

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, MARCH 30, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The March 30, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 2:09 P.M.

8
9 **Present:** President Lienau and Trustees John Clove, Shane Solomon, Pat Duffy, Scott Baker,
10 Kathy Enquist, and Nora Zacek.

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

14
15 **Others:** Laddie Chapman, Ron Kane, Keith Garot, Stan Wilson, John Bacon and Sheena
16 Zielke.

17
18 **Approval of the Agenda as published:**

19 Zacek pointed out that a typo. had been made on the Agenda for this meeting. (The meeting
20 was being conducted on *Monday*, March 30, 2015; not Tuesday.)

21
22 *A motion was made by Zacek, seconded by Baker that the Agenda for the March 30, 2015*
23 *meeting of the Village of Sister Bay Board of Trustees be approved as amended. Motion carried*
24 *– All ayes.*

25
26 **Approval of the minutes as published:**

27 *A motion was made by Clove, seconded by Baker that the minutes for the January 27, 2015*
28 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
29 *– All ayes.*

30
31 *A motion was made by Baker, seconded by Clove that the minutes for the February 24, 2015*
32 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
33 *– All ayes.*

34
35 **Comments and correspondence:**

36 Lienau noted that no new correspondence had been received, and asked if anyone wished to
37 comment regarding a non-agenda item. Sheena Zielke explained that she and her family will be
38 leasing the Village View Motel from James Kendrick during the upcoming season and will be
39 living in that building. The front of the building and the porch at the Village View Motel were
40 damaged when work was done on the Line Burial Project, and wires are protruding out of the
41 ground. She would like the damage to be repaired ASAP as it is quite unsightly, but is also very
42 concerned that her son will become injured on the Village View grounds. Jackson noted that
43 the landscaping on the Village View property will not be cleaned up until all the work is
44 completed on the Line Burial Project, but stated that he will contact the contractor working on
45 the project and request that the previously mentioned repairs be made ASAP. For the time
46 being Zielke was asked to rope off the areas which were damaged.

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1 **Item No. 1. Presentation by John Bacon of the Grand Traverse Islands National Lakeshore**
 2 **Campaign; and consider a motion to discuss and to take action if appropriate:**

3 John Bacon appeared on behalf of the Friends of the Grand Traverse Islands. That group would
 4 like to establish a National Lakeshore with the Grand Traverse Islands as its focal point, and is
 5 suggesting that Congress pass legislation requesting that the National Park Service conduct a
 6 Special Resource Study, (SRS), of the proposed lakeshore and take appropriate action. Bacon
 7 requested that the Village Board lend its voice to this movement by writing a letter of support. A
 8 copy of a letter of support which was sent by John Lowry, the Chair of the Town of Liberty
 9 Grove, was included in the meeting packets.

10
 11 **Item No. 2. Consider a motion to accept the recommendations of the Finance Committee and**
 12 **the Plan Commission and consider adoption of Resolution No. 308 approving a Development**
 13 **Agreement for the Stony Ridge Development Project:**

14 **Item No. 3. Consider a motion to approve Resolution No. 307, which authorizes borrowing in**
 15 **the amount of \$530,000 to fund improvements as outlined under the terms of the Stony Ridge**
 16 **Development Agreement:**

17 Keith Garot has already developed several acres in the area west of STH 57, and that
 18 development was named Stony Ridge Condominiums. Garot would now like to expand his
 19 development. The Stony Ridge Expansion Project will include multi-family homes, condos,
 20 single family homes and storage structures on eighteen lots, and the new buildings will have a
 21 total assessed value of approximately \$5,075,000. A draft of a proposed Development
 22 Agreement as well as a site plan were included in the meeting packets, and the Board members
 23 jointly reviewed that documentation. The Development Agreement provides for a loan to Garot
 24 in the amount of \$530,000 to cover infrastructure improvements, and the Village's Finance
 25 Committee as well as the Plan Commission have recommended that Resolution No. 307 and
 26 Resolution No. 308 be approved. Garot has also arranged for financing through the Bank of
 27 Luxemburg, and the closing on that loan is scheduled for tomorrow.

28
 29 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*
 30 *recommendation of the Plan Commission and Finance Committee and passes and adopts*
 31 *Resolution No. 308, which approves a Development Agreement for the Stony Ridge Expansion*
 32 *Project, as presented. Motion carried – All ayes.*

33
 34 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*
 35 *recommendation of the Plan Commission and Finance Committee and passes and adopts*
 36 *Resolution No. 307, which authorizes borrowing in the amount of \$530,000 to fund*
 37 *improvements as outlined under the terms of the Stony Ridge Development Agreement. Motion*
 38 *carried – All ayes.*

39
 40 *A brief recess was taken at 2:46 P.M. and the Board reconvened at 2:55 P.M.*

41
 42 **Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
 43 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
 44 **public funds, or conduct other specified public business, whenever competitive or bargaining**
 45 **reasons require a closed session:**

46 *At 2:58 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board convene*
 47 *into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase*
 48 *of public properties, the investment of public funds, or conduct other specified public business,*
 49 *whenever competitive or bargaining reasons require a closed session. A roll call vote was taken*
 50 *on the motion and the Board members voted in the following fashion:*

1
2 Baker – Aye; Clove – Aye; Duffy – Aye;
3 Lienau – Aye; Solomon – Aye; Enquist – Aye;
4 Zacek – Aye.
5

6 *Motion carried.*
7

8 **Item No. 6. Consider a motion to reconvene into Open Session:**

9 *At 3:18 P.M. a motion was made by Lienau seconded by Baker that the Board reconvene into*
10 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
11 *the following fashion:*

12
13 Baker – Aye; Clove – Aye; Duffy – Aye;
14 Lienau – Aye; Solomon – Aye; Enquist – Aye;
15 Zacek – Aye.
16

16 *Motion carried.*
17

18 **Item No. 7. Consider a motion to take action, if required:**

19 **Item No. 8. Consider a motion to adopt Resolution No. 309 authorizing the purchase of the**
20 **Braun Property – Parcel Nos. 181-42-10012 and 282-42-10013:**

21 **Item No. 9. Consider a motion to accept the sum of \$219,750 from the DOT to set aside a**
22 **portion of the Braun Property purchase for a new parking lot, and authorize staff to borrow in**
23 **order to finance the purchase of that property:**

24 The Village Board has adopted a Redevelopment Plan for the downtown area. To date staff
25 members have worked to develop all four of the properties identified in the plan, and two of
26 the four areas which were identified have been addressed. The Braun property represents the
27 third and fourth areas identified in the Redevelopment Plan. The 6(f) conversion of .11 acres of
28 Waterfront Park has resulted in the need to expend State funds which were designated to
29 replace land lost in the park, and the recommendation is being made that the Village purchase
30 the Braun property.
31

32 *A motion was made by Clove, seconded by Baker that the Village Board passes and adopts*
33 *Resolution No. 309, which authorizes Village staff members to purchase Parcel No. 181-42-*
34 *10013 and Parcel No. 181-42-10012, which are commonly referred to as the Braun Property.*
35 *Motion carried – All ayes.*
36

37 *A motion was made by Clove, seconded by Baker that the Village Board accepts at least*
38 *\$219,750 from the Wisconsin Department of Transportation for 6(f) land*
39 *conversion/replacement, and authorizes staff to borrow a sufficient amount of money to*
40 *purchase the Braun property. Motion carried – All ayes.*
41

42 **Item No. 10. Consider a motion to adopt Resolution No. 310, authorizing the sale of a portion**
43 **of the Braun parcel:**

44 *A motion was made by Solomon seconded by Zacek that the Village Board passes and adopts*
45 *Resolution No. 310, which states that the Village Board accepts Al and Tara Gokey's Offer To*
46 *Purchase a portion of the Braun property for \$625,000. The acceptance of that Offer To*
47 *Purchase shall be contingent upon establishment of an escrow account in the amount of*
48 *\$40,000. Motion carried – All ayes.*
49
50

1 **Item No. 13. Review of the financial statements and consideration of a motion to approve the**
 2 **monthly bills:**

3 Payment Approval Reports for the period February 26, 2015 through March 30, 2015 as well as
 4 a report pertaining to expenditures compared to budget for 2014 were included in the meeting
 5 packets, and the Board members jointly reviewed those documents.

6
 7 *A motion was made by Lienau, seconded by Solomon that the monthly bills depicted on the*
 8 *reports which were included in the meeting packets totaling \$401,557.45 are all approved.*
 9 *Motion carried – All ayes.*

10
 11 **Item No. 4. Consider a motion to adopt a policy clarifying Ordinance No. 208, which**
 12 **establishes a funding source for the Village’s share of the Bay Shore Drive Reconstruction**
 13 **Project:**

14 Ordinance No. 208 created a policy which directs that funds realized as the result of the sale of
 15 the Old School Property and the Mill Road properties shall be used as a funding source for the
 16 Line Burial Project.

17
 18 *A motion was made Clove, seconded by Zacek that any revenues realized as the result of the*
 19 *sale of the Mill Road parcel to the D.O.T., the sale of the South Highland Road property, the*
 20 *sale of the Old School Property, and the sale of the Old Ballfield Property, as well as revenues*
 21 *received for Temporary Limited Easements and fee simple payments received from the D.O.T.,*
 22 *with the exception of the Braun transaction, shall be allocated to offset costs related to the Line*
 23 *Burial Project. Motion carried – All ayes.*

24
 25 **Item No. 11. Consider a motion to confirm and appoint President Lienau’s nomination of**
 26 **qualified citizens to fill vacancies on Committees, Commissions or Boards for the Village of**
 27 **Sister Bay:**

28 Lienau is recommending that Dan Jungwirth be appointed to serve as an Alternate on the
 29 Marina Committee.

30
 31 *A motion was made by Clove, seconded by Baker that the Village Board confirms the*
 32 *appointment of Dan Jungwirth to serve as an Alternate on the Marina Committee. Motion*
 33 *carried – All ayes.*

34
 35 **Item No. 12. Report on County activities from the County Supervisor, Dave Lienau:**

36 Lienau reported on the following issues:

- 37
 38 • *Work has started on the County’s budget for 2016.*
 39 • *The County Finance Director and the County Administrator positions have not been*
 40 *filled yet, but applications are being accepted for those positions.*

41
 42 **Item No. 14. Report from the Village Administrator on various actions:**

43 Jackson indicated that he didn’t have anything further to report.

44
 45 **Committee Reports:**

46 **(1) Administrative Committee:**

47 The Administrative Committee has not met recently.

48
 49

- 1 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**
 2 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met
 3 recently.
 4
- 5 **(3) Communication and Technology Committee:**
 6 The Communication and Technology Committee has not met recently.
 7
- 8 **(4) Door County Coastal Byways Commission:**
 9 The Door County Coastal Byways Commission met on February 10, 2015 and
 10 March 18, 2015.
 11
- 12 **(5) DCEDC:**
 13 Ron Flittner has been appointed as a new DCEDC Board member. The DCEDC
 14 Annual Meeting will be conducted on April 29, 2015.
 15
- 16 **(6) Economic Development Committee:**
 17 *The Economic Development Committee has not met for over a year as most of*
 18 *what was identified in the Village's Economic Development Plan has been*
 19 *accomplished. It was the consensus that any formal Committee actions shall be put*
 20 *"on hold" for a while, but a meeting shall be called in the near future so that the*
 21 *members of the Economic Development Committee are fully aware that this action*
 22 *will be taken.*
 23
- 24 **(7) Finance Committee:**
 25 No action based on the minutes which were included in the meeting packets.
 26
- 27 **(8) Fire Board and Fire District Exploratory Committee:**
 28 No action based on the Fire Board Minutes which were included in the meeting
 29 packets.
 30
 31 The Fire District Exploratory Committee has not met recently. Further action will be
 32 taken after the April elections.
 33
- 34 **(9) Historical Society:**
 35 The Historical Society Board of Directors met in February and March. Work is
 36 ongoing on gearing up for the upcoming season.
 37
- 38 **(10) Library Commission:**
 39 The Library Commission met in March but those minutes have not been received
 40 yet.
 41
- 42 **(11) Marina Committee and Marina Fest Committee:**
 43 The Marina Committee and the Marina Fest Committee have not met recently. A
 44 new Marina Manager has been hired. Nicole Krauel will now serve as the Manager
 45 of the Egg Harbor and Sister Bay Marinas.
 46
 47 Work is ongoing on planning for Marina Fest. A Lumberjack Show will be
 48 conducted on the Sunday of Labor Day, so Marina Fest will now be a two day
 49 event. The SBAA will be booking a bigger name act to perform on that evening.
 50

(12) Marketing Committee:

No action based on the minutes which were included in the meeting packets. A 20' movie screen, projector and speakers will be purchased by the Marketing Committee. There is a possibility that that equipment will be rented out to other groups and organizations. Movies will now be displayed in the Village on a regular basis during "the season". Work is also ongoing on drafting of the Operating Agreement between the Village and the SBAA.

(13) Parks:

No action based on the minutes which were included in the meeting packets. Ram Rohas and Ron Myers have approached the Parks Committee about doing a public art project in the Village. The Village's Municipal Code does not prohibit such activity and the suggestion has been made that a mural be placed on the north side of the Boathouse. This issue will be referred to the Marina Committee.

(14) Personnel Committee:

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

(15) Plan Commission:

No action based on the minutes which were included in the meeting packets. The Country Walk Shops did submit a Sign Permit Application and it has been approved.

(16) SBAA:

No action based on the minutes which were included in the meeting packets. Work is ongoing on the Operating Agreement with the Village.

(17) Teen Center:

The Teen Center Board has not met recently.

(18) Tourism Zone Commission:

No action based on the minutes which were included in the meeting packets. The question arose as to what tourism zone funds have to be used for, and Zacek responded that it must be used for marketing. Lienau indicated that he would like to see written guidelines from the Door County Visitor Bureau regarding this issue.

(19) Utilities – Water, Sewer, and Storm Sewer Committees:

The Utilities – Water, Sewer and Storm Sewer Committees have not met recently.

(20) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

(21) Waterfront Oversight

The Waterfront Oversight Committee has not met recently.

15. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

The Board members requested that Jackson send a letter to John Bacon indicating that the Village Board supports establishment of a National Lakeshore with the Grand Traverse Islands as its focal point without the addition of any currently owned private land.

1 **Adjournment:**

2 *A motion was made by Enquist, seconded by Baker to adjourn the meeting of the Board of*
3 *Trustees at 5:34 P.M. Motion carried – All ayes.*

4
5 Respectfully submitted,



6
7 Janal Suppanz,
8 Assistant Administrator

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VILLAGE OF SISTER BAY BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
FRIDAY, APRIL 10, 2015
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The April 10, 2015 special meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 3:10 PM.

Present: Village President Dave Lienau and Trustees Scott Baker, John Clove, Kathy Enquist, and Nora Zacek. Pat Duffy arrived at 3:30 PM.

Absent: Trustee Shane Solomon

Staff Members: Village Administrator Zeke Jackson and Finance Director Juliana Neuman.

Approval of the agenda as published:

A motion was made by Baker, seconded by Enquist that the Agenda for the April 10, 2015, meeting of the Village Board be approved as presented. Motion carried – All ayes.

Comments and Correspondence

None

New Village Board Business

1. 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.

Motion by Lienau, second by Clove.

Roll Call: Lienau—Yes, Baker--Yes, Clove--Yes, Enquist—Yes, Zacek—Yes.

2. Consider a motion to reconvene into Open Session.

Motion by Lienau, second by Clove.

Roll Call: Lienau—Yes, Baker--Yes, Clove--Yes, Enquist—Yes, Zacek—Yes, Duffy—Yes.

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

Clove moved to approve Resolution 309-033015, Authorizing the purchase of the “Braun Properties” for \$825,000 and authorizing a bank loan of up to \$630,000. Baker seconded the motion and all voted Aye.

Adjournment:

A motion was made by Enquist, seconded by Duffy, to adjourn the special meeting of the Board of Trustees at 3:40 PM. Motion carried – All ayes,

Respectfully Submitted,



Juliana Neuman
Finance Director



Village of Sister Bay BOARD REPORT

Meeting Date 04/21/2015

Item No.: 1

Recommendation: Grant approval for a 2month pro-rate class B beer and class C wine license to Sara Zacek DBA Harbor Pie Company, located at 10647 N Bayshore Dr.

Background: The proper forms and payment were received by the Village Clerk, including a map of where the beer and wine will be served and stored.

Fiscal Impact: A check for \$53.22 was received to cover the 2 month licensing period and publishing.

Respectfully submitted,

Zeke Jackson
Village Administrator

File Name: document2

Printed: 4/16/2015 2:14 PM Created: 8/5/2005 9:53 AM

Author: Sister Bay Revision: 1/

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning May 1 20 16 ; ending Jun 30 20 15 ;

TO THE GOVERNING BODY of the: [X] Village of } Sister Bay [] City of

County of Door Aldermanic Dist. No. (if required by ordinance)

- 1. The named [] INDIVIDUAL [] PARTNERSHIP [X] LIMITED LIABILITY COMPANY [] CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

- 2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Harbor Pic Co. LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company.

President/Member Sara Zacek, owner Home Address 8012 ST Hwy 57 Post Office & Zip Code Barleys Harbor 54202

3. Trade Name Harbor Pic Co. Business Phone Number 920-471-3157 4. Address of Premises 10647 N. Bay Shore Drive Post Office & Zip Code Sister Bay 54234

- 5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? [X] Yes [] No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? [] Yes [X] No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? [] Yes [X] No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 4-13-13 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? [] Yes [X] No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? [] Yes [X] No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 10647 N. Bay Shore Drive, Sister Bay WI 54234

10. Legal description (omit if street address is given above):
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? [] Yes [X] No
(b) If yes, under what name was license issued?

- 12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] [X] Yes [] No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] [X] Yes [] No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? [X] Yes [] No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another.

SUBSCRIBED AND SWORN TO BEFORE ME this 8 day of April, 20 15. Christina Moore Dickey (Clerk/Notary Public) My commission expires 1/11/19

[Signature] (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual) [Signature] (Officer of Corporation/Member/Manager of Limited Liability Company/Partner) (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Table with 4 columns: Date received and filed with municipal clerk, Date reported to council/board, Date provisional license issued, Signature of Clerk / Deputy Clerk. Includes handwritten dates and signatures.

**AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION**

Submit to municipal clerk.

| | | | | | |
|---|--|----------------|----------------|----------------|----------|
| Individual's Full Name (please print) (last name) | | (first name) | | (middle name) | |
| Zacek | | Sara | | Geanne | |
| Home Address (street/route) | | Post Office | City | State | Zip Code |
| 8612 St Hwy 57 | | Baileys Harbor | Baileys Harbor | WI | 54202 |
| Home Phone Number | | Age | Date of Birth | Place of Birth | |
| 920-471-3157 | | 30 | 2-10-85 | Milwaukee | |

The above named individual provides the following information as a person who is (check one):

Applying for an alcohol beverage license as an individual.

A member of a partnership which is making application for an alcohol beverage license.

officer of Harbor PR Co.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 30 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

| | | | |
|-----------------|------------------------------------|---------------|---------|
| Employer's Name | Employer's Address | Employed From | To |
| Sun Communities | 417 N. 14th Place, Sturgeon Bay | 11-2014 | 1-2015 |
| ALL Homes Corp | 417 N. 14th Place, Sturgeon Bay WI | 1-2014 | 11-2014 |

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this _____ day of _____, 20 _____

(Clerk/Notary Public)

(Signature of Named Individual)

My commission expires _____



Printed on Recycled Paper

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

Sister Bay, WI

To the Board of Trustees of the Village of Sister Bay, Wisconsin:

I hereby apply for a License to serve, from date hereof to June 30, 2016 inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32 (2) and 125.68 (2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinance and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

I certify that I am 30 years of age.

Sara Zacek

Signature of Applicant

Answer the following questions fully and completely:

Name of Applicant Sara Zacek

Address of Applicant 10647 N. Bay Shore Drive

Have you been convicted of any felony or of violating any law of the State of Wisconsin or of the United States?

No

Date of such conviction

Name of Court

Nature of offense

Have you been convicted of violating any license law or ordinance regulating the sale of Fermented malt beverages or intoxicating liquors?

No

Name and address of physician signing your health certificate filed herewith

Sara Zacek

Signature of Applicant

STATE OF WISCONSIN

ss.

Door County

Sara Zacek, being first duly sworn on oath says that (s)he is the person who made and signed the foregoing application for an operator's license; that all the statements made by the applicant are true.

Subscribed and sworn to before me this 8

day of April, 2015

Sara Zacek

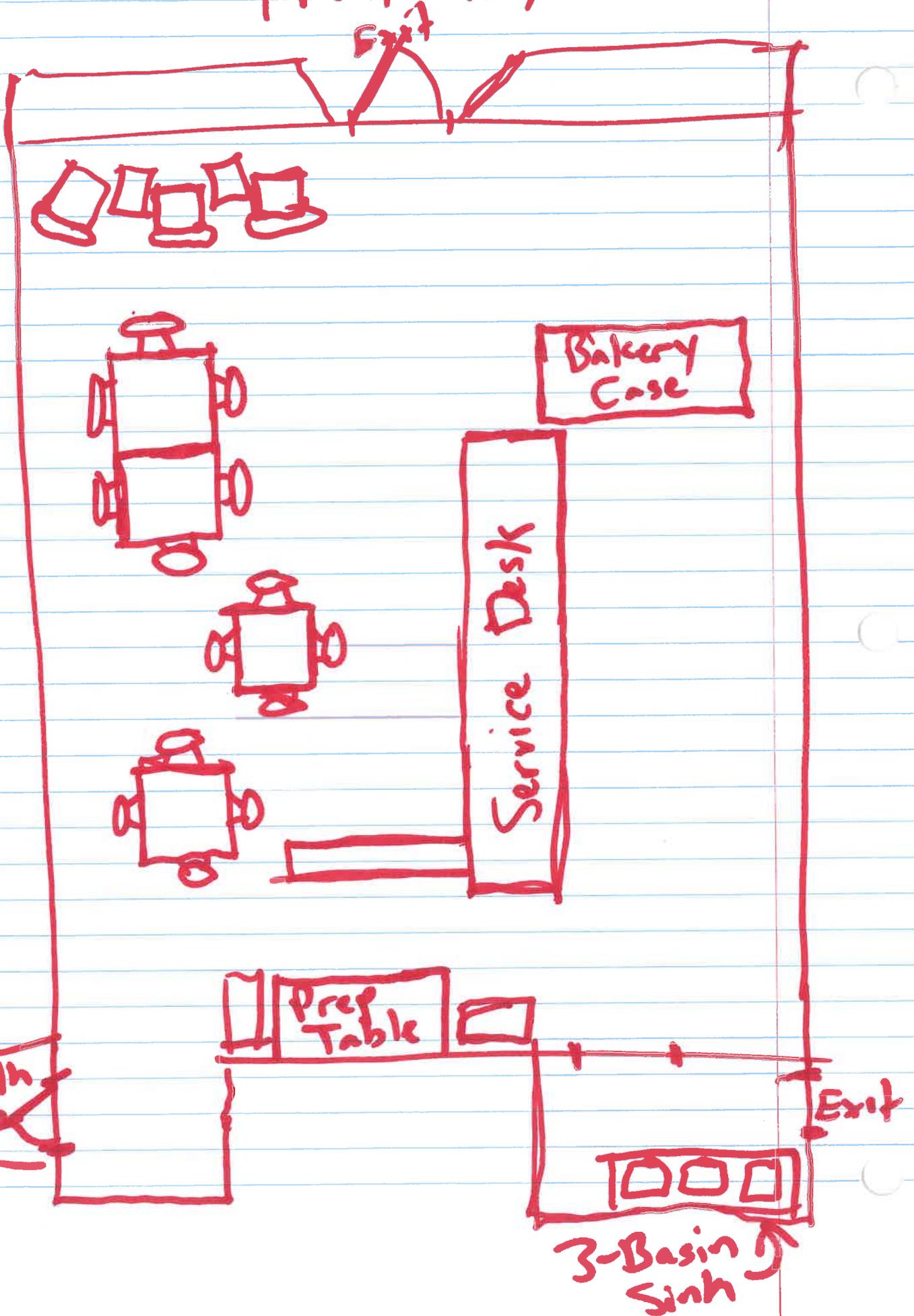
Applicant sign here

Christine Marie Kelly

Notary Public, Door County, WI

et 1/11/19

Front - Hwy





Village of Sister Bay BOARD REPORT

Meeting Date 04/21/15

Item No.: 2

Recommendation: That the Board authorize Staff and/or the Village President to execute leasing and commission documents for renewal of the US Post Office lease.

Background: The Village currently receives \$16,200 annually from the US Post Office for rent on the former fire station building on Bay Shore Dr. This leasing proposal carries an increase and terms as follows:

| Period | Annual Rent | Total Rent | Commission Rate |
|--------------------|-------------|-------------|-----------------|
| 3/1/2016-2/28/2021 | \$17,152.00 | \$85,760.00 | 2.0% \$1,715.20 |

This represents a net increase of \$381.00 annually, giving a percentage increase of 2.35%.

Fiscal Impact: As indicated above.

Respectfully submitted,

Zeke Jackson
Village Administrator

File Name: document2

Printed: 4/16/2015 2:33 PM Created: 8/5/2005 9:53 AM

Author: Sister Bay Revision: 1/



Lease

SISTER BAY - MAIN OFFICE (567630-001)
10685 N BAY SHORE DR, SISTER BAY, WI 54234-9595



Facility Name/Location

SISTER BAY - MAIN OFFICE (567630-001)

County:Door

10685 N BAY SHORE DR, SISTER BAY, WI 54234-9595

Lease:Q90000452496

This Lease made and entered into by and between VILLAGE OF SISTER BAY hereinafter called the Landlord, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Landlord hereby leases to the Postal Service and the Postal Service leases from the Landlord the following premises, hereinafter legally described in paragraph 7, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' attached hereto and made a part hereof.

Upon which is a one story, wood/brick building and which property contains areas, spaces, improvements, and appurtenances as follows:

| AREA | SQ. FEET |
|-----------------------------|----------|
| Net Total USPS Leased SF | 2,144 |
| Exterior, Platform and Ramp | 80 |
| Exterior Parking, USPS | 2,916 |
| Driveway | 1,050 |

Total Site Area: 8,114.00

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the following term:

FIXED TERM: The term becomes effective March 01, 2016 with an expiration date of February 28, 2021, for a total of 5 Years.

3. RENTAL: The Postal Service will pay the Landlord an annual rental of: \$17,152.00 (Seventeen Thousand One Hundred Fifty Two and 00/100 Dollars) payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated.

Rent checks shall be payable to:

VILLAGE OF SISTER BAY

P O BOX 769

SISTER BAY, WI 54234-0769



4. RENEWAL OPTIONS: The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

| EFFECTIVE DATE | EXPIRATION DATE | PER ANNUM RENTAL |
|----------------|-----------------|------------------|
| 03/01/2021 | 02/28/2026 | \$18,867.00 |

provided that notice is sent, in writing, to the Landlord at least 30 days before the end of the original lease term and each renewal term. All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. OTHER PROVISIONS: The following additional provisions, modifications, riders, layouts, and/or forms were agreed upon prior to execution and made a part hereof:

Utilities Services & Equipment Rider, Maintenance Rider - Landlord Responsibility.

6. TERMINATION:
None, except as specified elsewhere in this Lease.

7. LEGAL DESCRIPTION:
See Attached Addendum



Facility Name/Location

SISTER BAY - MAIN OFFICE (567630-001)
10685 N BAY SHORE DR, SISTER BAY, WI 54234-9595

County: Door

Lease: Q90000452496

7. LEGAL DESCRIPTION:

All that certain plot of land situated in the Village of Sister Bay, County of Door, State of Wisconsin, being more particularly described as follows: That portion of Government Lot 3, Section 5, T31N, R27E, Village of Sister Bay, Door County, Wisconsin, described as follows: Commencing at the NE corner of Lot 2, Block 2, Village of Sister Bay Assessor's Plat No. 1, thence N 34°32' E 10.0 feet to the place of beginning; thence continue N 34°32' E 86.5 feet, thence N 55°28' W 93.0 feet, thence S 43°32' W 88.0 feet, thence S 56°23' E 93.0 feet to the place of beginning containing 8,114 square feet. The northeasterly 22.5 feet of this tract is subject to a driveway for access to and from a public parking lot, together with improvements thereon: A one story concrete and wood building providing approximately 2,144 net interior square feet, a mailing platform (8' x 10') providing approximately 80 square feet, a joint use driveway (15' x 70') providing approximately 1,050 square feet and a parking and maneuvering area providing approximately 2,916 square feet, all with a street address of:

621 N Bay Shore Drive, Sister Bay, Wisconsin 54234-9998



EXECUTED BY LANDLORD this _____ day of _____, _____.

GOVERNMENTAL ENTITY

By executing this Lease, Landlord certifies that Landlord is not a USPS employee or contract employee (or an immediate family member of either), or a business organization substantially owned or controlled by a USPS employee or contract employee (or an immediate family member of either).

Name of Governmental Entity: VILLAGE OF SISTER BAY

Name & Title: _____ Name & Title: _____

Name & Title: _____ Name & Title: _____

Landlord's Address: P O BOX 769
SISTER BAY, WI 54234-0769

Landlord's Telephone Number(s): _____

E-mail Address: _____

Federal Tax Identification No.: XX-XXX4651

Witness _____ Witness _____

- a. Where the Landlord is a governmental entity or other municipal entity, the Lease must be accompanied by documentary evidence affirming the authority of the signatory(ies) to execute the Lease to bind the governmental entity or municipal entity for which he (or they) purports to act.
- b. Any notice to Landlord provided under this Lease or under any law or regulation must be in writing and submitted to Landlord at the address specified above, or at an address that Landlord has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

ACCEPTANCE BY THE POSTAL SERVICE

Date: _____

Esther M Tinort
Contracting Officer

Signature of Contracting Officer

FACILITIES REAL ESTATE 7029 ALBERT PICK ROAD, GREENSBORO, NC 27498-1103
Address of Contracting Officer



General Conditions to USPS Lease

1. CHOICE OF LAW

This Lease shall be governed by federal law.

2. RECORDING

Not Required

3. MORTGAGEE'S AGREEMENT

If there is now or will be a mortgage on the property which is or will be recorded prior to the recording of the Lease, the Landlord must notify the contracting officer of the facts concerning such mortgage and, unless in his sole discretion the contracting officer waives the requirement, the Landlord must furnish a Mortgagee's Agreement, which will consent to this Lease and shall provide that, in the event of foreclosure, mortgagee, successors, and assigns shall cause such foreclosures to be subject to the Lease.

4. ASSIGNMENTS

a. The terms and provisions of this Lease and the conditions herein are binding on the Landlord and the Postal Service, and all heirs, executors, administrators, successors, and assigns.

b. If this contract provides for payments aggregating \$10,000 or more, claims for monies due or to become due from the Postal Service under it may be assigned to a bank, trust company, or other financing institution, including any federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any assignment or reassignment must cover all amounts payable and must not be made to more than one party, except that assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in financing this contract. No assignment or reassignment will be recognized as valid and binding upon the Postal Service unless a written notice of the assignment or reassignment, together with a true copy of the instrument of assignment, is filed with:

1. the contracting officer; and
2. the surety or sureties upon any bond.

c. Assignment of this contract or any interest in this contract other than in accordance with the provisions of this clause will be grounds for termination of the contract for default at the option of the Postal Service.

d. Nothing contained herein shall be construed so as to prohibit transfer of ownership of the demised premises, provided that:

1. such transfer is subject to this Lease agreement; and
2. both the original Landlord and the successor Landlord execute the standard *Certificate of Transfer of Title to Leased Property and Lease Assignment and Assumption* form to be provided by the USPS Contracting Officer; and in the case of new leased space projects, the lease may only be assigned or ownership of the property transferred following commencement of the fixed term, unless prior written consent is obtained from the Postal Service.

5. APPLICABLE CODES AND ORDINANCES

The Landlord, as part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the rented space is situated and to obtain all necessary permits and related items at no cost to the Postal Service. When the Postal Service or one of its contractors (other than the Landlord) is performing work at the premises, the Postal Service will be responsible for obtaining all necessary and applicable permits, related items, and associated costs.

6. SUBLEASE

The Postal Service may sublet all or any part of the premises or assign this lease but shall not be relieved from any obligation under this lease by reason of any subletting or assignment.

7. RESTORATION AND ALTERATIONS

a. Upon written notification by Landlord within 30 days of the expiration or termination of this Lease, the Postal Service shall restore the premises to a "broom clean" and usable condition, excepting the following: reasonable and ordinary wear and tear; and damages by the elements or by circumstances over which the Postal Service has no control. If Landlord provides the above notice, the Postal Service and Landlord shall negotiate and reach agreement on necessary items of restoration and the reasonable cost for restoration; the Postal Service shall pay Landlord this agreed-upon amount and shall have no further restoration duties under this Lease.

b. The Postal Service shall have the right to make alterations, attach fixtures and erect additions, structures or signs in or upon the premises hereby leased (provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants on the property or in the building in which said premises are located); which fixtures, additions or structures so placed in, upon or attached to the said premises shall be and remain the property of the Postal Service and may be removed or otherwise disposed of by the Postal Service.



General Conditions to USPS Lease

8. CLAIMS AND DISPUTES

- a. This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-613) ("the Act").
- b. Except as provided in the Act, all disputes arising under or relating to this contract must be resolved under this clause.
- c. "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the Landlord seeking the payment of money exceeding \$100,000 is not a claim under the Act until certified as required by subparagraph d below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.
- d. A claim by the Landlord must be made in writing and submitted to the contracting officer for a written decision. A claim by the Postal Service against the Landlord is subject to a written decision by the contracting officer. For Landlord claims exceeding \$100,000, the Landlord must submit with the claim the following certification:

"I certify that the claim is made in good faith, that the supporting data are accurate and complete to the best of my knowledge and belief, that the amount requested accurately reflects the contract adjustment for which the Landlord believes the Postal Service is liable, and that I am duly authorized to certify the claim on behalf of the Landlord."

The certification may be executed by any person duly authorized to bind the Landlord with respect to the claim.

- e. For Landlord claims of \$100,000 or less, the contracting officer must, if requested in writing by the Landlord, render a decision within 60 days of the request. For Landlord-certified claims over \$100,000, the contracting officer must, within 60 days, decide the claim or notify the Landlord of the date by which the decision will be made.
- f. The contracting officer's decision is final unless the Landlord appeals or files a suit as provided in the Act.
- g. When a claim is submitted by or against a Landlord, the parties by mutual consent may agree to use an alternative dispute resolution (ADR) process to assist in resolving the claim. A certification as described in subparagraph d of this clause must be provided for any claim, regardless of dollar amount, before ADR is used.
- h. The Postal Service will pay interest on the amount found due and unpaid from:
 1. the date the contracting officer receives the claim (properly certified if required); or
 2. the date payment otherwise would be due, if that date is later, until the date of payment.
- i. Simple interest on claims will be paid at a rate determined in accordance with the Act.
- j. The Landlord must proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the contracting officer.

9. HAZARDOUS/TOXIC CONDITIONS CLAUSE

"Asbestos containing building material" (ACBM) means any material containing more than 1% asbestos as determined by using the method specified in 40 CFR Part 763, Subpart E, Appendix E. "Friable asbestos material" means any ACBM that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

The Landlord must identify and disclose the presence, location and quantity of all ACBM or presumed asbestos containing material (PACM) which includes all thermal system insulation, sprayed on and troweled on surfacing materials, and asphalt and vinyl flooring material unless such material has been tested and identified as non-ACBM. The Landlord agrees to disclose, to the best of its knowledge, any information concerning the presence of lead-based paint, radon above 4 pCi/L, and lead piping or solder in drinking water systems in the building, to the Postal Service.

Sites cannot have any contaminated soil or water above applicable federal, state or local action levels or undisclosed underground storage tanks. Unless due to the act or negligence of the Postal Service, if contaminated soil, water, underground storage tanks or piping or friable asbestos material or any other hazardous/toxic materials or substances as defined by applicable Local, State or Federal law are subsequently identified on the premises, the Landlord agrees to remove such materials or substances upon notification by the Postal Service at Landlord's sole cost and expense in accordance with EPA and/or State guidelines; prior to accomplishing this task, Landlord must seek written approval by the USPS Contracting Officer of the contractor and scope of work, such approval not to be unreasonably withheld. If ACBM is subsequently found in the building which reasonably should have been determined, identified, or known to the Landlord, the Landlord agrees to conduct, at Landlord's sole expense, an asbestos survey pursuant to the standards of the Asbestos Hazard Emergency Response Act (AHERA), establish an Operations and Maintenance (O&M) plan for asbestos management, and provide the survey report and plan to the Postal Service. If the Landlord fails to remove any friable asbestos or hazardous/toxic materials or substances, or fails to complete an AHERA asbestos survey and O&M plan, the Postal Service has the right to accomplish the work and deduct the cost plus administrative costs, from future rent payments or recover these costs from Landlord by other means, or may, at its sole option, cancel this Lease. In addition, the Postal Service may proportionally abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered unavailable to it by reason of such condition.



General Conditions to USPS Lease

The Landlord hereby indemnifies and holds harmless the Postal Service and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense, fees and/or liability resulting from, brought for, or on account of any violation of this clause.

The remainder of this clause applies if this Lease is for premises not previously occupied by the Postal Service.

By execution of this Lease the Landlord certifies:

- a. that the property and improvements are free of all contamination from petroleum products or any hazardous/toxic or unhealthy materials or substances, including friable asbestos materials, as defined by applicable State or Federal law;
- b. that there are no undisclosed underground storage tanks or associated piping, ACBM, radon, lead-based paint, or lead piping or solder in drinking water systems, on the property; and
- c. it has not received, nor is it aware of, any notification or other communication from any governmental or regulatory entity concerning any environmental condition, or violation or potential violation of any local, state, or federal environmental statute or regulation, existing at or adjacent to the property.

10. FACILITIES NONDISCRIMINATION

- a. By executing this Lease, the Landlord certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained.
- b. The Landlord will insert this clause in all contracts or purchase orders under this Lease unless exempted by Secretary of Labor rules, regulations, or orders issued under Executive Order 11246.

11. CLAUSES REQUIRED TO IMPLEMENT POLICIES, STATUTES, OR EXECUTIVE ORDERS

The following clauses are incorporated in this Lease by reference. The text of incorporated terms may be found in the Postal Service's Supplying Principles and Practices, accessible at www.usps.com/publications.

Clause 1-5, *Gratuities or Gifts* (March 2006)

Clause 1-6, *Contingent Fees* (March 2006)

Clause 9-3, *Davis-Bacon Act* (March 2006)¹

Clause 9-7, *Equal Opportunity* (March 2006)²

Clause 9-13, *Affirmative Action for Handicapped Workers* (March 2006)³

Clause 9-14, *Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era* (March 2006)⁴

Clause B-25, *Advertising of Contract Awards* (March 2006)

Note: For purposes of applying the above standard clauses to this Lease, the terms "supplier," "contractor," and "lessor" are synonymous with "Landlord," and the term "contract" is synonymous with "Lease."

¹ For premises with net interior space in excess of 6,500 SF and involving construction work over \$2,000.

² For leases aggregating payments of \$10,000 or more.

³ For leases aggregating payments of \$10,000 or more.

⁴ For leases aggregating payments of \$25,000 or more.



Maintenance Rider Landlord Responsibility

1. The Landlord shall, except as otherwise specified herein and except for damage resulting from the act or negligence of Postal Service agents or employees, maintain the demised premises, including the building and any and all equipment, fixtures, systems, and appurtenances, whether severable or non-severable, furnished by the Landlord under this Lease, in good repair and tenantable condition, during the continuance of the Lease. Landlord's duties include repair and replacement as necessary.

Notwithstanding the above, the Postal Service will be responsible for regular cleaning of gutters and downspouts connected to the outer edge (i.e., the eaves area) of the roof; Landlord will be responsible for regular cleaning of any other gutters, downspouts, troughs, scuppers, roof drains, etc.

For the purpose of so maintaining said premises and property, the Landlord may, at reasonable times, and upon reasonable notice to the facility manager, enter and inspect the same and make any necessary repairs thereto.

2. Landlord is responsible for inspection, prevention and eradication of termites and any other wood-eating insects and for repairs of any damage resulting therefrom during the continuance of the Lease.
3. Landlord shall paint all interior and exterior previously painted surfaces as follows: no later than six (6) months following the start of the lease, and at least once every five (5) years during the continuance of the lease unless required more often because of damage from fire or other casualty, or unless the time period is specifically modified in writing by the Contracting Officer. Landlord is required to apply only one coat of paint. USPS will be responsible for cost of additional coats of paint, including application costs. USPS will be responsible for moving furniture and equipment away from walls as required.
4. Any heating system furnished by Landlord must be properly sized for the facility, must be in good working order, and must be maintained and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider; such system must be capable of providing a uniform temperature of at least 65 degrees Fahrenheit (65°F.) in all enclosed portions of the demised premises (excluding the rear vestibule) at all times. Regardless of whether Landlord is required by the Lease to provide fuel for a heating system, any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the Landlord, unless the release is caused by the act or negligence of the Postal Service or its agents. The Postal Service shall be responsible for regular replacement of filters.

Boilers (heating and hot water supply) and unfired pressure vessels provided by the Landlord as part of the leased premises shall be maintained and, if necessary, replaced by the Landlord in accordance with ASME Boiler and Pressure Vessel Code, Sections IV, VI, and VIII; National Fire Prevention Association (NFPA)-70, National Electric Code; and/or ASME Safety Code No. CSD-1, Controls and Safety Devices for Automatically Fired Boilers; ASME A18.1, Safety Standard for Platform Lifts and Chairlifts; NFPA-54, National Fuel Gas Code; and NFPA-31, Oil Burning Equipment Code, as applicable, or as required by local ordinances. Current safety certificates issued by an organization recognized by the National Board of Boiler and Pressure Vessel Inspectors or a federal, state or municipal authority which has adopted the American National Standard Institute/American Society of Mechanical Engineers (ASME) Boiler and Vessel Code, must be provided by the Landlord for boilers and unfired pressure vessels. In the event local jurisdictions do not require periodic inspection of such equipment, the Postal Service shall have the right to conduct inspections in accordance with the aforesaid codes, and may issue safety certificates, as appropriate.

5. Any elevators, escalators and dumbwaiters provided by the Landlord as part of the leased premises shall be maintained, and, if necessary, replaced by the Landlord during the continuance of the Lease in accordance with ASME A17.1, Safety Code for Elevators, Escalators, Dumbwaiters, and Moving Walks; ASME A17.2, Elevator Inspectors Manual; ASME A17.3 Safety Code for Existing Elevators and Escalators; ASME A17.4, Emergency Evacuation Procedures for Elevators; and ASME A17.5, Elevator and Escalator Electrical Equipment. Landlord must ensure that current safety certificates for elevators, dumbwaiters and escalators are issued by an organization authorized to inspect in accordance with the ANSI/ASME Code for Elevators, Dumbwaiters and Escalators or appropriate federal, state or municipal authority. In the event local jurisdictions do not require periodic inspection of such equipment, the Postal Service shall have the right to conduct inspections in accordance with the aforesaid codes, and may issue safety certificates, as appropriate.



Maintenance Rider Landlord Responsibility

6. Any air-conditioning equipment furnished by Landlord must be properly sized for the facility, must be in good working order, and must be maintained and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider; air-conditioning must be capable of providing a uniform temperature of no greater than 78 degrees Fahrenheit (78°F.) in all enclosed portions of the demised premises at all times. Landlord shall be responsible for servicing of the air-conditioning equipment during the continuance of the Lease, including, refrigerant as required for proper operation of the equipment. The Postal Service shall be responsible for regular replacement of filters.
7. Any electrical/power system furnished by Landlord must be properly sized for the facility, must be in good working order, and must be maintained and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider.
8. Any wiring, including, but not limited to, wiring for the Electronic Security and Surveillance Equipment (ESS), Closed Circuit Television (CCTV), Very Small Aperture Terminal (VSAT), Criminal Investigation System (CIS), Intrusion Detection System (IDS), etc., installed by the Landlord shall be maintained, and if necessary, replaced by the Landlord during the continuance of the Lease. However, the Landlord shall not attempt any maintenance of, or repair of, or interfere with, the actual security, telephone, or telecommunications equipment, such as cameras, consoles, monitors, satellite dishes, telephone handsets, and Point-of-Service (POS) equipment.
9. Whether public or private water or sewer systems are provided, said systems are to be maintained and replaced by the Landlord during the continuance of the Lease, including any inspections that may be required.
10. If the demised premises or any portion thereof are damaged or destroyed by fire or other casualty, Acts of God, of a public enemy, riot or insurrection, vandalism, or are otherwise determined by the Postal Service to be unfit for use and occupancy, or whenever there is a need for maintenance, repair, or replacement which is the Landlord's obligation under this Maintenance Rider, the Postal Service will require the Landlord to rebuild or repair the premises as necessary to restore them to tenantable condition to the satisfaction of the Postal Service. The Postal Service will, except in emergencies, provide the Landlord with written notice stating a reasonable time period for completion of all necessary repairs. (A copy of any such notice shall be sent to the Landlord's mortgagee and any assignee of monies due or to become due under this Lease whose names and addresses have been furnished to the Postal Service by the Landlord. Failure to give such written notice to the Landlord or to the mortgagee or assignee shall not affect the Postal Service's rights to recover expended costs under this provision, provided that the costs expended by the Postal Service are reasonable in amount.) The Postal Service, acting through the Contracting Officer, may proportionately abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered untenable, or unfit for use and occupancy, by reason of such condition.

If the Landlord (or the mortgagee or assignee, on behalf of the Landlord) fails to prosecute the work with such diligence as will ensure its completion within the time specified in the notice (or any extension thereof as may be granted at the sole discretion of the Postal Service), or fails to complete the work within said time, the Postal Service shall have the right to perform the work (by contract or otherwise), and withhold the cost plus any administrative cost and/or interest, from rental payments due or to become due under this Lease. Alternatively, the Contracting Officer may, if the demised premises are determined to be untenable or unfit for use or occupancy, with reasonable discretion, cancel this Lease in its entirety, without liability.

The remedies provided in this section are non-exclusive and are in addition to any remedies available to the Postal Service under applicable law.

11. The Landlord must:
 - a. comply with applicable Occupational Safety and Health Standards, title 29 Code of Federal Regulations (CFR) (including but not limited to Parts 1910 and 1926), promulgated pursuant to the authority of the Occupational Safety and Health Act of 1970 (OSHA); and



Maintenance Rider Landlord Responsibility

- b. comply with any other applicable federal, state, or local regulation governing workplace safety to the extent they are not in conflict with a; and
- c. take all other proper precautions to protect the health and safety of:
 - (1) any laborer or mechanic employed by the Landlord in performance of this agreement; and
 - (2) Postal Service employees; and
 - (3) the public.

The Landlord must include this clause in all subcontracts hereunder and require its inclusion in all subcontracts of a lower tier. The term "Landlord" as used in this clause in any subcontract must be deemed to refer to the subcontractor.



Utilities, Services, & Equipment Rider

Facility Name/Location

SISTER BAY - MAIN OFFICE (567630-001)
10685 N BAY SHORE DR, SISTER BAY, WI 54234-9595

County: Door

Lease: Q90000452496

1. HEAT
Landlord must furnish heating system in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. Any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the Landlord, unless the release is caused by the act or negligence of the Postal Service. The Postal Service pays all recurring fuel charges, provided such charges are separately metered for postal consumption.

2. AIR CONDITIONING
Landlord must furnish air conditioning equipment in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. The Postal Service pays for recurring charges for power for the equipment, provided the power is separately metered for postal consumption.

3. ELECTRICITY
Landlord must furnish a separately metered electrical system in good working order for the demised premises, in accordance with the Maintenance Rider, during the continuance of the lease. The Postal Service will pay all recurring electric bills.

4. LIGHT
Landlord must provide light fixtures in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. Landlord is not responsible for replacement of light bulbs.



Utilities, Services, & Equipment Rider

5. WATER

Landlord must furnish a potable water system in good working order, in accordance with the Maintenance Rider, during the continuance of the Lease. The Postal Service pays for all recurring water bills during the continuance of the Lease, provided a separate meter or separate invoice is furnished by the appropriate authority.

6. SEWER

Landlord must furnish a sewer system in good working order, in accordance with the Maintenance Rider, during the continuance of the Lease. The Postal Service pays for all recurring sewer bills during the continuance of the Lease, provided a separate meter, or separate invoice is furnished by the appropriate authority.

7. TRASH

The Postal Service agrees to furnish and pay for all trash removal for the demised premises during the continuance of the Lease.

8. SNOW

The Postal Service agrees to furnish and pay for the timely removal of snow and ice from the sidewalks, driveway, parking and maneuvering areas, and any other areas providing access to the postal facility for use by postal employees, contractors, or the public (including, but not limited to, stairs, handicap access ramps, carrier ramps, etc.) during the continuance of the Lease. The Landlord is responsible for timely removal of snow and ice from the roof.

CBRE- COMMISSION AGREEMENT

This document is entered into this ____ day of _____ 2015 between **Village of Sister Bay** having an address **PO Box 769, Sister Bay, WI 54234** as owner or owner's authorized agent ("Owner") and **CBRE, Inc.** affiliate or assign ("Broker") for the payment of commission as described herein.

1. Building Address
10685 N Bay Shore Dr
Sister Bay, WI 54234

2. Agreement

Upon the execution of the Lease which becomes effective March 1, 2016 between Owner and US Postal Service ("Tenant"), Owner agrees to pay a leasing commission of which CBRE's share is equal to **2%** of the Lease Value for the fixed term of the Lease.

| Period | Annual Rent | Total Rent | Commission Rate | Amount Due |
|--------------------|-------------|-------------|-----------------|-------------------|
| 3/1/2016-2/28/2021 | \$17,152.00 | \$85,760.00 | 2.0% | \$1,715.20 |
| Total | | | | \$1,715.20 |

3. Time of Payment

Payment shall be made by Landlord within 30 days of full execution of Lease Agreement. Please see the instructions below for either check or wire payment. **PLEASE NOTE: An invoice will be submitted by CBRE, Inc. at the time payment is due. Please do not send a check prior to receiving an invoice.**

- a. **Wiring Instructions:**

| | |
|-------------------------|--|
| Bank Name: | Wells Fargo |
| Address: | 333 S. Grand Avenue 6 th Floor Los Angeles, CA 90071 |
| ABA Number: | 121-000-248 |
| Swift Code | |
| Name on Account: | CBRE, Inc. – Transaction Accounting Depository |
| General Account Number: | 4945214393 |
| Reference Information: | Dawn Burchfield, Finance Manager US Postal Service Account Building ID: 567630-001 |

- b. **Mailing a check:**

Lockbox Address –via US Mail
CBRE, Inc.
P.O. Box 406588
Location Code 2011
Atlanta, GA 30384-6588

4. General Provisions

This Agreement constitutes the entire agreement between Owner and Broker and supersedes all prior discussions, negotiations and agreements, whether oral or written. No amendment, alteration or withdrawal of this Agreement shall be valid or binding unless made in writing and signed by both Owner and Broker. Any purported amendment, modification or withdrawal which is oral shall be void and of no effect whatsoever. This Agreement shall be binding on the heirs, successors and assigns of the respective parties.

5. Authority

Each signatory to this Agreement represents and warrants that he or she has full authority to sign this Agreement on behalf of the party for whom he or she signs and that this Agreement binds such party.

OWNER

BROKER

By:

By: CBRE, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 4/28/15
Item No.: 3

Recommendation: That the Board accept the recommendation of the Marketing Committee to establish a Special Revenue Fund for Village festivals and events.

Background: A Marketing Director has been hired to coordinate non-SBAA special events in the Village of Sister Bay in order to promote Sister Bay as a destination. In the past, special events such as the Car Show, Marina Fest, and New Years Eve have been promoted and funded separately, within various funds. More larger events are being planned for 2015. The creation of a Special Events Fund would permit better tracking of revenue and expense pertaining to each event.

Fiscal Impact: A Budget Amendment would be required to transfer funding from the other funds in which amounts have been budgeted for events. These transfers would include:

- from the General Fund \$5000 for events
- from the Marina Fund \$15,000 for wages and \$18,500 for Marina Fest
- from the Ice Rink Fund \$4100 for wages and \$5000 for events
- from the CIP Fund \$50,000 as budgeted in 2015 (\$17,500 for wages)

Respectfully submitted,

Juliana Neuman
Village Finance Director

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|--------|------------------------------|------------|------------------------------------|------------|-------------|-------------|------------|
| 10001 | A-1 ELEVATOR | 7932 | Maintenance - VH lift | 04/14/2015 | 382.50 | | |
| | Total 10001 | | | | 382.50 | .00 | |
| 10005 | ACTION ELECTRIC INC | 29259 | Work in regards to BSD line burial | 03/31/2015 | 2,053.74 | 2,053.74 | 04/09/2015 |
| | Total 10005 | | | | 2,053.74 | 2,053.74 | |
| 10007 | ACTION APPRAISERS INC | 1423 | Assessor | 04/01/2015 | 2,875.00 | 2,875.00 | 04/02/2015 |
| | Total 10007 | | | | 2,875.00 | 2,875.00 | |
| 10110 | AFLAC | 678955 | Employee-funded premium | 04/12/2015 | 199.20 | 199.20 | 04/16/2015 |
| | Total 10110 | | | | 199.20 | 199.20 | |
| 10113 | SHIRLEY ADAMS | 4715 | Poll Worker compensation | 04/07/2015 | 150.00 | 150.00 | 04/09/2015 |
| | Total 10113 | | | | 150.00 | 150.00 | |
| 10123 | BETTY ANDERSON | 4715 | Poll Worker compensation | 04/07/2015 | 150.00 | 150.00 | 04/09/2015 |
| | Total 10123 | | | | 150.00 | 150.00 | |
| 10125 | ROBERT ANDERSON | 4715 | Poll Worker compensation | 04/07/2015 | 137.50 | 137.50 | 04/09/2015 |
| | Total 10125 | | | | 137.50 | 137.50 | |
| 10210 | BAYLAKE BANK | GAROT | Note #566963 | 04/07/2015 | 500.00 | 500.00 | 04/09/2015 |
| | Total 10210 | | | | 500.00 | 500.00 | |
| 10214 | SCOTT BAKER | QTR1-15 | Reimb - mileage | 03/31/2015 | 88.55 | 88.55 | 04/02/2015 |
| | Total 10214 | | | | 88.55 | 88.55 | |
| 10218 | BAUDHUIN INC | 34624 | Beach Staking | 03/27/2015 | 2,961.00 | 2,961.00 | 04/02/2015 |
| | Total 10218 | | | | 2,961.00 | 2,961.00 | |
| 12225 | NATHAN BELL | QTR1-15 | Plan Commission compensation | 03/31/2015 | 80.00 | 80.00 | 04/09/2015 |
| | Total 12225 | | | | 80.00 | 80.00 | |
| 12238 | BOETTCHER COMMUNICATIONS LLC | 12474A | Website redesign | 04/07/2015 | 1,722.50 | 1,722.50 | 04/16/2015 |
| | Total 12238 | | | | 1,722.50 | 1,722.50 | |
| 12322 | DREW BICKFORD | QTR1-15 | Marketing | 03/31/2015 | 120.00 | 120.00 | 04/09/2015 |
| | Total 12322 | | | | 120.00 | 120.00 | |
| 12511 | AARON BLEY | 32815 | reimb mileage | 03/28/2015 | 327.75 | 327.75 | 04/02/2015 |
| | | 4415 | reimb mileage | 04/04/2015 | 327.75 | 327.75 | 04/16/2015 |
| | Total 12511 | | | | 655.50 | 655.50 | |
| 13260 | BHIRDO'S BY THE BAY | 15714 | Village gas - | 03/31/2015 | 278.20 | 278.20 | 04/16/2015 |
| | | 16681 | TKH Gas - February | 02/28/2015 | 86.72 | 86.72 | 04/09/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|--------------------------|--------------|---------------------------------|------------|-------------|-------------|------------|
| | | 16682 | Village gas - | 02/28/2015 | 135.61 | 135.61 | 04/09/2015 |
| Total 13260 | | | | | 480.53 | 480.53 | |
| 14310 | CAPTAIN COMMODES INC | 25292 | Commode rental - Dog Park | 03/24/2015 | 75.00 | 75.00 | 04/02/2015 |
| Total 14310 | | | | | 75.00 | 75.00 | |
| 17501 | CHARTER COMMUNICATIONS | APR15 | internet/ adm bldg | 03/23/2015 | 149.99 | 149.99 | 04/02/2015 |
| | | APR15BH | Boathouse - charter TV | 04/08/2015 | 69.15 | 69.15 | 04/16/2015 |
| Total 17501 | | | | | 219.14 | 219.14 | |
| 17506 | CELLCOM | 296541 | Cell phone - Administrator | 04/05/2015 | 54.38 | | |
| | | | Cellphone - Marina manager | | 44.49 | | |
| | | | Cell phone - Marketing mgr. | | 107.88 | | |
| | | | Cellphones - Parks employees | | 173.02 | | |
| Total 17506 | | | | | 379.77 | .00 | |
| 17519 | COUNTRY WALK BP-AMOCO | 1180 | Village gas - | 03/31/2015 | 134.47 | 134.47 | 04/09/2015 |
| Total 17519 | | | | | 134.47 | 134.47 | |
| 17525 | CULLIGAN OF STURGEON BAY | 1055432-2QTR | Water softener salt - FS | 04/01/2015 | 130.32 | 130.32 | 04/09/2015 |
| Total 17525 | | | | | 130.32 | 130.32 | |
| 20005 | SHARON DOERSCHING | QTR1-15 | Parks Committee compensation | 03/31/2015 | 120.00 | 120.00 | 04/09/2015 |
| Total 20005 | | | | | 120.00 | 120.00 | |
| 20443 | DEATH'S DOOR MARINE INC | PAY 1 | Beach Expanison | 04/10/2015 | 68,350.00 | 68,350.00 | 04/13/2015 |
| Total 20443 | | | | | 68,350.00 | 68,350.00 | |
| 20451 | DOOR COUNTY HWY DEPT | 40010680 | Snowplowing/Sanding | 03/31/2015 | 3,941.65 | | |
| Total 20451 | | | | | 3,941.65 | .00 | |
| 20452 | DOOR COUNTY IT DEPT | 40010621 | Admin Fee | 03/31/2015 | 60.98 | 60.98 | 04/09/2015 |
| | | | Back-ups | | 56.16 | 56.16 | 04/09/2015 |
| | | | Set up Jason Polecheck | | 224.64 | 224.64 | 04/09/2015 |
| | | | Set up Aaron Bley | | 98.28 | 98.28 | 04/09/2015 |
| | | 40010622 | Set up Jason Polecheck | 04/06/2015 | 70.20 | 70.20 | 04/16/2015 |
| Total 20452 | | | | | 510.26 | 510.26 | |
| 20453 | DOOR COUNTY CO-OP | 75491 | fertilizer - parks | 03/10/2015 | 20.93 | 20.93 | 04/09/2015 |
| | | | fertilizer - sports complex | | 20.93 | 20.93 | 04/09/2015 |
| | | | fertilizer - grounds | | 20.94 | 20.94 | 04/09/2015 |
| Total 20453 | | | | | 62.80 | 62.80 | |
| 20470 | DWD-UI | 6782858 | J Bastian | 04/03/2015 | 177.87 | 177.87 | 04/09/2015 |
| Total 20470 | | | | | 177.87 | 177.87 | |
| 20472 | DOOR COUNTY YMCA | 1415-044 | YMCA Classes - Sister Bay Qtr 1 | 04/09/2015 | 440.00 | 440.00 | 04/16/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|----------------------------|-------------|------------------------------------|------------|-------------|-------------|------------|
| Total 20472 | | | | | 440.00 | 440.00 | |
| 20505 | EMPLOYEE BENEFITS CORP. | 1208615 | Dependent Care - FSA | 04/10/2015 | 375.00 | 375.00 | 04/16/2015 |
| | | | Health Care FSA | | 294.00 | 294.00 | 04/16/2015 |
| | | 1217305 | Benny Fee | 04/15/2015 | 2.25 | | |
| | | | Minimum Fee | | 50.00 | | |
| Total 20505 | | | | | 721.25 | 669.00 | |
| 20512 | EFTPS - ONLINE 941 PAYMENT | PR0328150 | PRINT PAPER CHECK TO UPDATE GL / | 04/02/2015 | 3,094.16 | 3,094.16 | 04/03/2015 |
| | | | PRINT PAPER CHECK TO UPDATE GL / | | 723.66 | 723.66 | 04/03/2015 |
| | | | PRINT PAPER CHECK TO UPDATE GL / | | 2,314.41 | 2,314.41 | 04/03/2015 |
| | | PR0411150 | PRINT PAPER CHECK TO UPDATE GL / | 04/16/2015 | 3,401.84 | 3,401.84 | 04/17/2015 |
| | | | PRINT PAPER CHECK TO UPDATE GL / | | 795.62 | 795.62 | 04/17/2015 |
| | | | PRINT PAPER CHECK TO UPDATE GL / | | 2,720.92 | 2,720.92 | 04/17/2015 |
| Total 20512 | | | | | 13,050.61 | 13,050.61 | |
| 20515 | FERRELL GAS | 1086695509 | propane Library | 03/06/2015 | 391.67 | 391.67 | 04/09/2015 |
| | | 1086757316 | propane fire station | 03/11/2015 | 1,971.61 | 1,971.61 | 04/09/2015 |
| | | 1086863266 | Maintenance Bldg | 03/19/2015 | 459.69 | 459.69 | 04/02/2015 |
| | | 1086985017 | propane Library | 03/30/2015 | 298.35 | 298.35 | 04/09/2015 |
| Total 20515 | | | | | 3,121.32 | 3,121.32 | |
| 20599 | EVENSON LAUNDRY INC | 689036 | Entrance mats - Admin Bldg | 03/14/2015 | 28.00 | 28.00 | 04/09/2015 |
| | | | Entrance mats - Fire Station | | 72.00 | 72.00 | 04/09/2015 |
| Total 20599 | | | | | 100.00 | 100.00 | |
| 30609 | FASTENAL | WISTU91898 | Christmas decorations | 03/20/2015 | 28.09 | 28.09 | 04/02/2015 |
| Total 30609 | | | | | 28.09 | 28.09 | |
| 30701 | FRONTIER | APR-15ADMIN | Admin Bldg phone | 03/25/2015 | 172.77 | 172.77 | 04/02/2015 |
| | | APR15-M | Marina phone | 04/07/2015 | 59.57 | 59.57 | 04/16/2015 |
| | | R15SPTSCPLX | Sports Cplx phone | 03/25/2015 | 42.36 | 42.36 | 04/02/2015 |
| Total 30701 | | | | | 274.70 | 274.70 | |
| 30727 | PAIGE FUNKHOUSER | QTR1-15 | BSD Reconstruction | 03/31/2015 | 40.00 | 40.00 | 04/09/2015 |
| Total 30727 | | | | | 40.00 | 40.00 | |
| 30750 | GOING CO INC | 123997-315 | recycle - Village | 03/31/2015 | 544.53 | 544.53 | 04/09/2015 |
| | | | garbage - Village | | 7,352.38 | 7,352.38 | 04/09/2015 |
| | | 325803-315 | recycling - Fire Station | 03/31/2015 | 48.06 | 48.06 | 04/09/2015 |
| Total 30750 | | | | | 7,944.97 | 7,944.97 | |
| 30751 | GREAT-WEST | PR0328150 | Great West Deferred Comp. DEFERRED | 04/02/2015 | 1,148.20 | 1,148.20 | 04/03/2015 |
| | | | Great West Deferred Comp. EMPLOYER | | 336.80 | 336.80 | 04/03/2015 |
| | | PR0411150 | Great West Deferred Comp. DEFERRED | 04/16/2015 | 1,148.20 | 1,148.20 | 04/17/2015 |
| | | | Great West Deferred Comp. EMPLOYER | | 336.80 | 336.80 | 04/17/2015 |
| Total 30751 | | | | | 2,970.00 | 2,970.00 | |
| 30756 | MARGE GRUTZMACHER | QTR1-15 | Plan Commission compensation | 03/31/2015 | 80.00 | 80.00 | 04/09/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|---------------------------|------------|---|------------|-------------|-------------|------------|
| Total 30756 | | | | | 80.00 | 80.00 | |
| 34850 | HOCKERS EXCAVATING INC | 202 | Garbage containers | 04/06/2015 | 450.00 | 450.00 | 04/16/2015 |
| | | | Sports Complex - soccer net repair | | 125.00 | 125.00 | 04/16/2015 |
| | | 213 | Spts Cplx Sledding Hill | 04/07/2015 | 1,243.00 | 1,243.00 | 04/16/2015 |
| Total 34850 | | | | | 1,818.00 | 1,818.00 | |
| 34851 | JACKIE HOEKSTRA | 4715 | Poll Worker compensation | 04/07/2015 | 150.00 | 150.00 | 04/09/2015 |
| Total 34851 | | | | | 150.00 | 150.00 | |
| 34858 | DON HOWARD | QTR1-15 | Plan Commission compensation | 03/31/2015 | 80.00 | 80.00 | 04/09/2015 |
| Total 34858 | | | | | 80.00 | 80.00 | |
| 40963 | INSPECTION SPECIALIST LLC | MAR15 | Village Building Inspection | 03/31/2015 | 274.50 | 274.50 | 04/16/2015 |
| Total 40963 | | | | | 274.50 | 274.50 | |
| 41090 | JUNGWIRTH'S ACE HARDWARE | MAR15 | supplies - goat project to be reimb by SBA. | 03/31/2015 | 51.48 | 51.48 | 04/16/2015 |
| | | | Maintenance - Admin Bldg | | 22.97 | 22.97 | 04/16/2015 |
| | | | Maintenance - Village Hall | | 44.51 | 44.51 | 04/16/2015 |
| | | | Maintenance - Post Office | | 17.98 | 17.98 | 04/16/2015 |
| | | | Maintenance - Fire Station | | 7.98 | 7.98 | 04/16/2015 |
| | | | supplies - Shop supplies | | 17.77 | 17.77 | 04/16/2015 |
| | | | Maintenance - Signs | | 28.77 | 28.77 | 04/16/2015 |
| | | | Christmas decorations | | 16.50 | 16.50 | 04/16/2015 |
| | | | Maintenance - Parks bldgs | | 3.49 | 3.49 | 04/16/2015 |
| | | | Maintenance - Vehicle | | 9.99 | 9.99 | 04/16/2015 |
| | | | Maintenance - Dock | | 7.99 | 7.99 | 04/16/2015 |
| | | TKH33115 | supplies - TKH recreation | 03/31/2015 | 15.98 | | |
| Total 41090 | | | | | 245.41 | 229.43 | |
| 41137 | ROBERT KUFRIN | QTR1-15 | Hiring | 03/31/2015 | 93.75 | 93.75 | 04/09/2015 |
| | | | Quarry | | 300.00 | 300.00 | 04/09/2015 |
| | | | Olles lawsuit | | 140.00 | 140.00 | 04/09/2015 |
| | | | WWTP ownership | | 1,087.50 | 1,087.50 | 04/09/2015 |
| Total 41137 | | | | | 1,621.25 | 1,621.25 | |
| 41201 | FREDERICK C LANDSTROM | 4715 | Poll Worker compensation | 04/07/2015 | 137.50 | 137.50 | 04/09/2015 |
| Total 41201 | | | | | 137.50 | 137.50 | |
| 41205 | LAMPERT'S LUMBER | 20340893 | Maintenance - Village Hall | 03/02/2015 | 67.03 | 67.03 | 04/02/2015 |
| | | 20341327 | Street Signs | 03/09/2015 | 7.80 | 7.80 | 04/02/2015 |
| | | 20341821 | supplies - Misc Shop | 03/17/2015 | 64.97 | 64.97 | 04/02/2015 |
| | | 20341908 | To be reimb by Sister Bay Bays | 03/18/2015 | 84.00 | 84.00 | 04/02/2015 |
| Total 41205 | | | | | 223.80 | 223.80 | |
| 41207 | LELAND D LHOST | 4715 | Poll Worker compensation | 04/07/2015 | 137.50 | 137.50 | 04/09/2015 |
| Total 41207 | | | | | 137.50 | 137.50 | |
| 41212 | ROBERT E LEE & ASSOC INC | 68976 | Parking lot layouts - Mill Rd | 03/27/2015 | 4,600.75 | 4,600.75 | 04/16/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|--------|-----------------------------------|------------|---------------------------------|------------|-------------|-------------|------------|
| | | 68977 | Technical review - Jungwirth Ct | 03/27/2015 | 911.50 | 911.50 | 04/16/2015 |
| | Total 41212 | | | | 5,512.25 | 5,512.25 | |
| | 41290 LUNDQUIST PLUMBING INC | 18966 | thaw frozen pipes - Spts Comple | 02/28/2015 | 173.72 | 173.72 | 04/09/2015 |
| | Total 41290 | | | | 173.72 | 173.72 | |
| | 41316 MARCO INC | 16830664 | Public copies | 04/13/2015 | 23.71 | 23.71 | 04/16/2015 |
| | | | General copies | | 523.24 | 523.24 | 04/16/2015 |
| | | | Marina copies | | 7.68 | 7.68 | 04/16/2015 |
| | | | Utilities' copies | | 13.45 | 13.45 | 04/16/2015 |
| | | | Utilities' copies | | 19.98 | 19.98 | 04/16/2015 |
| | | | Utilities' copies | | 4.99 | 4.99 | 04/16/2015 |
| | | | Fax | | 15.36 | 15.36 | 04/16/2015 |
| | Total 41316 | | | | 608.41 | 608.41 | |
| | 51330 MINNESOTA LIFE | MAY15 | Life Insurance - | 04/03/2015 | 360.11 | 360.11 | 04/16/2015 |
| | Total 51330 | | | | 360.11 | 360.11 | |
| | 51399 MONROE TRUCK EQUIP INC | 733489 | Roof light new truck | 02/27/2015 | 155.43 | 155.43 | 04/09/2015 |
| | | 734935 | Repair parts for Ford F350 | 03/27/2015 | 24.28 | 24.28 | 04/02/2015 |
| | Total 51399 | | | | 179.71 | 179.71 | |
| | 51432 N DOOR COMMUNUNICATIONS INC | 18731 | Polecheck new phone | 03/23/2015 | 249.95 | 249.95 | 04/02/2015 |
| | Total 51432 | | | | 249.95 | 249.95 | |
| | 51439 NORTH ROAD CONSTRUCTION | 3515 | reimburse for Opentip inv | 03/05/2015 | 142.94 | 142.94 | 04/16/2015 |
| | Total 51439 | | | | 142.94 | 142.94 | |
| | 61614 PENINSULA PULSE | 8310 | Employment ad - Marina manager | 03/31/2015 | 60.00 | 60.00 | 04/16/2015 |
| | | | Employment ad - Marina | | 120.00 | 120.00 | 04/16/2015 |
| | | | Employment ad - Parks | | 60.00 | 60.00 | 04/16/2015 |
| | | | Employment ad - Marketing | | 50.00 | 50.00 | 04/16/2015 |
| | Total 61614 | | | | 290.00 | 290.00 | |
| | 61623 VIRGINIA PHELAN | 120314 | Christmas bows | 04/14/2015 | 90.00 | 90.00 | 04/16/2015 |
| | Total 61623 | | | | 90.00 | 90.00 | |
| | 61630 PIGGLY WIGGLY | 119765 | staff meeting amenities | 03/26/2015 | 77.08 | 77.08 | 04/09/2015 |
| | Total 61630 | | | | 77.08 | 77.08 | |
| | 61633 PINKERT LAW FIRM LLP | 101 | Gokey re Braun Property | 02/28/2015 | 450.00 | 450.00 | 04/09/2015 |
| | | | Premier Real Estate | | 1,575.00 | 1,575.00 | 04/09/2015 |
| | | | General legal issues | | 150.00 | 150.00 | 04/09/2015 |
| | | | Quarry lawsuit | | 800.00 | 800.00 | 04/09/2015 |
| | | | Burial of overhead utilities | | 100.00 | 100.00 | 04/09/2015 |
| | | | BSD - DNR easements | | 300.00 | 300.00 | 04/09/2015 |
| | | | Water Tower Impact Fees | | 950.00 | 950.00 | 04/09/2015 |

VILLAGE OF SISTER BAY

Payment Approval Report - Village
Input Date(s): 04/01/2015 - 04/21/2015Page: 6
Apr 17, 2015 11:47am

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Armt | Amount Paid | Date PD |
|-------------|--------------------------------|--------------|-----------------------------------|------------|--------------|-------------|------------|
| Total 61633 | | | | | | 4,325.00 | 4,325.00 |
| 61637 | PITNEY BOWES | 4815 | Postage for Meter | 04/08/2015 | 500.00 | 500.00 | 04/09/2015 |
| | | 7255326-MR15 | Term Rental - Village | 03/13/2015 | 35.63 | 35.63 | 04/09/2015 |
| | | | Term Rental - Marina | | 2.51 | 2.51 | 04/09/2015 |
| | | | Term Rental - TKH | | .59 | .59 | 04/09/2015 |
| | | | Term Rental - Utilities | | 89.44 | 89.44 | 04/09/2015 |
| | | | Term Rental - Utilities | | 14.20 | 14.20 | 04/09/2015 |
| | | | Term Rental - Utilities | | 3.22 | 3.22 | 04/09/2015 |
| Total 61637 | | | | | | 645.59 | 645.59 |
| 61663 | PREMIER CONCRETE INC | 1335869 | Sister Bay Bays | 04/09/2015 | 23.10 | 23.10 | 04/16/2015 |
| Total 61663 | | | | | | 23.10 | 23.10 |
| 71907 | SCHENCK BUSINESS SOLUTIONS INC | 10059514 | Audit examination - Village | 03/31/2015 | 865.00 | 865.00 | 04/16/2015 |
| | | | Audit examination - Marina | | 740.00 | 740.00 | 04/16/2015 |
| | | | Audit examination - TIF Dist | | 520.00 | 520.00 | 04/16/2015 |
| | | | GASB 34 conversion | | 135.00 | 135.00 | 04/16/2015 |
| | | 10059515 | PSC report prep | 03/31/2015 | 655.00 | | |
| Total 71907 | | | | | | 2,915.00 | 2,260.00 |
| 71925 | SISTER BAY AUTO | 68946 | equipment parts | 03/02/2015 | .40 | .40 | 04/02/2015 |
| | | 69074 | equipment parts | 03/19/2015 | 10.16 | 10.16 | 04/02/2015 |
| Total 71925 | | | | | | 10.56 | 10.56 |
| 71926 | SISTER BAY SEWER & WATER | 1243 | Staff time - BSD project | 03/31/2015 | 274.60 | 274.60 | 04/09/2015 |
| | | | Staff time on stormsewer | | 164.76 | 164.76 | 04/09/2015 |
| | | | Staff time - BSD project | | 439.36 | 439.36 | 04/09/2015 |
| Total 71926 | | | | | | 878.72 | 878.72 |
| 71927 | SISTER BAY/LIBERTY GROVE FIRE | QTR2- 15 | Support | 04/01/2015 | 28,830.25 | 28,830.25 | 04/02/2015 |
| Total 71927 | | | | | | 28,830.25 | 28,830.25 |
| 71935 | THE SPRINKLER CO INC | 62016 | Sprinkler repair - Sports Complex | 04/10/2015 | 984.21 | 984.21 | 04/16/2015 |
| Total 71935 | | | | | | 984.21 | 984.21 |
| 71982 | CHRISTY SULLY | 33015 | Reimburse mileage | 03/30/2015 | 39.10 | 39.10 | 04/02/2015 |
| | | 4715 | travel reimb - 68mi to Courthouse | 04/08/2015 | 39.10 | 39.10 | 04/09/2015 |
| Total 71982 | | | | | | 78.20 | 78.20 |
| 72029 | TOWN OF SEVASTOPOL | 2015-19 | video recording - board meeting | 02/17/2015 | 175.00 | 175.00 | 04/02/2015 |
| Total 72029 | | | | | | 175.00 | 175.00 |
| 72995 | DOUGLAS VAN VOROUS | 4715 | Poll worker compensation | 04/07/2015 | 137.50 | 137.50 | 04/09/2015 |
| Total 72995 | | | | | | 137.50 | 137.50 |
| 73003 | VERIZON NORTH | 68450101 | Village phone - long distance | 04/10/2015 | 29.06 | 29.06 | 04/16/2015 |
| | | | Marina Phone - long distance | | .89 | .89 | 04/16/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|-------------------|------------|------------------------------|------------|-------------|-------------|------------|
| Total 73003 | | | | | | 29.95 | 29.95 |
| 82350 | WI PUBLIC SERVICE | MAR15 | Street Lights | 03/31/2015 | 2,175.66 | 2,175.66 | 04/02/2015 |
| | | | Fire Station | | 1,017.44 | 1,017.44 | 04/02/2015 |
| | | | Parks Lights | | 61.38 | 61.38 | 04/02/2015 |
| | | | Sports Complex | | 631.16 | 631.16 | 04/02/2015 |
| | | | Dock | | 1,494.27 | 1,494.27 | 04/02/2015 |
| | | | J Dock | | 669.79 | 669.79 | 04/02/2015 |
| | | | Boathouse | | 20.78 | 20.78 | 04/02/2015 |
| | | | Old Fire Station | | 198.51 | 198.51 | 04/02/2015 |
| | | | Swale Pump | | 39.28 | 39.28 | 04/02/2015 |
| | | | Admin Bldg | | 513.96 | 513.96 | 04/02/2015 |
| | | | Village Hall | | 254.87 | 254.87 | 04/02/2015 |
| | | | Blke Trail Lights | | 145.30 | 145.30 | 04/02/2015 |
| Total 82350 | | | | | | 7,222.40 | 7,222.40 |
| 90107 | NORA ZACEK | QTR1-15 | Reimb mileage | 03/31/2015 | 37.37 | 37.37 | 04/02/2015 |
| Total 90107 | | | | | | 37.37 | 37.37 |
| 99998 | ONE TIME VENDOR | KAUFMAN | refund - Dockage overpayment | 04/10/2015 | 27.35 | 27.35 | 04/16/2015 |
| Total 99998 | | | | | | 27.35 | 27.35 |

Total Paid: 168,693.42
 Total Unpaid: 5,427.15
 Grand Total: 174,120.57

Dated: 4-17-15

Staff: Juliana Newman

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|-----------------------------|------------|---------------------------|------------|-------------|-------------|------------|
| 10005 | ACTION ELECTRIC INC | 29258 | Well meter maint | 02/06/2015 | 94.67 | 94.67 | 04/08/2015 |
| Total 10005 | | | | | 94.67 | 94.67 | |
| 10008 | AMERICAN DEPOSIT MANAGEMENT | 005458 | CD set up fee | 04/07/2015 | 250.00 | 250.00 | 04/15/2015 |
| | | | CD set up fee | | 264.60 | 264.60 | 04/15/2015 |
| | | | CD set up fee | | 389.55 | 389.55 | 04/15/2015 |
| | | | CD set up fee | | 80.85 | 80.85 | 04/15/2015 |
| Total 10008 | | | | | 985.00 | 985.00 | |
| 10216 | MARTHA BAKER | MAR 2015 | mileage | 03/31/2015 | 4.69 | 4.69 | 04/08/2015 |
| | | | mileage | | 6.97 | 6.97 | 04/08/2015 |
| | | | mileage | | 1.74 | 1.74 | 04/08/2015 |
| Total 10216 | | | | | 13.40 | 13.40 | |
| 14350 | CARDMEMBER SERVICE | 3711 | clothing allowance - SJ | 02/27/2015 | 49.73 | 49.73 | 04/15/2015 |
| | | | clothing allowance - SJ | | 73.22 | 73.22 | 04/15/2015 |
| | | | clothing allowance - SJ | | 15.20 | 15.20 | 04/15/2015 |
| | | 8001 | cut-off saw & jackhammer | 03/12/2015 | 1,184.99 | 1,184.99 | 04/15/2015 |
| | | | cut-off saw & jackhammer | | 1,184.99 | 1,184.99 | 04/15/2015 |
| Total 14350 | | | | | 2,508.13 | 2,508.13 | |
| 17506 | CELLCOM | 301005 | cellphones | 04/05/2015 | 48.91 | 48.91 | 04/15/2015 |
| | | | cellphones | | 72.67 | 72.67 | 04/15/2015 |
| | | | cellphones | | 18.17 | 18.17 | 04/15/2015 |
| | | | j. neuman | | 19.14 | 19.14 | 04/15/2015 |
| Total 17506 | | | | | 120.61 | 120.61 | |
| 20506 | E & B SCALE SERVICES INC | 5441 | equipment testing - scale | 04/07/2015 | 105.00 | 105.00 | 04/15/2015 |
| Total 20506 | | | | | 105.00 | 105.00 | |
| 20515 | FERRELLGAS | 1086757247 | WWTP propane | 03/11/2015 | 1,794.03 | 1,794.03 | 04/08/2015 |
| Total 20515 | | | | | 1,794.03 | 1,794.03 | |
| 30641 | FRONTIER | APR 2015 | plant phones | 04/01/2015 | 84.36 | 84.36 | 04/08/2015 |
| | | | plant phones | | 84.35 | 84.35 | 04/08/2015 |
| Total 30641 | | | | | 168.71 | 168.71 | |
| 30642 | FRONTIER COMMUNICATIONS | 4/2015 | telemetry allocation | 04/01/2015 | 1.28 | 1.28 | 04/15/2015 |
| | | | telemetry allocation | | 1.28 | 1.28 | 04/15/2015 |
| | | | telemetry allocation | | .64 | .64 | 04/15/2015 |
| | | APR 2015 | telemetry allocation | 03/25/2015 | 62.24 | 62.24 | 04/08/2015 |
| | | | telemetry allocation | | 62.24 | 62.24 | 04/08/2015 |
| | | | telemetry allocation | | 31.12 | 31.12 | 04/08/2015 |
| Total 30642 | | | | | 158.80 | 158.80 | |
| 30750 | GOING CO INC | MAR 2015 | WWTP rubbish disposal | 03/31/2015 | 81.68 | 81.68 | 04/08/2015 |
| Total 30750 | | | | | 81.68 | 81.68 | |
| 31817 | HD SUPPLY WATERWORKS | D685398 | distribution parts | 03/23/2015 | 894.97 | 894.97 | 04/01/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|--------|-----------------------------|--------------|-------------------------------------|------------|-------------|-------------|------------|
| | | | collection sys - parts for laterals | | 101.86 | 101.86 | 04/01/2015 |
| | | D685414 | collection sys - parts for laterals | 03/23/2015 | 35.33 | 35.33 | 04/01/2015 |
| | Total 31817 | | | | 1,032.16 | 1,032.16 | |
| 40963 | ITU ABSORB TECH | 5978212 | WWTP laundry service | 03/17/2015 | 75.37 | 75.37 | 04/08/2015 |
| | Total 40963 | | | | 75.37 | 75.37 | |
| 41090 | JUNGWIRTH'S ACE HARDWARE | MAR 2015 | distribution parts | 03/31/2015 | 1.58 | 1.58 | 04/08/2015 |
| | | | tools - transmission & distribution | | 50.97 | 50.97 | 04/08/2015 |
| | | | misc. other supplies T&D services | | 8.15 | 8.15 | 04/08/2015 |
| | | | cleaning supplies | | 2.99 | 2.99 | 04/08/2015 |
| | | | misc. other supplies | | 3.17 | 3.17 | 04/08/2015 |
| | | | WWTP equipment maintenance | | 13.99 | 13.99 | 04/08/2015 |
| | | | lift station/force main maint | | 36.97 | 36.97 | 04/08/2015 |
| | | | tools | | 4.99 | 4.99 | 04/08/2015 |
| | | | misc. other supplies | | .66 | .66 | 04/08/2015 |
| | | | collection system maintenance | | 16.98 | 16.98 | 04/08/2015 |
| | Total 41090 | | | | 140.45 | 140.45 | |
| 41196 | LAKESHORE WASTE SYSTEMS INC | 39931 | sludge - hauling | 03/24/2015 | 651.00 | 651.00 | 04/08/2015 |
| | Total 41196 | | | | 651.00 | 651.00 | |
| 41200 | L & S ELECTRIC INC | 482492 | WWTP - motor for aeration ditches | 04/13/2015 | 1,158.00 | | |
| | Total 41200 | | | | 1,158.00 | .00 | |
| 51400 | NCL OF WISCONSIN INC | 353506 | WWTP lab supplies | 03/31/2015 | 45.40 | 45.40 | 04/08/2015 |
| | Total 51400 | | | | 45.40 | 45.40 | |
| 51401 | JULIANA NEUMAN | ELLCOM FINAL | credit for cell phone charges paid | 04/01/2015 | 19.14 | 19.14 | 04/15/2015 |
| | Total 51401 | | | | 19.14 | 19.14 | |
| 61635 | PUBLIC SERVICE COMM OF WISC | 1503-I-05500 | rate case processing | 03/31/2015 | 15.34 | 15.34 | 04/15/2015 |
| | Total 61635 | | | | 15.34 | 15.34 | |
| 61975 | SAFETY FIRST INC | 24113 | gas monitor calibration - ww | 04/10/2015 | 80.00 | 80.00 | 04/15/2015 |
| | | | gas monitor calibration - coll | | 80.00 | 80.00 | 04/15/2015 |
| | Total 61975 | | | | 160.00 | 160.00 | |
| 61977 | STURGEON BAY UTILITIES | 010005 | sludge processing | 04/06/2015 | 840.00 | 840.00 | 04/15/2015 |
| | Total 61977 | | | | 840.00 | 840.00 | |
| 61979 | SHOPKO STORES | 04075 | television - training | 03/04/2015 | 57.60 | 57.60 | 04/08/2015 |
| | | | television - training | | 84.79 | 84.79 | 04/08/2015 |
| | | | television - training | | 17.60 | 17.60 | 04/08/2015 |
| | Total 61979 | | | | 159.99 | 159.99 | |
| 71905 | MIKE SCHELL | MARCH 2015 | lodging - WRWA conf. | 03/31/2015 | 178.00 | 178.00 | 04/01/2015 |
| | | | meals | | 17.99 | 17.99 | 04/01/2015 |

| Vendor | Vendor Name | Invoice No | Description | Inv Date | Net Inv Amt | Amount Paid | Date PD |
|-------------|--------------------------|---------------|--------------------------------------|------------|-------------|-------------|------------|
| | | | mileage - WRWA conference | | 99.48 | 99.48 | 04/01/2015 |
| Total 71905 | | | | | 295.47 | 295.47 | |
| 71922 | TOP SHELF CAFE & GOURMET | 10787 | UPS shipping | 03/04/2015 | 15.05 | 15.05 | 04/08/2015 |
| Total 71922 | | | | | 15.05 | 15.05 | |
| 72053 | POSTMASTER | 2TR 2015 BULK | quarterly billing - SB | 04/06/2015 | 143.14 | 143.14 | 04/06/2015 |
| | | | quarterly billing - SB | | 85.88 | 85.88 | 04/06/2015 |
| | | | quarterly billing - SB | | 57.26 | 57.28 | 04/06/2015 |
| | | | quarterly billing - LG | | 22.95 | 22.95 | 04/06/2015 |
| | | | quarterly billing - LG | | 22.95 | 22.95 | 04/06/2015 |
| Total 72053 | | | | | 332.18 | 332.18 | |
| 73100 | VILLAGE OF SISTER BAY | MARCH 2015 | payroll and exp pd by Village | 04/01/2015 | 58,886.23 | | |
| Total 73100 | | | | | 58,886.23 | .00 | |
| 82350 | WI PUBLIC SERVICE | 1837469-00000 | electricity - water system | 03/24/2015 | 1,925.77 | 1,925.77 | 04/08/2015 |
| | | | electricity - wastewater plant | | 5,034.69 | 5,034.69 | 04/08/2015 |
| | | | electricity - lift stations | | 486.21 | 486.21 | 04/08/2015 |
| | | | electricity - info booth | | 17.95 | 17.95 | 04/08/2015 |
| Total 82350 | | | | | 7,464.62 | 7,464.62 | |
| 82352 | WULF BROTHERS INC | R-192025 | fumace, a/c, 2 heaters - maintenance | 04/08/2015 | 266.95 | | |
| Total 82352 | | | | | 266.95 | .00 | |

Total Paid: 17,276.20
 Total Unpaid: 60,311.18
 Grand Total: 77,587.38

Dated: 4-17-15
 Staff: Juliana Neuman



**Door County Coastal Byway Council
Meeting Minutes – Wednesday, March 18, 2015**

Time: 8:30 a.m.

Location: Sister Bay Fire Station, 2268 Mill Rd., Sister Bay, WI 54234

Call to Order. Chair Ann Miller called the meeting to order at 8:31 a.m.

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

Chuck Tice, primary – Town of Sevastopol
 Beth Hagen, primary – Town of Gibraltar
 Michelle Anderson, primary – Village of Egg Harbor
 Kriss Schorer, primary – Town of Baileys Harbor
 Ann Miller, primary – Town of Liberty Grove
 Scott Baker, primary – Village of Sister Bay
 Al Birnschein, primary – Town of Jacksonport.

Also present: Frank Forkert, Sam Perlman-DCEDC, Christine Salman-DCVB and Linda Wait, recording secretary.

Motion by Michelle and second by Kriss to adopt the agenda. Motion carried.

Approve Previous Minutes. Motion by Beth and second by Al to approve the previous minutes of February 10, 2015. Motion carried.

Treasurer's Report. Sam reported a balance of \$17,780.22 as of March 16, 2015. All municipalities have paid annual dues. There remains a \$750 balance due to Town Web Design and we can expect an incoming \$5,000 in May from WPS as their last payment. Motion by Scott and second by Beth to accept the treasurer's report. Motion carried.

Pending Business

- A. DCCB review progress on website updating, discussion/action. Sam indicated the programming is complete and they are about half done with the data transfer from the old to new site. Once that is complete, we will have the capability to add new content, etc. On a related note, we have 211 followers on Facebook.
- B. Review draft of cooperative lobbying letter representing all 4 State of WI Scenic Byways to Federal agencies/representatives in regards to re-opening National Scenic Byway application process in 2015-2016 cycle by Sam. Discussion/Action. Sam sent out a draft letter. The total for national scenic byways grants to the State of Wisconsin from 2000 until shut off in 2012 was \$8,961,407. The Door County projects (4) total \$1,510,650 which equals 16.8% of the entire statewide total in three grant cycles. The Great River Road received \$7.4 million; they are national and have been in it back to the year 2000. Ann expressed concern about the original intent, that if there are no dollars available for grants through the Federal Highways or Scenic Byway projects, could they not at least or at minimum open the application process for state byways to try for national status. Sam thought we should align ourselves with the National Scenic Byway efforts to try to get administrative changes made to try to get grant dollars back. A paragraph to that effect would be good.

- C. Update on Coloring Book & crayons -concept / pricing- discussion / action. Draft letter to sponsors presented. Following lengthy discussion on artwork, prizes, rewards and what to charge sponsors, Ann and Kriss will try to format something. Sam obtained a quote: 1500 coloring books for \$4,005 and 1500 crayon packs for \$919.

Following further discussion, it was decided to “step back” and try to get it right the first time with the content. Getting sponsors, ad approvals, etc. could be a full-time job. Best to concentrate on the website right now and bring the matter back next spring. If we are going to solicit for sponsors, right after Labor Day would probably be the best time. Sam and Kriss will work on the project and try to figure out some details; that will give some time to organize the letter. The matter will be brought back later.

- D. Review draft letter to local business councils and potential business sponsors for involvement in current DCCB projects (coloring book) regarding inclusion of unique aspects of each community. See Item C, above.
- E. Request by DCLT for use of copyrighted DCCB materials for non-Byway preserve site informational panels owned by DCLT at various locations throughout the area. Discussion/action. Door County Land Trust requests to use (with credits to DCCB) some illustrations for their exhibit panels at the Bay Shore Blufflands and at the Oak Road and the Lautenbach Preserves. Following discussion, motion by Al and second by Scott to allow the DCLT to use the DCCB copyrighted materials, specifically the karst landscape illustration from the Village of Egg Harbor’s panel and the Niagara Escarpment illustration from the Town of Gibraltar at the three locations indicated, with all modifications to be approved by Sam Perlman as authorized by the DCCB Council. Motion carried, unanimously.

New Business. See above, Item E.

Correspondence. See above, Item E.

Agenda items for next meeting / suggestions. Ann will look into dues for joining the National Scenic Byway Foundation.

Next Meeting: Thursday, May 7th 2015, at Sevastopol town hall – 8:30 a.m.

Payment of any Bills. None.

Adjourn. Motion by Michelle and second by Kriss to adjourn. Motion carried and meeting adjourned at 9:31 a.m.

Respectfully submitted,

Linda Wait, recording secretary [draft 3/18/2015]

**Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, March 9, 2015
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

Minutes

I. Presentation: John Bacon – Grand Traverse Islands National Lakeshore
Visit www.grandtraverseislands.com for more information

II. Presentation: Cheryl Tieman and Mark Weber – NWTC Referendum
Visit www.nwtc.edu/leadtheway for more information

III. Call to order

Darren Voigt called the meeting to order at 12:15 a.m.

Directors Present: Kathy Schultz, Jan Campbell, Scott Baker, Leslie Gast, Patti Vickman, Darren Voigt, Charles Brann, Jerry Worrick and Ron Flittner.

Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Steve McNeil, Zeke Jackson, Jim Stawicki, Rob Burke, Dale Swanson and Pam Seiler.

Not Present: Thad Birmingham, Mike Baudhuin, Grant Thomas and Jack Money Penny.

Others Present: Sam Perlman and Paula Sullivan – DCEDC

IV. Adoption of Agenda

Charles Brann made a motion to accept the Agenda. Scott Baker seconded. Motion Carried.

V. Action

A. Adoption of Minutes of Previous Meeting, February 9, 2015.

Kathy Schultz made a motion to accept the minutes from the February 9, 2015 board meeting with a correction of the time adjourned. Jan Campbell seconded. Motion carried.

B. Treasurer's Report

1. Consideration: February 2015 Financial Report.

Leslie Gast presented the financial reports for the month of February 2015.

Darren Voigt made a motion to accept the February 2015 financial reports. Scott Baker seconded. Motion carried.

2. Major Purchases – None.

C. Consideration: Annual Meeting Update

1. **Speaker: Kurt Bauer- President/CEO of WMC**
2. **Date: Wednesday, April 29**
3. **Awards Committee Recommendation**

Top secret until the annual meeting...

Bill Chaudoir reported that the Awards Committee, consisting of Steve McNeil, Jim Stawicki, Pam Seiler and himself met on March 6 to consider the nominations for Industry of the Year and Entrepreneur of the Year.

The Committee members reviewed the nomination forms and discussed the merits of each nominee. Based on this review they narrowed the list down to the top candidates. Committee members then rated each nominee on the following criteria:

Job growth, sales growth, financial success, innovation, adversity, citizenship, initiative and staying power.

Results were tabulated and the following are the results:

The top scoring businesses and consensus recommendation for Entrepreneur of the Year is the Lautenbach Family (Orchard Country Winery, Inc.) and the Industry of the year recommendation is Jim Olson Automotive Group.

Scott Baker made a motion to approve the Awards Committee recommendation for Industry and Entrepreneur of the Year awards. Seconded by Jan Campbell. Motion carried.

4. Meeting Sponsorship opportunities

Please let Bill or Paula know if you would like to sponsor the Annual Meeting!

D. Consideration: Post Waterfront Hotel Initiatives

1. Background – Laurel Hauser initiative for positive action

Laurel explained that a citizen group has assembled to organize and host a speaker series focused on positive community development and improvement. They are in the process of coordinating a bus trip to see Eau Claire's newly renovated downtown and waterfront district.

2. Request that DCEDC serve as fiscal agent for Community Development Speaker Series.

DCEDC was asked to serve as the fiscal agent for the group, collecting monies and paying expenses for the events.

Jerry Worrick made a motion to approve DCEDC as the fiscal agent for the Community Development Speaker Series. Jan Campbell seconded. Motion carried.

3. DCEDC support to investigate interest/feasibility of a Young Professionals Initiative.

Caitlin Oleson has approached DCEDC with a proposal to help lead the research and creation of a Young Professionals group in Door County. Bill needs to review the draft proposal and make changes. Bill is looking for approval to work through the proposal with Caitlin. She will be doing fundraising but the initial funds for this initiative can come from Board Designated Funds. When up and running the members would pay dues. Bill will present the contract at the next meeting.

Leslie Gast made a motion to approve the investigation of the feasibility of a Young Professionals Initiative. Patti Vickman seconded. Motion carried.

E. Consideration: Draft version of Door County Talent Attraction Video

Sam showed the draft version of the video and listened to suggestions for changes/additions from the Board.

F. Consideration: Door Kewaunee Legislative Days 2015

1. **Update** – Please register to attend and make your hotel reservations.
2. **Agenda – top issues** – Rob handed out the draft agenda

VI. Informational

A. Executive Director’s Report

Please review Bill’s report.

B. Workforce/Housing/Technology/Retention Report

Please review the report that Sam compiled for February.

VII. Next Meeting –Monday, May 11, 2015– Door County Business Development Center

****No Board meeting in April****

Door/Kewaunee Leg Days – April 15 & 16

*******Annual Meeting April 29th*******

VIII. Adjournment - Meeting adjourned at 2:02 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

- 1 • The Stony Ridge Expansion Project, which will consist of thirty-two apartments,
2 thirteen single family homes, four condominiums, and garages/storage units was
3 recently approved by Village officials, and work will commence on that project
4 soon.
- 5 • In 2015 the Village allocated \$50,000 for marketing. A Marketing Committee has
6 been created, and the members of that committee have been charged with
7 determining the best course of action.
- 8 • New wayfinding signing will be installed throughout the Village in 2016.
- 9 • A "special event area" will be created on the new beach. That area, which will
10 include a large tent, will be utilized for weddings, birthday and anniversary parties,
11 family reunions and the like.
- 12 • At some point the Village Hall may be totally rehabbed.

13
14 **Item No. 2. Discussion regarding the next steps in the process and committee roles; and**
15 **consider a motion for action if necessary:**

16 Discussion took place regarding the next steps in the development process, and Greg
17 Casperson noted that at the present time he is working on plans for the development of his
18 property which will benefit the Village as a whole, but also realizes that developers of
19 large projects may have their own plans. Bill Becker is the Realtor working with him.

20
21 The question arose as to what the Committee's role will be in the future, and it was the
22 consensus that that is a decision which should be made after a few months have passed.
23 To that end, a meeting was scheduled for Wednesday, October 21, 2015 at 4:00 P.M.

24
25 **Item No. 3. Matters to be placed on a future agenda or referred to a Committee, or**
26 **Village official or employee:**

27 *Dahl suggested that Village officials consider allowing a non-profit organization to conduct*
28 *bi-weekly flea markets in the Village. It was the consensus that this issue shall be referred to*
29 *the SBAA Board of Directors.*

30
31 **Adjournment:**

32 *A motion was made by Flood, seconded by Bhirdo to adjourn the meeting of the Economic*
33 *Development Committee at 5:58 P.M.*

34
35 Respectfully submitted,

36 

37 Janal Suppanz,
38 Assistant Administrator

39
40
41
42
43

Sister Bay & Liberty Grove Fire Board Meeting March 23, 2015

The meeting was called to order March 23, 2015 at 8:00 am by Lou Covotsos

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

In attendance Chris Hecht & Willard Randall

The order of the agenda was changed.

A motion was made by Scott Backer to approve the minutes of the previous meeting, seconded by Nancy Goss. Motion passed with no discussion.

Public input. For his many years of service to the Town of Liberty Grove and the SBLGFD Fireboard, the board wants to thank Frank Forkert for his services.

Discussion Items:

- Clerk/Treasurer Report
 - A list of calls since the last meeting was passed out and discussed.
 - A list of checks was passed out.
 - The 2015 budget to date report was passed out.
 - A motion was made by Pat Duffy to approve the treasurers' report, seconded by Scott Backer. Motion passed with no discussion
- Chiefs Report
 - The Chief passed out a count of call.
 - About 4 years ago, there was a large grassfire and there is civil litigation in process. The attorneys have asked to interview members of the department.
 - The Air Pack Grant is closed.
 - The Communication Grant is closed. The intergovernmental agreement is in place and the ownership of the equipment will be transferred to the county next year.
 - DNR grant is in process. The DNR will pay for half of the wild land firefighting gear and the SBLGFFA will pay for the other half of the gear.
 - There is an open grant request with FEMA for extrication equipment.
 - MABAS is now active. We had our first MABAS call yesterday.
 - Entry level class completed and we have 6 new members.
 - There is a rope and chain saw class scheduled for April and May. The SBLGFFA has committed \$15,000 for Class A uniforms, \$50,000 for extrication equipment, and \$10,000 for the new tanker changes. They are also looking at building a storage structure.
- Tanker
 - The final inspection of the tanker is scheduled for March 26. Delivery should be next week.
- Fire District – Discussion
 - The chief's had a meeting. All went well. The Town of Egg Harbor does not want to be in the district. The Village of Egg Harbor wants to be in the district. It is

now a political problem. The Village of Ephraim and the Town of Gibraltar want the district.

- Set date for Next Meeting
 - May 18, 2015 8:00 am

A motion was made by Nancy Goss to Adjourn, seconded by Scott Backer. Motion passed with no discussion

Submitted By
Bill Randall
Fire Department Clerk

1 would be reduced, or, in some cases they may not have to pay anything.)

2
3 Larsen indicated that he is one of the three owners of Husby's and can see that the token
4 system would work at festivals and large events, but can also think of a number of
5 logistical issues which could arise for him and his employees, especially at Fall Fest. He
6 has no objections to wristbanding and realizes festival organizers need to make money to
7 offset expenses, but also believes income can be generated in a different way. Gokey
8 responded that business owners on Broadway Street were allowed to opt out of the token
9 system, but it has been her experience that their sales did increase whenever tokens were
10 utilized. Some business owners also chose to accept cash and credit cards as well as
11 tokens.

12
13 *During discussion those present noted that if tokens are utilized at festivals and special*
14 *events it might not be necessary to charge for wristbands at all, and it was the consensus*
15 *that such a policy shall be implemented.*

16
17 **Item No. 3. Discussion regarding the agreement between the SBAA and the Village and**
18 **consider a motion for action if necessary:**

19 A draft of the revised Operating Agreement between the SBAA and the Village was
20 included in the meeting packets and the Committee members jointly reviewed that
21 document. Discussion took place regarding the logistics associated with the provisions of
22 Section 3.6 - Coupons, and it was the consensus that Jackson shall contact the Village's
23 auditors regarding sales tax requirements and make any applicable amendments. He also
24 took note of all the grammatical revisions which were suggested.

25
26 Solomon and Jackson stressed that they believe the SBAA does an excellent job and also
27 believe the Operating Agreement will clarify a number of the questions which have
28 already arisen regarding their operations. In no way was this whole process intended to be
29 a way for the Village to "step on anyone's toes".

30
31 *A motion was made by Solomon, seconded by Enquist that the revised Operating*
32 *Agreement which was reviewed at this meeting shall be presented to the SBAA Board of*
33 *Directors as amended. Motion carried – All ayes.*

34
35 *At 9:35 A.M. Enquist indicated that she had another obligation and left the meeting.*

36
37 **Item No. 2. Discussion on alternatives presented in Item 1 and consider a motion for**
38 **action if necessary:**

39 *A motion was made by Bickford, seconded Gokey that color coded tokens shall be utilized*
40 *and be redeemable at all Village and SBAA sponsored festivals and events, but the use of*
41 *those tokens shall first be implemented at Sip & Savor. The Village will be responsible for*
42 *soliciting any sponsors listed on the tokens as well as production of them. Motion carried –*
43 *All ayes.*

44
45 **Item No. 4. Report on the sponsorship plan for 2015 – commitments to date:**

46 To date Polecheck has solicited \$6,500 in sponsorships for festivals and special events.

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

3 There were no items to be placed on a future agenda or referrals to a committee, official or
4 employee.

5

6 **Adjournment:**

7 *A motion was made by Solomon, seconded by Bickford to adjourn the meeting of the*
8 *Marketing Committee at 10:05 A.M. Motion carried – All ayes.*

9

10

11 Respectfully submitted,



12

13 Janal Suppanz,

14 Assistant Administrator

15

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, APRIL 8, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The April 8, 2015 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:16 P.M.*

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

10
11 **Excused:** Sharon Doersching

12
13 **Staff Members:** Village Administrator Zeke Jackson, Village Marketing Director Jason
14 Polecheck, Facilities Manager Steve Mann, Ice Rink Manager Joe Baldarotta and Assistant
15 Administrator Janal Suppanz.

16
17 **Others:** Ron Kane, Bob Sitte, Mike Kahr, and Paige Funkhouser.

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

20 Lienau noted that no new correspondence had been received.

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

23 *A motion was made by Baker, seconded by Clove that the minutes for the March 4, 2015*
24 *meeting of the Parks, Properties & Street Committee be approved as presented. Motion*
25 *carried – All ayes.*

26
27 **Approval of Agenda:**

28 *A motion was made by Clove, seconded by Baker that the Agenda for the April 8, 2015*
29 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

30
31 **Business Items:**

32 **Item No. 4. Discussion regarding placement of a silent sports launch and berm in**
33 **Waterfront Park; and consider a motion for action if necessary:**

34 Mike Kahr presented the plans for the Beach Expansion Project and suggested that the rain
35 garden be moved over 6' to 8'. If that were to occur there would be room to create a
36 boardwalk at some point in the future. He also suggested that the silent sports launch area
37 be created on the west side of the breakwater berm, and noted that it has been his
38 experience that removable cattle matting works quite well for such projects. It was the
39 consensus that Jackson shall contact Bill Brose of JJR and Chris Halbur and Carrie Webb of
40 the DNR to see if it would be possible to amend the Beach Expansion Project plans in
41 accord with Kahr's suggestions.

42
43 Lienau noted that the suggestion has been made that a noise barrier berm be created with
44 dimension stone near the Yacht Club at Sister Bay, but that does not seem to be a workable
45 solution to the issues which have been identified. It was the consensus that instead a Cedar
46 hedge shall be planted in that area.

47
48

1 A motion was made by Clove, seconded by Baker that if DNR approval is received to
2 amend the Beach Expansion Project plans, Mike Kahr of Death's Door Marine is authorized
3 to submit a change order which states that a silent sports launch area shall be created on
4 the west side of the breakwater berm. That change order shall also state that Kahr will
5 coordinate the moving of some Cedar trees with Mann and create a 12' wide path between
6 the dimension stone and the rain garden. Motion carried – All ayes.

7
8 Two different types of dimension stone are being used on the beach project. Kahr is
9 suggesting that the thicker stone be buried and that the lighter colored stone be utilized
10 above ground. It was the consensus that this will be an acceptable course of action.

11
12 **Item No. 1. Discussion with personnel from the Door County Sheriff's Department**
13 **regarding the patrol schedule for 2015; and consider a motion for action if necessary:**

14 Bob Sitte of the Door County Sheriff's Department, who is the head of the Reserve Unit,
15 noted that he will do his best to fill the patrol schedule which is established by Village
16 officials in 2015, but asked that they grant him some leniency with respect to scheduling of
17 Reserve Deputies as most of them work other jobs. It was the consensus that this won't be
18 a problem. Sitte also asked if the Committee members would be opposed to having some
19 non-sworn Reserve Officers do patrols in the Village at times when it is not expected to be
20 terribly busy, and the Committee members indicated that they were not. Baker volunteered
21 to create a patrol schedule for 2015, and indicated that he will provide that document to
22 Suppanz ASAP.

23
24 **Item No. 2. Discussion regarding TKH Ice Rink operations for the 2015 season; and**
25 **consider a motion for action if necessary:**

26 Financial reports for the TKH Ice Rink were included in the meeting packets and the
27 Committee members jointly reviewed that documentation. Jackson pointed out that only
28 \$234.14 was collected in admission fees at the rink, and a number of complaints were
29 received about those charges being made. Joe Baldarotta, the Ice Rink Manager, indicated
30 that he did some research and discovered that no other outdoor ice rinks which have
31 natural ice charge admission fees. They do charge higher fees for skate rentals. A fence
32 would prevent people from entering the rink without paying fees, but Baldarotta does not
33 believe installation of such an appurtenance would be a cost effective measure. Baldarotta
34 believes ice rink revenues can be increased considerably if more board ads are sold.

35
36 *It was the consensus that next year admission fees shall not be charged at the ice rink but*
37 *the skate and equipment rental fees shall be increased. Further, Baldarotta and Polecheck*
38 *shall attempt to sell as many board ads as possible.*

39
40 Baldarotta pointed out that there are some maintenance issues which must be addressed at
41 the ice rink soon as the slab is not holding water. (It is cracked and has a severe pitch.) It
42 would also be helpful if there were a roof over the rink to prevent the sun from beating
43 down on the ice. He will call the managers of other outdoor rinks to see what they do to
44 prevent their ice from melting.

45
46 *The Committee members indicated that they have heard nothing but positive comments*
47 *about Baldarotta and his work at the ice rink and thanked him for all his assistance.*

1
2 **Item No. 3. Discussion regarding Lloyd Michalsen's request to use the gazebo in**
3 **Waterfront Park for an acoustic song circle:**

4 Lloyd Michalsen and some of his friends would again like to conduct "Acoustic Song
5 Circles" in the Village. If at all possible they would like to utilize the gazebo on Tuesday
6 evenings from 6:00 P.M. to 9:00 P.M. The Committee members indicated that they would
7 love to have as many song circles as possible conducted in the Village throughout the
8 upcoming season.

9
10 *It was the consensus that Lloyd Michalsen shall be encouraged to utilize Village facilities*
11 *and parklands for "Song Circles" throughout the upcoming season. Since road construction*
12 *will be going on and some scheduling issues may arise, Michalsen will not be charged any*
13 *use fees.*

14
15 **Item No. 5. Discussion regarding creation of a "Special Event" area at Waterfront Park;**
16 **and consider a motion for action if necessary:**

17 Diagrams depicting the location for and creation of a proposed "Special Event Area" in
18 Waterfront Park were included in the meeting packets and the Committee members jointly
19 reviewed those documents. Such an area could be utilized for weddings, birthday parties,
20 family reunions and other large events.

21
22 *A motion was made by Baker, seconded by Clove that the "Special Event Area" delineated*
23 *on the diagram which was included in the meeting packets shall be created. Motion carried*
24 *- All ayes.*

25
26 **Item No. 6. Review of marketing materials which were recommended by the Marketing**
27 **Committee; and consider a motion for action, if necessary:**

28 The Marketing Committee has recommended that the Annual Village Event Sponsorship
29 schedule which was included in the meeting packets be approved. The Committee
30 members jointly reviewed the schedule, and during the review process Lienau stated that
31 he believes the proposed fees are simply too high and may prohibit local business owners
32 from participating. Lengthy discussion took place regarding this issue, and it was
33 eventually the consensus that since it is still possible to sponsor single events the fee
34 structure shall not be changed. Several of the Committee members did note that they
35 believe names such as "Gold", "Silver" and "Platinum" should be chosen for the
36 sponsorship levels rather than "Best", "Better" and "Good".

37
38 *A motion was made by Clove, seconded by Baker that the Annual Village Event*
39 *Sponsorship Plan which was reviewed at this meeting is approved as amended. Motion*
40 *carried - All ayes.*

41
42 **Item No. 7. Report from Steve Mann on activities:**

43 Mann gave an oral report regarding the following issues:

- 44
- 45 • Bids were accepted for the Chevy S-10 and it sold for \$800.
 - 46 • Work is ongoing on preparing the Sports Complex for the upcoming season.
 - 47 • The bubblers have now been removed from the Marina.
 - 48 • Last summer there was a problem with Japanese Beetles at several Village owned
49 properties. Representatives of True Green Chemlawn informed Mann that they
have a product, which, if applied in early Spring, eliminates Japanese Beetle larvae,

- 1 and they will be asked to apply that product ASAP.
- 2 • Lisa MacDonald has requested that "Slow" signs be installed on Bluffside Drive. It
- 3 was the consensus that MacDonald's request shall not be granted.
- 4 • One of the old-fashioned culverts by the Bluffside Motel has caved in and the Parks
- 5 Department employees are working on the necessary repairs.
- 6 • Some of the Village's signage was taken down and it will be repainted.
- 7 • Six people submitted applications for two part-time positions at the Parks
- 8 Department. Cody Garris and Bill Curran were hired.
- 9 • Unfortunately Robbie LeClair has been offered a better paying job elsewhere and
- 10 gave Mann his two week notice this morning. Robbie informed Mann that he loves
- 11 his job and loves working for the Village, but simply cannot afford to stay here.
- 12

13 **Item No. 8. Discussion regarding other parks and streets activities:**

14 *Because work will be done on the Bay Shore Drive Reconstruction Project the SBAA will*

15 *not be able to utilize the little log schoolhouse as the Village's Information Booth this year.*

16 *Arrangements have been made for the SBAA to rent the office area of Voight's Automotive*

17 *and it will be used as a temporary Visitor Center, but some cleaning, minor renovations and*

18 *painting will be required. It could cost \$2,500 to accomplish those tasks. Help may also be*

19 *needed with moving furniture. It was the consensus that the Village shall provide funding*

20 *for the costs of cleaning, painting and doing the minor renovations at the Voight's*

21 *Automotive building, and, if scheduling issues don't arise, Maintenance Department*

22 *employees may help move Visitor Center furniture.*

23

24 *A motion was made by Clove, seconded by Baker that \$2,500 shall be withdrawn from the*

25 *Miscellaneous Parks Projects Account to cover the costs of cleaning, painting and doing*

26 *minor renovations to the office area at Voight's Automotive so that it can be utilized as a*

27 *temporary Visitor Center. Motion carried – All ayes.*

28

29 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred to a**

30 **committee, official or employee:**

31 There were no matters to be placed on a future agenda or referred to committee, official or

32 employee.

33

34 **Adjournment:**

35 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*

36 *Committee at 4:24 P.M. Motion carried – All ayes.*

37

38 Respectfully submitted,

39 

40 Janal Suppanz,
41 Assistant Administrator

1 **PERSONNEL COMMITTEE MEETING MINUTES**
2 **THURSDAY, APRIL 9, 2015**
3 **(APPROVAL PENDING)**
4
5

6 The Village of Sister Bay Personnel Committee meeting of April 9, 2015 was called to order by
7 Chairman Pat Duffy at 3:35 PM.

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

11 **Also Present:** Village Staff members Joe Felhofer, Steve Jacobson, Pat Johnson, Steve Mann, Mike
12 Schell and Janal Suppanz.

13
14 **Approval of minutes as attached**

15 *Duffy moved to approve the minutes of the March 20th meeting, and Zacek seconded the motion.*
16 *Motion carried.*

17 **Approval of the Agenda**

18 *Zacek moved and Enquist seconded approval of the agenda. Motion carried.*
19

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

21 A copy of a letter from Neuman to Mike Dietz of Midwest Insurance Brokerage was included in the
22 meeting packets, informing Dietz that for next year the Village may decide to change to a broker
23 affiliated with our other municipal insurance. Neuman reported that Dietz had responded graciously.
24

25 **New Business Items**
26

27 Duffy began the meeting by stating that all discussion about health insurance is tentative for the next
28 few months, until more is known about the market for 2016. It is expected that costs will increase
29 significantly, and the Village will have to plan for that event. He admonished the employees present
30 not to become overly concerned about the various options that are discussed, because it is too early for
31 certainty. Jackson agreed.
32

33 In response, Jacobson asked whether there is any value in the employees attending this meeting, or is
34 it a waste of their time? Duffy replied that it is always a good idea to read the minutes, but that the
35 policy presented today may or may not be recommended to the Board. Duffy added that he intends to
36 discuss Defined Contribution plans as an alternative.

37 *Jacobson then chose to leave the meeting, but the others stayed until adjournment.*
38

39 Duffy then explained that the March Personnel Committee meeting had addressed the search for a
40 new Finance Director. Jackson noted that several similar positions are open in Door County. He has
41 three applications so far and plans to contact candidates during the third week in April.
42

43 **1. Discussion on Dependent Health Insurance Coverage Policy; Consider a motion to**
44 **recommend to the Village Board for adoption.**

45 Duffy said that he is inclined not to recommend this policy at the present time, unless it seems
46 necessary because the Finance Director position is about to be filled. Jackson replied that it is not
47 essential to decide on a policy for that reason.
48

49 Duffy then explained the Defined Contribution option, whereby the employer provides up to a certain
50 amount of funding for health insurance and the employee then seeks his/her own coverage. He noted

1 that large firms like Walgreens and Intel are moving to this option. Jackson used the whiteboard to
2 create diagrams explaining the difference between Defined Benefit and Defined Contribution plans.

3
4 A Defined Contribution plan would provide a 'cap' on the amount the Village would spend for each
5 employee's insurance. Duffy pointed out that it would be possible to achieve the equivalent of a 'cap'
6 within a Defined Benefit plan by deciding each year upon the maximum amount the Village would
7 pay and then adjusting the percentage that employees would have to pay in order to achieve that
8 budgetary limit. This would eliminate the need for a policy on dependent coverage, although Jackson
9 noted that most employers are primarily concerned with providing coverage for their employees and
10 don't always provide an equivalent level of coverage for dependents.

11
12 Jackson suggested contacting Dietz again for an update on the current market; Neuman would prefer
13 to ask the McClone firm, since their representative seemed highly motivated to win our business.
14 Duffy seemed inclined to ask both, to see which produced better information.

15
16 **2. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

17 -- Jackson and Neuman will contact Dietz and McClone for updates on the market for 2016. (Jackson
18 stated that it would be best to call Dietz first.)

19 -- Continue research on Defined Contributions plan options.

20 -- Revisit the policy on health insurance coverage for dependents at a future date.

21
22 **Adjournment**

23 *At 5:05 PM Duffy moved and Enquist seconded that the meeting be adjourned. Motion carried.*

24
25 Respectfully submitted,



27 Juliana Neuman
28 Village Finance Director

29
30 Name: h:\files\active\agendas\personnel\2015\2015_04\040915 personnel minutes - unapproved version.docx Created:
31 5/21/2013 9:14 AM Printed: 4/17/2015 5:12 PM Author: Juliana Neuman Last Saved By: Juliana Neuman

1 will be held at the Ho Chunk Casino in Wisconsin Dells. Attendance at the UW-Stout Job
 2 Fair also proved to be very worthwhile. A number of faculty members informed
 3 Funkhouser that they were very happy to see that Door County was represented. Larsen
 4 volunteered to attend next year's UW-Stout Job Fair on behalf of the SBAA. He also
 5 suggested that some job fairs which are closer to Sister Bay be considered.

6
 7 **New Business:**

8 **Item No. 5. Discussion regarding the Spring Social:**

9 For the past few years the Spring Social has been conducted in June and planned activities
 10 such as mini golf, boat rides, and a cook-out took place. The suggestion was made that this
 11 year's planned activities be zip lining and team leadership activities, and it was the
 12 consensus that Funkhouser shall check into facility availability and report her findings at
 13 the next meeting. The preferred date for the Spring Social is the first week in June.

14
 15 **Item No. 6. Discussion regarding festivals and special events:**

16 **A. Egg Hunt – April 4, 2015 at 10:30 A.M.**

17 The Egg Hunt will be conducted at 10:30 A.M. in Waterfront Park on Saturday,
 18 April 4, 2015. Approximately 1,000 eggs have been stuffed. Rob Zoschke will be
 19 the Easter Bunny this year. Kids three and younger will search for eggs on the north
 20 side of the Village Hall and the older kids will search for eggs near the playground.

21
 22 **B. Sip & Savor/Paddlefest/Goat Parade**

23 Sip & Savor, Paddlefest and the Goat Parade will be conducted on June 13, 2015.
 24 Advertising has already gone out for Paddlefest, and the organizers of that event
 25 will be flexible as to location. A coaster advertising campaign is being considered
 26 for Sip & Savor/"Midwest Sunsplash". Funkhouser will be meeting with some of the
 27 members of the Johnson family to discuss several aspects of the Goat Parade on
 28 April 15, 2015. The suggestion was made that a "goat dropping" contest be
 29 conducted and Funkhouser indicated that she will look into the logistical issues
 30 associated with such a contest.

31
 32 **C. Concerts/Movies in the Park**

33 The Village will be showing movies in the park throughout the season. Most of the
 34 showings will occur on Saturday evenings. Bittorf and Funkhouser will be meeting
 35 soon to decide who should be booked for this year's concerts. They will also
 36 decide what movies the SBAA will be showing.

37
 38 **D. Door County Festival of the Arts**

39 The Door County Festival of the Arts will be conducted on August 8, 2015.
 40 Registration forms have been mailed out to artists.

41
 42 **E. Fall Fest – New Vendors, Fees, and the Car Show Location**

43 Fall Fest will be conducted from October 16, 2015 through October 18, 2015.
 44 Funkhouser and Bickford plan on attending the upcoming Country Walk Owner's
 45 Association Meeting to discuss the possibility of holding the Fall Fest Car Show in
 46 the Country Walk Shops parking lot.

1 **Item No. 7. Consider a motion to convene into closed session to discuss personnel**
 2 **matters and conduct other specified public business, whenever competitive or bargaining**
 3 **reasons require a closed session:**

4 *At 8:56 A.M. a motion was made by Gajda, seconded by Bhirdo that the SBAA Board of*
 5 *Directors convene into closed session to discuss personnel matters and conduct other*
 6 *specified public business, whenever competitive or bargaining reasons require a closed*
 7 *session. A roll call vote was taken on the motion and the Board members voted in the*
 8 *following fashion:*

9
 10 *Bhirdo – Aye; Bickford – Aye; Bittorf – Aye; Crowell – Aye; Gajda – Aye;*
 11 *Grasse – Aye; Hitzeman – Aye; Hoffman – Aye; Kane – Aye; Larsen – Aye;*
 12 *Zacek – Aye.*

13
 14 *Motion carried.*

15
 16 *Suppanz was asked to leave while the closed session was conducted, and did comply with*
 17 *that request. Due to the fact that the Board members anticipated that the closed session*
 18 *would be quite lengthy Suppanz did not stay, and Bickford volunteered to take minutes.*
 19 *The information he provided follows.*

20
 21 *At 9:15 A.M. Crowell indicated that she had another obligation and left the meeting.*

22
 23 **Item No. 8. Consider a motion to reconvene into Open Session:**

24 *At 10:28 A.M. a motion was made by Gajda, seconded by Kane that the Board reconvene*
 25 *into Open Session. A roll call vote was taken on that motion, and the Board members again*
 26 *voted in the following fashion:*

27
 28 *Bhirdo – Aye; Bickford – Aye; Bittorf – Aye; Crowell – Aye; Gajda – Aye;*
 29 *Grasse – Aye; Hitzeman – Aye; Hoffman – Aye; Kane – Aye; Larsen – Aye;*
 30 *Zacek – Aye.*

31
 32 *Motion carried.*

33
 34 **Item No. 9. Consider a motion to take action, if required:**

35 *A motion was made by Gajda, seconded by Zacek that the SBAA shall pursue renting the*
 36 *Voight property at 2439 S. Bay Shore Drive, (formerly Voight's Automotive), as a primary*
 37 *location for the Sister Bay Visitor Center for 2015. If for some reason the Voight property*
 38 *becomes unavailable then the former Gage property at 10740 N. Bay Shore Drive will be*
 39 *pursued. Motion carried – All ayes.*

40
 41 *A motion was made by Bhirdo, seconded by Gajda that the Operating Agreement between*
 42 *the Village of Sister Bay and the SBAA which was reviewed at this meeting shall be*
 43 *presented to the Village's Marketing Committee as amended. President Bickford shall*
 44 *inform the members of the Marketing Committee that before the agreement is actually*
 45 *executed, the SBAA Board of Directors would like to present the final draft to legal counsel*
 46 *for review and comment. If the attorney indicates that he or she believes the agreement is*
 47 *acceptable the final draft shall then be presented to the membership as a whole at the*
 48 *Spring Social, which is scheduled to be conducted in June. Motion carried – All ayes.*

1 **Old Business:**2 **Item No. 10. Village Marketing Committee Update:**3 **Item No. 11. Bay Shore Drive Reconstruction Project Update:**4 **Item No. 12. Waterfront Park Development Update:**

5 Due to time constraints none of these agenda items were addressed.

6

7 *The next meeting of the SBAA Board of Directors will be conducted on Thursday, May 7,*
8 *2015 at 8:00 A.M.*

9

10 **Adjournment:**11 *A motion was made by Gajda, seconded by Grasse to adjourn the meeting of the SBAA*
12 *Board of Directors at 10:33 A.M. Motion carried – All ayes.*

13

14

15 Respectfully submitted,



16

17 Janal Suppanz, Secretary

**WATER, SEWER, AND STORMSEWER
COMMITTEE MEETING MINUTES
Tuesday, April 14, 2015
Sister Bay Fire Station
2258 Mill Road
(Unapproved Version)**

The April 14, 2015 meeting of the Utilities Committee was called to order by Committee Chair Patrick Duffy at 7:05 AM.

Present: Committee Chair Patrick Duffy, and Member Scott Baker.

Staff Members: Village Administrator Zeke Jackson (7:25 AM), Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Finance Director Juliana Neuman, and Utility Clerk Martha Baker.

Also Present: Peter Sauer (until 7:20 AM)

Absent: Member Shane Solomon.

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

A quorum was not present for the April 14, 2015 meeting of the Wastewater Treatment Plant Utility Committee meeting. A meeting of the Wastewater Utility Committee was scheduled for May 5, 2015 at 7:00 AM.

Approval of the Agenda:

Motion was made by Duffy, seconded by Baker, to approve the April 14, 2015 agenda as presented. Motion carried – all Ayes.

Approval of the January 6, 2015 meeting minutes:

Motion was made by Baker, seconded by Duffy, to approve the January 6, 2015 minutes as presented. Motion carried – all Ayes.

Public Comments and Correspondence

No comments or correspondence.

Discussion Items

3. Collection System Related

d. New DNR required CMOM draft review for Sister Bay

Robert E. Lee & Associates representative Mark Schuster presented the committee with a draft proposal for the Department of Natural Resources required Capacity Management Operations and Maintenance (CMOM) program. He brought copies for Sister Bay as well as Liberty Grove. The DNR mandates that any wastewater distribution system must have a CMOM in place by July 1, 2016 or permits will not be issued. The CMOM is a continuous working document, the DNR will focus on three main points: 1) Sewer Use Ordinance/s. 2) Emergency Response Plan. 3) Future capacity for the system. He said Sister Bay does a good job of maintaining the system and. Jacobson asked the committee to review the draft and come back with questions at the next meeting.

1 **1. Administrative Related:**

2 **a. Wisconsin Public Service Commission water rates**

3 M. Baker presented the committee with the updated rate sheet showing the new water rates. M.
4 Baker posted the new rates on the web-site and at the Administrative Office. She also put a
5 message on the last billing cards telling customers that their next bill would reflect the new rates.
6 She will post the rate sheet at the Library and the Post Office.

7
8 **b. 2014 Financial Reports**

9 As presented.

10
11 **c. 2015 Consumer Confidence Report**

12 M. Baker presented the committee with the DNR required 2015 Consumer Confidence Report. She
13 put a hyperlink to the report on the last billing card and upon approval will publish it in the
14 newspaper and submit it to the DNR. Newman asked for a formatting correction. *Motion was*
15 *made by S. Baker, seconded by Duffy, to approve the report as corrected. Motion passed – all*
16 *Ayes.*

17
18 **2. Water System Related:**

19 **a. Eight water lateral freeze-ups**

20 Jacobson reported eight water lateral freeze-ups in February.

21
22 **b. Meter Testing and Replacement Program**

23 .Jacobson said the crew has the meter testing program well under way.

24
25 **c. New E Series Meters for two-inch and up**

26 Schell showed the committee an information pamphlet from Badger Meter regarding a new type of
27 meter that would be good for large meter replacements. Jacobson said they are less costly to install
28 and much more accurate. Because the meters being used now will eventually be phased out,
29 Schell said it will be cost effective to start ordering them now for replacements

30
31 **d. New six-inch #3 Well meter**

32 Jacobson said the new six-inch meter has been installed at #3 Well and Energenics will be here
33 next week to calibrate it. They will also calibrate influent and effluent meters at the Plant.

34
35 **e. New Public Service Commission meter retention requirements**

36 Jacobson told the committee about new regulations from the Public Service Commission regarding
37 meter retention. The PSC has ruled that all meters removed must be stored for testing for at least
38 one billing cycle (ninety days). Our meters will be stored for six months at the storage building on
39 Scandia Drive.

40
41 **f. New Chlorine Scales for #1 Well and #2 Well**

42 Jacobson said a new chlorine scale has been ordered for the #1 Well and #2 Well.

43
44 **g. Commercial Cross Connection inspection issues**

45 Jacobson said crew member Lang is doing an excellent job on the residential cross connection
46 inspection program. He told the committee there have been problems getting the commercial
47 inspection paper work from Inspection Specialist Brett Guillette and said the DNR requires the
48 commercial inspections be done soon. Jacobson suggested contacting another company for pricing
49 in the event we need a back-up for getting the work done in a timely fashion.

1
2 **h. Discussion on proposed water tower**

3 Jacobson presented the committee with written opinion from Village Attorney Randy Nesbitt
4 regarding the use of Impact Fees collected. Jacobson said he sees three alternatives: 1) Build the
5 water tower as designed. 2) Postpone and refund Impact Fees as required on an annual basis. 3)
6 Abandon the project, refund all Impact Fees immediately and begin again with Impact Fees for a
7 new project. He said M. Baker is preparing a spreadsheet with all Impact Fee, interest, and
8 expenditure information going back to 2005. Jacobson will ask for a special committee meeting to
9 discuss the issue once all the information has been compiled. Information will include the Impact
10 Fee Spreadsheet and updated Chapters 4, 5, & 6 of the CUPAC Study. M. Baker will also compile
11 information on the Liberty Grove Utility District #1 Impact Fees. Jackson and Jacobson will ask
12 Attorney Nesbitt what the procedures are for refunding Impact Fees.

13
14 **3. Collection System Related**

15 **a. Four sewer lateral freeze-ups**

16 Jacobson reported there were four sewer lateral freeze-ups in February.

17
18 **b. Forest Lift Station issues**

19 Schell reported that there were minor repairs made to the Forest Lift Station and it is now working
20 properly. Some of the problems involved loose brackets and check valves.

21
22 **c. Jack Hammer and Cut-Off Saw purchased for future main valve, manhole and curb stop road
23 repairs**

24 Jacobson said the utility now has a jack-hammer and a cut-off saw.

25
26 **4. Stormsewer System Related**

27 **a. None**

28
29 **5. Extensions**

30 **a. Garot project status**

31 Jackson said the Garot project is moving ahead and there is now a signed Development Agreement
32 in place. There was discussion regarding project financing and project inspection.

33
34 **b. Scandia Good Samaritan project status**

35 Jackson said the Hull Easement has not been obtained. There are several issues that are being
36 worked on, including lighting in the Scandia Good Samaritan parking lot. Jackson does not expect
37 progress on the easement until the Scandia project is complete. Scandia Good Samaritan is
38 expressing concern over lack of access to County Road ZZ.

39
40 **c. Department of Transportation project status**

41 Jackson reported that the utility line burial project is moving ahead. He said the crews have cut
42 into a junction box and found unexpected wires. Repairs are being made.

43
44
45
46
47
48 **1. Administrative Related:**

1 **d. Consider a motion to convene into Closed Session pursuant to Wisconsin State Statutes,**
2 **Section 19.85(1)(c) to discuss personnel and employee benefits**

3 *Motion was made by Duffy, seconded by Baker, to convene into Closed Session. Motion passed –*
4 *all Ayes.*

5
6 **e. Consider a motion to reconvene into Open Session**

7 *Motion was made by Baker, seconded by Duffy, to reconvene into Open Session. Motion passed –*
8 *all Ayes.*

9
10 **F. Consider a motion to take action if necessary**

11 *Motion was made by Duffy, seconded by Baker, that after discussion regarding Baker's increased*
12 *duties and responsibilities, and for performance, to reward her with a raise of pay by \$2.50 per*
13 *hour. Motion passed – all Ayes.*

14
15 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

- 16 - Schedule meeting of the Utilities Committees for Tuesday, May 5, 2015.
17 - Jackson and Jacobson will talk to Nesbitt regarding refunding Impact Fees.
18 - Jackson will send letter regarding mediation to the Town of Liberty Grove.

19
20 **Adjournment:**

21 *A motion was made by Duffy, seconded by Baker, to adjourn the April 14, 2015 meeting of the*
22 *Water, Sewer, and Stormsewer Utilities Committee at 9:11 AM. Motion carried – all Ayes.*

23
24 Respectfully submitted,

25 Martha Baker

26 Utility Clerk

27
28 Name: h:\files\active\agendas\utilities\2015\2015_04\011415 water sewer stormwater comm minutes - unapproved version 1.doc

29 Created: 04

30 /16/2015 8:00 AM Printed: 4/17/2015 1:09 PM

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of March 26th, 2015 9:00 a.m.
Baileys Harbor Town Hall

ACTION ITEMS:

Starr moved and LeClair seconded to approve the agenda. Motion carried.

Starr moved and LeClair seconded to approve the December 18, 2014 minutes as corrected. Motion carried.

Starr moved and LeClair seconded to adjourn the Executive Committee meeting and open a full Commission meeting. Motion carried.

Consideration of approving reports and payables plus receipts.

Jackson moved and Dannhausen seconded to approve reports and payables plus receipts. Motion carried.

Tice moved that we proceed with the plan in the February minutes (retain 20% as a cash reserve fund balance, invest in improving back office and online systems with an approximate budget of \$50,000, and retain annual business cycle operating deficit fund of \$50,000) and transfer approximately \$63,000 to the Visitor Bureau for marketing purposes as it sees fit. Jackson seconded. Motion carried.

Jackson moved and Nelson seconded to give the balance (approx. \$63,000) to the Visitor Bureau with NO restrictions. Motion carried.

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

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

Starr moved and Jackson seconded to adjourn. Motion carried.

Committee Members Present by Roll Call: Elizabeth LeClair, Chuck Tice, Nancy Robillard, Tom Olsen, Dave Holtz, Nora Zacek, Myles Dannhausen, Frank Frokert, Fred Anderson, Jeff Larson, Bill Weddig, Mary Boston, Josh Van Lieshout and Bryan Nelson. Bob Starr and Zeke Jackson arrived at 9:15.

Excused: Mike Johnson, Dick Skare, and Richard Briggs.

Absent: Keith Krist and Deb Jeanquart. Administrative Assistant, Kim Roberts, was absent due to illness.

Also in Attendance: Michelle Rasmussen/DCVB, Jon Jarosh/DCVB, and Jack Money Penny/DCVB.

Call to Order

Chair Van Lieshout called the meeting to order at 9:04 a.m.

Approval of the Agenda

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

Approval of the minutes of February 19th, 2015

Weddig moved and LeClair seconded to approve the February 19th, 2015 minutes as submitted. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts

Money Penny reviewed the effort to support the installation of Electric Vehicle Charging Stations throughout the County. So far, ten (10) have been approved. The Visitor Bureau polled the additional municipalities and received five (5) affirmatives, two (2) negatives & a few "thinking about it". The Visitor Bureau's goal is fifteen (15) installed by the end of 2015. He reminded the commission of this year's Tourism Day on May 5th with lots of marketing seminars scheduled throughout the day. Instead of breakfast there will be a tourism lunch this year. The Community Foundation is administering the Carole Counard scholarship and Bret Bicoy says they've never had as many applications for a scholarship.

1 Tice explained that Sevastopol turned down the offer of a charging station only because they don't have a
2 proper place for it. He asked if the Visitor Bureau would make the same offer to a private business within
3 that Township. Money penny said that would not be appropriate, but if the Township wanted to re-gift it to
4 a private business that would be OK. Chuck explained that would not be appropriate either, but thanked
5 Money penny.

6 Rasmussen reported on Web traffic which is showing great growth year over year. The new website is on
7 track to launch on May 4th. They are now trying to add "open/close" hours page for member businesses on
8 the site. The site will have twenty plus (20+) "teaser videos" on various Door County subjects. There will be
9 an online interactive process for a user to build a customized Door County tour - whether walking, driving,
10 biking or boating. Cable TV spots are running in the Chicago market. In just over two (2) weeks over four
11 hundred (400) Visitor Guide requests have come in from the Comcast commercial spots. Rasmussen passed
12 around the Food & Travel magazine issue with the ad along with the editorial. Visitor Guide requests are
13 down a bit for the early year so some social media dollars have been shifted toward that focus.

14 Jarosh talked about how they are able to shift the focus of media marketing pretty quickly. Nine (9)
15 journalists were here in February and had good snow for their visit. The remaining media trips for 2015 are
16 shaping up well. We recently hit the 1 billion (1,000,000,000) mark in impressions and will soon hit the \$12
17 million (12,000,000) mark in add value. Jarosh listed a number of publications & broadcast media with
18 stories. The Capture Door County photo contest is ongoing and a second book of winning photos will be
19 published in April of 2016. Jarosh mentioned that they are getting really good PR regarding the charging
20 station program. Stephanie Klett mentioned the charging station program at the Governors Tourism
21 Conference last week.

22 Report from Administrative Assistant on current activities, projects and issues associated with 23 permitting new members.

24 Chair Van Lieshout delivered the Administrative Assistant's Report. He mentioned the records retention
25 issue wherein the TZC rented a storage unit and all but the past 2 (two) years files were moved out of
26 Kerber Rose, where they were overflowing the storage capacity. Josh pointed out Kim's notes on their
27 dealings with Baylakes Information Systems to develop streamlined software for running the Commission. A
28 proposal will be presented to the Commission for approval before proceeding with a contract. Van Lieshout
29 also highlighted the case of the property that has been permitted in Baileys Harbor since 2008 but is actually
30 in Liberty Grove. Josh asked each Commissioner to double check his/her municipality's list of permitted
31 properties for accuracy.

32 Discussion on Current Comparable Occupancy numbers

33 Van Lieshout asked if there were any questions or concerns with the occupancy numbers. There were none.

34 Consideration of approving reports and payables plus receipts

35 Jackson moved and Olsen seconded to approve reports and payables plus receipts. Motion carried.

36 Report from Commissioners on feedback from local boards on recent issues.

37 Van Lieshout asked for feedback from Commissioners on local issues. None were offered.

38 Discussion of Budget Surplus

39 Van Lieshout advised the Commission that there was a fairly detailed discussion in the February minutes
40 about the budget surplus. He felt that it had been a good conversation and that no decision had been made.
41 That it was here today for the full commission to discuss and decide. He advised that Roberts had
42 provided the Intergovernmental Agreement to provide the information on how excess was to be dealt with.
43 Van Lieshout went on to say that it was pretty clear that the excess should work through the tourism entity
44 to spend out these dollars. Money penny felt that this money was marketing dollars; he felt that it should be
45 a no brainer that the money should be directed to the marketing fund.

46 There was discussion on what, if anything, to do with our one hundred eighty nine thousand dollar
47 (\$189,000) surplus. This surplus in excess of the reserve that allows us to operate without borrowing
48 seasonally from the Visitor Bureau to operate, thus we have enough cash on hand to operate. After taking
49 care of our software updates & holding a reserve, we have somewhere in the mid sixty thousand dollars
50 (\$60,000s) to distribute. The Entity Agreement tells us that we need to work with the Visitor Bureau to
51 spend it on a "special project". Money penny stated that he'll just use the moneys for marketing dollars. Tice
52 offered that, according to Lensert, \$85,000 of that surplus amount came from penalties & interest. He

1 continued that the minutes of the last meeting contained a plan for spending \$50,000 of the surplus to
2 develop new software for operating the commission and \$50,000 as a reserve. He believes this is good use of
3 this money. He feels the balance should simply be turned over to the Visitor Bureau for marketing as they
4 deem best.

5 Le Clair asked what the source of the money was. Tice agreed. He said eighty five thousand dollars (\$85,
6 000) was penalties and interest according to a call to Lensert from Tice. Tice said what was discussed in
7 February made a lot of sense. Tice felt that the upgrades were part of the system and were similar to the
8 upgrades that the DCVB made in the past. When repairs and upgrades are needed they should happen to
9 prior to the excess being made available. Money penny agreed and said he was speaking to the money left
10 over in excess after the upgrades. Tice moved that we proceed with the plan in the February minutes (retain
11 20% as a cash reserve fund balance, invest in improving back office and online systems with an approximate
12 budget of \$50,000, and retain annual business cycle operating deficit fund of \$50,000) and transfer
13 approximately \$63,000 to the Visitor Bureau for marketing purposes as it sees fit. Jackson seconded.

14 Jackson opined that this is a “good problem” while revenues are rising. But what happens when there are
15 falling revenues and there are calls to raise the tax rate or other more extreme measures just because we
16 haven’t retained enough of a reserve. Van Lieshout said that is what the reserve is for to help us through the
17 bleak time, if it is sustained we would go back to the way we used to operate and ask the DCVB for help in
18 the lean months as we have in the past. Money penny agreed.

19 Anderson asked about the Entity Agreement wording about the 30% to the municipalities. He asked if that
20 had any bearing on the conversation. Van Lieshout said they always get paid.

21 Jackson asked about line eleven (11). In answer to Jackson’s question about the word “can” in the
22 Agreement. Tice explained, due to being present during the drafting of the agreement, that it was
23 intentional to give flexibility in helping individual municipalities with events such as the Sturgeon Bay Bass
24 Tournament. You couldn’t pick a specific town to direct money towards, it had to benefit county wide.
25 Jackson asked how much the DCVB had given to the tournament. Money penny said that fifty thousand
26 (\$50,000) had been contributed. He stressed that over two hundred and fifty thousand (\$250,000) had gone
27 to the community marketing funds. He felt strongly that enough money had flowed in that direction.

28 Money penny would be OK with the DCTZC keeping all of it for a rainy day fund. And he would follow
29 whatever direction the DCTZC would give him in spending this allotment. But he would prefer that the
30 DTZC let his organization figure out where to spend marketing dollars that they get. Tice stressed that he
31 was explaining the ideas behind the agreement to Jackson and by no means implying that the DCTZC
32 should direct the DCVB how to spend excess funds.

33 Jackson took issue with the stand-alone sentence regarding the 30% to the municipalities. He feels that it
34 says that this 30% of a special retention should go back to the municipalities. Van Lieshout disagreed. The
35 municipalities get their cut up front. Then the 4% is retained and then the 66% is directed to the DCVB.
36 Anderson explained that this is not the case because of the original intent in writing the agreement.
37 Anderson also pointed out that the 20% reserve would be about thirty seven thousand (\$37,000).
38 Dannhausen stressed that the purpose of the legislation is to increase overnight stays and that is the mission
39 of the Visitor Bureau. He asked if a study could be funded for missed opportunities.

40 Jackson called the question for clarification of how to utilize the excess to the DCVB and Starr seconded.
41 Motion carried. The vote was then held on the primary motion by Tice & Jackson. Motion carried.

42 Anderson detailed the breakdown in the motion as 20% reserve \$37,800, \$50,000 for business operating
43 deficit and \$50,000 upgrades with an excess balance of \$62,974 to the DCVB. Nelson stressed we are not
44 voting on the precise math, rather the intent of the funds and the percentages.

45 Jackson moved and Nelson seconded to give the excess balance to the Visitor Bureau with NO restrictions.
46 Jackson believes that Money penny’s statement (regarding the history of the document) satisfied the intent
47 of line 13 in the Entity Agreement.

48 Money penny asked for the trust in what has occurred in the past seven (7) years with increased growth in
49 both occupancy and ADR and trust that the DCVB will use the money in good places. Money penny
50 suggested that the DTZC wait until it has nailed down the software upgrade costs before turning over the
51 funds to the DCVB. Anderson moved to call the question and Jackson seconded. Motion to call the question
52 carried. Primary motion also carried.

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

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

7 CLOSED SESSION

8 Consider a Motion to Reconvene into Open Session

9 Starr moved to reconvene into Open Session; Zacak seconded. Motion carried.

10 Consider a Motion to Take Action, if required.

11 Boston moved & Larsen seconded to take action as discussed in closed session. Motion carried.

12 Adjournment

13 Le Clair moved to adjourn; Jackson seconded. Motion carried. The meeting adjourned at 10:09 AM.

14 Respectfully submitted,



15
16 Kim Roberts
17 Administrative Assistant

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