



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, July 15, 2014 at 6:00 P.M.
Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

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

Deviations from the agenda order shown may occur.

New Village Board Business Items

1. Presentation by Greg Coulthurst of the Door County Soil and Water Conservation Department on Phragmites Eradication Efforts.
2. Consider a motion to discuss and act on a recommendation of the Plan Commission to amend the Fee Schedule for Zoning and Development related fees.
3. Consider a motion to discuss and act on a recommendation of the Plan Commission to approve a final plat for Stony Ridge Subdivision.
4. Resolution No. 289 – 071514 Resolution Authorizing Appointment Of Special Voter Registration Deputies.
5. Consider a motion to accept the resignation of Trustee Pam Abshire.
6. Consider a motion to confirm and appoint President Lienau’s nomination of a qualified citizen to fill Pam Abshire’s vacant seat on the Village Board of Trustees for the remainder of the unexpired term and to serve on various committees.
7. Resolution No. 290 – 071514 Expression of Thanks and Appreciation to Pam Abshire for service to the Village.
8. Resolution No. 291 – 071514 Expression of Thanks and Appreciation to Donna Scattergood.
9. Report on County activities from the County Supervisor, Dave Lienau.
10. Review of the financial statements and consideration of a motion to approve the monthly bills.
11. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

Adjournment

Public Notice

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

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, JUNE 17, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The June 17, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order by
7 Village Administrator Zeke Jackson at 7:10 PM.
8

9 **Present:** Village President Dave Lienau and Trustees Pam Abshire, Scott Baker, John Clove, Pat
10 Duffy, Donna Scattergood and Nora Zacek.
11

12 **Staff Members:** Village Administrator Zeke Jackson, Utilities Director Steve Jacobson, Finance
13 Director Juliana Neuman, Clerk-Treasurer Christy Sully, and Janal Suppanz, Administrative
14 Assistant.
15

16 **Others:** Laddie Chapman, Lee and Ruth Telfer, Curt Wiltse, Rodney Hedeem, Michelle
17 Mistardi and one other individual.
18

19 **Approval of minutes as published:**

20 **As to the minutes for the May 13, 2014 meeting of the Village Board:**

21 Baker noted that he believes the sentence which begins on Line 18, Page 4 of the minutes
22 should be amended to read, "He thought the conference was very worthwhile and is suggesting
23 that Village officials see that documentation *regarding Agility's recovery assistance program* be
24 completed."
25

26 *A motion was made by Clove, seconded by Duffy to approve the minutes for the May 13, 2014*
27 *meeting of the Village Board as corrected. Motion carried - All ayes.*
28

29 **Comments and Correspondence:**

30 A copy of a letter from Carrie Counihan, the Executive Director of the Door County Humane
31 Society, was included in the meeting packets and the Board members jointly reviewed that
32 document. In her letter Counihan thanks the Village for its donation of \$1,000 to the Humane
33 Society and invites Village officials to stop by that facility for a tour at any time.
34

35 Lienau asked if anyone wished to address a non-agenda item.
36

37 Lee Telfer indicated that his wife, Ruth Telfer, and her brother Curt Wiltse, own Betty Wiltse's
38 former office building which is located at the corner of N. Bay Shore Drive and Mill Road. As a
39 result of the work which will be done on the Bay Shore Drive Reconstruction project the State
40 will be "taking" another 8' of right-of-way from Ruth and Curt as well as the 25' of property it
41 already has an easement on. Because the lot is quite small the State will essentially be "taking"
42 approximately 40% of it, and, therefore, it will become "non-conforming". If the lot is deemed
43 to be "non-conforming" a number of logistical issues could come into play and its value will be
44 reduced considerably. Telfer noted that a number of property owners in the downtown area
45 will be facing similar circumstances, and asked that Village officials consider enacting
46 regulation amendments which will provide relief for those individuals. It was the consensus that
47 this issue shall be referred to the Plan Commission.
48

49 Greg Casperson noted that the State is also attempting to acquire a wider right-of-way in front
50 of his property on N. Bay Shore Drive by initiating a formal "taking". He would be willing to

1 grant an easement to the State at no cost, but it is his understanding that that is not the preferred
2 course of action.

3
4 Rodney Hedeem indicated that he owns property in the Town of Liberty Grove as well as the
5 Village. This year when he was paying his taxes he realized that if his Village property was in
6 Liberty Grove he would pay about \$8,000 less in taxes.

7
8 **New Village Board Business**

9 **Item No. 5. Consider a motion to discuss and act on requests for various types of liquor, soda
10 and cigarette licenses:**

11 A large packet of documentation pertaining to the applications submitted for 2014 Liquor, Beer
12 and Wine Licenses, Operator's Licenses, Soda and Cigarette Licenses and official agent
13 designations had been included in the meeting packets. All the applicants have passed their fire
14 inspections and submitted drawings of the premises to be covered, and, if applicable, outdoor
15 seating areas, outdoor serving locations, picnic areas and beer gardens have been delineated.

16
17 *At 7:15 P.M. Lienau and Zacek recused themselves due to potential conflicts of interest, and
18 Lienau then appointed Duffy Temporary Village President.*

19
20 *A motion was made by Clove, seconded by Baker that the Village Board approves of the
21 issuance of Soda Licenses to all the establishments named on the 2014 Soda Applicant Listing
22 which was included in the meeting packets. A copy of that document is hereby attached and
23 incorporated by reference.*

24
25 *At 7:16 P.M. Zacek returned to the table.*

26
27 *A motion was made by Clove, seconded by Baker that the Village Board approves of the
28 issuance of Cigarette Licenses to all the establishments named on the 2014 Cigarette Applicant
29 Listing which was included in the meeting packets. A copy of that document is likewise hereby
30 attached and incorporated by reference. Motion carried – All ayes.*

31
32 *A motion was made by Clove, seconded by Duffy that Class A Beer Licenses shall be issued to
33 Voight's Country Walk Amoco and Sister Bay Mobil. Motion carried – All ayes.*

34
35 *A motion was made by Abshire, seconded by Baker that Operator's Licenses shall be issued to
36 all the persons named on the 2014 Operator License Applicant/Agent Designation Listing which
37 was included in the meeting packets, and all the Agents designated on that document are also
38 approved. A copy of the Operator License Applicant/Agent Designation Listing is hereby
39 attached and incorporated by reference. Motion carried – All ayes.*

40
41 *At 7:21 P.M. Lienau returned to the table and resumed his duties as Village President.*

42
43 *A motion was made by Clove, seconded by Duffy that the Village Board approves of the
44 issuance of Class A Beer & Liquor Licenses to Bhirdo's By The Bay, Top Shelf Cafe & Gourmet,
45 Shopko, and the Piggly Wiggly. Motion carried – All ayes.*

46
47 *A motion was made by Clove, seconded by Baker that the Village Board approves of the
48 issuance of Class B Beer & Liquor Licenses to Husby's and the Sister Bay Bowl, subject to the
49 following conditions, which shall all be clearly delineated on each of the licenses:*

50
51

- 1 1. *Outdoor sales of alcoholic beverages must cease at 10:30 P.M. and all*
- 2 *outdoor seating must be vacated by 11:00 P.M.*
- 3 2. *All outdoor music must cease by 10:30 P.M.*
- 4 3. *Whenever there is any type of indoor entertainment at the licensed premise*
- 5 *after 10:30 P.M. all windows and doors must be closed.*
- 6 4. *All outdoor patios must be kept free of weeds.*
- 7 5. *The Licensee or a designee(s) must pick up any and all trash generated*
- 8 *within a 100' perimeter of the licensed premise on a daily basis.*
- 9 6. *If alcoholic beverages are served at the licensed premise during Fall Fest the*
- 10 *Licensee must hire a bouncer or a police officer to patrol the property and*
- 11 *ensure that order is maintained throughout the festival.*
- 12 7. *Outdoor trash receptacles must be made available for patrons utilizing*
- 13 *outdoor seating on the licensed premise.*

14 *The drawing of the premises to be covered, and, if applicable, outdoor seating areas, outdoor*
 15 *selling locations, picnic areas and beer gardens which were submitted by each of the licensees*
 16 *are approved as presented. Motion carried – All ayes.*

17
 18 *Michelle Mistardi indicated that she believes 10:30 P.M. is definitely late enough for outdoor*
 19 *music to be played, as at times the music coming from some downtown establishments can get*
 20 *quite loud. Jackson responded that current Village regulations state that 65 decibels in*
 21 *residential districts and 70 decibels in business districts is allowed. He believes Municipal Code*
 22 *amendments may be in order. It was the consensus that this issue shall be referred to the Plan*
 23 *Commission.*

24
 25 *A motion was made by Baker, seconded by Scattergood, that a Special B License shall be issued*
 26 *to the Little Sister Resort – d/b/a Fred & Fuzzy's, subject to all of the previously mentioned*
 27 *conditions, which shall be clearly delineated on the license. Motion carried – All ayes.*

28
 29 *A motion was made by Lienau, seconded by Duffy that "300 Seat B" Licenses shall be issued to*
 30 *the Mission Grill and Northern Grill, subject to all of the previously mentioned conditions,*
 31 *which shall be clearly delineated on the licenses. Motion carried – All ayes.*

32
 33 *A motion was made by Clove, seconded by Abshire that Class B Beer and Class C Wine*
 34 *Licenses shall be issued to Al Johnson's Swedish Restaurant, the Church Hill Inn, Grasse's Grill,*
 35 *The Inn at Kristofers, CHOP, Wild Tomato, Drink Coffee, Cheesecake, Etc., Bay Ridge Golf*
 36 *Course and Door County Creamery, subject to all of the previously mentioned conditions,*
 37 *which shall be clearly delineated on the licenses. Motion carried – All ayes.*

38
 39 **Item No. 6. Consider a motion to commend Mike Schell for the work he did on the Bay Shore**
 40 **Drive Reconstruction Project:**

41 *Mike Schell supervised the Bay Shore Drive Utilities Project on behalf of the Village, and while*
 42 *performing those duties he put in a lot of extra hours and worked with Utility customers as well*
 43 *as the employees from Donohue & Associates and Dorner Construction on a wide range of*
 44 *problem solving and construction tasks. Toward the end of the project Schell actually took the*
 45 *place of the engineers from Donohue & Associates in an attempt to lessen the cost burden to*
 46 *the Village. Both Steve Jacobson, the Utilities Director, and Jackson believe Schell did an*
 47 *excellent job and deserves a "pat on the back". Clove asked if it would be possible to issue a*
 48 *bonus to employees in situations like this, and it was the consensus that his suggestion shall be*
 49 *referred to the Administration and Benefits Oversight Committee.*

50
 51

1 A motion was made by Abshire, seconded by Duffy that the Village Board accepts the
 2 recommendation of Utilities Director Steve Jacobson and Village Administrator Zeke Jackson
 3 and commends Mike Schell for the work he did on the Bay Shore Drive Reconstruction Project.
 4 To that end, Schell shall be given a well deserved "At-A-Boy". The letter which was included in
 5 the meeting packets shall be signed by Lienau and Jacobson and presented to Schell ASAP.
 6 Motion carried – All ayes.

7
 8 **Item No. 7. Consider a motion to approve Resolution 287, approving the 2013 Compliance**
 9 **Maintenance Annual Report (CMAR) for Sister Bay Utilities:**

10 Each year the DNR requires the Utilities to submit a Compliance Maintenance Annual Report
 11 (CMAR) that identifies the various operating levels and maintenance activities at the
 12 Wastewater Treatment Plant.

13
 14 A motion was made by Lienau, seconded by Baker that the Village Board passes and adopts
 15 Resolution No. 287, which approves the 2013 Annual Compliance Maintenance Report for the
 16 Sister Bay Wastewater Treatment Facility, as presented.

17
 18 A copy of the 2013 CMAR was included in the meeting packets, and during discussion the
 19 Board members jointly reviewed that document. At that time they noted that the report
 20 generated very high marks – a grade point average of "4.00", which is commendable.

21
 22 A vote was taken on the previously mentioned motion and it carried – All ayes.

23
 24 **Item No. 1. Consider a motion to discuss and act on a recommendation from the Fire Board**
 25 **to adopt Ordinance No. 229, repealing Chapter 14, Article II of the Municipal Code –**
 26 **Automatic Sprinkler System:**

27 Act 270, which took effect on April 18, 2014, established a Uniform Commercial Building
 28 Code which prohibits municipalities from adopting or enforcing stricter Building Code
 29 regulations than those cited in the Act, but it does allow municipalities to seek grandfather
 30 status for more stringent fire detection, prevention, or suppression ordinances in place prior to
 31 May 1, 2013. Chapter 14, Article II of the Village's Municipal Code is more stringent than the
 32 State regulations, and the Fire Commission has determined that having a local regulation which
 33 is more stringent than the State standard would be a hindrance to development and will
 34 complicate the construction planning and inspection process. The new State regulations do
 35 provide for sprinkling in high risk facilities such as hotels, and, therefore, the Fire Commission
 36 has recommended that Chapter 14, Article II, be repealed in its entirety.

37
 38 A motion was made by Clove, seconded by Abshire that the Village Board accepts the
 39 recommendation of the Fire Board and adopts Ordinance No. 229, repealing Chapter 14,
 40 Article II of the Municipal Code, which pertained to automatic sprinkler systems. Motion carried
 41 – All ayes.

42
 43 **Item No. 2. Consider a motion to discuss and act on a recommendation from the Marina**
 44 **Committee to amend the Marina Fest By-Laws:**

45 Marina Fest was started in an effort to "give back" to the community and aid Village non-profit
 46 organizations with fundraising. In the past \$8,500 was budgeted annually for Marina Fest, but
 47 that event typically costs in excess of \$18,500. As a result of the shortfall the Marina has been
 48 forced to withdraw funds from operating funds and cash reserves. The Marina's cash position is
 49 currently strong, but projections indicate that in a few years that may not be the case. In an
 50 attempt to control expenses and enhance revenue generation at the Marina, but also enhance
 51 Marina Fest and keep people in Sister Bay all day long, the Marina Committee is

1 recommending that the draft of amended Marina Fest By-Laws which was included in the
2 meeting packets be approved. Basically that document integrates Marina Fest into Waterfront
3 Park and increases potential revenues by inviting special entertainment and "for profit" vendors
4 to participate.

5
6 *A motion was made by Duffy, seconded by Abshire that the Village Board approves of the*
7 *concept of allowing "for profit" vendors to participate in Marina Fest.*

8
9 Discussion took place regarding the previously mentioned motion, and during that time the
10 Board members jointly reviewed the proposed By-Laws. The suggestion was made that the fee
11 for "for-profit" vendors be reconsidered, and the suggestion was also made that a formal Marina
12 Fest Vision Statement be created.

13
14 *A vote was taken on the previously mentioned motion and it carried – All ayes.*

15
16 *A motion was made by Clove, seconded by Baker that the members of the Marina Committee*
17 *shall be asked to reconsider their recommendation with respect to amendment of the Marina*
18 *Fest By-Laws, and shall also be asked to see that a mission or vision statement is created for that*
19 *event. Motion carried – All ayes.*

20
21 **Item No. 3. Consider a motion to discuss and act on a recommendation from the Marina**
22 **Committee to adopt Resolution No. 288, seeking Recreational Boating Facilities (RBF) Grant**
23 **funding from the DNR:**

24 The Marina Committee and the Finance Committee have approved renovations to the Marina
25 public restrooms. Those renovations may be eligible for RBF grant funding from the DNR, and
26 the Marina Committee has recommended that the funding be pursued. If the Village's
27 application is approved it is possible that the Marina would be eligible for approximately
28 \$12,500 to help cover the cost of the renovations. A draft of an applicable Resolution was
29 included in the meeting packets.

30
31 *A motion was made by Clove, seconded by Abshire that the Village Board accepts the*
32 *recommendation of the Marina Committee and adopts Resolution No. 288, seeking RBF grant*
33 *funding from the DNR. Motion carried – All ayes.*

34
35 **Item No. 4. Consider a motion to discuss and approve Ordinance No. 228, amending §62.11**
36 **of the Utility Code and extending the deadline for installation of grease traps to December 1,**
37 **2015:**

38 On December 10, 2012 the Village Board adopted an Ordinance which added a section to
39 Chapter 62 of the Municipal Code stating that grease interceptors must be installed at
40 commercial food establishments in the Village no later than December 1, 2014. Some business
41 owners have expressed a desire to have the deadline extended for one year, and Jackson and
42 Jacobson are recommending that Ordinance No. 228, which does amend and recreate
43 §62.11(f)(1)(a) of the Utility Code, be approved.

44
45 *A motion was made by Scattergood, seconded by Zacek that the Village Board accepts the*
46 *recommendation of the Village Administrator and the Utilities Director, and approves*
47 *Ordinance No. 228, which recreates §62.11(f)(1)(a) of the Utility Code, as presented.*

48
49 During discussion the Board members jointly reviewed the previously mentioned Ordinance.
50 Jacobson noted that the Building Inspector has not had an opportunity to complete all his
51 grease trap inspections yet, which could become problematic and quite costly for some

1 business owners in the Village. Further, studies are being done regarding the waste loading
 2 capacity at the plant, and the Village's engineers will be doing a CMOM study and reviewing
 3 the existing Ordinances to see if they are compliant with DNR standards.
 4

5 Duffy indicated that as Chair of the Utilities Committee he cannot in good faith authorize an
 6 extension of the regulations regarding installation of grease traps as this is a definite problem
 7 which has been "wrong" for quite some time and "continues to be wrong". Clove then
 8 suggested that as a compromise the deadline be extended to June of 2015. It was eventually the
 9 consensus that the existing regulations shall remain in effect but if extenuating circumstances
 10 exist a request for a temporary waiver of up to one year may be granted by the Utilities
 11 Director.
 12

13 *Scattergood and Zacek subsequently withdrew their motion.*
 14

15 **Item No. 8. Consider a motion to accept the resignation of Donna Scattergood from the**
 16 **Village of Sister Bay Board of Trustees:**

17 Lienau noted that sadly Donna Scattergood will be moving out of the Village in the near future,
 18 and, therefore, will be resigning as a Trustee.
 19

20 *A motion was made by Clove, seconded by Abshire that the Village Board regrettably accepts*
 21 *Donna Scattergood's resignation from the Village of Sister Bay Board of Trustees. Motion carried*
 22 *– All ayes.*
 23

24 Scattergood indicated that she enjoyed her time on the Board and considered it to be a
 25 wonderful learning experience. The other Board members thanked her for her service and
 26 indicated that she will be missed.
 27

28 **Item No. 9. Consider a motion to confirm the appointment of the person President Lienau has**
 29 **nominated to fill Donna Scattergood's seat on the Board of Trustees for the Village of Sister**
 30 **Bay:**

31 President Lienau indicated that he would like to nominate Shane Solomon to fill Donna
 32 Scattergood's seat on the Board of Trustees for the Village of Sister Bay.
 33

34 *A motion was made by Baker, seconded by Clove that the Village Board confirms the*
 35 *appointment of Shane Solomon to fill Donna Scattergood's seat on the Board of Trustees for the*
 36 *Village of Sister Bay. Solomon's new term shall expire in April of 2015. Motion carried – All*
 37 *ayes.*
 38

39 **Item No. 10. Consider a motion to discuss and amend the Village of Sister Bay's Board of**
 40 **Trustee By-Laws:**

41 **Item No. 11. Consider a motion to discuss and amend the Village of Sister Bay's**
 42 **Committee/Commission By-Laws:**

43 Drafts of revised Board of Trustee ByLaws and Committee/Commission By-Laws were included
 44 in the meeting packets. If those documents are approved a Water, Wastewater and Storm Sewer
 45 Committee will be created.
 46

47 *A motion was made by Lienau, seconded by Duffy that the Village Board accepts the proposed*
 48 *changes to the Village of Sister Bay Board of Trustee and Committee and Commission By-Laws.*
 49

50 For quite some time the Village has conducted its local water and wastewater collection
 51 utilities business with the assistance of a joint committee made up of representatives of the

1 Village of Sister Bay and the Town of Liberty Grove. The Village Attorney has indicated that the
 2 Intergovernmental Operations Agreement the Village has with the Town of Liberty Grove would
 3 allow it to conduct separate meetings in order to localize policy formulation and oversight of
 4 the water and wastewater collection system. The Parks, Properties and Streets Committee also
 5 has authority over storm sewer construction, maintenance and assessments. Creation of a
 6 Water, Wastewater and Storm Sewer Committee would afford Village officials an opportunity to
 7 discuss local issues separate from discussions regarding the operation of the plant, and would
 8 allow for capitalization on the knowledge and expertise of Utilities Department staff members
 9 in the management of storm water issues. The Water, Wastewater and Storm Sewer Committee,
 10 which would be a standing committee, would be charged with overseeing and planning all
 11 aspects of Sister Bay’s water, wastewater collection and storm sewer systems. The Committee
 12 would make recommendations to the Village Board, and would consist of three Trustees and
 13 two citizen members. The Village Administrator, the Utilities Director and the Facilities
 14 Manager would serve as ex-officio members. During discussion the Board members indicated
 15 that they believe creation of the previously mentioned committee would be a good thing for the
 16 Village.

17
 18 Clove indicated that he believes the makeup of the Marina Fest Committee should be changed
 19 so that it is not necessary for one person from each non-profit organization participating in
 20 Marina Fest to actually be a member of the Marina Fest Committee. Jackson also indicated that
 21 he believes the Marina Manager should be an ex-officio member of the Marina Fest Committee.
 22 Some other grammatical revisions were suggested, and Jackson took note of all of them.

23
 24 *Lienau and Duffy then amended their motion to state that the Village Board accepts the*
 25 *proposed changes to the Village of Sister Bay Board of Trustee and Committee and Commission*
 26 *By-Laws as presented but amended at this meeting. Motion carried – All ayes.*

27
 28 **Item No. 12. Consider a motion to act on a recommendation of the Parks Committee to**
 29 **approve a contract amendment with JJR for re-bidding the Beach Project Contract:**

30 A copy of an amended contract with JJR for rebidding the Beach Project was included in the
 31 meeting packets.

32
 33 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
 34 *recommendation of the Parks Committee and authorizes the Village Administrator to execute*
 35 *the Beach Project contract amendment with JJR which was included in the meeting packets.*
 36 *Motion carried – All ayes.*

37
 38 **Item No. 13. Consider a motion to discuss and confirm President Lienau’s Committee**
 39 **appointments:**

40 A document on which President Lienau had listed all his recommendations for Board,
 41 Committee and Commission appointments was included in the meeting packets, but he noted
 42 that he would like to make a few amendments to the list and read them aloud. (Those
 43 amendments are all shown in red.)

44		
45	MARINA FEST	(4) 1+1+1+1
46	VACANT (Parks Rep.)	Co-Chair
47	Shane Solomon (Marina Rep.)	Co-Chair
48	John Clove	
49	Wendy Tatzel	Ex-Officio

50
 51

1 **SBAA (1)**
 2 **VACANT** Liaison
 3 (This position will be filled as soon as a decision
 4 has been made regarding whether or not Nora
 5 Zacek is still eligible to be an at-large member of
 6 the SBAA Board of Directors.)
 7

8 **ADMINISTRATION AND BENEFITS OVERSIGHT**
 9 **COMMITTEE (4)**
 10 Dave Lienau
 11 Pam Abshire
 12 Pat Duffy
 13 **Citizen Member – Joanne Clove**
 14

15 **WATERFRONT OVERSIGHT COMMITTEE (6)**
 16 Dave Lienau
 17 John Clove
 18 VACANT
 19 Shane Solomon
 20 **SBAA Rep. – Jessica Grasse**
 21 Citizen Member (VACANT)
 22

23 *A motion was made by Baker, seconded by Duffy that all of the Board, Committee and*
 24 *Commission appointments delineated on the document which was included in the meeting*
 25 *packets are confirmed as presented but amended at this meeting. Motion carried – All ayes.*
 26

27 **Item No. 14. Report on County activities from the County Supervisor, Dave Lienau:**
 28 Lienau indicated that he didn't have anything further to report.
 29

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

32 Payment Approval Reports for the period May 15, 2014 through June 17, 2014 were included
 33 in the meeting packets, and Neuman presented documentation confirming the payroll costs and
 34 expenditures for which totals were unavailable at the May Board Meeting as well as Request
 35 and Certification for Payment No. 4 from Donohue & Associates for work performed by Dorner
 36 Construction.
 37

38 *A motion was made by Zacek, seconded by Abshire that the Village Board approves of the*
 39 *payment of \$37,176.87 in payroll costs and \$19,680.10 in additional expenditures, for which*
 40 *totals were not available at the May Board Meeting. Motion carried – All ayes.*
 41

42 *A motion was made by Lienau, seconded by Abshire that the monthly bills depicted on the*
 43 *reports which are included in the meeting packets totaling \$864,927.89 are all approved.*
 44 *Motion carried – All ayes.*
 45

46 *A motion was made by Baker, seconded by Clove that the Dorner Construction bill in the*
 47 *amount of \$454,234.06 shall be paid ASAP. Motion carried – All ayes.*
 48

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

51 It was the consensus that the following issues shall be placed on a future agenda or referred to

1 committee, official or employee:
2

- 3 • *Lee Telfer's request for relief from the actions of the D.O.T. with respect to "takings" of*
4 *property for the Bay Shore Drive Reconstruction Project and creation of non-conforming*
5 *lots in the downtown area shall be referred to the Plan Commission.*
6 • *The Plan Commission shall be asked to review §66.0808 of the Zoning Code and*
7 *determine whether the decibel levels delineated in that section are appropriate.*
8 • *The suggestion that bonuses be considered for employees who "go above and beyond"*
9 *shall be referred to the Administration and Benefits Oversight Committee.*
10 • *The Marina/Marina Fest Committees shall be charged with formulating a*
11 *recommendation with respect to amendment of the Marina Fest By-Laws and creation of*
12 *a mission or vision statement for that event.*
13 • *Jackson will see that "reminder" letters are sent to the business owners who have not*
14 *complied with the grease trap regulations and will work with the Building Inspector to*
15 *see that inspections are completed in a timely fashion.*
16 • *The following item shall be added to the agenda for the July Village Board Meeting:*
17 *Consider a motion to adopt a Resolution expressing thanks and appreciation to Donna*
18 *Scattergood for her service as a Trustee for the Village of Sister Bay.*
19

20 **Committee Reports:**

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

22 The Administrative Committee has not met.
23

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

25 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met.
26

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

28 The Communication and Technology Committee met last week but those minutes have not
29 been completed yet.
30

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

32 The Door County Coastal Byways Commission has not met recently. Baker noted that a check
33 in the amount of \$5,000 should be received soon from the Coastal Byways Commission.
34

35 **(5) DCEDC**

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

38 **(6) Economic Development Committee**

39 The Economic Development Committee has not met recently.
40

41 **(7) Finance Committee**

42 No action based on the minutes which were included in the meeting packets.
43

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

45 No action based on the minutes which were included in the meeting packets. The Fire District
46 Exploratory Committee has not met recently.
47

48 **(9) Historical Society**

49 No action based on the minutes which were included in the meeting packets.
50

- 1 **(10) Library Commission**
2 No action based on the minutes which were included in the meeting packets. The Garden
3 Dedication Ceremony will be conducted at 11:00 A.M. on July 12, 2014 and all the Board
4 members are invited.
5
- 6 **(11) Marina Committee and Marina Fest Committee:**
7 No action based on the minutes which were included in the meeting packets.
8
9 The Marina Fest Committee will be meeting soon.
10
- 11 **(12) Parks**
12 No action based on the minutes which were included in the meeting packets.
13
- 14 **(13) Personnel Committee**
15 The Personnel Committee has not met recently.
16
- 17 **(14) Plan Commission**
18 No action based on the minutes which were included in the meeting packets. Due to
19 scheduling conflicts this month's Plan Commission Meeting will be conducted on June 25,
20 2014.
21
- 22 **(15) SBAA**
23 No action based on the minutes which were included in the meeting packets.
24
- 25 **(16) Teen Center**
26 The Teen Center Board has not met recently.
27
- 28 **(17) Tourism Zone Commission**
29 No action based on the minutes which included in the meeting packets.
30
- 31 **(18) Utilities**
32 The Utilities Committee has not met recently.
33
- 34 **(19) Administration/Compensation Oversight**
35 The Administration/Compensation Oversight Committee has not met recently
36
- 37 **(20) Waterfront Oversight**
38 No action based on the minutes which were included in the meeting packets.
39
- 40 **(21) Zoning Board of Appeals**
41 The Zoning Board of Appeals has not met recently.
42
- 43 Jackson noted that in accord with the directives of the Board he has accepted the highest bid
44 for the South Highland property in the amount of \$20,000.
45
- 46 **Adjournment:**
47 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Board of*
48 *Trustees at 9:47 P.M. Motion carried – All ayes,*
49
50
51

1 Respectfully submitted,



2
3 Janal Suppanz,
4 Administrative Assistant

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	Lorraine 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	

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



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 07/15/14
Item No.: 2

Recommendation: That the Board consider the recommendation of the Plan Commission to amend the Fee Schedule for Zoning and Development related fees.

Background: The Plan Commission, at its regular meeting in June, recommended adjusting fees to support the Village's public policy agenda. This would favor non-profits in fundraising, and would remove costs on sign permits for replacements. In theory, this would incentivize businesses to upgrade/replace signs more frequently and without the hassle of Commission approval, as the Commission has delegated this authority jointly to the Administrator and President.

Fiscal Impact: I would anticipate this schedule would reduce revenue by less than \$300 per year.

Respectfully submitted,

Zeke Jackson
Village Administrator



Village of Sister Bay Zoning, Utility and Development Fees 2014- Draft

All fees, rates, permits and charges are subject to change.

Check the Village's web site at www.sisterbaywi.gov for the most current amounts.

Building permit fees are assessed by the Village's contract inspection company – Inspection Specialists, LLC, or in the case of commercial properties -- the State Building Inspector, Roger Strege. To reach Bret Guillett of Inspection Specialists, call 920-495-3232. To reach Roger Strege call 920-336-2857. If building permit fees are required they must be paid separately.

Permit or Fee by Type		Fee(3)
1	Preliminary subdivision plats	\$250(1)
2	Residential condominium	\$250(2)
3	Commercial condominium	\$250(4)
4	Certified survey maps	\$100
5	Driveway approach permits	\$25
6	Site plan, landscaping and building plan review	\$250
7	Sign permit	\$50(7)
8	Sandwich board sign	\$20
9	Special event or fund raising	\$50 (5)
10	Special plan commission or board meeting	Cost
11	Rezoning map change	\$400
12	Zoning code text change	\$400
13	Conditional use permit	\$400
14	Official map amendment	\$400
15	Amendment to conditional use	\$250
16	Planned Unit development	\$250(2)
17	Appeal to Zoning Board of Appeals	\$500
18	Standard zoning permit	\$50
19	Zoning permit accessory use structure	\$25
20	Engineering analysis	Cost
21	Village Property status reports	\$30
22	Development Agreement Fee	\$2,000 (6)

Notes:

Mixed commercial and residential projects shall have the fees calculated based upon actual numbers of units by type.

1 Plus \$50 per dwelling unit

2 Plus \$50 per dwelling unit

3 Plus legal notice, recording, publication fees if required and all engineering fees

4 Plus \$50 per business unit

5 Non-profits located, no fee.

6 The development agreement fee is a deposit and the balance of costs will be reimbursed to the developer.

7 Replacement of existing signs shall have no fee.

Impact Fees		Fee
1	Wastewater Treatment Plant Impact Fee	\$653
2	Water Tower Impact Fee	\$1,478
3	Downtown Utilities Impact Fee	\$861

Note: Each of the impact fees are charged based upon the count of water and sanitary fixture units for the building. If the count of water and sanitary fixture units totals 225 gallons per day that is equivalent to one REU.

Impact fees are due when the building permit is applied for.

Utility Fees, Charges and Rates		Fee
1	Sewer Connection Fee >>> See the attached schedule..	
2	Well Permits	\$50
3	Utility Property Status Reports	\$30
4	Lateral Permit Inspection Fee	\$20

SEWER & WATER RATE SCHEDULE

Effective January 1, 2012

METER SIZE	SEWER CHARGES	WATER CHARGES	FIRE PROTECT	TOTAL BASE CHARGE
Rate				
5/8 inch meter	\$80.10	\$27.00	\$7.85	\$109.15
3/4 inch meter	\$80.10	\$27.00	\$7.85	\$109.15
1 inch meter	\$200.25	\$51.00	\$19.50	\$256.25
1½ inch meter	\$400.50	\$96.00	\$39.00	\$506.50
2 inch meter	\$640.80	\$150.00	\$63.00	\$807.40
3 inch meter	\$1201.50	\$288.00	\$117.00	\$1,519.50
4 inch meter		\$327.00	\$195.00	
6 inch meter		\$384.00	\$391.00	

SEWER RATES

\$3.16 / 1,000 gallons

WATER RATES

First 30,000 gallons - \$2.05/1000 gallons
 Next 20,000 gallons - \$1.80/1000 gallons
 Next 50,000 gallons - \$1.60/1000 gallons
 Over 100,000 gallons - \$1.30/1000 gallons

NON-SUFFICIENT FUNDS CHARGE

NSF \$25.00

WATER RECONNECTION CHARGE

	During business hours	After business hours
Reinstallation of Meter	\$30.00	\$45.00
Valve turned on curb stop	\$25.00	\$37.00

Amendment History

Initial Approval: February 9, 2005
 Amended: October 29, 2005
 Amended: November 21, 2006
 Amended: November 19, 2007
 Amended: August 12, 2008
 Amended: November 4, 2008
 Amended: July 1, 2009
 Amended: November 11, 2010
 Amended: January 1, 2012
 Amended: July 1, 2013
 Draft July 15, 2014



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 07/15/14
Item No.: 3

Recommendation: That the Board consider the recommendation of the Plan Commission and approve the subdivision plat Stony Ridge Development LLC.

Background: The Plan Commission, at its regular meeting in June, recommended approval of a subdivision plat for Stony Ridge. This development includes 24 apartment units, 16 condo units, 13 single family homes and conditional use on site storage.

This approval is for the spacial layout and plat only. Separate approvals are still required by Plan Commission on architecture, and by both the Plan Commission and the Board for the development agreement.

Fiscal Impact: The totality of this development will add \$7,475,000 in real estate value in the TIF district, and generate an anticipated sum of tax revenue in excess of \$600,000 over the life of the TIF.

Respectfully submitted,

Zeke Jackson
Village Administrator

SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Registered Land Surveyor, S-2275, hereby certify:

That in full compliance with the provisions of Chapter 236, Wisconsin Statutes, and the subdivision regulations of the Village of Sister Bay and the Door County Planning Commission and under the direction of the owners listed hereon, I have surveyed, divided and mapped "Stony Ridge", and that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed and is parts of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Northwest 1/4 of Section 8, T31N-R28E, in the Village of Sister Bay, Door County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 corner of Section 8, T31N-R28E; thence N89°37'04"E, 1345.79 feet along the South line of the Northwest 1/4 of said Section 8 to the Southwest corner of the Southeast 1/4 of said Northwest 1/4 and the point of beginning; thence N00°29'53"W, 307.39 feet along the West line of said quarter-quarter; thence N89°37'04"E, 403.82 feet; thence 202.83 feet along the arc of a 1030.00 foot curve to the left whose long chord bears N05°20'30"E, 202.51 feet; thence N00°17'59"W, 338.58 feet; thence N89°51'39"E, 50.00 feet along the South line of Volume 16, Certified Survey Maps, page 13, Door County Records; thence 19.05 feet along the arc of a 12.00 foot radius curve to the right whose long chord bears N45°10'32"E, 17.11 feet; thence 35.92 feet along said South line, being the Southerly right of way of Cherrywood Lane, and being the arc of a 1030.00 foot radius curve to the right whose long chord bears S88°21'00"E, 35.92 feet; thence N02°38'57"E, 60.00 feet to the Northerly right of way of said Cherrywood Lane; thence 39.40 feet along said Northerly right of way being the arc of a 1090.00 foot radius curve to the left whose long chord bears N89°23'10"W, 39.39 feet; thence 18.67 feet along the arc of a 12.00 foot radius curve to the right whose long chord bears N44°51'38"W, 18.64 feet; thence S89°55'55"W, 50.00 feet; thence N00°17'59"W, 190.92 feet along the East line of Lot 1, said Certified Survey Map to the Northeast corner thereof; thence N89°48'03"E, 71.44 feet; thence N01°34'00"W, 134.04 feet; thence N46°48'43"E, 95.33 feet along a South line of Lot 1, Volume 16, Certified Survey Maps, page 220, Door County Records; thence N89°48'03"E, 239.77 feet along said South line; thence S36°08'39"E, 294.50 feet along a South line of said Certified Survey Map; thence N89°46'53"E, 90.96 feet along said South line, being the Southerly right of way of Judith Blazer Drive to the Southeast corner thereof; thence S00°13'07"E, 188.40 feet; thence N89°00'00"E, 238.24 feet to the Westerly right of way of State Trunk Highway "57"; thence S00°04'24"E, 177.82 feet along said right of way; thence 728.55 feet along said right of way being the arc of a 2086.61 foot radius curve to the right whose long chord bears S09°55'45"W, 724.85 feet; thence S89°37'04"W, 1172.73 feet along the South line of the Southeast 1/4 of the Northwest 1/4 of said Section 8 to the point of beginning.

Parcel contains 1,093,936 square feet / 25.11 acres, more or less. Road dedication contains 110,405 square feet / 2.53 acres, more or less.

Steven M. Bieda S-2275 January 29, 2014

RESTRICTIVE COVENANTS

The land on all side and rear lot lines of all lots shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

Each lot owner shall grade the property to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.

No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street line, a disturbance of a survey stake by anyone is a violation of section 236.32 of the Wisconsin Statutes.

LIMITED LIABILITY COMPANY OWNER'S CERTIFICATE

Stony Ridge Development LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that we caused the land described on Stony Ridge to be surveyed, divided, mapped and dedicated as represented hereon. Stony Ridge Development LLC also certifies that this Plat is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection:

VILLAGE OF SISTER BAY WISCONSIN DEPARTMENT OF TRANSPORTATION WISCONSIN DEPARTMENT OF ADMINISTRATION

In Witness Whereof, the said Stony Ridge Development LLC has caused these presents to be signed by Keith E. Garot, its Member, on this ___ day of ___, 20__.

Keith E. Garot Member

Personally came before me this ___ day of ___, 20__, the above named Member of said Limited Liability Company and acknowledged that he executed the foregoing instrument as such Member as the deed of said Limited Liability Company, by its authority.

Notary Public My Commission Expires ___ Door County, Wisconsin

STATE OF WISCONSIN } COUNTY OF DOOR } SS

CERTIFICATE OF CORPORATE MORTGAGEE

Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map and does hereby consent to the above certificate of Owner(s).

IN WITNESS WHEREOF, its and countersigned by its at this ___ day of ___, 20__.

Personally came before me this ___ day of ___, 20__ the above named officers of said corporation to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public My Commission Expires ___ Brown County, Wisconsin

STATE OF WISCONSIN } COUNTY OF BROWN } SS

CERTIFICATE OF CORPORATE MORTGAGEE

Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map and does hereby consent to the above certificate of Owner(s).

IN WITNESS WHEREOF, its and countersigned by its at this ___ day of ___, 20__.

Personally came before me this ___ day of ___, 20__ the above named officers of said corporation to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

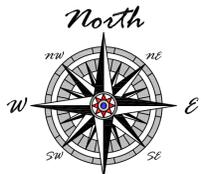
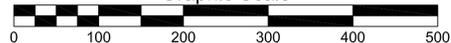
Notary Public My Commission Expires ___ Brown County, Wisconsin

STATE OF WISCONSIN } COUNTY OF BROWN } SS

Stony Ridge

Parts of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Northwest 1/4 of Section 8, T31N-R28E, in the Village of Sister Bay, Door County, Wisconsin.

Graphic Scale



Bearings referenced to the South line of the Northwest 1/4 of Section 8, T31N-R28E, assumed to be N89°37'04"E.

CERTIFICATE OF THE DOOR COUNTY TREASURER

As duly elected Door County Treasurer and Village of Sister Bay Treasurer, we hereby certify that the records in our offices show no unredeemed tax sales and no unpaid taxes or special assessments affecting any of the lots included in this Plat as of the dates listed below.

Door County Treasurer Date Village of Sister Bay Treasurer Date

CERTIFICATE OF THE VILLAGE OF SISTER BAY

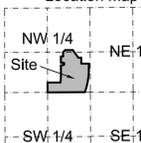
Approved for the Village of Sister Bay this day of ___, 20__.

Christy M. Sully Village Clerk

Curve Data

Table with columns: CURVE, ARC LENGTH, RADIUS, CHORD LENGTH, CHORD BEARING, CENTRAL ANGLE, TANGENT BEARING. Contains 22 rows of curve data.

Location Map



Section 8, T31N-R28E Village of Sister Bay Door County, Wisconsin

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats. Certified 20 Department of Administration

SCALE 1"=100'

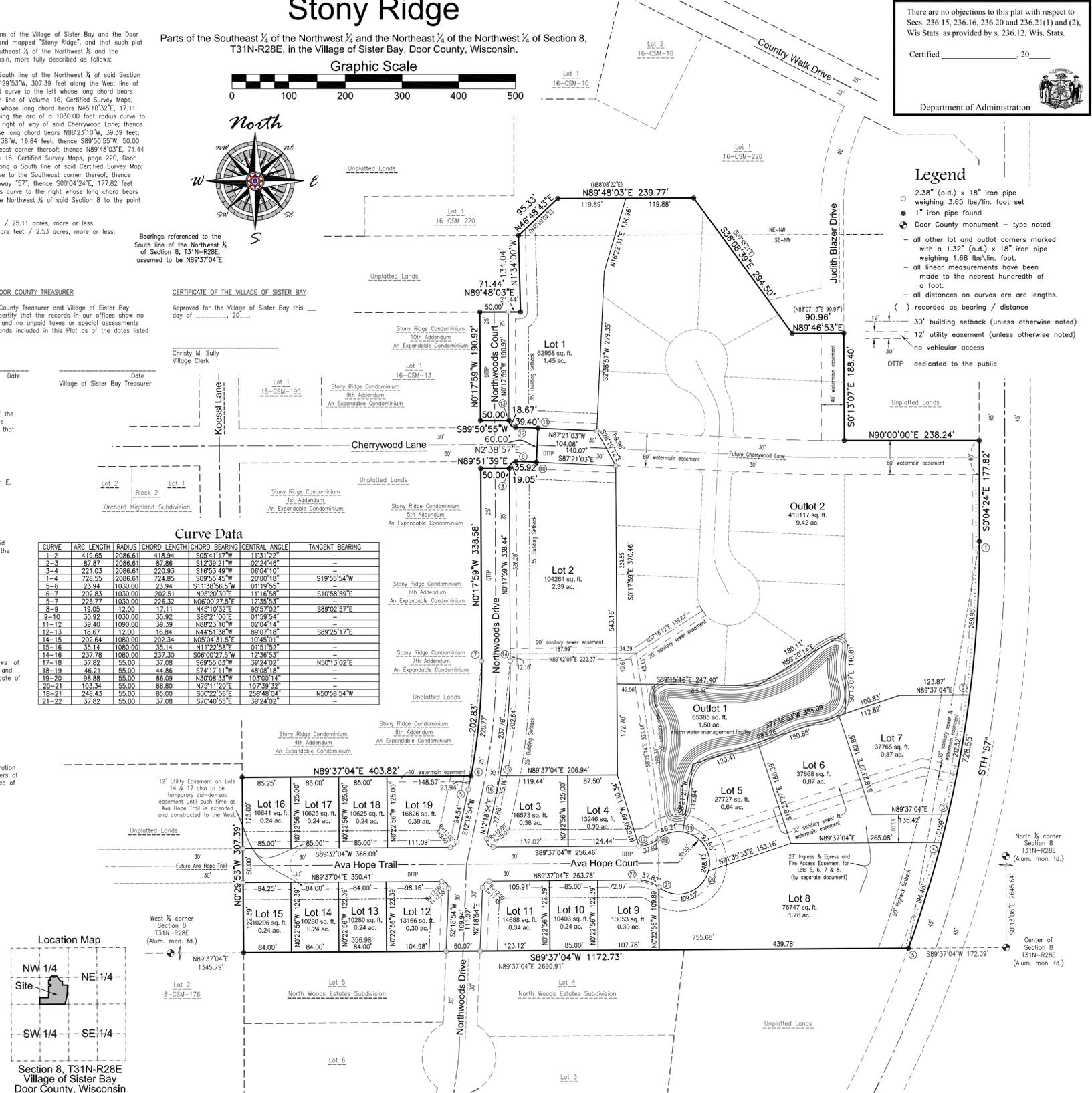
DRAWN BY BAR

Stony Ridge

Mau & Associates LAND SURVEYING & PLANNING CIVIL & WATER RESOURCE ENGINEERING Phone: 920-434-9670 Fax: 920-434-9672

Stony Ridge Development LLC

PROJECT NO. L-18907 SHEET NO. 1 of 1 DRAWING NO. P-2190





Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 07/15/14
Item No.: 4

Recommendation: That the Board consider the approval of Resolution 289-071514, Authorizing Appointment of Special Voter Registration Deputies.

Background: According to Wis. Statutes §6.55(2), Voter Registration shall be carried out in the municipality by Special Registration Deputies appointed by the Municipal Clerk. This resolution brings Sister Bay into conformity with the state code. Municipalities were advised by the County Clerk to pass such resolutions after becoming recently aware of inconsistencies throughout the state.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 289 - 071514
RESOLUTION AUTHORIZING APPOINTMENT OF SPECIAL
VOTER REGISTRATION DEPUTIES.

WHEREAS, The governing body of any municipality may provide by Resolution that any of the registration duties of Election Inspectors specified under Wis. Stats., §6.55(2) shall be carried out in the municipality by Special Registration Deputies appointed by the Municipal Clerk at any polling place or other registration location whenever the Clerk determines that the registration process provided for in that subsection will be facilitated thereby. The Deputies shall be specially appointed by the Clerk for one election only to conduct elector registration only.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sister Bay that whenever the Village Clerk determines that the voter registration process provided for in Wis. Stats, §6.55(2) will be facilitated thereby, the Clerk shall appoint Special Registration Deputies to serve at any polling place or any other voter registration location. The Special Registration Deputies shall be appointed by the Clerk for one election to conduct elector registration only.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of July, 2014.

Passed and adopted this ___ day of _____, 2014.

 Village President

ATTEST:

 Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

RESOLUTION № 290 – 071514
Expression of Thanks and Appreciation to
Pam Abshire

WHEREAS, Pam Abshire has served as a Trustee for the Village of Sister Bay since May 16, 2013; and,

WHEREAS, Pam served on the Library Commission, the Personnel Committee, the Teen Center Board of Directors and the Administration and Compensation Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Sister Bay, assembled this 15th day of July, 2014, in their own right and on behalf of all the citizens of the Village, does hereby extend to Pam Abshire our sincere thanks and appreciation for a job well done. We wish you the best of luck in all your future endeavors.

David W. Lienau, Village President

Patrick Duffy

John Clove

Shane Solomon

Scott Baker

Nora Zacek

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of July, 2014.

Passed and adopted this 15th day of July, 2014.

David W. Lienau, Village President

ATTEST:

Christy Sully, Village Clerk

VOTE: Ayes _____ Noes _____

RESOLUTION № 291 – 071514
Expression of Thanks and Appreciation to
Donna Scattergood

WHEREAS, Donna Scattergood has served as a Trustee for the Village of Sister Bay since April 2, 2013; and,

WHEREAS, Donna served on the Sister Bay Historical Society Board of Directors, the Personnel Committee, the Communication and Technology Committee, and the Waterfront Oversight Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Sister Bay, assembled this 15th day of July, 2014, in their own right and on behalf of all the citizens of the Village, does hereby extend to Donna Scattergood our sincere thanks and appreciation for a job well done. We wish you the best of luck in all your future endeavors.

David W. Lienau, Village President

Patrick Duffy

John Clove

Shane Solomon

Scott Baker

Nora Zacek

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of July, 2014.

Passed and adopted this 15th day of July, 2014.

David W. Lienau, Village President

ATTEST:

Christy Sully, Village Clerk

VOTE: Ayes ____ Noes ____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10002	AARP MEDICARERX PREFERRED	JNEUMAN714	J Neuman RX policy	06/19/2014	43.70	43.70	06/19/2014
Total 10002					43.70	43.70	
10003	AAPLE RIDGE LOCKSMITH	4263	TKH Bldg - lock repair	01/07/2014	135.00	135.00	06/19/2014
Total 10003					135.00	135.00	
10004	AARP HEALTH CARE OPTIONS	JNEUMAN714	J Neuman supplemental ins.	06/19/2014	172.48	172.48	06/19/2014
Total 10004					172.48	172.48	
10005	ACTION ELECTRIC INC	28283	maintenance - firestation	06/30/2014	258.17	258.17	07/10/2014
		28284	batteries - exit lights Spts Cplx	06/30/2014	66.08	66.08	07/10/2014
Total 10005					324.25	324.25	
10007	ACTION APPRAISERS INC	1301	Assessor	07/01/2014	2,875.00	2,875.00	07/10/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	748190	Employee-funded premium	07/12/2014	199.20		
Total 10110					199.20	.00	
10214	SCOTT BAKER	2ND QTR 14	Reimb - mileage	06/26/2014	118.72	118.72	06/26/2014
Total 10214					118.72	118.72	
12225	NATHAN BELL	QTR2-14	Plan Commission compensation	06/30/2014	120.00	120.00	07/03/2014
			Comm./Tech.Committee		40.00	40.00	07/03/2014
Total 12225					160.00	160.00	
13260	BHIRDO'S BY THE BAY	15479	Marina - propane tank exchange	05/30/2014	86.46		
		15483	Village gas -	05/31/2014	477.31		
Total 13260					563.77	.00	
14309	CARDMEMBER SERVICE	1037	Toilet brushes	06/17/2014	13.98	13.98	06/26/2014
			Tire gauge + hose		19.98	19.98	06/26/2014
		1698	Closed for cleaning sign	05/29/2014	59.27	59.27	06/26/2014
		1935	Lodging - M Baker	06/03/2014	126.10	126.10	06/26/2014
		2030	Marking paint for lawns	06/06/2014	105.24	105.24	06/26/2014
			Marking paint for lawns		210.47	210.47	06/26/2014
		2187	Cleaning supplies - boathouse	06/04/2014	32.42	32.42	06/26/2014
			Outdoor grill supplies		51.94	51.94	06/26/2014
		3423	Lobby chairs	06/17/2014	159.96	159.96	06/26/2014
		3527	Training lunch	06/14/2014	68.77	68.77	06/26/2014
		4128	Replacement key - time clock	05/28/2014	9.99	9.99	06/26/2014
		4322	Sprinkler hose	06/14/2014	17.49	17.49	06/26/2014
			Custodial supplies - Marina		14.99	14.99	06/26/2014
		557	Painting supplies	06/07/2014	486.12	486.12	06/26/2014
		7305	Name tags	05/23/2014	34.25	34.25	06/26/2014
		7758	Toilet seat	06/16/2014	13.88	13.88	06/26/2014
			Shower curtains		43.84	43.84	06/26/2014
			Tire chuck		4.48	4.48	06/26/2014
		8606	Postage	05/30/2014	9.76	9.76	06/26/2014
		8735	Domain name renewal	05/28/2014	125.00	125.00	06/26/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		9434	Plastic sleeves - liquor licenses	06/04/2014	25.20	25.20	06/26/2014
	Total 14309				1,633.13	1,633.13	
14310	CAPTAIN COMMODES INC	23138	Commode rental - Dog Park	06/25/2014	75.00	75.00	07/03/2014
	Total 14310				75.00	75.00	
17501	CHARTER COMMUNICATIONS	JUL14	internet - Admin Bldg	06/23/2014	149.99	149.99	07/03/2014
		JUNE14BH	Boathouse - charter TV	06/08/2014	69.17	69.17	06/26/2014
	Total 17501				219.16	219.16	
17515	CIVIC SYSTEMS	12064	Semi-Annual Software Support Village	07/01/2014	457.50	457.50	07/10/2014
			Semi-Annual Software Support Marina		88.80	88.80	07/10/2014
			Semi-Annual Software Support Utilities W		129.05	129.05	07/10/2014
			Semi-Annual Software Support Utilities S		191.72	191.72	07/10/2014
			Semi-Annual Software Support Utilities		47.93	47.93	07/10/2014
		CVC12126	Cash Receipting System	07/01/2014	3,700.00	3,700.00	07/10/2014
	Total 17515				4,615.00	4,615.00	
17519	COUNTRY WALK BP-AMOCO	1093	Village gas -	06/30/2014	422.14	422.14	07/10/2014
	Total 17519				422.14	422.14	
20005	SHARON DOERSCHING	QTR 1	Parks Committee compensation	03/31/2014	80.00	80.00	07/03/2014
		QTR2-14	Parks Committee compensation	06/30/2014	80.00	80.00	07/03/2014
	Total 20005				160.00	160.00	
20007	DELTA DENTAL OF WIS	705265	Dental insurance	06/20/2014	983.79	983.79	06/26/2014
	Total 20007				983.79	983.79	
20399	DONOHUE & ASSOC	12032-36	Construction	06/10/2014	2,425.00	2,425.00	06/19/2014
			Construction		1,765.00	1,765.00	06/19/2014
			Lighting		145.00	145.00	06/19/2014
			Construction		3,282.92	3,282.92	06/19/2014
			Additional services		217.50	217.50	06/19/2014
	Total 20399				7,835.42	7,835.42	
20450	DOOR COUNTY TREASURER	40009760	Tech Support	06/30/2014	447.56	447.56	07/10/2014
	Total 20450				447.56	447.56	
20455	DOOR COUNTY SHERIFF'S	40009729	Sheriff Security Service	05/30/2014	466.26	466.26	06/19/2014
	Total 20455				466.26	466.26	
20461	DOOR COUNTY PLANNING DEPT	62614	Map with proposed roads	06/26/2014	87.50	87.50	07/10/2014
	Total 20461				87.50	87.50	
20472	DOOR COUNTY YMCA	1415-002	YMCA Classes - Sister Bay Qtr2	06/20/2014	471.00	471.00	06/26/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20472					471.00	471.00	
20476	DORNER INC	PAY4	Roadway	06/13/2014	156,497.19	156,497.19	06/19/2014
			Roadway		156,497.19	156,497.19	06/19/2014
			Roadway		78,248.59	78,248.59	06/19/2014
			Sanitary Sewer		32,466.86	32,466.86	06/19/2014
			Water		27,934.05	27,934.05	06/19/2014
			Storm Sewer		2,590.18	2,590.18	06/19/2014
Total 20476					454,234.06	454,234.06	
20479	DOOR COUNTY INTERIORS INC	1431 SC	Boaters' bathroom renovation	04/03/2014	6,013.20	6,013.20	06/19/2014
Total 20479					6,013.20	6,013.20	
20504	EMPLOYER SERVICES LLC	E29582	Claims Management - HRA	06/13/2014	2,205.00	2,205.00	06/26/2014
			Health Insurance Policies		8,790.86	8,790.86	06/26/2014
Total 20504					10,995.86	10,995.86	
20505	EMPLOYEE BENEFITS CORP.	986718	Benny Fee	06/15/2014	2.00	2.00	06/19/2014
			FSA fee		35.00	35.00	06/19/2014
Total 20505					37.00	37.00	
20507	EAGLE MECHANICAL INC	58717	Test RP valves - Fire Station	06/17/2014	266.50	266.50	06/26/2014
Total 20507					266.50	266.50	
20512	EFTPS - ONLINE 941 PAYMENT	PR0621140	PRINT PAPER CHECK TO UPDATE GL /	06/26/2014	3,641.50	3,641.50	06/27/2014
			PRINT PAPER CHECK TO UPDATE GL /		851.64	851.64	06/27/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,690.89	2,690.89	06/27/2014
		PR0628140	PRINT PAPER CHECK TO UPDATE GL /	06/30/2014	948.80	948.80	06/30/2014
			PRINT PAPER CHECK TO UPDATE GL /		221.90	221.90	06/30/2014
		PR0705140	PRINT PAPER CHECK TO UPDATE GL /	07/10/2014	3,799.52	3,799.52	07/11/2014
			PRINT PAPER CHECK TO UPDATE GL /		888.58	888.58	07/11/2014
			PRINT PAPER CHECK TO UPDATE GL /		2,833.93	2,833.93	07/11/2014
Total 20512					15,876.76	15,876.76	
20513	FABCO EQUIPMENT INC	106705	wiper arm - caterpillar	06/17/2014	53.35	53.35	07/03/2014
Total 20513					53.35	53.35	
20516	JEFF FLEGEL	QTR1	Marina committee	03/31/2014	80.00	80.00	07/03/2014
		QTR2-14	Marina committee	06/30/2014	80.00	80.00	07/03/2014
Total 20516					160.00	160.00	
20517	FLS BANNERS	71226	Outdoor Market banners	06/24/2014	204.00	204.00	07/03/2014
Total 20517					204.00	204.00	
20599	EVENSON LAUNDRY INC	679647	Entrance mats - Admin Bldg	06/18/2014	28.00	28.00	07/10/2014
			Entrance mats - Fire Station		72.00	72.00	07/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20599					100.00	100.00	
30701	FRONTIER	JUL14	Sports Cplx phone	06/25/2014	40.75	40.75	07/03/2014
		JUL14V	Admin Bldg phone	06/25/2014	181.81	181.81	07/03/2014
Total 30701					222.56	222.56	
30704	GANNETT WI NEWSPAPERS	8159023	Legal notices - Marina	06/29/2014	14.48	14.48	07/10/2014
		8161079	Legal notices - Village	06/29/2014	9.99	9.99	07/10/2014
Total 30704					24.47	24.47	
30750	GOING CO INC	123964M-6	garbage - Marina	06/30/2014	362.75	362.75	07/10/2014
			recycling - Marina		62.11	62.11	07/10/2014
		123997V-6	garbage - Village	06/30/2014	9,925.33	9,925.33	07/10/2014
			recycle - Village		706.31	706.31	07/10/2014
		125521MB-6	garbage - Parks Bldg	06/30/2014	109.98	109.98	07/10/2014
		325803FS-6	recycling - Fire Station	06/30/2014	53.39	53.39	07/10/2014
Total 30750					11,219.87	11,219.87	
30751	GREAT-WEST	PR0621140	Great West Deferred Comp. DEFERRED	06/26/2014	1,233.64	1,233.64	06/27/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	06/27/2014
		PR0705140	Great West Deferred Comp. DEFERRED	07/10/2014	1,233.64	1,233.64	07/11/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	07/11/2014
Total 30751					3,150.00	3,150.00	
30755	GRAYBAR	972475169CR	Credit for freight chg.	05/06/2014	54.08 -	54.08 -	06/26/2014
		972916698	lighting	06/02/2014	1,696.29	1,696.29	06/26/2014
		972916699	gears	06/02/2014	273.00	273.00	06/26/2014
		973238202	lighting	06/19/2014	3,401.20	3,401.20	06/26/2014
		973291915	gears	06/23/2014	1,300.00		
Total 30755					6,616.41	5,316.41	
30756	MARGE GRUTZMACHER	QTR1	Plan Commission compensation	03/31/2014	40.00	40.00	07/03/2014
		QTR2-14	Plan Commission compensation	06/30/2014	120.00	120.00	07/03/2014
Total 30756					160.00	160.00	
31815	HERLACHE SMALL ENGINE INC	123523	Safety equipment	05/14/1965	139.90		
Total 31815					139.90	.00	
31825	HOLIDAY WHOLESALE	6976988	Custodial supplies - Marina	05/27/2014	363.90	363.90	06/19/2014
			Coffee supplies - Marina		29.70	29.70	06/19/2014
		6980783	Custodial supplies - Marina cm	05/30/2014	24.20 -	24.20 -	06/19/2014
		6994698	Custodial supplies - Marina	06/11/2014	117.55	117.55	06/19/2014
			Coffee supplies - Marina		80.40	80.40	06/19/2014
		6994698CM	Custodial supplies - Marina cm	06/11/2014	.20 -	.20 -	07/03/2014
		7002981	Custodial supplies - Marina	06/18/2014	7.20	7.20	07/03/2014
		7010877	Custodial supplies - Marina	06/24/2014	21.30	21.30	07/03/2014
		7020205	Custodial supplies - Marina	07/01/2014	65.85	65.85	07/10/2014
Total 31825					661.50	661.50	
34850	HOCKERS EXCAVATING INC	6775	Mulch	07/06/2014	675.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 34850				675.00	.00	
34858	DON HOWARD	QTR1	Plan Commission compensation	03/31/2014	40.00	40.00	07/03/2014
		QTR2-14	Plan Commission compensation	06/30/2014	80.00	80.00	07/03/2014
	Total 34858				120.00	120.00	
40959	INTELLIGENT PRODUCTS	179237A	mutt bags - Marina	06/26/2014	119.00	119.00	07/03/2014
			mutt bags - Dog Park		1,500.69	1,500.69	07/03/2014
	Total 40959				1,619.69	1,619.69	
41010	JERRY'S FLOWERS	737	Flowers - Beautification tubs	06/30/2014	2,140.50	2,140.50	07/10/2014
			Flowers - Grounds		1,661.56	1,661.56	07/10/2014
	Total 41010				3,802.06	3,802.06	
41018	SMITHGROUP JJR LLC	102521	beach project grant application	06/17/2014	239.60	239.60	06/26/2014
		102522	Hwy 42 Vortechs design	06/17/2014	1,680.00	1,680.00	06/26/2014
	Total 41018				1,919.60	1,919.60	
41043	AL JOHNSON'S SWEDISH RSTRNT	1503	Refund liquor license overpay.	06/25/2014	25.00	25.00	07/03/2014
	Total 41043				25.00	25.00	
41103	KANSAS CITY LIFE	21018-714	Disability Insurance	06/14/2014	396.48	396.48	06/19/2014
	Total 41103				396.48	396.48	
41137	ROBERT KUFRIN	36153	re-issued for lost ck#36153	06/27/2014	1,575.00	1,575.00	07/03/2014
	Total 41137				1,575.00	1,575.00	
41205	LAMPERT'S LUMBER	20319245	Farmer's Markert banner supplies	06/11/2014	18.61	18.61	07/10/2014
		20319994	Spts Cplx - Volleyball post	06/17/2014	41.25	41.25	07/10/2014
		20320160	Wheelbarrow	06/18/2014	74.99	74.99	07/10/2014
		20320308	Memorial Bench Supplies	06/19/2014	18.00	18.00	07/10/2014
		20320550	supplies - Misc Shop	06/23/2014	36.99	36.99	07/10/2014
		20320576	Wood for bench pad frames	06/23/2014	55.83	55.83	07/10/2014
		20320741	Maintenance Swim Dock	06/24/2014	2.56	2.56	07/10/2014
		20320774	Farmer's Market banner supplies	06/24/2014	18.61	18.61	07/10/2014
	Total 41205				266.84	266.84	
41287	ERIC LUNDQUIST	QTR2-14	Plan Commission compensation	06/30/2014	80.00	80.00	07/03/2014
	Total 41287				80.00	80.00	
41290	LUNDQUIST PLUMBING INC	17887	Marina restroom repair kit	06/12/2014	27.28	27.28	07/10/2014
	Total 41290				27.28	27.28	
41317	MARVIN METALS INC.	1158	Pavilion	06/26/2014	60,000.00	60,000.00	07/03/2014
	Total 41317				60,000.00	60,000.00	
42107	LA VINE'S ICE LLC	10373	Marina - ice	06/13/2014	32.00	32.00	06/19/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		10489	Marina - ice	06/30/2014	183.50	183.50	07/03/2014
	Total 42107				215.50	215.50	
51330	MINNESOTA LIFE	AUG14	Life Insurance -	07/03/2014	358.67	358.67	07/10/2014
	Total 51330				358.67	358.67	
51342	HUGH MULLIKEN	QTR1	Plan Commission	03/31/2014	40.00	40.00	07/03/2014
	Total 51342				40.00	40.00	
51401	JULIANA NEUMAN	JNEUMAN614	Reimb Medicare monthly premium	06/19/2014	104.90	104.90	06/19/2014
	Total 51401				104.90	104.90	
51428	NORTHEAST ASPHALT INC	1279846	Woodcrest Rd asphalt	06/27/2014	30,002.43		
	Total 51428				30,002.43	.00	
61536	OFFICE DEPOT CREDIT PLAN	712455266	Copy paper - Village	05/28/2014	41.52	41.52	06/26/2014
			Copy paper - Marina		3.29	3.29	06/26/2014
			Copy paper - Utilities		7.38	7.38	06/26/2014
			Copy paper - Utilities		10.97	10.97	06/26/2014
			Copy paper - Utilities		2.74	2.74	06/26/2014
		712463969001	Time cards	05/29/2014	17.08	17.08	06/26/2014
			Time clock		209.99	209.99	06/26/2014
		713081825001	Air Freshener	06/13/2014	6.59	6.59	06/26/2014
		713081826	Office Supplies - Village	06/12/2014	22.93	22.93	06/26/2014
	Total 61536				322.49	322.49	
61547	ORKIN PEST CONTROL INC	94095876	spray Marina	06/17/2014	80.72	80.72	07/03/2014
		94096022	spray Admin Bldg	06/17/2014	84.64	84.64	07/03/2014
		94096024	spray Firestation	06/17/2014	85.26	85.26	07/03/2014
		94096621	carpenter ants - Info Booth	06/17/2014	89.96	89.96	07/03/2014
	Total 61547				340.58	340.58	
61601	PAPER WORKS PLUS LLC	3756	Office supplies - Village	06/06/2014	163.40	163.40	06/19/2014
			Office supplies - Utilities		5.30	5.30	06/19/2014
			Office supplies - Utilities		7.87	7.87	06/19/2014
			Office supplies - Utilities		1.97	1.97	06/19/2014
	Total 61601				178.54	178.54	
61614	PENINSULA PULSE	6382	Shred Fest Ad - LG share	06/30/2014	55.57	55.57	07/10/2014
			Shred Fest Ad		55.58	55.58	07/10/2014
			YMCA program		812.25	812.25	07/10/2014
	Total 61614				923.40	923.40	
61616	PENINSULA TITLE CO INC	168161	Owner's policy	06/18/2014	390.00	390.00	07/03/2014
			Letter & Tax Stmt		60.00	60.00	07/03/2014
	Total 61616				450.00	450.00	
61617	KENNETH J PETERSEN	MF2014	River City Six - Marina Fest	07/09/2014	200.00	200.00	07/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61617					200.00	200.00	
61630	PIGGLY WIGGLY	111974	Coffee creamer,	07/08/2014	5.52		
		213042	Coffee	06/06/2014	10.59		
Total 61630					16.11	.00	
61633	PINKERT LAW FIRM LLP	93	Gage easement	05/31/2014	29.40	29.40	06/26/2014
			Gage easement		58.80	58.80	06/26/2014
			Gage easement		58.80	58.80	06/26/2014
			Quarry lawsuit		980.00	980.00	06/26/2014
			Utility easements		6.00	6.00	06/26/2014
			Utility easements		12.00	12.00	06/26/2014
			Utility easements		12.00	12.00	06/26/2014
			Wastewater agreement		73.50	73.50	06/26/2014
			Records request - Scand		245.00	245.00	06/26/2014
			School property sale		122.50	122.50	06/26/2014
			West Capitol		196.00	196.00	06/26/2014
Total 61633					1,794.00	1,794.00	
61637	PITNEY BOWES	1300948-JN14	Term Rental - Village	06/13/2014	68.53	68.53	07/03/2014
			Term Rental - Marina		6.62	6.62	07/03/2014
			Term Rental - TIF		23.61	23.61	07/03/2014
			Term Rental - Utilities		21.19	21.19	07/03/2014
			Term Rental - Utilities		20.20	20.20	07/03/2014
			Term Rental - Utilities		5.44	5.44	07/03/2014
		379606	Postage Meter - supplies	06/13/2014	45.48	45.48	06/26/2014
		62014	Postage for Meter	06/20/2014	200.00	200.00	06/26/2014
		71014	Postage for Meter	07/10/2014	200.00		
Total 61637					591.07	391.07	
61809	KEVIN ROBERTS	QTR2-14	Marina Committee	06/30/2014	40.00	40.00	07/03/2014
Total 61809					40.00	40.00	
61963	PREMIER CONCRETE INC	1279764	Base for benches + grills- Marina Park	06/26/2014	496.00	496.00	07/03/2014
Total 61963					496.00	496.00	
71912	THOMAS SADLER	QTR1	Zoning Board of Appeals	03/31/2014	40.00	40.00	07/03/2014
Total 71912					40.00	40.00	
71914	SHOPKO STORES LLC	6179	Replacement trees	06/24/2014	34.99	34.99	07/10/2014
			Replacement trees		139.96	139.96	07/10/2014
			Replacement trees		104.97	104.97	07/10/2014
Total 71914					279.92	279.92	
71920	SISTER BAY ADVANCEMENT	2794	reimb for car show ads	06/10/2014	272.00	272.00	07/03/2014
Total 71920					272.00	272.00	
71924	WENDY TATZEL	7914	Reimb postage - Marina	07/09/2014	15.00	15.00	07/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71924					15.00	15.00	
71925	SISTER BAY AUTO	66023	equipment oil	06/02/2014	61.80	61.80	07/03/2014
Total 71925					61.80	61.80	
71926	SISTER BAY SEWER & WATER	1136	Staff time on BSD stormwater	06/30/2014	201.12	201.12	07/10/2014
			Staff time on BSD stormwater		201.12	201.12	07/10/2014
			Staff time - BSD project		251.40	251.40	07/10/2014
			Staff time - BSD project		553.08	553.08	07/10/2014
Total 71926					1,206.72	1,206.72	
71927	SISTER BAY/LIBERTY GROVE FIRE	QTR3-14	Support	07/01/2014	27,670.75	27,670.75	07/10/2014
Total 71927					27,670.75	27,670.75	
71930	SISTER BAY/LIBERTY GROVE LIBRA	QTR 3	Support	06/17/2014	6,975.14	6,975.14	06/19/2014
Total 71930					6,975.14	6,975.14	
71935	THE SPRINKLER CO INC	58375	Sprinkler repair - Marina Park	06/24/2014	2,497.92	2,497.92	07/10/2014
		58402	Sprinkler repair - J Dock/Boathouse	06/24/2014	109.61	109.61	07/10/2014
		58493	Sprinkler repair - Parks	07/01/2014	2,035.82	2,035.82	07/10/2014
Total 71935					4,643.35	4,643.35	
71982	CHRISTY SULLY	7114	Reimburse mileage - Farm Market	07/01/2014	18.48	18.48	07/03/2014
Total 71982					18.48	18.48	
72012	MIKE TERMINI	QTR1	Zoning Board of Appeals	03/31/2014	40.00	40.00	07/03/2014
Total 72012					40.00	40.00	
72029	TOWN OF SEVASTOPOL	2014-83	video recording - board meeting	06/17/2014	325.00	325.00	07/10/2014
Total 72029					325.00	325.00	
72051	TRUGREEN*CHEMLAWN	21245863	Lawn treatment	06/18/2014	1,323.00		
Total 72051					1,323.00	.00	
72997	VAN'S FIRE & SAFETY INC	4061054	office	06/10/2014	3.31	3.31	06/19/2014
			boathouse		3.31	3.31	06/19/2014
			Docks		46.38	46.38	06/19/2014
		4061055	Annual maint. - Admin Bldg	06/10/2014	5.52	5.52	06/19/2014
			Annual maint. - Old Fire Station		38.64	38.64	06/19/2014
			Annual maint. - Village Hall		33.12	33.12	06/19/2014
			Annual maint. - Info Booth		5.52	5.52	06/19/2014
			Annual maint. - Old School		11.04	11.04	06/19/2014
			Annual maint. - Storage Bldg		5.52	5.52	06/19/2014
			Annual maint. - Truck		5.52	5.52	06/19/2014
			Annual maint. - Sports Complex		22.12	22.12	06/19/2014
Total 72997					180.00	180.00	
73003	VERIZON NORTH	07415912	Village phone - long distance	07/10/2014	28.03	28.03	07/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Marina Phone - long distance		8.25	8.25	07/10/2014
	Total 73003				36.28	36.28	
80001	PAT WISNER	QTR1	Zoning Board of Appeals	03/31/2014	40.00	40.00	07/03/2014
	Total 80001				40.00	40.00	
80009	RADIO WDOR	145705105	Rummage Sale ad	05/31/2014	110.00	110.00	07/10/2014
	Total 80009				110.00	110.00	
81984	MICHAEL J WALKER	QTR1	Zoning Board of Appeals	03/31/2014	40.00	40.00	07/03/2014
	Total 81984				40.00	40.00	
81988	WARNER-WEXEL WHOLESALE	113635	custodial supplies - Village	06/20/2014	117.60	117.60	07/10/2014
	Total 81988				117.60	117.60	
82350	WI PUBLIC SERVICE	JUN14	Street Lights	06/30/2014	2,108.09	2,108.09	07/10/2014
			Old School		13.12	13.12	07/10/2014
			Fire Station		764.23	764.23	07/10/2014
			Parks Lights		99.02	99.02	07/10/2014
			Sports Complex		232.25	232.25	07/10/2014
			Dock		506.40	506.40	07/10/2014
			J Dock		142.04	142.04	07/10/2014
			Boathouse		45.80	45.80	07/10/2014
			Old Fire Station		121.50	121.50	07/10/2014
			Swale Pump		20.96	20.96	07/10/2014
			Admin Bldg		102.63	102.63	07/10/2014
			Village Hall		228.69	228.69	07/10/2014
	Total 82350				4,384.73	4,384.73	
82354	WULF BROS. INC	162896	Boaters' Bathroom HVAC	06/03/2014	6,555.00	6,555.00	06/19/2014
		R-179318	Maintenance agreement	06/03/2014	161.36	161.36	06/19/2014
	Total 82354				6,716.36	6,716.36	
90107	NORA ZACEK	QTR2	Reimb mileage	06/25/2014	57.12	57.12	06/26/2014
	Total 90107				57.12	57.12	
92402	ZEISE CONSTRUCTION INC	0011E-1	curb + gutter repair	06/11/2014	981.00	981.00	06/19/2014
		1400	Pavilion	05/22/2014	46,440.90	46,440.90	07/03/2014
		1412	Pavilion	06/23/2014	167,633.78	167,633.78	07/10/2014
	Total 92402				215,055.68	215,055.68	
99998	ONE TIME VENDOR	ALSTIEL14	Refund - 50% Seasonal Slip Fee	06/17/2014	1,598.66	1,598.66	06/19/2014
			Refund - 50% Seasonal Slip Fee -Tax		87.93	87.93	06/19/2014
		HOLTON614	Refund - 50% Seasonal Slip Fee	06/17/2014	2,854.75	2,854.75	06/19/2014
			Refund - 50% Seasonal Slip Fee -Tax		157.01	157.01	06/19/2014
		OUTDOOR	Outdoor market logo	06/30/2014	225.00	225.00	07/03/2014
		TFELHOFER	reimb - painting materials	06/08/2014	8.42	8.42	06/26/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 99998					4,931.77	4,931.77	

Total Paid: 878,845.45
Total Unpaid: 34,419.41
Grand Total: 913,264.86

Dated: 7/11/14
Staff: Juliana Neuman

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
17515	CIVIC SYSTEMS	CVC12066	Utility Billing support	07/01/2014	346.02	346.02	07/09/2014
			Utility Billing support		514.08	514.08	07/09/2014
			Utility Billing support		128.52	128.52	07/09/2014
			Utility Billing support - due from LGUD#1		156.38	156.38	07/09/2014
Total 17515					1,145.00	1,145.00	
20008	DIGGERS HOTLINE INC	140638501 PP2	locater service - prepayment	06/10/2014	233.10	233.10	06/18/2014
Total 20008					233.10	233.10	
20101	DORNER CO	123296-IN	WWTP valve repairs	06/03/2014	1,270.00	1,270.00	07/09/2014
		123369-IN	WWTP valve repairs	06/13/2014	1,177.79	1,177.79	07/09/2014
Total 20101					2,447.79	2,447.79	
20507	EAGLE MECHANICAL INC	58718	valve testing at WWTP	06/17/2014	155.00	155.00	06/25/2014
Total 20507					155.00	155.00	
30400	FERGUSON WATERWORKS #1476	0150683	collection system - manhole seals	06/10/2014	185.44	185.44	06/18/2014
Total 30400					185.44	185.44	
30635	FOX, ROSE	ACCT #3096.03	overpayment on term account	07/02/2014	78.37	78.37	07/02/2014
Total 30635					78.37	78.37	
30641	FRONTIER	JULY 2014	plant phones	07/01/2014	88.55		
			plant phones		88.55		
Total 30641					177.10	.00	
30642	FRONTIER COMMUNICATIONS	7/2014	telemetry allocation	07/01/2014	1.28		
			telemetry allocation		1.28		
			telemetry allocation		.64		
		JULY 2014	telemetry allocation	06/25/2014	56.80	56.80	07/02/2014
			telemetry allocation		56.80	56.80	07/02/2014
			telemetry allocation		28.40	28.40	07/02/2014
		JUNE2014	telemetry allocation	06/19/2014	5.44	5.44	06/25/2014
			telemetry allocation		5.44	5.44	06/25/2014
			telemetry allocation		2.72	2.72	06/25/2014
Total 30642					158.80	155.60	
30750	GOING CO INC	JUNE 2014	WWTP rubbish disposal	06/30/2014	40.84	40.84	07/09/2014
Total 30750					40.84	40.84	
30752	GRAINGER	9484319372	WWTP electrical repairs	07/07/2014	263.08		
Total 30752					263.08	.00	
30757	HACH COMPANY	8892837	WWTP sampler	06/23/2014	4,365.50	4,365.50	07/09/2014
		8901423	WWTP aeration control sensors	06/27/2014	545.37	545.37	07/09/2014
Total 30757					4,910.87	4,910.87	
31810	HARBOR CONST OF DOOR CTY INC	15706	valvebox adj.- Scandia Rd.	06/16/2014	2,777.00	2,777.00	06/25/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			valvebox adj.- Woodcrest & Sunset		593.50	593.50	06/25/2014
			manhole adj.- Woodcrest & Sunset		593.50	593.50	06/25/2014
			valvebox adj.- Woodcrest & Scandia		340.00	340.00	06/25/2014
			manhole adj.- Woodcrest & Scandia		340.00	340.00	06/25/2014
			valvebox adj.- Mill, ZZ, Woodcrest		596.88	596.88	06/25/2014
			manhole adj.- Mill, ZZ, Woodcrest		596.87	596.87	06/25/2014
			Total 31810		5,837.75	5,837.75	
31816	HAWKINS INC	3607730 RI	chemicals - WWTP	06/12/2014	382.49	382.49	06/25/2014
			Total 31816		382.49	382.49	
31817	HD SUPPLY WATERWORKS	C519115	distribution parts	06/12/2014	1,087.57	1,087.57	06/18/2014
		C590810	distribution parts	07/02/2014	31.97	31.97	07/09/2014
			Total 31817		1,119.54	1,119.54	
40963	ITU ABSORB TECH	5857681	WWTP laundry service	06/10/2014	56.81	56.81	07/09/2014
		5863579	WWTP laundry service	06/24/2014	58.70	58.70	07/09/2014
			Total 40963		115.51	115.51	
41090	JUNGWIRTH'S ACE HARDWARE	JUNE 2014	distribution parts	06/30/2014	4.98	4.98	07/09/2014
			tools		47.71	47.71	07/09/2014
			misc. other supplies		1.40	1.40	07/09/2014
			repairs of water plant		2.79	2.79	07/09/2014
			tools		71.17	71.17	07/09/2014
			misc. other supplies		2.07	2.07	07/09/2014
			WWTP equipment maintenance		84.12	84.12	07/09/2014
			cleaning supplies		19.47	19.47	07/09/2014
			tools		4.48	4.48	07/09/2014
			misc. other supplies		.52	.52	07/09/2014
			Total 41090		238.71	238.71	
41205	LAMPERT'S	20320588	WWTP valve repair #1 Ditch	06/23/2014	104.00	104.00	07/02/2014
			Total 41205		104.00	104.00	
41212	ROBERT E LEE & ASSOC INC	67842	engineering services - Stony Ridge	06/20/2014	2,539.58	2,539.58	06/25/2014
			Total 41212		2,539.58	2,539.58	
41218	AIRGAS INC	9919569262	5 yr. lease	07/01/2014	570.00	570.00	07/09/2014
			Total 41218		570.00	570.00	
51315	MIDWEST METER INC	0056523-IN	50 - 3/4" Orion meters & transmitters	06/20/2014	8,860.59	8,860.59	06/25/2014
			meter repair parts		626.59	626.59	06/25/2014
			Total 51315		9,487.18	9,487.18	
51435	NORTH WOODS SUPERIOR CHEMICAL	64439	chemicals - water	07/03/2014	217.45	217.45	07/09/2014
			collection system chemicals		737.82	737.82	07/09/2014
			Total 51435		955.27	955.27	
51436	NORTHERN LAKE SERVICES INC	255945	WWTP sample testing	06/16/2014	16.00	16.00	06/25/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51436					16.00	16.00	
61972	SABEL MECHANICAL LLC	922	collection system repairs - Forest LS	06/10/2014	1,581.36	1,581.36	06/18/2014
		936	WWTP - scum & drain pump	06/09/2014	1,431.00	1,431.00	06/18/2014
Total 61972					3,012.36	3,012.36	
71920	SEPTIC MAINTENANCE OF DOOR CTY	14-655	coll sys - cleaning @ Al J's	06/10/2014	257.50	257.50	06/18/2014
Total 71920					257.50	257.50	
71922	TOP SHELF CAFE & GOURMET	10100	UPS shipping	06/02/2014	21.32		
Total 71922					21.32	.00	
71925	SISTER BAY AUTO	66129	'07 Ford tire plug	06/09/2014	6.30	6.30	07/02/2014
			'07 Ford tire plug		9.36	9.36	07/02/2014
			'07 Ford tire plug		2.34	2.34	07/02/2014
Total 71925					18.00	18.00	
72053	POSTMASTER	R BILLING 2014	quarterly billing - SB	07/07/2014	143.14	143.14	07/07/2014
			quarterly billing - SB		85.88	85.88	07/07/2014
			quarterly billing - SB		57.26	57.26	07/07/2014
			quarterly billing - LG		21.93	21.93	07/07/2014
			quarterly billing - LG		21.93	21.93	07/07/2014
Total 72053					330.14	330.14	
72058	UNIVAR INC	MW733232	chemicals - sludge treatment	07/01/2014	1,421.20		
Total 72058					1,421.20	.00	
72997	VAN'S FIRE & SAFETY	4061306	inspect and repair extinguishers	06/13/2014	86.45	86.45	06/25/2014
			inspect and repair extinguishers		128.44	128.44	06/25/2014
			inspect and repair extinguishers		32.11	32.11	06/25/2014
Total 72997					247.00	247.00	
73007	VOIGHT AUTOMOTIVE	26571	'07 Ford - oil change	06/13/2014	12.80	12.80	07/09/2014
			'07 Ford - oil change		19.01	19.01	07/09/2014
			'07 Ford - oil change		4.75	4.75	07/09/2014
		26574	'01 Ford - oil change	06/13/2014	12.51	12.51	07/09/2014
			'01 Ford - oil change		18.58	18.58	07/09/2014
			'01 Ford - oil change		4.65	4.65	07/09/2014
		26577	'03 Chevy - oil change	06/13/2014	12.51	12.51	07/09/2014
			'03 Chevy - oil change		18.58	18.58	07/09/2014
			'03 Chevy - oil change		4.65	4.65	07/09/2014
Total 73007					108.04	108.04	
73100	VILLAGE OF SISTER BAY	DONOHUE	BSD roadway - Water portion	06/13/2014	156,497.19	156,497.19	06/25/2014
			BSD roadway - Sewer portion		156,497.19	156,497.19	06/25/2014
			BSD project - Water portion		27,934.05	27,934.05	06/25/2014
			BSD project - Sewer portion		32,466.86	32,466.86	06/25/2014
		JUNE 2014	payroll and exp pd by Village	07/01/2014	36,223.61		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 73100					409,618.90	373,395.29	
80025	WI RURAL WATER ASSOC	143	membership dues - SJ	07/02/2014	35.00	35.00	07/02/2014
Total 80025					35.00	35.00	
82350	WI PUBLIC SERVICE	18239451-00000	electricity - water system	06/23/2014	1,308.60	1,308.60	07/02/2014
			electricity - wastewater plant		4,079.99	4,079.99	07/02/2014
			electricity - lift stations		265.76	265.76	07/02/2014
			electricity - info booth		.00		
Total 82350					5,654.35	5,654.35	
82351	WIS PUBLIC SERVICE	JUNE 2014	Well #3 - LGUD	06/12/2014	54.35	54.35	06/18/2014
			Well #3 - Sister Bay		163.06	163.06	06/18/2014
Total 82351					217.41	217.41	
82352	WULF BROTHERS INC	163901	a/c maintenance	07/01/2014	72.90	72.90	07/09/2014
Total 82352					72.90	72.90	

Total Paid: 414,066.03
 Total Unpaid: 38,109.51
 Grand Total: 452,175.54

Dated: 7/11/14
 Staff: Juliana Newman

**ADMINISTRATION AND COMPENSATION
COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 9, 2014
(APPROVAL PENDING)**

The July 9, 2014 meeting of the Village of Sister Bay Administration and Compensation Committee was called to order at 2:00 PM by Chairman Dave Lienau.

Present: Chairman Lienau, Committee Members Pat Duffy and Joanne Clove, Village Administrator Zeke Jackson and Finance Director Juliana Neuman

Excused: Pam Abshire

Approval of the Agenda

Duffy moved and Clove seconded. Motion carried—all Ayes.

Approval of the Minutes

Duffy moved and Lienau seconded approval of the April 23 meeting minutes as presented. Motion carried—all Ayes.

Comments, correspondence and concerns from the public

None.

Discussion Items

1. Report on Employee Survey

Jackson distributed copies of a survey on employee compensation and benefits and summarized the results. Seasonal workers were included in the survey, and fifteen out of twenty-three survey forms were returned. Most employees reported that they like their jobs. Wages were ranked as more important than benefits or time off. Overtime pay and compensatory time off were valued about equally. The current Village vacation policy was highly rated, as was the current sick leave policy. Responses to the question about initiating a PTO policy were mostly negative, but Jackson asked some employees about this and learned that they are unfamiliar with the concept of PTO. If a PTO policy were initiated, most felt that it should apply only to new hires, with current employees allowed to carry over accrued vacation and sick leave. With respect to health insurance coverage, only eight responded-- positively with one exception. Finally, most employees who responded would like to see the day after Thanksgiving added as a paid holiday.

There were also two written responses, both from the Utility Department. Jackson further reported that there had been apprehension on the part of several employees about answering the survey questions at all. He said he wasn't sure whether this was because they have never been asked such questions before or because they thought this meant that a policy change is coming. There was apparent suspicion about why the questions were being asked.

2. Discussion on Overtime and Comp Time

a. Current Policy

Pages 2 and 3 of the Personnel Handbook describe the Village's policy on overtime, comp time, and call back time. Neuman explained that the maximum number of comp time hours that may accrue at year-end is 240 (30 days). This can be a problem in December, if too many employees in a given department are requesting the use of comp time off in order to reduce their accrual to 240 hours. Joanne Clove asked what the peak times are as far as the work requirements. Jackson replied that the tourist season and holidays are key and that wintertime is more of a down season although weather events often require extra manpower.

1 **b. Discussion on policy changes**

2 Lienau suggested granting an extra 90 days (January, February, and March) for employees to use up
3 their excess comp time, to reduce excessive absence during December. Neuman reported that the
4 Personnel Committee had tried, in 2013, to reduce the number of carryover hours permitted. One of
5 the department managers objected and requested an employee meeting prior to implementation. This
6 change then fell by the wayside when Bob Kuftrin announced his retirement and attention became
7 focused on planning for his replacement.

8
9 Joanne Clove pointed out that carryover from year to year means that comp time may be paid out at a
10 higher rate than the one on which it was earned. Jackson suggested that comp time could be saved as a
11 dollar amount rather than as hours, so that the payout would correspond to the original earnings. He
12 then asked Neuman if this would be possible given our current payroll software. She replied that it can
13 be done but will be more complicated. Lienau suggested working off of a year-end dollar calculation
14 to make the process simpler. Neuman noted that the year-end dollar amounts are provided to the
15 auditors each year for the annual financial statements. Lienau asked whether the year-end total is a
16 “funded” liability. Neuman replied that it appears on the Utility books but not so for the Village, since
17 government accounting standards are different. *[However, an estimate is included in each year’s*
18 *budget for comp time expected to be paid out.]*

19
20 A discussion on the allowable comp time carryover led to a consensus that the maximum should be 2
21 weeks (80 hours). This could be phased in over two years, as the Personnel Committee had
22 recommended last year. Lienau reminded the group that any future PTO policy would have to take
23 comp time into account.

24
25 On page 2 of the Personnel Handbook (Section 5) it states that “Paid leave time, other than
26 compensatory time shall count towards hours worked in a week. (Revised 10/02/07)” Neuman said
27 that she had questioned this practice in the past, and Jackson stated that this should be changed. A
28 telephone survey of other Northern Door municipalities revealed that 3 others pay overtime whether
29 40 hours have been worked or not, while 2 do not. Jackson expressed his desire to control overtime
30 worked wherever possible.

31
32 Lienau then pointed out a discrepancy on page 2. In Section 8 it states that “Employees who work in
33 excess of forty (40) hours per week may be compensated at a premium rate, straight time rate, or not
34 at all depending on their employment status and the provisions of the Federal Labor Standards Act
35 (FLSA).” (“*Work*” is the operative word here.) Jackson stated that he wants to rectify this discrepancy
36 right away.

37
38 Section 9 of the Handbook (Compensatory Time Off) will require re-writing. For example, part D will
39 no longer apply.

40
41 Neuman suggested changing the carryover limit to be applicable throughout the year rather than only
42 at year-end. This would spread out the use of time off over more of the year. Lienau prefers an
43 extended period during the first 3 months of the new year when the workload is often lighter.

44
45 **3. Discussion on Leave Time benefits**

46 Lienau brought up the large dollar amount owed to employees who were ‘grandfathered in’ when the
47 sick leave policy limit was established. Upon retirement employees who have worked more than 20
48 years must receive (at their then current hourly rate) 50% of their accumulated sick leave paid out in
49 cash or applied to their health insurance premiums (if continued). This liability is currently unfunded,
50 although reported on the annual financial statements. *[The Village’s sick leave liability is currently*

1 \$21,932; for the Utility it is \$13,047.] Lienau suggested that this liability could be converted to PTO
2 as part of a new policy.

3
4 **a. Sick leave report**

5 At the last meeting Neuman was asked to determine how many sick days the employees actually use
6 during the course of a year. Full-timers accrue one sick day per month and the average usage is 84%,
7 or slightly more than 10 days per year. Travel to Green Bay to see a specialist probably accounts for a
8 portion of this usage, and employees are allowed to use sick leave to accompany family members to
9 medical appointments as well.

10
11 **b. Short and long-term PTO policies**

12 Jackson distributed a survey entitled “Paid Time Off Programs and Practices” for the use of the
13 committee. The survey indicates that PTO policies are becoming increasingly more prevalent. He also
14 provided an example of short and long-term PTO from Duke University. The long-term PTO has no
15 cash value as to pay-out at retirement, but it does provide paid time off for long-term illness or
16 caregiving of a family member. Another option would be long-term disability insurance coverage (for
17 employees under the age of 60).

18
19 **4. Discussion on Health and Dental Insurance benefits**

20 Neuman reported that 86.5% is the average contribution of municipalities in Northern Door County to
21 health insurance premiums for their employees. The Village had paid 90% up to this year, when a
22 \$10,000 maximum was imposed. Jackson asked where we want to stand in terms of the Northern
23 Door average. The consensus was that the Village should meet that average.

24
25 Jackson would also like to investigate offering a Health Savings Plan, and Neuman mentioned the
26 possibility of a Health Reimbursement Arrangement with a different provider.

27
28 Lienau asked whether the Village is required to provide health benefits to its employees. If not, could
29 employees get affordable premiums via the Affordable Care Act?

30
31 **5. Discussion on creating a policy to “grandfather in” certain benefits for existing employees**

32 There was general agreement that such a policy should be developed.

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

35 --Neuman to provide copies of the 2013 Personnel Committee recommendations on comp time
36 accrual.

37 --Are Health Care benefits required? What if employees had to use the Marketplace?

38 --Neuman to obtain rates from the Employee Trust Fund.

39 --Health insurance rates and HRA costs to be discussed when available. An HSA policy to be
40 considered.

41 --Details on “grandfathering in” of current benefits to be developed at a later date.

42 --The next meeting will be held on Wednesday, August 13th at 3:30 PM to revisit the proposed
43 payscale and PTO possibilities and to draft recommendations to the Board.

44
45 **Adjournment**

46 *At 3:49 PM Duffy moved and Clove seconded that the meeting be adjourned. Motion carried.*

47
48 Respectfully Submitted,

49 

50 Juliana Neuman

1 **Finance Director**

2 Name: h:\files\active\agendas\finance\2014\2014_07\070902014 admin\comp minutes - approved version.docx Created: 5/21/2013 9:14 AM Printed:
3 7/15/2014 1:05 PM Author: Juliana Neuman Last Saved By: Juliana Neuman



**Door County Coastal Byway Council
Meeting Minutes – Thursday, June 12th, 2014**

Time: **8:30am**
Place: Village of Egg Harbor, 7860 Hwy 42, Egg Harbor, WI 54209

Call to Order. Chair Ann Miller called the meeting to order at 8:35am.

Declaration of a Quorum. The following Council members were present and constitute a quorum:
Michelle Anderson, primary – Village of Egg Harbor
Scott Baker, primary – Village of Sister Bay
Charity Buhr, primary – Village of Ephraim
Ann Miller, primary – Town of Liberty Grove
Kriss Schorer, primary – Town of Baileys Harbor
Chuck Tice, primary – Town of Sevastopol

Also present: Sam Perlman/DCEDC, recording secretary; Melinda Roberts and Annie Anderson, representing WI Historical Markers & Places.

Adopt agenda. Motion by Kriss and second by Scott to adopt the agenda, as noticed. Carried.

Approve minutes. Motion by Kriss and second by Scott to approve the minutes of May 8, 2014. Carried.

Treasurer's Report. Sam reported a balance of \$65,071.38 as of June 9, 2014. The final grant reimbursement has been received from DOT, as well as the second of three annual payments from WPS Foundation. He will work on getting final 1/3 reimbursements to kiosk partners. Motion by Charity and second by Kriss to approve the treasurer's report. Carried.

Pending Business – discussion/action on.

A. Parade float entries – Chuck will handle the float for Olde Ellison Bay Days on June 28. Kriss is going to handle Baileys Harbor Fourth of July, with an assist from Chuck. Michelle has no one available to handle the float of the Egg Harbor parade.

B. Update information on brochure for 2014 edition and distribution. Sam—Brochures have arrived! Distributed one box to DCVB, and one to DCCB members in attendance. He will contact Wisconsin Travel Welcome Centers for distribution, and check into pricing with Paper Boy.

C. Continuation of discussion on Byway Group fundraising and community awareness projects. Sam electronically distributed draft website RFP for review. No significant changes, with the exception of tightening the timeline. Motion by Kriss and second by Scott to approve RFP as amended; carried. Sam will make changes and distribute to local potential service providers. Nothing new on Travel passport or Ridges geocaching projects.

D. CD version of I-Plan – Sam has struggled to copy the DVDs on two different machines, with two different programs. He wanted to get consensus to spend some funds on duplication services.

E. Review of remaining steps required as part of application process to FHWA for consideration as a National Scenic Byway. At this point, it was agreed that we should focus on further implementation of the Interpretive Master Plan.

F. DCCB review of and consideration of support for corridor project proposals that may have been submitted by partners and local nfp's based on established ranking criteria. Melinda Roberts, representing WI Historical Markers & Places travel website, shared the story of her journey to locate, document and photograph the 550 State Historical Society Historical Markers, the nearly 50 lighthouses, and any other historical sites encountered in the state of Wisconsin. In addition to the Wisconsin Historical Markers, she has come upon 137 Veterans Memorials and Civil War Monuments. She is also hoping to recreate the "lost" lists of [Wisconsin Registered Landmark](#) markers and [Wisconsin Heritage Sign Program](#) markers. As of April 14, 2014 she had visited all 72 Wisconsin counties and 1,862 Wisconsin Historical Sites. Consensus was to provide support and endorsement for her on-going project. <http://wisconsinhistoricalmarkers.blogspot.com>.

New Business

Correspondence. None.

Agenda items for next meeting / suggestions.

Future Meeting Dates: July 10th at 8:30am. Sevastopol Town Hall - 4528 State Highway 57.

Payment of any Bills. None.

Adjourn. Al, Scott. Adjourned at 10:05am.



Door County Coastal Byway Council Meeting Minutes – Thursday, July 10, 2014

Time: 8:30 a.m.

Place: 4528 State Highway 57, Sturgeon Bay, WI 54235 – Town of Sevastopol

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

Declaration of a Quorum - Adopt agenda. The following Council members were present and constitute a quorum:

Chuck Tice, primary – Town of Sevastopol

Ann Miller, primary – Town of Liberty Grove

Kriss Schorer, primary – Town of Baileys Harbor

Charity Buhr, primary – Village of Ephraim

Beth Hagen, primary – Town of Gibraltar

Scott Baker, primary – Village of Sister Bay

Also present: Christine Salmon-Door County Visitor Bureau, Sam Perlman-DCEDC, Zeke Jackson-Village of Sister Bay Administrator and Linda Wait-recording secretary.

Motion by Kriss and second by Scott to adopt the agenda, as presented. Motion carried.

Approve minutes. Motion by Scott and second by Chuck to approve the minutes of June 12, 2014. Motion carried.

Treasurer's Report. Sam reported a current balance of \$18,801.61. The final distribution of DOT grant funds has been made to the municipalities and partners. Sam said that 5 out of the 8 Wisconsin welcome centers will carry the updated DCCB brochure. Motion by Kriss and second by Beth to approve the treasurer's report. Motion carried.

Pending Business

A. Parade float & upcoming parades. Kriss reported that the Baileys Harbor July 4th parade went great, with some good comments on the float. Chuck towed the float in the Ellison Bay parade in June. Thanks to Kriss, Ann, Scott and Chuck for decorating and/or transporting. Zeke offered to check into JEM and promotional grants for new events.

B. Updates on Byway Group community awareness. Sam said the rfp for our website went out to a half dozen local service providers and he has received responses from two. Responses are due by August 1st and can be reviewed at our next meeting.

There was discussion on reprinting the master plan; Ann thought around \$26 plus shipping. Sam said the DVD will cost \$75-\$80 (for 10 copies). He said Paperboy currently charges \$625 for the year, owns 75 racks and services more than 100. Kriss and Charity suggested we can place them out and about on our own for now (do not use Paperboy racks).

C. Update from Sam on duplication of CD version of I-Plan to member municipalities. Sam has not heard of any requests. Each municipality has a copy and they have been distributed to libraries.

Door County Coastal Byway Council Meeting
Minutes – July 10, 2014

D. Discussion on reprint of copies of I-Plan for public sale. Action may be taken.

Ann said that although we have not promoted its sale, some people are asking. Chuck said some of the people mentioned in the plan have asked for copies. Suggested price of \$35 if we can print for \$26, depending on getting at least 10 requests then perhaps order.

E. DCCB review of and consideration of support for corridor project proposals that may have been submitted by partners or public. Review letter of support for Melinda Roberts representing WI Historical Markers & Places travel web site discussion/action.

<http://wisconsinhistoricalmarkers.blogspot.com/2014/05/may-18-2014-day-on-door.html>

Charity is working with Melinda Roberts. Sam commented that Melinda is very involved with transportation and tourism in Wisconsin.

New Business. Scott and Zeke suggested maybe placing the float down by the Baileys Harbor marina for display.

Correspondence. None. Ann indicated that Federal Highways is not be taking applications for future funding and Sam thought there would be no discretionary spending available.

Charity spoke with Jeremy Ashauer/DOT and they are not looking to take down any stone walls that are not in the right of way. They are urging Jeremy to use Q and then right onto Town Line when the Highway 57 detour comes about.

Kriss asked that we send a thank you to Gregg Curzon at Harbor Marine for storing the float and providing a key for in and out.

Agenda items for next meeting / suggestions: RFPs on website, Melinda Roberts.

Future Meeting Dates. Next meeting will be Thursday, August 14th 2014 at Baileys Harbor town hall at 8:30 a.m.

Payment of any Bills. Motion by Charity and second by Chuck to approve the following bills:

Kriss Schorer - \$31.50 for parade float fringe

Schmeeckle Reserve - \$2,235 for printing, revision and shipping of brochures

Ann Miller - \$20 for magnetic tape.

Motion carried.

Adjourn. Motion by Charity and second by Scott to adjourn. Motion carried and meeting adjourned at 9:08 a.m.

Respectfully submitted,

Linda Wait, recording secretary [draft 7/14/2014]

185 East Walnut Street, Sturgeon Bay WI 54235
Telephone: (920) 743-3113
www.doorcountycoastalbyway.org

**Sister Bay / Liberty Grove Library Commission
Meeting June 10, 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, Allen Strack, Frank Forkert, Pam Abshire, Henry Timm and Ralph Blankenburg.

Absent: Betty Curzon & Margot Warch

Guest: John Meredith.

Public Input: None

Back Yard:

Report on back Yard by John Meredith:

The Landscape is doing well, except some snow damage to the lawn and one tree that is not looking good. John said that they will replace the contorted filbert. John will keep cutting the rye grass until the no-mow grass takes.

After discussion of alternate places for the gazebo, we decided to put it on hold.

It was decided to pursue a cover for the presentation area in back of the shed. We have a had donor approach us. John Meredith will look at some possible designs for the cover. Since the donor is a customer of John's and has asked him about the project, he will discuss it with the donor.

Henry Timm reported on the arrangements for the dedication program and asks who should get special invitations. Dedication will be on July 12 @ 11:00 A.M.

The benches and tables were delivered and Ralph Blankenburg helped Jeff Ward setup the first table and bench. Jeff completed the rest of the benches and tables. We have not received the anchors for the benches and Ralph is checking with Kirby Built...

Review and Approve the Minutes of the May 13, 2014 Meeting:

Frank Forkert moved and Allen Strack seconded a motion to approve the minutes of the May 13, 2014 meeting as corrected. The motion passed 4-0.

Review and Payment of the Bills:

Wulf Brothers	Annual AC check & service	\$328.25
Wisconsin Public Service	Electric	\$518.93
Lakeshore Landscape	Spring Cleanup & Mulching	\$5,250.00
Warner-Wexel	Cleaning Supplies & Rest. Supplies	\$360.02
Wulf Brothers	Furnace Filters	\$111.89
Village of Sister Bay	Insurance Property & Liability	\$800.00
Frontier	Telephone	\$121.04
Sparkle Cleaning Service	General Cleaning	\$900.00
Total		\$8,390.13

Allen Strack moved and Pam Abshire seconded the motion to approve the payment of the bills. The motion passed 4-0.

Librarians Report

Comparing May 2014 with May 2013.

Circulation:

2014: 4,398	YTD: 21,230
2013: 4,977	YTD 25,370

People Count:

2014: 3,175
2013: 3,690

Programs:

2014: 4(2 Adult; 2 Children) Attended by 26 Adults 21 Children. 47 Total.
2013: 2(1 Adult; 1 Child) Attended by 12 Adults 8 Children 20 Total.

Sam:

2014: 431 Sessions	12,630 Minutes
2013: 522 Sessions	17,679 Minutes

Wireless:

2014: 762 Users
2013: 859 Users

Overdrive:

2014: 198 E-books Users	57 Audio book Users
2013: 114 E-books Users	38 Audio book Users

The trend in Circulation and library visits is still downward. We'll have to see if good weather and two-way streets will help with our numbers. Keep in mind, however, that our numbers reflect public library usage trends nationwide. I'm sure there are many contributing factors; some of which are the ease of borrowing or buying e-books, availability of down loadable videos and audios, and the popularity of video gaming systems. People no longer have to leave their homes to access electric entertainment.

Andrea has been working very diligently on getting everything ready for the summer reading programs. The theme for the children's SRP is "Fizz boom Read", while the adult and teen's is "Literary Elements". As of June 3rd, we have eleven children and eight adults signed up. As in past summers, children will be able to earn prizes

Audit:

Ralph Blankenburg asked if there were any question about the audit report that was passed out at the last meeting. No information was requested.

Committee Reports:

None.

Next Meeting:

July 8,th at 1:00 p.m.

Adjourn:

It was moved by Pam Abshire and seconded by Frank Forkert to adjourn at 2:30 P. M.
Submitted by: Ralph Blankenburg.

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

5
6 *The July 2, 2014 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:16 P.M.*

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

11
12 **Staff Members:** Facilities Manager Steve Mann, Facilities Manager Intern Aaron Bley, and
13 Administrative Assistant Janal Suppanz.

14
15 **Others:** Jack Moneypenny of the Door County Visitor Bureau and Brian Fitzgerald.

16
17 **Excused:** Village Administrator Zeke Jackson

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

20 *A letter which had been received from Dan Roarty of Dimension IV concerning potential*
21 *costs of conceptual work for remodeling of the Village Hall was included in the meeting*
22 *packets. It was the consensus that this issue shall be referred to the Waterfront Oversight*
23 *Committee.*

24
25 *An e-mail which was received from Greg & Chris Wert was also included in the meeting*
26 *packets. In that e-mail Mr. and Mrs. Wert ask if it would be possible for their nephew, John*
27 *Hyland, to put on a concert for some family members as well as passersby in the gazebo in*
28 *Waterfront Park when they rent that facility for a family gathering on Monday, July 28th. It*
29 *was the consensus that Hyland shall be allowed to perform in the gazebo but that all music*
30 *must cease by 10:30 P.M.*

31
32 Paige Funkhouser thanked Mann and the Maintenance Department employees for all the
33 assistance they provided with the "Goats on Poles Project".

34
35 **Approval of Agenda:**

36 *A motion was made by Clove seconded by Doersching that the Agenda for the July 2,*
37 *2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

38
39 **Approval of minutes as published:**

40 *A motion was made by Clove, seconded by Baker that the minutes for the June 4, 2014*
41 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

42
43 **Business Items:**

44 **Item No. 4. Presentation by Jack Moneypenny regarding installation of an electric vehicle**
45 **charging station in Sister Bay:**

46 Jack Moneypenny, the Executive Director of the Door County Visitor Bureau, explained
47 that the Visitor Bureau has re-written its mission statement, and, therefore, protection of the
48 environment will now be one of its priorities. To that end a double pedestal electric

1 vehicle charging station has been installed at the Door County Visitor Bureau offices in
 2 Sturgeon Bay, and to date thirteen vehicles have used it. Each machine only draws 30
 3 amps. of electricity and should be protected with a 40 amp. 2-pole common trip circuit
 4 breaker. The Visitor Bureau will not be charging any fees for the use of its charging station,
 5 but it is possible to do that. To fully charge a vehicle it takes approximately four hours.
 6 Money penny is wondering if any Northern Door municipalities, businesses or
 7 organizations would be interested in installing such an appurtenance. The cost of the units
 8 is \$2,990 each, but total installation costs will vary depending on the amount of electrical
 9 work, excavation and landscaping which has to be done. The High Point Inn and Bay
 10 Breeze Resort of Ephraim will be installing electric vehicle charging stations in the near
 11 future, the Village of Egg Harbor has committed to installing a unit next year, and a
 12 recommendation will be made to the Liberty Grove Town Board that one also be installed
 13 somewhere within the Town boundaries. If the Village is interested in installing a vehicle
 14 charging station, the Visitor Bureau would initially order and pay for it, but reimbursement
 15 would be expected by the end of the year.

16
 17 Clove asked what, if any, benefit the Village would realize by purchasing and installing a
 18 vehicle charging station(s), and Money penny responded that to be perfectly honest the
 19 most benefit would be realized by local business owners. He also noted that he made this
 20 same presentation to the SBAA Board of Directors a few months ago. Paige Funkhouser,
 21 the SBAA Coordinator, noted that the SBAA Board members thought a vehicle charging
 22 station would be a wonderful addition to the Village, but also pointed out that no money
 23 has been budgeted for such an appurtenance.

24
 25 *It was the consensus that this issue shall be referred back to the SBAA Board of Directors*
 26 *for further consideration, but that the Parks Committee shall also discuss it at a future*
 27 *meeting(s).*

28
 29 Mann noted that if there is even a remote possibility that at least one vehicle charging
 30 station will be installed in the parking lot by Waterfront Park it would make the most sense
 31 to install conduit for the charging station while the Performance Pavilion restoration work
 32 is being done.

33
 34 *A motion was made by Clove, seconded by Baker that underground conduit for an*
 35 *electrical vehicle charging station shall be installed near the parking area by the new*
 36 *Performance Pavilion when site restoration work is done. The funds for this expenditure*
 37 *shall be withdrawn from the Various Parks Projects Account. Motion carried – All ayes.*

38
 39 **Item No. 1. Report on private road maintenance; consider a motion to act on**
 40 **maintenance of Fieldcrest Lane and other dedicated private roads in the Village:**

41 The question has arisen as to whether the Village would be interested in maintaining
 42 Fieldcrest Lane, which is a dedicated private road. Mann indicated that the Village does
 43 not have the equipment required to perform that type of work, and the Committee
 44 members also noted that if the work is done on Fieldcrest Lane it is quite possible that the
 45 owners of other dedicated private roads may request the same service, which would
 46 increase the Maintenance Department employees' workload considerably. It was the
 47 consensus that Jackson shall investigate all aspects of this issue and report his findings at
 48 the August Parks Committee Meeting.

49

1 **Item No. 2. Consider a motion to approve Lloyd Michalsen’s request to use the**
 2 **Waterfront Park Gazebo on Tuesday evenings from 6:00 P.M. to 8:00 P.M.:**

3 An e-mail which had been received from Lloyd Michalsen was included in the meeting
 4 packets. In that document Michalsen indicates that he and his group of friends decided not
 5 to wait for an answer regarding their request to use the Village’s gazebo for jam sessions,
 6 and, therefore, they found another location.

7
 8 The Committee members indicated that they were disappointed to hear that Michalsen and
 9 his friends had decided not to perform in the Village and would still be interested in
 10 hearing a proposal from them. Suppanz was asked to relay that message to Michalsen
 11 ASAP.

12
 13 **Item No. 3. Consider a motion to approve Tony Anheuser’s request to conduct a**
 14 **motorcycle rally in the Village:**

15 Tony Anheuser informed Suppanz that he is withdrawing his request to conduct a
 16 motorcycle rally in the Village as local motorcycle enthusiasts have informed him that the
 17 third weekend in August is not a good time for a rally. He may submit a similar request
 18 next year.

19
 20 **Item No. 5. Consider a motion to approve a request for park use for the Door Peninsula**
 21 **Century Bike Ride:**

22 Brian Fitzgerald indicated that last year’s Century Bike Ride was a huge success. He
 23 anticipates that there will be 500 to 700 people participating in this year’s ride, and food
 24 will be provided by local restaurants. Members of several Northern Door non-profit
 25 organizations and high school students will also be given opportunities to do fund raising
 26 by helping out on the day of the ride. An informational packet was included in the meeting
 27 packets. It was the consensus that the Door Peninsula Century Bike Ride is a very positive
 28 thing for the Village of Sister Bay.

29
 30 *A motion was made by Clove, seconded by Doersching that permission is granted for the*
 31 *Peninsula Pacers to conduct the Door Peninsula Century Bike Ride in the Village of Sister*
 32 *Bay on September 13, 2014 . The ride routes depicted on the maps which were included*
 33 *in the meeting packets are all approved and standard tented event facility use fees will*
 34 *apply. Motion carried – All ayes.*

35
 36 **Item No. 6. Update on the Pavilion Project:**

37 The work on the Performance Pavilion Project is coming along quite well and it looks very
 38 nice. The stone masons should finish their work this week, and once they’re done some of
 39 the construction equipment will be removed from the construction site. There still will be
 40 some electrical work and grading to be done, but everything should be completed in two
 41 to three weeks. Snowplowing issues may arise by the pavilion sidewalk, but the employees
 42 from Zeise Construction and Mann are working on a solution to that problem. Jackson has
 43 been informed that the cost overruns on the Pavilion Project will not be as high as had
 44 originally been anticipated. It now appears that those overruns will be approximately
 45 \$2,000.

46
 47 *Funkhouser suggested that a fee schedule for use of the Performance Pavilion be*
 48 *established ASAP, and it was the consensus that that issue shall be addressed at the next*
 49 *meeting of the Parks Committee.*

Item No. 7. Report from Steve Mann on summer activities:

Mann reported on the following issues:

- Three new locations for memorial benches have been designated and all of them have been spoken for by persons on the Waiting List.
- 100 yards of wood chips have been hauled out to the Community Garden;
- Unfortunately property damage has been occurring out at the Sports Complex. Last week someone hit the TKH sign and damaged it, and last night an informational sign was struck. Someone also drove over a number of cedar trees to get to the concrete pad. It was the consensus that this information shall be passed on to Sven The Goat for inclusion in his weekly Advocate column. Sven was given authority to state that from now on security cameras will be utilized out at the Sports Complex, and, if necessary law enforcement officials will be asked to do additional patrols in that area.
- The Flower Pot Angels have complained that people are placing garbage in their flower pots, and asked if it would be possible to place a few large trash cans on the streets. Mann is concerned that large amounts of garbage which is generated at homes and/or cottages in the area will be deposited in the cans, but would be willing to place a covered trash can at the corner of Clafin Lane and Mill Road on a trial basis. It was the consensus that this shall occur. A referral will also be made to the Bay Shore Drive Oversight Committee.
- Some of the evergreens which were in Waterfront Park did not survive the winter and have been replaced with Maple trees.

Item No. 8. Discussion on trackless maintenance:

The trackless is in need of repair and was hauled down to Bruce Municipal, but to date Mann has not heard anything regarding suggested repairs. Mann will do follow-up and report his findings at the next meeting.

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

When the new storm sewers were installed one of the berms in Waterfront Park was eliminated. If the Committee decides that the berm should be restored, there are plants which could be transplanted in the flowerbed by the restrooms in Waterfront Park. It was the consensus that the employees at the Maintenance Department shall see that the berm is restored and that transplanting is done.

A complaint has been received that the parking space near the intersection of Sunset Drive and N. Bay Shore Drive is too far forward. It was the consensus that that parking space should be eliminated.

A complaint has also been received that one of the bike path signs at the intersection of Fieldcrest Road and N. Bay Shore Drive blocks drivers' views. It was the consensus that the sign and post which cause vision problems shall be removed ASAP, and, if possible, the bike path signs shall be placed back-to-back on one post.

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

It was the consensus that the following issues shall be placed on a future agenda or referred to a committee, official or employee:

- 1 • *The Parks Committee shall continue to have discussions regarding*
2 *installation of an electric vehicle charging station in the Village, and that*
3 *issue shall also be referred back to the SBAA Board of Directors for further*
4 *consideration.*
- 5 • *The following issues shall be addressed at the next Parks Committee*
6 *Meeting:*
- 7 A. *Report on private road maintenance; Consider a motion to act on*
8 *maintenance of Fieldcrest Lane and other dedicated private roadways in*
9 *the Village;*
- 10 B. *Consider a motion to establish a fee schedule for use of the Performance*
11 *Pavilion;*
- 12 C. *Discussion on trackless maintenance.*
- 13 • *The Flower Pot Angels' request to place garbage cans along Bay Shore*
14 *Drive shall be referred to the Bay Shore Drive Oversight Committee.*
15

16 **Adjournment:**

17 *A motion was made by Clove, seconded by Doersching to adjourn the meeting of the*
18 *Parks Committee at 3:50 P.M. Motion carried – All ayes.*
19

20 Respectfully submitted,

21 

22 Janal Suppanz,
23 Administrative Assistant

1 *meeting, and also finds that supplemental design elements or improvements are incorporated*
 2 *into the project which compensate for the reduced lot sizes within the development. Therefore,*
 3 *the Commission is recommending that the Village Board approve the plat as presented. Motion*
 4 *carried – All ayes.*

5
 6 **Item No. 2. Consider a motion to approve architectural plans for buildings in Stony Ridge**
 7 **Subdivision – Phase I and Phase IA:**

8 Jackson noted that architectural plans for buildings in Phase I and Phase IA of the Stony Ridge
 9 Subdivision are not available yet. Therefore, this Agenda item was not addressed.

10
 11 **Item No. 3. Hear and discuss the concerns of Doug Schwartz of The Cook Book regarding**
 12 **shopping center signage:**

13 Doug Schwartz indicated that he owns The Cook Book, which business is located within the
 14 Country Walk Shops. At the present time the signage for the Country Walk Shops does not alert
 15 people to the fact that individual businesses exist within the Country Walk development, and
 16 Schwartz is wondering if the Plan Commission would consider Sign Code amendments which
 17 would help to alleviate this problem. Since his business is a separate entity he feels it would
 18 only be fair to allow him to have the same amount of signage on S. Bay Shore Drive as other
 19 business owners in that area are allowed to have. At this time he would like to place signage on
 20 the back of his building. Several of the Commission members noted that since The Cook Book
 21 is located within the Country Walk development it is quite possible that Condo Association re-
 22 strictive covenants and rules will come into play.

23
 24 Gary Dooley indicated that he also owns one of the units at the Country Walk Shops. A while
 25 ago the Country Walk Owner's Association was working on a new sign plan for the shopping
 26 center, but because of the fact that major work would be done on the Bay Shore Drive Recon-
 27 struction Project, work on that plan basically came to a halt. The Plan Commission members
 28 stressed that for quite some time they have been asking for suggestions for alternate signage
 29 regulations for shopping centers, and asked Schwartz to discuss this issue with the members of
 30 the Country Walk Owner's Association Board of Directors ASAP. If he and the Owner's Associ-
 31 ation Board of Directors can come up with a recommendation for workable regulation amend-
 32 ments they should present that information to Jackson.

33
 34 **Item No. 4. Discussion on Act 112 and changes in lot sizes with respect to the Bay Shore**
 35 **Drive Reconstruction Project:**

36 A policy which was recently enacted by the D.O.T. will have negative impacts on property
 37 owners in the downtown area. Basically that policy states that any property which will be lo-
 38 cated within the right-of-way after the work is done on the Bay Shore Drive Reconstruction Pro-
 39 ject must be formally "taken". At one point the D.O.T. would accept right-of-way easements
 40 from affected property owners, but that is no longer the case. As a result of the "takings", sever-
 41 al non-conforming lots will be created.

42
 43 *The Commission members agreed that something must be done to alleviate the hardship which*
 44 *will be created for property owners who will be negatively impacted by the Bay Shore Drive*
 45 *Reconstruction Project, and, to that end a map of a potential overlay district and related Code*
 46 *amendments will be created and presented at the next Plan Commission Meeting.*

47
 48 *At 6:40 P.M. a brief recess was taken and the Commission reconvened at 6:45 P.M.*
 49
 50

Item No. 6. Review and consider a motion to approve a Sign Permit for the Wild Tomato:

A Sign Permit Application for the Wild Tomato was included in the meeting packets. At this time Jackson is only asking that the type face and graphics on the sign be approved by the Plan Commission.

A motion was made by Grutzmacher, seconded by Howard that the Plan Commission approves of the type face and graphics for the Macho Taco sign which was presented at this meeting. Motion carried – All ayes.

Sarah Unkefer was present and indicated that when the painters started working on the building which will house the Wild Tomato she and Britt realized that the yellow paint they had originally chosen was a much different hue than they had anticipated. Unkefer presented a sample of the new hue they would like to use on the building and Jackson asked if the Commission members would consider amending the Development Agreement accordingly.

A motion was made by Howard, seconded by Baker that the Development Agreement for the Wild Tomato project shall be amended in such fashion that it states that the building shall be painted the hue of yellow which was presented at this meeting by Sarah Unkefer. Motion carried – All ayes.

Item No. 7. Review and consider a motion to approve a Sign Permit for Beacon Marine:

A Sign Permit Application for Beacon Marine was included in the meeting packets. Mark Matson was present and presented a revised graphic of the sign. Basically it has been revised in such fashion that the lighthouse is actually included in the body of the sign and does not project over the top.

At 6:50 P.M. Bell recused himself due to a potential conflict of interest and had a seat in the audience.

A motion was made by Baker, seconded by Solomon that the Plan Commission approves of the issuance of a Sign Permit for the Beacon Marine signage depicted on the Sign Permit Application which was presented at this meeting by Mark Matson. Motion carried – All ayes.

Bell returned to the table at 6:54 P.M.

Item No. 5. Review and consider a motion to approve a Sign Permit for Drink Coffee:

A Sign Permit Application for a sandwich board for Drink Coffee was included in the meeting packets. The Commission members indicated that they like Lohman's sandwich board very much and are pleased to see that she took such a creative approach when designing her sign.

A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission approves of the issuance of a Sign Permit for the Drink Coffee sandwich board which was reviewed at this meeting. Motion carried – All ayes.

Item No. 8. Review and consider a motion to approve a Sign Permit for Vilius Vaiclhaushe for the property located at 10873 N. Spring Road:

A Sign Permit Application for rental property located at 10873 N. Spring Road which was submitted by Vilius Vaiclhaushe was included in the meeting packets.

1 *A motion was made by Grutzmacher, seconded by Lundquist that the Plan Commission ap-*
 2 *proves of the issuance of a Sign Permit to Vilius Vaiclhaushe for the rental property signage to*
 3 *be displayed at 10873 N. Spring Road which was reviewed at this meeting. Motion carried – All*
 4 *eyes.*

5
 6 **Item No. 9. Review and consider a motion to act on the Village's Zoning, Utility and Devel-**
 7 **opment Schedule:**

8 A copy of the Village's Zoning, Utility and Development Fee Schedule for 2013 was included
 9 in the meeting packets. It was the consensus that the following amendments shall be made to
 10 the schedule:

11
 12 Number 7 shall be amended to read, "New Sign Permit", and,
 13 (5) in the Note Section shall be amended to read: "Non-profits and charitable
 14 events – No Fee."
 15

16 *A motion was made by Solomon, seconded by Grutzmacher that the Plan Commission recom-*
 17 *mends that the Village's Zoning, Utility and Development Fee Schedule be amended in the*
 18 *fashion agreed upon at this meeting. Motion carried – All eyes.*
 19

20 **Item No. 10. Consider a motion to act on §66.0791 – [Sign] Compliance; and authorize the**
 21 **Village President and Zoning Administrator to jointly act as "Designated Representatives" for**
 22 **the Village of Sister Bay with respect to signage displayed in the Village:**

23 A copy of §66.0791 – [Sign] Compliance was included in the meeting packets. That section
 24 states that no sign which is visible from a State or County road, from any Village street, from a
 25 private street, from a public parking lot, from a private parking lot, from the water, or from any
 26 adjacent property shall be located, erected, moved, repainted with different colors, reconstruct-
 27 ed, extended, enlarged or structurally altered until a permit has been reviewed and approved by
 28 the Plan Commission or designated representative and a permit has been issued to the property
 29 owner or building occupant by the Zoning Administrator. At the last meeting the Commission
 30 members indicated that they believe the Village President and the Zoning Administrator should
 31 be authorized to jointly act as "Designated Representatives" for the Village of Sister Bay with
 32 respect to signage, unless there is a considerable change in the design and appearance of exist-
 33 ing signage.
 34

35 *A motion was made by Howard, seconded by Baker that the Village President and the Zoning*
 36 *Administrator are authorized to jointly act as "Designated Representatives" for the Village of*
 37 *Sister Bay with respect to approval or denial of applications for signage to be displayed in the*
 38 *Village, unless there is a considerable change in the design and appearance of existing signage.*
 39 *Motion carried – All eyes.*
 40

41 **Item No. 11. Report by the Zoning Administrator regarding development activities, various**
 42 **enforcement actions, and issuance of Sign and Zoning Permits:**

43 **A. Compliance:**

44 **Beacon Marine:**

45 A Long Duration Special Event Sign Permit has been issued to Beacon Marine for
 46 a sign cover. A large sail flag which did not satisfy the Village's flag regulations
 47 was also being displayed at that business, and the owners were informed that it
 48 must come down.
 49
 50

1 *The Commission members noted that a number of businesses in the Village are*
 2 *now displaying sail flags which exceed 15 square feet in size, and it was the con-*
 3 *sensus that because of their size such flags may only be displayed on a limited*
 4 *term basis, but shall be eligible for a Long Duration Special Event Sign Permit.*

5
 6 **10873 N. Spring Road:**

7 This issue was addressed earlier in the meeting.

8
 9 **Husby's:**

10 One noise complaint was received about Husby's. Jackson discussed the com-
 11 plaint with the management of that establishment, and so far there haven't been
 12 any more noise issues there. He does intend to purchase a decibel meter.

13
 14 **Gage property on N. Bay Shore Drive:**

15 There was some overgrown grass on the Gage property and Jackson has ad-
 16 dressed that issue.

17
 18 **B. Issuance of Long Duration Special Event Sign Permits for:**

19 **Beacon Marine:**

20 This issue was already addressed.

21
 22 **CHOP:**

23 A Long Duration Special Event Sign Permit was issued to the owners of CHOP.
 24 That sign will be displayed on the Country Walk sign off of South Bay Shore
 25 Drive.

26
 27 **C. Review of an accessory structure patio project at the Sister Bay Bowl – Permit**
 28 **Not Required:**

29 The owners of the Sister Bay Bowl will be expanding their patio. No permit is
 30 required.

31
 32 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred**
 33 **to a committee, Village official or employee:**

34 It was the consensus that the following issue shall be addressed at the next Plan Com-
 35 mission Meeting:

- 36 1. *Review and consider a motion to amend the provisions of the Zoning Code with*
 37 *respect to the Bay Shore Drive Reconstruction Project.*

38
 39 There were no referrals to a committee, Village official or employee.

40
 41 **Adjournment:**

42 *A motion was made by Grutzmacher, seconded by Lundquist to adjourn the meeting of the*
 43 *Plan Commission at 7:56 P.M. Motion carried – All ayes.*

44
 45 Respectfully submitted,

46 

47 Janal Suppanz,
 48 Administrative Assistant

1 **COMMUNICATION/TECHNOLOGY 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 Communication/Technology Committee was called to*
7 *order by Chairperson Dave Lienau at 2:13 P.M.*

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

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

14
15 **Others:** Tim Ullman, Jason Rouer and Anne Harrington of Door County's I.T. Department
16 appeared by phone.

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

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

21
22 **Approval of Agenda:**

23 *A motion was made by Clove, seconded by Scattergood that the Agenda for the June 11,*
24 *2014 meeting of the Communication/Technology Committee be approved as presented.*
25 *Motion carried – All ayes.*

26
27 **Business Items:**

28 **Item No. 1. Update regarding the County's activities on IT services:**

29 **Item No. 7. Discussion regarding the future technology needs of the Village:**

30 Tim Ullman, Jason Rouer and Anne Harrington of the Door County IT Department
31 indicated that they recently did a walk-through of all the Village's buildings and examined
32 all the computer equipment, and at that time determined that the back-ups were not
33 running properly. That problem has been rectified. All the Marina's computer equipment is
34 also up and running and is now hooked up to the wireless system, and Suppanz' and
35 Wendy Tatzel's new laptops have been set up and are now operational. An e-mail
36 recovery was done as the result of a public records request, and the NAS is operational but
37 can't be used for back-ups at this time. Other options for off-site back-up are being
38 investigated. Additional wireless connectivity is also being investigated. The question arose
39 as to whether it would be possible to connect the computer equipment at the
40 Administration Building to the County's equipment at the Fire Station, and Ullman
41 responded that it might be an option, but would be quite costly. Another more reasonable
42 option would be utilization of an Nsight fiber drop, but the Village would have to get to
43 that drop. Ullman suggested that the Village's servers be moved to the County's IT
44 Department or the Fire Station, or that *Microsoft Cloud* be utilized. It is Rouer and
45 Harrington's opinion that the Village's server is running very slowly, and they would like to
46 come up sometime soon and work on it during a relatively quiet time of the day. For now
47 the goal is to get the Village's equipment on Back-Up Exec so that NAS does work. They
48 would also like to install anti-virus programs on Suppanz and Tatzel's laptops and be able

1 to publish information to Weather Underground. The Committee members pointed out that
2 the electrical and telephone lines will be buried in the downtown area sometime next year,
3 and Ullman strongly suggested that underground conduit be installed and all the municipal
4 buildings connected ASAP. He also suggested that an e-mail archive engine be utilized,
5 and that the Village's e-mail accounts be migrated to the County's mail server ASAP.
6 Jackson will discuss all the previously mentioned issues with Ullman ASAP and provide an
7 update on the status of them at the next Committee meeting.

8
9 *At 2:45 P.M. a brief recess was taken and the Committee reconvened at 2:47 P.M.*

10
11 **Item No. 2. Update on the purchase of new lap tops:**

12 Three new laptops were purchased for use by Wendy Tatzel, Suppanz and Jackson. The
13 allocation from the IT CIP for laptops of \$1,500 was exceeded by \$400. Jackson will see
14 that budgetary constraints are adhered to in the future.

15
16 **Item No. 3. Discussion regarding Xoom rollout:**

17 All the Xooms which were purchased have been distributed to the Board and Plan
18 Commission members. There was an issue with updates which totally disabled a few of the
19 Xooms, but they have all been repaired. From now on all the Board and Plan Commission
20 members will ignore any and all update messages.

21
22 *In the past, if amendments were made to digital meeting packets after they were distributed*
23 *Suppanz would reformat all the information and distribute the packets again. It was the*
24 *consensus that this will not be necessary. Instead, she can simply e-mail a revised agenda*
25 *and/or the pages which were added to the affected Board and Committee/Commission*
26 *members.*

27
28 **Item No. 4. Consider a motion to discuss network planning and take action if necessary:**

29 Bell indicated that he has been thinking about the concept of connecting all the Village's
30 computer equipment via Point To Point Radio Connection, and believes that might be a
31 workable solution to the connection problems which currently exist. He will discuss this
32 issue with Ullman and report his findings at a future Committee meeting.

33
34 **Item No. 5. Update on Marina telecommunications service; WIFI:**

35 Charter Communications has now converted to digital television service, and, therefore, it
36 will be very costly for the Village to provide television service at all the slips in the Marina.
37 The Marina Committee has decided that Charter television service should be disconnected,
38 and, instead, a high speed password protected WIFI system will be installed. When this
39 occurs Hulu or NetFlix could be utilized by boaters who wish to watch television, or
40 arrangements could be made for boaters to rent DVD's from a local business. Bell
41 cautioned that if high speed WIFI is going to be utilized more access points will have to be
42 created at the Marina.

43
44 **Item No. 6. Discussion regarding installation of Village-wide WIFI:**

45 Jackson and Bell have been discussing the possibility of installing Village-wide WIFI, and
46 asked if the other Committee members believe this is something which should be looked
47 into. The question arose as to why the Village would want to pay for this type of service
48 when several businesses already supply it, and Lienau, Scattergood and Clove all
49 responded that they do not believe such an appurtenance is critical. They also do not

1 believe it would draw people to the Village.
2

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

5 *Bell pointed out that since he is a Plan Commission member he would like to be assigned a*
6 *Village e-mail address. He also indicated that at some point he would like to see a*
7 *presentation made by an individual(s) who is/are familiar with the Open Records Law.*
8

9 *The next meeting of the Communication/Technology Committee has been scheduled for*
10 *Wednesday, August 13, 2014 at 2:15 P.M. Prior to that meeting:*
11

- 12 • *Jackson will follow up with Ullman, Rouer and Harrington on the previously*
13 *mentioned issues;*
- 14 • *Lienau will do some checking as to the status of NSight fiber optic installation in the*
15 *Village;*
- 16 • *Bell will meet with Ullman to discuss the possibility of connecting all the Village's*
17 *computer equipment via Point To Point Radio Connection.*
18

19 **Adjournment:**

20 *A motion was made by Scattergood, seconded by Clove to adjourn the meeting of the*
21 *Communication/Technology Committee at 3:40 P.M. Motion carried – All ayes.*
22

23 Respectfully submitted,

24 

25 Janal Suppanz,
26 Administrative Assistant

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

6
7 *The June 5, 2014 meeting of the Sister Bay Advancement Association Board of Directors*
8 *was called to order by Vice-President Jessica Grasse at 8:03 A.M.*
9

10 **Excused:** President Steve Gomoll

11
12 **Present:** Heidi Hitzeman, Jeannie Hoffman, Drew Bickford, Jessica Grasse, Larry Gajda,
13 James Larsen, Tonya Crowell, and Nora Zacek. Windy Bittorf arrived at 8:14 P.M.

14
15 **Absent:** John Ostran

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

18
19 **Others:** Carol Clikeman

20
21 **Business Items:**

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

23 *A motion was made by Gajda, seconded by Zacek, that the Agenda for the June 5, 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 May 1, 2014 SBAA meeting:**

28 *A motion was made by Larsen, seconded by Bickford that the minutes for the May 1, 2014*
29 *meeting of the SBAA Board of Directors be approved as presented. Motion carried – All*
30 *eyes.*

31
32 **Item No. 4. Discussion regarding the Beach Grand Opening Celebration in 2015:**

33 The Parks Committee did not have an opportunity to discuss the Beach Grand Opening
34 Celebration yet, and, therefore, this agenda item was not addressed.

35
36 **Item No. 5. Discussion regarding the SBAA's brochure and member relations:**

37 Due to a graphic design error there was a misprint on the amount of the discount show on
38 the coupon for the Voyager Inn which was included in the SBAA's brochure.

39
40 *A motion was made by Hoffman, seconded by Zacek that the SBAA shall withhold further*
41 *payment to the graphic designer who worked on the SBAA's 2014 brochure until the*
42 *monetary impact of any errors made in that document can be assessed. Motion carried –*
43 *All eyes.*

44
45 *A motion was made by Grasse, seconded by Bickford that the SBAA shall reimburse the*
46 *owners of the Voyager Inn for any monetary loss realized as a result of customers using the*
47 *coupon which was printed in the SBAA's 2014 brochure, but the actual amount of*
48 *reimbursement shall not exceed \$245. Motion carried – All eyes.*

Item No. 3. Financial Report:

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

A motion was made by Hoffmann, seconded by Zacek that the financial reports for May, 2014 are approved as presented. Motion carried – All ayes.

Item No. 6. Discussion regarding festivals and special events:

- **Field & Street Rally – May 25th**

The Field & Street Rally was well attended and a number of favorable comments were received about it. There were 53 cars entered in the show and nearly all the people who entered vehicles this year indicated that they will return next year. The suggestion was made that next year the car show be held one week later.

- **Spring Social – June 3rd**

The Spring Social was conducted on Tuesday, June 3rd and was very nice.

- **Sip & Savor/Paddlefest – June 14th**

Everything is “set to go” for Paddlefest, but more volunteers are needed for Sip & Savor. Posters have been delivered and the Boy Scouts will offer assistance with the bon fire.

- **Concerts in the Park**

The first concert is scheduled for 7:00 P.M. on June 25, 2014. A volunteer is needed to help with heavy lifting. The performance pavilion should be completed by mid-July and it will be utilized for concerts ASAP.

- **Goats on Poles and Door County Festival of Fine Arts**

There was very good response to the request for artists to paint goats. Some of them have already have been turned in and look very nice. The deadline for submission of painted goats is June 27, 2014.

- **Fall Fest**

Decisions have to be made soon regarding security for Fall Fest. It was the consensus that Funkhouser shall solicit proposals from at least three private security companies and present that information at the next Board meeting. Discussion took place regarding wrist-banding, and the suggestion was made that the security guards who are hired be asked to go through the crowds in front of Husby’s and the Sister Bay Bowl and provide mobile wrist-banding services. The majority of the Board members indicated that they were opposed to charging for wristbands, and, as an alternative, the suggestion was made that beer steins which bear a sign asking for donations be placed by the wrist-banding stations.

At 9:21 A.M. Crowley indicated that she had another engagement and left the meeting.

Item No. 7. Economic Development Update:

The Economic Development Committee has not met recently.

1 Gajda indicated that it is his understanding that the sale of the Old School property has
 2 fallen through. It is also his understanding that Arthur Braun has hired a firm to promote
 3 the sale of his property.

4
 5 **Item No. 8. Bay Shore Drive Reconstruction Update:**

6 Two way traffic has resumed in the downtown area. Hopefully the D.O.T. will authorize
 7 more on-street parking.

8
 9 **Item No. 9. Discussion regarding membership:**

10 Postage for mailing of brochures is quite costly. Funkhouser presented a one page fold-out
 11 flyer from the City of Eau Claire, and the Board members jointly reviewed that document,
 12 which contains basic information about businesses but refers people to the City's website.
 13 It was the consensus that the SBAA should consider creating something similar and use it
 14 as an additional marketing piece next year.

15
 16 **Item No. 10. Discussion regarding the Farmer's Market:**

17 The Village's Farmer's Market will be conducted on the grassy area on the former Helm's
 18 property by the brick parking lot. Handmade and homegrown products from Wisconsin
 19 will be offered for sale on Wednesday evenings and Thursday mornings, and the Parks
 20 Committee has decided that business owners from Sister Bay and Liberty Grove should
 21 also be allowed to sell their wares at the market.

22
 23 **Item No. 9. Consider a motion to convene into closed session to discuss and review an
 24 employee(s) performance:**

25 *At 9:40 A.M. a motion was made by Zacek, seconded by Hitzeman that the SBAA Board
 26 of Directors convene into closed session to discuss and review an employee(s)
 27 performance.*

28
 29 *A roll call vote was taken on the motion and the Board members voted in the following
 30 fashion:*

31
 32 *Grasse - Aye; Hitzeman – Aye; Hoffman – Aye;*
 33 *Bickford – Aye; Larsen – Aye; Bittorf – Aye;*
 34 *Zacek – Aye.*

35 *Motion carried.*

36
 37 **Item No. 10. Consider a motion to reconvene into open session:**

38 *At 9:50 A.M. a motion was made by Hoffman, seconded by Gajda that the SBAA Board of
 39 Directors reconvene into open session.*

40
 41 *Another roll call vote was taken and the Board members voted in the following fashion:*

42
 43 *Grasse - Aye; Hitzeman – Aye; Hoffman – Aye;*
 44 *Bickford – Aye; Larsen – Aye; Bittorf – Aye;*
 45 *Zacek – Aye.*

46
 47 *Motion carried.*

1 **Item No. 11. Consider a motion to take action:**

2 *A motion was made by Grasse, seconded by Hoffmann that Ron Kane, Marge*
3 *Grutzmacher and Laurie Buske shall each be given \$.25 per hour raises. Those raises shall*
4 *become effective June 1, 2014. Motion carried.*

5
6 **Item No. 12. Coordinator's Report:**

7 The Coordinator's Report was included in the meeting packets and the Board members
8 jointly reviewed that document. Unfortunately there was only one goat in the goat parade.
9 Next year goat owners will be contacted a few months prior to the parade and volunteers
10 will be asked to make follow-up calls.

11
12 Funkhouser attended a Google Map seminar and is now familiar with the application. If
13 anyone is interested in utilizing it they should contact her. Approximately twenty people
14 attended the Shimmy Marcus Encore Night.

15
16 *At 9:55 A.M. Larsen and Hoffmann indicated that they had another obligation and left the*
17 *meeting.*

18
19 *Due to the fact that Independence Day falls on a Friday, the July meeting of the SBAA*
20 *Board of Directors has been rescheduled for 10:00 A.M. on Thursday, July 10, 2014.*

21
22 **Adjournment:**

23 *A motion was made by Hitzeman, seconded by Grasse to adjourn the meeting of the SBAA*
24 *Board of Directors at 10:01 A.M. Motion carried – All ayes.*

25
26 Respectfully submitted,

27 

28 Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of May 15, 2014 9:00 a.m.
Town of Egg Harbor – 5242 CTH I

ACTION ITEMS:

Starr moved and Larson seconded to adjourn the Executive Committee meeting and call to order a meeting of the Full Commission. Motion carried.

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

Tice moved and Weddig seconded to approve the April 17th, 2014 minutes. Motion carried.

Starr motioned and LeClair seconded to approve changes to permit holder first notice of non-reporting. Motion carried.

Consideration of approving reports and payables plus receipts to date.

Anderson moved and Zacek seconded to approve reports and payables plus receipts to date. Motion carried.

Weddig moved and Nelson seconded to discuss the draft amendment to the intergovernmental agreement. Motion carried.

Nelson moved and Starr seconded to table the discussion regarding the draft amendment to the intergovernmental agreement for one more month. Dannhausen opposed. Motion carried.

Weddig moved and Zacek seconded to re-nominate the current officers. Motion carried.

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

Dannhausen moved and Boston seconded to reconvene into Open Session. Motion carried.

Starr moved and Anderson seconded to adjourn. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Dave Holtz, Bryan Nelson, Mike Johnson, Fred Anderson, Josh Van Lieshout, Jeff Larson, Myles Dannhausen, Nancy Robillard, Bill Weddig, Elizabeth Le Clair, Chuck Tice, Nora Zacek, and Bob Starr.

Excused: Dick Skare, Frank Forkert, Carol Stayton, Dennis Statz and Richard Briggs

Absent: Keith Krist, Zeke Jackson and Deb Jeanquart.

Also in Attendance: Michelle Rasmussen/DCVB, Dianne Lensert/Kerber Rose, Josh Swanson/ Schenck SC, Paul Denis/Schenck SC and Kim Roberts /Administrative Assistant DCTZC.

Call to Order

Chair Van Lieshout called the meeting to order at 9:04 a.m. Due to a lack of quorum of the full Commission an Executive Committee meeting was called to order.

Starr moved and Larson seconded to adjourn the Executive Committee meeting and call to order a meeting of the Full Commission. Motion carried.

Call to Order

Chair Van Lieshout called to order a meeting of the full Commission with a quorum now present.

Roll Call

Approval of the Agenda

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

1 Approval of the minutes of April 17th, 2014

2 Tice moved and Weddig seconded to approve the April 17th, 2014 minutes. Motion carried.

3 Report by the Door County Visitor Bureau on Marketing Efforts

4 Rasmussen reported that web visits were down due to a recent server upgrade, but it was counter balanced
5 by doing SEO on the back end. She went on to say that the Season of Blossoms e-campaign had a huge
6 response with a one hundred and thirty percent (130%) open rate; which was achieved by people opening
7 the email and saving it to then again reopen later.

8 The image campaigns are hitting newsstands in publications such as: Chicago Magazine insert, Wisconsin
9 Gazette, Silent Sports Magazine (six double page spreads), and All Recipes (Cherries, Cherries, Cherries).
10 All Recipes resulted in a national distribution of three hundred thousand (300,000) all of the campaigns play
11 off the experience set which was a purchase from Midwest Living.

12 All the collateral niche brochures have been redesigned and have been distributed around the county.
13 Rasmussen went on to say that the Door County Visitor Bureau Wedding brochure has been redesigned. It
14 is no longer a tri-fold brochure but, rather a nice presentation in a folder with a list of member businesses.
15 She added that the winter guide, the visitor guide and the strategic plan are currently in the planning stages.
16 A spring photo shot will be take place next week recording visual arts and night life. The calendar of events
17 and book it now features has been added to the e-newsletter. Ribbon cutting on May 11 for the ECVS
18 station at the DCVB with the secretary of tourism Stephanie Klett doing the inaugural plug in. Rasmussen
19 invited everyone to attend.

20 Van Lieshout asked Rasmussen to touch on what has been done with the niche brochures. She responded
21 that there has been a lot of committees that have come together to create an activities approach to market.
22 Birding groups got together to create a map that covered the entire county, one member mapped the entire
23 county, another added birds and one added photos.

24 Marina groups created a one page brochure that includes a map that shows boaters how to get to one marina
25 to the next. The wine trail, campgrounds and coastal byways are all working together to create additional
26 niche brochures.

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

29 Roberts reported that she sent out twenty four (24) no report letters for the report month of February on
30 April 15, 2014. She added that as of May 6th, 2014 two (2) properties remain to report for February 2014.

31 The total outstanding due in unpaid taxes, fees and penalties is three hundred three dollars and ninety seven
32 cents (\$303.97) from four (4) permit holders. Van Lieshout asked what it had been when Roberts took over
33 the position. Roberts said the total unpaid taxes, penalties and interest when she took over the position in
34 March of 2012 was thirty one thousand three hundred and twenty nine dollars (\$31,329).

35 Roberts said that she had permitted eighteen (18) new properties in the month of May. She added that she
36 is currently at work on permitting thirteen (13) more properties found online advertising for transient rental
37 without the proper permit. Roberts explained that she has been busy working on agent information. She
38 sent out in late March spreadsheets to all the agents encouraging them to review their information by
39 property and return the information to the office. Roberts said that all updated information has been
40 entered into both Ininline and the master database.

41 Roberts presented an alternative version of the non-report notice that was suggested by a Robert Lindahl
42 who attended the April meeting. At his suggestion, the Commission asked Roberts to work on a nicer first
43 notice. **Starr motioned and LeClair seconded to approve changes to permit holder first notice of non-**
44 **reporting.** Motion carried.

45 Van Lieshout advised Roberts to begin using the new notice with the next round of no reports. Tice asked if
46 Roberts sent reminder emails. She replied that she sends both emails and letters. Zacek agreed that it might
47 be a good idea to try a nicer approach for the first notice.

48 Discussion on Current Comparable Occupancy numbers for 2013

49 Lensert remarked that for the year collections are up 1.9%, but there was a dip in March of -2.7%. Interesting
50 to note the available numbers are almost spot on to last year.

51

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

2 Anderson moved and Zacek seconded to approve reports and payables plus receipts to date. Motion
3 carried.

4 **Report from Commissioners on feedback from local boards on recent issues.**

5 Van Lieshout attended his board of Trustees meeting. Bruce Hill asked how the DCTZC is doing with
6 unpermitted properties. Van Lieshout advised Hill that the biggest challenge that remains is the “word of
7 mouth” renters. Van Lieshout felt that this was the last remaining big challenge for the DCTZC. .

8 Starr spoke to the designation of the Sturgeon Bay waters being the number #1 bass fishing spot in the
9 world. He asked if the DCVB was going to capitalize on the fishing. Rasmussen said a micro site was in the
10 works and the DCVB was working with “Bass master” magazine to target this designation in advertising.
11 Van Lieshout supported the fishing designation with a full marina in Egg Harbor prior to the Bass
12 tournament in Sturgeon Bay with fisherman pre-fishing. Dannhausen commented that it is too hard to get a
13 fishing license and that it would be better for the public for better promotion of how to get a fishing
14 license.. Rasmussen responded that you can procure a license online if you have access to a printer.

15 **Discussion of 2013 Door County Tourism Zone Audit – Paul Denis, Schenck SC**

16 Van Lieshout introduced Paul Denis of Schenck. Denis felt that the financial statements were presented
17 fairly; there were no internal control problems, no changes in accounting practices, and everything was
18 working as to be expected. Revenues were up 4%, distributions were made in accordance to the ordinance,
19 and the Commission was able to retain administrative money which increased the Commission’s level of
20 equity. He concluded by saying the results were very positive.

21 Van Lieshout asked if there were any questions for Denis. They were none.

22 **Discussion of amendment to intergovernmental agreement to include policy for the deactivation and
23 revocation of transient rental permits**

24 Van Lieshout explained to the Commission that for the first time since the inception of the Commission the
25 office has had issues with a deactivated permit holder who is intent on continuing to advertise via his
26 website, but claims he is not renting.

27 There is no mechanism in the authorizing ordinances to deactivate a permit and what is required to do so.
28 During the last meeting the Executive Committee directed Roberts to work with Attorney Vande Castle to
29 create a draft amendment to the ordinance. Van Lieshout went on to say the Roberts had a few points to
30 discuss regarding the draft.

31 Roberts said she went back through the past two years of meeting minutes to make sure there were no other
32 issues that needed to be added to the amendment. The 10 days notice provision in section 3(f) was deleted
33 in the draft amendment.

34 Roberts went on to say that the draft was pretty general and she felt that more specific language should be
35 added. She suggested adding, “The Commission requires that any and all social media, websites and online
36 advertising be removed as a condition of the deactivation of the permit. Any memberships in any and all
37 tourism advancement, meta search engines and or travel review websites that result in an online presence
38 for the lodging property must be removed.

39 **Weddig moved and Nelson seconded to discuss the draft amendment to the intergovernmental
40 agreement. Motion carried.**

41 Weddig felt that when folks are permitted they need to know they need to deactivate the permit. Van
42 Lieshout said that is just the issue. The act of advertising is what requires a permit in the first place. One
43 would logically conclude if one is not going to rent one would deactivate their website and deactivate their
44 permit. The law does not apply in reverse. We must specifically specify the process.

45 Weddig asked what the consequences would be. Weddig felt there should be fines. Roberts thought that it
46 would revert back to the initial lack of permit section of the agreement. Starr asked how we would prove it.
47 Tice said at this point you get an investigator involved. Starr asked if the ordinance could be changed so
48 that if a property advertises without a permit that there is a fee structure, so that the fees apply with the act
49 of advertising.

50 Roberts added that the “offering” needs to be added to the definition of lodging. Van Lieshout asked if there
51 were any other thoughts. Tice inquired about a municipal license. Tice said none of this was in the draft

1 change. Van Lieshout said that the response from the Attorney was that unless you are providing a
2 measurable service for the municipal license it wouldn't be required. If not health inspection, you need to tie
3 public safety to the license. Tice said you could require the fire department to do a safety inspection. Starr
4 said that is done for commercial properties. Le Clair added there is no way the Town of Jacksonport could
5 do inspections; there is not the man power to check every rental, not to mention that the Town could not
6 afford to pay for such inspections.

7 Nelson moved to table the subject for another month. Nelson would like to look at the agreement and
8 research other tools. Nelson moved and Starr seconded to table the discussion on the amendment of the
9 intergovernmental agreement to include policy for deactivation and revocation of transient rental permits.
10 Motion carried. Dannhausen opposed.

11 Discussion of officers

12 Van Lieshout asked the Commission if there were any candidates for officers. There were none.

13 Weddig moved and Zacek seconded to re-nominate the current officers. Motion carried.

14 Nelson discussed that he wasn't interested in holding the treasurer position indefinitely. He encouraged
15 fellow members to think about serving as he would like to mentor and develop another treasurer.

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

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

23 CLOSED SESSION

24 Consider a Motion to Reconvene into Open Session

25 Dannhausen moved to reconvene into Open Session; Boston seconded. Motion carried.

26 Consider a motion to take action, if required.

27 Larson moved and Dannhausen seconded that Roberts take action and proceed with consulting
28 Lagnan & Associates and pursue action as advised in Closed Session. Motion carried.

29 Adjournment

30 Starr moved to adjourn; Anderson seconded. Motion carried.

31

32 Respectfully submitted,

33



34

35 Kim Roberts

36 Administrative Assistant

37

38

1 **d. Pump replacement**

2 Jacobson reported that the scum and drain pump for the solids building is shot and has been
3 replaced with a spare. Quotes for a new pump are forthcoming.

4

5 **e. Capacity report:**

6 As presented. Jacobson said there may be a grant available for phosphorus removal and Dale
7 Marsh of R.E. Lee suggested submitting an application.

8

9 **f. Set Plant status discussion for July 29, 2014 at 2:00 PM**

10 After the April 8, 2014 Utilities Committee meeting, Jackson had sent an email to Liberty Grove
11 committee members stating that a letter would be forthcoming from Village President Dave Lienau
12 requesting a meeting of the Utilities Committee – (WWTP) on July 29, 2014 at 2:00 PM. The
13 committee agreed to the meeting which will be at the Fire Station large meeting room.

14

15 **2. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

16 Kalms asked if repair plans are in the works for Woodcrest Road south of Highway ZZ. Duffy will
17 place this item on the proper agenda.

18

19 **Adjournment:**

20 *A motion was made by Solomon, seconded by Baker, to adjourn the July 1, 2014 meeting of the*
21 *Utilities Committee at 7:21 AM. Motion carried – all Ayes.*

22

23 Respectfully submitted,

24 Martha Baker

25 Utility Clerk

26

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1 **WATER, WASTEWATER COLLECTION, AND STORMSEWER**
2 **COMMITTEE MEETING MINUTES**
3 **Tuesday, July 1, 2014**
4 **Sister Bay Fire Station**
5 **(Unapproved Version)**
6

7 The July 1, 2014 meeting of the Utilities Committee was called to order by Committee Chair Patrick
8 Duffy at 7:02 AM.

9
10 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker, Shane Solomon.

11
12 **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Finance Director
13 Juliana Neuman, and Utility Clerk Martha Baker.

14
15 **Absent:** Village Administrator Zeke Jackson.

16
17 **Also present:** Peter Sauer, Frank Forkert, and Town Administrator Bud Kalms.

18
19 **Consider a motion to recess until conclusion of Utilities Committee – (WWTP) meeting**

20 *Motion was made by Duffy, seconded by Solomon to recess the meeting until the conclusion of the*
21 *Utilities Committee – (WWTP) meeting. Motion carried – all Ayes.*

22
23 *Meeting of the Water, Wastewater Collection, and Stormsewer Committee reconvened at 7:21 AM.*

24
25 **Approval of the Agenda:**

26 *Motion was made by Duffy, seconded by Baker, to approve the July 1, 2014 agenda as presented.*
27 *Motion carried – all Ayes.*

28
29 **Approval of the April 8, 2014 meeting minutes:**

30 *Because this is the first meeting of the separated Utilities Committees, the minutes were approved*
31 *by the Utilities Committee – (WWTP) as follows: Neuman asked that the word “for” be removed*
32 *from page 2, line 10. Motion was made by Baker, seconded by Forkert, to approve the April 8,*
33 *2014 minutes as corrected. Motion carried – all Ayes.*

34
35 **Public Comments and Correspondence**

36 No comments or correspondence.

37
38 **Discussion Items**

39 **1. Administrative Related:**

40 **a. Discussion on new committee**

41 Duffy explained the reasons behind creating two separate Utilities Committees. Jacobson and
42 utilities staff members requested a return to monthly committee meetings. Duffy instead
43 recommended trying a monthly Superintendent, or “Chief’s” report to submit to the Village Board
44 and to call a meeting if needed in an emergency. Neuman asked for a determination for a correct
45 title for this new committee and suggested, “Water, Sewer, and Stormsewer Committee.” After
46 discussion the committee agreed. Jackson will be asked to bring it to the Village Board. Jacobson
47 asked how budgetary items concerning Stormsewer issues will be handled by this committee,
48 saying that Utility staff will continue to bill the Village for time spent working on Stormsewer.

49

1 **b. Wisconsin Public Service Conventional Rate Case application**

2 Neuman reported that because of the capitalization of the completed work on Bay Shore Drive,
3 Village Auditor Mike Konecny of Schenck & Associates recommends a Wisconsin Public Service
4 Conventional Rate Case application. M. Baker reported that Konecny will send a proposal for the
5 work to be done. She will work with Schenk staff and submit all requested information to them.

6
7 **2. System Related:**

8 **a. Bay Shore Drive status**

9 Jacobson reported speaking with the Department of Transportation regarding credits from the Bay
10 Shore Drive Project. The D.O.T.'s position is that the credit could be used toward the lighting plan
11 and not the utility portion of the work. Plans from Donahue have been submitted to the D.O.T. for
12 bidding sewer/water work in the hope that one contractor will do that along with the road work.

13
14 **b. Scand Extension status**

15 Jacobson reported that the pipe is in for the Scand Extension. The section has not been tested yet.
16 Jackson is still in discussion with Barbara Hull who is waiting for information regarding the Garot
17 Project.

18
19 **c. Garot Project status**

20 Nothing new to report.

21
22 **d. Forest Lane Lift Station pump installation**

23 Jacobson reported that Sable Mechanical replaced the pump base at the Forest Lane Lift Station.
24 They also pulled the scum and drain pump at the same time. The lift station is back in working
25 order.

26
27 **e. Stormsewer pipe from Casperson Pond**

28 Presented to the committee was a letter and plans from the Department of Transportation regarding
29 the storm sewer pipe from Casperson Pond. Duffy stated that the Village Board had discussed the
30 pipe and determined it was owned by Mr. Casperson and suggested it should be capped. Jacobson
31 related to the committee that in 1973 the Village of Sister Bay installed the pipe at Casperson pond
32 as well as installing the swamp pump on Village easements. Solomon stated that the Village
33 Marina committee wanted the pipe removed and redirected. The D.O.T. determined that would
34 not be possible and said it must stay where it is. The D.O.T. is requesting that the Village clean
35 and inspect the pipe so it can be sleeved. Duffy again stated it was a private pipe and Jacobson
36 assured him that it is not a private pipe. Duffy had many questions and a lengthy discussion
37 ensued. Solomon asked if the water could be cleaned before being discharged. Jacobson assured
38 the committee that the water coming out of the pond is very clean. Duffy asked for documentation
39 regarding the easement and who "signed off on it." Jacobson restated that the D.O.T. requires the
40 pipe to be cleaned and televised and said that sleeving may be the most cost effective way to deal
41 with it. Neuman suggested looking at the CUPAC Study for Stormsewer information. Duffy stated
42 that he would not vote in favor of any option which would allow Casperson Pond water to flow
43 into the Marina. Jacobson again stated that the water coming from the pond is very clean and
44 concerns are unfounded. Solomon said he thinks the pond water flow is what is stirring up the
45 bottom of the Marina. Duffy stated that he wanted the engineers to route the pond water through
46 the Vortechnic unit. Jacobson stated that the D.O.T. engineers and the Village engineers both
47 agree there is not enough elevation for that, plus the water doesn't need to go through that unit
48 because it's already clean water and the size of the unit would need to be increased. Duffy asked
49 for testing to prove the water quality from the pond into the Marina. Forkert commented that the
50 surface water scum at the marina comes from the bottom of the marina and not from anything

1 being poured in from the land side. He said that Casperson Pond is a biological pond and that stuff
2 just grows on the Bay. In the summer you can see flecks in the water of the Bay which float to the
3 bottom. It sits on the bottom and grows, creating gasses which will lift it to the surface again. He
4 suggested that Mother Nature has her own system. Jacobson will contact Great Lakes TV & Seal for
5 televising, he will also send pond water for testing.

6
7 **f. Patrick Johnson back to work**

8 Patrick Johnson returned to work this week after a two month long absence due to surgery on his
9 shoulder.

10
11 **g. Grease Trap update**

12 M. Baker provided the committee with a spreadsheet showing the progress made in getting
13 businesses in compliance with the Village grease trap ordinance. Jacobson stated that there is only
14 one business that has not been visited by Inspector Brett Guillette and that the rest are coming into
15 compliance.

16
17 **3. Report from Utility Manager:**

18 Nothing new to report.

19
20 **4. Report from Utility District representative:**

21 Nothing new to report.

22
23 **5. Report from Town of Liberty Grove representative:**

24 Nothing new to report.

25
26 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

27 Jackson to place naming of the new committee on the Village Board agenda.

28
29 **Adjournment:**

30 *A motion was made by Baker, seconded by Solomon, to adjourn the July 1, 2014 meeting of the*
31 *Water, Wastewater Collection, and Stormsewer Utilities Committee at 8:16 AM. Motion carried –*
32 *all Ayes.*

33
34 Respectfully submitted,

35 Martha Baker

36 Utility Clerk

37
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