

4 *At 6:10 P.M. Clove called the Board of Review for the Village of Sister Bay to order.*

5 *At 6:11 P.M. a motion was made by Baker, seconded by Duffy to adjourn the Board of Review*  
6 *Session until Tuesday, June 17, 2014 from 5:00 P.M. to 7:00 P.M. Motion carried – All ayes.*

7  
8 **Item No. 2. Discuss and consider a motion to amend the Village of Sister Bay Board of**  
9 **Trustee's Bylaws:**

10 **Item No. 3. Discuss and consider a motion to amend the Village of Sister Bay's**  
11 **Committee/Commission Bylaws:**

12 **Item No. 4. Discuss and consider a motion to confirm President Lienau's committee**  
13 **appointments:**

14 *A motion was made by Abshire, seconded by Scattergood that Agenda Item No. 2 – Discuss*  
15 *and consider a motion to amend the Village of Sister Bay Board of Trustee's By-Laws; Agenda*  
16 *Item No. 3 – Discuss and consider a motion to amend the Village of Sister Bay's*  
17 *Committee/Commission Bylaws; and Agenda Item No. 4 – Discuss and consider a motion to*  
18 *confirm President Lienau's committee appointments, shall all be tabled until the next regular*  
19 *meeting of the Village Board.*

20  
21 **Item No. 5. Discuss and consider a motion to approve Resolution No. 286 authorizing the**  
22 **sale of Village of Sister Bay Parcel No. 181-26-00001L1 on S. Highland Road:**

23 *At its January 8, 2014 meeting the Parks, Properties and Streets Committee asked the Village*  
24 *Administrator to try to sell Village of Sister Bay Parcel No. 181-26-00001L1. An advertisement*  
25 *for bids was made, and the deadline for submittal of those bids is May 31, 2014. To date one*  
26 *bid has been received. Disposal of the property will decrease maintenance costs, and return it*  
27 *to the tax rolls as well as provide additional capital for the Village. A proposed Resolution*  
28 *which authorizes the sale of the property to the highest bidder was included in the meeting*  
29 *packets.*

30  
31 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*  
32 *recommendation of the Parks, Properties and Streets Committee and adopts Resolution No.*  
33 *286, which authorizes the sale of Village of Sister Bay Parcel No. 181-26-00001L1 on South*  
34 *Highland Road. Motion carried – All ayes.*

35  
36 **Item No. 6. Discuss resurfacing of Woodcrest Road:**

37 *At its April 14, 2014 meeting the Village Board voted to accept the Door County Highway*  
38 *Department's proposal for repairs to Scandia Road (from its intersection with S. Bay Shore Drive*  
39 *to its intersection with Woodcrest Road), and to Woodcrest Road, (from its intersection with*  
40 *Scandia Road to the intersection with Autumn Court). The estimated cost of those repairs was*  
41 *\$94,960. That proposal did not include repairs to the remaining Village-owned portion of*  
42 *Woodcrest Road, which has also taken a beating during the past few months as that road has*  
43 *been used as a detour while work was done on the Bay Shore Drive Utility Project. The*  
44 *estimate for that work is \$37,700, so the total cost of the project could be as high as \$132,660,*  
45 *but there is a \$6,000 credit available from Dorner Construction. Since the detour was*  
46 *established as a result of work being done on the Utility Project, Jackson and Neuman are*  
47 *recommending that up to \$25,000 of the previously mentioned expenses be charged to that*  
48 *project. The Village currently has \$88,606 available in the Capital Projects Fund reserves for*  
49 *street resurfacing, as well as LRIP grant funds of \$15,000, for a total of \$103,606. Neuman is*  
50 *suggesting that 80% of the \$25,000 to be charged to the Utility Project, or that up to \$20,000*  
51 *be charged to the Utility portion of the Bay Shore Drive Project and up to \$5,000 be charged to*

1 the storm water portion of the project.

2  
3 *A motion was made by Baker, seconded by Scattergood that the Village Board accepts the*  
4 *Door County Highway Department’s proposal to extend the repairs on Woodcrest Road from*  
5 *its intersection with Autumn Court to the intersection with CTH “ZZ”. The cost of that work*  
6 *shall not exceed \$37,700, and the allocations which were recommended by the Finance*  
7 *Director shall be made. Motion carried – All ayes.*

8  
9 **Item No. 7. Presentation of the 2013 Audit by Michael Konecny of Schenck, SC:**

10 Mike Konecny of Schenck, SC made a presentation regarding the 2013 Audit for the Village of  
11 Sister Bay and explained the various portions of the Draft Management Communications Letter  
12 and the Annual Financial Report which had been included in the meeting packets. During the  
13 review process Konecny noted that when they conducted this year’s audit he and the other  
14 auditors did not detect any issues which were determined to be material weaknesses. They also  
15 did not find any significant difficulties or uncorrected misstatements, and did not have any  
16 disagreements with management with respect to the audit. The question arose as to whether  
17 other municipalities assess PILOT’s for their Utilities Departments, and Konecny responded that  
18 most of them do, especially if the departments are operating as enterprise funds. The Village  
19 currently has an Ordinance on file which prohibits that type of assessment, so unless a new  
20 Ordinance is adopted that would not be possible. The question also arose as to whether the  
21 Marina will ever receive any T.I.F. revenues, and Konecny responded that if and when T.I.F.  
22 revenues are realized reimbursement of approximately \$33,000 should be made. The auditors  
23 are recommending that the Village implement procedures which will provide for the issuance  
24 of receipts or making of general ledger entries on the same day as any money is received. The  
25 implementation of such a procedure would provide additional internal control and assist in the  
26 review and monitoring of daily accounting transactions. Neuman noted that a receipting  
27 module has been ordered and should be utilized soon.

28  
29 *A motion was made by Duffy, seconded by Abshire that the Village Board accepts the 2013*  
30 *Annual Audit Report for the Village of Sister Bay as presented. Motion carried – All ayes.*

31  
32 **Item A. Opening of the joint meeting of the Bay Shore Drive Committee and the Village**  
33 **Board:**

34 *The joint meeting of the Bay Shore Drive Committee and the Village Board was called to order*  
35 *by Clove at 7:16 P.M.*

36  
37 **Item B. Discuss and consider a motion to recommend approval of bids from WPS and other**  
38 **overhead utilities contractors for the burial of overhead utilities along Bay Shore Drive:**

39 For the benefit of the new Board members Kufirin explained the Bay Shore Drive Reconstruction  
40 Project schedule and reviewed some of the information which was presented at a series of  
41 public meetings. He also noted that an overwhelming number of Village residents and business  
42 owners have indicated that they would like to see the overhead utility lines eliminated in the  
43 downtown area, and then presented a map which depicts potential routes for burial of utility  
44 lines. The State will be starting their work on the Bay Shore Drive Reconstruction Project in  
45 2015, and, therefore, they would like Village officials to make a decision regarding the  
46 preferred burial plan by May 21, 2014. If the lines are buried it is possible that some borrowing  
47 will have to be done, but some of those expenses could be offset by grant funds and the sale of  
48 Village owned property. Discussion took place regarding this issue, and it was the consensus  
49 that “Option A” is preferred. Therefore, the Bay Shore Drive Reconstruction Oversight  
50 Committee made that recommendation.

1 A motion was made by Clove, seconded by Abshire that the Village Board will be honoring the  
 2 wishes expressed by its constituents and the members of the business community, and,  
 3 therefore, accepts the recommendation of the Bay Shore Drive Reconstruction Oversight  
 4 Committee that the plan for burial of overhead utility lines in downtown Sister Bay which has  
 5 been labeled "Option A" be approved. The Village Administrator shall enter into contracts for  
 6 implementation of the necessary work, which shall extend from the intersection of N. Bay Shore  
 7 Drive with STH 57 to its intersection with Scandia Road, and the cost of that work shall not  
 8 exceed \$1,000,000.00. The Village Administrator is authorized to investigate financing options  
 9 for the project. Motion carried – All ayes.

10  
 11 **Item C. Adjournment of the joint meeting of the Bay Shore Drive Committee and the Village  
 12 Board:**

13 At 7:57 P.M. a motion was made by Duffy, seconded by Baker that the joint meeting of the Bay  
 14 Shore Drive Committee and the Village Board be adjourned. Motion carried – All ayes.

15  
 16 **Item No. 8. Presentation on insurance issues by Scott Baker:**

17 Baker recently attended a League of Municipalities conference on insurance issues on behalf of  
 18 the Village and gave a brief summary of the information which was presented. He thought the  
 19 conference was very worthwhile and is suggesting that Village officials see that documentation  
 20 regarding agility recovery be completed. It was the consensus that this shall occur.

21  
 22 **Item No. 9. Discussion regarding scheduling of a date for a second Village Board Meeting in  
 23 May, 2013:**

24 **Item No. 10. Report on County activities from the County Supervisor, Dave Lienau:**

25 Since Lienau was not able to attend this meeting neither of these agenda items were addressed.

26  
 27 **Item No. 11. Review of the financial statements and consideration of a motion to approve the  
 28 monthly bills:**

29 Budget Reports for the first quarter of 2014 as well as Payment Approval Reports for the period  
 30 April 17, 2014 through May 13, 2014 were included in the meeting packets and the Board  
 31 members jointly reviewed all of those documents. Neuman noted that due to an oversight on  
 32 her part a monthly bill summary report was not included in the meeting packets. She has  
 33 determined that the monthly bills total \$174,020.26, but that figure does not include two  
 34 payrolls. Dorner Construction has also submitted a document labeled Request and Certification  
 35 For Payment No. 3 in the amount of \$487,848.20.

36  
 37 A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports  
 38 which are included in the meeting packets totaling \$174,020.26, as well as two payrolls and  
 39 Request and Certification For Payment No. 3 submitted by Dorner Construction for  
 40 \$487,848.20 are all approved. Motion carried – All ayes.

41  
 42 **Committee Reports:**

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

44 The Administrative Committee has not met.

45  
 46 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

47 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee just met a few minutes ago.

48  
 49 **(3) Communication and Technology Committee**

50 The Communication and Technology Committee has not met recently.

51

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

The Door County Coastal Byways Commission just met last Thursday. A final request for reimbursement has been submitted to the Federal Highways and Byways Commission.

**(5) DCEDC**

The DCEDC just met yesterday. On May 21, 2014 there will be a grand opening ceremony for the Door County Visitor Bureau's electric vehicle charging station in Sturgeon Bay.

**(6) Economic Development Committee**

The Economic Development Committee has not met recently. Jackson noted that Kurt Kaiser recently approached him about doing some volunteer work/serving an economic development internship for the Village, and he gratefully accepted his offer. Kaiser will be working on grant applications.

**(7) Finance Committee**

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

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

No action based on the minutes which were included in the meeting packets. The Fire District Exploratory Committee has not met recently.

**(9) Historical Society**

No action based on the minutes which were included in the meeting packets. There has been ongoing discussion about moving the old school which is currently utilized as the Visitor Center out to the Corner of the Past.

**(10) Library Commission**

No action based on the minutes which were included in the meeting packets. The Garden Dedication Ceremony will be conducted on July 12, 2014. It is Abshire's understanding that all the Board members will be invited to that ceremony.

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

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

The Marina Fest Committee has not met recently.

**(12) Parks**

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

**(13) Personnel Committee**

The Personnel Committee has not met recently.

**(14) Plan Commission**

No action based on the minutes which were included in the meeting packets. Due to scheduling conflicts, this month's Plan Commission Meeting will not be conducted until Tuesday, May 27, 2014.

**(15) SBAA**

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

1 **(16) Teen Center**

2 The Teen Center Board has not met recently.

3

4 **(17) Tourism Zone Commission**

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

6

7 **(18) Utilities**

8 The Utilities Committee has not met recently.

9

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

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

12 Recommendations should be forthcoming from the Committee soon.

13

14 **(20) Waterfront Oversight**

15 The Waterfront Oversight Committee has not met recently.

16

17 **(21) Zoning Board of Appeals**

18 The Zoning Board of Appeals has not met recently.

19

20 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a**  
21 **committee, official or employee:**22 There were no suggestions for matters to be placed on a future agenda or referrals to a  
23 committee, official or employee. The Board members did discuss the possibility of rescheduling  
24 some of the regular monthly committee and commission meetings. This will initially be  
25 addressed by the Administration Committee.

26

27 **Adjournment:**28 *A motion was made by Baker, seconded by Duffy to adjourn the meeting of the Board of*  
29 *Trustees at 8:31 P.M. Motion carried – All ayes,*

30

31 Respectfully submitted,



32

33 Janal Suppanz,

34 Administrative Assistant



## Door County Humane Society

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

[www.dooranimals.com](http://www.dooranimals.com) · [mail@dooranimals.com](mailto:mail@dooranimals.com)

May 28, 2014

Village of Sister Bay  
 PO Box 769  
 Sister Bay, WI 54234

Dear Village of Sister Bay Board Members,

Thank you so much for your recent donation of \$1000.00 to the Door County Humane Society. Your support of our mission of caring for the lost and homeless animals of our community means so much to us.

As a not for profit, privately funded organization, only 5% of our budget comes from public sources, including municipalities. Your generous contribution helps us greatly and goes directly to the care of the animals at DCHS.

2013 was another wonderful year for the shelter. Nearly 800 animals came to us last year, confirming our need for a larger facility to better serve our community's lost and homeless animals. We are so pleased with our expansion and the remodel of the old facility.

The increased access and visibility will lead to a higher adoption rate, expanded educational offerings will translate into more responsible pet owners, and increased space means opportunities for more volunteers and greater community involvement. The Door County Humane Society staff, volunteers and associated veterinarians are committed to life-saving work for cats and dogs. An updated facility will enable this work to continue and mature. Your contribution is making this possible for the Door County Community.

We look forward to serving our community by caring for the lost and homeless animals of Door County for many years to come. Your contribution ensures that we will be here doing what we love. We will be contacting you in the upcoming months to invite you to tour the new facility as we feel it is important that each municipality feels a part of it, as this is YOUR shelter.

Thank you again and we hope to see you in the shelter soon.

Sincerely,

Carrie E. Counihan  
 Executive Director, DCHS  
 920-746-1111 ext 4  
[carrie@dooranimals.com](mailto:carrie@dooranimals.com)

*A Non-Profit Donor Supported Organization- no goods or services were received in exchange for this donation  
 Federal ID #39-1733900*

**RECEIVED MAY 30 2014**



# Village of Sister Bay

## BOARD REPORT

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

**Meeting Date:** 06/17/14  
**Item No.:** 1

**Recommendation:** That the Board accept the recommendation of the Fire Committee and adopt Ordinance 229-061714, repealing Chapter 14, Art II, the Automatic Fire Sprinkler Ordinance.

**Background:** 013 Wisconsin Act 270, which took effect on April 18, 2014, established a Uniform Commercial Building Code (UCBC), which prohibits municipalities from adopting or enforcing stricter building code regulations.

However, Act 270 allows municipalities to seek grandfather status for more stringent fire detection, prevention, or suppression ordinances in place prior to May 1, 2013. Only ordinances meeting the following requirements can be grandfathered.

1. The ordinance was enacted before May 1, 2013.
2. The ordinance was published by the municipality in the manner required under state law, secs. 61.50, or 62.11 (4).
3. The ordinance relates to fire detection, prevention, or suppression components of buildings.
4. The building is not a multifamily dwelling, as defined in sec. 101.971 (2).
5. The ordinance is submitted to the Wisconsin Department of Safety and Professional Services (DSPS) by June 17, 2014.
6. DSPS determines that the ordinance requires standards that are at least as strict as the rules promulgated by the department.

On review of the current code by Chief Hecht, it would appear that the more stringent local ordinance caused installation of sprinklers or other fire prevention measures on a handful of occasions (4). To have a local code that is more stringent than a state standard will be a hindrance to development, and will complicate the construction planning and inspection process. The new state code provides for sprinkling in high risk facilities such as hotels, mitigating much of the need for our code.

The Fire Committee examined this issue in detail and recommends repeal of Ch. 14, Art II in its entirety so that the Village will default to the State standard.

**Fiscal Impact:** None.

Respectfully submitted,

Zeke Jackson  
Village Administrator

## ORDINANCE NO. 229-061714

### AN ORDINANCE REPEALING CHAPTER 14, ART II OF THE VILLAGE OF SISTER BAY BUILDINGS AND BUILDING REGULATION CODE.

**WHEREAS,** THE VILLAGE OF SISTER BAY SEEKS PARTICIPATE IN A STATE WIDE UNIFORM BUILDING CODE;

**NOW, THEREFORE, LET IT BE ORDAINED THAT:** CHAPTER 14, ART II OF THE SISTER BAY BUILDINGS AND BUILDING REGULATION CODE IS HEREBY REPEALED AS FOLLOWS:

“Chapter 14, Article II, Automatic Fire Sprinkler System Deleted”

Replaced with:

“Uniform State Building Code applies to Automatic Fire Sprinkler Systems”

#### **Section 1 – Other Conflicts**

All other Ordinances in conflict herewith are hereby repealed.

#### **Section 2 – Effective Date**

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

#### **Section 3 – Severability**

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

#### **Village of Sister Bay**

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

#### **Attest:**

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

Date Introduced: June 17, 2014

Date Adopted: \_\_\_\_\_

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



# Village of Sister Bay

## BOARD REPORT

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

**Meeting Date:** 06/17/14  
**Item No.:** 2

**Recommendation:** That the Board consider the recommendation of the Marina Committee and adopt the Amended Bylaws for Marinafest.

**Background:** Marinafest was started in an effort to “give back” to the community, and to aid Village Non-Profits in fundraising in order to accomplish their organizational goals. A sum of money has been appropriated each year in the Marina budget for supporting Marinafest. \$8500 is budgeted annually for Marinafest revenue, however, Marinafest, as an expense to the Marina, costs in excess of \$18,500 annually. This situation has led to the Marina covering the shortfall from operating and cash reserves each year. The Marinafest committee and Village have worked to defray these costs over the years, with a percentage of Non-Profit’s sales going to the event, as well as donations sought and obtained for the annual fireworks show.

The Marina’s cash position is currently strong, however, projections indicate that the Marina will exhaust its cash holdings and run negative in a few years (5). Planning efforts are underway by the Marina Committee to control expenses and enhance revenue at the Marina. Most recently, a decision was made to cut cable TV expenses by several thousand dollars by discontinuing service.

The Marina Committee has reviewed the proposed Bylaw changes in an effort to enhance the event experience, to integrate the event into Waterfront Park by expanding to the South, and to increase revenues by inviting special entertainment and for profit vendors to participate in the event.

Given the long standing nature of the event and its relationship to the community, the Board may wish to review this before final adoption.

**Fiscal Impact:** To be determined.

Respectfully submitted,

Zeke Jackson  
Village Administrator

## Marina Fest By-Laws

### Proposed 040814

The sponsoring and funding organization of the MARINA FEST is the Marina Committee. The Marina Fest Committee shall report to the Marina Committee. If there is ever a disagreement regarding Marina Fest plans, the final authority rests with the Sister Bay Board of Trustees. Availability of funding is part of the annual Village budget process. None of the funding comes from taxpayer money. All funding comes from the Marina Budget, which is a self-sustaining account.

1. Marina Fest is held the Saturday of Labor Day weekend-rain date events on Sunday are possible for some events. All events shall be held in the Waterfront Park.
2. Membership on the committee shall be the Marina Committee Chairperson, A member of the Parks Committee, the Marina Manager, and a Citizen alternate.
3. Nonprofit Vendor Exclusivity Clause-Only one nonprofit vendor shall have the right to sell a given product, with a priority given in order of participation in Marina Fest since its beginning. Any duplication of a product would only be allowed with the consent of the original nonprofit vendor with the right to sell the product. The spirit of this rule is to allow for optimum moneymaking opportunities for all nonprofit vendors participating in Marina Fest. Nonprofit Vendors shall donate 10% of profits to the general Marina Fest fund.
4. Commercial Vendors Allowed-Commercial vendors selling food, clothing, crafts, beer, wine, or other goods are encouraged to participate in Marina Fest. The fee for a 10'x20' space shall be \$250 + 10% of gross sales over \$250. Vendors providing special entertainment or unique services shall have a rate of participation negotiated by the Marina Manager and Village Administrator.
5. Vendors that cancel may have their space reassigned by the Marina Manager.
6. The addition of any new vendor, and the product they sell, will be subject to review by the Marina Fest Committee and be allowed subject to the availability of space in Waterfront and Marina Park.
7. All vendors shall have some general duties for the good of the entire festival, as assigned by the Marina Fest Committee.
8. All Vendors shall keep their own area clean throughout the day and empty the trash barrels nearest their booths regularly.
9. Vendors that leave before the fireworks show shall be ineligible to participate in the following year.
10. All setup must be done as much as possible on day before the event. The parking lot within the Marina will be closed for all vehicle and boat traffic from the public on the night before the event. The wooden boat show must be launched by 9AM on the day of the event. Vehicle traffic from all festival participants must be completed by 9AM on the day of the event, and the entire parking lot area will be closed for the duration of the event, subject to the needs of the Marina and Marina Fest.
11. The only solicitation done from the community and businesses of Sister Bay shall be for a donation fund designated for fireworks and advertising.



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 06/17/2014  
**Item No.** 3

**Recommendation:** That the Board approve Resolution 288-061714, Seeking Grant Assistance from the WI DNR Recreational Boating Fund.

**Background:** The Marina and Finance Committees have approved proposed renovations to the Marina Public Restrooms. These renovations may be eligible for RBF grant funding from the Department of Natural Resources. If successful, the grant would lessen the financial burden on the Marina and Village.

**Fiscal Impact:** If funded, the Village will receive 50% of the cost of public restroom renovations from DNR; this will be approximately \$12,500.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**Resolution No 288-061714**  
**Request Assistance from WI DNR for RBF Grant Funding**

**WHEREAS**, The Village of Sister Bay hereby requests assistance for the purpose of Undertaking public boating restroom renovations at the Sister Bay Marina; and

**THEREFORE, BE IT RESOLVED**, that The Village of Sister Bay has budgeted a sum sufficient to complete the project, and HEREBY AUTHORIZES Wendy Tatzel and Zeke Jackson, to act on behalf of the Village of Sister Bay to: Submit an application to the Department of Natural Resources for financial assistance; Sign documents; and Take necessary action to undertake, direct and complete the approved project.

**BE IT FURTHER RESOLVED** that the Village of Sister Bay will comply with state and federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain approval from the Wisconsin Department of Natural Resources before any change is made in the use of the project site (if applicable).

Adopted this 17<sup>th</sup> day of June, 2014.

I hereby certify that the foregoing resolution was duly adopted by the Sister Bay Board of Trustees at a legal meeting

on the 17<sup>th</sup> day of June 2014.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 17<sup>th</sup> day of June, 2014.

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

ATTEST:

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

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



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 06/16/14  
**Item No.** 4

**Recommendation:** That the Board adopt Ordinance No. 228-061714 amending and recreating Section 62.11(f)(1)(a) of the Village of Sister Bay Utility Code.

**Background:** At the December 10, 2012 meeting of the Village Board changes were adopted to the Utility Code, Chapter 62, adding a section of rules regarding the installation of grease interceptors at commercial food service properties. The deadline within this section gives business owners until December 1, 2014 to come into compliance with the new ordinance. Some business owners have expressed a desire to extend the deadline for compliance by one year. Village Administrator Jackson and Utility Superintendent Jacobson are in agreement with their request.

**Fiscal Impact:** None at this time.

At your service, I am

Martha Baker  
Utility Clerk

## ORDINANCE NO. 228-061714

### AN ORDINANCE AMENDING AND RECREATING SECTION 62.11 OF THE VILLAGE OF SISTER BAY UTILITY CODE.

**WHEREAS,** THE VILLAGE OF SISTER BAY SEEKS TO EXTEND TIME TO ITS BUSINESS COMMUNITY FOR COMPLIANCE WITH THIS SECTION OF THE CODE;

**NOW, THEREFORE, LET IT BE ORDAINED THAT:** SECTION 62.11(F)(1)(A) OF THE SISTER BAY UTILITY CODE IS HEREBY AMENDED AND RECREATED AS FOLLOWS:

“(1) Installation of Grease Interceptors:

(a) No later than December 1, 2014 grease interceptors must be...”

**CHANGED TO:**

“(1) Installation of Grease Interceptors:

(b) No later than December 1, 2015 grease interceptors must be...”

**Section 1 – Other Conflicts**

All other Ordinances in conflict herewith are hereby repealed.

**Section 2 – Effective Date**

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

**Section 3 – Severability**

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

**Village of Sister Bay**

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

**Attest:**

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

Date Introduced: June 17, 2014

Date Adopted: \_\_\_\_\_

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



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 06/10/14  
**Item No.** 5

**Recommendation:** That the Board approves the following licenses and permits for the period July 1, 2014 through June 30, 2015.

1. Soda water beverage license permits as listed.
2. Cigarette license permits as listed.
3. Operators and agents as listed
4. Various liquor licenses as listed.

**Background:** In October 2010, the Board approved a major revision and update to Chapter 6 of the Municipal Code, which covered liquor. Each of the applicants has submitted a drawing of the property and building where liquor sales or consumption would occur. The Code allows the Village Board to designate approved areas for sales and consumption as well as establish various requirements. A spreadsheet was developed for the Board to fill out for each of the permit holders.

Christy has completed all the boxes to the left of the black line. The businesses that have completed their fire inspections are indicated with a YES in the light purple column. Any business that has not completed their fire inspection may be conditionally approved pending the Fire Department approval. Any business that has outstanding fees, charges or taxes should not be issued a license until they are paid in full. In the light blue column, Christy has indicated which businesses can sell off premise. The Class B Beer and Class C Wine licenses can only sell beer off premise.

The first green column shows which businesses allow indoor consumption. Section 6.30 of the Code establishes the regulations or restrictions that the Board may impose on a license. The spreadsheet identifies issues that have generated complaints in the past, which include, noise from bands both indoors and outdoors, fighting and disturbances both on and off premise, trash and debris on private property and public streets, control of sales to minors.

1. The first question for the Board to answer is the applicant's drawing showing the outdoor sales and consumption area clearly delineated? Does that area change during festivals?
2. The second question is answered in part by the Code that states outdoor sales must stop at 10:00 pm. The issue is how many hours past 10:00 pm can customers consume alcohol in that outdoor area. Is it an issue if or how the licensee controls indoor sales to customers walking outdoors to drink?
3. How does the licensee insure that liquor is only consumed on the premise as defined above? Is there any need for fencing or a person providing security?
4. Many licensees have engaged bands for certain nights as entertainment. When bands are playing either indoors or outdoors should any restrictions apply such as closing windows, doors, hours of playing, days of the week, etc.?
5. How does the licensee propose to be responsible for the litter, cans and bottles that customers drop on sidewalks, adjacent properties streets and other areas? Does the licensee have any trash or recycling containers outdoors for patrons entering or leaving the property?

6. During Jump 'in June, Marina Fest, Fall Fest and all the other festivals are there any other restrictions that should be applied? Should the Board seek input from the Marina Committee and SBAA on outdoor liquor sales during festivals?

Many of these items had been discussed with different licenses in the past, but it does not appear that they were ever formally acted upon in the minutes. The Board can choose to approve different restrictions for different business as well as not establishing any restrictions at all for any business.

Respectfully submitted,

Zeke Jackson  
Village Administrator

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2014

CLASS A BEER & LIQUOR LICENSES

Bhirdo's by the Bay  
 Top Shelf Cafe & Gourmet  
 Shopko  
 Piggly Wiggly

AGENT/OWNER

Denise L Bhirdo  
 Anne Alberts  
 Lori Brockman  
 Jay Kita

CLASS B BEER & LIQUOR LICENSES

Husby's  
 Sister Bay Bowl

John Sawyer  
 Sharon Daubner

SPECIAL B

Little Sister Resort

Greg Sunstrom

300 SEAT B

Mission Grill  
 Northern Grill

J Gary Guterman  
 Ron MacDonald

CLASS A BEER LICENSES

Voight's Country Walk Amoco  
 Sister Bay Mobil

Dennis & Lisa Voight  
 Dave Lienau

CLASS B BEER & CLASS C WINE LICENSES

Al Johnson's Swedish Restaurant  
 Church Hill Inn  
 Grasse's Grill  
 Inn at Kristophers  
 Chop  
 Wild Tomato  
 Drink Coffee  
 Cheesecake Etc  
 Bayridge Golf Course  
 Door County Creamery

Lars Johnson  
 Mike Goldstone  
 Jim Grasse  
 Mark Antczak  
 Patsy Wuollett  
 John Britton Unkefer  
 Rachel Lohman  
 Scott Dell  
 Erik Anderson  
 Jesse Johnson

2014 OPERATOR'S LICENSES

## AGENT/OWNERS PRESENT

Christopher Janisse	Husby's	John Sawyer
James Larson	Husby's	
Alex Higginbotham	Husby's	
Mike Termini	Husby's	
Chad Kodanko	Husby's	
Kerri Rentmeester	Husby's	
Art Turnquist	Husby's	
Carlin Hatch	Husby's	
Kayla Geeve	Husby's	
Janet Jenisse	Husby's	
Nicloe Schutte	Husby's	
Meighan Callahan	Husby's	
Andrea Erickson	Bhirdo's	Denise L Bhirdo
Michele Bhirdo-Pluff	Bhirdo's	
Lisa Glabe	Bhirdo's	
Janal Suppanz	Bhirdo's	
Dolly Zahn	Piggly Wiggly	Jay Kita
Heike Tavenner	Piggly Wiggly	
Refik Ozbek	Piggly Wiggly	
Sandra Zak	Piggly Wiggly	
Jay Kita	Piggly Wiggly	
Gary Willems	Sister Bay Bowl	Sharon Daubner
Penny L Anschutz	Sister Bay Bowl	
Brett C Anschutz	Sister Bay Bowl	
Joseph Baldwin	Sister Bay Bowl	
Paula Anschutz	Sister Bay Bowl	
Robbie LeClair	Sister Bay Bowl	
Lukas Willems	Sister Bay Bowl	
Eric Rockwell	Sister Bay Bowl	
Mike Daubner	Sister Bay Bowl	
Beth Lent	Sister Bay Bowl	
Robert Schult	Sister Bay Bowl	
Katherine Hastings	Sister Bay Bowl	
Mike Herbst	Sister Bay Bowl	
Oliva Lowery	Sister Bay Bowl	
David Brancato	Country Walk Amoco	Dennis & Lisa Voght
John Voight	Country Walk Amoco	
Gary Miller	Country Walk Amoco	
Richard Larson	Country Walk Amoco	
Kendall Koehler	Country Walk Amoco	
Carl Heine	Country Walk Amoco	
Sherry Lettie	Country Walk Amoco	
Mike Goldstone	Church Hill Inn	Mike Goldstone
Lars Johnson	Al Johnson's	Lars Johnson
Bryn Busslemeier	Al Johnson's	
Annika Johnson	Al Johnson's	
Tonda Gagliardo	Mission Grill	J Gary Guterman
Jennifer Elkins	Mission Grill	
Elly Marie Polomis	Sister Bay Mobil	Dave Lienau
Alexandra Oneata	Sister Bay Mobil	
James Grasse	Grasse's Grill	James Grasse
Jessica Grasse	Grasse's Grill	
Carla Krist	Shopko	Loraine Brokman
Lorraine Brokman	Shopko	
Patrick Herwig	Shopko	
Shirley Jacobs	Shopko	
Kandie Skippon	Shopko	
Greg Sunstrom	Little Sister Resort	Greg Sunstrom
Bob Hermen	Little Sister Resort	
Gene Lhost	Little Sister Resort	

Alyse-Marie Freeman  
Christopher Clark

Diane Trenchard  
Chaloner Brown

Patsy Wuollett

Scott Dell

Rachael Johnson

Steven Gomoll  
John Ostran

Larry Gajda  
Richard Stultz  
Dennis Paschke

Anastasia Bell

Rachel Lohman

Northern Grill  
Northern Grill

Bayridge Golf Course

Chop

Cheesecake Etc

Door County Creamery

SBAA  
SBAA

Sister Bay Lions  
Sister Bay Lions  
Sister Bay Lions

SB/LBG Firefighters

Drink Coffee

Ron Mac Donald

Diane Trenchard

Patsy Wuollett

Scott Dell

Jesse Johnson

Paige Funkhouser

Chris Hecht

Rachel Lohman

2014

SODA LICENSES

Bayridge Golf  
Bhirdo's By the Bay

Carroll House  
Cheesecake Etc.  
Chop  
Church Hill Inn  
Coachlight Inn  
Country Walk Amoco  
Door County Creamery  
Drink Coffee  
Grasse's Grill  
Husby's  
Inn at Kristofers  
Al Johnson's  
Little Sister Resort  
Mission Grill & Games  
Northern Grill  
Open Hearth Lodge  
Patio Drive-Inn & Motel  
Piggly Wiggly  
Pirate's Cove  
Shopko  
Sister Bay Bowl  
Sister Bay Cafe Inc  
Sister Bay Mobil  
Sister Bay/Liberty Grove Fire Dept (2)  
Top Shelf Cafe & Gourmet  
Wild Tomato

CIGARETTE LICENSES

Bhirdo's  
Top Shelf Cafe & Gourmet  
Sister Bay Mobile  
Country Walk Amoco  
Piggly Wiggly

Sister Bay Liquor License Permits and Renewals July 1, 2014 to June 30, 2015

6/13/2014 11:44

License by Type	Fire Inspection Completed	All Taxes Paid	Off Premise Sales	Indoor Service	Indoor Service Restrictions	Exact Location	Outdoor Service Restrictions Hours of Operation	Access Control	Music Bands	Other	Festival Restrictions
<b>Class A Beer and Liquor</b>											
Bhirdo's by the Bay	yes	yes	Yes	No	N/A	N/A					
Top Shelf	yes	yes	Yes	No	N/A	N/A					
Shopko	yes	yes	Yes	No	N/A	N/A					
Piggly Wiggly	yes	yes	Yes	No	N/A	N/A					
<b>Class B Beer and Liquor</b>											
Husby's	yes	yes	Yes	Yes		Multiple					
Sister Bay Bowl	yes	yes	Yes	Yes		Front patio					
<b>Special B</b>											
Little Sister Resort	yes	yes	Yes	Yes		Grassy lawn					
<b>300 Hundred Seat B</b>											
Mission Grill	yes	yes	Yes	Yes		Patio and deck					
Northern Grill	yes	yes	Yes	Yes		Deck					
<b>Class A Beer</b>											
Voight's Country Walk	yes	yes	Yes	No	N/A	N/A					
Sister Bay Mobil	yes	yes	Yes	No	N/A	N/A					
<b>Class B Beer and Class C Wine</b>											
Al Johnsons	yes	yes	Beer only	Yes		N/A					
Church Hill Inn	yes	yes	Beer only	Yes		N/A					
Grasse's Grill	yes	yes	Beer only	Yes		Front and side patios					
Inn at Kristofer's	yes	yes	Beer only	Yes		Front patio					
Drink Coffee	yes	yes	Beer only	Yes		Front patio					
Wild Tomato	yes	yes	Beer only	Yes		Rear garden area, patios					
Bay Ridge Golf Course	yes	yes	Beer only	Yes		Golf course					
Cheesecake Etc.	yes	yes	Beer only	Yes		Deck					
Chop	yes	yes	Beer only	Yes		Deck ,common areas					
Door County Creamery	yes	yes	Beer only	Yes		Patio					

**Restrictions for both indoor and outdoor service could be as follows:**

If music - jukebox, live band or comedy act, etc. then the hours of operation or control of sound outside the building or from the outdoor venue. Open/close windows or doors.

If consumption is outdoors any limits to the time of sales versus the time period for consumption. For example sales until 11:30 pm on a deck allowing consumption until 2:00 am outside.

Is security "a bouncer" required at any time.

How is trash and debris from the operation which ends up on the street and parking lot handled? Trash receptacles by doors or other locations.

How will the vendor limit the consumption of alcohol to the licensed premise? Deck, fencing, white line on ground, etc.

Is the location for outdoor consumption clearly delineated?

During festivals should any additional restrictions be imposed?



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 06/10/14  
**Item No.** 6

**Recommendation:** That the Board moves to commend Mike Schell on the recommendation of Utilities Director Steve Jacobson

**Background:** During the Bay Shore Dr. Utilities project, Mr. Schell was instrumental to the supervision of the project. He was present in the field working with Donohue and Dorner on a wide range of problem solving and construction tasks. Toward the end of the project, he served in place of Donohue engineers in order to represent the Village, and to lessen the cost burden to the Utility.

It was a job well done, and was one worth a pat on the back.

Respectfully submitted,

Zeke Jackson  
Village Administrator



## VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0254

To: Mike Schell

Per: Commendation

Date: 6-17-14

On behalf of the Village of Sister Bay Utilities and Board of Trustees, we commend Mike Schell for his dedication and excellent work during the difficult construction of the North Bay Shore Drive reconstruction project and road restorations. During construction he worked closely with the Inspector and Contractor daily to adjust valves and notify customers of water shut offs.

Weather conditions made it difficult to give a firm time. His ability to interact and explain to the customers the problems we were having made the job easier than it could have been. During road reconstruction he worked closely with our local contractor and the County Highway Dept. to adjust and replace as needed all old main valves and manholes to minimize any problems for future road work or Utility issues. During this time the Utility Dept. was short handed for a major part of the construction and restoration. He worked extra hours to make sure the Village and Utility issues were taken care of as needed.

A sincere thank you for your service to all.

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Steve Jacobson, Utilities Director

---

Dave Lienau, President



## VILLAGE OF SISTER BAY BOARD REPORT

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

**Meeting Date:** 06/17/14  
**Item No.** 7

**Recommendation:** That the Board Resolution No. 287-061714 Approving the 2013 Annual Compliance Maintenance Report.

**Background:** Each year the DNR requires the Village Utilities to submit a report that identifies the various operating levels and maintenance activities at the wastewater plant and collection system. The Utilities Committee discussed the report at their May 20 meeting. The report generated high marks for Sister Bay—a “grade point average” of 4.00 for 2013.

**Fiscal Impact:** None at this time.

At your service, I am

Zeke Jackson  
Village Administrator

**Resolution No. 287-061014**  
**Approving the 2013 Annual Compliance Maintenance Report**

**WHEREAS**, the Utilities Superintendent of the Village of Sister Bay has reviewed the 2013 Annual Compliance Maintenance Report to be submitted to the Wisconsin Department of Natural Resources, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay, Wisconsin that the attached 2013 Annual Compliance Maintenance report prepared by Steve Jacobson is hereby approved.

**BE IT FURTHER RESOLVED** that a copy of this resolution and report is forwarded to the Wisconsin Department of Natural Resources.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 10<sup>th</sup> day of June 2014.

Passed and adopted this 10<sup>th</sup> day of June 2014.

\_\_\_\_\_  
 Dave Lienau, President

ATTEST:

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

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Influent Flow and Loading

### Questions

1. Monthly average flows and (C)BOD loadings.

InFluent No.701	Influent Monthly Average Flow, MGD	X	Influent Monthly Average (C)BOD Concentration on mg.l	X	8.34	=	Influent Monthly Average(C) BOD Loading, pounds/day
January	0.1041	X	306	X	8.34	=	265
February	0.1096	X	264	X	8.34	=	241
March	0.1083	X	265	X	8.34	=	239
April	0.2241	X	173	X	8.34	=	323
May	0.1867	X	338	X	8.34	=	526
June	0.2209	X	357	X	8.34	=	658
July	0.3046	X	359	X	8.34	=	911
August	0.2760	X	440	X	8.34	=	1013
September	0.2049	X	425	X	8.34	=	726
October	0.2023	X	460	X	8.34	=	775
November	0.2038	X	225	X	8.34	=	383
December	0.2017	X	178	X	8.34	=	300

2. Maximum month design flow and design (C)BOD loading.

	Design	X	%	=	% of Design
Max Month Design Flow, MGD	.7	x	90	=	0.63
		x	100	=	.7
Design (C)BOD, lbs./day	1780	x	90	=	1602
		x	100	=	1780

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

### Influent Flow and Loading (Continued)

<b>3.</b>	<b>Number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:</b>				
	Months of Influent Flow	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
	January	1	0	0	0
	February	1	0	0	0
	March	1	0	0	0
	April	1	0	0	0
	May	1	0	0	0
	June	1	0	0	0
	July	1	0	0	0
	August	1	0	0	0
	September	1	0	0	0
	October	1	0	0	0
	November	1	0	0	0
	December	1	0	0	0
	Points per each exceedance	2	1	3	2
	Exceedances	0	0	0	0
	Points	0	0	0	0
	Total Number of Points				0
<b>4.</b>	<b>Was the influent flow meter calibrated in the last year?</b>				
	<input checked="" type="radio"/> Yes Enter last calibration date, MM/DD/YYYY <span style="border: 1px solid black; padding: 2px;">04/18/2013</span>				
	<input type="radio"/> No -explain <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>				
<b>5.</b>	<b>Sewer Use Ordinance</b>				
	<p><b>5.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?</b></p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please describe:</p>				

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

**Influent Flow and Loading (Continued)**

5.2 Was it necessary to enforce?

- Yes  
 No

If Yes, please describe:

**6. Septage Receiving**

6.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

6.2 Did you receive septage at your facility? If yes, indicate volume in gallons

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
387,200 gal	7,216,500 gal	0 gal

6.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes

WWTP was designed to treat this waste stream

**7. Pretreatment**

7.1 Did your facility experience operational problems, permit violations, biosolids quality concerns or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes  
 No

If Yes, describe the situation and your community's response:

7.2 Did your facility accept hauled industrial wastes, landfill leachate, etc?

- Yes  
 No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the plant from the discharge of hauled industrial wastes.

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 31

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Influent Flow and Loading (Continued)

	Recieved leachate from Going Garbage recycling facility.
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility
Last Updated: 4/30/2014
Reporting Year: 2013

## Effluent Quality and Plant Performance ((C)BOD)

### Questions

1. Monthly average effluent values, exceedances, and points for (C)BOD:

Outfall No.001	Monthly Average C(BOD) Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average C(BOD) (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	4	1	0	0
March	30	27	6	1	0	0
April	30	27	3	1	0	0
May	30	27	3	1	0	0
June	30	27	2	1	0	0
July	30	27	3	1	0	0
August	30	27	2	1	0	0
September	30	27	1	1	0	0
October	30	27	3	1	0	0
November	30	27	1	1	0	0
December	30	27	3	1	0	0

\* Equals limit if limit is <=10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			0

**NOTE:** For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

2. If any violations occurred, what action was taken to regain compliance?

3. Was the effluent flow meter calibrated in the last year?

- Yes - enter last calibration date, MM/DD/YYYY:
- No - explain:

4/18/2013

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

**Effluent Quality and Plant Performance ((C)BOD) (Continued)**

4.	<p>What problems, if any, were experienced over the last year that threatened treatment?</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Smooth</div>
5.	<p><b>Other Monitoring and Limits</b></p> <p><b>5.1</b> At any time in the past year was there an exceedance of a permit limit for any other pollutants such as metals, pH, residual chlorine, or fecal coliform?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
	<p><b>5.2</b> At any time in the past year was there an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
	<p><b>5.3</b> If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p> <input type="radio"/> Yes  <input type="radio"/> No  <input checked="" type="radio"/> NA         </p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Effluent Quality and Plant Performance (Total Suspended Solids)

### Questions

1. Monthly average effluent values, exceedances, and points for TSS:

Outfall No.001	Monthly Average TSS Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average TSS (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	4	1	0	0
March	30	27	8	1	0	0
April	30	27	1	1	0	0
May	30	27	2	1	0	0
June	30	27	2	1	0	0
July	30	27	1	1	0	0
August	30	27	1	1	0	0
September	30	27	2	1	0	0
October	30	27	2	1	0	0
November	30	27	1	1	0	0
December	30	27	1	1	0	0

\* Equals limit if limit is <=10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			0

**NOTE:** For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

2. If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

Effluent Quality and Plant Performance (Phosphorus)

Questions					
1.	Monthly average effluent values, exceedances, and points for Phosphorus:				
	Outfall No.001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
	January	1	0.4	1	0
	February	1	0.2	1	0
	March	1	0.4	1	0
	April	1	0.2	1	0
	May	1	0.2	1	0
	June	1	0.4	1	0
	July	1	0.5	1	0
	August	1	0.6	1	0
	September	1	0.4	1	0
	October	1	0.3	1	0
	November	1	0.2	1	0
	December	1	0.2	1	0
	Months of Discharge/yr			12	
	Points per each exceedance with 12 months of discharge:				10
	Exceedances				0
	Total Number of Points				0
	<p><b>NOTE:</b> For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.                      Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is <math>12/6 = 2.0</math></p>				
2.	If any violations occurred, what action was taken to regain compliance?				

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 36

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Biosolids Quality and Management

Questions	Points
<p>1. Biosolids Use/Disposal:</p> <p><b>1.1 How did you use or dispose of your biosolids?(Check all that apply)</b></p> <p> <input type="checkbox"/> Land Applied Under Your Permit  <input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids  <input checked="" type="checkbox"/> Hauled to Another Permitted Facility  <input type="checkbox"/> Landfilled  <input type="checkbox"/> Incinerated  <input type="checkbox"/> Other                 </p> <p>NOTE:If you do not remove biosolids from your system annually, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc, and if biosolids were land applied last year, please also check top box above.</p> <p>1.1.1 If you checked Other, Please describe:</p> <div style="border: 1px solid black; height: 20px; width: 400px; margin-top: 5px;"></div>	
<p>3. Biosolids Metals</p> <p>Number of biosolids outfalls in your WPDES permit = 1</p> <p>3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year</p>	

### BIOSOLIDS METALS CHARACTERISTICS

Outfall:002 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	mg/kg on a dry weight basis												Times Exceeded			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
arsenic		41	75	0													0	0	0
cadmium		39	85	1.5													0	0	0
copper		1500	4300	900													0	0	0
lead		300	840	17													0	0	0
mercury		17	57	1.4													0	0	0
molybdenum	60		75	10												0		0	0
nickel	336		420	19												0		0	0
selenium	80		100	24												0		0	0
zinc		2800	7500	860													0	0	0

<p>3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel or selenium = 0</p>	0
<div style="border: 1px solid black; display: inline-block; padding: 5px;">Exceedance Points</div>	

**Biosolids Quality and Management (Continued)**

	●	0	0 Points														
	○	1-2	10 Points														
	○	> 2	15 Points														
<p><b>3.1.2</b> If you exceeded the high quality limits, did you cumulatively track the metals loadings at each land application site? (check applicable box)</p>				0													
<p>○ Yes ○ No (10 points) ○ NA. Did not exceed limits or no HQ limit applies (0 points) ● NA. Did not land apply biosolids until limit was met(0 points)</p>																	
<p><b>3.1.3</b> Number of times any of the metals exceeded the ceiling limits = 0</p>				0													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left;">Exceedance Points</th> </tr> <tr> <td style="text-align: center;">●</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;">○</td> <td style="text-align: center;">1</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;">○</td> <td style="text-align: center;">&gt; 1</td> <td style="text-align: center;">15 Points</td> </tr> </table>				Exceedance Points			●	0	0 Points	○	1	10 Points	○	> 1	15 Points		
Exceedance Points																	
●	0	0 Points															
○	1	10 Points															
○	> 1	15 Points															
<p><b>3.1.4</b> Were biosolids land applied which exceeded the ceiling limit?</p>				0													
<p>○ Yes(20 points) ● No (0 points)</p>																	
<p><b>3.1.5</b> If any metal limit (high quality or ceiling ) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p>																	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>																	
<b>6.</b>	<b>Biosolids Storage:0</b>																
<p><b>6.1</b> How many days of actual,current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p>				0													
<p>● &gt;+ 180 days (0 points) ○ 150 - 179 days (10 points) ○ 120 - 149 days (20 points) ○ 90 - 119 days (30 points) ○ &lt; 90 days (40 points) ○ Not Applicable (0 points)</p>																	
<p><b>6.2</b> If you check Not Applicable above, explain why.</p>																	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>																	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility      Last Updated: 4/30/2014      Reporting Year: 2013

## Biosolids Quality and Management (Continued)

7.	Issues:	
	<p>7.1 Describe any outstanding biosolids issues with treatment, use or overall mgt?</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Some hauling scheduling difficulties with the other treatment facility due to that plants mechanical problems.</p> </div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

Staffing and Preventative Maintenance (All Treatment Plants)

	Questions	Points
1.	<p><b>Was your wastewater treatment plant adequately staffed last year?</b></p> <p> <input type="radio"/> Yes  <input type="radio"/> No                 </p> <p>If No, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2.	<p><b>Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</b></p> <p> <input type="radio"/> Yes  <input type="radio"/> No. Explain                 </p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
3.	<p><b>Did your plant have a <u>documented AND implemented</u> plan for preventative maintenance on major equipment items?</b></p> <p> <input type="radio"/> Yes (Continue with questions below)  <input type="radio"/> No (40 points and go to question 6)                 </p> <p>If No, explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
4.	<p><b>Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</b></p> <p> <input type="radio"/> Yes  <input type="radio"/> No (10 points)                 </p>	0
5.	<p><b>Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</b></p> <p> <input type="radio"/> Yes  <input type="radio"/> (Paper file system)  <input type="radio"/> (Computer program)  <input checked="" type="radio"/> (Both Paper and Computer)  <input type="radio"/> No (10 points)                 </p>	0
6.	<p><b>Did your plant have a detailed O&amp;M Manual that was used as a reference when needed?</b></p>	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 40

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Staffing and Preventative Maintenance (All Treatment Plants) (Continued)

	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7.	Rate the overall maintenance of your wastewater plant.	
	<input checked="" type="radio"/> Excellent <input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor	
	Describe your rating: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                     Good personnel, good manuals, good designed plant, good support of processes by Village Board.                 </div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 41

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Operator Certification and Education

	Questions	Points
1.	Did you have a designated operator-in-charge during the report year?	0
	<p> <input type="radio"/> Yes (0 point)  <input type="radio"/> No (20 points)                 </p> <p>Name: <input style="width: 500px;" type="text" value="STEVEN D JACOBSON"/></p> <p>Certification No: <input style="width: 500px;" type="text" value="01308"/></p>	
2.	In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?	
	<p>Required: <input style="width: 500px;" type="text" value="2 - CEIJ; C - ACTIVATED SLUDGE; E - DISINFECTION; I - PHOSPHORUS REMOVAL; J - LABORATORY"/></p> <p>Held: <input style="width: 500px;" type="text" value="2 - ABCDEFGHIJ; 2 - A=PRIMARY SETTLING GRADE 2; B=TRICKLING FILTER/RBC GRADE 2; C=ACTIVATED SLUDGE GRADE 2; D=PONDS/AERATED LAGOONS GRADE 2; E=DISINFECTION GRADE 2; F=ANAEROBIC DIGESTION GRADE 2; G=MECHANICAL SLUDGE GRADE 2; H=FILTRATION GRADE 2; I=PHOSPHORUS REMOVAL GRADE 2; J=LABORATORY GRADE 2"/></p>	
3.	Was the operator-in-charge certified at the appropriate level to operate this plant?	0
	<p> <input type="radio"/> Yes (0 point)  <input type="radio"/> No (20 points)                 </p>	
4.	In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation & maintenance of the plant that includes one or more of the following options (check all that apply):	0
	<p>4.1 <input checked="" type="checkbox"/> one or more additional certified operators on staff</p> <p>4.2 <input type="checkbox"/> an arrangement with another certified operator</p> <p>4.3 <input type="checkbox"/> an arrangement with another community with a certified operator</p> <p>4.4 <input type="checkbox"/> an operator on staff who has an operator-in-training certificate for your plant and is expected be certified within one year</p> <p>4.5 <input type="checkbox"/> a consultant to serve as your certified operator</p> <p>4.6</p>	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 42

**Facility Name: Sister Bay Wastewater Treatment Facility**

**Last Updated:  
4/30/2014**

**Reporting Year: 2013**

**Operator Certification and Education (Continued)**

	<input type="checkbox"/> None of the above (20 points)  Explain: <span style="border: 1px solid black; padding: 2px; display: inline-block; width: 500px;">All personnel are certified.</span>	
<b>5.</b>	If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates?  Grades T, 1, and 2: <input checked="" type="radio"/> Averaging 6 or more CEUs per year <input type="radio"/> Averaging less than 6 CEUs per year Grades 3 and 4: <input type="radio"/> Averaging 8 or more CEUs per year <input type="radio"/> Averaging less than 8 CEUs per year Not applicable: <input type="radio"/> See Question 1.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 43

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Financial Management

	Questions	Points						
1.	Person Providing This Financial Information							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name:</td> <td>Steven D. Jacobson</td> </tr> <tr> <td>Telephone:</td> <td>(920) 854-2246</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>steve.jacobson@sisterbaywi.gov</td> </tr> </table>	Name:	Steven D. Jacobson	Telephone:	(920) 854-2246	E-Mail Address(optional):	steve.jacobson@sisterbaywi.gov	
Name:	Steven D. Jacobson							
Telephone:	(920) 854-2246							
E-Mail Address(optional):	steve.jacobson@sisterbaywi.gov							
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0						
	<p> <input checked="" type="radio"/> Yes (0 points)  <input type="radio"/> No (40 points)                 </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>							
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2013	0						
	<p> <input checked="" type="radio"/> 0-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable (Private Facility)                 </p>							
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No (40 points)                 </p>							
<b>REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)</b>								
5.	Equipment Replacement Funds							
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2013	0						
	<p> <input checked="" type="radio"/> 1-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable Explain:                 </p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>							
	5.2 What amount is in your Replacement Fund? <b>Equipment Replacement Fund Activity</b>							
	<b>5.2.1 Ending Balance Reported on Last Year's CMAR:</b>	<b>\$841151</b>						

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

**Financial Management (Continued)**

	<p><b>5.2.2 Adjustments</b> <span style="float: right;">+</span> <span style="float: right;">\$0.00</span>                  if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</p> <p><b>5.2.3 Adjusted January 1st Beginning Balance</b> <span style="float: right;">\$841,151.00</span></p> <p><b>5.2.4 Additions to Fund</b> (e.g., portion of User Fee, earned interest, etc.) <span style="float: right;">+</span> <span style="float: right;">\$87,229.00</span></p> <p><b>5.2.5 Subtractions from Fund</b> (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) <span style="float: right;">-</span> <span style="float: right;">\$21,202.00</span></p> <p><b>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year</b> <span style="float: right;">\$907,178.00</span></p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;">                 New polymer pump and new sludge pump.             </div>							
	<p><b>5.3 What amount should be in your replacement fund?</b> <span style="float: right;">\$907,178.00</span></p> <p>(If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)</p>							
	<p><b>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</b></p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
<b>6.</b>	<b>Future Planning</b>							
	<p><b>6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system?</b></p> <p><input checked="" type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 20%;">Estimated Cost</th> <th style="width: 20%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>We are beginning to look at short term and long term options for sludge treatment</td> <td style="text-align: center;">\$4,880.00</td> <td style="text-align: center;">2014</td> </tr> </tbody> </table>		Project Description	Estimated Cost	Approximate Construction Year	We are beginning to look at short term and long term options for sludge treatment	\$4,880.00	2014
Project Description	Estimated Cost	Approximate Construction Year						
We are beginning to look at short term and long term options for sludge treatment	\$4,880.00	2014						
<b>7.</b>	<b>Financial Management General Comments:</b>							
	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>							

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Financial Management (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 46

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Sanitary Sewer Collection Systems

	Questions	Points
1.	<p>Do you have a Capacity, Management, Operation &amp; Maintenance(CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes  <input checked="" type="radio"/> No                 </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation &amp; maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3)  <input type="radio"/> No (30 points) (go to question 4)                 </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&amp;M) or CMOM program.:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Goals:</b> Describe the specific goals you have for your collection system:  <div style="border: 1px solid black; padding: 5px; margin-left: 20px;">Developing a complete CMOM document to comply with a new discharge permit requirement</div> </li> <li><input checked="" type="checkbox"/> <b>Organization:</b> Do you have the following written organizational elements (check only those that you have):                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ownership and governing body description</li> <li><input type="checkbox"/> Organizational chart</li> <li><input checked="" type="checkbox"/> Personnel and position descriptions</li> <li><input type="checkbox"/> Internal communication procedures</li> <li><input checked="" type="checkbox"/> Public information and education program</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Legal Authority:</b> Do you have the legal authority for the following (check only those that apply):                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY <div style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;">08/12/2008</div></li> <li><input checked="" type="checkbox"/> Pretreatment/Industrial control Programs</li> <li><input checked="" type="checkbox"/> Fat, Oil and Grease control</li> <li><input checked="" type="checkbox"/> Illicit discharges (commercial, industrial)</li> <li><input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc)</li> <li><input checked="" type="checkbox"/> Private lateral inspections/repairs</li> <li><input checked="" type="checkbox"/> Service and management agreements</li> </ul> </li> <li><input checked="" type="checkbox"/> <b>Maintenance Activities: details in Question 4</b></li> <li><input checked="" type="checkbox"/> <b>Design and Performance Provisions:</b> How do you ensure that your sewer system is designed and constructed properly?                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> State plumbing code</li> <li><input checked="" type="checkbox"/> DNR NR 110 standards</li> <li><input checked="" type="checkbox"/> Local municipal code requirements</li> <li><input checked="" type="checkbox"/> Construction, inspection and testing</li> <li><input type="checkbox"/> Others:</li> </ul> </li> </ul>	

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> <b>Overflow Emergency Response Plan:</b> Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alarm system and routine testing</li> <li><input checked="" type="checkbox"/> Emergency equipment</li> <li><input checked="" type="checkbox"/> Emergency procedures</li> <li><input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc)</li> </ul> <p><input checked="" type="checkbox"/> <b>Capacity Assurance:</b> How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Current and up-to-date sewer map</li> <li><input checked="" type="checkbox"/> Sewer system plans and specifications</li> <li><input checked="" type="checkbox"/> Manhole location map</li> <li><input checked="" type="checkbox"/> Lift station pump and wet well capacity information</li> <li><input checked="" type="checkbox"/> Lift station O&amp;M manuals</li> </ul> <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas with flat sewers</li> <li><input checked="" type="checkbox"/> Areas with surcharging</li> <li><input checked="" type="checkbox"/> Areas with bottlenecks or constrictions</li> <li><input type="checkbox"/> Areas with chronic basement backups or SSO's</li> <li><input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation</li> <li><input checked="" type="checkbox"/> Areas with heavy root growth</li> <li><input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I)</li> <li><input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity</li> <li><input checked="" type="checkbox"/> Adequacy of capacity for new connections</li> <li><input checked="" type="checkbox"/> Lift station capacity and/or pumping problems</li> </ul> <p><input checked="" type="checkbox"/> <b>Annual Self-Auditing of your O&amp;M/CMOM Program</b> to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> <b>Special Studies Last Year (check only if applicable):</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis</li> <li><input type="checkbox"/> Sewer System Evaluation Survey (SSES)</li> <li><input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP)</li> <li><input type="checkbox"/> Lift Station Evaluation Report</li> <li><input checked="" type="checkbox"/> Others:</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">             Contracted TV, cleaning, and repairs.         </div>	
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4.	Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:	
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Cleaning	100	% of system/year
Root Removal	0	% of system/year
Flow Monitoring	100	% of system/year
Smoke Testing	0	% of system/year
Sewer Line Televising	15	% of system/year

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Sanitary Sewer Collection Systems (Continued)

Manhole Inspections	25	% of system/year
Lift Station O&M	12	# per L.S./year
Manhole Rehabilitation	0	% of manholes rehabed
Mainline Rehabilitation	0	% of sewer lines rehabed
Private Sewer Inspections	0	% of system/year
Private Sewer I/I Removal	0	% of private services
Please include additional comments about your sanitary sewer collection system below:		
2014 will have new sanitary sewer mains installed in area with capacity and flow line issues.		

**5. Provide the following collection system and flow information for the past year:**

30.79	Total Actual Amount of Precipitation Last Year
30	Annual Average Precipitation (for your location)
29.12	Miles of Sanitary Sewer
7	Number of Lift Stations
0	Number of Lift Station Failure
0	Number of Sewer Pipe Failures
0	Number of Basement Backup Occurrences
0	Number of Complaints
.196	Average Daily Flow in MGD
.304	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

Sanitary Sewer Collection Systems (Continued)

LIST OF SANITARY SEWER OVERFLOWS (SSO) REPORTED				
	Date	Location	Cause	Estimated Volume (MG)
NONE REPORTED				
<p><b>** If there were any SSO's that are not listed above, please contact the DNR and stop work on this section until corrected.</b></p> <p>What actions were taken, or are underway, to reduce or eliminate SSO occurrences in the future?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
PERFORMANCE INDICATORS				
0.00	Lift Station Failures(failures/ps/year)			
0.00	Sewer Pipe Failures(pipe failures/sewer mile/yr)			
0.00	Sanitary Sewer Overflows (number/sewer mile/yr)			
0.00	Basement Backups(number/sewer mile)			
0.00	Complaints (number/sewer mile)			
1.6	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)			
0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)			
<b>6.</b>	Was infiltration/inflow(I/I) significant in your community last year?			
<p style="margin-left: 20px;"><input type="radio"/> Yes</p> <p style="margin-left: 20px;"><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<b>7.</b>	Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?			
<p style="margin-left: 20px;"><input type="radio"/> Yes</p> <p style="margin-left: 20px;"><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<b>8.</b>	Explain any infiltration/inflow(I/I) changes this year from previous years?			
<div style="border: 1px solid black; padding: 5px;">Very little spring runoff issues in 2013</div>				
<b>9.</b>	What is being done to address infiltration/inflow in your collection system?			
<div style="border: 1px solid black; padding: 5px;">Replacement of old mains, TV,cleaning and repair of mains as we find problem areas</div>				

# COMPLIANCE MAINTENANCE ANNUAL REPORT

# 50

Facility Name: Sister Bay Wastewater Treatment Facility

Last Updated:  
4/30/2014

Reporting Year: 2013

## Sanitary Sewer Collection Systems (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

WPDES No.0022071

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent Loadings	A	4.0	3	12
Effluent Quality:BOD	A	4.0	10	40
Effluent Quality:TSS	A	4.0	5	20
Effluent Quality:P	A	4.0	3	12
Biosolids Mgt.	A	4.0	5	20
Prev.Maintenance.Staffing	A	4.0	1	4
Operator Certification	A	4.0	1	4
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
<b>TOTALS</b>			<b>32</b>	<b>124</b>
<b>GRADE POINT AVERAGE(GPA)=</b>				

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name:</b> Sister Bay Wastewater Treatment Facility	<b>Last Updated:</b>	<b>Reporting Year:</b> 2013
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**Resolution or Owner's Statement**

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
<b>RESOLUTION NUMBER</b>	
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F. Regardless of grade, required for Collection Systems if SSO's were reported):</b>	
<b>Influent Flow and Loadings: Grade=A</b>	
<b>Effluent Quality: BOD: Grade=A</b>	
<b>Effluent Quality: TSS: Grade=A</b>	
<b>Effluent Quality: Phosphorus: Grade=A</b>	
<b>Biosolids Quality and Management: Grade=A</b>	
<b>Staffing: Grade=A</b>	
<b>Operator Certification: Grade=A</b>	
<b>Financial Management: Grade=A</b>	
<b>Collection Systems: Grade=A</b>	
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. =</b>	



# Village of Sister Bay

## BOARD REPORT

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

**Meeting Date:** 05/13/14  
**Item Nos.:** 10 & 11

**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:

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

<b>Administration and Compensation Oversight Committee</b> <i>(Ad Hoc Committee)</i>	1 member from Finance, Administration, Personnel Committees and 1 citizen member.
<b>Finance Committee</b> <i>(Standing Committee)</i>	3 Trustees.
<b>Fire Board</b> <i>(Standing Committee)</i>	2 Village Trustees and 3 Supervisors from the Town of Liberty Grove.
<b>Fire District Exploratory Committee</b> <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.
<b>Historical Society</b> <i>(Other Committee Appointment)</i>	1 Trustee who will serve as a Liaison.
<b>Library Commission</b> <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.
<b>Marina Committee</b> <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.
<b>Marina Fest Committee</b> <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.
<b>Parks, Property and Streets Committee</b> <i>(Standing Committee)</i>	3 Trustees and 1 resident member.
<b>Personnel Committee</b> <i>(Standing Committee)</i>	3 Trustees.
<b>Plan Commission</b> <i>(Statutory)</i>	3 Trustees, 4 residents, and one ex-officio citizen member with recognized experience and qualifications related to planning and development.
<b>Communications and Technology Committee</b> <i>(Standing Committee)</i>	3 Trustees and 1 resident member
<b>Sister Bay Advancement Association - SBAA - Board of Directors</b> <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.

<b>Teen Center Board</b> <i>(Standing Committee)</i>	1 Trustee, 1 resident or citizens and 1 teens. The officers of the Teen Center Board shall be elected annually.
<b>Tourism Zone Commission</b> <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.
<b>Utilities Committee</b> <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.
<b>Water, Wastewater and Storm Sewer Committee</b> <i>(Standing Committee)</i>	3 Trustees and 2 Citizen Members
<b>Waterfront Oversight Committee</b> <i>(Ad Hoc Committee)</i>	1 member each from Finance, Marina and Parks as well as 1 representative from SBAA and 1 citizen member.
<b>Zoning Board of Appeals</b> <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: <http://intranet.sisterbay.com>

**Meeting Date:** 06/17/14  
**Item No.** 12

**Recommendation:** That the Board approves recommendation of the Parks Committee and authorize the Village Administrator to execute a contract amendment with JJR for rebidding the Beach Project.

**Background:** Following the first round of bidding, Mr. Kufirin and Mr. Jackson worked with JJR to identify items which could be adjusted in the bid package which would reduce the amounts demanded by a subsequent round of bidding by contractors. It is estimated that these savings will run shy of \$100,000 in savings; all other things being the same.

The timing of contract completion may offer additional cost savings and enhance the competitive bidding requirement by reducing time constraints associated with the uncertainty of Door County's weather.

Mr. Jackson has investigated alternative firms for bidding the project and this could be accomplished, however, the sums of the new engineering bid management firm would be similar to that of JJR, and would not offer the Project and Contract administration value that JJR provides.

JJR would provide the following services:

A. Modify Construction Documents to incorporate agreed-upon revisions summarized below:

1. Remove specification requirement that Contractor perform field surveys during construction. Instead, the Village will hire a surveyor under a separate contract.
2. Allow use of either armor stone or smaller stone for breakwater underlayer.
3. Remove requirement that stone be obtained from a USCOE-certified quarry. Maintain requirement that stone meet USCOE requirements but verify through a 3rd-party inspector hired by the Village.
4. Provide general updates to construction documents including completion dates, labor rates, advertisement, etc.
5. Remove requirement that Contractor purchase materials. We understand that the Village will purchase materials to save sales tax costs.

B. Provide Bid Phase Services for the rebid Process, including the following:

1. Provide bidding documents in electronic form to the Client and a plan house for distribution during bidding.
2. Attend and conduct a pre-bid meeting.
3. Receive and respond to contractor or supplier pre-bid questions.
4. Prepare and distribute addenda as required to clarify the bidding documents.
5. Assist in evaluation of bids and prepare a recommendation for award of contract.
6. Assist in the preparation of the construction contract and supporting documents.

C. Increased costs resulting from project extension:

The original contract was signed on June 26, 2013 and anticipated an eight week schedule for completion of design and four-month construction duration. Based on this schedule, all services were anticipated to be complete by December, 2013. Due to delays beyond SGJJR control, services are likely to extend at least an additional year.

Mr. Jackson has asked for a reduced sum given JJR's engineering estimates as well as a not to exceed contract amount. Mr. Wolmutt has not produced these documents at this time.

**Fiscal Impact:** \$13,640 in additional expenses.

Respectfully submitted,

Zeke Jackson  
Village Administrator

June 4, 2014

Zeke Johnson, Village Administrator  
Village of Sister Bay  
2383 Maple Drive  
Sister Bay, WI 54234

Re: Proposal for Professional Services  
Sister Bay Beach Expansion

Dear Zeke,

The following letter modifies the existing Professional Services Contract between SmithGroupJJR ("SGJJR") and the Village of Sister Bay (the "Client") for the referenced project dated June 24, 2013. These modifications are based on conversations between SGJJR and the Client over the past several months.

Additional Services include the following:

- A. Modify Construction Documents to incorporate agreed-upon revisions summarized below:
1. Remove specification requirement that Contractor perform field surveys during construction. Instead, the Village will hire a surveyor under a separate contract.
  2. Allow use of either armor stone or smaller stone for breakwater underlayer.
  3. Remove requirement that stone be obtained from a USCOE-certified quarry. Maintain requirement that stone meet USCOE requirements but verify through a 3<sup>rd</sup>-party inspector hired by the Village.
  4. Provide general updates to construction documents including completion dates, labor rates, advertisement, etc.
  5. Remove requirement that Contractor purchase materials. We understand that the Village will purchase materials to save sales tax costs.
- B. Provide Bid Phase Services for the rebid Process, including the following:
1. Provide bidding documents in electronic form to the Client and a plan house for distribution during bidding.
  2. Attend and conduct a pre-bid meeting.
  3. Receive and respond to contractor or supplier pre-bid questions.
  4. Prepare and distribute addenda as required to clarify the bidding documents.
  5. Assist in evaluation of bids and prepare a recommendation for award of contract.
  6. Assist in the preparation of the construction contract and supporting documents.

## C. Increased costs resulting from project extension:

The original contract was signed on June 26, 2013 and anticipated an eight week schedule for completion of design and four-month construction duration. Based on this schedule, all services were anticipated to be complete by December, 2013. Due to delays beyond SGJJR control, services are likely to extend at least an additional year. The extended schedule has resulted in increased SGJJR coordination, project management, and labor costs.

**Schedule**

Basic Services anticipate completion in conformance with the following:

Milestone	Complete Week Of
90% Bid Documents	30-Jun-14
100% Bid Documents	14-Jul-14
Advertise For Bids	11-Aug-14
Open Bids	8-Sept-14
Notice to Proceed Issued	14-Oct-14

**Compensation**

Below is a breakdown of the estimated fees for additional services by task:

Task	Labor	Expense (Including Plan House Fee)	Total
Construction Document Updates	\$2,700	\$120	\$2,820
Bid/Award	\$5,700	\$1,120	\$6,820
Additional Costs Due to Extension	\$4,000		\$4,000
<b>Total Additional Fee</b>	<b>\$12,400</b>	<b>\$1,240</b>	<b>\$13,640</b>

Based on this, revise COMPENSATION, as follows:

DELETE the first sentence and REPLACE with the following:

The CLIENT shall compensate SmithGroupJJR for the Basic Scope of Services, in accordance with the conditions of this agreement for a lump sum fee of \$107,640.

This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files.

\_\_\_\_\_  
SmithGroupJJR (*Signature*)

\_\_\_\_\_  
Owner (*Signature*)

\_\_\_\_\_  
(*Printed name and title*)

\_\_\_\_\_  
(*Printed name and title*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 2014 Sister Bay Board, Committee and Commission Appointments (Revised June 17, 2014)

<b>Administrative (1)</b>		<b>Historical Society (1)</b>		<b>Utilities (3)</b>	
Dave Lienau	Chair	Nora Zacek	Liaison	Pat Duffy	Chair
				Scott Baker	
				Shane Solomon	
<b>Bay Shore Oversight Com. (4) 3+1</b>		<b>Library Commission (3) 1+2</b>		<b>Scenic Byways (1)</b>	
Dave Lienau	Chair	Pam Abshire		Scott Baker	
Patrick Duffy		Virginia Phelan		Zeke Jackson	Alternate
Shane Solomon		Alan Strack			
Paige Funkhouser	Ex Officio				
<b>DCEDC (1)</b>		<b>Parks Property &amp; Streets (4) 3+1</b>		<b>Zoning Board of Appeals (7)</b>	
Scott Baker		Dave Lienau	Chair	Tom Sadler, Chair	2015
Zeke Jackson	Ex Officio	John Clove		Patricia Wisner	2015
		Scott Baker		Paul Soper	2016
		Sharon Doersching		Deb Duren	2017
<b>Marina (7) 3+2+2</b>		<b>Personnel (3)</b>		Michael Walker	2017
John Clove	Chair	Pat Duffy	Chair	Mike Termini	Alternate
Shane Solomon		Nora Zacek		VACANT	Alternate
Pat Duffy		Pam Abshire			
Greg Sunstrom				<b>Administration and Benefits Oversight Committee (5)</b>	
Kevin Roberts		<b>Plan Commission (8) 3+4+1</b>		Dave Lienau	
VACANT	Alternate	Dave Lienau	Chair	Pam Abshire	
Jeff Flegel	Alternate	Shane Solomon		Pat Duffy	
		Scott Baker		Citizen Member (VACANT)	
<b>Marina Fest (3) 1+1+1</b>		Don Howard	2017	<b>Waterfront Oversight Committee (6)</b>	
VACANT (Parks Rep)	Co-Chair	Marge Grutzmacher	2017	Dave Lienau	
Shane Solomon (Marina Rep)	Co-Chair	Eric Lundquist	2016	John Clove	
John Clove (Trustee)		Nate Bell	2016	VACANT	
		VACANT	Ex Officio	Shane Solomon	
<b>Economic Development (8) 7+1</b>		<b>SBAA (1)</b>		SBAA Rep. (VACANT)	
Larry Gajda	Chair	Shane Solomon	Liaison	Citizen Member (VACANT)	
Dave Lienau				<b>Water, Wastewater &amp; Storm Sewer (3)</b>	
Mike Flood		<b>Com. &amp; Technology (4) 3+1</b>		Pat Duffy	
Jim Grasse		Dave Lienau	Chair	Scott Baker	
Denise Bhirdo		VACANT		Shane Solomon	
Dan Mortier		John Clove			
Jenn Dahl		Nate Bell			
Eric Lundquist	Alternate				
Bill Chaudoir	Ex-Officio	<b>Tourism Zone Commission (2)</b>			
Zeke Jackson	Ex-Officio	Zeke Jackson			
		Nora Zacek			
<b>Finance (3)</b>					
Shane Solomon	Chair	<b>Teen Center (8) 1+5+2</b>			
Pat Duffy		Pam Abshire	Liaison		
Dave Lienau		Krystian Hallett	President		
		Jon Massad	Vice Pres.		
<b>Fire Board (2)</b>		Debra Anderson	Sec./Treas.		
Pat Duffy		Elizabeth Moriarty			
Scott Baker		Angie Hallett			
		VACANT			
<b>Fire District Exp. Com. (3) 1+1+1</b>		VACANT			
Ken Church					
Chris Hecht - Fire Chief					
James Voeks - Fire Fighter					



## Village of Sister Bay BOARD REPORT

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

Meeting Date: 6/17/14  
Item No.: 15

**Recommendation:** That the Board approves \$37,176.87 in payroll costs and \$19,680.10 in expenditures for which totals were unavailable at the May Board meeting.

**Background:** At the Village Board meeting on May 13, 2014, Neuman reported \$174,020.26 of Appropriations and the Board approved that amount plus two payrolls. However, Neuman had not prepared a Board Report showing the exact amount of the payroll costs, nor did she have a total on other payments made directly by ACH. The attached Board Report on May Appropriations shows (in yellow and red) the additional amounts requiring approval.

**Fiscal Impact:** None. This request is for approval of exact amounts of expenditures already incurred.

Respectfully submitted,

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

Juliana Neuman  
Village Finance Director



## Village of Sister Bay Board Report

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

Meeting Date: 6/17/2014

Item No.: 15

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

Bills By Type	Amount	Total
Village bills prepaid	86,046.78	
Village regular bills	9,826.98	
Bank fees & bills paid electronically	117.25	
<i>Village total</i>		95,991.01
Marina bills prepaid	4,889.37	
Marina regular bills	1,301.27	
Marina sales tax	374.35	
Marina credit card fees	258.64	
<i>Marina total</i>		6,823.63
TKH Ice Rink bills prepaid	0.00	
TKH Ice Rink regular bills	274.45	
<i>Minor funds total</i>		274.45
Debt Service - Village	47,802.43	
- Marina	0.00	
- Utilities	24,335.07	
<i>Debt Service total</i>		72,137.50
CIP/TIF bills prepaid	209,443.97	
CIP/TIF regular bills	33,696.20	
<i>CIP/TIF total</i>		243,140.17
Utility bills prepaid	379,585.57	
Utility regular bills	7,740.22	
Bank fees & bills paid electronically	15.00	
<i>Utility total</i>		387,340.79
Payroll: Net Pay 5/16, 5/30 & 6/13	52,350.01	
State taxes paid online in June	1,971.93	
Retirement paid online in June	4,898.40	
<i>Payroll/taxes total</i>		59,220.34
<b>Total All Bills</b>		<b>\$864,927.89</b>

Fiscal Impact: As above.

Respectfully submitted,

*Juliana Neuman*

Juliana Neuman  
Village Finance Director

**SPEED LETTER**

DATE: June 13, 2014

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

3311 WEEDEN CREEK ROAD

SHEBOYGAN, WI 53081

CONTRACT: North Bay Shore Drive Utility Improvements  
Construction Phase Services

PHONE 920-208-0296

FAX 920-208-0402

PROJECT NO.: 12032

**MESSAGE: Request for Payment**

Mr. Zeke Jackson,

Dorner, Inc. has submitted Request and Certification for Payment No. 4 on the above referenced project.

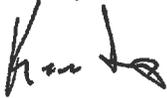
Based upon review I recommend that a payment amount of \$454,234.06 be issued to Dorner, Inc. Dorner has submitted a pay request for a larger amount, but due to uncertainty over the exact final quantity, Dorner has agreed to this reduced amount so that a majority of the money due to him can be paid at this time and he can pay his subcontractors.

The payment breaks down as follows:

- Roadway (Mobilization, Erosion Control, Testing) - \$391,242.97
- Sanitary Sewer - \$32,466.86
- Water - \$27,934.05
- Storm Sewer - \$2590.18

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

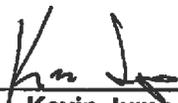
Sincerely,



Kevin Jump

Attach: 3 Copies of Request and Certificate for Payment No. 4

By:

  
\_\_\_\_\_  
Kevin Jump, WI PE

Copy:

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

**REQUEST AND CERTIFICATE FOR PAYMENT**

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

**SUBCONTRACTOR:**

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

**ENGINEERS PROJECT NO:** 12032

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

**DORNER INC. PAY REQUEST #:** 4

**REQUEST DATE:** May 27, 2014 **SUB CONTRACTOR PAY REQUEST #:** 4

**PERIOD FROM:** April 19, 2014 **TO:** May 27, 2014

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved previously		\$0.00	\$0.00
Subsequent Change Orders			
Number	Approved (date)		
Change Orders		\$ 12,728.00	
Time & Material		\$ -	
<b>TOTALS</b>		<b>\$12,728.00</b>	<b>\$0.00</b>

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

**ORIGINAL CONTRACT SUM** \$ 1,402,359.30

Net change by Change Orders \$ 12,728.00

**CONTRACT SUM TO DATE** \$ 1,415,087.30

**TOTAL COMPLETED AND STORED TO DATE** \$ 1,470,398.34

**RETAINAGE** 2.5% of Completed and Stored to Date \$ 36,759.96

**TOTAL EARNED LESS RETAINAGE** \$ 1,433,638.38

**LESS 0.0% BOND COST** \$ -

**LESS PREVIOUS CERTIFICATES FOR PAYMENT** \$ 979,404.32

**CURRENT PAYMENT DUE** \$ 454,234.06

Net change by Change Orders \$12,728.00

State of: \_\_\_\_\_ County of: \_\_\_\_\_

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

Contractor: Dornier Inc.

By: Todd M. Dornier Date: \_\_\_\_\_

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

*Approved*  
*Kenn*  
 6/13/14

Pay Request	Check Number	Date	Amount
1		12/13/13	\$ 286,590.30
2			\$ 204,965.82
3		05/15/14	\$ 487,848.20

Friday, April 18, 2014.

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN614	J Neuman RX policy	05/15/2014	43.70	43.70	05/22/2014
Total 10002					43.70	43.70	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN614	J Neuman supplemental ins.	05/15/2014	172.48	172.48	05/22/2014
Total 10004					172.48	172.48	
10005	ACTION ELECTRIC INC	28177	Street Lights bulbs	05/30/2014	63.96	63.96	06/12/2014
			pavilion - locate well line		82.50	82.50	06/12/2014
			locate well wires/conduit on Mill Rd		115.00	115.00	06/12/2014
			locate well wires/conduit on Mill Rd		115.00	115.00	06/12/2014
			locate underground cable - Village Hall		23.00	23.00	06/12/2014
			locate underground cable - Village Hall		46.00	46.00	06/12/2014
			locate underground cable - Village Hall		46.00	46.00	06/12/2014
Total 10005					491.46	491.46	
10007	ACTION APPRAISERS INC	1283	Assessor	06/02/2014	2,875.00	2,875.00	06/05/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	360729	Employee-funded premium	06/12/2014	199.20	199.20	06/12/2014
		882252	Employee-funded premium	05/12/2014	199.20	199.20	05/15/2014
Total 10110					398.40	398.40	
10210	BAYLAKE BANK	55814	Petty cash car show	05/22/2014	200.00	200.00	05/22/2014
		MARINA2014	Marina - start up cash	05/15/2014	250.00	250.00	05/15/2014
Total 10210					450.00	450.00	
12238	BOETTCHER COMMUNICATIONS LLC	11781	Website - Marina	05/12/2014	47.50	47.50	05/22/2014
Total 12238					47.50	47.50	
13260	BHIRDO'S BY THE BAY	15450	Village gas -	05/30/2014	877.47	877.47	06/05/2014
Total 13260					877.47	877.47	
13505	BURKART-HEISDORF INS INC	243742	General Liability - Village	06/01/2014	1,099.52		
			General Liability - Marina		371.72		
			General Liability - Ice Rink		33.44		
			General Liability - Utilities		324.91		
			General Liability - Utilities		482.73		
			General Liability - Utilities		557.68		
			Auto - Village		687.31		
			Auto - TKH		110.20		
			Auto - Utilities		87.32		
			Auto - Utilities		501.74		
			Auto - Utilities		32.43		
			W/C - Board		10.08		
			W/C - Admin		90.44		
			W/C - Parks/Rec		2,346.26		
			W/C - Marina		898.97		
			W/C - Ice Rink		130.81		
			W/C - Utilities - Water		789.50		
			W/C - Utilities - Wastewater		1,659.04		
			W/C - Utilities - Collection		414.90		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 13505					10,629.00	.00	
14302	C COUNTY MATERIALS CORP	2353043-00	Pavilion	05/21/2014	2,666.16	2,666.16	06/05/2014
		2353064-00	Pavilion	05/21/2014	913.50	913.50	06/05/2014
		2355570-00	Pavilion	05/21/2014	2,463.90	2,463.90	06/05/2014
		2361843-00	Pavilion - Credit memo	05/28/2014	1,543.56 -	1,543.56 -	06/05/2014
Total 14302					4,500.00	4,500.00	
14309	CARDMEMBER SERVICE	1584	File keys	05/01/2014	8.40	8.40	06/05/2014
			File keys		12.48	12.48	06/05/2014
			File keys		3.12	3.12	06/05/2014
		2445	Credit for returned merchandise	05/09/2014	42.70 -	42.70 -	06/05/2014
		3927	Notary renewal	04/28/2014	20.00	20.00	06/05/2014
		4915	Certified letters	05/15/2014	32.45	32.45	06/05/2014
		6925	Router	05/08/2014	42.70	42.70	06/05/2014
		7031	Domain name renewal 5 yrs	05/07/2014	160.78	160.78	06/05/2014
		7190	Car Show	05/13/2014	16.54	16.54	06/05/2014
		7802	Shredding Day banners	05/01/2014	69.00	69.00	06/05/2014
		7891A	Zip Drive	04/22/2014	29.95	29.95	06/05/2014
		8032	Router - marina	05/13/2014	63.27	63.27	06/05/2014
		9039	Car Show banners	05/07/2014	139.19	139.19	06/05/2014
		9316	Car Show banners	05/15/2014	75.44	75.44	06/05/2014
Total 14309					630.62	630.62	
14310	CAPTAIN COMMODOES INC	22774	Commode rental - Dog Park	05/29/2014	75.00	75.00	06/05/2014
		22820	Commode rental - CarShow	05/29/2014	124.00	124.00	06/05/2014
Total 14310					199.00	199.00	
17501	CHARTER COMMUNICATIONS	JUN14	internet - Admin Bldg	05/23/2014	149.99	149.99	06/05/2014
		MAY14BH	Boathouse - charter TV	05/08/2014	69.17	69.17	05/15/2014
Total 17501					219.16	219.16	
17506	CELLCOM	72382	Cellphones - Marina manager	06/05/2014	44.62	44.62	06/12/2014
			Cell phone - Administrator		54.61	54.61	06/12/2014
			Cellphones - Parks employees		140.42	140.42	06/12/2014
		951992	Cellphones - Marina manager	05/05/2014	47.62	47.62	05/15/2014
			Cell phone - Administrator		54.61	54.61	05/15/2014
			Cell phone - Maintenance employees		155.42	155.42	05/15/2014
Total 17506					497.30	497.30	
17519	COUNTRY WALK BP-AMOCO	1080	Village gas -	05/25/2014	93.77	93.77	06/12/2014
Total 17519					93.77	93.77	
20007	DELTA DENTAL OF WIS	697244	Dental insurance	05/21/2014	1,058.76	1,058.76	05/22/2014
Total 20007					1,058.76	1,058.76	
20399	DONOHUE & ASSOC	12032-35	Construction	05/15/2014	7,556.90	7,556.90	05/22/2014
			Construction		5,566.20	5,566.20	05/22/2014
			Construction		5,566.28	5,566.28	05/22/2014
			Additional services		145.00	145.00	05/22/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20399					18,834.38	18,834.38	
20451	DOOR COUNTY HWY DEPT	40009674	Tech Support by county	05/31/2014	2,084.65		
		40009714	Woodcrest Rd	05/31/2014	735.03		
			Scandia Rd		1,023.78		
			Signs		44.77		
			Street Maintenance		4,085.97		
			Snowplowing/Sanding		640.39		
Total 20451					8,614.59	.00	
20453	DOOR COUNTY CO-OP	75503	fertilizer - gardens	05/14/2014	157.00	157.00	06/12/2014
			battery credit		7.50 -	7.50 -	06/12/2014
			Grass seed - Parks		141.50	141.50	06/12/2014
Total 20453					291.00	291.00	
20460	DOOR COUNTY CLERK'S OFFICE	5914	Annual SVRS Charges	05/09/2014	300.00	300.00	05/22/2014
			April 1 2014 Election Charges		293.63	293.63	05/22/2014
Total 20460					593.63	593.63	
20462	DOOR COUNTY HUMANE SOCIETY	2014SUPPORT	Support	05/15/2014	1,000.00	1,000.00	05/15/2014
Total 20462					1,000.00	1,000.00	
20476	DORNER INC	12032-3	Roadway	05/12/2014	12,496.50	12,496.50	05/15/2014
			Roadway		12,496.50	12,496.50	05/15/2014
			Roadway		6,248.26	6,248.26	05/15/2014
			Sanitary Sewer		173,475.53	173,475.53	05/15/2014
			Water		144,341.75	144,341.75	05/15/2014
			Storm Sewer		138,789.66	138,789.66	05/15/2014
Total 20476					487,848.20	487,848.20	
20504	EMPLOYER SERVICES LLC	E2892	Claims Management - HRA	05/15/2014	2,205.00	2,205.00	05/22/2014
			Health Insurance Policies		8,790.86	8,790.86	05/22/2014
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	958843	Dependent Care - FSA	05/09/2014	100.00	100.00	05/22/2014
			Health Care FSA		414.00	414.00	05/22/2014
		983606	Benny Fee	05/15/2014	2.00	2.00	05/22/2014
			FSA fee		35.00	35.00	05/22/2014
		981839	Dependent Care - FSA	06/10/2014	100.00	100.00	06/12/2014
			Health Care FSA		414.00	414.00	06/12/2014
Total 20505					1,065.00	1,065.00	
20507	EAGLE MECHANICAL INC	58527.	Test RP valve Marina	05/30/2014	155.34	155.34	06/05/2014
			Test RP valve TKH		77.66	77.66	06/05/2014
Total 20507					233.00	233.00	
20510	EDER FLAG	760114	US & WI flags	05/15/2014	437.58	437.58	05/29/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20510					437.58	437.58	
20512	EFTPS - ONLINE 941 PAYMENT	PR0510140	PRINT PAPER CHECK TO UPDATE GL /	05/15/2014	2,913.28	2,913.28	05/16/2014
			PRINT PAPER CHECK TO UPDATE GL /		681.36	681.36	05/16/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,170.35	2,170.35	05/16/2014
		PR0524140	PRINT PAPER CHECK TO UPDATE GL /	05/29/2014	3,189.54	3,189.54	05/30/2014
			PRINT PAPER CHECK TO UPDATE GL /		745.96	745.96	05/30/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,399.83	2,399.83	05/30/2014
		PR0607140	PRINT PAPER CHECK TO UPDATE GL /	06/12/2014	3,473.98	3,473.98	06/13/2014
			PRINT PAPER CHECK TO UPDATE GL /		812.48	812.48	06/13/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,579.36	2,579.36	06/13/2014
Total 20512					18,966.14	18,966.14	
30609	FASTENAL	WISTU84404	Shop supplies	05/22/2014	70.14	70.14	06/05/2014
			Shop glasses - Car show		10.48	10.48	06/05/2014
Total 30609					80.62	80.62	
30701	FRONTIER	JUN14	Sports Cplx phone	05/25/2014	40.75	40.75	06/05/2014
		JUN14M	Marina phone	06/07/2014	55.73	55.73	06/12/2014
		JUN14V	Admin Bldg phone	05/25/2014	182.03	182.03	06/05/2014
		MAY14M	Marina phone	05/07/2014	56.63	56.63	05/15/2014
Total 30701					335.14	335.14	
30704	GANNETT WI NEWSPAPERS	8088218	Legal notices - Village liquor notices	05/31/2014	181.28	181.28	06/12/2014
			Legal notices - Board of Review		54.18	54.18	06/12/2014
		8097258	Legal notices - Village	06/01/2014	7.74	7.74	06/12/2014
Total 30704					243.20	243.20	
30750	GOING CO INC	123964M-5	recycling - Marina	05/31/2014	53.68	53.68	06/05/2014
			garbage - Marina		183.55	183.55	06/05/2014
		123997V-5	recycle - Village	05/31/2014	886.98	886.98	06/05/2014
			garbage - Village		8,294.16	8,294.16	06/05/2014
		325803FS-5	recycling - Fire Station	05/31/2014	53.86	53.86	06/05/2014
Total 30750					9,472.23	9,472.23	
30751	GREAT-WEST	PR0510140	Great West Deferred Comp. DEFERRED	05/15/2014	1,233.64	1,233.64	05/16/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	05/16/2014
		PR0524140	Great West Deferred Comp. DEFERRED	05/29/2014	1,233.64	1,233.64	05/30/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	05/30/2014
		PR0607140	Great West Deferred Comp. DEFERRED	06/12/2014	1,233.64	1,233.64	06/13/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	06/13/2014
Total 30751					4,725.00	4,725.00	
30755	GRAYBAR	972475169	Pavilion	05/06/2014	236.08		
		97259560	Pavilion	05/13/2014	400.00		
		972854925	Pavilion	05/15/2014	20.56		
		972654926	Pavilion	05/15/2014	190.59		
		972757108	Pavilion	05/21/2014	166.76		
Total 30755					1,013.99	.00	
40956	INNOVATIVE PRINTING LLC	17988	Envelopes - Village	04/25/2014	187.00	187.00	05/22/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		18065	Launch Pass - Marina	05/23/2014	89.00	89.00	06/12/2014
	Total 40956				276.00	276.00	
40963	INSPECTION SPECIALIST LLC	APRIL14	Building Inspection	04/30/2014	1,089.90	1,089.90	05/22/2014
		MAY14	Village Building Inspection	05/31/2014	243.00	243.00	06/12/2014
	Total 40963				1,332.90	1,332.90	
41001	MATTHEW JACKSON	51514	Meeting mileage	05/15/2014	87.92	87.92	05/22/2014
	Total 41001				87.92	87.92	
41010	JERRY'S FLOWERS	627	Flowers - Beautification tubs	05/31/2014	400.00	400.00	06/05/2014
			Post Office plantings		1,098.25	1,098.25	06/05/2014
			Hendrickson Park plantings		1,383.13	1,383.13	06/05/2014
			Flowers - Carol Lienau		127.00	127.00	06/05/2014
	Total 41010				3,008.38	3,008.38	
41018	SMITHGROUP JJR LLC	1011983	beach expansion redesign	05/20/2014	3,760.00	3,760.00	06/05/2014
		101916	beach project grant application	05/15/2014	3,700.00	3,700.00	05/22/2014
			Outdoor Rec Plan		1,700.00	1,700.00	05/22/2014
	Total 41018				9,160.00	9,160.00	
41090	JUNGWIRTH'S ACE HARDWARE	2294-514	PR(banners)	05/31/2014	4.99		
			festival/events		5.99		
			Maintenance - Admin Bldg		32.46		
			supplies - Shop supplies		8.99		
			supplies - Memorial bench		22.99		
			recreational equip/splys		27.98		
			Maintenance - Grounds		19.98		
			Maintenance - Parks		122.79		
			Maintenance - Sports Complex		19.98		
			Maintenance - Parks bldgs		27.87		
			Maintenance - Info Booth		4.49		
			Supplies - Custodial - Dock		21.97		
			Marina supplies - recreation		7.99		
	Total 41090				328.47	.00	
41103	KANSAS CITY LIFE	21018-614	Disability Insurance	05/16/2014	396.48	396.48	05/22/2014
	Total 41103				396.48	396.48	
41110	KENNY'S POLY URETHANES FOAM CO	2094	Insulate Maintenance Bldg	05/13/2014	25,375.05	25,375.05	05/22/2014
	Total 41110				25,375.05	25,375.05	
41137	ROBERT KUFRIN	52814	Consultant fees - Admin.	05/28/2014	2,568.75	2,568.75	05/29/2014
	Total 41137				2,568.75	2,568.75	
41205	LAMPERT'S LUMBER	20315343	Memorial Bench Supplies	05/05/2014	34.99	34.99	06/05/2014
		20316757	Maintenance - Sports complex	05/19/2014	4.01	4.01	06/05/2014
		20316827	Car Show	05/20/2014	45.78	45.78	06/05/2014
		20316871	Car Show	05/20/2014	28.07	28.07	06/05/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 41205				112.85	112.85	
41290	LUNDQUIST PLUMBING INC	17688	Maintenance - Dock	05/31/2014	422.47	422.47	06/12/2014
	Total 41290				422.47	422.47	
41314	MASTERCRAFT WELDING LTD	53227	Bases for volleyball net	05/15/2014	50.00	50.00	05/22/2014
	Total 41314				50.00	50.00	
42107	LA VINE'S ICE LLC	10209	Marina - ice	05/16/2014	77.20	77.20	05/22/2014
	Total 42107				77.20	77.20	
51330	MINNESOTA LIFE	JUL14	Life Insurance -	06/02/2014	358.67	358.67	06/05/2014
	Total 51330				358.67	358.67	
51399	MONROE TRUCK EQUIP INC	719263	Repair parts for lift gate	05/29/2014	413.01	413.01	06/05/2014
	Total 51399				413.01	413.01	
51401	JULIANA NEUMAN	558	Reimb office splys	05/19/2014	4.72	4.72	05/22/2014
		JNEUMAN514	Reimb Medicare monthly premium	05/22/2014	104.90	104.90	05/22/2014
	Total 51401				109.62	109.62	
51407	NOR-DOOR SPORT & CYCLERY INC	BT52814	Marina work bike repair parts	05/28/2014	15.98	15.98	06/12/2014
	Total 51407				15.98	15.98	
51430	NEP INC	15298291	Public copies	05/12/2014	11.01	11.01	05/15/2014
			General copies		383.49	383.49	05/15/2014
			Marina copies		7.12	7.12	05/15/2014
			Utility copies		31.80	31.80	05/15/2014
			Utility copies		47.25	47.25	05/15/2014
			Utility copies		11.82	11.82	05/15/2014
			faxes		6.92	6.92	05/15/2014
		15435143	Public copies	06/11/2014	17.91		
			General copies		500.10		
			Marina copies		.62		
			Utility copies		20.67		
			Utility copies		30.71		
			Utility copies		7.68		
			faxes		5.72		
	Total 51430				1,082.82	499.41	
61536	OFFICE DEPOT CREDIT PLAN	708338997	Copy paper 81/2 x 11	05/07/2014	57.99	57.99	05/29/2014
			Copy paper 81/2 x 11		1.32	1.32	05/29/2014
			Copy paper 81/2 x 11		2.30	2.30	05/29/2014
			Copy paper 81/2 x 11		3.43	3.43	05/29/2014
			Copy paper 81/2 x 11		.86	.86	05/29/2014
			File folders		3.87	3.87	05/29/2014
			File folders		5.75	5.75	05/29/2014
			File folders		1.44	1.44	05/29/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61536					76.96	76.96	
61547	ORKIN PEST CONTROL INC	93535148	spray Marina	05/20/2014	80.72	80.72	06/05/2014
		93535348	spray Admin Bldg	05/20/2014	84.64	84.64	06/05/2014
		93535350	spray Firestation	05/20/2014	85.26	85.26	06/05/2014
Total 61547					250.62	250.62	
61601	PAPER WORKS PLUS LLC	3611	Rummage sale flyers	05/08/2014	207.90	207.90	05/22/2014
		3614	Car show flyers	05/09/2014	17.95	17.95	05/22/2014
		3620	Toner	05/09/2014	69.99	69.99	05/22/2014
			Office supplies - Marina		3.38	3.38	05/22/2014
		3628	Print cartridge	05/12/2014	94.85	94.85	05/22/2014
			Print cartridge		140.91	140.91	05/22/2014
			Print cartridge		35.23	35.23	05/22/2014
			Office supplies - Village		52.01	52.01	05/22/2014
		3651	Car show	05/16/2014	62.04	62.04	06/05/2014
		3688	Car show	05/23/2014	16.95	16.95	06/05/2014
		714	Recovery Discs	04/21/2014	11.22	11.22	05/22/2014
Total 61601					712.43	712.43	
61614	PENINSULA PULSE	6234	Shred Fest Ad - LG share	06/02/2014	55.58	55.58	06/12/2014
			Shred Fest Ad		55.57	55.57	06/12/2014
			Rummage Sale Ad		185.24	185.24	06/12/2014
Total 61614					296.39	296.39	
61615	PEPSI NEW	7460990	Soda - Marina Vending Machine	06/10/2014	191.76	191.76	06/12/2014
Total 61615					191.76	191.76	
61629	PORT - A - PIER INC	1160	Float service	05/07/2014	991.25	991.25	05/15/2014
		1209	Dock repair	05/14/2014	112.50	112.50	05/22/2014
Total 61629					1,103.75	1,103.75	
61630	PIGGLY WIGGLY	110482	Custodial Splys - Marina	05/28/2014	2.79	2.79	06/05/2014
Total 61630					2.79	2.79	
61633	PINKERT LAW FIRM LLP	92	Legal Services - Village	04/30/2014	245.00	245.00	05/22/2014
			BSD - project		78.40	78.40	05/22/2014
			BSD - project		156.80	156.80	05/22/2014
			BSD - project		156.80	156.80	05/22/2014
			Gage lawsuit		147.00	147.00	05/22/2014
			Downtown devel.		563.50	563.50	05/22/2014
			Quarry lawsuit		147.00	147.00	05/22/2014
			Canterbury Lane project		220.50	220.50	05/22/2014
			Hull Property		563.50	563.50	05/22/2014
			West Capitol		465.50	465.50	05/22/2014
			BSD Utility contract - stormwater		49.00	49.00	05/22/2014
			Wild Tomato		147.00	147.00	05/22/2014
Total 61633					2,940.00	2,940.00	
61637	PITNEY BOWES	48299457-614	Postage for Meter	06/09/2014	200.00	200.00	06/12/2014
		51514	Postage for Meter	05/15/2014	200.00	200.00	05/22/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61637					400.00	400.00	
61640	QUALITY STATE OIL	913895	Fuel Oil - Village Hall	05/16/2014	338.66	338.66	05/22/2014
		913896	Fuel Oil - Old Fire Station	05/14/2014	1,450.45	1,450.45	05/22/2014
Total 61640					1,789.11	1,789.11	
61810	ROCKRIDGE CAST STONE	1763	Pavilion	05/14/2014	1,425.00	1,425.00	06/05/2014
Total 61810					1,425.00	1,425.00	
61963	PREMIER CONCRETE INC	1268654	Pavilion	05/08/2014	3,134.75	3,134.75	05/22/2014
		1269684	Pavilion	05/15/2014	3,822.50	3,822.50	05/29/2014
		1272254	Pavilion	05/29/2014	3,838.75		
Total 61963					10,796.00	6,957.25	
71896	SENTINEL STRUCTURES INC	14-9088	Pavilion	05/19/2014	9,000.00	9,000.00	05/29/2014
Total 71896					9,000.00	9,000.00	
71909	SIGNATURE THREADS	1407	Uniforms - Marina summer crew	05/30/2014	157.50	157.50	06/05/2014
Total 71909					157.50	157.50	
71916	SISTER BAY MARINA	49240	Trans from CIP Fund	06/17/2014	25,000.00		
Total 71916					25,000.00	.00	
71920	SISTER BAY ADVANCEMENT	11901	reimb for car show website ads	06/09/2014	539.92	539.92	06/12/2014
		14050089	reimb for car show radio ads	05/25/2014	249.37	249.37	06/12/2014
		14050141	reimb for car show radio ads	05/25/2014	277.50	277.50	06/12/2014
		6204	reimb for car show ads	06/02/2014	560.00	560.00	06/12/2014
		6214	SBAA spring social - Board	06/02/2014	105.00	105.00	06/05/2014
			SBAA spring social - Zeke		15.00	15.00	06/05/2014
		8086074	reimb for car show ads	05/31/2014	400.00	400.00	06/12/2014
Total 71920					2,146.79	2,146.79	
71921	SISTER BAY HISTORICAL SOCIETY	2014SUPPORT	Support	05/13/2014	5,000.00	5,000.00	05/15/2014
Total 71921					5,000.00	5,000.00	
71925	SISTER BAY AUTO	65850	1997 Ford F350 battery	05/20/2014	151.95	151.95	06/05/2014
Total 71925					151.95	151.95	
71926	SISTER BAY SEWER & WATER	11901	Staff time on stormwater	06/09/2014	402.24	402.24	06/12/2014
			Staff time on stormwater		502.80	502.80	06/12/2014
			Staff time - BSD project		603.36	603.36	06/12/2014
			Staff time - BSD project		653.64	653.64	06/12/2014
			Consulting - Village Stormwater		50.28	50.28	06/12/2014
Total 71926					2,212.32	2,212.32	
71986	SUMMIT SUPPLY	74783	Bench seat replacement	05/06/2014	433.00	433.00	05/15/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71986					433.00	433.00	
72029	TOWN OF SEVASTOPOL	2014-54	video recording - board meeting	05/15/2014	200.00	200.00	05/22/2014
Total 72029					200.00	200.00	
72051	TRUGREEN*CHEMLAWN	19385065	Lawn treatment	05/08/2014	2,011.00	2,011.00	06/12/2014
Total 72051					2,011.00	2,011.00	
73003	VERIZON NORTH	287587	Village phone - long distance	05/10/2014	32.59	32.59	05/15/2014
		6477666	Village phone - long distance	06/10/2014	34.22	34.22	06/12/2014
			Marina Phone - long distance		4.07	4.07	06/12/2014
Total 73003					70.88	70.88	
81988	WARNER-WEXEL WHOLESale	110929	custodial supplies - Marina	05/08/2014	564.09	564.09	06/12/2014
		111974	custodial supplies - Village	05/27/2014	70.36	70.36	06/12/2014
		112218	custodial supplies - Village	05/29/2014	1,565.11	1,565.11	06/12/2014
Total 81988					2,199.56	2,199.56	
82350	WI PUBLIC SERVICE	2362MILL RD	Pavilion	06/06/2014	30.39	30.39	06/12/2014
		MAY14	Street Lights	05/31/2014	2,111.52	2,111.52	06/05/2014
			Old School		12.70	12.70	06/05/2014
			Fire Station		791.31	791.31	06/05/2014
			Parks Lights		136.86	136.86	06/05/2014
			Sports Complex		245.90	245.90	06/05/2014
			Dock		358.44	358.44	06/05/2014
			J Dock		36.98	36.98	06/05/2014
			Boathouse		82.07	82.07	06/05/2014
			Old Fire Station		142.80	142.80	06/05/2014
			Swale Pump		56.57	56.57	06/05/2014
			Bike Trail Lights		93.54	93.54	06/05/2014
			Admin Bldg		286.32	286.32	06/05/2014
			Village Hall		228.75	228.75	06/05/2014
Total 82350					4,614.15	4,614.15	
90007	YACHT WORKS	16435	Equip. Maint. - work boat	05/08/2014	393.63	393.63	06/12/2014
Total 90007					393.63	393.63	
99998	ONE TIME VENDOR	QUIRSFELD	Refund slip deposit	05/21/2014	200.00	200.00	05/22/2014
		VSF -525	Car show DJ	05/19/2014	250.00	250.00	05/22/2014
Total 99998					450.00	450.00	

Total Paid: 657,127.13  
 Total Unpaid: 50,008.21  
 Grand Total: 707,135.34

*Juliana Newman*  
 6/13/14

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	28176	WWTP equip maint - ox. ditch	05/31/2014	223.75	223.75	06/11/2014
			WWTP outside lighting		27.22	27.22	06/11/2014
			supplies - tape		15.96	15.96	06/11/2014
			supplies - tape		23.71	23.71	06/11/2014
			supplies - tape		5.93	5.93	06/11/2014
					296.57	296.57	
10216	MARTHA BAKER	JUNE 2014	parking	06/04/2014	5.00	5.00	06/11/2014
			mileage - WWA conference		268.80	268.80	06/11/2014
			mileage		.29	.29	06/11/2014
			mileage		.44	.44	06/11/2014
			mileage		.11	.11	06/11/2014
					274.64	274.64	
13260	BHIRDO'S BY THE BAY	15438	vehicle fuel allocation	04/30/2014	222.28	222.28	06/04/2014
			vehicle fuel allocation		330.24	330.24	06/04/2014
			vehicle fuel allocation		82.56	82.56	06/04/2014
			lab supplies - filters		1.47	1.47	06/04/2014
			misc other - customer drinking water		7.16	7.16	06/04/2014
					643.71	643.71	
17506	CELLCOM	074623	cellphones	06/05/2014	42.04		
			cellphones		62.45		
			cellphones		15.61		
			j. neuman		51.12		
		954177	cellphones	05/05/2014	43.92	43.92	05/14/2014
			cellphones		65.25	65.25	05/14/2014
			cellphones		16.32	16.32	05/14/2014
			j. neuman		51.12	51.12	05/14/2014
					347.83	176.61	
17526	CUMMINS NPOWER LLC	802-96347	Well #3 maintenance	05/16/2014	265.85	265.85	05/21/2014
		802-96351	Well #2 maintenance	05/16/2014	205.43	205.43	05/21/2014
		802-96354	WWTP equipment maintenance	05/16/2014	326.27	326.27	05/21/2014
		802-96362	Well #1 maintenance	05/16/2014	619.27	619.27	05/21/2014
		802-96364	L.S. Lift Station maintenance	05/16/2014	265.85	265.85	05/21/2014
		802-96365	Collection - equipment maintenance	05/16/2014	285.00	285.00	05/21/2014
					1,967.67	1,967.67	
20008	DIGGERS HOTLINE INC	140538501	Locator service	05/31/2014	31.45	31.45	06/11/2014
					31.45	31.45	
20513	ENERGENECS INC	0028287-IN	WWTP control panel relay	05/09/2014	665.82	665.82	05/14/2014
					665.82	665.82	
30400	FERGUSON WATERWORKS #1476	0149282	collection system parts	05/22/2014	184.93	184.93	05/28/2014
					184.93	184.93	
30641	FRONTIER	JUNE 2014	plant phones	06/01/2014	87.45	87.45	06/11/2014
			plant phones		87.45	87.45	06/11/2014
		MAY 2014	plant phones	05/01/2014	88.14	88.14	05/14/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			plant phones		88.13	88.13	05/14/2014
	Total 30641				351.17	351.17	
30642	FRONTIER COMMUNICATIONS	5/2014	telemetry allocation	05/01/2014	1.28	1.28	05/14/2014
			telemetry allocation		1.28	1.28	05/14/2014
			telemetry allocation		.64	.64	05/14/2014
		6/2014	telemetry allocation	06/01/2014	1.28	1.28	06/11/2014
			telemetry allocation		1.28	1.28	06/11/2014
			telemetry allocation		.64	.64	06/11/2014
		JUNE 2014	telemetry allocation	05/24/2014	56.80	56.80	06/04/2014
			telemetry allocation		56.80	56.80	06/04/2014
			telemetry allocation		28.40	28.40	06/04/2014
		MAY/2014	telemetry allocation	05/19/2014	5.44	5.44	05/28/2014
			telemetry allocation		5.44	5.44	05/28/2014
			telemetry allocation		2.72	2.72	05/28/2014
	Total 30642				162.00	162.00	
30750	GOING CO INC	MAY 2014	WWTP rubbish disposal	05/31/2014	881.86	881.86	06/11/2014
	Total 30750				881.86	881.86	
30753	GREAT LAKES TV SEAL INC	16354	WWTP ditches & outfall	05/31/2014	1,891.83	1,891.83	06/11/2014
			Coll. sys. pipe cleaning		2,509.28	2,509.28	06/11/2014
			Village - Vactor cleaning		219.84	219.84	06/11/2014
	Total 30753				4,620.95	4,620.95	
31805	HAMMERSMITH TV	10064287	camera	05/22/2014	49.00	49.00	06/11/2014
			camera		72.79	72.79	06/11/2014
			camera		18.20	18.20	06/11/2014
		10064288	camera sd card	05/22/2014	3.85	3.85	06/11/2014
			camera sd card		5.71	5.71	06/11/2014
			camera sd card		1.43	1.43	06/11/2014
	Total 31805				150.98	150.98	
31817	HD SUPPLY WATERWORKS	C397357	distribution parts	05/16/2014	2,271.89	2,271.89	05/28/2014
		C421167	distribution parts	05/20/2014	542.50	542.50	05/28/2014
		C427788	collection system maintenance	05/27/2014	591.75	591.75	06/04/2014
	Total 31817				3,406.14	3,406.14	
40963	ITU ABSORB TECH	5845653	WWTP laundry service	05/13/2014	56.81	56.81	06/11/2014
		5851543	WWTP laundry service	05/27/2014	58.70	58.70	06/11/2014
	Total 40963				115.51	115.51	
41005	STEVEN JACOBSON	MAY 2014	postage	05/31/2014	28.00	28.00	06/11/2014
	Total 41005				28.00	28.00	
41090	JUNGWIRTH'S ACE HARDWARE	MAY 2014	BSD project - C	05/31/2014	14.98	14.98	06/11/2014
			medical/safety supplies		2.97	2.97	06/11/2014
			distribution parts		45.17	45.17	06/11/2014
			tools		20.36	20.36	06/11/2014
			misc. other supplies		13.86	13.86	06/11/2014
			repairs of water plant		138.44	138.44	06/11/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			cleaning supplies		7.78	7.78	06/11/2014
			medical/safety supplies		4.41	4.41	06/11/2014
			tools		22.06	22.06	06/11/2014
			misc. other supplies		8.98	8.98	06/11/2014
			WWTP structure maintenance		6.08	6.08	06/11/2014
			WWTP equipment maintenance		9.74	9.74	06/11/2014
			medical/safety supplies		1.11	1.11	06/11/2014
			tools		5.53	5.53	06/11/2014
			misc. other supplies		17.97	17.97	06/11/2014
			<b>Total 41090</b>		<b>319.44</b>	<b>319.44</b>	
41205	LAMPERT'S	20317655	locating spike	05/28/2014	.42	.42	06/11/2014
		20318235	collection system maint	06/02/2014	11.96	11.96	06/11/2014
			<b>Total 41205</b>		<b>12.38</b>	<b>12.38</b>	
41290	LUNDQUIST PLUMBING INC	17783	WWTP outside faucet	05/31/2014	58.10	58.10	06/11/2014
			<b>Total 41290</b>		<b>58.10</b>	<b>58.10</b>	
51315	MIDWEST METER INC	0055499-IN	meter repair parts	05/20/2014	225.75	225.75	05/28/2014
			<b>Total 51315</b>		<b>225.75</b>	<b>225.75</b>	
51432	NORTHERN DOOR COMMUNICATIONS	17276	cell phone accessory MS	06/04/2014	3.48	3.48	06/11/2014
			cell phone accessory MS		5.17	5.17	06/11/2014
			cell phone accessory MS		1.30	1.30	06/11/2014
			<b>Total 51432</b>		<b>9.95</b>	<b>9.95</b>	
51435	NORTH WOODS SUPERIOR CHEMICAL	59257	hydrant - silicone lube	05/08/2014	317.10	317.10	05/14/2014
			collection system chemicals		367.75	367.75	05/14/2014
		61911	chemicals	06/09/2014	47.72		
			chemicals		70.90		
			chemicals		17.72		
			collection system chemicals		373.35		
			<b>Total 51435</b>		<b>1,194.54</b>	<b>684.85</b>	
51436	NORTHERN LAKE SERVICES INC	253963	WWTP sample testing	05/09/2014	16.00	16.00	05/14/2014
			<b>Total 51436</b>		<b>16.00</b>	<b>16.00</b>	
61610	PAPER WORK PLUS LLC	27990	BSD project - construction photos	05/02/2014	3.72	3.72	05/21/2014
			BSD project - construction photos		3.72	3.72	05/21/2014
			BSD project - construction photos		1.86	1.86	05/21/2014
		28456	BSD project - construction photos	05/21/2014	5.57	5.57	06/04/2014
			BSD project - construction photos		5.57	5.57	06/04/2014
			BSD project - construction photos		2.78	2.78	06/04/2014
			<b>Total 61610</b>		<b>23.22</b>	<b>23.22</b>	
61636	PREMIER CONCRETE INC	1270668	collection system parts	05/22/2014	93.25	93.25	06/04/2014
		1272255	collection system parts	05/29/2014	110.85	110.85	06/04/2014
			<b>Total 61636</b>		<b>204.10</b>	<b>204.10</b>	
61640	QUALITY STATE OIL INC	2620393	lubricants	05/21/2014	107.90	107.90	06/04/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			lubricants for WWTP equipment		107.90	107.90	06/04/2014
	Total 61640				215.80	215.80	
61975	SAFETY FIRST INC	23357	gas monitor calibration - ww	05/08/2014	75.00	75.00	05/21/2014
			gas monitor calibration - coll		75.00	75.00	05/21/2014
		23383	WWTP - inline filter	05/13/2014	18.92	18.92	05/28/2014
			Collection System - inline filter		18.91	18.91	05/28/2014
		23403	WWTP - filter kit	05/27/2014	54.96	54.96	06/04/2014
			Collection System - filter kit		54.96	54.96	06/04/2014
	Total 61975				297.75	297.75	
61978	SCHENCK BUSINESS SOLUTIONS	SC10025240	Audit and PSC report	04/17/2014	1,075.00		
			Audit and PSC report		376.25		
			Audit and PSC report		559.00		
			Audit and PSC report		139.75		
	Total 61978				2,150.00	.00	
61979	SHOPKO STORES	06179	custodial supplies allocation	05/22/2014	2.97	2.97	06/11/2014
			custodial supplies allocation		4.42	4.42	06/11/2014
			custodial supplies allocation		1.10	1.10	06/11/2014
			car wax for trucks - Village		1.00	1.00	06/11/2014
			bath tissue supplies WWTP		8.99	8.99	06/11/2014
			custodial supplies wwtp lab		8.50	8.50	06/11/2014
	Total 61979				26.98	26.98	
71922	TOP SHELF CAFE & GOURMET	10033	UPS shipping	05/05/2014	21.32	21.32	06/11/2014
	Total 71922				21.32	21.32	
71925	SISTER BAY AUTO	65616	vehicle parts '01 Ford	04/29/2014	13.65	13.65	06/04/2014
			vehicle parts '01 Ford		20.28	20.28	06/04/2014
			vehicle parts '01 Ford		5.07	5.07	06/04/2014
		65768	plant generator battery	05/15/2014	495.90	495.90	06/04/2014
		65783	vehicle parts '01 Ford	05/15/2014	4.94	4.94	06/04/2014
			vehicle parts '01 Ford		7.34	7.34	06/04/2014
			vehicle parts '01 Ford		1.83	1.83	06/04/2014
	Total 71925				549.01	549.01	
73007	VOIGHT AUTOMOTIVE	MAY 2014	vehicle fuel allocation	05/31/2014	230.58	230.58	06/11/2014
			vehicle fuel allocation		342.58	342.58	06/11/2014
			vehicle fuel allocation		85.65	85.65	06/11/2014
	Total 73007				658.81	658.81	
73100	VILLAGE OF SISTER BAY	APRIL 2014	payroll and exp pd by Village	05/01/2014	44,816.02	44,816.02	05/21/2014
		RNER PYMT #3	BSD project - Water portion	05/12/2014	156,838.25	156,838.25	05/16/2014
			BSD project - Collection portion		185,972.03	185,972.03	05/16/2014
		MAY 2014	payroll and exp pd by Village	06/01/2014	70,316.37	70,316.37	06/11/2014
	Total 73100				457,942.67	457,942.67	
80027	WISCONSIN DNR	WU45115	environmental fees	05/29/2014	152.00	152.00	06/11/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 80027					152.00	152.00	
80029	WI DNR ENVIRONMENTAL FEES	115004810-2014	environmental fees	05/28/2014	1,360.88	1,360.88	06/11/2014
Total 80029					1,360.88	1,360.88	
82350	WI PUBLIC SERVICE	10089551-00000	electricity - water system	05/23/2014	1,321.51	1,321.51	06/04/2014
			electricity - wastewater plant		4,037.92	4,037.92	06/04/2014
			electricity - lift stations		299.01	299.01	06/04/2014
			electricity - info booth		22.29	22.29	06/04/2014
Total 82350					5,680.73	5,680.73	
82351	WIS PUBLIC SERVICE	MAY 2014	Well #3 - LGUD	05/13/2014	143.95	143.95	05/21/2014
			Well #3 - Sister Bay		431.85	431.85	05/21/2014
Total 82351					575.80	575.80	

Total Paid: 482,993.55  
 Total Unpaid: 2,830.91  
 Grand Total: 485,824.46

Dated: 6/13/14  
 Staff: Juliana Newman

**Door County Economic Development Corporation  
Board of Directors Meeting  
11:30 a.m., Monday, May 12, 2014  
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

**Minutes**

**I. Call to Order**

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

**Directors Present:** Kathy Schultz, Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Mike Baudhuin, Darren Voigt, David Ward and Vicki Wilson.

**Ex-Officio Directors Present:** Steve McNeil, Maureen Murphy, Zeke Jackson, Rob Burke and Jack Money Penny.

**Not Present:** Bill Chaudoir, Joe Stutting, Charles Brann, Cheryl Tieman, Jim Stawicki, Dale Swanson and Todd Trimberger.

**Others Present:** Sam Perlman and Paula Sullivan – DCEDC.

**II. Election of Representatives from the County of Door:**

Charles Brann and Kathy Schultz have been nominated by the County Board of Supervisors to replace Mark Feuerstein and David Enigl.

**Vicki Wilson made a motion to elect the Directors to the Board as nominated by the County of Door. Thad Birmingham seconded. Motion carried.**

**III. Adoption of Agenda**

**Jan Campbell made a motion to accept the Agenda. Darren Voigt seconded. Motion Carried.**

**IV. Action**

**A. Adoption of Minutes of Previous Meeting, March 10, 2014.**

**Scott Baker made a motion to accept the minutes from the March 10, 2014 board meeting. Mike Baudhuin seconded. Motion carried.**

**B. Treasurer's Report**

**1. Consideration: April 2014 Financial Report.**

Leslie Gast presented the financial reports for the month of April 2014.

**Darren Voigt made a motion to accept the April, 2014 financial reports. Jan Campbell seconded. Motion carried.**

**2. Major Purchases – Insight Ad - \$775**

Expense is included in the budget however if over \$500, it must be approved by the Board of Directors.

**Scott Baker made a motion to approve the \$775 expense for the ad in the Insight Publication. Mike Baudhuin seconded. Motion carried.**

**C. Consideration: 2014 Annual Investor's Meeting**

**1. Meeting review and evaluation**

Paula reviewed the results of the Board of Director's survey of the Annual Meeting. The event was a success! This was the largest attendance in the history of DCEDC. Overall profit from the meeting was \$9,200, of which \$6,250 was sponsorship.

**D. Consideration: Ratify Executive Committee approval of support letter for the City of Sturgeon Bay regarding the grant application for the Little Lake Engineered Wetland Project.**

**Jan Campbell made a motion to ratify the decision of the Executive committee to approve the support letter as presented. Scott Baker seconded. Motion carried.**

**E. Consideration: Ratify Executive Committee approval of DCEDC RLF loan to Door County Brewing Company, LLC.**

**Scott Baker made a motion to ratify the decision of the Executive Committee to approve the DCEDC RLF loan as presented. Vicki Wilson seconded. Motion carried.**

**F. Consideration: Changes to DCEDC-RLF Management Plan and Loan Servicing Manual.**

**Vicki Wilson made a motion to approve the changes to the DCEDC-RLF Management Plan and Loan Servicing Manual as presented. Scott Baker seconded. Motion carried.**

**G. Consideration: Report and Recommendation from Investment Committee.**

**Mike Baudhuin made a motion to accept the recommendation of the Investment Committee. Leslie Gast seconded. Motion carried.**

**H. Consideration: Contract with Door Co. Community Foundation to administer the DC COIN Micro-Loan Fund.**

DC COIN will launch with a Press Conference on May 28<sup>th</sup>. Mentors are needed – they will train you! Also, an underwriter is needed to help with loan review. If you

would like to be a mentor or if you know of someone who would be interested in underwriting, please contact Bill.

**Vicki Wilson made a motion to approve the Administration Contract between DCEDC and COIN. Scott Baker seconded. Motion carried.**

**V. Informational**

**A. 2014 Strategic Work Plan Update**

Sam Perlman updated the Board on the progress of the Work Plan.

**B. Executive Director's Report**

Sam Perlman reviewed the highlights of Bill's report.

**C. Workforce/Housing/Technology/Retention Report**

Sam Perlman reviewed the Workforce/Housing/Technology Report.

**VI. Next Meeting –Monday, June 9, 2014– Door County Business Development Center**

**VII. Adjournment - Meeting adjourned at 1:00 p.m.**

Respectfully Submitted,

Recorded by: Paula Sullivan

Reviewed by:

William D. Chaudoir, Secretary'

**FINANCE COMMITTEE MEETING MINUTES**  
**THURSDAY, MAY 22, 2014**  
**(APPROVAL PENDING)**

The Village of Sister Bay Finance Committee meeting of May 22, 2014, was called to order by Chairman Shane Solomon at 2:05 PM.

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

**Approval of the Agenda**

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

**Approval of minutes as attached**

*Lienau moved and Duffy seconded approval of the minutes of the March 31, 2014 Finance Committee meeting as presented. Motion carried—all Ayes.*

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

None

**Discussion Items**

**1. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a Closed Session.**

*Lienau moved and Duffy seconded. Roll call: Lienau—Yes Duffy—Yes Solomon--Yes*

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

*Solomon moved and Lienau seconded. Roll call: Solomon—Yes Duffy—Yes Lienau--Yes*

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

*Solomon made a motion to put the Old School property back on the market at Fair Market Value. Duffy seconded the motion and all voted Aye.*

**4. Discussion on Major Projects List.**

Jackson began by reviewing to the Department of Transportation's preliminary credit list for the Bay Shore Drive project. A new slip liner for the Casperson-Johnson outfall pipe was included on that list, which led to discussion on whether it is the Village's responsibility to replace a private outfall pipe. Community members recalled a plan to re-route the water, in keeping with the plan to eliminate any outfalls into the Marina. Lienau related the history of the outfall: it was put in when Clyde Casperson's owned the property in front of the Johnson Marina to provide overflow for the pond on the Casperson and Johnson properties on the east side of Bay Shore Drive. The DNR was not consulted and disapproved of the outfall upon learning about it later.

Pavilion: Jackson reported that a new electric service to serve both the pavilion and the park will have to be installed at an expense of about \$8000. Lienau recalled that this cost was deliberately not included in the Pavilion contract but should be added to the total project cost, which showed an under-run of \$4745 before the electrical costs.

Economic Development: A community development block grant to be used for downtown redevelopment has apparently been awarded by WEDC and transferred to the Department of Administration, but the award letter is missing and the exact amount (up to \$25,000) is unknown.

Road Repairs: Funds have been allocated by the Village Board.

Bay Shore Drive Sewer and Water Relay: Utilities might need a bank loan after cash reserves have been spent. The maximum anticipated shortfall is \$300,000.

1 Beach: Maximum amount of grant award(s) = \$800,000, but we won't know until September.

2 Overhead Line Burial: Baylake Bank has agreed to provide a loan of up to \$950,000 for 10 years, with  
3 an annual rate of 1.852% for the first 5 years.

4 Visitor Center: There's been a Post Office personnel change at higher levels; no answer on relocating.

5 Village Hall/Waterfront: Jackson has asked Dan Roriarty, the Pavilion architect, to look at the Village  
6 Hall with additional bathrooms in mind for the beach.

## 7 8 **5. Discussion on Stony Ridge Development.**

9 Jackson reported on negotiations to date regarding a development agreement with Keith Garot. A loan  
10 from the Village for the installation of infrastructure (including sewer and water service, storm sewer  
11 and detention pond, street construction, electrical connections and engineering) would provide  
12 financing for Garot without impacting his ability to borrow from his bank for other projects. An  
13 amortization schedule prepared by Neuman based on a \$600,000 loan with Baylake Bank for 5 years at  
14 2.112% shows a monthly payment of \$10,546. The Village would protect its interests with assessments  
15 on the properties when they sell and with monthly payments from Garot during interim periods.  
16 Monitoring repayment on a monthly basis would provide the Village with better control over the  
17 project, with foreclosure on the property as the consequence of non-payment.

18  
19 Duffy asked about the plan for a lift station when the Village would prefer gravity. Jackson replied that  
20 the engineer has assured us that the system can be built for gravity but could use a lift station until (or if)  
21 the necessary easement becomes available. Duffy objected to loaning \$600,000 when Garot had  
22 previously told the Utility Committee that he was prepared to go ahead with the lift station option.  
23 Solomon also expressed reservations about making this loan. Jackson pointed out that we don't have  
24 any other interested developers. Jackson also drew a diagram of the current plan, showing a cluster of 4  
25 single-family units, 3 apartment buildings, 2 condos and some garage/storage buildings, all with access  
26 off of Northwood Drive.

27  
28 Jackson would like to offer interest-only payments for the first six months before the amortization  
29 schedule takes effect. The project has been scaled down because the Village isn't willing to loan the \$1  
30 million Garot had previously requested.

31  
32 Jackson is convinced that Garot can have the infrastructure work done at less cost than the Village  
33 because of prevailing wage laws. Neuman asked about the possibility of loaning the \$600,00 in smaller  
34 increments that would be tied to completion of specific phases of the project. Jackson said he had  
35 discussed this possibility with Steve Jacobson, who felt that this would impede progress on the project.

36  
37 Jackson has not yet developed a repayment schedule, but Garot has offered a minimum payment of  
38 \$128,335 per year and wants to pay interest-only for the first six months. Neuman expressed concern  
39 about Garot's track record on payment of bills from the Village. Jackson replied that the Village will be  
40 able to institute foreclosure on the property. He would also like to build some sort of a penalty into the  
41 agreement.

42  
43 Neuman asked how the special assessments on the property will fit into the repayment schedule. When  
44 houses are sold, Jackson would like Garot to remit the assessment amounts to the Village in addition to  
45 his regular monthly payment. This would ultimately result in a faster repayment of the loan. However,  
46 Neuman expressed doubt that Garot will see it that way; he is more likely to take the position that an  
47 assessment payment relieves him of the need to make monthly payments for a time. Solomon suggested  
48 that any assessment payment should count toward the monthly loan payment. Lienau noted that  
49 assessment payments should come directly to the Village in full at the time of sale; i.e., that Garot  
50 would not be allowed to receive the assessments and pay only his monthly loan amount. Instead, as  
51 Solomon had proposed, the full amount of the assessment would come to the Village from the buyer  
52 and would serve as a prepayment on the monthly loan schedule.

1  
2 Discussion followed about penalties for lapses in payment. Solomon proposed keeping it simple but  
3 making the penalties stiff, since we are not a bank. Jackson proposed a 60-day window prior to  
4 foreclosure proceedings. Lienau noted that the apartment buildings will provide a strong anchor for the  
5 project, since those are in high demand.

6  
7 Potential impact on taxpayers would be positive because of TIF revenue, so long as the Village's  
8 agreement with Garot is strong enough to provide for loan repayment. This borrow should not affect  
9 taxes.

10  
11 Garot also has a loan from the Bank of Luxemburg in the amount of \$1.5 million for construction of 3  
12 apartment buildings and 50 storage units. Since that bank could also foreclose, the Village's agreement  
13 with Garot should provide protection against losing out to the bank. The agreement could require that  
14 Garot authorize the Bank of Luxemburg to provide the Village with credit information on demand.

15  
16 Lienau pointed out that limiting increases to the CIP fund for the next few years would provide funding  
17 for new debt without a large levy increase. Neuman will provide projections. Lienau also reminded the  
18 group that the Village's heavy debt load originated with the decision to purchase the waterfront  
19 property and that it is now necessary to follow through on those plans.

20  
21 The final consensus was that Jackson be charged with drafting a development agreement with Garot, as  
22 per the preceding discussion. Jackson noted that Paul Thompson (of Hutchinson, Shockey, Erley) is  
23 advising on this. Duffy suggested that we should first obtain assurance that the Village will have first  
24 position as to foreclosure proceedings, meaning access to credit information from the Bank of  
25 Luxemburg.

26  
27 **6. Discussion on Marina Capital Projects List; consider a motion to recommend for approval.**

28 Lienau moved to recommend approval of the Marina capital projects list as presented. Duffy seconded  
29 the motion and all voted Aye. Discussion to clarify followed: this motion approves the transfer of  
30 \$25,000 from the Village to the Marina for the projects as described.

31  
32 **7. Discussion regarding matters to be placed on a future agenda or referred to a committee, official  
33 or employee.**

- 34 -- Jackson will try to track down the amount of the WEDC grant for the re-development contract.  
35 -- Jackson will investigate abandonment of the private outfall at the Marina.  
36 -- Neuman to determine whether Utilities will need to borrow for the Sewer & Water relay.  
37 -- Jackson to draft the development agreement with Garot, to be reviewed at a future meeting.  
38 -- Neuman to complete a spreadsheet showing the impact of new debt on taxes.

39  
40 **Adjournment**

41 It was agreed that the meeting scheduled for May 29<sup>th</sup> would be cancelled.

42 *At 4:30 PM Solomon moved and Duffy seconded that the meeting be adjourned. Motion carried.*

43  
44 Respectfully submitted,



45  
46 Juliana Neuman

47 Village Finance Director

48 Name: h:\files\active\agendas\finance\2014\2014\_05\05222014 finance minutes - unapproved version.docx Created:  
49 5/21/2013 9:14 AM Printed: 6/13/2014 11:56 AM Author: Juliana Neuman Last Saved By: Juliana Neuman

## **Sister Bay & Liberty Grove Fire Board Meeting June 2, 2014**

The meeting was called to order June 2, 2014 at 8:00 am by Lou Covotsos

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

In attendance Chris Hecht, Bill Randall

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

A motion was made by Pat Duffy to approve the minutes of the previous meeting, seconded by Lou Covotsos. Motion passed with no discussion.

There was no public input.

Discussion Items:

- 1) Chief's Report
  - a) Fire calls are up by 10 and EMS calls are up by 6 over last year.
  - b) New SCBAs are in service and the fire department members have been trained. The SCBA grant was 90% grant money and 10% fire department funds. We were able to sell the old SCBAs for \$10,935.00 for net profit of \$2,500. The money from the sale of the old SCBAs goes into the grant fund to be used for future grants. There is about \$2,000.00 left in the grant. We have applied for an extension on the grant and to be able to use the fund to upgrade the training room sound system. There will be a line item in the budget to maintain the grant fund.
  - c) The FEMA radio communications grant times out May 21, 2014. There is still work to be done. We filed for an extension and it was granted. The extension is until October 15, 2014. That should be sufficient time to finish the grant. The FEMA grant is a 90/10%. The department's portion is \$125,000.00. We are using the grant fund to pay for this. The county has underwritten the grant and is reimbursing us for the grant.
  - d) The DNR grant is open and due by July 1, 2014. The DNR grant is a 50/50% grant and is used for equipment for wildland fires. The fire fighters association usually pays for the matching amount.
  - e) The Northern Door First Responders Association (501c3) is sending out a letter asking for donations to support the Community Based CPR program.
  - f) MABAS (Mutual Aid Box Alarm System) contracts have been signed by all of the municipalities in Door County and forwarded to the state MABAS board. The MABAS board will be voting on June 12, 2014 to accept us. After acceptance we will start to set up the process for MABAS.
  - g) On June 29, 2014 we will have a preconstruction meeting on the new tanker to finalize the design and construction. The project is proceeding as planned. We have started the process to sell Engine 7. Its value is about \$35,000.
  - h) There was a car show on the Sunday of Memorial Day week end. The Fire Department participated in the show.
  - i) We are working on the EMS provider licenses.
  - j) The Fire Fighter Association has been asked to sell pancakes during Old Ellison Bay Days. The Profits will go to support Door County's Secret Santa.

- 2) Clerk/Treasurer Report
  - a) Copies of the fire calls since the last meeting were passed out. There were about 8 false alarms in the 2 month period.
  - b) List of transactions since the last meeting was passed out.
  - c) A spread sheet of 2014 budget to date expenses through May 31, 2014 was passed out.
- 3) Community Based CPR – Discussion / Action
  - a) The program is ongoing. We have 6 people who are qualified to be instructors for CPR/AED, CPR PRO, and Blood Born Pathogens.
  - b) The First Responders are raising money to support the program and to get AEDs to by place in the community.
  - c) We are planning to hold a class June 7, 2014 for Fire Fighters. This is beta test of the class.
- 4) Sprinkler Ordinance – Discussion / Action
  - a) The state has said the community cannot have a more restrictive sprinkler ordinance than the state has.
  - b) The new state law is more restrictive than it was in the past.
  - c) Under the new state law, any building that is currently has sprinkler must maintain them.
  - d) A motion was made by Lou Covotsos that the board recommends to the town and village that they rescind their sprinkler ordnance in favor of the state ordnance, seconded by Scott Baker passed with no discussion.
- 5) Fire District – Discussion
  - a) There were no Fire District meetings.
- 6) Set Date for Next Meeting
  - a) Aug 18, 8:00 am. Sister Bay fire station.

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

Submitted by  
Bill Randall  
Fire Board Clerk

**Sister Bay / Liberty Grove Library Commission  
Meeting May 13, 2014**

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

**Members Present:** Virginia Phelan, Margot Warch, Frank Forkert, Pam Abshire, Henry Timm and Ralph Blankenburg.

**Absent:** Betty Curzon & Allen Strack

**Public Input:** None

**Review and Approve the Minutes of the April 8, 2014 Meeting:**

Frank Forkert moved and Margot Warch seconded a motion to approve the minutes of the April 8, 2014 meeting as corrected. The motion passed 4-0.

**Review and approve payment of bills:**

Wulf Brothers	Furnace Inspection and Service	\$468.95
Wisconsin Public Service	Electric	\$701.18
Village of Sister Bay	Snow Shoveling	\$1,054.73
Action Electric	Repair Entry Heater	\$417.83
U.S Postmaster	P.O. Box	\$60.00
Karen Pearson	Accident Replace Jeans	\$21.04
Village of Sister Bay	Propane	\$350.99
Sparkle Cleaning Service	General Cleaning	\$780.00
Schenck SC	Audit	\$1,800.00
Frontier	Telephone	\$119.62
Kirby Built Sales	Benches & Tables	\$8,418.85
Total		\$14,193.19

Pam Abshire moved and Virginia Phelan seconded a motion to approve the payment of the bills. The motion passed 4-0.

**Librarians Report**

None

**Audit:**

Ralph Blankenburg presented the format of the audit. Members were asked to read it and bring any questions back to the next meeting. Ralph explained where the auditor's recommendations were located on the report. Ralph said that the auditors were given a flash drive with our QuickBooks files on it and they were able to examine our books in advance.

**Tree Replacement:**

Prior to the meeting Betty Curzon asked Ralph Blankenburg if the dead tree outside her window could be replaced.

After discussion Virginia Phelan moved to approve \$300 to remove and replace the tree. Frank Forkert seconded the motion. The motion passed 4-0.

**Back Yard Project:**

Frank Forkert asked if Ralph Blankenburg if he could present a report update on what has been spent on the back yard project to date.

We have received the benches and tables and they now need to be assembled.

Ralph Blankenburg showed the members the folder that he and Betty Curzon prepared to show donors the benches and tables with the prices listed on each.

After discussion of the gazebo and its location, it was decided to have John Meredith come to the next meeting to show us possible relocation.

Dedication will be on July 12 @ 11:00 A.M. with refreshments in the community room.

Henry Timm will be putting the agenda and invitations together and arrange printing.

**Committee Reports:**

None.

**Next Meeting:**

June 10<sup>th</sup> at 1:00 p.m.

**Adjourn:**

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

Submitted by: Ralph Blankenburg.

1  
2  
3 **MARINA COMMITTEE MEETING MINUTES**  
4 **TUESDAY, JUNE 3, 2014**  
5 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
6 **(APPROVAL PENDING)**

7 The June 3, 2014 meeting of the Marina Committee was called to order by Chairperson John  
8 Clove at 2:06 P.M.

9  
10 **Present:** Chairperson Clove, and members Pat Duffy, Fuzzy Sunstrom, Kevin Roberts, and Jeff  
11 Flegel.

12  
13 **Others:** Jim Robinson of Shoreline Charters.

14  
15 **Staff Members:** Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and Ad-  
16 ministrative Assistant Janal Suppanz.

17  
18 **Approval of the agenda:**

19 *A motion was made by Duffy, seconded by Sunstrom that the Agenda for the June 3, 2014*  
20 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

21  
22 **Approval of minutes as published:**

23 **As to the minutes for the April 8, 2014 meeting of the Marina Committee:**

24 *A motion was made by Duffy, seconded by Sunstrom that the minutes for the April 8, 2014*  
25 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

26  
27 **Comments, correspondence and concerns from the public:**

28 Clove asked if anyone wished to comment regarding a non-agenda item.

29  
30 *Jim Robinson indicated that a few days ago his Chris Craft caught on fire out on the water. He is*  
31 *still waiting to hear what the insurance adjuster's decision will be, but if the boat is "totaled" or*  
32 *it will be too costly to repair, he may request that he be allowed to dock a different boat at the*  
33 *Marina. It was the consensus that this is a decision which should be left up to the Marina Man-*  
34 *ager. The Committee members stressed that if Tatzel does allow Robinson to dock a different*  
35 *boat at the Marina, documentation must be provided which proves that the replacement vessel*  
36 *has passed all Coast Guard inspections and is fully insured.*

37  
38 Jackson noted that in the future Village meeting agendas will look a little different and meetings  
39 will proceed in a slightly different fashion. From now on, before discussion even takes place  
40 regarding any "action items" motions must first be made. Jackson also cautioned the Committee  
41 members to be fully cognizant of the provisions of the Open Meetings Law at all times.

42  
43 **Business Items:**

44 **Item No. 1. Discussion regarding short term planning for Marina improvements for the 2014**  
45 **season:**

46 Tatzel reported that the new air conditioning units were installed in the boaters' restrooms yes-  
47 terday. Remote operation of those units will be possible. Samples of countertops have been re-  
48 ceived and measurements have been also been taken for privacy panels. She will be requesting  
49 estimates for painting of the boaters' restrooms and is also investigating the types of keyless

1 locks which are available. An update on the status of the renovations will be provided at the  
2 next Marina Committee Meeting.

3  
4 **Item No. 2. Consider a motion to discuss and recommend that the Village Board adopt Reso-**  
5 **lution No. 288, seeking RBF Grant Funding from the DNR:**

6 Tatzel is in the process of preparing a grant application for RBF Grant Funding from the DNR  
7 for public boating restroom renovations at the Marina. If the application is approved the DNR  
8 will fund 50% of the amount needed for the improvements. A draft of a required Resolution  
9 and an applicable public notice were included in the meeting packets.

10  
11 *A motion was made by Clove, seconded by Roberts that the Marina Committee recommends*  
12 *that the Village Board adopt Resolution No. 233, seeking RBF Grant Funding from the DNR, as*  
13 *presented.*

14  
15 The Committee members jointly reviewed the previously mentioned documents and it was the  
16 consensus that they are both acceptable.

17  
18 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

19  
20 **Item No. 3. Discussion regarding long term planning for the Marina:**

21 Tatzel indicated that she recently met Rick from Port-A-Pier and asked what it would take to  
22 make “B” Dock a floating pier. She is looking for maps of the Village’s docks for Rick to review  
23 and will provide further information to the Committee members as soon as it is available. Sev-  
24 eral of the Committee members voiced concerns about the fact that after other dock improve-  
25 ments were made bubblers were required even though the engineer working on the project did  
26 not originally think they were necessary. They also suggested that Tatzel contact a local marine  
27 contractor to see what he would suggest.

28  
29 *Several of the Committee members indicated that they believe it would be beneficial to install a*  
30 *fuel dock at the Marina. Tatzel and Jackson will investigate the various cost and logistical factors*  
31 *which will come into play and provide that information to the Committee members ASAP. The*  
32 *suggestion was made that under-water fully contained fuel storage units be considered.*

33  
34 **Item No. 4. Discussion regarding the Marina PILOT:**

35 *In the near future work will commence on the 2015 budget. The Marina’s budget is currently*  
36 *very tight, but market conditions dictate that rate increases are not an option.*

37  
38 *A motion was made by Clove, seconded by Duffy that Tatzel shall send a letter to the Finance*  
39 *Committee requesting that a permanent reduction of the Marina PILOT be considered. Motion*  
40 *carried – All ayes.*

41  
42 **Item No. 5. Discussion regarding the creation of a “Friends of the Marina” group:**

43 The suggestion has been made that a “Friends of the Marina” group be established. If such a  
44 group existed there would be an avenue for people to make tax deductible donations to the  
45 Marina and/or fund Marina improvements. It was the consensus that this would be an excellent  
46 idea. Tatzel and Jackson were asked to look into the requirements for establishing a 501(c)(3)  
47 corporation. They will report their findings at the next meeting of the Marina Committee.

**Item No. 6. Discussion regarding marina activities with Wendy Tatzel, Marina Manager:**

- *Because of the fact that Charter Communications has converted to digital television status individual converter boxes will be required for all the slips. This is a very costly option and simply is not practical. Tatzel is looking into other television options which are available, including Dish Network and DirectTV.*

*A motion was made by Baker, seconded by Clove that the preferred course of action with respect to provision of television service at the Sister Bay Marina would be to disconnect Charter television service and ramp up the WiFi capabilities at the Marina, thereby allowing boaters to connect to NetFlix or HuLu, but still maintain HD television service at the Boathouse. Another option would be to allow boaters to obtain tokens for DVD rentals at a local business which is near the Marina. Motion carried – All ayes.*

*Tatzel was asked to make the necessary arrangements ASAP.*

- There are currently very few boathouse reservations made for July and September. The suggestion was made that other rental options, including *Vacation Rentals By Owner* or utilization of other property management firms be investigated. Tatzel and Jackson will look into those options and report their findings at the next meeting.
- Spreadsheets on which projections for slip reservations were made were included in the meeting packets, and the Committee members jointly reviewed those documents. So far reservations for this year are up over last year. Tatzel attributes the increase in reservations to the nice weather.
- The lateral for the Village Hall and Boathouse will not be worked on until fall, and, therefore, no issues will arise with the rental of the boathouse.
- Planning for Marina Fest is ongoing and appears to be going well. This year's event should be "bigger and better".

**Item No. 5. Consider a motion to discuss matters to be placed on a future agenda or referred to a committee, official or employee:**

*The next meeting of the Marina Committee was scheduled for 2:00 P.M. on Thursday, July 10, 2014.*

The following issues will be addressed at that meeting:

- Update on the status of the renovations to the boaters' restrooms.
- Consider a motion to establish a "Friends of the Marina" Group.
- Update on the progress which has been made with respect to provision of television viewing options for slip holders at the Sister Bay Marina.
- Discussion regarding installation of a fuel dock at the Marina.
- Report on the rental options which are available for the boathouse.

## Minutes of the June 3, 2014 Meeting of the Marina Committee

1 **Adjournment:**

2 *A motion was made by Sunstrom, seconded by Flegel to adjourn the meeting of the Marina*  
3 *Committee at 4:12 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant

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

5  
6     *The June 4, 2014 meeting of the Parks, Properties and Streets Committee was called to*  
7     *order by Village Administrator Zeke Jackson at 2:02 P.M.*

8  
9     *A motion was made by Baker, seconded by Doersching that John Clove shall act as*  
10    *Temporary Chair of the Parks Committee until such time as Committee Chair Dave Lienau*  
11    *arrives.*

12  
13    **Present:** Members John Clove, Sharon Doersching and Scott Baker. Committee Chair  
14    Dave Lienau arrived at 2:14 P.M.

15  
16    **Staff Members:** Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, Steve  
17    Jacobson, Utilities Manager, Parks Department employees Robbie LeClair and Aaron Bley,  
18    and Janal Suppanz, Administrative Assistant.

19  
20    **Others:** Tony Anheuser, John Mory, and Sean Ryan.

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

23    Mann introduced Robbie LeClair, who is now doing landscaping work for the Village and  
24    caring for the Village's flower beds. Mann believes LeClair is trying very hard to make the  
25    flower beds look good and is very pleased with the work he is doing. Since LeClair has  
26    been doing the landscaping for the Village significant cost savings have been realized, but  
27    the funds allocated for the purchase of flowers have now been exhausted. LeClair  
28    indicated that he loves his job and is very surprised by the number of favorable comments  
29    which have already been made about the Village's flowerbeds. He publicly thanked the  
30    employees at Jerry's Flower for all the advice they have provided to him thus far.

31  
32    Doersching indicated that she has heard many favorable comments about LeClair and  
33    Aaron Bley, who also works for the Maintenance Department, and thanked both young  
34    men for all they do for the Village. The other Committee members concurred.

35  
36    *At 2:14 P.M Chairperson Lienau arrived and assumed his duties.*

37  
38    A snow plow accidentally struck the curb by the restrooms in Waterfront Park and  
39    damaged it after a spring snow storm, and according to the Village's contract with the  
40    County the repairs are the Village's responsibility. A letter which had been received from  
41    Zeise Construction was included in the meeting packets. In that letter Thomas Zeise  
42    indicates that the cost to remove and replace 18 LF of curb and gutter would be \$981.00.  
43    The curb and gutter is a trip hazard, and, therefore, Zeise Construction will be replacing it  
44    ASAP.

45  
46    A copy of an e-mail from Lloyd Michalsen was included in the meeting packets and the  
47    Committee members jointly reviewed that document. In his e-mail Michalsen asks if the  
48    Village would allow him and some friends to play music in the Waterfront Park Gazebo on

1 Tuesday evenings from 6:00 P.M. to 8:30 P.M. It was the consensus that this issue shall be  
2 fully addressed at the July 2, 2014 Parks Committee Meeting.

3  
4 Tony Anheuser indicated that during the third weekend in August he would like to conduct  
5 a motorcycle rally in the Village as a fund raiser for the Wounded Warriors Project. A  
6 primarily blacktopped surface will be required, and Anheuser is considering several  
7 locations in the Village, including the Sports Complex, the area of Waterfront Park off of  
8 Mill Road, or the parking lot at a local church. The Lions and American Legion will be  
9 asked to serve food and drinks at the rally. It was the consensus that this issue shall also be  
10 addressed at length at the July 2<sup>nd</sup> meeting of the Parks Committee.

11  
12 Jackson noted that in the future Village meeting agendas will look a little different and  
13 meetings will proceed in a slightly different fashion. From now on, motions must be made  
14 before discussion even takes place regarding any “action items”. Jackson cautioned all the  
15 Committee members to be fully cognizant of the provisions of the Open Meetings Law at  
16 all times.

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

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

21  
22 **Approval of Agenda:**

23 *A motion was made by Clove, seconded by Doersching that the Agenda for the June 4,*  
24 *2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

25  
26 **Business Items:**

27 **Item No. 3. Consider a motion to act on John Mory’s request to establish a rest area for**  
28 **the Door County Century Bike Ride in Waterfront Park and establish an official route for**  
29 **that ride in the Village:**

30 A Facility Use Application, a map on which the proposed route for the 36<sup>th</sup> Annual Door  
31 County Century Bike Ride is depicted, and a Sign Permit Application which were  
32 submitted by John Mory and Sean Ryan were included in the meeting packets, and the  
33 Committee members jointly reviewed all of that documentation. Mory and Ryan would  
34 like to establish a rest area for the ride in Waterfront Park on Sunday, September 7, 2014.  
35 Students from Sturgeon Bay High School will be doing fund raising at the ride, and the  
36 same route as last year will be utilized. Mory estimates that the ride will bring  
37 approximately 1,500 people to Sister Bay.

38  
39 *A motion was made by Baker, seconded by Clove that the Parks Committee approves John*  
40 *Mory and Sean Ryan’s request to establish a rest area for the Door County Century Bike*  
41 *Ride in Waterfront Park and establish an official route for that ride in the Village.*

42  
43 Doersching indicated that she is very upset about the fact that no Gibraltar High School  
44 students or Northern Door youth groups were asked to conduct fund raising activities at  
45 the Sister Bay Century Bike Ride rest area last year. It would only make sense to involve  
46 those students as the rest area is “in their back yard”. Ryan and Mory indicated that they  
47 would not be opposed to partnering with Gibraltar School this year and will contact school  
48 representatives ASAP. They will keep Suppanz advised of the status of this issue.

49

1 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

2  
3 **Item No. 1. Consider a motion to convene into closed session pursuant to Wis. Stats.,**  
4 **§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering**  
5 **oral or written advice concerning strategy to be adopted by the body with respect to**  
6 **litigation in which it is or is likely to become involved, and §19.85(1)(e) to deliberate or**  
7 **negotiate the purchase of public properties, the investing of public funds, or conduct**  
8 **other specified public business, whenever competitive or bargaining reasons require a**  
9 **closed session:**

10 *At 2:24 PM a motion was made by Lienau, seconded by Doersching that the Parks*  
11 *Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with*  
12 *legal counsel for the governmental body who is rendering oral or written advice concerning*  
13 *strategy to be adopted by the body with respect to litigation in which it is or is likely to*  
14 *become involved, and §19.85(1)(e) to deliberate or negotiate the purchase of public*  
15 *properties, the investing of public funds, or conduct other specified public business,*  
16 *whenever competitive or bargaining reasons require a closed session. A roll call vote was*  
17 *taken on the motion, and the Committee members voted in the following fashion:*

18  
19 *Baker – Aye; Clove – Aye;*  
20 *Doersching – Aye. Lienau – Aye.*

21 *Motion carried.*

22  
23 **Item No. 2. Consider a motion to reconvene into Open Session, and consider a motion to**  
24 **take action, if necessary:**

25 *At 2:55 PM a motion was made by Lienau seconded by Baker that the Parks Committee*  
26 *reconvene into Open Session. A roll call vote was taken on that motion, and the*  
27 *Committee members again voted in the following fashion:*

28  
29 *Baker – Aye; Clove – Aye;*  
30 *Doersching – Aye. Lienau – Aye.*

31 *Motion carried.*

32  
33  
34 *No formal action was taken.*

35  
36 **Item No. 8. Consider a motion to act on requests for Memorial Benches:**

37 *A motion was made by Lienau, seconded by Doersching that a moratorium shall be*  
38 *imposed on placement of any new memorial benches in the downtown area until all the*  
39 *roadwork and waterfront projects have been completed.*

40  
41 *Mann indicated that there are potentially two new locations for memorial benches in*  
42 *Marina Park, but there are no more designated locations for memorial benches available in*  
43 *the downtown area. In accord with the Committee's earlier directives the name of anyone*  
44 *requesting a memorial bench has been added to a waiting list, and a copy of that*  
45 *document was included in the meeting packets.*

46  
47 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

48  
49

1 *It was the consensus that the two memorial benches that are available shall be assigned*  
 2 *and placed at Mann's discretion.*

3  
 4 **Item No. 5. Consider a motion to review, discuss and act on the Door County Soil & Water Department's comments on the Beach Project and JJR's responses to those**  
 5 **comments:**

6  
 7 **Item No. 6. Consider a motion to discuss and act on a proposed contract amendment**  
 8 **with JJR for the Beach Expansion Project:**

9 The bids for the beach project came in much higher than had been anticipated, and a  
 10 document on which the comments of employees at the Door County Soil & Water  
 11 Department and JJR's responses to those comments were delineated, as well as a proposed  
 12 contract amendment with respect to the beach expansion project which had been received  
 13 from JJR, were included in the meeting packets.

14  
 15 *A motion was made by Doersching, seconded by Baker that the Parks Committee*  
 16 *recommends that the Village Board approve the proposed contract amendment with JJR for*  
 17 *the beach expansion project.*

18  
 19 The Committee members jointly reviewed the previously mentioned documents, and  
 20 Jackson was asked to discuss the alternatives which were recommended by the Soil &  
 21 Water Department employees with representatives of JJR prior to the June Village Board  
 22 Meeting.

23  
 24 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

25  
 26 **Item No. 11. Consider a motion to act on a land use request from the Top o' The Thumb**  
 27 **Snowmobile Club, and review a proposed trail map:**

28 A copy of the snowmobile route which was approved last year and a land use request for  
 29 the 2014/2015 snowmobile season were included in the meeting packets, and the  
 30 Committee members jointly reviewed those documents.

31  
 32 *A motion was made by Lienau, seconded by Clove that the snowmobile route map which*  
 33 *was reviewed at this meeting is approved as presented and the Village Administrator shall*  
 34 *see that the permission form for 2014/2015 is signed and returned to the Top O' The*  
 35 *Thumb Snowmobile Club ASAP.*

36  
 37 Mann pointed out that some snowmobilers do not stick to the designated trails. He also  
 38 indicated that he would like to erect more snowmobile directional signage as well as a  
 39 snow fence by the softball field to prevent snowmobilers from traveling in that area. It was  
 40 the consensus that the TKH Ice Rink personnel shall be charged with policing  
 41 snowmobilers' actions at the Sports Complex.

42  
 43 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

44  
 45 **Item No. 10. Consider a motion to act on a request to amend the Folk Fest Facility Use**  
 46 **Permit:**

47 A copy of an e-mail from Paul Collins, the organizer of Door County Folk Fest, was  
 48 included in the meeting packets. In that e-mail Collins asks if Folk Fest participants could  
 49 resume dancing and singing in Waterfront Park and on the pier on Thursday, July 10th

1 from 7:30 P.M. to 8:30 P.M.

2

3 *A motion was made by Clove, seconded by Baker that the Parks Committee grants*  
 4 *permission for the organizers of Folk Fest to resume dancing and singing in Waterfront Park*  
 5 *and on the pier on Thursday, July 10, 2014 from 7:30 P.M. to sunset. Motion carried – All*  
 6 *eyes.*

7

8 **Item No. 4. Consider a motion to authorize the construction of a new swamp pump shack**  
 9 **on Scandia Road:**

10 *A motion was made by Lienau, seconded by Doersching that Agenda Item No. 4 –*  
 11 *Consider a motion to authorize the construction of a new swamp pump shack on Scandia*  
 12 *Road, shall be tabled. Motion carried – All eyes.*

13

14 **Item No. 9. Consider a motion to act on requests from the people who utilize the**  
 15 **Community Garden:**

16 *An e-mail which was received from Adrienne Marks, the Leader of the Sister Bay*  
 17 *Community Garden Group, was included in the meeting packets. In her e-mail Marks asks*  
 18 *that the Village provide trash containers and mow around the Community Garden.*

19

20 *A motion was made by Clove, seconded by Baker that Village employees will not mow*  
 21 *around the community garden, but the gardeners are authorized to mow that area*  
 22 *themselves. They may also create a rock pile alongside the garden, and the Village's*  
 23 *Maintenance employees will remove the rocks when the pile becomes excessive. A trash*  
 24 *container will be placed by the garden on a trial basis, but if that container is misused or*  
 25 *continually overflows it will be removed by Maintenance Department employees. Motion*  
 26 *carried – All eyes.*

27

28 **Item No. 13. Consider a motion to authorize the operation of an Open Air Market in**  
 29 **Sister Bay and approve the Open Air Market Vendor Application and Operational**  
 30 **Guidelines:**

31 *Drafts of the Vendor Application Form and the Operational Guidelines for the Village's*  
 32 *Open Air Market were included in the meeting packets.*

33

34 *A motion was made by Clove, seconded by Baker that the Parks Committee authorizes*  
 35 *Jackson and Sully to operate the Open Air Market in accord with the directives of the*  
 36 *Committee, and approves of the Vendor Application Form and the operational guidelines*  
 37 *which were reviewed at this meeting.*

38

39 *The Committee members jointly reviewed the previously mentioned documents, and*  
 40 *during that review Jackson and Sully took note of several suggested revisions. It was the*  
 41 *consensus that home grown and hand crafted items which are offered for sale at the Open*  
 42 *Air Market may come from anywhere in Wisconsin. Further, if the owner of a Village of*  
 43 *Sister Bay or Town of Liberty Grove business wishes to sell manufactured items at the*  
 44 *Open Air Market that will be possible, but those items must also be available at his or her*  
 45 *shop or store.*

46

47 *Clove and Baker subsequently amended their motion to state that the Parks Committee*  
 48 *authorizes Jackson and Sully to operate the Open Air Market in accord with the directives*  
 49 *of the Committee, and approves of the Vendor Application Form and the operational*

1 *guidelines which were reviewed at this meeting as revised. A vote was taken on the*  
 2 *amended motion and it carried – All ayes.*

3  
 4 **Item No. 12. Consider a motion to take action regarding maintenance of Fieldcrest Lane:**

5 Jackson was contacted by Don Howard, who asked what the Village's intentions were with  
 6 regard to maintaining Fieldcrest Lane, a private gravel road which has been dedicated to  
 7 the Village. Jackson was asked to research the Village's responsibilities with respect to  
 8 dedicated private roadways. He will present his findings at the July Parks Committee  
 9 meeting.

10  
 11 **Item No. 14. Consider a motion to act on a request to allow public instruction at the**  
 12 **beach/dock and adjust the fees for that activity:**

13 At the April 9th Parks Committee Meeting Alissa Jacobson of Bodyworks was granted  
 14 permission to conduct Yoga classes at the beach and dock, with the Village Hall as a back-  
 15 up location, from June through August of 2014 on a one year trial basis. Use fees of \$25  
 16 plus tax per day were established. Since this is a new business and very few people are  
 17 currently taking advantage of the class, the question has arisen as to whether the fee  
 18 structure will deter Jacobson from continuing to operate her business.

19  
 20 *A motion was made by Clove, seconded by Baker that Alissa Jacobson of Bodyworks shall*  
 21 *be allowed to conduct outdoor exercise classes in Waterfront Park on a six month trial*  
 22 *basis. During that time period Bodyworks will not be charged any fees unless an indoor*  
 23 *Village facility is utilized. Motion carried with Doersching opposed.*

24  
 25 **Item No. 15. Consider a motion to discuss and act on a suggestion that the old log school**  
 26 **building in Gateway Park be donated to the Historical Society:**

27 The Sister Bay Historical Society has expressed interest in having the old log school  
 28 building in Gateway Park moved out to the Corner of the Past.

29  
 30 *A motion was made by Doersching, seconded by Clove that if the Village does not have a*  
 31 *use for the old log school building in Gateway Park or its historical school contents, the*  
 32 *building and those contents shall be offered "as is" to the Sister Bay Historical Society, on*  
 33 *the condition that the Historical Society must pay any and all associated moving expenses.*  
 34 *Motion carried – All ayes.*

35  
 36 **Item No. 7. Consider a motion to discuss and act on a proposal from Dimension IV for**  
 37 **conceptual work on remodeling the Village Hall:**

38 *It was the consensus that this issue shall be referred to the Waterfront Oversight*  
 39 *Committee.*

40  
 41 **Item No. 16. Report from Steve Mann on fall and winter activities:**

42 Mann introduced Aaron Bley, who is currently serving an internship with the Village, and  
 43 indicated that he is very happy with all the work Bley has done thus far.

44 He then gave the following oral report:

- 45 • The members of the Dog Park group have informed him that they will be doing  
 46 fund raising for improvements at the dog park. One of those improvements is  
 47 installation of additional fencing.
- 48 • The swimming buoys have been installed. It took quite a bit of effort to reposition  
 49 the buoy anchors, but that has occurred.

- 1 • The skate park equipment will be placed out at the Sports Complex tomorrow.
- 2 • All the insulation has now been blown in at the Maintenance Building.
- 3 • Some of the trees in the Village's parks sustained damage over the course of the
- 4 winter and are brown and appear to be quite dry. Mann intends to wait a while to
- 5 see if the trees will "bounce back".
- 6 • Some of the sprinkler systems in Waterfront Park were adversely affected by the
- 7 Utility Reconstruction Project. Representatives of The Sprinkler Company will be
- 8 coming up next week to look at the systems and will attempt to reconstruct some of
- 9 them.
- 10 • An agreement was entered into with the owners of Jerry Flowers that they would
- 11 provide guidance on maintenance of the Village's flower beds on the condition that
- 12 all the Village's flowers be purchased from them. To date that arrangement has
- 13 worked out very well. The Committee members reiterated that they think the
- 14 flowers which have been planted on Village properties look very nice.
- 15 • When work was being done on the Performance Pavilion Project the employees
- 16 from Zeise Construction discovered an underground foundation and it was
- 17 subsequently removed. Additional electrical charges were also realized as more
- 18 outlets were installed. It is quite likely that fencing will be erected around the
- 19 pavilion to prohibit people from walking on the newly seeded or sodded areas.
- 20

21 **Item No. 17. Consider a motion to discuss trackless maintenance:**

22 The trackless is in need of repair and will be hauled down to Bruce Municipal tomorrow.  
 23 Mann will provide a report on the needed repairs at the next meeting.

24

25 **Item No. 18. Consider a motion to discuss other parks and streets activities:**

26 Jackson has asked the Door County Highway Department to patch the bad spots on  
 27 Bluffside.

28

29 Doersching noted that this year red, blue, white and yellow flowers will be planted in the  
 30 Village's flower pots. She will also see that the YMCA's programs are promoted, and  
 31 suggested that Village officials look into obtaining an electric vehicle charging station.

32

33 **Item No. 19. Discussion regarding matters to be placed on a future agenda or referred to**  
 34 **a committee, official or employee:**

35 *The next meeting of the Parks Committee has been scheduled for Wednesday, July 2, 2014*  
 36 *at 2:15 P.M. It was the consensus that the following issues shall be placed on the Agenda*  
 37 *for that meeting:*

- 38 • *Consider a motion to approve Lloyd Michalsen's request to use the Waterfront Park*
- 39 *Gazebo for jam sessions on Tuesday evenings from 6:00 P.M. to 8:00 P.M.*
- 40 • *Consider a motion to approve Tony Anheuser's request to conduct a motorcycle*
- 41 *rally in the Village.*
- 42 • *Consider a motion to discuss and act on maintenance of Fieldcrest Lane.*
- 43 • *Consider a motion to discuss and act on the suggestion that an electric vehicle*
- 44 *charging station be established in the Village.*

45

46 **Adjournment:**

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

1 Respectfully submitted,

2 

3 Janal Suppanz,  
4 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 The Bay Shore Drive Reconstruction and Utility Line Burial Projects will cause disruption to  
9 normal traffic patterns. The changes in rights-of-way will also cause significant changes in loca-  
10 tions/placement of ground signs, and, therefore a draft of proposed text amendments which will  
11 allow area businesses to participate in the D.O.T.'s "In This Together Campaign", and will relax  
12 signage standards during the construction period was included in the meeting packets. If the  
13 amendments are approved affected businesses will be allowed to apply for a Long Duration  
14 Special Event Sign Permit and display directional or location signage on a temporary basis dur-  
15 ing the construction period. The amendment automatically "sunset" on May 25, 2016, or  
16 whenever the Village Administrator determines that the construction and restoration has ended;  
17 whichever occurs first. The regulations pertaining to signage for temporary uses would also be  
18 amended to read, "Temporary uses permitted under this section may be allowed *four* temporary  
19 signs not to exceed 36 square feet in area on one side and 48 square feet in area on all sides.".   
20 During discussion the Commission members indicated that they believe the proposed amend-  
21 ments will be a good thing for the entire community. They also recommended that any appli-  
22 cable 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 time Jackson pointed out  
 17 that he has discussed this issue with the Fire Chief, who sent the letter of support which was  
 18 included in the meeting packets. Anyone wishing to purchase fireworks would be required to  
 19 obtain a permit. The Commission members noted that they believe a limit should be placed on  
 20 the 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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 Village officials consider  
15 limiting the number of tents from which fireworks sales will be allowed. Motion carried with  
16 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. 5. 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. 6. 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



1 accessory structures in front yards. Discussion took place regarding this issue and Grutzmacher  
2 noted that the Plan Commission already addressed this issue several years ago and decided that  
3 the regulation was appropriate as written.

4  
5 *It was the consensus that before further action is taken on the Zoning Board of Appeals' rec-*  
6 *ommendation the Zoning Administrator shall research the history of this issue and provide a*  
7 *written report to the Commission.*

8  
9 **Item No. 3. Review of a preliminary plat for Stony Ridge Subdivision, Phase I and Phase IA:**

10 Jarod Schmidt of Robert E. Lee & Associates explained that Keith Garot, who was not able to  
11 attend this meeting, would like to proceed with Phase I and Phase IA of the Stony Ridge Subdi-  
12 vision, which will consist of single family homes, ASAP. Jackson presented a preliminary plat  
13 for that development and pointed out the various aspects of it. As proposed Lots 5, 6 and 7  
14 won't satisfy the Village's rear yard setback regulations, and, therefore, they will have to be  
15 shifted a bit. Further, a temporary cul-de-sac will be utilized, a gravity sewage system will be  
16 installed, and smaller lots are being proposed. In order for the density within the development  
17 to be reduced a  $\frac{3}{4}$  majority vote of the Commissioners will be required, but that may only oc-  
18 cur if the Commission members determine that supplemental design elements or improvements  
19 are incorporated into the project which compensate for the modification of the particular  
20 standard. Garot is contending that the proposed development will satisfy the needs of individu-  
21 als who want to live and work in the Village. Duffy indicated that he is appreciative of the fact  
22 that Garot wants to expand his development and provide much needed affordable housing, but  
23 voiced concerns about the smaller lot sizes and uncertainty about road completion dates.

24  
25 *A motion was made by Lienau, seconded by Grutzmacher, that the preliminary plat for Stony*  
26 *Ridge Subdivision, Phase I and Phase IA be approved as presented. Lienau, Grutzmacher, Baker*  
27 *and Bell voted in favor of the motion, but Duffy and Lundquist were opposed. Motion failed.*

28  
29 Lienau noted that the area in question was addressed in the CUPAC Study and was sited as be-  
30 ing an area suited for the type of development being proposed by Garot. Schmidt also noted  
31 that it was his understanding that the Plan Commission had previously approved of Garot's de-  
32 velopment concept for the area in question, which was very similar to the development depict-  
33 ed on the previously mentioned preliminary plat.

34  
35 *A motion to reconsider was subsequently made by Duffy, seconded by Lundquist, and that mo-*  
36 *tion carried – All ayes.*

37  
38 *A second motion was then made by Lienau, seconded by Grutzmacher, that the preliminary*  
39 *plat for Stony Ridge Subdivision, Phase I and Phase IA be approved as presented. Motion car-*  
40 *ried – All ayes.*

41  
42 *It was the consensus that within twenty-four months of substantial completion and dedication*  
43 *to the Village of Phase I infrastructure Northwoods Drive shall be connected to Cherrywood.*

44  
45 **Item No. 4. Review and consider a motion to approve a Sign Permit for Jill Johnson:**

46 Jill Johnson would like to replace the sign for Island View Cottages, and photos of the existing  
47 sign as well as the proposed sign were included in the meeting packets.

48  
49 *A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission ap-*  
50 *proves of the issuance of a sign permit to Jill Johnson for the new sign for Island View Cottages*

1 which was reviewed at this meeting. The issuance of the permit shall be conditioned upon  
 2 submission of a Sign Permit Application and payment of the applicable fee. Motion carried – All  
 3 ayes.  
 4

5 **Item No. 5. Review and consider a motion to approve a Sign Permit for the Wild Tomato:**

6 A Sign Permit Application for signage for the Wild Tomato was included in the meeting packets  
 7 and the Commission members jointly reviewed that documentation.  
 8

9 *A motion was made by Duffy, seconded by Bell that the Plan Commission approves of the issu-*  
 10 *ance of a sign permit to Britt Unkefer for the Bier Zot sign for the Wild Tomato Restaurant, as*  
 11 *presented. Motion carried – All ayes.*  
 12

13 *At 6:55 P.M. a brief recess was taken and the Commission reconvened at 6:58 P.M.*  
 14

15 **Item No. 6. Report by the Zoning Administrator regarding development activities, various en-**  
 16 **forcement actions, and issuance of Sign and Zoning Permits:**

17 **A. Issuance of a sandwich board permit to Pipka's:**

18 A sandwich board permit was recently issued to Pipka's.  
 19

20 **B. Issuance of a long duration special event permit for Ironwood Yoga Studio:**

21 Brad Massey, the owner of Ironwood Yoga Studio, has scheduled a grand open-  
 22 ing for his new business, which will be operated in the building which formerly  
 23 housed The Casual Living Gallery, and a photo of a banner which was recently  
 24 erected without a permit was included in the meeting packets. Jackson contact-  
 25 ed Massey and informed him that the banner had to come down as a permit had  
 26 not been issued for it and made a referral to the Plan Commission.  
 27

28 *It was the consensus that the previously mentioned Ironwood Yoga banner shall*  
 29 *be allowed, but that the owners of Ironwood Yoga Studio shall be informed that*  
 30 *if they intend to erect any additional signage, prior approval from the Village*  
 31 *Administrator and/or Plan Commission will be required.*  
 32

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

35 It was the consensus that the following issues shall be addressed at a future meeting of  
 36 the Plan Commission:  
 37

- 38 • Review of the Village's Zoning Fee Schedule.
- 39 • Discussion regarding the possibility of allowing the Village President and Village Admin-  
 40 istrator to approve signage displayed in the Village without the approval of the Plan  
 41 Commission unless there is a considerable change in the design and appearance of that  
 42 signage.
- 43 • Discussion regarding the recommendation from the Zoning Board of Appeals that  
 44 §66.0501(b)(e)(1), which states that garages are prohibited in front yards, be amended.  
 45

46 Lienau noted that at today's County Board Meeting J.B. Van Hollen was present and stressed  
 47 that no discussion should take place regarding an action item before a Board, Committee or  
 48 Commission unless and until a motion has been made and seconded with respect to that item.  
 49 It was the consensus that all future agendas should be drafted and meetings conducted with this  
 50 rule in mind.

## Minutes of the February 4, 2014 Meeting of the Plan Commission

1 Lienau also stressed that all Village officials should be extremely cognizant of the Open Meet-  
2 ings Law.

3

4 **Adjournment:**

5 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*  
6 *Commission at 7:24 P.M. Motion carried – All ayes.*

7

8 Respectfully submitted,



9

10 Janal Suppanz,

11 Administrative Assistant

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

6  
7     *The May 1, 2014 meeting of the Sister Bay Advancement Association Board of Directors*  
8     *was called to order by President Steve Gomoll at 8:09 A.M.*  
9

10   **Present:** Steve Gomoll, Heidi Hitzeman, Jeannie Hoffman, Drew Bickford, Jessica Grasse,  
11   Windy Bittorf and Nora Zacek

12  
13   **Excused:** Larry Gajda and James Larsen

14  
15   **Absent:** John Ostran and Tonya Crowell

16  
17   **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

18  
19   **Others:** Ron Kane and Carol Clikeman  
20

21   **Business Items:**

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

23   *A motion was made by Bickford, seconded by Zacek, that the Agenda for the May 1, 2014*  
24   *meeting of the SBAA Board of Directors be approved as presented. Motion carried – All*  
25   *eyes.*  
26

27   **Item No. 2. Approval of the minutes for the April 3, 2014 SBAA meeting:**

28   *A motion was made by Bickford, seconded by Zacek that the minutes for the April 3, 2014*  
29   *meeting of the SBAA Board of Directors be approved as presented. Motion carried – All*  
30   *eyes.*  
31

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

33   Bittorf and Suppanz will not have an opportunity to do the monthly bookwork until  
34   Monday, May 5, 2014. Bittorf will see that updated financial reports are e-mailed to all the  
35   Board members ASAP. Funkhouser and Bittorf did give a brief oral financial report.  
36

37   *A motion was made by Zacek, seconded by Hitzeman that the oral financial report which*  
38   *was made at this meeting is approved as presented, and Bittorf shall e-mail updated*  
39   *financial reports for the SBAA to all the Board members ASAP. Motion carried – All eyes.*  
40

41   **Item No. 4. Discussion regarding the Civility Project:**

42   Marge Grutzmacher has informed Funkhouser that a representative from the Door County  
43   Civility Project would like to make a presentation to the SBAA. Discussion took place  
44   regarding this issue and it was the consensus that the presentation shall be made at the  
45   Spring Social.  
46

47   **Item No. 4. Discussion regarding Family Fireworks Day:**

48   Family Fireworks Day was not approved by the Village Board.

1 **Item No. 5. Discussion regarding the beach grand opening celebration in 2015:**

2 The performance pavilion is scheduled to be completed by mid-July and work on the  
3 beach project is scheduled to be completed in 2015. The suggestion has been made that a  
4 beach grand opening celebration be conducted after all the previously mentioned work is  
5 completed. It was the consensus that the beach grand opening celebration shall be  
6 conducted on June 13, 2015 or June 27, 2015. It was also the consensus that it would be a  
7 good idea to book a well-known artist to perform in the pavilion during the grand opening  
8 celebration. Further discussion will take place regarding this issue over the course of the  
9 next few months.

10  
11 **Item No. 5. Discussion regarding upcoming festivals and special events:**

12  
13 • **Goat Parade – May 10<sup>th</sup>**

14 The Goat Parade will be conducted on Saturday, May 10th. The Parade  
15 Permit has been received from the D.O.T. The parade will start at 10:30  
16 A.M. and participants will line up at 10:00 A.M.

17  
18 • **Field & Street Rally – May 25<sup>th</sup>**

19 The Field & Street Rally will be conducted in the Shopko parking lot on  
20 May 25<sup>th</sup>. Planning is coming along well for that event and response from  
21 the business community has been phenomenal. To date \$3,625 has been  
22 collected/pledged. Promotional materials will be distributed next week.

23  
24 • **Spring Social – June 3<sup>rd</sup>**

25 The Spring Social will be conducted on Tuesday, June 3<sup>rd</sup>. Everyone will  
26 meet at Pirate's Cove for mini-golf at 5:30 P.M. and then head over to  
27 Northern Grill for heavy appetizers, drinks and social time. The "per  
28 person" charge for the Spring Social will be \$15. The deadline for  
29 reservations is Friday, May 30<sup>th</sup>.

30  
31 • **Goats on Poles and Door County Festival of Fine Arts**

32 Artists are being recruited to paint and decorate the new goats. The  
33 Village's Maintenance Department employees will see that all the existing  
34 goats are mounted on the poles before the goat parade. Planning is ongoing  
35 for the Festival of Fine Arts. If any of the artists need tents, they should  
36 contact Funkhouser, who will make rental arrangements.

37  
38 • **Concerts In the Park**

39 All the concerts for the 2014 season have been booked.

40  
41 • **Fall Fest**

42 Representatives of the Family Centers of Door County have asked if it would be  
43 possible for them to move their waffle breakfast to Sister Bay. They would like to  
44 conduct the waffle breakfast in the Village Hall on the Sunday of Fall Fest. It was  
45 the consensus that the Family Centers' request shall be granted.

1       • **Film Fest**

2           Work is ongoing on planning for the Shimmy Marcus Encore Night scheduled for  
3           Saturday, May 24<sup>th</sup>. That event will be held in the Village Hall.

4  
5       **Item No. 6. Economic Development Update:**

6           The Economic Development Committee has not met recently.

7  
8       **Item No. 7. Bay Shore Drive Reconstruction Update:**

9           Work is ongoing on the Bay Shore Drive Reconstruction Project. Word on the street is that  
10          asphalting is scheduled to commence on Monday, May 5<sup>th</sup>. Concrete is being laid right  
11          now.

12  
13      **Item No. 8. Discussion regarding membership renewals:**

14          Funkhouser is happy to report that a few new business memberships have been received.  
15          She is working on recruiting new members.

16  
17      **Item No. 9. Discussion regarding the Farmer's Market:**

18          The Village Administrator has informed Funkhouser that Village employees will manage  
19          the Farmer's Market. The market will be conducted on the former Helm's property, across  
20          the street from the new performance pavilion, on Wednesdays from 3:00 P.M. to 8:00 P.M.  
21          and Thursdays from 8:00 A.M. to noon – July through mid-October. Vendors are being  
22          solicited, and a JEM Grant Application has been submitted. Funkhouser will see that  
23          advertising is done for the market. Hopefully all those expenses will be covered by vendor  
24          fees and grant funds.

25  
26      **Item No. 10. Coordinator's Report:**

27          The Coordinator's Report was included in the meeting packets and the Board members  
28          jointly reviewed that document. The ice went out on April 28th and the Visitor Center is  
29          now open for the season!!!! The Egg Hunt went well and was very well attended –  
30          approximately 400 people were present. The Board members thanked Zeke Jackson for  
31          serving as the Easter Bunny. Funkhouser wrote an article for Lakeland Boating Magazine in  
32          exchange for a half page ad for Sip & Savor/Paddlefest. The cost equivalency of such an ad  
33          is \$945. Room tax collections for February were up. Unfortunately the Sister Bay brochure  
34          will not be available until next week, but it will be distributed ASAP.

35  
36      **Item No. 11. Consider a motion to convene into closed session to conduct the annual  
37      performance evaluation for Paige Funkhouser, the SBAA Coordinator:**

38          *At 9:16 A.M. a motion was made by Zacek, seconded by Hoffman that the SBAA Board of  
39          Directors convene into closed session to conduct the annual performance evaluation for  
40          Paige Funkhouser, the SBAA Coordinator.*

41  
42          *A roll call vote was taken on the motion and the Board members voted in the following  
43          fashion:*

44  
45                    *Gomoll – Aye;                    Hitzeman – Aye;                    Hoffman – Aye;*  
46                    *Bickford – Aye;                   Grasse – Aye;                    Bittorf – Aye;*  
47                    *Zacek – Aye.*

48          *Motion carried.*

49

1 **Item No. 12. Consider a motion to reconvene into open session:**

2 *At 9:50 A.M. a motion was made by Zacek, seconded by Hitzeman that the SBAA Board*  
3 *of Directors reconvene into open session.*

4

5 *Another roll call vote was taken and the Board members voted in the following fashion:*

6

7 *Gomoll – Aye; Hitzeman – Aye; Hoffman – Aye;*

8 *Bickford – Aye; Grasse – Aye; Bittorf – Aye;*

9

9 *Zacek – Aye.*

10 *Motion carried.*

11

12 **Item No. 13. Consider a motion to take action:**

13 *A motion was made by Hitzeman, seconded by Bickford that Paige Funkhouser, the SBAA*  
14 *Coordinator, shall be given a 3% wage increase. That wage increase shall become effective*  
15 *May 1, 2014. Motion carried – All ayes.*

16

17 **Adjournment:**

18 *A motion was made by Zacek, seconded by Bickford to adjourn the meeting of the SBAA*  
19 *Board of Directors at 10:02 A.M. Motion carried – All ayes.*

20

21 *Respectfully submitted,*



22

23 *Janal Suppanz, Secretary*

5/1/2014 Minutes of the Sister Bay Historical Society Board meeting

Present – John Fletcher, Donna Scattergood, Eugene Jarvis, Gary Dooly, Pat Wisner, Don Howard, Fred Johnson, Catherine Peot, Roberta Kutlik, Jill Lhost, Linda Johnson

Meeting was called to order by President Fred Johnson.

Motion to approve the minutes of the April meeting was made by Don. Second by Pat. Passed.

A membership/fundraising report from Eloise was presented. All board members are encouraged to renew their memberships and consider an annual monetary donation at this time..

Advertising – Pat – Discussion about having larger, changeable weekly display ads in local papers. Our expanded days and hours of operation should also be emphasized. Motion by Don; second by John; to approve payment of \$589.04 to Peninsula Pulse to prepay our seasonal advertisement. Passed.

Financial report – Linda – Motion to approve by Jill; second by John. Passed.

Gardens/Mowing – Eugene –. Motion by Pat; second by Don to hire Dave Merkel's service for a season. Passed.

Budget amendment – A motion to amend the budget adding \$3000 to Lawn and Garden and the appropriate increase in earnings to offset the expense was made by John; second by Don. Passed.

Susan Armor has been hired as Assistant to the Curator for up to 16 hrs. per week. This expenditure is included in the budget amount already established for payroll.

Seasonal cleaning – A target date of Tuesday, June 3 at 8:30am was agreed on for cleaning. All who have signed up to help are asked to come that day. Stacy Niedzwiecki will not be cleaning the rest room this year.

On May 12 at 4:30pm, Rick Bernstein of the Wisconsin Historical Society office in Madison will be presenting information about the History Tour that is coming to Ephraim this summer. The presentation is at the Sturgeon Bay Library.

Water should be turned on by the 4<sup>th</sup> week of May. Don will do it.

Fred suggested the board implement a formalized committee structure. There was agreement by the board. We are going to compile a list of existing committees and their chairs. Any suggestions of needed new committees will be considered and chairs sought from among our general membership. Jill will collect the suggestions. A timeline of duties and when they are to be done each year will be helpful to each committee.

A Grand Opening will be held to officially open the Liberty Park Birch Cottage exhibit to the public. It will be June 21, from 10am to 2pm. Food will be served from 11am to 1pm. Program will be a 1pm. Several special guests are being invited to join in celebrating the history of Liberty Park Lodge and Cottages.

The SBHS Annual Meeting will be June 26. Gathering is at 5:30 for a potluck supper. Meeting at 7:00pm and program at 7:30pm.

Nominating Committee – Jill will call board members whose terms are expiring to verify if they are willing to serve another 2 year term.

The new Sister Bay History book is due to be published soon.

We need a training session with our web designer in order to keep the site updated during the summer.

Meeting adjourned.

Respectfully submitted,  
Jill Lhost, acting Secretary

6/5/2014 Minutes of the Sister Bay Historical Society Board meeting

Present: Fred Johnson, Pat Wisner, Eugene Jarvis, Karen Sunstrom, Donna Scattergood, John Fletcher, Linda Johnson, Jill Lhost, Catherine Peot, Susan Armour. Absent: Roberta Kutlik, Gary Dooly, Lynnea Hickey.

Meeting called to order by Fred Johnson.

Motion to approve minutes of May meeting made by Pat; second by Catherine.  
Passed

Motion to approve financial report made by Jill; second by Eugene. Passed

Motion to approve payment of insurance premium of \$960.00 made by Jill; second by John. Passed

The bill for mowing services was set aside for further clarification. Eugene will look into it and report next month.

Curator's report was delivered and copies handed out by Susan, in Roberta's absence.

Donna reported that the pending sale of the Sister Bay school property has been suspended. The property is still for sale. The log school (Sister Bay tourist information office) is available to the SBHS. SBHS must assume costs to move the building to the COTP.

Due to residency change to Ephriam, Donna will no longer be serving on the Sister Bay Board of Trustees; therefore, will not serve as their liaison to the SBHS. She expressed her well wishes to the society.

Pat reported on ongoing advertising and publicity.

Gardens – Eugene has always used his own sprayer for keeping the pathways free of weeds but it has broken down. The board authorized Eugene to purchase a new one for the SBHS. It was noted that the gardens and grounds look beautiful again this year! Thank you, Eugene.

Question arose whether a water test is to be done. We will check with Don when he returns, as to past procedure.

Eugene will ask Jake Kodanko if he will take the oldest of our riding lawn mowers. It doesn't work and is taking up storage space.

Construction – work day is now Monday mornings each week.

Linda will contact Wendy Schneider about scheduling weekly bathroom cleaning and possible other miscellaneous cleaning at a rate of \$15/hour. The bulk of the building cleaning is done for this spring.

There is some confusion about actual opening date of the COTP. The Grand Opening event, including special programming, lunch and opening the Birch Cottage is June 21, open 10am to 2pm, lunch and music 11am to 1pm, program 1pm.

Thank you to John Fletcher for finding and sponsoring the cost of the musicians.

We will plan food to serve 100 for the lunch. The lunch will be sloppy joes, chips, pickles, salads, cookies and lemonade.

The Sister Bay history book needs to acquire an ISBN number. ISBN numbers are required for a book in the publishing and distributing process. We anticipate that there may be many more books that we publish, utilizing the other 9 numbers. If purchased individually, the cost is \$125.00. Motion to acquire 10 numbers at a cost of \$295.00 by John; second by Linda. Passed.

The program for the Annual Meeting will be presented by Laura Moegenburg and Myrma Howard. The subject will be Genealogy.

Committees and projects review was discussed. Committee and project assignments, as well as an annual timeline for each are necessary due to the many varied activities of the organization. All members and guests will be invited and encouraged to participate with committees and projects that are of interest to them. Next step is listing chairpersons or person responsible for each committee/project.

The Heritage Alliance recently hosted Rick Bernstein from the Wisconsin Historical Society. Fred reported that Rick encouraged us to take advantage of the resources and experts at the state level. They have a vast amount of expertise to offer. In as much as SBHS is an affiliate of the WHS, it was suggested that SBHS

schedule a representative from the state office present a program to the SBHS members and the community, once each year.

Meeting adjourned.

Respectfully submitted,

Jill Lhost, acting Secretary

DOOR COUNTY TOURISM ZONE  
EXECUTIVE COMMITTEE MEETING

Minutes of April 17th 2014, 9:00 a.m.

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

ACTION ITEMS:

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

Nelson moved and Larson seconded to approve the February 20th, 2014 minutes as corrected. Motion carried.

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

Larson 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.

Larson moved and Nelson 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 listing the permit holders discussed in Closed Session with Credit Management Control and consulting Attorney Vande Castle regarding delinquent properties and pursue action as advised. Motion carried.

Larson moved and Skare seconded to adjourn. Motion carried.

---

Committee Members Present by Roll Call: Josh Van Lieshout, Bryan Nelson, Jeff Larson, Bill Weddig, Dick Skare,

Excused: Bob Starr and Dave Holtz.

Also in Attendance: Kim Roberts /Administrative Assistant DCTZC, Jack Money Penny/DCVB, Bob Lindahl/ Permit Holder.

Call to order

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

Approval of the Agenda

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

Approval of the February 20th, 2014 minutes

Nelson moved and Larson seconded to approve the February 20th, 2014 minutes. Motion carried.

Report by the Door County Visitor Bureau on marketing efforts

Money Penny reported that for 2014 all is well out of the gate. The metrics are where they need to be. He noted that lobby traffic was down, but more than likely it was agreed that this metric has suffered due to the weather. January and February room availability were up, but perhaps people didn't want to get out of the car to explore the Visitor Center in the cold weather.

Money Penny shared his enthusiasm for the "power up, wind down" out of home promotions in Milwaukee (opened March 17) and Madison (opened March 18). The stations will remain in the malls until June. These units installed in Milwaukee and Madison malls offer a place to plug in and relax to look at the Visitor Guide and enter the text to win campaign. He added that there was a 9x12 foot banner in each mall above the escalators in each mall advertising the "text to win" campaign. Door County visitor information is available on site and an available text-to-win promotional campaign also provides guests a chance to enter and win Door County overnight stays and gift certificates. Money Penny went on to say that pallet of Visitor Guides are on site at each mall. The Milwaukee Mall had already gone through two-thirds (2/3) of their guides. The installation ends in June, but there may be a possibility of continuing it. When the promotion is completed the installations will return to Door County. One unit will be permanently installed in the lobby at the Visitor Bureau and the other will be available to be rented out to the community.

Money Penny said that much of the marketing plan is front loaded which in turn means that most of the advertising is already running. He went on to say that Comcast Chicago is currently running commercials, but with a twist. During commercials, viewers can hit "enter" on their remote and order a Visitor Guide. It is an interactive way for viewers to

1 obtain information about Door County; over 500 visitor guide requests have resulted from this ad in Chicago. Comcast  
2 sends a form to the DCVB for the request based on the customer information Comcast has on file for the consumer.

3 Money Penny understood that from what he is hearing from Innkeepers advance reservations are good across the board  
4 and it looks like it should be a good summer. The outdoor renovations at the Visitor Center are on schedule: Cherry trees  
5 are being planted, the parking lot is being expanded for employee parking for thirteen (13) spaces behind the building  
6 and the ECVS is set for a May 21, 2014 installation. Money Penny stressed that all the renovation keeps up the curb  
7 appeal for visitors.

8 Nelson asked if the kiosks in the malls are staffed? Money Penny said that the installations are self explanatory and not  
9 staffed. Skare asked what information was available in the kiosk. Money Penny responded that there is a rack with  
10 brochures, a unit with chargers and a 32" flat screen TV with commercials and video looping on it. Each mall fills the  
11 guides in the racks as needed. Money Penny sees great opportunities for these units for trade shows, community events  
12 (Pumpkin Patch) and other tourism related events. Requests should be made to Michelle at the DCVB and more  
13 information will be in the upcoming newsletter on how to reserve a unit. It could be used outdoors with a canopy over it  
14 to protect it from the elements.

15 Money Penny announced that the new Cherry Micro site is live and with the help of the historical society it turned out to  
16 be a nice retrospective of the Cherry industry. He advised the Committee that they could find the site by going to the  
17 DoorCounty.com site selecting "Experience" and then "Cherry"

18 Skare inquired about the status of the ECVS project. Money Penny said there was one (1) "defiantly maybe" and five (5)  
19 "maybe" parties interested in purchasing an ECVS unit for installation. He went on to say the ribbon cutting ceremony is  
20 scheduled for May 21, 2014 with Secretary of Tourism Stephanie Klett who will be on site to plug in a car for charging.  
21 Money Penny expects good media coverage. Money Penny said that there was no deadline for participation in the  
22 program and he doesn't think there ever will be a demand for twenty four (24) units which would result in the volume  
23 discount. However, he said that the ECVS units cost approximately two thousand nine hundred ninety dollars (\$2,990)  
24 and installation has been quoted at one thousand five hundred dollars (\$1,500). He stressed that the cost of running  
25 these units electricity wise is the same as running a refrigerator. Skare discussed the Town of Gibraltar adding it to their  
26 agenda for possible installation of an ECVS in the Town of Gibraltar.

27 Van Lieshout inquired about page 2 in the March 2014 DCVB Marketing and Communications Report. He asked about  
28 the "where to stay" requested pages which were in spot 2 "Where to stay", spot 8 "Where to stay/cottage- house" and  
29 "Where to stay/log cabin-log house". He asked if the "Where to stay" in spot 2 accounted for hotels and motels.  
30 Money Penny said yes.

31 Van Lieshout asked how the "Book it now" button was working on the DCVB website. Money Penny said they had  
32 gotten a couple kinks ironed out, but said as far as he knows it is working well. Nelson added that he has had very little  
33 come through for online reservations. Money Penny asked if he could track where his reservations come from. Nelson  
34 responded that he can absolutely track his reservations through Google Analytics. Money Penny said since the new  
35 option was allowed on the DCVB website, they have had to make adjustments to how it works. The original set up of the  
36 sort allowed for only the "book it now" participants to show in the list of the availability calendar. They had to level the  
37 playing field by showing all lodging providers with vacancies and then the user has to select the option "Online booking".  
38 Users simply select the dates for arrival and departure and then the number of adults. In the results page, there is an  
39 option for the user to select "only show properties that accept online bookings". This was the most serious change that  
40 was made since the project went live. Money Penny says this change has satisfied the issue.

41 Van Lieshout asked how many lodging providers had online booking in the county. Money Penny responded that it was  
42 difficult to tell how many lodging owners had online booking available; just through Baylakes Information Systems (Greg  
43 Swain) there are one hundred (100) that have the capability to allow online reservations. Then there are those who don't  
44 use Logical and some of those properties can offer online reservations through their websites.

#### 45 Report from Administrative Assistant on current activities, projects and issues associated with permitting new 46 members

47 Roberts reported that for the report month of January she sent out twenty five (25) "No Report" letters to owner  
48 managed properties on March 18, 2014. As of April 10, 2014, only one (1) no reports remain for the month of January.  
49 Unpaid taxes, fees and interest amount to \$2,311.11 as of April 10th, 2014 from nine (9) permit holders.

50 Thirteen (13) permits were issued since March reporting. Roberts reported that she is currently at work on thirteen (13)  
51 unpermitted properties through compliance efforts.

52 Roberts went on to discuss that she has been at work with two (2) local websites that feature transient rentals. She said  
53 that she had asked for their assistance in making sure that properties listed on their sites had a permit for transient rental

1 through the DCTZC. Both site owners were agreeable and since the conversations Roberts reports that she has been  
2 contacted by both for information.

3 Roberts brought up an area that needs attention: the deactivation process of permits. She explained that currently she  
4 asks that permit holders sign a form attesting that they are no longer renting their property. She went on to say that she  
5 has added to the form the requirement that property owners must take down all online advertising and property  
6 websites. Roberts explained that she has received some push back from permit holders on this point. She advised that  
7 this is something that the Committee needs to examine and possibly consider amending. She provided the legal opinion  
8 of Attorney Vande Castle who stated in his opinion, "there is nothing in the ordinances that provided for either the  
9 deactivation of the permit or the revocation of the permit." In the letter that Roberts read from Vande Castle she went on  
10 to read, "Because of the format by which the administration of room tax is set up, it would, in my opinion, be necessary  
11 for the municipalities to amend their room tax enabling ordinance to provide for the deactivation of an existing and other  
12 duly issued lodging permit." "There is nothing in the procedural format provided under Sec. 66.015, Statute., that would  
13 appear to allow the Commission itself to establish a formal deactivation process." "It would also be appropriate at that  
14 point to consider establishing a process to revoke an existing permit. Likewise, consideration should also be given to  
15 establishing authority for the Commission to "administratively deactivate" an existing permit."

16 Van Lieshout asked if there was a motion to have Vande Castle begin drafting an amendment to the ordinance to allow  
17 for guidelines for the deactivation of transient lodging permits. **Skare motioned to begin a draft amendment to the  
18 ordinance and Nelson seconded.** Motion carried.

19 Nelson added the process to amend the ordinance would not be quick. He added that the draft would have to be  
20 distributed to each municipality and be put on meeting agendas for discussion and approval. He went on to say that the  
21 Commission should look very closely at the ordinance and make sure nothing else needs to be addressed at this time.  
22 Skare added that the June Annual meeting should be the goal to finalize the process. Roberts said she would take a look  
23 at past meeting minutes and make sure there are no loose ends. Weddig asked if any of the failed legislation of AB385  
24 should be taken into account as we review what should be amended.

#### 25 **Discussion on Current Comparable Occupancy numbers**

26 Wedding noted that considering the weather, the numbers weren't bad. Money Penny was very pleased with the 7.3%  
27 increase.

#### 28 **Consideration of approving reports and payables plus receipts to date.**

29 Nelson moved and Skare seconded to approve reports and payables plus receipts to date Motion carried.

#### 30 **Report from Commissioners on Feedback from Local Boards on Recent Issues**

31 Weddig asked if AB385 would be reintroduced. Money Penny said the League of Municipalities overwhelmed the Wisconsin  
32 Hotel and Lodging Association. The lobby was so strong that the bill never got anywhere. He added that the language is to be  
33 reworked and reintroduced. The DCVB will take another look when it is reintroduced and decide at that time whether or not  
34 to support the bill.

#### 35 **Discussion of Municipal Licenses for Transient Rentals**

36 Van Lieshout went over the discussion from the February meeting in which the question was posed whether it would be  
37 sound advice to suggest municipalities to require municipal licenses for transient rentals. The question was posed to Attorney  
38 Vande Castle who said, "On the foregoing basis, I would conclude that a municipality could, for public welfare, health and  
39 safety reason, decide to require the purveyors of short term transient lodging to obtain a business license from the  
40 municipality. He added, "I would note in these regards that because municipal licensure is based on public safety and welfare  
41 concerns it is important for the municipality to identify the nature or basis of its concerns both in its discussion of the potential  
42 regulation but also in the preamble or purposes section of the ordinance." Van Lieshout stressed the need for public health and  
43 safety for such a requirement. Weddig thought it may open up liability issues. Skare felt it would be cost prohibitive. Van  
44 Lieshout added that there have been no complaints regarding rental inventory therefore he saw no need to add such a  
45 requirement based on room tax.

#### 46 **Comments, Correspondence and Concerns from the Public**

47 Bob Lindahl was in attendance and asked to address the Committee with concerns regarding reporting of room tax. He  
48 wished for the Committee to hear the perspective of a permit holder. He added that the Committee doesn't look like an  
49 adversarial group but felt that the experience of being a permit holder felt adversarial. He went on to say that his property isn't  
50 on his mind all the time and the rental of his property is one of those things he does given the real estate market. Admittedly he  
51 said that he had from time to time forgotten to send his monthly reports in a timely manner. He felt that the reminder letter  
52 sent from the DCTZC office was aggravating. He suggested a postcard, but stressed the communication needs to be lightened  
53 up. Lindahl disliked the threatening letter regarding non-filing.

1 Lindahl also brought up the issue of quarterly reporting. He said that it would be much easier to remember and the thought  
2 process more sensible.

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

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

9 CLOSED SESSION

10 Consider a Motion to Reconvene into Open Session

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

12 Consider a motion to take action, if required.

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

15 Adjournment

16 Larson moved to adjourn; Skare seconded. Motion carried.

17 The meeting adjourned at 10:15 a.m.

18 Respectfully submitted,



19 Kim Roberts

20 Administrative Assistant

21

22

23

1                   **Waterfront Oversight Committee Meeting Minutes**  
2                                   **Wednesday, June 11, 2014**  
3                   **Sister Bay Village Hall – 10693 N. Bay Shore Drive**  
4                                   **(APPROVAL PENDING)**

5  
6   The June 11, 2014 meeting of the Waterfront Oversight Committee was called to order by  
7   Committee Chair Dave Lienau at 3:45PM

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

10 **Absent:** Shane Solomon.

11  
12 **Staff Members:** Village Administrator Zeke Jackson and Finance Director Juliana Neuman

13 **Others:** Dan Roarty of Dimension IV

14  
15 **Approval of the agenda:**

16 A motion was made by Clove, seconded by Scattergood that the agenda for the June 11,  
17 2014 meeting of the Waterfront Oversight Committee be approved as presented. Motion  
18 carried – All ayes.

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

21 Clove moved and Scattergood seconded approval of the minutes of the February 11, 2014  
22 meeting of the Waterfront Oversight Committee. Motion carried – All ayes.

23  
24 **Comments, correspondence and concerns from the public:**

25 None.

26  
27 **Business Items:**

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

29 Jackson had included the CORP Plan in the meeting packets as means of refreshing the  
30 committee on past waterfront planning. Clove offered to arrange for a new aerial photo for  
31 the cover page, showing the Marina in season, with docks filled.

32  
33 **Item No. 2(A). Consider a motion to discuss moving the Visitor's Center; future of the**  
34 **Post Office Building or other structures.**

35 Jackson stated that the Parks Committee has recommended that the old log building now  
36 serving as the Visitor Center could be donated to the Historical Society if it is no longer  
37 needed after the DOT work at Gateway Park. The SBAA office currently serves as the  
38 Visitor Center during the winter months.

39  
40 Jackson has contacted the Post Office authorities in charge of leasing space to see if they  
41 would be interested in a different Sister Bay location. A move would make the Post Office  
42 building available for a Visitor Center. However, the PO authorities have not replied, other  
43 than to suggest that the Village submit a notice of non-renewal, which Jackson won't do.  
44 Clove expressed concern that the Village not do anything to cause the Post Office to move  
45 out of Sister Bay altogether. All signs point to reductions in service, so it might be possible  
46 to share the building with a smaller, storefront-like PO operations. However, unless the PO  
47 authorities request another location or a smaller space, the Village will have to make other  
48 plans for the Visitor Center. The Post Office lease won't expire until February 29 of 2016,

1 and the lease requires only a 30-day notice.

2  
3 Jackson presented several other Visitor Center options, including moving the log building  
4 into Hendrickson Park, adding onto the Hendrickson Park bathrooms, or using space at the  
5 Village Hall. Lienau spoke against moving the log building into the downtown area. He  
6 also pointed out that \$348,000 in the CIP fund could be used for a Visitor Center with  
7 bathrooms/showers for the beach, since there is no longer a plan to build a new Parks  
8 Maintenance building. He further pointed out that the Visitor Center should belong to the  
9 Village, not to SBAA, even though it is currently staffed by that organization.

10  
11 After lengthy discussion, the consensus was that the preferred options for the location of  
12 the Visitor are:

- 13 1) Gateway Park (if there is a useable site left after the DOT work)
- 14 2) Hendrickson Park (would add to congestion at the Beach)
- 15 3) Country Walk (not visible from the highway and CW Association fees are high)

16  
17 **Item No. 2(B). Consider a motion to discuss Bathroom and Shower facilities in**  
18 **Waterfront Park.**

19 Possibilities:

- 20 1) An upgrade of the Hendrickson Park building.
- 21 2) An addition at the rear of the Village Hall.

22  
23 **Item No. 3. Consider a motion to hear and discuss a presentation from Dimension IV on**  
24 **renovations to the Village Hall; act if necessary.**

25 Roarty stressed multi-purpose community use of the building, from which a “program”  
26 (plan) is developed. The type of use dictates the number of people to accommodate: tables  
27 & chairs vs. audience seating vs. cocktail party ambience. Will the kitchen be used for  
28 cooking meals, catering, or snacks? What will be the interface with the outdoors? How will  
29 areas such as the stage be made accessible?

30  
31 The consensus was that a view from the rear of the Village Hall would be highly desirable  
32 and that a boaters’ lounge and bathrooms for the Marina and the beach are needed. As a  
33 possibility, Roarty suggested a deck at the second floor level with an entrance to the  
34 building below for bathrooms and showers.

35  
36 Scattergood suggested increasing use of the building as a community center, especially for  
37 winter activities for local residents. Clove noted that this type of project might be embraced  
38 by the community and could even give rise to donations for the purpose.

39  
40 Jackson asked Roarty about the use of a public survey. Roarty’s response was positive, but  
41 he also mentioned focus groups as a means of developing a plan with community buy-in.

42  
43 Lienau proposed public meetings around a review of the Waterfront Master Plan, to update  
44 and educate the community with a powerpoint presentation about its progress and about  
45 changes that have been made since its inception. In the original master plan, the Village  
46 Hall was to be moved or torn down. Now we are considering renovating it to become an  
47 attractive space for Village residents year-round, as well as to serve patrons of the beach

