



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, September 16, 2014 at 7:00 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. Consider a motion to act on a recommendation of the Plan Commission to approve Resolution 297-091614 approving a Certified Survey Map for John Stollenwerk for the area west of Little Sister Rd.
2. Consider a motion to act on a recommendation of the Plan Commission to approve Ordinance 231-091614, amending and recreating sections 66.0505(e)(2)(h), Delivery Trucks in Residential Neighborhoods for Home Based Businesses.
3. Consider a motion to act on a recommendation of the Plan Commission to adopt Ordinance 232-091614, amending and recreating sections 66.0505, Wind energy towers.
4. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes, 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
5. Consider a motion to reconvene into Open Session.
6. Consider a motion to take action, if required.
7. Consider a motion to adopt Resolution No. 299-091614, Accepting a secondary offer on the Old School Property.
8. Consider a motion to approve paving a second lift of asphalt on Cherrywood Ln.
9. Consider a motion to confirm and appoint President Lienau's nomination of qualified citizens to fill vacancies on Committees, Commissions and Boards in the Village of Sister Bay.
10. Report on County activities from the County Supervisor, Dave Lienau.
11. Review of the financial statements and consideration of a motion to approve the monthly bills.
12. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

Adjournment

Public Notice

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

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, AUGUST 19, 2014**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The August 19, 2014 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 6:00 PM.
8

9 **Present:** Village President Dave Lienau and Trustees Scott Baker, John Clove, Shane Solomon,
10 Pat Duffy and Nora Zacek.
11

12 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Juliana Neuman, Utility
13 Superintendent Steve Jacobson and Janal Suppanz, Administrative Assistant.
14

15 **Others:** Laddie Chapman, Ron Kane, Ken Church, Gerry and Karen Knudson, Sharon
16 Doersching, Denise Bhirdo, Greg Casperson, Collin Dahl, Ron Flittner, Kathy Enquist, Jeff
17 Johnson, John and Jill Wettstein and one other individual.
18

19 **Approval of minutes as published:**

20 **As to the minutes for the July 15, 2014 meeting of the Village Board:**

21 *A motion was made by Solomon, seconded by Baker to approve the minutes for the July 15,*
22 *2014 meeting of the Village Board as presented. Motion carried - All ayes.*
23

24 **As to the minutes for the July 31, 2014 special meeting of the Village Board:**

25 *A motion was made by Duffy, seconded by Baker to approve the minutes for the July 31, 2014*
26 *special meeting of the Village Board as presented. Motion carried – All ayes.*
27

28 **Comments and Correspondence**

29 Lienau asked if anyone wished to address a non-agenda item. No one responded.
30

31 **New Village Board Business**
32

33 **Item No. 7. Consider a motion to confirm and appoint President Lienau’s nomination of a**
34 **qualified citizen to fill Pam Abshire’s vacant seat on the Village Board for the remainder of**
35 **her unexpired term:**

36 Lienau indicated that he would like to nominate Kathy Enquist to fill Pam Abshire’s vacant seat
37 on the Village Board.
38

39 Enquist introduced herself and indicated that she owns Dogma Grooming Studio. She is very
40 pleased that all the waterfront parkland was created in the Village and “would like to be part of
41 all that’s happening”.
42

43 *A motion was made by Lienau, seconded by Zacek that Kathy Enquist shall be appointed to fill*
44 *Pam Abshire’s vacant seat on the Village Board for the remainder of her unexpired term. Motion*
45 *carried – All ayes.*
46

47 The Board members welcomed Enquist and indicated that they look forward to working with
48 her.
49

1 **Item No. 1. Consider a motion to approve Ordinance No. 230, which amends numerous**
2 **portions of the Official Map for the Village of Sister Bay which relate to the areas east of**
3 **Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and west of STH 57:**

4 Jackson presented a draft of a revised version of the Official Map for the Village of Sister Bay,
5 and pointed out the amendments which have been made in the areas east of Canterbury Lane
6 and south of Maple Drive, south of Cherrwood Lane and west of STH 57. (Those amendments
7 will "clean up" the map so that it accurately reflects roadways which have been planned by
8 developers and approved by the Plan Commission and Village Board.) On July 22nd the Plan
9 Commission conducted a public hearing regarding the previously mentioned Official Map
10 amendments, and is recommending that all of them be made.

11
12 *A motion was made by Baker, seconded by Clove that the Village Board accepts the*
13 *recommendation of the Plan Commission and approves Ordinance No. 230, which amends the*
14 *portions of the Official Map for the Village of Sister Bay as it relates to the area east of*
15 *Canterbury Lane and south of Maple Drive, south of Cherrywood Lane and West of STH 57, as*
16 *presented. A copy of the revised Official Map is hereby attached and incorporated by*
17 *reference. Motion carried – All ayes.*

18
19 **Item No. 2. Consider a motion to accept the recommendation of the Bay Shore Drive**
20 **Reconstruction Oversight Committee that the cost of individual property service upgrades be**
21 **added to the costs of the Bay Shore Drive Reconstruction Project:**

22 Mike Maltby of Action Electric was hired by the Village to consult with private property owners
23 and determine the electrical service requests and upgrades necessary for the Village to move
24 forward with the Overhead Utilities Burial Project. The preliminary cost estimates for the
25 affected properties, which total \$42,500, are depicted on a document which was included in
26 the meeting packets, and the Bay Shore Drive Oversight Committee has recommended that the
27 affected property owners be reimbursed accordingly.

28
29 *A motion was made by Solomon, seconded by Clove that the Village Board accepts the*
30 *recommendation of the Bay Shore Drive Reconstruction Oversight Committee and adds the*
31 *individual electrical service upgrade costs depicted on the document which was included in the*
32 *meeting packets to the estimated costs of the Bay Shore Drive Reconstruction Project. If the*
33 *actual cost of the individual service upgrades exceeds the amount depicted on the previously*
34 *mentioned document, up to \$45,000 may be expended for the upgrades. Motion carried – All*
35 *ayes.*

36
37 **Item No. 3. Consider a motion to act on the recommendation of the Finance and the Water,**
38 **Wastewater and Storm Sewer Committees to approve Resolution No. 293, authorizing a**
39 **PILOT on Sister Bay's Water Utility:**

40 For quite some time the Village has elected to waive a Payment in Lieu of Taxes (PILOT) on the
41 Water Utility per authorizing Resolution, but the Water, Wastewater and Storm Sewer
42 Committee and the Finance Committee have recommended that a PILOT now be imposed. The
43 Public Service Commission regulates PILOT payments on public water utilities, and, as such,
44 determines the allowable PILOT amount. Because it is funded by an enterprise fund, the Marina
45 is also subject to a PILOT, and that has been imposed for several years. The Finance Committee
46 has recommended that the PILOT on the Marina be reduced by an amount equal to the Water
47 Utility PILOT as the Marina's cash projections are not favorable. (Pro-active steps are being
48 taken to alleviate this problem, but there still are fixed expenses which will come into play.) A
49 draft of a Resolution establishing a PILOT for the Village of Sister Bay Water Utility was
50 included in the meeting packets, and, if approved, that Resolution will have to be submitted to

1 the Public Service Commission, which will determine the ultimate impact on water rates. The
2 new rates would not go into effect until the second quarter of 2015.

3
4 The Utilities Superintendent, Steve Jacobson, indicated that he believes there will be both short
5 term and long term implications for rate payers if the PILOT is approved and doesn't believe "it
6 is the right way to do business" as the people who use the most water will be negatively
7 impacted.

8
9 Neuman indicated that it is her understanding that when the members of the Water,
10 Wastewater and Storm Sewer Committee recommended that a PILOT be established they
11 thought the funds generated would be deposited in the General Fund. The Finance Committee
12 has recommended that the funds be used to offset the Marina PILOT. A rate study is currently
13 being done and whenever such a study is done the PSC looks at a number of factors, including
14 fire protection fees, which will quite likely increase because there have been a number of
15 improvements in the Village. Because of the provisions of Act 20, any increase in fire
16 protection fees has to be deducted from the allowable levy, and, therefore, the General Fund
17 will be negatively impacted.

18
19 Denise Bhirdo asked for clarification as to why this discussion was even taking place. She does
20 not understand why water rates would be increased to offset expenses at the Marina and
21 "thinks it's wrong". She firmly believes there must be some other way to address the financial
22 difficulties at the Marina. If the additional money which is generated goes into the General
23 Fund or if taxes are increased she could understand, but that is not what is happening.

24
25 Ken Church indicated that this issue was addressed when he was on the Board and "was a bad
26 idea then and still is a bad idea now". He would much rather pay higher taxes.

27
28 Sharon Doersching indicated that the sewer and water rates have been going up on a regular
29 basis and she would also much rather pay higher taxes. "To rob Peter to pay Paul" simply
30 doesn't make any sense.

31
32 *A motion was made by Duffy, seconded by Solomon that the Village Board accepts the*
33 *recommendation of the Finance Committee and the Water, Wastewater and Storm Sewer*
34 *Committee and approves Resolution No. 293 establishing a PILOT for the Village of Sister Bay*
35 *Water Utility as presented. Motion carried with Baker opposed and Zacek abstaining.*

36
37 **Item No. 4. Consider a motion to change the name of the Water, Wastewater and Storm**
38 **Sewer Committee to the Water, Sewer and Storm Sewer Committee:**

39 The recommendation has been made that the name of the Water, Wastewater and Storm Sewer
40 Committee be changed to the *Water, Sewer and Storm Sewer Committee*.

41
42 *A motion was made by Lienau, seconded by Zacek that the Village's By-Laws be amended in*
43 *such fashion that they state that the name of the Water, Wastewater and Storm Sewer*
44 *Committee has been changed to the Water, Sewer and Storm Sewer Committee. Motion carried*
45 *- All ayes*

46
47 **Item No. 5. Consider a motion to accept the recommendation of the Finance Committee to**
48 **reallocate administrative personnel costs by passing and adopting Resolution No. 294:**

49 When the 2014 budget was prepared the position of Village Administrator was vacant so
50 allocation of administrative personnel costs were left at 2013 rates. In February Mike Konecny,

1 the Head Auditor, noted that the Village's allocation of administrative personnel costs to certain
 2 funds appeared to be low, given the time spent on the Bay Shore Drive Utility Project and the
 3 increased activity in the TIF District. Neuman and Jackson subsequently revised the
 4 administrative allocations and presented that data to the Finance Committee, which has
 5 recommended that they be approved.

6
 7 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
 8 *recommendation of the Finance Committee and reallocates administrative personnel costs by*
 9 *passing and adopting Resolution No. 294, as presented. Motion carried – All ayes.*

10
 11 **Item No. 6. Consider a motion to accept the recommendation of the Finance Committee to**
 12 **reallocate several capital reserve funds by passing and adopting Resolution No. 295:**

13 At its July 24, 2014 meeting the Finance Committee reviewed available capital reserve fund
 14 balances and made a series of recommendations regarding reallocation of some of those funds.
 15 All the new allocations were explained in detail by Neuman.

16
 17 *A motion was made by Duffy, seconded by Zacek that the Village Board accepts the*
 18 *recommendation of the Finance Committee to reallocate several capital reserve funds and*
 19 *passes and adopts Resolution No. 295, which amends the 2014 Capital Projects Budget, as*
 20 *presented. Motion carried – All ayes.*

21
 22 **Item No. 8. Consider a motion to confirm and appoint President Lienau's nomination of a**
 23 **Trustee to fill the vacancy for a Village Board Liaison on the SBAA Board of Directors:**

24 Lienau indicated that this agenda item will not be addressed until the next meeting of the
 25 Village Board.

26
 27 **Item No. 9. Report on County activities from the County Supervisor, Dave Lienau:**

28 Lienau gave the following oral report:

- 29 • *County officials have actively started to work on the 2015 budget. To date the main*
 30 *topic of discussion has been personnel costs. There is still a lot of work to be done on*
 31 *the budget, but it will be addressed at length during the next couple of months.*
- 32 • *The EMS Dept. has asked that six new Paramedics be hired to staff an additional*
 33 *ambulance in the Sturgeon Bay area. (On a number of occasions multiple emergency*
 34 *calls have come in and there simply weren't enough ambulances or staff members to go*
 35 *around.)*
- 36 • *A large tower project will be implemented soon by the County, and fiber will have to be*
 37 *run to each of the new towers. This will be quite costly.*
- 38 • *Another costly item will be road repairs.*

39
 40 **Item No. 10. Review of the financial statements and consideration of a motion to approve the**
 41 **monthly bills:**

42 Payment Approval Reports for the period July 17, 2014 through August 19, 2014 were included
 43 in the meeting packets, and the Board members jointly reviewed those documents.

44
 45 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the*
 46 *reports which were included in the meeting packets totaling \$436,807.86 are all approved.*
 47 *Motion carried – All ayes.*

1 Budget Reports for the 6 month period ending June 30, 2014 were also included in the meeting
 2 packets and Neuman explained the applicable data.

3
 4 **Item No. 16. Discussion regarding matters to be placed on a future agenda or referred to a
 5 committee, official or employee:**

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

- 8 • *From time to time it becomes necessary to engage engineers or other professionals to
 9 satisfy requests for information from Village Board members. It can get quite costly to
 10 pay for such services, and, therefore, Jackson requested that everyone keep this fact in
 11 mind.*
- 12 • *The Administrative Committee will be asked to nominate a person to serve as an
 13 alternate member on the Marina Committee.*
- 14 • *Appointment of a Village Board Liaison on the SBAA Board of Directors will be
 15 addressed at the next Village Board Meeting.*
- 16 • *Appointment of a Trustee(s) to fill the vacancies on Committees which were created as
 17 a result of Pam Abshire's resignation from the Board will likewise be addressed at the
 18 next Village Board Meeting.*

19
 20 **Committee Reports:**

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

22 The Administrative Committee has not met recently.

23
 24 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee**

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

26
 27 **(3) Communication and Technology Committee**

28 The Communication and Technology Committee has not met recently.

29
 30 **(4) Door County Coastal Byways Commission**

31 No action based on the minutes which were included in the meeting packets. The Coastal
 32 Byways Commission met on August 14, 2014, but those minutes have not been completed yet.

33
 34 **(5) DCEDC**

35 No action based on the minutes which were included in the meeting packets. The regular
 36 monthly meeting of the DCEDC was conducted on August 11, 2014. At that time the Board
 37 members toured the Sturgeon Bay Boys & Girls Club.

38
 39 **(6) Economic Development Committee**

40 The Economic Development Committee has not met recently.

41
 42 **(7) Finance Committee**

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

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

46 The Fire Board met yesterday but those minutes have not been completed yet.

47
 48 **(9) Historical Society**

49 Things are going well at the Corner of the Past. The members of the Historical Society Board of

1 Directors would like to erect a new sign for the Corner of the Past, and the applicable
2 paperwork should be submitted to Jackson in the near future.

3
4 **(10) Library Commission**

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

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

8 No action based on the minutes which were included in the meeting packets. The Marina
9 Committee also met on August 14, 2014 but those minutes have not been completed yet. A
10 \$15,000 grant has been received for public restroom improvements at the Marina.

11
12 The Marina Fest Committee met on August 7, 2014 but those minutes have not been completed
13 yet. Unfortunately it does not appear that there will be a helicopter at Marina Fest as the pilot
14 who had expressed interest in coming up here was overbooked.

15
16 **(12) Parks**

17 The Parks Committee met on August 6, 2014, but those minutes have not been transcribed yet.
18 When the work is done on the highway reconstruction project the D.O.T. will be acquiring a
19 portion of Waterfront Park for right-of-way purposes, and in accord with State regulations must
20 replace that property in-kind. The Parks Committee recommended that the property adjoining
21 the Fire Station and/or the Helm's parcel on Mill Road which is adjacent to the brick parking lot
22 be considered, but because the property adjoining the Fire Station mainly consists of wetlands
23 it will not even be considered. At this time appraisals are being done of the Helm's property.
24

25 **(13) Personnel Committee**

26 The Personnel Committee has not met recently.
27

28 **(14) Plan Commission**

29 No action based on the minutes which were included in the meeting packets.
30

31 **(15) SBAA**

32 No action based on the minutes which were included in the meeting packets. As can be noted
33 in the minutes the management of Husby's voiced concerns about amendment of the liquor
34 license regulations. (Last year a condition was imposed on the liquor licenses that businesses
35 could have outdoor entertainment until 11:00 P.M., but at that time all outdoor seating had to
36 be vacated. This year when the liquor licenses were approved that condition was changed.
37 Now outdoor entertainment has to cease by 10:30 P.M. and outdoor seating must be vacated
38 by 11:00 P.M. This condition has proved to be problematic.)
39

40 Jackson noted that complaints have been received about loud music being played at some local
41 business establishments. The possibility of amending the Village's noise regulations will be
42 discussed at the next Plan Commission Meeting.
43

44 The SBAA Board members voiced concerns that the Village's Farmer's Market does not seem to
45 be well attended. They suggested that next year a different location and day of the week be
46 considered.
47

48 **(16) Teen Center**

49 The Teen Center Board has not met recently.
50

1 **(17) Tourism Zone Commission**

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

3

4 **(18) Utilities – Water, Sewer, and Storm Sewer Committees**

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

6

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

8 The Administration/Compensation Oversight Committee met on August 13, 2014, but those
9 minutes have not been completed yet. At the next meeting of the Committee Kelly Hendee, the
10 Door County Human Resources Director, will be discussing PTO's with the Committee
11 members. Hopefully the Committee will be making some recommendations by September or
12 October.

13

14 **(20) Waterfront Oversight**

15 The Waterfront Oversight Committee has not met recently.

16

17 **Adjournment:**

18 *A motion was made by Baker, seconded by Solomon to adjourn the meeting of the Board of*
19 *Trustees at 7:58 P.M. Motion carried – All ayes,*

20

21 Respectfully submitted,



22

23 Janal Suppanz,

24 Administrative Assistant

25

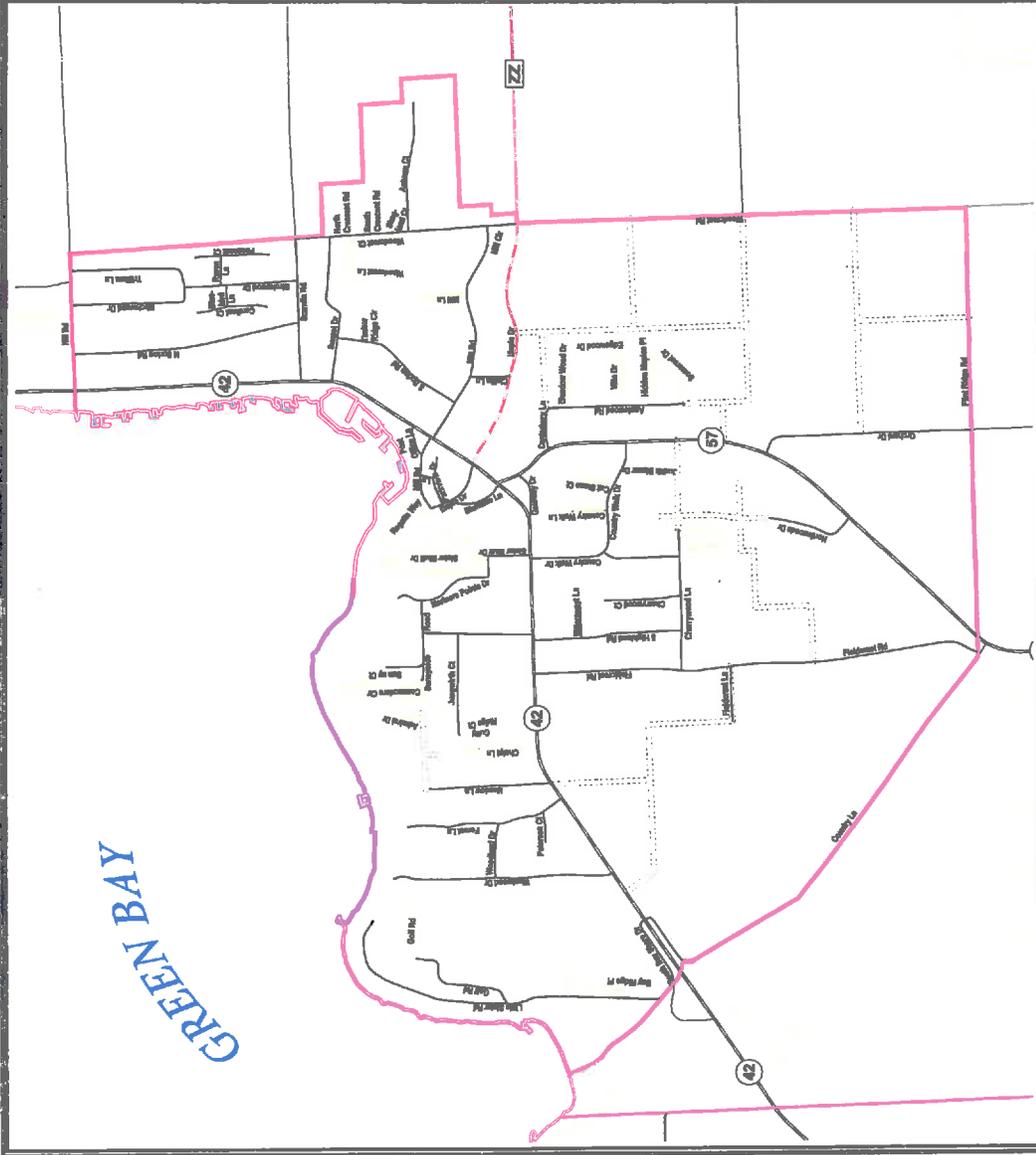
Official Map
of the
Village of Sister Bay
Door County, Wisconsin
Last Updated: August 19, 2014

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



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

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



SEPT 2, '14

DEAR MS. NEUMAN:

HOW DOES THE VILLAGE BOARD JUSTIFY IN CREATING THE FEES OF APPROX' 900 CUSTOMERS OF THE WATER UTILITY AND NOT "CHARGING" THE ROUGHLY 600 OTHER VILLAGE RESIDENTS WHO ARE NOT RATE PAYERS? PILOT IS NOT JUSTIFICATION! IS THIS A VARIATION OF OBAMAONOMICS AND/OR OBAMA PROBLEM SOLVING?

HOW DOES MR. CLOVE EXPLAIN WHY THE MARINA IS DEPRECIATING TO THE AMOUNT OF \$225,000 A YEAR? MANAGEMENT PROBLEMS? NATURE? WHY CAN'T THE PEOPLE WHO ENJOY THE LUXURY OF OWNING, OPERATING, MAINTAINING, STORING, ETC. A BOAT/YACHT BE WILLING TO PAY A HIGHER RATE?

IF THIS PILOT WILL GO INTO EFFECT THE SECOND QUARTER OF 2015, THEN WILL IT CONTINUE INDEFINITELY? A ONE TIME DEAL?

IF THE MARINA IS SUCH A "CASH COU" FOR THE VILLAGE, THEN SHOULDN'T ALL VILLAGE RESIDENTS BE WILLING TO PAY THEIR SHARE?

WHETHER I PAY TO HELP REDUCE THE \$161,000 THE MARINA PAYS EACH YEAR BY PILOT OR BY RAISING MY TAXES IS OK WITH ME AS LONG AS ALL RESIDENTS SHARE EQUALLY IN THIS EFFORT!

IT'S NOT A QUESTION OF WHAT IT WILL COST ME, BUT IT'S THE PRINCIPLE OF THE ISSUE! BOB HYATER: 10771 PLEASANT CT, P.O. BOX 583



Door County Humane Society

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

www.dooranimals.com • mail@dooranimals.com

September 8, 2014

Board of Trustees
Village of Sister Bay
PO Box 769
Sister Bay WI 54234

Dear Board of Trustees:

We accept every lost dog or cat from Door County, and take the responsibility very seriously. As the Village prepares the 2015 budget, the Door County Humane Society (DCHS) sincerely requests a donation to help us maintain the high level of care for stray and homeless animals from Sister Bay.

Enclosed is the 2014 summary of stray animals from the Village of Sister Bay through 8 months. The cost of care is calculated as number of stray animals x 8 days each (WI Statute) x \$15/day.

The financial burden of caring for lost dogs and cats is a real concern. We receive less than 4% of our total budget from government sources but we need help from every municipality. In 2014, the Village of Sister Bay contributed **\$1,000** to the Humane Society, and we are grateful for that recognition of our work.

Last year at this time we invited the Board to attend the grand opening of the renovated shelter on September 28, 2013, a doubling in size made possible by private donations. During the past twelve months we have streamlined operations and realigned the staff to achieve optimum efficiency. Our team of staff, volunteers, and members is dedicated to reuniting animal companions with their owners or finding them permanent adoptive homes.

We invite you to come for a personal tour or contact me with any questions regarding DCHS operations.

Thank you so much for your support.

Sincerely,

Carrie Counihan
Executive Director
920.746.1111, ext. 4
carrie@dooranimals.com



2014: 8 Month Intake Report to Door County Municipalities

January through August 2014 Inclusive

	<u>Dogs</u>	<u>Cats</u>	<u>Other</u>	<u>Totals</u>
New Strays (includes reclaims)	76	223		299
New Surrenders	25	87		112
TOTAL FROM MUNICIPALITIES	101	310		411
Born at DCHS	5	36		41
Seized/Mandated Legal Surrender	0	0		0
TOTAL NEW ARRIVALS	106	346		452
Petsmart adoptions	0	128		128
DCHS adoptions	36	149		185
Reclaimed	60	9		69
Euthanized	7	44		51
Died at DCHS	0	11		11
Quarantine by Door County Order	3	8		11
Fostered	2	3		5
Transferred	0	0		0
Cremations	21	11		32
Barn Cats		0		0
Source of Animals Received				
	<u>Stray Dog</u>	<u>Surrend Dog</u>	<u>Stray Cat</u>	<u>Surrend Cat</u>
Baileys Harbor		2	3	5
Brussels	5		14	20
Clay Banks	1	1	3	5
Egg Harbor (Town)	6		6	16
Egg Harbor (Village)	2			2
Ephraim			1	1
Forestville (Town)	2	1	19	22
Forestville (Village)	2		4	6
Gardner			22	24
Gibraltar	2		29	32
Jacksonport	3		1	4
Liberty Grove/Ellison Bay	2	1		3
Nasewaupsee	14	2	17	35
Sevastopol	7	1	29	38
Sister Bay			10	11
Sturgeon Bay (City)	21	9	37	89
Sturgeon Bay (Town)	5	4	11	30
Union	1		9	10
Washington Island			4	26
Other/Return	3	4	2	32
TOTAL	76	25	221	411

Village of Sister Bay

Door County Sheriff's Office

09/10/14
15:35

Law Incident Address History Report, by Nature

234
Page: 1

Inc. No.	Reported	Nature	Address	Loctn	Dsp
14-003665	07:37:28 05/02/14	911 Follow Up	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-004213	16:55:18 05/19/14	911 Follow Up	10884 N BAY SHORE DR; V. S	LVSI	CLO
14-005156	08:18:51 06/12/14	911 Follow Up	2579 S BAY SHORE DR; V. Si	LVSI	CLO
14-005490	22:01:13 06/19/14	911 Follow Up	2239 MILL RD; V. Sister Ba	LVSI	CLO
14-005575	23:53:11 06/21/14	911 Follow Up	10530 FIELDCREST RD; V. Si	LVSI	CLO
14-006313	22:17:49 07/06/14	911 Follow Up	10855 N BAY SHORE DR; V. S	LVSI	CLO
14-006646	18:32:08 07/13/14	911 Follow Up	MILL RD; HEADING TO NORTHE	LVSI	CLO
14-006707	15:14:37 07/15/14	911 Follow Up	10641 BLUFFSIDE LN; V. Sis	LVSI	CLO
14-007164	14:58:01 07/25/14	911 Follow Up	10506 ST HY 57; V. Sister	LVSI	CLO
14-007441	14:29:45 07/31/14	911 Follow Up	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
14-007713	20:34:32 08/06/14	911 Follow Up	10511 KOESSL LN; V. Sister	LVSI	CLO
14-007929	02:51:49 08/11/14	911 Follow Up	2406 COUNTRY WALK DR;APT A	LVSI	CLO
14-008146	21:55:47 08/15/14	911 Follow Up	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-008331	16:10:34 08/20/14	911 Follow Up	2365 PARKVIEW DR; V. Siste	LVSI	CLO
14-008527	19:17:26 08/24/14	911 Follow Up	10428 COUNTRY LN;SE OF, Si	LVSI	CLO
14-003702	11:27:32 05/03/14	911 Hang Up	10363 ST HY 57; V. Sister	LVSI	CLO
14-005910	15:44:39 06/29/14	911 Hang Up	2236 MILL RD; V. Sister Ba	LVSI	CLO
14-006572	11:16:37 07/12/14	911 Hang Up	2328 MILL RD; V. Sister Ba	LVSI	CLO
14-006740	13:09:01 07/16/14	911 Hang Up	10698 N BAY SHORE DR; V. S	LVSI	CLO
14-007788	11:04:39 08/08/14	911 Hang Up	2210 MILL RD; V. Sister Ba	LVSI	CLO
14-008467	14:48:33 08/23/14	911 Hang Up	10506 ST HY 57; V. Sister	LVSI	CLO
14-005588	09:06:32 06/22/14	Abandoned Vehic	10567 COUNTRY WALK DR; Sis	LVSI	CLO
14-007631	20:44:05 08/04/14	Abdominal	2261 MILL RD; V. Sister Ba	LVSI	CLO
14-007432	12:26:39 07/31/14	Agency Assist	2350 MAPLE DR; V. Sister B	LVSI	CLO
14-004006	14:47:39 05/13/14	Alarm	10626 WESTWOOD DR; V. Sist	LVSI	CLO
14-004733	04:32:51 06/01/14	Alarm	10626 WESTWOOD DR; V. Sist	LVSI	FLS
14-007195	08:26:19 07/26/14	Alarm	2516 SUNNYSIDE RD; V. Sist	LVSI	CLO
14-006939	12:00:29 07/20/14	Animal Problem	10659 N BAY SHORE DR; V. S	LVSI	CLO
14-007916	20:13:50 08/10/14	Animal Problem	2244 MAPLE DR; V. Sister B	LVSI	CLO
14-008167	15:27:30 08/16/14	Animal Problem	10733 N BAY SHORE DR; V. S	LVSI	CLO
14-005947	10:34:25 06/30/14	Animal Welfare	10685 N BAY SHORE DR; V. S	LVSI	CLO
14-005951	11:34:12 06/30/14	Animal Welfare	10733 N BAY SHORE DR; V. S	LVSI	ACT
14-005835	00:21:35 06/28/14	Assault	10641 N BAY SHORE DR; V. S	LVSI	CAA
14-007772	02:46:05 08/08/14	Bicycle Acciden	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-004262	19:05:45 05/20/14	Breathing	2420 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-006022	13:51:24 07/01/14	Cat Bite	10769 PHEASANT CT; V. Sist	LVSI	CLO
14-008552	15:53:09 08/25/14	Cat Bite	2521 S BAY SHORE DR; V. Si	LVSI	CLO
14-004438	22:26:03 05/24/14	Chest Pain	2468 SUNNYSIDE RD; V. Sist	LVSI	CLO
14-004554	11:17:04 05/27/14	Citizen Assist	SISTER BAY BOWL, Sister Ba	LVSI	CLO
14-005467	10:20:20 06/19/14	Citizen Assist	10592 COUNTRY WALK DR; V.	LVSI	CAA
14-005512	13:52:21 06/20/14	Citizen Assist	COUNTRY WALK DR; Sister Ba	LVSI	CLO
14-006076	20:35:48 07/02/14	Citizen Assist	KOESSL LN & CHERRYWOOD LN;	LVSI	CLO
14-006528	16:08:06 07/11/14	Citizen Assist	10567 WESTWOOD DR; V. Sist	LVSI	CLO
14-007317	19:58:07 07/28/14	Citizen Assist	2303 MAPLE DR; V. Sister B	LVSI	CLO
14-007812	20:19:43 08/08/14	Citizen Assist	10628 N BAY SHORE DR; V. S	LVSI	CLO
14-007885	09:19:06 08/10/14	Citizen Assist	2445 S BAY SHORE DR; V. Si	LVSI	CLO
14-008740	04:04:08 08/31/14	Citizen Assist	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-004536	18:15:05 05/26/14	Custody Dispute	10525 JUDITH BLAZER DR; V.	LVSI	CLO
14-007638	01:13:09 08/05/14	Debris On Road	ST HY 57 & COUNTRY WALK DR	LVSI	CLO
14-008611	15:55:51 08/27/14	Debris On Road	ST HY 57; Sister Bay-V; SO	LVSI	CLO
14-003932	22:00:06 05/10/14	Disorderly	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-006923	01:51:45 07/20/14	Disorderly	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-007188	00:59:28 07/26/14	Disorderly	N BAY SHORE DR & SCANDIA R	LVSI	CLO
14-008261	21:29:41 08/18/14	Disorderly	HUSBY'S, Sister Bay, WI	LVSI	CLO
14-008731	22:47:59 08/30/14	Disorderly	10641 N BAY SHORE DR; V. S	LVSI	CLO

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Inc. No.	Reported	Nature	Address	Loctn	Dsp
14-008733	00:04:17 08/31/14	Disorderly	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-008737	02:16:37 08/31/14	Disorderly	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-004320	10:16:26 05/22/14	Dog Bite	COUNTRY WALK DR; Sister Ba	LVSI	CLO
14-005664	01:17:06 06/24/14	Fall	10867 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-005763	11:33:55 06/26/14	Fall	10525 JUDITH BLAZER DR; V. LVSI	LVSI	CLO
14-007229	19:42:58 07/26/14	Fall	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-007486	17:02:44 08/01/14	Fall	10762 N BAY SHORE DR; V. S	LVSI	CLO
14-004878	10:27:13 06/05/14	Fire	WOODCREST LN; Sister Bay-V	LVSI	CLO
14-005546	10:32:47 06/21/14	Fire	10837 BIRCHWOOD DR; V. Sis	LVSI	UNF
14-005692	17:08:15 06/24/14	Fire	2410 S BAY SHORE DR; V. Si	LVSI	CLO
14-007623	17:39:54 08/04/14	Fire	SISTER BAY YACHT CLUB, Sis	LVSI	CLO
14-008124	15:19:32 08/15/14	Fire	MAPLE DR; Sister Bay-V; IN	LVSI	CLO
14-004323	12:27:50 05/22/14	Fire Alarm	10673 LITTLE SISTER RD; V. LVSI	LVSI	CLO
14-005920	19:32:20 06/29/14	Fire Alarm	10520 JUDITH BLAZER DR; V. LVSI	LVSI	CLO
14-006886	14:07:29 07/19/14	Fire Alarm	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
14-007864	21:38:46 08/09/14	Fireworks	SISTER BAY PARK, Sister Ba	LVSI	CLO
14-006059	12:35:55 07/02/14	Found Property	10490 ST HY 57; V. Sister	LVSI	CLO
14-006200	23:43:35 07/04/14	Found Property	10673 REGATTA WAY; V. Sist	LVSI	CLO
14-007158	12:14:46 07/25/14	Found Property	10816 N SPRING RD; V. Sist	LVSI	CLO
14-007199	11:18:21 07/26/14	Found Property	10884 N BAY SHORE DR; V. S	LVSI	CLO
14-004533	17:33:04 05/26/14	Gas Drive Off	10748 N BAY SHORE DR; V. S	LVSI	ECP
14-003819	13:45:18 05/07/14	Harassment	10627 CLAFLIN LN; V. Siste	LVSI	CLO
14-008563	22:00:41 08/25/14	Harassment	2473 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-006830	11:09:03 07/18/14	Hazmat	10566 COUNTRY WALK LN;BLDG	LVSI	CLO
14-004404	01:08:21 05/24/14	Heart Problem	10710 NORTH CRESCENT RD; V	LVSI	CLO
14-008137	19:36:26 08/15/14	Hemorrhage	10685 N BAY SHORE DR; V. S	LVSI	CLO
14-006648	21:23:32 07/13/14	Illegal Burning	PARKVIEW DR; Sister Bay-V,	LVSI	CLO
14-006166	11:49:44 07/04/14	Intoxication	10733 N BAY SHORE DR; V. S	LVSI	CLO
14-006259	20:54:02 07/05/14	Intoxication	ST HY 57; Sister Bay-V; HE	LVSI	UNF
14-006838	15:36:28 07/18/14	Intoxication	10393 NORTHWOODS DR; V. Si	LVSI	CLO
14-004679	18:42:43 05/30/14	Lift Assist	10686 REGATTA WAY; V. Sist	LVSI	CLO
14-003760	10:56:44 05/05/14	Littering	2459 SUNNYSIDE RD; V. Sist	LVSI	CLO
14-005283	18:43:45 06/14/14	Medical	2258 MILL RD; V. Sister Ba	LVSI	CLO
14-006425	14:13:11 07/09/14	Medical	2261 MILL RD; V. Sister Ba	LVSI	CLO
14-007564	02:40:51 08/03/14	Medical	2258 MILL RD; V. Sister Ba	LVSI	CLO
14-008599	08:50:47 08/27/14	Medical	2261 MILL RD; V. Sister Ba	LVSI	CLO
14-008596	06:04:19 08/27/14	Mental	10837 BIRCHWOOD DR; V. Sis	LVSI	CLO
14-005236	21:28:35 06/13/14	Motorist Assist	MAPLE DR & CLAFLIN LN; Sis	LVSI	CLO
14-005742	22:04:22 06/25/14	Motorist Assist	ST HY 57;S OF SAND HILL RD	LVSI	CLO
14-005905	13:55:08 06/29/14	Motorist Assist	N BAY SHORE DR & MAPLE DR;	LVSI	CLO
14-008735	00:24:08 08/31/14	Open Door	10698 N BAY SHORE DR; V. S	LVSI	CLO
14-005433	13:19:48 06/18/14	Parking Problem	10733 N BAY SHORE DR; V. S	LVSI	CLO
14-008578	10:54:31 08/26/14	Parking Problem	10539 APPLEWOOD RD; V. Sis	LVSI	CLO
14-003873	10:12:48 05/09/14	Pd Accident	GATEWAY DR & N BAY SHORE D	LVSI	CLO
14-004922	16:05:39 06/06/14	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
14-005760	10:49:05 06/26/14	Pd Accident	2393 GATEWAY DR; V. Sister	LVSI	CLO
14-006177	17:21:56 07/04/14	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
14-006225	10:45:40 07/05/14	Pd Accident	MAPLE DR & N BAY SHORE DR;	LVSI	CLO
14-006335	12:30:32 07/07/14	Pd Accident	10678 N BAY SHORE DR; V. S	LVSI	CLO
14-006398	17:30:56 07/08/14	Pd Accident	ST HY 57;S OF CO HY C, Sis	LVSI	CLO
14-006573	11:31:14 07/12/14	Pd Accident	ST HY 57; NEAR COUNTY HIGH	LVSI	CLO
14-006644	17:19:44 07/13/14	Pd Accident	N BAY SHORE DR & ST HY 57;	LVSI	CLO
14-006810	21:26:06 07/17/14	Pd Accident	ST HY 57;S OF GERMAN RD, S	LVSI	CLO
14-007066	13:40:07 07/23/14	Pd Accident	2323 MILL RD; V. Sister Ba	LVSI	CLO
14-007405	17:19:08 07/30/14	Pd Accident	2457 S BAY SHORE DR; V. Si	LVSI	CLO

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Inc. No.	Reported	Nature	Address	Loctn	Dsp
14-007597	21:55:11 08/03/14	Pd Accident	PEBBLE BEACH RD; Liberty G	LVSI	CLO
14-007842	15:17:36 08/09/14	Pd Accident	10620 LITTLE SISTER RD; V.	LVSI	CLO
14-008686	23:03:21 08/29/14	Pd Accident	ST HY 57; Sister Bay-V; PC	LVSI	CLO
14-004828	21:33:13 06/03/14	Reckless Driver	10748 N BAY SHORE DR; V. S	LVSI	CLO
14-007639	01:31:44 08/05/14	Sign Down	N BAY SHORE DR & SCANDIA R	LVSI	CLO
14-007340	10:27:36 07/29/14	Special Assign	2323 MILL RD; V. Sister Ba	LVSI	CLO
14-003698	08:07:51 05/03/14	Suspicious	SISTER BAY BEACH, Sister B	LVSI	CLO
14-003723	22:55:17 05/03/14	Suspicious	2603 S BAY SHORE DR; V. Si	LVSI	CLO
14-004268	21:37:40 05/20/14	Suspicious	BEHIND NORTHSORE BANK, Si	LVSI	CLO
14-004457	04:00:39 05/25/14	Suspicious	ST HY 57; Sister Bay-V; AC	LVSI	CLO
14-004510	05:24:37 05/26/14	Suspicious	N BAY SHORE DR & MILL RD;	LVSI	CAA
14-004531	16:11:30 05/26/14	Suspicious	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-004545	00:49:18 05/27/14	Suspicious	SISTER BAY PARK, Sister Ba	LVSI	CLO
14-004687	21:31:58 05/30/14	Suspicious	SISTER BAY BEACH, Sister B	LVSI	CLO
14-005659	22:34:23 06/23/14	Suspicious	10659 GOLF RD; V. Sister B	LVSI	CLO
14-005663	00:25:10 06/24/14	Suspicious	DOWNTOWN SISTER BAY, Siste	LVSI	CLO
14-006278	03:38:45 07/06/14	Suspicious	2579 S BAY SHORE DR; V. Si	LVSI	CLO
14-006544	20:26:35 07/11/14	Suspicious	10673 REGATTA WAY; V. Sist	LVSI	CLO
14-006609	22:41:29 07/12/14	Suspicious	10748 N BAY SHORE DR; V. S	LVSI	CLO
14-007051	21:22:47 07/22/14	Suspicious	2155 AUTUMN CT; V. Sister	LVSI	CLO
14-007288	08:51:17 07/28/14	Suspicious	10488 E STONY RIDGE CIR; U	LVSI	CLO
14-007685	10:55:33 08/06/14	Suspicious	2432 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-007821	00:00:44 08/09/14	Suspicious	WATERFRONT PARK, Sister Ba	LVSI	CLO
14-008075	10:35:03 08/14/14	Suspicious	2459 CHERRYWOOD LN; V. Sis	LVSI	CLO
14-008390	21:45:57 08/21/14	Suspicious	2541 S BAY SHORE DR; V. Si	LVSI	CLO
14-008690	01:05:06 08/30/14	Suspicious	10668 MARINERS POINTE DR;	LVSI	CLO
14-004580	01:06:27 05/28/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-005705	00:48:47 06/25/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-005707	00:57:43 06/25/14	Tavern Check	10640 N BAY SHORE DR; V. S	LVSI	CLO
14-006409	00:45:38 07/09/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-008399	01:12:36 08/22/14	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-004748	16:45:35 06/01/14	Theft	10716 N BAY SHORE DR; V. S	LVSI	ACT
14-005900	13:11:26 06/29/14	Theft	10762 N BAY SHORE DR; V. S	LVSI	ACT
14-006725	02:22:27 07/16/14	Theft	10641 N BAY SHORE DR; V. S	LVSI	UNF
14-007341	10:30:55 07/29/14	Theft	ST HY 57; Sister Bay-V, Si	LVSI	CLO
14-008481	20:00:04 08/23/14	Theft	10641 N BAY SHORE DR; V. S	LVSI	CLO
14-008607	12:17:42 08/27/14	Theft	2468 SUNNYSIDE RD; V. Sist	LVSI	ACT
14-005939	08:41:06 06/30/14	Theft-Automobil	10641 N BAY SHORE DR; V. S	LVSI	UNF
14-005758	10:05:36 06/26/14	Vandalism	SISTER BAY SPORTS COMPLEX,	LVSI	CLO
14-007194	07:15:59 07/26/14	Vandalism	10733 N BAY SHORE DR; V. S	LVSI	CLO
14-007696	14:43:42 08/06/14	Vehicle Defect	2629 S BAY SHORE DR; V. Si	LVSI	CLO
14-005064	06:07:59 06/10/14	Welfare Check	2328 MILL RD;ACROSS THE ST	LVSI	CLO
14-006468	12:23:05 07/10/14	Welfare Check	2261 MILL RD; V. Sister Ba	LVSI	CLO

Total Incidents for This Report: 153

Report Includes:

All dates between `00:00:00 05/01/14` and `23:59:59 08/31/14`

All location codes matching `LVSI`

All cities

All addresses

All agencies matching `DRSO`

All offenses observed

All offenses reported



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 9/16/14
Item No. 1

Recommendation: that the Board accept the recommendation of the Plan Commission and approve Resolution 297-091614, which pertains to a Certified Survey Map for property owned by John Stollenwerk in the area west of Little Sister Rd.

Background: John Stollenwerk is requesting that he be allowed to create a new set of lots that will recombine and divide two existing, adjacent lots. A diagram depicting the proposed CSM which is consistent with Stollenwerk's request have been included in your meeting packets. This division will allow Mr. Stollenwerk to possess two developable lots; buildings are non-conforming for setback.

The members of the Plan Commission have recommended approval of the CSM.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 297-091614
APPROVING A CERTIFIED SURVEY MAP FOR VILLAGE OF SISTER BAY
PARCELS NO. 181-23-0011 AND 181-23-0009 LOCATED AT
10661 AND 10647 LITTLE SISTER RD.

WHEREAS, the Plan Commission for the Village of Sister Bay has reviewed the Certified Survey Map, (CSM), submitted by Brian D. Frisque on behalf of John Stollenwerk for Village of Sister Bay Parcels No. 181-23-0011 and 181-23-0009 located at 10661 and 10647 Little Sister Rd., and has recommended that that document be approved.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Village of Sister Bay that the attached CSM prepared by Brian D. Frisque, dated July 28, 2014, be and hereby is approved.

BE IT FURTHER RESOLVED that the Village Clerk shall see that a copy of this Resolution is provided to John Stollenwerk The Village Clerk shall also see that the CSM is recorded in the Office of the Register of Deeds for Door County in as timely a fashion as possible.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 16th day of August, 2014.

Passed and adopted this 16th day of September, 2014.

David W. Lienau, President

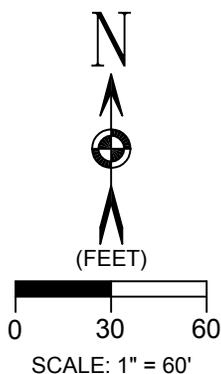
ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

CERTIFIED SURVEY MAP

LOCATED IN:
 LOTS 9,10,11 & 12, LITTLE SISTER PLAT,
 GOV'T LOT 4, SECTION 6, T. 31 N., R. 28 E.,
 VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



LEGEND

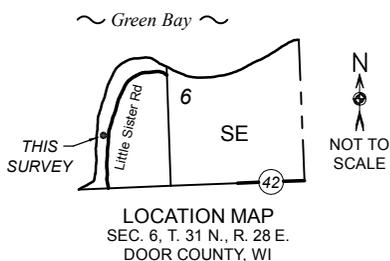
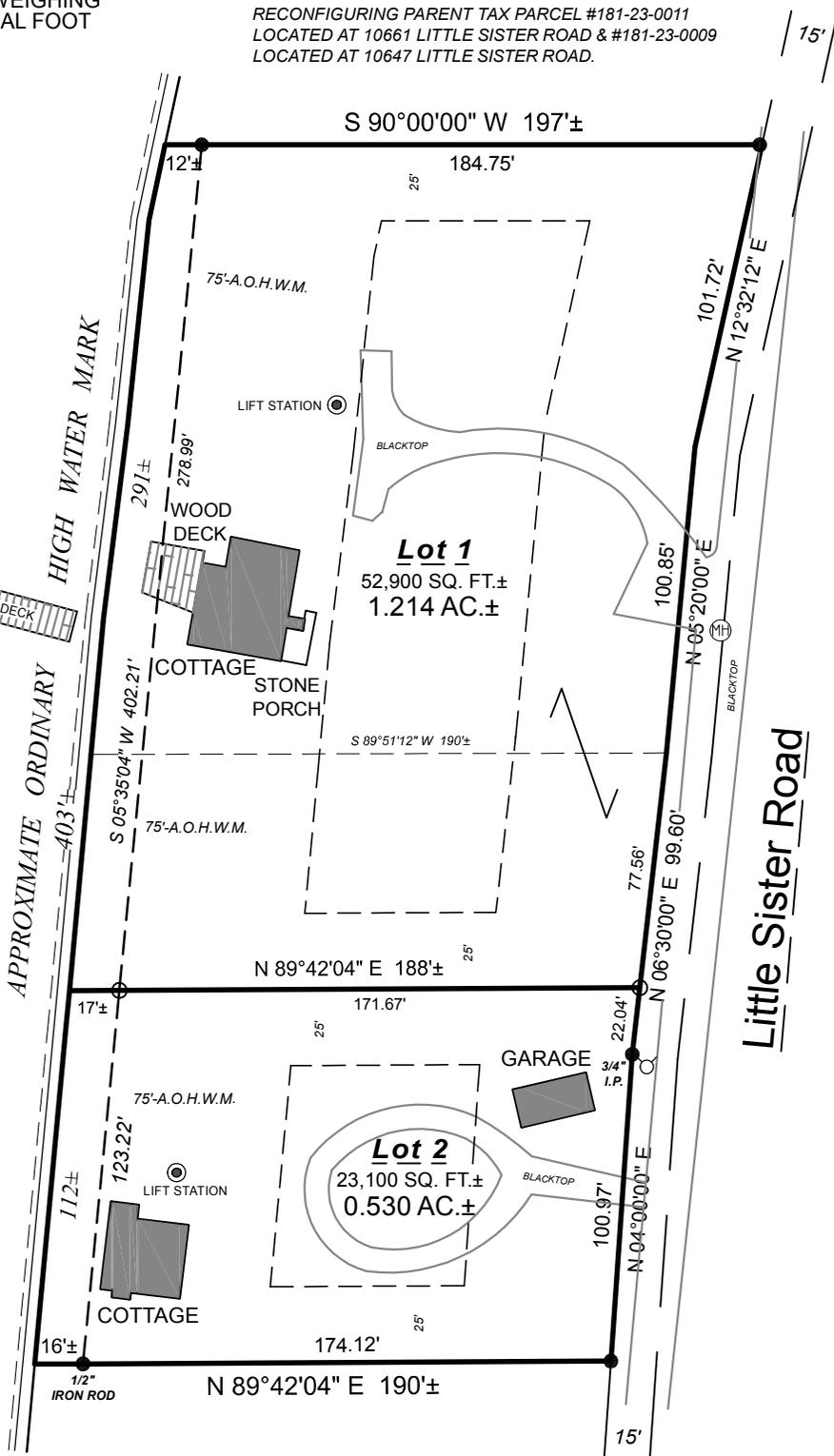
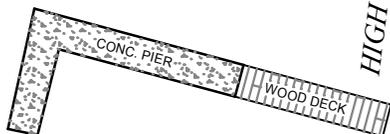
- = EXISTING 1" IRON PIPE (UNLESS NOTED)
- = SET 1" IRON PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT
- ⊕ = FIRE HYDRANT

SURVEYOR'S NOTES:

BEARINGS REFERENCED TO THE SOUTH LINE OF LOT 9 OF LITTLE SISTER PLAT BEARING N 89°42'04" E BASED FROM PREVIOUS SURVEYS.

RECONFIGURING PARENT TAX PARCEL #181-23-0011 LOCATED AT 10661 LITTLE SISTER ROAD & #181-23-0009 LOCATED AT 10647 LITTLE SISTER ROAD.

Little Sister Bay



LOCATION MAP
 SEC. 6, T. 31 N., R. 28 E.
 DOOR COUNTY, WI

BUILDING ZONE = []

- 75' PLATTED CENTERLINE SETBACK
- 40' REAR-YARD SETBACK
- 25' SIDE-YARD SETBACK

Caveat:

Building zones depicted are based on zoning setbacks in effect at the time this map was produced and should not be relied upon without first obtaining written verification thereof from the Village of Sister Bay and/or any other local zoning authorities.

7-28-14
 D-071814-CSM.dwg
 Drawn By: D.F.H. II
 JOB#: D-071814
 SHEET 1 OF 2

CERTIFIED SURVEY MAP

LOCATED IN:

LOTS 9, 10, 11 & 12, LITTLE SISTER PLAT,
GOV'T LOT 4, SECTION 6, T. 31 N., R. 28 E.,
VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, Brian D. Frisque, Registered Land Surveyor for Brian Frisque Surveys Inc., do hereby certify that under the direction of Stollenwerk Door County LLC, owner, I have surveyed the following described parcel.

A tract of land being Lots 9, 10, 11 and 12 of Little Sister Plat located in Government Lot Four (4) of Section 6, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin and more particularly described as follows:

Commencing at the Southeast corner of said Lot 9, thence N 04°00'00" E 100.97 feet, thence N 06°30'00" E 99.60 feet, thence N 05°20'00" E 100.85 feet, thence N 12°32'12" E 101.72 feet to the Northeast corner of said Lot 12, thence S 90°00'00" W along the northerly line of said Lot 12 184.75 feet to the intersection with a meander line of Little Sister Bay, thence S 05°35'04" W along said meander line 402.21 feet to the intersection with the south line of said Lot 9, thence N 89°42'04" E along said Lot 9 174.12 feet to the point of commencement. Including all lands lying between the above described meander line and the approximate ordinary high water mark of Little Sister Bay as shown on the adjacent map, bounded on the north by the above described property line extended S 90°00'00" W to said approximate ordinary high water mark and bounded on the south by the above described property line extended S 89°42'04" W to said approximate ordinary high water mark.

Said tract contains 1.744 acres (76,000 square feet) of land more or less.

I further certify that the adjacent map is a true representation to the best of my knowledge and belief of said property and correctly shows the size and location of the property, its exterior boundaries and correct measurements thereof, the location of all visible structures, boundary fences, apparent easements, roadways and visible encroachments, if any. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

This survey is made for the use of the present owners of the property and also those who purchase, mortgage or guarantee title thereto.

Dated _____

Brian D. Frisque
R.L.S. S-2429

CERTIFICATE OF THE VILLAGE OF SISTER BAY:

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated _____

President

DOOR COUNTY REGISTER OF DEEDS:

ACCEPTED FOR RECORDING AND FILING IN THE OFFICE OF REGISTER OF DEEDS IN

DOOR COUNTY, WISCONSIN AT _____ M ON _____, 2014

AS DOCUMENT # _____ AND FILED IN _____

SIGNATURE OF REGISTER OF DEEDS _____

7-28-14
D-071814-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-071814
SHEET 2 OF 2



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 9/16/14

Item No. 2

Recommendation: that the Board accept the recommendation of the Plan Commission and approve Ordinance 231-091614, Amending 66.0505(e)(2)(h), Deliver Trucks in Residential Neighborhoods.

Background: Apparent conflicts exist between how the Village's Zoning Code treats home based businesses and residents. Deliveries are limited on home based businesses but not residents; technology and the rise of Amazon and other online retailers would indicate that a change in the Zoning Code is necessary to ensure compliance with the Code.

The Current code is virtually unenforcible.

The members of the Plan Commission have recommended approval of the amendment.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORDINANCE NO. 231-091614

AN ORDINANCE AMENDING CHAPTER 66.0505(E)(2)(H) OF THE ZONING CODE; DELIVERY TRUCKS IN RESIDENTIAL NEIGHBORHOODS FOR HOME BASED BUSINESSES.

WHEREAS, the Plan Commission has reviewed Section 66.0505 (e)(2)(h) and considered the public health, safety, and welfare in considering this amendment; and

WHEREAS, on August 26, 2014 the Plan Commission conducted a properly noticed public hearing to determine the public need for such a change, and,

WHEREAS, based upon the comments received at the August 26, 2014 public hearing the Plan Commission has recommended that the Zoning Code be amended in the fashion presented in the attached text.

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

Section 1 - Authority

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

Section 2 – Amendment of Zoning Code Text

Section 66.0505(e)(2)(h) is changed to read as presented in the attached text.

Section 3 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

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

Section 5 – Severability

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

Village of Sister Bay

By: _____
David W. Lienau, President

Attest:

Christine M. Sully, Clerk WCPC, MMC

Date Introduced September 16, 2014

Date Adopted: _____

Publication Date: _____

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

1	shall not exceed the total footprint	57		
2	of the principal building(s) without	58		
3	Plan Commission permit approval.	59		
4	(4) Buildings accessory to general agri-	60		
5	cultural uses on farms or orchards	61		
6	shall not be restricted in floor area.	62	c.	No toxic, explosive, flamma-
7	Golf courses consisting of at least 9	63		ble, combustible, corrosive,
8	holes and 2,500 playable yards, the	64		etiologic, radioactive, or oth-
9	total floor area of all accessory	65		er restricted materials shall
10	buildings on the lot shall not exceed	66		be used or stored on the site
11	3,000 square feet.	67		except those, which are nec-
12	(d) <u>Height, Architectural and Site Plan Re-</u>	68		essarily, customarily, or ordi-
13	<u>quirements. (Amended Ordinance 207-</u>	69		narly used for household
14	<u>100912)</u>	70		or leisure purposes.
15	(1) The maximum height of an access-	71	d.	There shall be no outside
16	ory building shall not exceed the	72		operations, storage, or dis-
17	height of the principal building to	73		play of materials or products.
18	which it is accessory, without Plan	74	e.	The home occupation shall
19	Commission permit approval, up to	75		not occupy more than 20
20	a maximum height of 35 feet.	76		percent of the square footage
21	(2) Accessory buildings on R-2, B-1, B-	77		of the primary residence. The
22	2, B-3, I-1 and P-1 lots shall con-	78		20 percent can be utilized
23	form to the established architectural	79		inside and/or outside. The
24	appearance, which exists for the	80		space, either inside or out-
25	primary structure(s).	81		side, cannot exceed 20 per-
26	(3) Accessory buildings on R-2, B-1, B-	82		cent of the square footage of
27	2, B-3, I-1 and P-1 lots, which do	83		the primary residence.
28	not appear on an approved site	84	f.	No alteration of the residen-
29	plan, in excess of 120 square feet,	85		tial appearance of the prem-
30	require an amendment to the ap-	86		ises shall occur, including
31	proved site plan by the Plan Com-	87		the creation of a separate en-
32	mission, before a zoning permit can	88		trance for the home occupa-
33	be issued.	89		tion.
34	(e) <u>Home occupations.</u>	90	g.	No process shall be used
35	Home occupations are permitted access-	91		which is hazardous to public
36	ory uses in any residential district and shall be	92		health, safety, or welfare or
37	approved by the Plan Commission. Home	93		would create a nuisance or
38	occupations and professional home offices	94		be otherwise incompatible to
39	shall be permitted when incidental to the	95		the surrounding residential
40	principal residential use, situated upon the	96		area; nor the removal of
41	same premise (inside and/or outside) and	97		sand, gravel, stone, topsoil or
42	carried on by the residential occupant,	98		peat moss for commercial
43	subject to the following conditions, pro-	99		purposes.
44	vided that:	100	h.	Visitors, customers, or deliv-
45	(1) The primary use of the structure	101		eries shall not exceed that
46	shall be a dwelling unit.	102		normally and reasonably oc-
47	(2) The following standards shall be	103		ccurring for a residence in-
48	complied with in full at all times:	104		cluding not more than two
49	a. No more than one full time	105		business visitors per hour,
50	equivalent person who is not	106		not to exceed eight visitors
51	a resident of the dwelling	107		per day. and not more than
52	unit shall be engaged or em-	108		two deliveries of product or
53	ployed in the home occupa-	109		material per week.
54	tion on the premises.	110	i.	The home occupation shall
55	b. No mechanical equipment	111		not displace or impede use
56	shall be utilized except that	112		of required parking spaces,
				including any business stor-



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 9/16/14

Item No. 3

Recommendation: that the Board accept the recommendation of the Plan Commission and approve Ordinance 232-091614, Amending 66.0505, Wind Energy Towers.

Background: Apparent conflicts exist between the State Code, Wisconsin 2009 Act 40 which promulgated PSC 128. These sections of State Regulation supercede local authority to Zone for Wind Energy Towers except in incredibly specific circumstances to protect the health safety and welfare. An example of which would be to preclude the installation of a Wind Energy Tower if the Tower interferes with the flight paths of local airports or hospital air ambulance services.

The proposed text would bring our local code into compliance with the State Statutes and preclude future lawsuits based on Wind Energy Tower siting.

The members of the Plan Commission have recommended approval of the amendment.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORDINANCE NO. 232-091614

AN ORDINANCE AMENDING CHAPTER 66.0505 OF THE ZONING CODE; WIND ENERGY TOWERS.

WHEREAS, the Plan Commission has reviewed Section 66.0505) and considered the public health, safety, and welfare in considering this amendment; and

WHEREAS, on August 26, 2014 the Plan Commission conducted a properly noticed public hearing to determine the public need for such a change, and,

WHEREAS, based upon the comments received at the August 26, 2014 public hearing the Plan Commission has recommended that the Zoning Code be amended in the fashion presented in the attached text; and

WHEREAS, State Statutes supercede local authority, and 2009 Act 40, PSC 128 provides for a state approval process of Wind Energy Towers and;

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

Section 1 - Authority

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

Section 2 – Amendment of Zoning Code Text

Section 66.0505 is changed to read as presented in the attached text.

Section 3 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date

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

Section 5 – Severability

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

Village of Sister Bay

By: _____
David W. Lienau, President

Attest:

Christine M. Sully, Clerk WCPC, MMC

Date Introduced September 16, 2014

Date Adopted: _____

Publication Date: _____

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0505 WIND POWER GENERATING TOWERS

SEC. 66.0506 OUTDOOR DISPLAYS

- 1 the original approval and unless the appli- 56
 2 cant provides adequate evidence that con- 57
 3 struction is able to begin within the ex- 58
 4 tended time period sought. The Village 59
 5 Board may, as a condition of approval of a 60
 6 conditional use permit, establish a time 61
 7 that such conditional use permit shall re- 62
 8 main in effect. 63
 64
 9 **Sec. 66.0505 Wind Power Generating Towers** 65
 10 Wind power generation shall ~~not~~ be permitted in 66
 11 **any district in the Village, in conformance with** 67
 12 **Wisconsin 2009 Act 40, PSC 128, ~~nor~~ and shall ~~it~~** 68
 13 **be permitted under the same PSC regulations on** 69
 14 **the waters of Green Bay within the jurisdiction of** 70
 15 **the Village.** 71
 16 **Sec. 66.0506 Outdoor Displays** 72
 17 (a) Outdoor displays which are allowed on a 73
 18 regular basis in the B-1 District and do not 74
 19 require a permit. 75
 20 No permit will be required if the owner of 76
 21 a business in the B-1 District wishes to dis- 77
 22 play merchandise which is for sale out- 78
 23 doors, excluding the items included in (d). 79
 24 The display must satisfy the following re- 80
 25 quirements: 81
 26 (1) The outdoor display of merchandise 82
 27 shall not extend more than 50 per- 83
 28 cent from the building into the re- 84
 29 quired front setback area. 85
 30 (2) Signs, screening, enclosures, land- 86
 31 scaping or materials being displayed 87
 32 shall not interfere in any manner 88
 33 with either on-site or off-site traffic 89
 34 visibility, including pedestrian traf- 90
 35 fic. 91
 36 (3) The display area shall not inhibit the 92
 37 use of or number of required park- 93
 38 ing stalls. 94
 39 (4) Display areas shall be separated 95
 40 from any vehicular parking or circu- 96
 41 lation area and the separation shall 97
 42 be clearly indicated. 98
 43 (5) If goods are removed from the dis- 99
 44 play area, all support fixtures shall 100
 45 also be removed. 101
 46 (b) Outdoor displays which are allowed on a 102
 47 regular basis in the B-2 and B-3 Districts 103
 48 and do not require a permit. 104
 49 No permit will be required if the owner of 105
 50 a business in the B-2 District or the B-3 106
 51 District wishes to display a small amount 107
 52 of merchandise which is offered for sale 108
 53 outdoors, excluding the items included in 109
 54 (d): The display must satisfy the following 110
 55 requirements: 111
 102
- (1) The appearance of the display must be proportionate to the size of the building in which the store is located.
- (2) The items to be displayed outdoors must be placed at least twenty feet from the face of the curb. If it will be impossible for a business owner to satisfy the twenty-foot regulation a small display will be allowed by the building entrance.
- (c) Number of sidewalk sales allowed per calendar year.
- (1) No permit will be required for sidewalk sales in any of the business districts, but no more than twelve (12) of such sales will be allowed in a calendar year.
- (2) The appearance of the merchandise displayed during a sidewalk sale must also be proportionate to the size of the building in which the store is located.
- (d) Outdoor displays which do require a permit in all business districts.
- (1) If the owner of a business in any business district within the Village limits wishes to display larger items such as automobiles, trucks, motorcycles, RV's, campers, ATV's, boats and the like, a permit which delineates the area where the large item display will be allowed is required, but the display must meet the following requirements:
- (2) The display shall not extend more than 20 percent from the building into the front yard area, and may not extend into the required side or rear setbacks.
- (3) Automobiles, trucks, motorcycles and boats shall only be displayed or placed on a surface as specified in Section 66.0403(f)(1) of the Zoning Code.
- (4) The display area shall not inhibit the use of or number of required parking stalls.
- (5) Display areas shall be separated from any vehicular parking or circulation area and the separation shall be clearly indicated.
- (6) If goods are removed from the display area, all support fixtures shall also be removed.



**WISCONSIN LEGISLATIVE COUNCIL
INFORMATION MEMORANDUM**

**Municipal Regulation of Wind Energy
Systems (2009 Wisconsin Act 40)**

2009 Wisconsin Act 40 creates a framework to allow limited and generally uniform local regulation of the siting and operation of wind energy systems.¹ It directs the Public Service Commission (PSC) to promulgate rules specifying the maximum regulations a municipality (county, town, village, or city) may impose on wind energy systems. It specifies that a municipality may not regulate wind energy systems unless it adopts an ordinance that complies with the PSC rules, and may not impose any restrictions on the siting or operation of a wind energy system that are more restrictive than the maximum regulations specified in those rules.

The Act establishes procedural requirements that apply to a municipality's review of an application for approval to construct a wind energy system. It specifies that a person adversely affected by a municipality's action on an application or to enforce its wind siting ordinance may appeal the decision either within the appeal system of the municipality or directly to the PSC.

In general, a municipality (county, city, town, or village) may not place any restriction, either directly or in effect, on the installation of a solar or wind energy system, unless the restriction satisfies one of the following conditions:

- The restriction serves to preserve or protect the public health or safety.
- The restriction does not significantly increase the cost of the system or significantly decrease its efficiency.
- The restriction allows for an alternative system of comparable cost and efficiency.

2009 Wisconsin Act 40 does not modify this general provision of law, but creates a framework to allow limited and generally uniform local regulation of wind energy systems. Note that, while the prior law addresses both wind and solar energy systems, the framework created by the Act applies only to wind energy systems.

¹ A "wind energy system" is a wind turbine, or what is commonly recognized as a windmill; the term includes an entire "wind farm" of multiple, interconnected turbines.

LIMITATIONS ON MUNICIPAL REGULATION OF WIND ENERGY SYSTEMS

The Act directs the PSC to promulgate rules that specify the maximum restrictions that a municipality may impose on the installation or use of a wind energy system. It specifies that the subject matter of the rules **must** include the following:

1. Setback requirements that provide reasonable protection from health effects of wind energy systems, including health effects from noise and shadow flicker (the flickering effect of a rotating blade in direct sunlight).
2. The decommissioning of wind energy systems (removal of towers, turbines, and ancillary facilities) when taken out of service.

The Act specifies that the subject matter of the rules **may** also include the following:

1. Visual appearance.
2. Lighting.
3. Electrical connections to the power grid.
4. Setback distances (in addition to the required setback distances based on health effects).
5. Maximum audible sound levels.
6. Shadow flicker (in addition to the required setback distances related to health effects of shadow flicker).
7. Proper means of measuring noise.
8. Interference with radio, television, and telephone signals.
9. Other matters.

Two key provisions of the Act establish the link between the PSC rules and municipal regulation. These provisions specify that a municipality may not do either of the following:

1. Regulate wind energy systems unless it adopts an ordinance that is no more restrictive than the PSC rules.
2. Impose any restriction on a wind energy system that is more restrictive than the PSC rules.

In addition, the Act essentially “grandfathers” previously approved wind energy systems. It specifies that, if a municipality adopts an ordinance in conformance with the PSC rules, it may not apply that ordinance to, or require approvals under that ordinance for, a wind energy system that it had already approved under a previous ordinance or under a development

agreement. This language appears to apply to an amendment to a previous ordinance, as well as to a totally new ordinance, as that amendment itself is an ordinance.

The Act specifies that a municipality *may* deny an application for approval to construct a wind energy system if the proposed site is in an area the municipality has designated as primarily for future residential or commercial development under the comprehensive planning (“smart growth”) law. However, it specifies that the PSC, on appeal, may reverse such a denial if it finds that approving the application is consistent with the public interest. This provision does not apply to small wind energy systems, i.e., those with a nominal operating capacity of less than one megawatt (MW).

The Act also specifies that a municipality may not prohibit or restrict testing activities to determine whether a site is suitable for the placement of a wind energy system. It provides that a municipality objecting to such testing may petition the PSC to impose reasonable restrictions on the testing.

MUNICIPAL PROCEDURES

The Act specifies procedures that a municipality must follow in reviewing an application for a permit to install a wind energy system. When a municipality receives an application, it must publish a Class 1 notice that it has received the application. At the same time, the applicant is required to provide written notice to all owners of land adjoining the project that it has filed the application.

The municipality must determine whether an application is complete within 45 days of receiving it and must take final action on the application within 90 days of determining that it is complete. A municipality may request additional information from an applicant, and is allowed 45 days from the receipt of that information to determine whether the application is then complete. A municipality may request additional information any number of times. However, if the PSC determines, as part of an appeal, that the municipality has unreasonably withheld a determination that an application is complete, it may treat the municipality’s determination that the application is incomplete as a denial of the application. The Act also specifies that a municipality may not consider an applicant’s minor modification to an application to constitute a new application, starting the review process over.

A municipality may extend its 90-day review period for any of several specified reasons, but not for more than a total of 90 additional days. If a municipality fails to make a determination of the completeness of an application within the 45-day limit, the application is considered to be complete; if it fails to take final action within the 90-day review period, the application is considered to be approved.

If a municipality does not have an ordinance in effect when it receives an application for approval to construct a wind energy system, the deadlines for municipal action are delayed by approximately three months. This pause allows the municipality to enact an ordinance, which it can then apply in reviewing the application.

The Act specifies that, when reviewing an application for approval of a wind energy system, a municipality must create a record of its proceedings, including recordings of public hearings

and copies of all related documents. The municipality must base its decision on an application on written findings of fact supported by evidence in the record.

The Act directs the PSC to promulgate rules further elaborating these procedural requirements and requires municipalities to conform their procedures to the PSC rules. The Act requires that the rules specify all of the following:

1. Information and documentation to be provided in an application for approval to construct a wind energy system.
2. Information and documentation to be included in a municipality's record of decision.
3. Procedures a municipality must follow in reviewing an application.
4. Requirements and procedures for a municipality to enforce limits it imposes on a wind energy system.

REVIEW OF MUNICIPAL ACTIONS

The Act specifies two options that an aggrieved party may use to appeal a municipality's actions on an application for approval to construct a wind energy system or to appeal a municipality's enforcement action relative to a wind energy system. Under the first option, the party may appeal the decision or action through the municipality's administrative review process; if still aggrieved following this review, the party may then appeal to the PSC. The further appeal must be made within 30 days of completion of the municipal review. If a municipality has not completed its review within 90 days, the party may then appeal to the PSC. Under the second option, an aggrieved party may appeal directly to the PSC, bypassing the municipality's administrative process.

When a case is appealed to the PSC, the municipality is required to provide the complete record of its proceeding to the PSC. The PSC may base its review on that record or it may expand the record it reviews. The Act requires the PSC to complete its review within 90 days, but allows the PSC to extend that time for good cause. If the PSC determines that the municipality's action did not comply with the PSC's rules or is otherwise unreasonable, the PSC's decision supersedes that of the municipality and the PSC may order an appropriate remedy.

The Act specifies that these are the only options allowed for review of a municipality's actions. Under either option, judicial review is not available until the PSC has completed a review of the case. Upon appeal to circuit court, the Act directs the court to review the PSC's decision, rather than that of the municipality.

APPLICABILITY

While the Act is written broadly such that its provisions apply to wind energy systems of all sizes (with two specific exceptions), its practical effect is limited to systems smaller than 100 MW. This is a result of the law regulating the construction of large power plants. A person that proposes to build an electric generating facility with an operating capacity of at least 100 MW,

including a wind farm with this capacity, must first apply to the PSC for, and receive, a certificate of public convenience and necessity (CPCN). Under the CPCN law, municipal ordinances may not preclude or inhibit the construction of an electric generating facility for which the PSC has issued a CPCN. Thus, practically, the Act affects only wind energy systems with an operating capacity of less than 100 MW.

While the CPCN law prevents municipalities from regulating large wind farms, the Act requires the PSC, in reviewing a CPCN application for a wind energy system, to consider whether installation or use of the system is consistent with the standards specified in the PSC rules that lay out the extent to which municipalities may regulate wind energy systems. It is not clear what the practical effect of this requirement will be.

OTHER PROVISIONS

Decommissioning

The Act directs the PSC to promulgate rules that require the owner of a wind energy system with an operating capacity of at least one MW to maintain proof of financial responsibility ensuring the availability of funds for decommissioning of the system upon discontinuance of its use.

Wind Siting Council

The Act creates a Wind Siting Council in the PSC. The membership of the council includes representatives of wind energy developers and the broader energy industry, municipalities, environmental groups, and realtors; it also includes neighbors of wind energy systems who do not receive compensation related to the systems, a member of the University of Wisconsin System faculty with expertise in the health impacts of wind energy systems, and unspecified public members. The members are appointed by the PSC.

The Act directs the PSC to consult with the council in developing the various rules required under the Act. It also directs the council to survey the peer-reviewed scientific literature relating to the health effects of wind energy systems and to study state and national regulatory developments with regard to wind energy systems. The council must submit a report to the Legislature every five years describing the research and regulatory developments it has reviewed and presenting any recommendations of the council for legislation based on that research and those developments.

Department of Natural Resources Duties

The Act directs the Department of Natural Resources (DNR) to identify areas in the state where wind turbines, if placed in those areas, may have a significant adverse effect on bat and migratory bird populations. The DNR must maintain an Internet website that provides this information to the public and includes a map of the identified areas.

The Act also directs the DNR to study whether the department's statutory authority is sufficient to adequately protect wildlife and the environment from any adverse effect from the siting, construction, or operation of wind energy systems. In conducting the study, the DNR

must consider the authority of other state agencies and municipalities to regulate the environmental impact of wind energy systems. The DNR must submit its report on the study to the Legislature within 13 months after the provision's effective date. If the study concludes that the DNR's authority is not sufficient, the report must include recommendations for a bill that provides DNR with such authority.

Effective Date

2009 Act 40 took effect on October 15, 2009.

This memorandum is not a policy statement of the Joint Legislative Council or its staff. The memorandum was prepared by David L. Lovell, Senior Analyst, on October 27, 2009.

WISCONSIN LEGISLATIVE COUNCIL

One East Main Street, Suite 401 • P.O. Box 2536 • Madison, WI 53701-2536

Telephone: (608) 266-1304 • Fax: (608) 266-3830

Email: leg.council@legis.state.wi.us

<http://www.legis.state.wi.us/lc>



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 9/16/14
Item No. 7

Recommendation: That the Board accept the recommendation of the Finance Committee and accept a second offer by Premier Real Estate and adopt Resolution 299-091614

Background: The Finance Committee reviewed the offer from Premier Real Estate in closed session at its August 27, 2014 meeting. The terms of the offer are substantially similar to the previously accepted offer from Al Gokey of Packerland Builders of \$415,000. Premier Real Estate proposes to develop the property into luxury apartments in Swedish Style.

Fiscal Impact: \$415,000 in cash to offset the Overhead Utilities Burial project as provided for in previous Board Action.

Respectfully submitted,

Zeke Jackson
Village Administrator

**Resolution Authorizing Sale of Property
No 299-091614**

WHEREAS, the Village of Sister Bay, by its Board of Trustees, has entered into an agreement for the sale of property to Al and Tara Gokey of Packerland Builders LLC or their designated entity;

AND WHEREAS the Village of Sister Bay by its Board of Trustees has agreed to sell the following described property, upon the terms and conditions which are satisfactory to the Village of Sister Bay, for the price of \$415,000;

AND WHEREAS the Village of Sister Bay desires to sell the Old School Property and will accept secondary offers on the Parcels;

AND WHEREAS Premier Real Estate has submitted a secondary offer in the sum of \$415,000;

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

1. The Village of Sister Bay hereby resolves to convey the following described property to Premier Real Estate should Al and Tara Gokey of Packerland builders not meet the requirements outlined by their offer to purchase for the sum of \$415,000, the offer of Premier Real Estate shall become the primary offer and the Village will convey the property to that offeror.

Parcel No. 181-4230001:

Lot 1, Block 3 of Assessor's Plat No.2, Village of Sister Bay, Door County, Wisconsin.

Parcel No. 181-4240001:

Lot 1, Block 4 of Assessor's Plat No.2, Village of Sister Bay, Door County, Wisconsin.

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

INTRODUCED at a special meeting of the Board of Trustees of the Village of Sister Bay held this 16th day of September, 2014.

Passed and adopted this 16th day of September, 2014.

Village President

ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____



VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 9/16/14
Item No. 8

Recommendation: that the Board approve a 2" lift of asphalt to complete Cherrywood Ln pursuant to an agreement with Dick Horbinski.

Background: The Village, in an effort to ensure completion of the Cherrywood Ln. development, agreed to take monies in escrow for the completion of a second lift of asphalt on Cherrywood Ln. at some point after development was completed. This was done due to the health of Mr. Horbinski. The Village currently has \$XXXXX in a separate account for this project. The County Highway department has offered two alternatives:

1.5" lift \$22,000
2" lift \$28,200

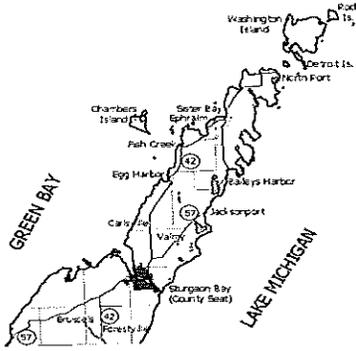
John Kolodziej recommends the 2" lift given future maintenance concerns; 2" is standard.

The Finance Committee brought this item up for action.

Fiscal Impact: \$XXXX would be needed to cover the gap between what is in the segregated account and the current cost of installation.

Respectfully submitted,

Zeke Jackson
Village Administrator



Door County Highway Department

John P. Kolodziej PE, Commissioner

1001 South Duluth Avenue

Sturgeon Bay WI 54235

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

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

September 9, 2014

Re: Cherrywood Lane Overlay Estimate

Dear Mr. Jackson,

The following is an estimate to install a 2 inch hot mix overlay on Cherrywood Lane from Fieldcrest Road to Koessler Lane. The estimate includes all work including site prep, milling of joints to match into existing pavement, tack coat and hot mix asphalt placement.

Total estimated cost 2" Hot Mix Overlay..... \$28,200

Because of the condition of the existing pavement, the two inch overlay is recommended to provide a longer lasting road pavement. As an alternative the following is an estimate for a 1 1/2" overlay.

Total estimated cost 1 1/2" Hot Mix Overlay\$22,000

This estimate is a not to exceed guarantee on the total cost of the approved project. However, as is our policy the Highway Department bills on a time and material basis but the overall cost of the approved project will not exceed the total estimated cost provided. If the actual time and material cost is below the estimated cost, the Village of Sister Bay will pay the lower cost. Only changes in the scope of work that is authorized by the Village officials will affect the final cost as proposed.

If you have any questions regarding this estimate, please contact my office.

Sincerely,

John P. Kolodziej, PE
Commissioner

2014 Sister Bay Board, Committee and Commission Appointments
 (Approved By The Village Board on June 17, 2014 But Reflecting Vacancies Created By Pam Abshire's Resignation)

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

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10001	A-1 ELEVATOR	6916	Semi-Annual service	09/02/2014	129.00	129.00	09/11/2014
Total 10001					129.00	129.00	
10003	AAPLE RIDGE LOCKSMITH	4295	Install electronic key pads	06/27/2014	1,030.00	1,030.00	08/28/2014
			Rekey existing locks		154.00	154.00	08/28/2014
			Keys		22.00	22.00	08/28/2014
Total 10003					1,206.00	1,206.00	
10005	ACTION ELECTRIC INC	28506	maintenance - post office	08/31/2014	18.10	18.10	09/11/2014
			maintenance - Sports Complex		118.00	118.00	09/11/2014
			maintenance - parks		90.00	90.00	09/11/2014
			maintenance - parks building		65.00	65.00	09/11/2014
		28560	locate underground cable - Marina Fest	08/28/2014	90.00	90.00	09/11/2014
Total 10005					381.10	381.10	
10007	ACTION APPRAISERS INC	1327	Assessor	09/02/2014	2,875.00	2,875.00	09/04/2014
Total 10007					2,875.00	2,875.00	
10110	AFLAC	658252	Employee-funded premium	09/11/2014	199.20	199.20	09/11/2014
Total 10110					199.20	199.20	
10114	AFTER DARK	MF14	Marina Fest Band	08/26/2014	2,500.00	2,500.00	08/28/2014
Total 10114					2,500.00	2,500.00	
13260	BHIRDO'S BY THE BAY	05601	Village gas -	07/31/2014	1,067.84	1,067.84	08/21/2014
		15577	Marina - gas	07/31/2014	31.38	31.38	08/21/2014
			Marina - propane tank exchange		108.09	108.09	08/21/2014
Total 13260					1,207.31	1,207.31	
13505	BURKART-HEISDORF INS INC	244661	General Liability - Village	09/01/2014	1,099.52		
			General Liability - Marina		371.72		
			General Liability - Ice Rink		33.44		
			General Liability - Utilities		324.91		
			General Liability - Utilities		482.73		
			General Liability - Utilities		557.68		
			Auto - Village		687.31		
			Auto - TKH		110.20		
			Auto - Utilities		87.32		
			Auto - Utilities		501.74		
			Auto - Utilities		32.43		
			W/C - Board		10.08		
			W/C - Admin		90.44		
			W/C - Parks/Rec		2,346.26		
			W/C - Marina		898.97		
			W/C - Ice Rink		130.81		
			W/C - Utilities - Water		789.50		
			W/C - Utilities - Wastewater		1,659.04		
			W/C - Utilities - Collection		414.90		
Total 13505					10,829.00	.00	
14309	CARDMEMBER SERVICE	0082	Cellphone insurance - Tatzel	08/07/2014	105.45	105.45	09/04/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		0180	Marina Fest supplies	08/15/2014	34.86	34.86	09/04/2014
		0197	Receipt printer - order cancelled	08/13/2014	277.00	277.00	09/04/2014
		0508	Cellphone - Tatzel	08/08/2014	250.17	250.17	09/04/2014
		1012	Meals - WTatzel	08/05/2014	18.51	18.51	09/04/2014
		1240	Decibel meter	07/26/2014	26.67	26.67	09/04/2014
		3919	SYMC monthly email safeguard	07/31/2014	352.86	352.86	08/28/2014
			SYMC monthly email safeguard		299.93	299.93	08/28/2014
			SYMC monthly email safeguard		88.22	88.22	08/28/2014
			SYMC monthly email safeguard		49.40	49.40	08/28/2014
			SYMC monthly email safeguard		73.40	73.40	08/28/2014
			SYMC monthly email safeguard		18.35	18.35	08/28/2014
		5168	Recognition - Shirley Maltby	08/12/2014	17.00	17.00	09/04/2014
		6182	Lodging - W Tatzel	08/06/2014	170.00	170.00	09/04/2014
		7334	Civics symposium lodging	08/13/2014	99.00	99.00	09/04/2014
					<u>1,880.82</u>	<u>1,880.82</u>	
Total 14309							
14310	CAPTAIN COMMODES INC	23854	Commode rental - Dog Park	08/31/2014	80.00		
		23902	Commode rental - Marina Fest	09/08/2014	631.00		
					<u>711.00</u>	<u>.00</u>	
Total 14310							
17501	CHARTER COMMUNICATIONS	SEPT14	internet - Admin Bldg	08/23/2014	149.99	149.99	09/04/2014
					<u>149.99</u>	<u>149.99</u>	
Total 17501							
17506	CELLCOM	431935	Cell phone - Administrator	09/05/2014	54.55		
			Cellphone - Marina manager		44.56		
			Cellphones - Parks employees		140.30		
					<u>239.41</u>	<u>.00</u>	
Total 17506							
17519	COUNTRY WALK BP-AMOCO	1114	Village gas -	08/31/2014	254.38	254.38	09/11/2014
					<u>254.38</u>	<u>254.38</u>	
Total 17519							
17525	CULLIGAN OF STURGEON BAY	D38507	Water softener salt - FS	08/29/2014	54.92	54.92	09/11/2014
					<u>54.92</u>	<u>54.92</u>	
Total 17525							
20007	DELTA DENTAL OF WIS	72196	Dental insurance	08/21/2014	983.79	983.79	08/28/2014
					<u>983.79</u>	<u>983.79</u>	
Total 20007							
20399	DONOHUE & ASSOC	12032-38	Construction	08/12/2014	554.65	554.65	08/21/2014
			Construction		400.00	400.00	08/21/2014
			Public outreach		362.50	362.50	08/21/2014
			Lighting		1,317.50	1,317.50	08/21/2014
			Roadway/DOT coord.		280.00	280.00	08/21/2014
			Meetings		80.00	80.00	08/21/2014
			Design		980.00	980.00	08/21/2014
					<u>3,974.65</u>	<u>3,974.65</u>	
Total 20399							
20451	DOOR COUNTY HWY DEPT	40009921	Street Maintenance	07/30/2014	207.17	207.17	09/04/2014
			Street Maintenance		69.01	69.01	09/04/2014
			No Fishing sign		18.30	18.30	09/04/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	
Total 20451					294.48	294.48		
20481	DOOR COUNTY PLANNING DEPT	81814	Map with proposed roads	08/18/2014	50.00	50.00	08/21/2014	
Total 20481					50.00	50.00		
20469	DOOR COUNTY VISITOR BUREAU	102021	Visitor Guide - Village listing	08/11/2014	225.00	225.00	08/21/2014	
Total 20469					225.00	225.00		
20504	EMPLOYER SERVICES LLC	E3095	Claims Management - HRA Health Insurance Policies	08/15/2014	2,205.00	2,205.00	08/21/2014	
Total 20504					8,790.86	8,790.86	08/21/2014	
20505	EMPLOYEE BENEFITS CORP.	1030473	Benny Fee	08/15/2014	2.00			
					FSA fee	35.00		
		1047282	Dependent Care - FSA Health Care FSA	09/10/2014	100.00			
Total 20505					414.00			
					551.00	.00		
20512	EFTPS - ONLINE 941 PAYMENT	PR0816140	PRINT PAPER CHECK TO UPDATE GL /	08/21/2014	3,713.36	3,713.36	08/22/2014	
					PRINT PAPER CHECK TO UPDATE GL /	868.42	868.42	08/22/2014
					PRINT PAPER CHECK TO UPDATE GL /	2,703.32	2,703.32	08/22/2014
		PR0830140	PRINT PAPER CHECK TO UPDATE GL /	09/04/2014	3,648.24	3,648.24	09/05/2014	
					PRINT PAPER CHECK TO UPDATE GL /	853.22	853.22	09/05/2014
					PRINT PAPER CHECK TO UPDATE GL /	2,696.94	2,696.94	09/05/2014
Total 20512					14,483.50	14,483.50		
20515	FERRELL GAS	RNT 5579841	propane boat house	08/22/2014	25.00	25.00	09/04/2014	
Total 20515					25.00	25.00		
20517	FLS BANNERS	72453	Crew hat	08/27/2014	13.32	13.32	09/04/2014	
					Marina Sweatshirts for resale	318.31	318.31	09/04/2014
Total 20517					331.63	331.63		
30609	FASTENAL	86830	Signs	08/22/2014	9.34	9.34	09/04/2014	
					Memorial benches	39.62	39.62	09/04/2014
Total 30609					48.96	48.96		
30701	FRONTIER	SEPT14	Sports Cplx phone	08/25/2014	41.09	41.09	09/04/2014	
					SEPT14V Admin Bldg phone	181.83	181.83	09/04/2014
Total 30701					222.92	222.92		
30702	GENERAL MAINTENANCE &	7038	Pavilion doors	08/12/2014	6,150.00	6,150.00	08/21/2014	
Total 30702					6,150.00	6,150.00		
30704	GANNETT WI NEWSPAPERS	8307381	Legal notices - Village	08/31/2014	133.72	133.72	09/11/2014	
					Legal notices - Village	59.91	59.91	09/11/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30704					193.63	193.63	
30750	GOING CO INC	123964M-8	recycling - Marina	08/31/2014	60.19	60.19	09/11/2014
			garbage - Marina		360.85	360.85	09/11/2014
		123997V-8	garbage - Village	08/31/2014	9,512.62	9,512.62	09/04/2014
			recycle - Village		635.19	635.19	09/04/2014
		125521MB-8	recycling - Parks Bldg	08/31/2014	108.99	108.99	09/11/2014
		325803FS-8	recycling - Fire Station	08/31/2014	52.91	52.91	09/11/2014
Total 30750					10,730.75	10,730.75	
30751	GREAT-WEST	PR0816140	Great West Deferred Comp. DEFERRED	08/21/2014	1,233.64	1,233.64	08/22/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	08/22/2014
		PR0830140	Great West Deferred Comp. DEFERRED	09/04/2014	1,233.64	1,233.64	09/05/2014
			Great West Deferred Comp. EMPLOYER		341.36	341.36	09/05/2014
Total 30751					3,150.00	3,150.00	
30753	GREAT LAKES TV SEAL INC	16496	Cleaning Johnson Park stormsewer	08/21/2014	4,150.00	4,150.00	09/04/2014
Total 30753					4,150.00	4,150.00	
31818	JIM HIRSCHMILLER	9214	Work clothes reimb	09/02/2014	19.97	19.97	09/04/2014
			Boots reimb		44.76	44.76	09/04/2014
Total 31818					64.73	64.73	
31825	HOLIDAY WHOLESale	7046353	Tide - supplies for resale	07/23/2014	106.56	106.56	08/28/2014
			Custodial supplies - Marina		38.80	38.80	08/28/2014
		7073591	Coffee supplies - Marina	08/14/2014	61.90	61.90	08/21/2014
		7079480	Custodial supplies - Marina	08/19/2014	186.20	186.20	08/28/2014
		7096109	Custodial supplies - Marina	09/03/2014	67.80	67.80	09/11/2014
Total 31825					461.26	461.26	
41001	MATTHEW JACKSON	81414	Meeting mileage	08/14/2014	95.43	95.43	08/21/2014
		83114	Meeting mileage	08/31/2014	20.60	20.60	09/11/2014
Total 41001					116.03	116.03	
41010	JERRY'S FLOWERS	6273	Beetle Bags	08/20/2014	38.97	38.97	09/11/2014
Total 41010					38.97	38.97	
41018	SMITHGROUP JJR LLC	103718	beach design	07/25/2014	6,000.00	6,000.00	08/21/2014
Total 41018					6,000.00	6,000.00	
41090	JUNGWIRTH'S ACE HARDWARE	2294-814	Maintenance - Admin Bldg	08/31/2014	4.47	4.47	09/11/2014
			Maintenance - Village Hall		42.17	42.17	09/11/2014
			Maintenance - Post Office		.78	.78	09/11/2014
			supplies - Shop supplies		40.54	40.54	09/11/2014
			recycling		9.98	9.98	09/11/2014
			Maintenance - Grounds		23.98	23.98	09/11/2014
			Maintenance - Parks		61.51	61.51	09/11/2014
			Maintenance - Sports Complex		9.25	9.25	09/11/2014
			Maintenance - Parks bldgs		4.49	4.49	09/11/2014
			Maintenance - Street		14.98	14.98	09/11/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Minor equipment		16.99	16.99	09/11/2014
			Maintenance - Dock Building		67.82	67.82	09/11/2014
Total 41090					296.96	296.96	
41103	KANSAS CITY LIFE	2108-914	Disability Insurance	08/11/2014	396.48	396.48	08/21/2014
Total 41103					396.48	396.48	
41131	KURT KNUDSON HEATING & AC	1332	Install condensing unit Fire Station	07/22/2014	476.82	476.82	08/28/2014
Total 41131					476.82	476.82	
41205	LAMPERT'S LUMBER	20324471	Pavilion - fence - credit	07/29/2014	46.70 -	46.70 -	09/04/2014
		20325165	Stump grinder rental	08/05/2014	72.00	72.00	09/04/2014
		20325281	Stump grinder rental	08/12/2014	54.00	54.00	09/04/2014
		20325820	Stump grinder rental	08/12/2014	72.00	72.00	09/04/2014
		20325915	Handicap signs - fire station	08/13/2014	24.48	24.48	09/04/2014
		20326412	Jack Hammer rental	08/18/2014	42.00	42.00	09/04/2014
		20326759	Stump grinder rental	08/21/2014	54.00	54.00	09/04/2014
Total 41205					271.78	271.78	
41319	MAY'S SPORT CTR	111838	Toro lawnmower - parts	08/07/2014	72.82	72.82	09/04/2014
Total 41319					72.82	72.82	
42107	LA VINE'S ICE LLC	11337	Marina - ice	08/18/2014	119.20	119.20	08/21/2014
		11442	CM from 8/18/14	08/25/2014	10.00 -	10.00 -	08/28/2014
			Marina - ice		68.10	68.10	08/28/2014
		11585	Marina - ice	09/06/2014	112.50	112.50	09/11/2014
Total 42107					289.80	289.80	
51330	MINNESOTA LIFE	OCT14	Life Insurance -	09/06/2014	358.67	358.67	09/11/2014
Total 51330					358.67	358.67	
51407	NOR-DOOR SPORT & CYCLERY INC	BM82014	Marina bicycle repair	08/21/2014	21.00	21.00	09/04/2014
Total 51407					21.00	21.00	
51438	NORTHERN LAKE SERVICE INC	26155	Marina water sample test	08/13/2014	1,424.00		
Total 51438					1,424.00	.00	
61535	GRIFFIN OLSON	814	Reimb mileage	08/20/2014	9.30	9.30	08/28/2014
		83114	Reimb mileage	08/31/2014	9.30	9.30	09/04/2014
Total 61535					18.60	18.60	
61536	OFFICE DEPOT CREDIT PLAN	722129243	Manuscript covers	07/31/2014	17.09	17.09	08/28/2014
			Flash Drive		35.99	35.99	08/28/2014
			Extension Cord		8.09	8.09	08/28/2014
		722129868	Correction tape	07/30/2014	5.49	5.49	08/28/2014
Total 61536					66.66	66.66	
61547	ORKIN PEST CONTROL INC	60266414	spray Marina	08/19/2014	80.72	80.72	08/28/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		95945785	spray Admin Bldg	08/19/2014	84.64	84.64	08/28/2014
		95945786	spray Firestation	08/19/2014	85.26	85.26	08/28/2014
		95946101	carpenter ants - Info Booth	08/19/2014	89.96	89.96	08/28/2014
	Total 61547				340.58	340.58	
61601	PAPER WORKS PLUS LLC	4001	Marina - Office supplies	08/01/2014	4.38	4.38	08/21/2014
		4031	Marina - Office supplies	08/11/2014	8.76	8.76	08/21/2014
		4657	Print cartridge - JN	08/28/2014	122.73	122.73	09/11/2014
			Office supplies - Village		7.28	7.28	09/11/2014
	Total 61601				143.15	143.15	
61614	PENINSULA PULSE	7039	YMCA program ads	08/31/2014	74.10	74.10	09/11/2014
			Marina Fest ads		389.50	389.50	09/11/2014
	Total 61614				463.60	463.60	
61615	PEPSI NEW	203104	Soda - Marina Vending Machine	07/24/2014	87.12	87.12	08/28/2014
	Total 61615				87.12	87.12	
61617	KENNETH J PETERSEN	MF14	River City Six - Marina Fest	08/26/2014	650.00	650.00	08/28/2014
	Total 61617				650.00	650.00	
61630	PIGGLY WIGGLY	119058	Election	08/12/2014	14.05		
	Total 61630				14.05	.00	
61633	PINKERT LAW FIRM LLP	95	Legal Services - Village	07/31/2014	75.00	75.00	09/04/2014
			BSD - project - 6F issue		75.00	75.00	09/04/2014
			Citations/parking tickets		175.00	175.00	09/04/2014
			Gage lawsuit		625.00	625.00	09/04/2014
			Old School property sale		175.00	175.00	09/04/2014
			S Highland property sale		375.00	375.00	09/04/2014
			Quarry lawsuit		575.00	575.00	09/04/2014
			West Capitol		200.00	200.00	09/04/2014
	Total 61633				2,275.00	2,275.00	
61637	PITNEY BOWES	82814	Postage Meter	08/28/2014	200.00	200.00	09/04/2014
	Total 61637				200.00	200.00	
61801	RENT-A-TENT INC	MF14	Tent Rental - Marina Fest	08/26/2014	2,025.00	2,025.00	08/28/2014
	Total 61801				2,025.00	2,025.00	
71925	SISTER BAY AUTO	66964	Belt for garage door repair	08/12/2014	13.58	13.58	09/04/2014
	Total 71925				13.58	13.58	
71926	SISTER BAY SEWER & WATER	1163	watering from hydrants	08/31/2014	2.46	2.46	09/11/2014
			Consulting - S Jacobson BSD project		351.96	351.96	09/11/2014
			Staff time on BSD stormsewer - SJ		301.68	301.68	09/11/2014
			Staff time on BSD stormsewer - SJ		251.40	251.40	09/11/2014
			Staff time on BSD stormsewer - SJ		729.06	729.06	09/11/2014
			Consulting - Village Stormwater SJ		35.85	35.85	09/11/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Village Office assistance		29.00	29.00	09/11/2014
			watering from hydrants		30.00	30.00	09/11/2014
Total 71926					1,731.41	1,731.41	
71927	SISTER BAY/LIBERTY GROVE FIRE	1332K-2	Reimb condensing unit - balance	07/22/2014	1,171.18	1,171.18	08/28/2014
Total 71927					1,171.18	1,171.18	
71983	SPIELBAUER FIREWORKS CO INC	14SI2837	Fireworks - Marina Fest	08/14/2014	5,500.00	5,500.00	08/28/2014
Total 71983					5,500.00	5,500.00	
72029	TOWN OF SEVASTOPOL	2014-94	video recording - board meeting	08/21/2014	175.00	175.00	08/28/2014
Total 72029					175.00	175.00	
72051	TRUGREEN*CHEMLAWN	24123489	Lawn treatment	08/07/2014	688.00	688.00	09/11/2014
Total 72051					688.00	688.00	
73003	VERIZON NORTH	66291587	Village phone - long distance	09/10/2014	23.00	23.00	09/11/2014
			Marina Phone - long distance		13.21	13.21	09/11/2014
Total 73003					36.21	36.21	
80013	WEIDNER HARDWOOD LUMBER	31218	cedar slats memorial benches	08/19/2014	720.00	720.00	08/28/2014
Total 80013					720.00	720.00	
81988	WARNER-WEXEL WHOLESAL	116800	custodial supplies - Village	08/05/2014	391.42	391.42	09/04/2014
Total 81988					391.42	391.42	
81989	WATERBOARD WARRIORS INC	MF2014	Water Ski Show - Marina Fest	08/28/2014	3,000.00	3,000.00	08/28/2014
Total 81989					3,000.00	3,000.00	
82350	WI PUBLIC SERVICE	AUG14	Street Lights	08/31/2014	2,066.67	2,066.67	09/04/2014
			Old School		12.28	12.28	09/04/2014
			Fire Station		720.67	720.67	09/04/2014
			Parks Lights		161.26	161.26	09/04/2014
			Sports Complex		218.59	218.59	09/04/2014
			Dock		1,212.41	1,212.41	09/04/2014
			J Dock		258.82	258.82	09/04/2014
			Boathouse		109.81	109.81	09/04/2014
			Old Fire Station		145.39	145.39	09/04/2014
			Swale Pump		17.39	17.39	09/04/2014
			Admin Bldg		129.19	129.19	09/04/2014
			Village Hall		292.94	292.94	09/04/2014
			Bike Trail Lights		99.62	99.62	09/04/2014
Total 82350					5,445.04	5,445.04	
99998	ONE TIME VENDOR	HBDRAKE	Marina Fest	08/28/2014	400.00		
			Marina Fest		400.00		
		HBDRAKE MF	Marina Fest - expense	08/28/2014	400.00	400.00	08/28/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 99998					400.00	400.00	

Total Paid: 101,254.76
Total Unpaid: 13,568.46
Grand Total: 114,823.22

Dated: 9/11/14
Staff: Juliana Newman

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	28561	WWTP septage blower repairs	08/31/2014	90.00	90.00	09/10/2014
Total 10005					90.00	90.00	
10260	BEAR GRAPHICS INC	0693943	checks	08/21/2014	49.87	49.87	08/27/2014
			checks		74.09	74.09	08/27/2014
			checks		18.53	18.53	08/27/2014
Total 10260					142.49	142.49	
13260	BHIRDO'S BY THE BAY	15476	vehicle fuel allocation	07/31/2014	208.67	208.67	08/27/2014
			vehicle fuel allocation		310.03	310.03	08/27/2014
			vehicle fuel allocation		77.51	77.51	08/27/2014
			equipment fuel allocation		6.83	6.83	08/27/2014
			equipment fuel allocation		10.14	10.14	08/27/2014
			equipment fuel allocation		2.53	2.53	08/27/2014
			equipment maint - WWTP		16.20	16.20	08/27/2014
Total 13260					631.91	631.91	
17506	CELLCOM	433907	cellphones	09/05/2014	42.99		
			cellphones		63.87		
			cellphones		15.97		
			j. neuman		51.11		
Total 17506					173.94	.00	
17526	CUMMINS NPOWER LLC	802-2940	radiator at pump house	08/18/2014	1,896.04	1,896.04	08/27/2014
			radiator at pump house		1,896.03	1,896.03	08/27/2014
		802-3558	WWTP generator repair	08/27/2014	855.86	855.86	09/10/2014
		802-3666	Portable gen. maint.	08/28/2014	11.97	11.97	09/10/2014
		802-3667	Well #2 maintenance	08/28/2014	9.59	9.59	09/10/2014
		802-3670	Well #3 maintenance	08/28/2014	1,617.83	1,617.83	09/10/2014
Total 17526					6,287.32	6,287.32	
20101	DORNER CO	124381-IN	WWTP 6" valve	08/15/2014	2,035.34	2,035.34	09/04/2014
Total 20101					2,035.34	2,035.34	
20513	ENERGENECS INC	0028842-IN	collection system parts - Forest Ln LS	08/21/2014	623.00	623.00	08/27/2014
		0028926-IN	collection system repair LSLs	09/09/2014	479.92		
Total 20513					1,102.92	623.00	
30400	FERGUSON WATERWORKS #1476	0150756	collection system - manhole form	06/05/2014	278.57	278.57	08/27/2014
			BSD project C - manhole form		278.57	278.57	08/27/2014
		0155901	distribution parts - curb boxes	08/07/2014	415.82	415.82	08/27/2014
Total 30400					972.96	972.96	
30641	FRONTIER	SEPT 2014	plant phones	09/01/2014	87.79	87.79	09/10/2014
			plant phones		87.78	87.78	09/10/2014
Total 30641					175.57	175.57	
30642	FRONTIER COMMUNICATIONS	9/2014	telemetry allocation	09/01/2014	1.28	1.28	09/10/2014
			telemetry allocation		1.28	1.28	09/10/2014
			telemetry allocation		.64	.64	09/10/2014

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		AUG2014	telemetry allocation	08/19/2014	5.44	5.44	08/27/2014
			telemetry allocation		5.44	5.44	08/27/2014
			telemetry allocation		2.72	2.72	08/27/2014
		SEPT 2014	telemetry allocation	08/25/2014	56.80	56.80	09/04/2014
			telemetry allocation		56.80	56.80	09/04/2014
			telemetry allocation		28.40	28.40	09/04/2014
		Total 30642			158.80	158.80	
30750	GOING CO INC	AUG 2014	WWTP rubbish disposal	08/31/2014	122.52	122.52	09/04/2014
		Total 30750			122.52	122.52	
30752	GRAINGER	9526402046	water - tool for hydrants	08/25/2014	122.18	122.18	09/10/2014
		9529510001	water - tool for hydrants	08/28/2014	25.16	25.16	09/10/2014
		Total 30752			147.34	147.34	
31816	HAWKINS INC	3634667 RI	chemicals - WWTP	08/13/2014	7,467.44	7,467.44	08/27/2014
		3641672 RI	chemicals - Water	09/04/2014	199.25		
		Total 31816			7,666.69	7,467.44	
40950	INNOVATIVE PRINTING LLC	18397	printing - envelopes	07/31/2014	25.90	25.90	08/27/2014
			printing - envelopes		38.48	38.48	08/27/2014
			printing - envelopes		9.62	9.62	08/27/2014
		18484	printing - confined entry permits	08/15/2014	47.00	47.00	08/27/2014
			printing - confined entry permits		47.00	47.00	08/27/2014
		Total 40950			168.00	168.00	
40963	ITU ABSORB TECH	5881717	WWTP laundry service	08/05/2014	58.04	58.04	09/10/2014
		5887625	WWTP laundry service	08/19/2014	59.98	59.98	09/10/2014
		Total 40963			118.02	118.02	
41005	STEVEN JACOBSON	AUG 2014	mileage	08/31/2014	26.46	26.46	09/04/2014
			mileage		32.35	32.35	09/04/2014
			mileage		11.70	11.70	09/04/2014
			mileage - re: BSD		.98	.98	09/04/2014
			mileage - re: BSD		.98	.98	09/04/2014
			mileage - re: pond stormsewer		2.86	2.86	09/04/2014
			postage		16.80	16.80	09/04/2014
			misc. op. supplies - ice for testing		8.00	8.00	09/04/2014
			mileage - re: Village stormsewer		8.78	8.78	09/04/2014
		Total 41005			108.91	108.91	
41090	JUNGWIRTH'S ACE HARDWARE	AUG 2014	medical/safety supplies	08/31/2014	1.04		
			tools		49.47		
			cleaning supplies		29.45		
			medical/safety supplies		1.55		
			tools		6.99		
			misc. other supplies		6.87		
			WWTP structure maintenance		20.99		
			WWTP equipment maintenance		77.34		
			main lift station		1.69		
			medical/safety supplies		.39		
			lift station/force main maint		9.29		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41090					205.07	.00	
41196	LAKESHORE WASTE SYSTEMS INC	38660	sludge - hauling	08/27/2014	1,599.50	1,599.50	09/04/2014
Total 41196					1,599.50	1,599.50	
41205	LAMPERT'S	20325272	rental - jack hammer & cut off saw due from utility customer	08/06/2014	43.79	43.79	09/04/2014
		20325413	WWTP ditch boxes	08/07/2014	88.00	88.00	09/04/2014
		20325426	WWTP ditch boxes	08/07/2014	273.92	273.92	09/04/2014
		20325524	WWTP ditch boxes	08/07/2014	104.83	104.83	09/04/2014
		CREDIT MEMO	WWTP ditch boxes	08/08/2014	165.52	165.52	09/04/2014
				08/07/2014	169.60 -	169.60 -	09/04/2014
Total 41205					506.46	506.46	
41290	LUNDQUIST PLUMBING INC	17892	#2 Well - sampling valve	06/18/2014	9.98	9.98	09/10/2014
Total 41290					9.98	9.98	
51400	NCL OF WISCONSIN INC	343872	WWTP lab - Autoclave	09/04/2014	4,968.32		
Total 51400					4,968.32	.00	
51436	NORTHERN LAKE SERVICES INC	260044	WWTP sample testing	08/14/2014	16.00	16.00	08/27/2014
Total 51436					16.00	16.00	
61610	PAPER WORK PLUS LLC	31340	Water meter mapping	08/27/2014	5.75	5.75	09/04/2014
		31356	Water meter mapping	08/28/2014	9.42	9.42	09/04/2014
Total 61610					15.17	15.17	
61636	PREMIER CONCRETE INC	1298141	coll sys - manhole rings	08/29/2014	58.20	58.20	09/10/2014
Total 61636					58.20	58.20	
61640	QUALITY STATE OIL INC	918006	fuel for pumping - #1 Well	08/26/2014	154.00	154.00	08/27/2014
			fuel for pumping - #2 Well		354.20	354.20	08/27/2014
			fuel for pumping - #3 Well		304.15	304.15	08/27/2014
			fuel for WWTP equipment		789.25	789.25	08/27/2014
Total 61640					1,601.60	1,601.60	
61972	SABEL MECHANICAL LLC	2107	collection system repairs - Forest LS	08/29/2014	1,264.00	1,264.00	09/10/2014
Total 61972					1,264.00	1,264.00	
61977	STURGEON BAY UTILITIES	009716	sludge processing	08/25/2014	1,960.00	1,960.00	09/10/2014
Total 61977					1,960.00	1,960.00	
61978	SCHENCK BUSINESS SOLUTIONS	SC10040178	PSC rate case	08/29/2014	4,210.00	4,210.00	09/10/2014
Total 61978					4,210.00	4,210.00	
61979	SHOPKO STORES	01993	custodial supplies lab	08/15/2014	11.99	11.99	09/10/2014
			custodial supplies allocation		4.19	4.19	09/10/2014
			custodial supplies allocation		6.23	6.23	09/10/2014

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 08/20/2014 - 09/16/2014Page: 4
Sep 11, 2014 11:37am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			custodial supplies allocation		1.56	1.56	09/10/2014
		07005	custodial supplies lab	08/04/2014	21.99	21.99	09/10/2014
			custodial supplies allocation		7.69	7.69	09/10/2014
			custodial supplies allocation		11.43	11.43	09/10/2014
			custodial supplies allocation		2.86	2.86	09/10/2014
	Total 61979				67.94	67.94	
71922	TOP SHELF CAFE & GOURMET	10325	UPS shipping	08/06/2014	21.80	21.80	09/10/2014
		10343	UPS shipping - marina testing	08/12/2014	36.56	36.56	09/10/2014
		10362	UPS shipping - marina testing	08/11/2014	22.62	22.62	09/10/2014
		10371	UPS shipping	08/18/2014	25.17	25.17	09/10/2014
	Total 71922				106.15	106.15	
71925	SISTER BAY AUTO	66747	'01 Ford headlight	07/30/2014	11.24	11.24	09/04/2014
			'01 Ford headlight		16.69	16.69	09/04/2014
			'01 Ford headlight		4.17	4.17	09/04/2014
	Total 71925				32.10	32.10	
72053	POSTMASTER	STAMPS 9/14	postage	09/04/2014	24.50	24.50	09/04/2014
			postage		24.50	24.50	09/04/2014
	Total 72053				49.00	49.00	
72054	USA BLUEBOOK	419410	safety supplies - life ring	08/08/2014	582.90	582.90	08/27/2014
	Total 72054				582.90	582.90	
73007	VOIGHT AUTOMOTIVE	SEPT 2014	vehicle fuel allocation	08/31/2014	165.51	165.51	09/10/2014
			vehicle fuel allocation		245.90	245.90	09/10/2014
			vehicle fuel allocation		61.48	61.48	09/10/2014
	Total 73007				472.89	472.89	
82350	WI PUBLIC SERVICE	4983495-00000	electricity - water system	08/22/2014	686.95	686.95	09/04/2014
			electricity - wastewater plant		4,393.30	4,393.30	09/04/2014
			electricity - lift stations		262.08	262.08	09/04/2014
			electricity - info booth		41.13	41.13	09/04/2014
	Total 82350				5,383.46	5,383.46	
82351	WIS PUBLIC SERVICE	AUG 2014	Well #3 - LGUD	08/13/2014	388.79	388.79	09/10/2014
			Well #3 - Sister Bay		1,166.36	1,166.36	09/10/2014
	Total 82351				1,555.15	1,555.15	
82355	WVOA - MEMBERSHIP & CONF	CONFERENCE	conference SJ, MS, PJ	09/04/2014	195.00	195.00	09/04/2014
	Total 82355				195.00	195.00	

Total Paid: 38,935.12
Total Unpaid: 6,026.50
Grand Total: 44,961.62

9/11/14
Juliana Newman



Door County Coastal Byway Council Meeting Minutes – Thursday, August 14th 2014

Time: 8:30 a.m.

Place: Baileys Harbor Town Hall - County F & STH 57, Baileys Harbor, WI 54202

Call to Order. Chair Ann Miller called the meeting to order at 8:32 a.m.

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

Charity Carey, primary – Village of Ephraim

Beth Hagen, primary – Town of Gibraltar

Al Birnschein, primary – Town of Jacksonport

Scott Baker, primary – Village of Sister Bay

Kriss Schorer, primary – Town of Baileys Harbor

Chuck Tice, primary – Town of Sevastopol

Ann Miller, primary – Town of Liberty Grove

Michelle Anderson, primary – Village of Egg Harbor

Also present: Sam Perlman-DCEDC, Zeke Jackson-Administrator Village of Sister Bay and Linda Wait-recording secretary.

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

Approve minutes. Motion by Scott and second by Beth to approve the minutes of July 10, 2014, with corrections: page 2, New Business should be “Sister Bay” marina and page 2, Correspondence, first line, delete “be.” Motion carried.

Treasurer’s Report. Sam reported a balance of \$16,463.32 as of 8/7/2014. As approved at last meeting, Schmeackle has been paid for brochures, Kriss reimbursed for float fringe and Ann reimbursed for tape. Sam has received reimbursement for mailing brochures to travel centers. Quill Corp. has been paid for the correct type of DVDs. Motion by Charity and second by Scott to approve the treasurer’s report. Motion carried.

Pending Business

A. DCCB review and approval of letter of support for Melinda Roberts representing WI Historical Markers & Places written by Charity Buhr. Charity, with assistance from Sam, put together a letter of support on behalf of Melinda Roberts. Motion by Michelle and second by Kriss to approve. Motion carried and Linda will place on letterhead with signature and forward.

B. Review of Proposals submitted by Aug 1 deadline in response to Request for Proposals (RFP) for recommended DCCB website upgrades from long range DCCB Interpretive Plan. In response to the RFP, two (2) proposals were received—Town Web Design/Dustin Overbeck and Boettcher Communications. After discussion on cost, training, management, response time and references, motion by Charity and second by Michelle to go with Town Web Design and the economy version, with option to upgrade at a later time. Motion carried, unanimously. Sam will let Dustin know that DCCB will stay with Town Web Design and provide a copy of the interpretive plan to get the process started.

Minutes of August 14, 2014
DOOR COUNTY COASTAL BYWAY COUNCIL

New Business.

- Charity and Kriss will try to get some publicity once the highway project is done.
- Ann received notice from the National Scenic Byway Foundation that transportation funding has been approved and she will check on grant opportunities.
- Kriss said the Baileys Harbor kiosk is getting lots of attention.
- Ann said the Koepsel kiosk now has two benches and will be going ahead with stonework.
- Sam reported that the Ridges building is coming along and should be done by the end of the year with a spring dedication.

Correspondence. None

Agenda items for next meeting / suggestions.

- charging stations
- progress on website
- transportation bill
- potential for adopting additional mile or two to the DCCB
- coloring books
- brochure holders for kiosks
- revisit PaperBoy
- public informational meetings on highway maintenance

Future Meeting Dates. The next meeting is scheduled for Thursday, September 11th 2014, beginning at 8:30 a.m. at the Sevastopol town hall.

Payment of any Bills. None

Adjourn. Motion by Michelle and second by Scott to adjourn. Motion carried and meeting adjourned at 9:20 a.m.

Respectfully submitted,

Linda Wait, recording secretary
[draft 8/20/2014]

**Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, August 11, 2014
BOYS & GIRLS CLUB OF DOOR COUNTY
55 S. 3RD AVE., STURGEON BAY, WI**

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

Minutes

Tour at 11:30 – Boys and Girls Club of Door County
Lunch at Door County Fire Company at 11:50 a.m.

I. Call to Order

Mike Baudhuin called the meeting to order at 12:33 a.m.

Directors Present: Kathy Schultz, Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Patti Vickman, Mike Baudhuin, Darren Voigt, Charles Brann and Vicki Wilson.

Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Maureen Murphy, Zeke Jackson, Rob Burke and Todd Trimbürger.

Not Present: Jerry Worrick, Steve McNeil, Jim Stawicki, Dale Swanson and Jack Money Penny.

Others Present: Sam Perlman and Paula Sullivan – DCEDC, Julie Davis – Boys and Girls Club – and Erin Baudhuin-Wiretech.

II. Adoption of Agenda

Charles Brann made a motion to accept the Agenda. Jan Campbell seconded. Motion Carried.

III. Presentation – Julie Davis – Future vision for Boys and Girls Club of Door County

IV. Action

A. Adoption of Minutes of Previous Meeting, July 14, 2014.

Darren Voigt made a motion to accept the minutes from the July 14, 2014 board meeting. Vicki Wilson seconded. Motion carried.

B. Treasurer's Report

1. Consideration: July 2014 Financial Report.

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

Scott Baker made a motion to accept the July, 2014 financial reports. Darren Voigt seconded. Motion carried.

2. Major Purchases – None**C. Consideration: Investment Committee Recommendation**

Leslie Gast gave an overview of the Investment Committee Meeting held directly before this meeting. Due to current market conditions and a recommendation from our advisor, the committee suggests that we leave the fund balances as they are, realizing and accepting the fact that the fund balances are slightly outside of the risk tolerance guidelines set in the Investment Policy.

Scott Baker made a motion to approve the Investment Committee's recommendation as presented. Jan Campbell seconded. Motion carried.

V. Informational**A. Update: Significant Business Development Projects**

- 1. Pro Products – relocation and expansion in Sturgeon Bay Industrial Park**
- 2. Cadence acquisition and plans for Plainfield Precision**
- 3. West Waterfront Redevelopment Project**

Bill and Sam made a presentation on the exciting projects listed above.

B. Update on Strategic Work Plan

Bill updated the Board on the progress of the Work Plan.

C. Executive Director's Report

Bill Chaudoir reviewed his report for July.

D. Workforce/Housing/Technology/Retention Report

Sam Perlman reviewed the Workforce/Housing/Technology Report.

VI. Next Meeting –Monday, September 8, 2014– Door County Business Development Center**VII. Adjournment - Meeting adjourned at 1:15 p.m.**

Respectfully Submitted,
William D. Chaudoir, Secretary

FINANCE COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 27, 2014
(APPROVAL PENDING)

The Village of Sister Bay Finance Committee meeting of August 27, 2014, was called to order by Chairman Shane Solomon at 2:40 PM.

Present: Chairman Shane Solomon, Committee Members Pat Duffy and Dave Lienau, Village Administrator Zeke Jackson, Finance Director Juliana Neuman, and Parks Manager Steve Mann.
Also Present: Stony Ridge Developer Keith Garot

Approval of the Agenda

Lienau moved and Duffy seconded. Motion carried.

Approval of minutes as attached

Solomon moved and Lienau seconded approval of the attached minutes of two previous Finance Committee Meetings as presented: the July 31, 2014 meeting and the August 11, 2014 meeting. The motion carried.

Comments, correspondence and concerns from the public

None

Discussion Items

Solomon indicated that the Committee would enter directly into Closed Session (Agenda Item #3). *Steve Mann left the meeting immediately but agreed to return when called back.*

3. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes 19:85(1)(c) to discuss personnel and employee benefits and 19:85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Solomon, second by Lienau. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes

4. Consider a motion to reconvene into Open Session.

Motion by Solomon, second by Duffy. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes

5. Consider a motion to take action, if required.

Motion by Lienau to use \$30,000 from the Maple-Canterbury CIP fund to acquire an easement for water and sewer extensions (on Hull parcel #181-00-08312813H) as indicated in the August 15, 2014 letter from the Dahl Law Firm. Solomon seconded the motion and all voted Aye.

2. Discuss a secondary offer on the Old School Property; consider a motion for action if appropriate.

No motion was made.

1. Review and discussion of Parks Operational Budget for 2015; consider a motion for action if appropriate.

Mann returned, and Jackson introduced the discussion by stating that when he asked Mann to try to cut 5% from the Parks budget Mann replied that it couldn't be done, given the already increasing

1 workload and the upcoming beach project. The enlarged waterfront area requires more maintenance,
2 and trash removal has increased with more visitors using our parks. The sledding hill project at the
3 Sports Complex will also require additional staff time. Jackson has concluded that cutting the Parks
4 budget will result in compromised service.
5

6 Discussion followed regarding the personnel section of the budget, with Neuman replying to questions
7 about certain line items. Jackson noted that the Administration and Compensation Committee is
8 developing recommendations that will result in freezes on some wage rates. If adopted, this will have
9 an impact on some of the personnel line items.
10

11 The only significant cut in the budget as proposed by Jackson is to Seasonal Decorations, which he
12 suggested reducing from \$9000 to \$5000. Both Solomon and Lienau objected, stating that the
13 decorations for the winter holiday season are one of the few points of interest we provide during the
14 off-season. Mann explained that the proposed \$4000 saving would be realized by eliminating the
15 small, decorated pine trees but committee members wanted this line restored to \$9000.
16

17 Jackson asked about budget needs in terms of the workload for the coming year. Mann replied that
18 quantities of supplies that used to last all summer, such as twenty-five cases of garbage bags, have run
19 out already; the same will be true of paper towels and toilet paper. More people are using our
20 facilities, leading to more expense in both labor and supplies. Mann added that Jackson had asked if
21 the grass could be cut less often; his answer is “not if you want to maintain a high standard for our
22 parks.”
23

24 Jackson reported that he and Neuman would be meeting with representatives from Going Garbage to
25 see if any savings could be negotiated in trash and recycling collection, two of the largest items in this
26 budget. The Lawn Maintenance item is another place where Jackson has thought about cutting, but
27 Mann maintains that True-Green Chemical does an excellent job, and he doesn't think that it could be
28 done more cheaply in-house. Lienau stated that he likes the level of care that is given to the parks and
29 believes that grass needs to be kept strong and well-maintained in order to stand up to a lot of foot
30 traffic.
31

32 Mann told the committee that he believes that he is very thrifty in the way that he handles supplies and
33 equipment. He believes in fixing things rather than buying new and has succeeded in keeping
34 equipment, such as lawnmowers, running well for years longer than other municipalities. Jackson
35 voiced agreement with this approach, and Lienau commended Mann and his crew for doing a great
36 job, stating that the parks look wonderful and expressing surprise that they get so much work done.
37

38 Solomon asked Mann whether he thinks this budget will be sufficient to maintain the Village parks at
39 the current level. Mann replied that it is, but that he's not sure what the addition of the new beach will
40 require. More garbage cans and trash pick-ups will be needed, as well as equipment and man-hours to
41 maintain a much larger beach. In addition there will be maintenance needed at the new sledding hill
42 and 16 memorial benches to be relocated after the beach project is complete. Solomon stated that it
43 would be irresponsible to expect the Parks Department to manage the increased amount of work on a
44 lesser or equal budget. He suggested adding to the proposed budget for this reason. Jackson replied
45 that another nearly full-time position has already been included, but it was agreed that the seasonal
46 labor line should be increased to \$30,000 (an increase of about \$3400). Duffy expressed his hope that
47 the budget for overtime work could be reduced, but Lienau suggested leaving it in since there are
48 unknowns connected with the new Pavilion and the beach project.
49

50 *Lienau moved that the Parks budget be accepted with the following changes: an increase to the part-*
51 *time wages line for a total of \$30000, a \$23,589 decrease in the Personnel total due to work for the*

1 Marina, and an increase to restore the seasonal decorations line to the 2014 sum of \$9000. Solomon
2 seconded the motion and all voted Aye.

3
4 Mann left the meeting at 4:10 PM after receiving thanks from the committee for his participation.
5

6 **3. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes**
7 **19:85(1)(c) to discuss personnel and employee benefits and 19:85(1)(e) deliberating or**
8 **negotiating the purchasing of public properties, the investing of public funds, or conducting**
9 **other specified public business, whenever competitive or bargaining reasons require a closed**
10 **session.**

11 *Motion by Solomon, second by Lienau. Roll call: Solomon – Yes Lienau – Yes Duffy – Yes*

12
13 **4. Consider a motion to reconvene into Open Session.**

14 *Motion by Solomon, second by Duffy. Roll call: Solomon – Yes Duffy – Yes Lienau – Yes*

15
16 **6. Review of Financial Statements.**

17 None provided.

18
19 **7. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

20 --The issue of wage freezes to be finalized by Admin and Comp, for recommendation to Finance and
21 the Village Board.

22 --Jackson and Neuman to discuss the garbage and recycling costs with Going Garbage.

23 --Lienau requested that a map of the new beach area be provided at a Parks meeting to begin planning
24 for the relocation of the memorial benches.

25
26 **Adjournment**

27 *At 4:45 PM Solomon moved and Duffy seconded that the meeting be adjourned. Motion carried.*

28
29 Respectfully submitted,



30
31 Juliana Neuman
32 Village Finance Director

33
34 Name: h:\files\active\agendas\finance\2014\2014_08\08272014 finance minutes - unapproved version.docx Created:
35 5/21/2013 9:14 AM Printed: 9/10/2014 1:08 PM Author: Juliana Neuman Last Saved By: Juliana Neuman

Sister Bay & Liberty Grove Fire Board Meeting August 18, 2014

The meeting was called to order August 18, 2014 at 8:00 am by Lou Covotsos

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

In attendance Chris Hecht, Bill Randall

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

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

There was no public input.

Discussion Items:

- 1) Chief's Report
 - a) Call totals for the year are normal.
 - b) There was one significant call. The woman who fell off of the bluff at Ellison Bay Bluff Park. This is the 4th or 5th over the bluff call in the past two years. This is up over the previous years. The fire departments in Door County are forming a high angle rescue unit.
 - c) Louis Covotsos pointed out that fire department does not have a water craft. Chris Hecht mentioned that we can get a boat when required from Gibraltar, Baileys Harbor, DNR, Coast Guard, private citizen, or Commercial Fisherman. We will review advantages and disadvantages of getting a boat.
 - d) Engine-7 is up for sale. There is little interest in it. If there is no interest by the end of September, we will list it on surplus equipment.
 - e) In September, we will begin the process of selling one of the two tankers.
 - f) The SCBA grant is fulfilled. We have all of the SCBAs. There were some extra funds in the grant fund. We asked for and received permission to use the fund to upgrade the AV equipment in the training room.
 - g) There was a call for a man down across from Bhrido's with CPR in progress. One of the ambulances was in Gilles Rock on another call. The other was in Sturgeon Bay. There were two RNs just behind the man and they started CPR. The Northern Door First responders were there in less than 2 minutes with an AED. By the time the ambulance arrived, the man had a pulse. He walked out of the hospital and was transferred to a hospital in Illinois near his home. The man owns a house in Sister Bay and when he is better we hope to have him make some public service announcement about community based CPR and the classes we are holding.
 - h) We received an extension to the FEMA communications grant. All of the equipment is here. We expect to complete the project by October 15.
 - i) There is an open DNR grant for wild land firefighting equipment. The SBLGFFA pays for the equipment and is partially reimbursed by the DNR.

- j) The village and town approved the MABAS plan about 3 months ago and the county approved the plan in July.
 - k) The First Responders sent out a fund raising letter and have received about \$9,000.00
 - l) Hose testing is next week. We are required to test all of our hose annually. A lot of our hose does not meet the current standards, and should be removed from service. Because of the quantity we are only replacing a third of the hose each year. We did one third last year and will do one third this year.
 - m) Pump testing will be done in October. This is usually a big hit to our budget.
 - n) Marina Fest is Saturday, August 30. It is the biggest fundraiser we have. It is run by the Fire Department. The proceeds go to the department, after the bills are paid the profit to the SBLGFFA.
 - o) There will be an open house at the South Station on September 13 from 11 to 3. We have requested the Coast Guard, DNR, WPS, and Sheriff's Department to have equipment and man power here that day. We will supplying lunch. This is the first open house in 10 years and we are looking at having one next year at the north station.
- 2) Clerk/Treasurer Report
- a) Copies of the fire calls since the last meeting were passed out.
 - b) List of transactions since the last meeting was passed out.
 - c) A spread sheet of 2014 budget to date expenses through August 15, 2014 was passed out.
 - d) A motion was made by Frank Forkert to approve the treasurers report, seconded by Nancy Goss. Motion passed with no discussion.
- 3) Community Based CPR – Discussion / Action
- a) The program is up and running.
 - b) There is a new line item in the budget for Community CPR.
 - c) There is no requirement for a written documentation of the CPR program.
 - d) A motion was made by Louis Covotsos to support the Community Based CPR program, seconded by Nancy Goss. Motion passed with no discussion.
- 4) Sprinkler Ordinance – Discussion / Action
- a) The sprinkler ordinance for the village and town have been removed. There is no action required. The state sprinkler ordinance is in place.
- 5) 2015 Budget – Preliminary Discussion
- a) Copies of the budget were given to the board members.
 - b) There is a significant change to the budget format this year. There is a narrative explaining the changes to the budget. The line item budget amounts. An explanation of the CIP budget and the CIP line item amounts.
 - c) The new format was accepted by the committee.
 - d) The Fire Department has requested that the CIP budget be funded and the money to be held by the Fire Board. The board approved this plan and will present it to the town and village.
 - e) A motion was made by Louis Covotsos to separate the operating budget with the 1.7% increase from the CIP budget. Then to have a second motion on the CIP budget, seconded Nancy Goss passed with no discussion.
 - f) A motion was made by Pat Duffy to put forward the operation budget with the 1.7% increase, seconded by Louis Covotsos passed with no discussion.
 - g) The CIP budget is \$135,000.00 a year each year for the next 15 years.

- h) Questions for future discussion on the CIP budget.
 - i) The investment of the funds is to be determined after it is approved?
 - ii) If we go to the Joint Fire District how will the fund be handled?
 - iii) How can we lock in future CIP purchases?
 - i) A motion was made by Louis Covotsos to fund the CIP budget as presented second by Pat Duffy
Passed with no further discussion.
- 6) Fire District – Discussion
- a) There were no Fire District meetings.
- 7) Set Date for Next Meeting
- a) September 18, 2014 8:00 am. Sister Bay Fire Station. (rescheduled to September 19, 2014)

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

Submitted by
Bill Randall
Fire Board Clerk

August 7, 2014 Minutes of the Sister Bay Historical Society Board of Directors

Present: Fred Johnson, John Fletcher, Don Howard, Linda Johnson, Nora Zacek, Catherine Peot, Roberta Kutlik, Pat Wisner, Eugene Jarvis. Absent: Karen Sunstrom, Gary Dooly, Jill Lhost.

Call to Order at 4:03pm by President Fred Johnson

Motion to approve minutes by Don Howard, second by John Fletcher. Passed

Motion to approve financial report/treasurers report by Don Howard, second by Lynnea Hickey. Passed

Curator Roberta Kutlik submitted report and the assistant to curator job description. Motion to approve the assistant to curator job description by Don Howard, second by Pat Wisner. Passed.

Pat Wisner reported the advertising and publicity is on-going. She will look into the benefits of the Door County Visitors Bureau and report back.

Building and Grounds: Eugene Jarvis reported that the mowing company was reasonable and watering is continual. Don Howard reported that the cedar shake is \$2,100 for materials and labor is donated. The total cost of the renovation project is \$5,000.

Community fund Report- The current balance as of 6/30/2014 was \$117,018 earnings of \$6,545. Beginning amount was \$86,018.

Suggestions were made for improvement of lighting in the barn and handicap accessibility.

There is no immediacy on moving the log school house by the fall of 2014.

Marina Fest will be chaired by Mr. Beasely.

Signage has been a concern for COTP. Don Howard and John Fletcher will seek advice on design and location. They will look for work on the signs locally if possible.

Linda Johnson read the reports of docent Shari Rosenquist and the membership report from Eliose Lindem.

The Wisconsin State History Conference will be held on October 24, 2014.

Motion to adjourn at 5:20pm by John Fletcher, second by Lynnea Hickey. Passed

Respectfully submitted,

Lynnea Hickey

**Sister Bay / Liberty Grove Library Commission
Meeting August 12, 2014**

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

Members Present: Virginia Phelan, Allen Strack, Frank Forkert, Henry Timm, Betty Curzon, Margot Warch and Ralph Blankenburg. A new member for the Village of Sister Bay has not been appointed.

Public Input: A thank you note was read from Allen and Nancy Strack for gift of a library garden bench in their honor for the many years of service to the library.

Review and Approve the Minutes of the July 8, 2014 Meeting:

Frank Forkert moved and Margot Warch seconded a motion to approve the minutes of the July 8, 2014 meeting. The motion passed 5-0.

Review and Payment of the Bills:

U.S. Treasury	Social Security / Medicare	\$306.80
Door County Strings	Dedication Music Donation	\$200.00
Frontier	Telephone	\$121.77
Lakeshore Landscape	Stone for Bronze Book	\$500.00
Wisconsin Public Service	Electric	\$791.67
Anne Marie Harder Fine Art	Bronze Book for Garden	\$10,000.00
Virginia Phelan	Refreshments for Dedication	\$37.12
Jeffery Ward Construction	Lights / Ballasts / Urinal Clog	\$160.00
Sparkle Cleaning Service	General Cleaning	\$1,560.00
Baylake Bank	Deposit Box	\$45.00
Curzon Electric	Ballasts	\$29.56
Village of Sister Bay	Lawn Mowing	\$305.27
Frontier	Telephone	\$123.05
Total		\$14,180.24

Allen Strack moved and Virginia Phelan seconded the motion to approve the payment of the bills. The motion passed 5-0.

Librarians Report

Statistics are as follows to compare July 2013 with July 2014.

Circulation:

2014: 8,583	YTD: 36,821
2013: 9,135	YTD 41,172

People Count:

2014: 8,180 Lib. Visits
2013: 8,088

Programs:

2014: 1 Adult; 10 Children Attended by 105 Adults, 200 Children 305 Totals.
 2013: 1 Adult; 8 Children Attended by 112 Adults 247 Children 359 Totals.

Computer Use Public:

2014: 974 People for a total of 23,140 Minutes
 2013: 1,068 People for a total of 28,912 Minutes

Wireless:

There are no valid statistics for the wireless use for 2014, so cannot compare with that of a year ago.

Overdrive:

2014: 202 E-books Users	59 Audio book Users
2013: 119 E-books Users	53 Audio book Users

All children's programs for SRP have been completed. Amos will continue to be available to be read to every Thursday until the end of the month. There will be one more raffle drawing for a Book Bingo basket. This has been a very popular incentive for adults. Andrea has done a wonderful job this summer!

Our garden has become increasingly popular with visitors and residents. There are always a number of people using the tables and benches while connecting to our Wi-Fi. Not a day has gone by without someone making a point of telling us how lovely the backyard has become.

Betty Curzon requested a new book drop box cart. The current one is from the old library and does not have the capacity to hold the books being dropped after hours.

Frank Forkert moved and Margot Warch seconded a motion to approve Betty's request to purchase a cart for the book return. The motion passed 5-0.

Frank Forkert suggested that over the next months the commission should think about what other uses the library could be used for. A discussion followed.

Library Garden:

Henry Timm thanked everyone for their help with the dedication.

Betty Curzon will be checking where the Sturgeon Bay library purchased the plaques for their benches.

Marina Fest:

Ralph Blankenburg reported that they were working on sorting books and could use help. We need volunteers to help on the day of the event. Mike Scoville will be co-chairing the event and will have his students helping move the books in and out of the shed and helping during the day of the event. We will need someone to replace Ralph next year. This would be a co-chairperson.

Next Meeting:

September 9th at 1:00 p.m.

Adjourn:

It was moved by Margot Warch and seconded by Frank Forkert to adjourn at 2:00 P. M. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

MARINA COMMITTEE MEETING MINUTES
THURSDAY AUGUST 14, 2014
SISTER BAY FIRESTATION – 2258 MILL ROAD
UNAPPROVED

Called to order: 3:00 P.M.

Present: Chairperson John Clove, Pat Duffy, Fuzzy Sunstrom, Jeff Flegel

Excused: Kevin Roberts, Shane Solomon

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

Others: No Public was present.

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

**Approval of Minutes: As to the minutes for the July 10, 2014 meeting of the Marina
Committee: Motion by Flegel/Second by Duffy to approve the minutes as presented.
Carried**

Comments and Correspondence: A letter was received from Judy Steger, a representative of the Door County Advocate; stating that she was upset the Marina Committee did not place two ads with the Advocate for Marina Fest. The Committee felt that radio ads are a better value for the cost.in that they cover a larger area of potential customers.

Kip Pagle requested that a Handicap Accessible rail be installed on the launch ramp for people who need help getting in and out of their boats. This item will be put on a future agenda.

**Business Item 1. Discussion on Boathouse: Consider a motion to take action if necessary.
Motion by Clove/Second Duff to go into Closed Session at 3:06 P.M. per WI Stat. 19.85(1)c to
deliberate or negotiate the purchase of public properties, the investing of public funds. Or
conducting of other specified public business, whenever competitive or bargaining reasons
require a closed session. Roll Call Vote - all aye.**

**Motion by Sunstrom/Second Flegel to return to Open Session at 3:37 P.M. Roll Call Vote – all
aye.**

Promote and get revenue for the Boathouse on WDBK's shopping show. How it works is that we make a commitment for a set value. For a cost of \$5,000 we get direct revenue \$1,250 with \$3750 coming back to Marina in ad credit with WDBK. There is no out of pocket cost to the Marina. It was advertised for the first time this last Saturday August 9. It will be rented for \$180/night without the boat slip.

1 Finance Committee asked that the Marina Committee would consider renting out the
2 Boathouse for a long term winter rental.

3

4 **Business Item 2. Discussion on Long Term Slip Lease.**

5 Finance Committee suggested condo minimizing some of the seasonal slips. Tatzel said that she
6 felt it was not a good idea. We get the money up front. What happens when we burn through
7 the money and now something unexpected happens? Mortgage your future to get a short term
8 result. Clove stated he is totally against going into any kind of condo situation because it is
9 Village owned property. No type of private owned slips. General consensus of the Marina
10 Committee was that condo minimizing would not be a good idea.

11

12 **Business Item 3. Discussion of 2015 Budget and consider a motion to take action if required.**

13 Tatzel presented a 2015 Budget with a 3% cut from 2014 which Administrator Jackson had
14 requested. Some of the seasonal (A 46, A 47) slips. Tatzel would like to switch back to transient
15 with the Committee's permission.

16 She ran the August 2014 transient slip numbers compared to 2013 they are a small percentage
17 ahead.

18

19 At this point in the meeting Administrator Jackson asked Tatzel to step out of the meeting
20 room. Jackson stated that to the Committee that Tatzel should have some kind of incentive
21 bonus to sell the Marina. He also requested that an additional 30 days of paid time be added to
22 her work year. Jackson recommends this because there were many times "Tatzel had told him
23 she was doing work off the clock to save expense to the Marina. It's an admirable personal
24 quality about her that she is willing to be self-sacrificing. But essentially the Marina is getting
25 free labor out of Tatzel and that's not appropriate." Clove feels that Tatzel should also be made
26 a full time employee. The 3% cut in the budget will be used for her additional hours and bonus.
27 Bonus should be based on seasonal sales and transient to some extent. Both items will go to
28 the Board for approval.

29

30 Tatzel told the Committee that the Waterways Commission gave the Marina a 50% grant
31 (\$15,000) towards the remodeling of the Public bathrooms.

32

33 **Business Item 4. Discussion of long term planning with a review of the 5 Year Capital
34 Investment Plan and consider a motion to take action if required.**

35 Dave Lienau would sell the Marina his minivan for \$1000. It would be used as a service to
36 transport transient boaters up the hill.

37

38 **Motion by Flegel/Second Sunstrom to purchase the van subject to it passing inspected by Ken
39 Church. Carried**

40

41 Clove recommends due to the time that Business Items 4, 5 and 6 will be put on the September
42 meeting's agenda.

43

44 **Business Item 7. Discussion on Marina activities with Wendy Tatzel Marina manager.**

1 Tatzel has reduced the Marina's hours Sunday thru Thursday 7 A.M. to 7 P.M. Fridays and
2 Saturday s 7A.M. to 8 P.M.

3

4 Action Electric told Tatzel that the 100 amp up grade on A Dock requires some new breaker
5 panels. Flegel said he can supply at no cost a 200 amp breaker panel.

6

7 Tatzel said when discussing budget cuts she cannot cut back on staffing. It was a general
8 consensus of the Committee that cutting in the service area was not a good idea. Our Marina is
9 known for its friendly, efficient staff. This is one thing that brings back boaters.

10

11 One suggestion, from Committee members who visited other marinas, was to include a
12 diagram of the slips along with the confirmation.

13

14 Next meeting will be held Tuesday September 16 2 P.M... Committee Chair Clove will speak to
15 Board President Lienau in regards to appointing a person to fill the vacant alternate position on
16 the Marina Committee.

17

18 **Items for Next Meeting's Agenda**

19 1. Discussion of long term planning with a review of the 5 Year Capital Investment Plan and
20 consider a motion to take action if required.

21 2. Discussion on a Fuel Dock at Sister Bay Marina.

22 3. Report on status of Boats' restroom.

23

24 **Motion by Duffy/Second Sunstrom to adjourn at 4:50 P.M.**

25 **Carried**

26

27 Respectfully submitted;

28

29

30

31 Christy Sully, Clerk/Treasurer

32 Village of Sister Bay

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

5
6 *The September 3, 2014 meeting of the Parks, Properties and Streets Committee was called*
7 *to order by Committee Chair Dave Lienau at 2:15 P.M.*

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

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

14
15 **Others:** Lyle Bruss, Jeff Pfeifer, Dick Staver, Jarred Schmidt of Robert E. Lee & Associates,
16 Britt Unkefer and one other individual.

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

19 A copy of a diagram which was received from the Wisconsin Dept. of Transportation
20 depicting the proposed right-of-way at the intersection of Maple Drive and N. Bay Shore
21 Drive was included in the meeting packets. Jackson does not believe this design option
22 will be workable or safe. The Committee members agreed and asked that Jackson pass that
23 information on to D.O.T. officials ASAP.

24
25 **Approval of Agenda:**

26 *A motion was made by Clove seconded by Baker that the Agenda for the September 3,*
27 *2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

28
29 **Business Items:**

30 **Item No. 3. Discussion on the Canterbury Lane extension modifications and report from**
31 **Jarred Schmidt of REL; Consider a motion to make a recommendation to the appropriate**
32 **deliberative bodies for further action:**

33 Lyle Bruss has requested that the elevations of the Canterbury Lane extension be reduced
34 as it will adversely affect his property. Jackson asked the Village's Engineer, Jarred Schmidt
35 of Robert E. Lee & Associates, to determine if Bruss' request would even be feasible, and
36 Schmidt estimated that it would cost \$10,000 to \$20,000 to do the required work plus the
37 cost of lowering the water main. If additional blasting is required, then it could cost
38 \$15,000 to \$20,000 more. Schmidt presented a Storm Water plan for the SCAND
39 expansion project and explained that based upon cost considerations and logistical issues
40 the proposed roadway elevations are preferred.

41
42 The question arose as to whether aprons would be an option for Bruss' property, and
43 Schmidt responded that the topography is not conducive to that type of action. Up until the
44 time that the Canterbury Lane extension is created Bruss' property will basically be
45 undevelopable, and, therefore, significant value will be added. If anyone ever decides to
46 develop the Bruss property they would have to design their project with the existing
47 roadway and topography in mind.

48

1 Lyle Bruss was present and noted that neither he nor his children have plans to develop his
 2 property. He believes the Canterbury Lane extension should be installed, but he also
 3 believes the impacts on existing property owners should have been considered when the
 4 roadway was being designed. His main concern is what the finished grade of Canterbury
 5 Lane will look like and how it will affect he and his neighbors.

6
 7 **Item No. 11. Report from Steve Mann on activities:**

8 Mann reported on the following issues:

- 9 • Dick Staver of the Sister Bay Bays asked if it would be possible for them
 10 to install sinks with drains in the baseball concession stand as it is quite
 11 inconvenient to carry dish water. Mann did some research on this issue
 12 and discovered that the State Building Code requires that four sinks be
 13 installed in the concession stand. Mike Lundquist of Lundquist
 14 Plumbing also suggested that a small lift station be installed to
 15 accommodate the additional water flow. Mann believes it would make
 16 the most sense to install a sewer line that is large enough to
 17 accommodate restroom flows in case such an appurtenance is ever
 18 installed. The estimated cost of the suggested improvements is \$7,000.
 19 To date the Bays have raised approximately \$5,000 to cover the cost of
 20 the proposed project.

21
 22 *A motion was made by Doersching, seconded by Clove that the Parks Committee approves*
 23 *of the installation of four sinks in the baseball concession stand at the Sports Complex and*
 24 *also approves of the installation of a small lift station to handle water flows coming from*
 25 *those sinks in accord with the proposal from Lundquist Plumbing which was reviewed at*
 26 *this meeting. The sewer line which is installed shall be large enough to accommodate*
 27 *potential restroom flows. The Village will pay \$2,500 of the costs associated with the sink*
 28 *installation project and the balance shall be paid by the Sister Bay Bays. The \$2,500 shall*
 29 *be withdrawn from the Various Parks Project Account. Motion carried – All ayes.*

- 30
 31 • The electrical panel on the stone wall by the kayak launch area in
 32 Waterfront Park is being moved in anticipation of work commencing on the
 33 beach project. Mike Maltby has suggested that a smaller electrical panel be
 34 installed, but Mann does not believe that is necessary. The Committee
 35 members agreed.
 36
 37 • The work will be commencing on the lateral for the Village Hall and
 38 boathouse soon.
 39
 40 • The split-rail fence which was in front of the Performance Pavilion has been
 41 removed and is now out at the Sports Complex. Because the fence was
 42 installed at the Sports Complex some of the large rocks which were out
 43 there have been removed.
 44
 45 • The Village is all out of “black dirt” and the employees at Hockers
 46 Excavating will be stripping the compost pile so that there is more black dirt
 47 available.
 48

- 1 • Different route markers will be used for the Door County Century and
2 Peninsula Century Bike Rides this year. The new markers are stickers of
3 sorts which are biodegradable.
4
- 5 • Since nearly all the Village's waterfront property has officially been named
6 "Waterfront Park" workmen from outside the area have a difficult time
7 locating job sites and identifying them on invoices. He and the other Parks
8 Dept. employees will frequently refer to "The Helms Property",
9 "Hendrickson Park", "Lienau Hill" or "Al's Land", but people from outside
10 the area have no clue as to what they are talking about. Lengthy discussion
11 took place regarding this issue and the Committee members indicated that
12 they can understand Mann's concerns but do not want to change the
13 official name designation for the Village's waterfront property.
14

15 **Item No. 13. Discussion on other parks and streets activities:**

16 Mann and Jackson met with Pat Hockers regarding creation of the kids sledding hill, and
17 work should be commencing on that project soon. The hill which is being considered will
18 be approximately 20' higher than it already is and will have a gradual slope.
19

20 **Item No. 1. Report from Steve Mann on right-of-way clearing by property owners on
21 Village roads; consider action if necessary:**

22 Mann gave the following oral report:
23

- 24 • Employees from the Door County Highway Dept. were asked to see that 6'
25 of the rights-of-way are mowed on all Village streets and roads. They started
26 mowing today and were instructed to avoid all flowers, trees and bushes.
27
- 28 • Chipping should be done soon.
29

30 Several of the Committee members noted that some of the properties in the Village which
31 abut the highway are not maintained in accord with the Village's property maintenance
32 standards. Jackson will contact the affected property owners ASAP.
33

34 **Item No. 2. Update on the Pavilion Project:**

35 The lighting and sound equipment has not been installed in the performance pavilion yet
36 and work is ongoing on the punch list.
37

38 **Item No. 5. Update on DOT 6(f) conversion; parcels involved:**

39 When the work is done on the highway reconstruction project the D.O.T. will be acquiring
40 a portion of Waterfront Park for right-of-way purposes, and in accord with State regulations
41 must replace that property in-kind. The Parks Committee recommended that the property
42 adjoining the Fire Station and/or the property abutting the brick parking lot on Mill Road
43 be considered, but because the property adjoining the Fire Station mainly consists of
44 wetlands that property will not even be considered. It was the consensus that if the
45 property on Mill Road is chosen for 6(f) conversion it would be wise to create expanded
46 parking areas.
47

48 *A motion was made by Lienau, seconded by Baker that Jackson shall hire a designer to
49 create a conceptual plan for an expanded parking area on the property abutting the brick*

1 *parking lot on Mill Road, as that property is being considered for 6(f) conversion. Motion*
 2 *carried – All ayes.*

3
 4 **Item No. 4. Consider a motion to establish adjusted times for parking in Waterfront Park:**

5 At the last meeting of the Parks Committee the decision was made that no parking would
 6 be allowed in Waterfront Park from 2:00 A.M. to 6:00 A.M. Prior to that meeting no
 7 parking was allowed in the park from 10:00 P.M. to 6:00 A.M. Doersching stated that she
 8 believes the new rules should be reconsidered as she is afraid that all the work which was
 9 done to discourage drug trafficking within the Village limits will be compromised. She
 10 believes there are ample parking areas on the streets.

11
 12 Britt Unkefer noted that some of his customers as well as employees have received parking
 13 citations when they park in Waterfront Park. There seems to be some confusion as to
 14 whether or not the “parking” regulations pertain to “parkland” and ill-will has been
 15 created.

16
 17 The Committee members indicated that they can understand the concerns which have
 18 been voiced but believe the new regulations should stand.

19
 20 *A motion was made by Lienau, seconded by Clove that no parking will be allowed in*
 21 *Waterfront Park from 2:00 A.M. to 6:00 A.M. Motion carried with Doersching opposed.*

22
 23 **Item No. 6. Discuss proposals for way-finding signage in the Village:**

24 When work is done on the highway reconstruction project quite a few of the slat signs will
 25 have to be removed as they are located within the rights-of-way. Jackson presented a
 26 sample of way-finding signage which is used in another municipality and noted that he
 27 believes Village officials should consider installing something similar. Jackson will consult
 28 with a designer and make a presentation regarding way-finding signage at a future meeting.

29
 30 **Item No. 8. Discussion on the CIP proposal for 2015-2016 Highway Project Events;**
 31 **Detour Light Show and Holiday Festival; Consider making a recommendation to the**
 32 **appropriate deliberative bodies for further action:**

33 The Utilities Reconstruction Project had a significant negative impact on downtown
 34 businesses. The suggestion has been made that holiday decorations and fantastic light
 35 displays be erected all along the 2015 Highway Reconstruction Project detour route, and
 36 that some type of holiday/winter festival be considered.

37
 38 *It was the consensus that Village staff members shall do some brainstorming regarding*
 39 *potential detour route holiday light displays which could be erected and present a proposal*
 40 *which includes cost estimates to the Parks Committee ASAP.*

41
 42 *The Committee members will give some thought to the concept of conducting a*
 43 *holiday/winter festival and be prepared to discuss that issue at a future Parks Committee*
 44 *Meeting.*

45
 46 **Item No. 9. Discussion on a public art project; Consider a motion to direct staff to take**
 47 **further action/make a recommendation to the appropriate deliberative bodies for further**
 48 **action:**

49 *A motion was made by Lienau, seconded Clove by that staff members shall do some*

1 research regarding potential public art projects which could be initiated in Sister Bay and
 2 make a recommendation regarding that issue ASAP. Motion carried – All ayes.

3
 4 **Item No. 10. Review the proposed 2015 operations budget; consider a motion to direct**
 5 **staff to take further action/make a recommendation to appropriate deliberative bodies**
 6 **for consideration:**

7 *The proposed 2015 operations budget for the Parks Department was included in the*
 8 *meeting packets and the Committee members jointly reviewed that document. It was the*
 9 *consensus that the budget is acceptable as presented.*

10
 11 **Item No. 12. Discussion on trackless maintenance:**

12 The required trackless repairs cost approximately \$5,600. The employees from Bruce
 13 Municipal should be returning it soon.

14
 15 **No. 7. Discussion on planning for a Family Fireworks Event in 2015; consider a motion to**
 16 **recommend action to the Board:**

17 *It was the consensus that this Agenda item shall be tabled.*

18
 19 **Item No. 14. Discussion regarding matters to be placed on a future agenda or referred to**
 20 **a committee, official or employee:**

21 *The following issues will be placed on a future agenda or referred to a committee, official*
 22 *or employee:*

- 23 • *Discussion regarding funding for and operation of the TKH Ice Rink will*
 24 *take place at a future Parks Committee Meeting.*
- 25 • *Discussion regarding funding for and operation of the Teen Center will take*
 26 *place at a future Parks Committee Meeting.*
- 27 • *The Committee members will give some thought to the concept of*
 28 *conducting a holiday/winter festival and be prepared to discuss that issue at*
 29 *a future Parks Committee Meeting(s).*
- 30 • *Jackson will consult with a designer and make a presentation regarding*
 31 *way-finding signage at a future meeting.*
- 32 • *Village staff members will do some brainstorming regarding potential detour*
 33 *route holiday light displays and present a proposal which includes cost*
 34 *estimates to the Parks Committee ASAP.*
- 35 • *Staff members will do some research regarding potential public art projects*
 36 *and make a recommendation to the Parks Committee ASAP.*

37
 38 **Adjournment:**

39 *A motion was made by Doersching, seconded by Baker to adjourn the meeting of the*
 40 *Parks Committee at 5:09 P.M. Motion carried – All ayes.*

41
 42 Respectfully submitted,

43 

44 Janal Suppanz,
 45 Administrative Assistant

1 **PERSONNEL COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, AUGUST 27, 2014**
3 **(APPROVAL PENDING)**
4

5 The Village of Sister Bay Personnel Committee meeting was called to order at 1:33 PM by Chairman Pat
6 Duffy.
7

8 **Present:** Chairman Pat Duffy, Committee Member Nora Zacek, Village Administrator Zeke Jackson and
9 Finance Director Juliana Neuman
10

11 **Approval of minutes as published**

12 *Duffy made a motion to approve the minutes of the November 21, 2013 Personnel Meeting as published.*
13 *Zacek seconded the motion and all voted Aye.*
14

15 **Comments and Correspondence**

16 None
17

18 **New Business Items**

19 *Jackson informed the committee that Agenda item #5 was a holdover from a prior meeting and would not*
20 *be discussed today.*

21 **1. Discussion on employee Health Care benefit issues; Agent of Record and potential increases for**
22 **2015.**

23 Jackson described the health insurance increases that we face for 2015, based on information we have
24 received from our broker, Mike Dietz. Because we have a high deductible policy, we contract with Dietz's
25 firm, Midwest Insurance, to administer a Health Reimbursement Arrangement to reduce the impact of that
26 deductible on employees. The Village pays a set fee for the service provided, with Midwest Insurance
27 keeping any excess fees while assuming the risk that employees may use most or all of their deductibles.
28 This is not the usual arrangement as provided by companies like Benefits Design and its successor,
29 Employee Benefit Corporation (EBC), but it is apparently not illegal, based on research by Jackson and
30 Neuman. Under the type of plan provided by EBC, the Village would pay a small fee per employee for
31 administration and would advance funds as needed to cover claims. The Village, as employer, would
32 assume the risk and would have to budget accordingly.
33

34 Jackson also reported that he and his staff have explored various options available for health insurance
35 coverage. Because the Village has fewer than 50 employees, it is not required to offer a group plan.
36 However, the rates available on the ACA Exchange would not be economical and would eliminate the tax
37 advantage employees currently receive through IRS Section 125. Other plans that have been investigated
38 include the State's ETF, WEA, and WPS—all substantially more expensive, according to Jackson. The
39 current group plan is a non-ACA plan because of its 12/01/13 effective date. This plan can be renewed for
40 one year, after which time all plans are supposed to be ACA-compliant. The information available so far on
41 similar plans with the same carrier suggests increases of 45% or more unless the deductible is doubled, in
42 which case the increase would be about 17%. Jackson feels it is important that employees not experience
43 any substantial change in benefit level, even though some of the cost burden may shift. The Village
44 currently pays 90%; the Admin and Comp Committee is recommending 85%, which is the average
45 municipal contribution in Northern Door.
46

47 Jackson has recently experienced delays in Dietz's response to our inquiries and would like the Committee
48 to consider changing brokers (Agent of Record) to the McClone firm, with which our League of Municipal
49 Insurance brokers have merged. Neuman described positive interactions with the McClone agent, Sarah-
50 Beth Janssen and expressed confidence that she will be able to help with the increasing complexities of

1 both the health insurance market and related benefit plans. Neuman also believes that Sarah-Beth will be
 2 more available to us than Dietz has been. Her job as an agent is service, while Dietz is running a business.
 3 Duffy replied that we don't know what the McClone agent will offer and wants them to demonstrate that it
 4 will be an improvement. He requested that we send Dietz's quotes to Janssen for comparison, and ask her
 5 which companies she can obtain quotes from. Furthermore, Dietz administers our HRA until 12/01/14, so
 6 what will happen to that agreement if we change agents? Duffy expressed concern about dating any change
 7 of agent any earlier than 12/01/14, so as to avoid unintended consequences. Jackson summarized these
 8 concerns by stating his understanding that the committee members are in favor of the change if there will
 9 be variety and breadth of service level with as much data as possible up front, after determining whether
 10 there will be any negative repercussions from Dietz. Committee members stated their agreement with those
 11 contingencies and a motion followed.

12
 13 *Zacek moved that the Village change its Agent of Record to McClone if the criteria discussed above are*
 14 *met. Duffy seconded the motion and all voted Aye.*

15
 16 **2. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statute Section**
 17 **19.85(1)(c) to discuss personnel and employee benefits.**

18 At 2:08 PM, Duffy moved to convene into Executive Session as above. Zacek seconded.

19 Duffy –Yes Zacek –Yes

20
 21 **3. Consider a motion to reconvene into Open Session.**

22 At 2:23 PM, Duffy moved to reconvene into Open Session. Zacek seconded the motion.

23 Zacek –Yes Duffy –Yes

24
 25 **4. Consider a motion to take action, if required.**

26 *Zacek moved and Duffy seconded that the Marina Manager incentive plan be recommended to the Finance*
 27 *and Marina Committees. All voted Aye.*

28
 29 **5. Discussion on employee personnel manual and various personnel policies.**

30 *This item was removed from the Agenda at the start of the meeting.*

31
 32 **6. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

33 --Staff to determine what would happen to our HRA with Midwest Insurance if we were to change our
 34 Agent of Record.

35 --Jackson to check Sarah-Beth Janssen's references with Ephraim.

36 --Send Dietz's quotes to Janssen for comparison, and ask her which companies she can obtain quotes from.

37 --Refer Marina Manager incentive plan to Finance and Marina Committees.

38
 39 **Adjournment**

40 At 2:25 PM Duffy moved and Zacek seconded that the meeting be adjourned. All agreed.

41
 42 Respectfully submitted,

43
 44
 45 Juliana Neuman
 46 Village Finance Director

47
 48 \\sbs01.local.sisterbay.com\users\rlkufrin\files\active\agendas\others\personnel\2014\2014_08\082714 personnel
 49 minutes - unapproved version.docx Created: 10/26/2011 12:59 PM Printed: 9/10/2014 1:20 PM Author: Juliana
 50 Neuman Last Saved By: Juliana Neuman

1 Jackson read a letter which had been received from Tom Seagard aloud. A copy of that letter is
2 hereby attached and incorporated by reference.

3
4 John Ross indicated that he owns a condo unit on Regatta Way. Recently on a Wednesday
5 when a Concert in the Park was going on he and his neighbors could not even hear their
6 televisions, even though their windows and doors were closed. He would recommend that
7 amplification of any performances in the pavilion be reduced, and that a time limit for
8 performances be established.

9
10 Kim Erzinger indicated that he has owned his property on Parkview Drive for twenty years. Four
11 years ago a wedding DJ was still playing music in the park at midnight and he did contact the
12 Sheriff's Department, but other than that he doesn't really have any specific complaints
13 regarding noise coming from downtown establishments or events. To date his tenants have not
14 complained about the concerts in the park and he believes the Performance Pavilion is a
15 wonderful thing. Erzinger believes there must be some way for business owners and residents to
16 compromise and agree on an acceptable noise level.

17
18 Rob Zoschke indicated that he is the General Manager of the Yacht Club at Sister Bay. The
19 owners at the Yacht Club who rent out their condo units realize that entertainment drives
20 business and don't generally complain about noise, but there are other owners who don't share
21 that sentiment at all. Since nearly all Door County business owners rely on tourism to sustain
22 themselves Zoschke would suggest that everyone attempt to "stick together". He doesn't mind
23 dealing with guests who are irate about construction projects which start early in the morning,
24 but would appreciate advance notice.

25
26 Bob Winn of Cardinal Court indicated that he has looked at the noise problem from all angles
27 and realizes that "noise is a part of doing business". In Stevens Point he ran a business which
28 catered to college students and frequently booked live bands. Some of the bands he booked did
29 turn their amplifiers "way up", and from time to time he would tell them they had to tone it
30 down. He also "pulled the plug" on a few occasions. Winn fully understands that what he
31 wants may not necessarily apply to everyone. He believes the best way to resolve the noise
32 issue is to come to a reasonable conclusion that is acceptable to "most" people.

33
34 Dick Kaiser of 2203 Hill Road indicated that he and his wife live on the extreme north and east
35 end of Sister Bay. They have lived here for twenty years and have seen weddings and festivals
36 come and go, and to be perfectly honest, "have gotten used to there being noise outdoors from
37 time to time". As someone who used to sell recorded music he believes the best way to control
38 noise coming from local businesses would be to monitor the equipment bands are using and
39 specify the number of amps which will be allowed. Because of the placement of the new
40 Performance Pavilion and the fact that there is a new regime at Husby's he believes any new
41 regulations which are enacted must be enforced.

42
43 Jim Kendrick of the Village View Motel pointed out that "people simply don't honor noise
44 regulations". When he has guests who close their windows and turn their air conditioners on to
45 block out noise late at night "something must be wrong". He firmly believes that balance must
46 be achieved. At times enforcement will be a "tough call", but in the end whatever "the
47 balance" is determined to be it must be honored and enforced.

48
49 Steven Musinsky indicated that he resides in Hartford but has a summer home here. This is a
50 "real tough issue" but he would suggest that bands performing in the Performance Pavilion be

1 asked to use sound and light boards so that specific noise levels can be maintained.

2
3 Louise Robbins, who owns the Inn On Maple, indicated that she loves the performance
4 pavilion and Waterfront Park. She has no complaints about either of those amenities as most
5 activities cease by 9:00 or 10:00 P.M. She does have a problem with noise coming from "the
6 corner". She and her husband, Bill, do close their windows and run their air conditioners when
7 bands are playing at "the corner" late at night to block out the noise, and at times their
8 windows will vibrate. On a few occasions Bill did go down to Husby's and The Bowl to
9 complain about the noise coming from those establishments, and as soon as the bartenders saw
10 him they began to close windows and doors. Robbins thanked the Commission members for
11 conducting this hearing.

12
13 Kim Erzinger added that he finds the very loud music coming from cars which park in
14 Waterfront Park to be much more offensive than the noise coming from some downtown
15 establishments.

16
17 Chad Kodanko indicated that he is one of the owners/managers of Husby's. Last year Husby's
18 liquor license contained a condition that all outdoor music must cease at 11:00 P.M. This year
19 that condition was changed to 10:30 P.M. Kodanko takes full responsibility for non-compliance
20 with the provisions of his current liquor license, and wants to be respectful to his neighbors, but
21 also believes that he and the other license holders should have been given an opportunity to
22 comment on any rule changes before they were actually imposed. Kodanko believes any
23 revisions which are made to the Noise Ordinance should be a "community decision". He and
24 his associates will comply with whatever regulations are enacted, but he does believe the
25 regulations should be reasonable as there is no question that outdoor bands do bring a lot of
26 people to the Village.

27
28 Sheena Branson, the Manager of the Village View Motel, asked for clarification of the liquor
29 license regulations and Jackson provided that information. She also pointed out that the lodging
30 establishments bring business to the Village too. She doesn't want to totally eliminate outdoor
31 music and realizes that people who are on vacation want to have fun, but is wondering if the
32 amplifiers could be turned down a bit.

33
34 Jackson asked for a show of hands as to how many of the audience members would prefer
35 establishment of a "cut-off time" for outdoor music, and the majority of the audience members
36 responded favorably.

37
38 Gene Sunstrom indicated that he and he his family have owned their property on Maple Drive
39 for many years. (That property is right down the street from Husby's.) He believes it is
40 commendable that Kodanko wants to work with Village officials on the noise issues, but also
41 pointed out that there have been times when he had to close his windows because the noise
42 coming from Husby's was so loud. Sunstrom asked that Village officials also review the
43 regulations pertaining to parking for downtown businesses as this is becoming quite a problem
44 for people who live in close proximity to local business establishments.

45
46 John Ross spoke in favor of establishing a "cut-off time" for outdoor music, but also stated that
47 he firmly believes a decibel level limit must be established, and, if it is exceeded, enforcement
48 action taken. It's great that young people are frequenting local businesses, but the feelings of
49 the people who live here must also be taken into consideration.

50

1 At 6:40 P.M. Lienau asked if anyone else wished to comment, and when no one responded he
2 declared that the public hearing was officially closed.

3
4 It was the consensus that §66.0808 of the Municipal Code shall be amended in such fashion
5 that allowable decibel levels as well as a "cut-off time" for outdoor music are clearly defined.
6 The SBAA Board of Directors and the Parks Committee shall be asked to provide formal written
7 recommendations regarding the preferred decibel levels and "cut-off time" by September 9,
8 2014. Jackson shall take that information into consideration when drafting the applicable
9 documents, which shall be included in the September Plan Commission Meeting Packets.

10
11 **Item No. 1. Public Hearing on amending and recreating §66.0501(2)(h) of the Zoning Code –**
12 **Deliveries made in residential neighborhoods for home based businesses:**

13 At 6:45 P.M. Lienau called the public hearing on amending and recreating §66.0501(2)(h) of
14 the Zoning Code - Deliveries made in residential neighborhoods for home based businesses to
15 order.

16
17 A draft of proposed amendments to §66.0501(2)(h) of the Zoning Code was included in the
18 meeting packets and the Commission members jointly reviewed that document. At the present
19 time no more than two deliveries are allowed per week in residential neighborhoods. Jackson is
20 recommending that the entire section be struck in its entirety.

21
22 Gene Sunstrom asked why some businesses are not required to have loading docks, and noted
23 that it has become very problematic for him and his family since the downtown parking
24 regulations were relaxed.

25
26 At 6:59 P.M. Lienau asked if anyone else wished to comment regarding the proposed
27 amendments, and when no one responded he declared that the public hearing was officially
28 closed.

29
30 It was the consensus that the existing limitation on the number of customers delineated in
31 §66.0501(2)(h) shall remain.

32
33 A motion was made by Solomon, seconded by Baker that the Plan Commission recommends
34 that §66.0501(2)(h) of the Zoning Code be amended in such fashion that it reads:

35
36 h. Customer counts shall not exceed that normally and reasonably occurring for
37 a residence, including not more than two business visitors per hour, and not
38 to exceed eight visitors per day.

39
40 Motion carried – All ayes.

41
42 **Item No. 2. Public Hearing on amending §66.0505 of the Zoning Code – Wind Energy**
43 **Towers:**

44 At 7:06 P.M. Lienau called the public hearing on amending §66.0505 of the Zoning Code –
45 Wind Energy Towers, to order.

46
47 Section 66.0505 of the Zoning Code prohibits wind power generation in any district in the
48 Village, and also prohibits it on the waters of Green Bay which are within the jurisdiction of the
49 Village, but 2009 Act 40, Administrative Code PSC 128 states that the Public Service
50 Commission shall set the standards for wind turbine siting throughout the State.

1 A draft of proposed amendments to §66.0505 of the Zoning Code was included in the meeting
2 packets, and the Commission members jointly reviewed that document.

3
4 Carol Mullaney of the Voyager Inn asked what she would have to do to erect a wind power
5 generating tower on her property. Jackson responded that the PSC regulations would have to be
6 complied with, but if those regulations are deemed to be non-applicable a Zoning Permit
7 Application would have to be submitted.

8
9 Bob Winn indicated that he tries to look at all issues from the standpoint of “what will be
10 needed down the road”. He believes it would be best to “get something going now” with
11 respect to all the wind power generating options which are available.

12
13 Steve Musinsky indicated that he was at a couple conferences on sustainability, and at both of
14 those conferences the presenters stressed that installation of any form of “renewable energy” is
15 a “big plus”.

16
17 *At 7:24 P.M. Lienau asked if anyone else wished to comment, and when no one responded he
18 declared that the public hearing was officially closed.*

19
20 *It was the consensus that before a formal recommendation is made regarding this issue it shall
21 be referred to the Parks Committee for further study.*

22
23 **Item No. 4. Consider a motion to recommend that the Village Board approve the Certified
24 Survey Map submitted by John Stollenwerk which will reconfigure Village of Sister Bay Parcel
25 Nos. 181-23-0011 and 181-23-0009:**

26 A draft of a proposed Certified Survey Map, (CSM), which will reconfigure Village of Sister Bay
27 Parcel Nos. 181-23-0011 and 181-23-0009 was included in the meeting packets, and the
28 Commission members jointly reviewed that document. (The previously mentioned parcels have
29 been assigned addresses of 10661 and 10647 Little Sister Road.) Brian Frisque, the Surveyor
30 who prepared the CSM, explained that document.

31
32 *A motion was made by Howard, seconded by Grutzmacher that the Plan Commission
33 recommends that the Village Board approve the Certified Survey Map, (CSM), reconfiguring
34 Village of Sister Bay Parcel Nos. 181-23-0011 and 181-23-0009 as presented. Motion carried –
35 All ayes.*

36
37 **Item No. 5. Consider a motion to recommend that the Village Board approve Resolution No.
38 298, which directs the Zoning Board of Appeals to preserve property owners’ rights after the
39 work has been done on the D.O.T.’s Highway 42 Reconstruction Project:**

40 The Village recently adopted a Downtown Redevelopment Plan, which will serve as a guide for
41 how future development occurs in the Village, and the Economic Development Committee, the
42 Plan Commission and the Board of Trustees have discussed and enacted policies which favor
43 development in the downtown area. The Zoning Board of Appeals does have statutory authority
44 to grant area variances to interested parties in order to facilitate orderly development, but the
45 members of that Board must consider five factors when considering a variance. One of those
46 factors is preservation of property rights. The D.O.T. Hwy. 42 Reconstruction Project will
47 substantially change the centerline of Highway 42 and require the acquisition of rights-of-way
48 throughout the project area, which will change existing lot sizes and setbacks, and a draft of
49 Resolution No. 298, which directs the Zoning Board of Appeals to take actions to preserve
50 property owners’ rights, was included in the meeting packets.

1 *Discussion took place regarding this issue and during that time the Commission members*
 2 *voiced concerns that the proposed Resolution will not protect property owners as it basically is*
 3 *a "recommendation" from the Village Board. The suggestion was made that a grandfather*
 4 *clause be created, and Jackson was asked to work on revisions which make "the Village's intent*
 5 *a little clearer". A revised Resolution, which combines both theories will be presented at the*
 6 *next Plan Commission Meeting.*

7
 8 Lee Telfer agreed that grandfathering would be more appropriate. He also noted that he and
 9 his family members are concerned about where the right-of-way will actually be on their
 10 property after all the work has been done on the D.O.T.'s Highway 42 Reconstruction Project.

11
 12 Greg Casperson indicated that he is working with the State on right-of-way acquisition, but
 13 voiced concerns that potential buyers will not look favorably on reduced density. He is also
 14 suggesting that a grandfather clause be created.

15
 16 **Item No. 6. Consider a motion to approve a Sign Permit for the Sister Bay Historical Society:**

17 Don Howard submitted a Sign Permit Application for The Corner of the Past on behalf of the
 18 Sister Bay Historical Society, and a copy of that document was included in the meeting packets.
 19 If approved, the proposed sign will be placed on the end of the machine shed at The Corner of
 20 the Past, off of Fieldcrest Road.

21
 22 *A motion was made by Grutzmacher, seconded by Bell that the Sign Permit Application which*
 23 *was submitted by Don Howard on behalf of the Sister Bay Historical Society is approved as*
 24 *presented. Motion carried – All ayes.*

25
 26 **Item No. 7. Review of §66.0504 of the Zoning Code – Wireless Telecommunication**
 27 **Sites/Towers:**

28 *It was the consensus that this agenda item shall be tabled until County officials have completed*
 29 *their review of the wireless telecommunication site/tower regulations.*

30
 31 **Item No. 8. Consider a motion to approve preliminary plans for an expansion of the Open**
 32 **Hearth Lodge:**

33 John and Nora Zacek would like to expand the Open Hearth Lodge, and elevation drawings, as
 34 well as site and building plans were included in the meeting packets. If the plans are approved
 35 as presented there will be eleven new rooms at the Open Hearth.

36
 37 *At 8:06 P.M. Solomon recused himself due to a potential conflict of interest and had a seat in*
 38 *the audience.*

39
 40 *A motion was made by Howard, seconded by Baker that the plans for the Open Hearth Lodge*
 41 *expansion project which were reviewed at this meeting are approved as presented. Motion*
 42 *carried – All ayes.*

43
 44 **Item No. 9. Report by the Zoning Administrator regarding development activities, various**
 45 **enforcement actions, and issuance of Sign and Zoning Permits:**

46 Jackson gave the following oral report:

- 47 1. He has been working with the Board of Directors from the Country Walk Owner's
 48 Association on signage issues, and temporary Sign Permits have been issued to the
 49 owners of Tea Thyme and The Cook Book. It appears that representatives of the Country
 50 Walk Owner's Association will be presenting a new sign proposal for the Country Walk

1 Mall to the Commission within a few months.

- 2
3 2. Persons who erected large, non-compliant political signs were informed that those signs
4 had to be taken down and they did comply with Jackson's directives.

5
6 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred**
7 **to a committee, Village official or employee:**

8 *It was the consensus that:*

- 9 1. *The noise issue shall be referred to the Parks Committee and the SBAA Board of*
10 *Directors, and both groups shall be asked to provide formal written*
11 *recommendations to Jackson by September 9, 2014. He shall take that*
12 *information into consideration when drafting the applicable documents, which*
13 *shall be included in the September Plan Commission Meeting Packets.*
14
15 2. *Possible amendment of §66.0505 of the Zoning Code – Wind Energy Towers,*
16 *shall be referred to the Parks Committee and re-addressed by the Plan*
17 *Commission at a future meeting.*
18
19 3. *The issue of preserving property owners' rights after the work has been done on*
20 *the D.O.T.'s Highway 42 Reconstruction Project shall be re-addressed at the*
21 *next Plan Commission Meeting.*

22
23 **Adjournment:**

24 *A motion was made by Howard, seconded by Baker to adjourn the meeting of the Plan*
25 *Commission at 8:25 P.M. Motion carried – All ayes.*

26
27 Respectfully submitted,

28 

29 Janal Suppanz,
30 Administrative Assistant

Activity – Husby's and Bowl.

I have watched the increase of noise and drunkenness increase as the summer has progressed.

I did not start to note the inconvenience to me, until July 25th.

From July 28th till today I have, and intend to keep this record going, recorded any behavior that I consider detrimental to our village.

We are attracting a crowd that is out of hand.

We have people not interested in supporting the small business like mine.

If an accident happens because of substance abuse or alcohol consumption, what is our village liability?

If we want fall fest 7 days a week, this will hurt my business.

This is the record I have to date.

July 29th.

Loud music and loud yelling at 10:50. Still going on as I went to bed.

July 30th.

Loud music and car noise from 11:00 till at 1:30 drunk lying on street with friends trying to get him up.

July 31th

Loud music, car noise, loud conversation/yelling from 10:15 till 10:46.

August 1st.

Loud music 10:42 and drunks at 1:00

August 2nd.

Loud music 10:48.

August 3.

Loud music – singing and yelling from 1100. Drunks after 12:00.

On July 25th 26th and 27th.

All have written down is loud music -

- 10:26
- 10:45
- 10:45

I object to this kind of behavior. I think one business should not change the village in pursuit of profit.

It will cost the rest of us because of the decline of the quality of life this village is trying to create.

Tom Seagard.

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

6
7 *The September 4, 2014 meeting of the Sister Bay Advancement Association Board of*
8 *Directors was called to order by President Steve Gomoll at 8:09 A.M.*
9

10 **Present:** Steve Gomoll, Jessica Grasse, Windy Bittorf, Heidi Hitzeman, Drew Bickford,
11 Larry Gajda and Tonya Crowell

12
13 **Excused:** James Larsen, Nora Zacek and Jeannie Hoffman

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

16
17 **Others:** Zeke Jackson, Village Administrator

18
19 **Business Items:**

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

21 *A motion was made by Gajda, seconded by Bickford, that the Agenda for the September 4,*
22 *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
23 *All ayes.*
24

25 **Item No. 2. Approval of the minutes for the August 7, 2014 meeting of the SBAA Board**
26 **of Directors:**

27 *A motion was made by Gajda, seconded by Bickford that the minutes for the August 7,*
28 *2014 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
29 *All ayes.*
30

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

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

34
35 *A check which was issued to Boettcher Communications in November of 2013 is still*
36 *outstanding. It was the consensus that the check should remain as an open item, but that*
37 *this issue should be revisited in January of 2015.*
38

39 *Funkhouser asked for permission for Laurie Buske to work some extra hours at Fall Fest. It*
40 *was the consensus that this is acceptable.*
41

42 *A motion was made by Hitzeman, seconded by Bickford that the financial reports which*
43 *were reviewed at this meeting are all approved as presented. Motion carried – All ayes.*
44

45 *At the September meeting Bittorf will present a report which delineates all income and*
46 *expenses related to each of the festivals which are sponsored by the SBAA.*
47
48

Item No. 4. Discussion regarding the Village's Noise Ordinance:

The Plan Commission will be discussing amendments to the Village's noise regulations and has asked for input from the SBAA regarding this issue. Zeke Jackson, the Village Administrator, noted that complaints have been received about noise coming from Husby's and the Sister Bay Bowl. He did contact the management of both establishments and eventually found it necessary to issue a warning citation to Husby's for violation of the Village's Noise Ordinance. For a number of years there have been provisions on the liquor licenses that outdoor music must cease by a specific time.

A motion was made by Gajda, seconded by Bittorf that the SBAA Board of directors believes the existing liquor license conditions as well as the existing penalties for violation of the Village's noise regulations are acceptable, but is recommending that the noise regulations be amended in the following fashion:

- *All outdoor music must cease by 10:30 P.M. and outdoor assembly must cease by midnight.*

Motion carried – All ayes.

Item No. 5. Discussion regarding a potential new event for 2015:

Funkhouser spoke with the lead singer of Unity and he would be interested in bringing a reggae/multi-cultural ticketed event, *Midwest Sun Splash*, to Sister Bay in 2015. It would make the most sense to hold that event in conjunction with the Festival of the Arts. She will be investigating grant opportunities which are available. It was the consensus that after Fall Fest Funkhouser shall do research regarding this issue and provide updates on a monthly basis.

At 9:30 A.M. Crowley indicated that she had another engagement and left the meeting.

Item No. 6. Discussion regarding a Joint Effort Marketing Committee:

A group of Sister Bay and Liberty Grove business owners have been invited to be on a Joint Effort Marketing Committee. The members of that committee will be charged with making suggestions for marketing efforts which can be taken and activities which can be conducted in the Village when work is done on the highway reconstruction project. Further information will be provided regarding this issue at the November meeting.

Item No. 7. Discussion regarding festivals and special events:

- **SBAA Fall Dinner**

The Fall Dinner will be conducted on Tuesday, September 30, 2014. Social time will commence at 6:00 P.M. and dinner will be served at 6:30 P.M.

- **Peninsula Century Bike**

Funkhouser will be meeting with Brian Fitzgerald later this morning regarding the Peninsula Century Bike Ride, which will be conducted on Saturday, September 13, 2014.

- **Fall Fest – Merchandising and Possible Fee**

Funkhouser presented drafts of Fall Fest T-Shirt designs and the Board members

1 *jointly reviewed them. It was the consensus that the “Ying Yang” design is*
 2 *preferred.*

3
 4 Funkhouser is currently negotiating with a private security company to work at Fall
 5 Fest. An update will be provided at the October meeting.

6
 7 Unfortunately, for a number of years Fall Fest expenses have exceeded income,
 8 and, therefore, the suggestion has been made that SBAA members who erect
 9 outdoor booths in front of their businesses in the downtown area be charged a fee.
 10 Discussion took place regarding this issue and it was the consensus that such a fee
 11 would *not* be acceptable. Instead donation containers will be placed at each of the
 12 wrist banding stations.

13
 14 The Pre-Fall Fest Meeting is scheduled for 7:00 P.M. on Wednesday, September 17,
 15 2014 and will be conducted at the Village Hall.

16
 17 • **Capture The Spirit**
 18 More information will be provided regarding *Capture The Spirit* at the October
 19 Board meeting.

20
 21 • **Concerts In The Park – Wrap Up**
 22 The Concert In The Park season went quite well. Since the new Performance
 23 Pavilion has been accessible attendance has increased. Gomoll and Bittorf noted
 24 that there is much better attendance at the evening concerts than the afternoon
 25 concerts.

26
 27 • **DCFA – Wrap Up**
 28 The Festival of the Arts also went quite well. It did get quite hot in the afternoon so
 29 attendance dropped off during that time period. Two students from Sevastopol
 30 School attended and sold some of their artwork as part of the Emerging Student
 31 Artists Outreach Program.

32
 33 **Item No. 8. Bay Shore Drive Reconstruction Update:**

34 **Item No. 9. Waterfront Park development update:**
 35 The Beach Project is moving along well and an informational meeting regarding
 36 underground line burial will be conducted at 2:00 P.M. on Thursday, September 11, 2014.

37
 38 **Item No. 10. Discussion regarding membership:**
 39 The membership renewal forms will be mailed out next week.

40
 41 **Coordinator’s Report:**
 42 A copy of the Coordinator’s Report was included in the meeting packets and the Board
 43 members jointly reviewed that document. Visitor Center numbers are up.

44
 45 **Adjournment:**
 46 *A motion was made by Hitzeman, seconded by Bickford to adjourn the meeting of the*
 47 *SBAA Board of Directors at 10:00 A.M. Motion carried – All ayes.*

48
 49

1 Respectfully submitted,



2

3 Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
EXECUTIVE COMMITTEE MEETING

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

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

ACTION ITEMS:

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

Starr moved and Le Clair seconded to approve the June 19th, 2014 minutes. Motion carried.

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

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

Weddig moved and Le Clair seconded to reconvene into Open Session. Motion carried.

Starr moved and Skare seconded to adjourn at 10:26 AM. Motion carried.

Committee Members Present by Roll Call: Josh Van Lieshout, Elizabeth Le Clair, Bill Weddig, Dick Skare and Bob Starr.

Excused: Bryan Nelson

Absent: Dave Holtz

Also in Attendance: Kim Roberts /Administrative Assistant DCTZC, Jack Money Penny/DCVB

Call to order

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

Approval of the Agenda

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

Approval of the June 19th, 2014 minutes

Starr moved and Le Clair seconded to approve the June 19th, 2014 minutes. Motion carried.

Report by the Door County Visitor Bureau on marketing efforts

Money Penny reported that it has been very busy at the DCVB office with a tremendous amount of traffic both in the lobby and through the phone system. While lodging indicators look good, Money Penny said that restaurants report that traffic is spotty. Skare added that traffic has been improving, but a little slower than past years. He said in thirty eight (38) years of business he has learned to always expect different results each year. Starr said summer is just really starting. Money Penny went on to say that marketing started earlier than ever this year and another round of marketing is scheduled to begin in a few weeks with the, "So delicious, so Door County" campaign. Money Penny also said that 2015 marketing is in the planning stages. Starr asked if Money Penny had any thoughts on where 2014 would end up. Money Penny replied that after May, incomes from collections were up 6.1% to last year including late fees. Money Penny estimated that for 2014 he thought the end result may be about 5% over 2013. Starr felt considering the weather that would be really good. Van Lieshout added that ice fisherman in January and February gave the 2014 season a nice start. Money Penny agreed and added that Bass Masters called and would like to host the 2015 year end finale fishing tournament in Sturgeon Bay. He said that it would add one thousand seven hundred (1,700) room nights total throughout the duration of the tournament.

Skare asked if rentals were up or the rates were higher causing the increase over last year. Money Penny replied that occupancy and ADR are growing together. Van Lieshout stressed that the numbers show occupancy is stable and the increase is not from an increase in ADR alone. Skare added that it is always good to have more people in the County to make more choices, which results in growth. Weddig said that he is seeing a trend of visitors looking for less expensive rooms and asking for smaller rooms; looking for the bargain rates. Starr said the people are still looking for value. Money Penny replied that there were more rooms occupied in 2014 so far, every month but one. Starr stressed that there is a lot of information out there causing people to speculate. Money Penny replied that the marketing plan has been executed well, the new agencies are wonderful and both agencies have met for a summit to work together to grow tourism in Door County.

1 Van Lieshout asked if there was a new Chair for the Door County Visitor Bureau board. Moneyppenny said Renier will
2 take over next year, but there are new members on the board. Van Lieshout asked what the current pulse of the board
3 was. Moneyppenny replied that they felt the relationship is light years ahead of where we started and the partnership is
4 one hundred percent (100%) supported. Van Lieshout again offered his support to travel with Moneyppenny to attend
5 town board meetings when the DCVB resumes attendance in the fall. Moneyppenny said nine (9) of the meetings have
6 been completed, with three (3) to be completed in the fall. He added that the DCVB board participates as well and
7 invited Van Lieshout to attend.

8 Moneyppenny reported that with the increased call volume through the phone system they were forced to upgrade the
9 DCVB phone system to the next level of phones. Along the same line, a new server was installed through Baylakes
10 Information Systems. For 2015, new code will have to be written to increase the speed in which content is pulled. The
11 website is five (5) years old. Starr commented that five (5) years old is an old website. Skare asked how Moneyppenny say
12 technology shifting in terms of advertising and marketing. Moneyppenny said that the marketing was still integrated
13 between print, social media and digital (TV). He went on to say that the micro sites cause visitors to leave the DCVB
14 website with no loop back to the main DCVB website. In 2015, Moneyppenny would like to see the core code rewritten so
15 that the micro sites loop back into the main site with no dead ends. He believed that this would be the next generation of
16 helping the visitor.

17 Van Lieshout asked if the traditional forms of advertising will be changing. He noted that many families such as his own
18 have eliminated cable TV and gone to dedicated streaming for entertainment which in turn avoids all advertising. Van
19 Lieshout inquired how the DCVB plans to capture this changing demographic; what is the cutting edge marketing to
20 reach streamers. Moneyppenny replied that you will never see Door County on network channels. Marketing will always
21 be on cable with very specific matches to the core demographics. Comcast Chicago has been very successful with the
22 option for viewers to order visitor guides during the airing of commercials. Moneyppenny went on to say that he doesn't
23 see any further newspaper advertising. Van Lieshout questioned services like Crackle and Pandora; how do we access
24 those who have similar habits to his family that are out of the reach of cable TV. He asked if this was the next big
25 challenge. Moneyppenny said we will adapt. He used the example of Facebook in which the DCVB had to learn to
26 conform to the new social interchange. Moneyppenny went on to discuss the challenge of Restaurant week concept. He
27 said the response has been luke warm. A post was put out on Facebook to see what kind of response and what
28 restaurants people wanted to participate in the event. Moneyppenny said it was hard to tell what kind of response there
29 would be and of the Facebook responses he questioned how many people were locals. Skare added it would be really
30 hard to forecast how many people are going to show up and participate. Moneyppenny said this kind of event is very
31 popular in other tourist destinations. He went on to discuss how photos really sell visitors on the county. He shared that
32 a post with a cat wearing a cherry hat was shared one hundred thousand (100,000) times in two (2) hours; people
33 introducing friends to Door County as a destination through photos.

34 Moneyppenny talked about a dual membership that will begin with the Sturgeon Bay visitor center. He went on to say the
35 dual membership with Sturgeon Bay will be a beta test; the DCVB will lose eleven thousand (11,000) dollars, but if forty
36 two (42) new members join, the venture will break even. If the Sturgeon Bay partnership goes well then it will be rolled
37 out county wide.

38 **Report from Administrative Assistant on current activities, projects and issues associated with permitting new** 39 **members**

40 Roberts reported that for the report month of April she sent out twenty five (25) "No Report" letters to owner managed
41 properties on June 17, 2014. As of July 8, 2014, only eight (8) no reports remain for the month of April. Unpaid taxes, fees
42 and interest amount to \$259.20 as of July 12th, 2014 from five (5) permit holders.

43 Sixteen (16) permits were issued since June reporting. Roberts reported that she is currently at work on fifteen (15)
44 unpermitted properties through compliance efforts. Eight (8) of the fifteen (15) properties were found by Roberts
45 advertising online.

46 **Discussion on Current Comparable Occupancy numbers**

47 Van Lieshout commented that any discussion on the subject had been touched on during Moneyppenny's report. Le Clair
48 mentioned that Jacksonport was down 8.6%.

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

50 Skare moved and Starr seconded to approve reports and payables plus receipts to date Motion carried.

51 **Report from Commissioners on Feedback from Local Boards on Recent Issues**

52 No feedback or news to report.

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

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

7 CLOSED SESSION

8 Consider a Motion to Reconvene into Open Session

9 Weddig moved to reconvene into Open Session; Le Clair seconded. Motion carried.

10 Adjournment

11 Starr moved to adjourn; Skare seconded. Motion carried.

12 The meeting adjourned at 10:26 a.m.

13 Respectfully submitted,



14 Kim Roberts

15 Administrative Assistant

17

18

**ADMINISTRATION AND COMPENSATION
COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 13, 2014
(APPROVAL PENDING)**

The August 13, 2014 meeting of the Village of Sister Bay Administration and Compensation Committee was called to order at 3:30 PM by Chairman Dave Lienau.

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

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 July 9, 2014 meeting minutes as presented. Motion carried—all Ayes.

Comments, correspondence and concerns from the public

Jackson read aloud a letter from Sarah-Beth Janssen of McClone, an insurance company that has merged with Burkhart-Heisdorf, the firm that handles the Village's League of Municipality insurance. Ms. Janssen is a strategic risk advisor who is interested in serving as the Village's primary broker for medical and dental insurance and other HR benefits. Her letter explains that having more than one insurance broker is redundant, since they all have access to the same information. Service to municipalities is her specialty, and she promises to "ease the administrative burden" on Village staff and to educate employees on how to make best use of their benefits. Her connection with our League agents poses an obvious advantage.

Discussion Items

1. Discuss and develop a policy for exempt and non-exempt position requirements. Consider a motion to the Board for Action.

Some Village employees could or should be classified as exempt but strongly prefer not to be because they don't want to lose overtime pay. Lienau pointed out that there are solutions to this: the County provides "Admin Time" (additional time off) to those exempt employees who are subject to being on call after hours. After some discussion about the status quo, *Lienau moved that a policy conforming with FLSA standards and incorporating some type of compensation for after hours work should be developed. Clove seconded the motion and all voted Aye.*

Lienau added that this committee will also make recommendations to the Board as to applying any new policies to existing versus future employees.

2. Review and discuss Proposed Pay Scale. Consider a motion to recommend to the Board for Action.

Duffy moved that the previously proposed pay scale be presented to the Board for approval as is, along with the entire set of recommendations that this committee will produce. Lienau seconded the motion and all agreed by voting Aye.

Discussion followed about movement within the pay scale: does this occur automatically via COLA increases, or is there a performance/merit component? Measurement of performance requires establishment of criteria, to avoid subjectivity. The pay scale itself will increase (or decrease) annually based on inflation. Lienau suggested splitting the CPI into two components: one for COLA and the rest to be applied according to merit. Discussion about merit pay followed.

1 Jackson spoke to the difficulties involved in performing employee evaluations. Clove countered with
2 the thought that employees should be worth taking the time and effort to evaluate, and Jackson said
3 that he didn't disagree.

4 *Lienau moved and Clove seconded that there should be no "aging" of the payscale for 2015. All voted*
5 *Aye.*

6
7 Duffy voiced support for the idea that at least part of any pay increase be based on performance.
8 Lienau then asked whether an employee who is already at the top of the pay scale could receive an
9 increase for performance. Duffy thought yes, but as a bonus since the pay is already at the max.
10 Discussion followed about splitting the annual COLA increase into two parts by per cent.

11
12 Jackson commented that the actual dollar amount for any merit increase, given the basis in COLA,
13 will be at most \$125. He asked whether that is worth the effort that would go into measuring
14 performance. Clove replied that the process is valuable for employee development. Jackson suggested
15 that merit increases be paid out at Christmas time, rather than as regular wage increases. Committee
16 members liked the idea of making merit pay highly visible, with distribution of checks at the annual
17 holiday staff party, for example. Evaluations would occur on October of each year. After the first year
18 at 75%/25%, the COLA split would be determined by the Personnel Committee each year.

19 *Clove moved and Duffy seconded that the annual COLA increase be divided, with 75% awarded to all*
20 *employees who are not already at the maximum rate of pay for their position, and an additional 25%*
21 *awarded to some for excellence, with checks to be distributed at year-end. All voted Aye.*

22
23 **3. Discussion on creating a PTO policy. Consider a motion to recommend to the Board for**
24 **Action.**

25 Clove presented a draft policy for discussion. She had combined holidays, vacation, sick leave and
26 personal days into one PTO total, with time to be accrued according to a schedule of completed
27 service. At least two weeks must be used each year, and at least one full week must be scheduled in
28 advance. A maximum of two weeks of current leave time accrual could be carried over by existing
29 employees, with various additional provisions for dealing with accrual balances. Thereafter, a
30 maximum of two weeks of any leave time total (PTO plus Comp Time) could be carried over, with
31 any balance to be paid out.

32
33 Lienau asked which employees will feel hurt by this plan. Neuman said she thinks that employees will
34 have a strong reaction to not having holidays in their current form. She added that there is an
35 advantage to having everyone taking the same day off on holidays, so that an entire department is
36 closed, rather than having more days during the year when someone might be absent from work.
37 Jackson agreed. Clove replied that her suggestion to include holidays in PTO was driven by
38 consideration of holidays like Memorial Day and Labor Day, when Parks employees are needed.
39 Jackson concurred with Neuman that the traditional six holidays should be removed from the policy.

40
41 There was also discussion about the requirement that at least one week of PTO be taken at a stretch
42 rather than as separate days. Jackson said that we need clarity about our goals: 1) do we want more
43 days worked, 2) are we trying to encourage employees to take vacations, or 3) do we want better
44 coordination of absences?

45
46 Jackson has asked Kelly Hendee from Door County Human Resources to come to our next meeting to
47 discuss PTO. Clove will type her recommendations for distribution. Lienau thanked Clove for her
48 good work.

49
50 **4. Matters to be placed on a future agenda or referred to a Committee, Official or Employee**

51 --Clove requested job descriptions for all positions.

- 1 --Develop a policy on exempt vs. non-exempt positions.
2 --Are Health Care benefits required? What if employees had to use the Marketplace?
3 --Health insurance rates and HRA costs to be discussed when available. A higher deductible and an
4 HSA policy should be considered.
5 --Details on whether to retain current benefits for existing employees to be developed at a later date.
6 --The next meeting will be held on Wednesday, September 10th at 2:00 PM with Kelly Hendee to
7 discuss the PTO policy and to draft recommendations to the Board. A Closed Session agenda item
8 should be included.

9
10 **Adjournment**

11 *At 6:15 PM Duffy moved and Clove seconded that the meeting be adjourned. Motion carried.*

12
13 Respectfully Submitted,

14 

15 Juliana Neuman
16 Finance Director

17
18 Name: h:\files\active\agendas\finance\2014\2014_08\08132014 admin\comp minutes - approved version.docx Created: 5/21/2013 9:14 AM Printed:
19 9/10/2014 1:25 PM Author: Juliana Neuman Last Saved By: Juliana Neuman