



BOARD OF TRUSTEES MEETING AGENDA AMENDED

Tuesday May 19, 2015 at 6:00 P.M.

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

Call Meeting to Order

Roll Call

Approval of agenda and minutes as published

Comments and Correspondence

Deviations from the agenda order shown may occur.

New Village Board Business Items

1. Consider a motion to call the Board of Review to order; consider a motion to adjourn until Tuesday, June 16, 2015 from 6PM to 8PM.
2. Discuss a recommendation of the Plan Commission and consider a motion to approve a CSM recombining and dividing 2362 Mill Rd. and 10685 Bay Shore Dr. by adopting Resolution 312-051915: A Certified Survey Map for 2362 Mill Rd and 10685 Bay Shore Dr.
3. Discuss a recommendation of the Plan Commission and consider a motion to conditionally approve a CSM recombining and dividing 10660 and 10654 Bay Shore Dr. by adopting Resolution 313-051915: A Certified Survey Map for 10660 and 10654 Bay Shore Dr.
4. Consider a motion of the Finance Committee to accept the 2014 Audit report.
5. Discuss a recommendation of the Finance Committee and consider a motion to approve resolution 311-051915, Designating Public Depositories and Signers.
6. 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 and 19.85(1)(c) to discuss personnel and employee benefits.
7. Consider a motion to reconvene into Open Session.
8. Consider a motion to take action, if required.
9. Consider a motion to adopt Resolution 314-051915, authorizing the sale of the Old Ball Field for a sum of \$130,000.
10. Consider a motion to confirm and appoint President Lienau's nomination of qualified citizens to fill vacancies on Committees, Commissions and Boards in the Village of Sister Bay.
11. Report on County activities from the County Supervisor, Dave Lienau.
12. Review of the financial statements and consideration of a motion to approve the monthly bills.
13. Report from the Village Administrator on Various Actions.
 - Street Lighting/Line Burial
 - Issuance of zoning permits
14. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

- | | | |
|----------------------|------------------------------|--------------------------|
| 1. Administrative | 2. Bay Shore Oversight | 3. Coastal Byways |
| 4. DCEDC | 5. Economic Development | 6. Finance |
| 7. Fire | 8. Fire District Exploratory | 9. Historical Society |
| 10. Library Building | 11. Marina and Marina Fest | 12. Parks |
| 13. Personnel | 14. Plan | 15. Comm / Tech |
| 16. SBAA | 17. Teen Center | 18. TZC |
| 19. Utility | 20. Admin and Comp Oversight | 21. Waterfront Oversight |
| 22. Marketing | | |

Adjournment

Public Notice

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

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, APRIL 21, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The April 21, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by
7 Village President Dave Lienau at 6:34 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,
13 Marketing Director Jason Polecheck and Assistant Administrator Janal Suppanz.

14
15 **Others:** Rob Zoschke and Pat Judy

16
17 **Approval of the Agenda and Minutes as published:**

18 *A motion was made by Duffy, seconded by Solomon that the Agenda for the April 21, 2015*
19 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
20 *– All ayes.*

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

25
26 *A motion was made by Baker, seconded by Clove that the minutes for the April 10, 2015*
27 *special meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion*
28 *carried – All ayes.*

29
30 **Comments and correspondence:**

31 Lienau read a letter from Bud Kalms, the Clerk/Administrator for the Town of Liberty Grove,
32 aloud. In that letter Kalms states that the members of the Town Board believe it would be best
33 for them and the members of the Village Board to meet without Administrators or Consultants
34 present in an attempt to resolve the issues associated with the Wastewater Treatment Plant
35 ownership issue prior to going to mediation, as that course of action can be very costly and
36 time consuming. Lienau indicated that he would like to suggest that at least initially he and
37 John Lowry, the Chair of the Town, meet to discuss the logistical issues associated with the
38 Town Board's suggestions, and it was the consensus that a letter of response to that effect shall
39 be sent to Kalms. Jackson was asked to see that such a letter is drafted and provided to Lienau
40 for signing ASAP.

41
42 Jackson introduced Jason Polecheck, the new Marketing Director. The Board members
43 welcomed Polecheck and indicated that they look forward to working with him.

44
45 Lienau asked if anyone in the audience wished to comment regarding a non-agenda item. No
46 one responded.

47
48
49

1 **Item No. 1. Consider a motion to grant a pro-rated Class B Beer and Class C Wine License to**
 2 **Sara Zacek of Harbor Pie Company:**

3 *At 6:41 P.M. Zacek and Solomon recused themselves due to a potential conflict of interest.*

4
 5 Sara Zacek will be operating Harbor Pie Company at 10647 N. Bay Shore Drive. On April 8,
 6 2015 she submitted an application for a two month pro-rated Class B Beer/Class C Wine
 7 License, and a copy of that application and supporting documentation was included in the
 8 meeting packets.

9
 10 *A motion was made by Clove, seconded by Duffy that the Village Board grants a pro-rated*
 11 *Class B Beer and Class C Wine License to Sara Zacek, d/b/a Harbor Pie Company, which*
 12 *business is located at 10647 N. Bay Shore Drive. Motion carried – All ayes.*

13
 14 *At 6:42 P.M. Zacek and Solomon resumed their duties and returned to the table.*

15
 16 **Item No. 2. Consider a motion to authorize staff to execute a five year lease agreement with**
 17 **the U.S. Postal Service for the property located at 10693 N. Bay Shore Drive:**

18 The Sister Bay Post Office is currently housed in the building located at 10693 N. Bay Shore
 19 Drive, and that building is owned by the Village. Postal Service representatives have indicated
 20 that they are interested in renewing the Post Office Lease, and a copy of a proposed Lease as
 21 well as a proposed Commission Agreement with CBRE were included in the meeting packets.
 22 The Village currently receives \$16,200 annually from the U.S. Postal Service for rent, and if the
 23 new Lease is approved annual revenues of \$17,152 will be realized. The new Lease would be
 24 in effect from March 1, 2016 through February 28, 2021.

25
 26 *A motion was made by Baker, seconded by Clove that the Village Board authorizes staff and/or*
 27 *the Village President to execute lease and commission documents on behalf of the Village of*
 28 *Sister Bay. That Lease will be in effect from March 1, 2016 through February 28, 2021, and the*
 29 *annual rent shall be \$17,152.00. Motion carried – All ayes.*

30
 31 **Item No. 3. Discussion regarding amendment of the 2015 Budget for the Village of Sister Bay**
 32 **in such fashion that a special revenue fund is created for special events; and consider a**
 33 **motion for action if necessary:**

34 Polecheck has been charged with coordinating non-SBAA sponsored special events which take
 35 place in the Village in order to promote Sister Bay as a “destination”. In the past funds for
 36 promoting and paying for expenses related to special events such as the Car Show, Marina Fest
 37 and the New Year’s Eve Fireworks Show were withdrawn from the General Fund, the Marina
 38 Fund, the Ice Rink Fund and the CIP Fund. More large events are being planned for 2015, and
 39 the members of the Marketing Committee believe creation of a Special Events Special Revenue
 40 Fund would allow for better tracking of revenues and expenses related to each of the events the
 41 Village does sponsor. The question arose as to who will actually be responsible for oversight of
 42 the Special Events Fund, and it was the consensus that depending upon what festival or special
 43 event is actually conducted, the responsibility will lie with the Finance Committee, the Marina
 44 Committee, the Marina Fest Executive Committee, the Parks Committee, and/or the Marketing
 45 Committee . A set of Village sponsored event By-Laws will be created, and in that document(s)
 46 the oversight Committee for each of the festivals or special events the Village sponsors will be
 47 clearly delineated in accord with the Board’s directives. The Village’s Auditor has indicated that
 48 creation of a special revenue fund for the previously mentioned purpose is unique, but he
 49 would not be opposed to creation of it. Further, if new sub-accounts are created it would be
 50 possible to track revenues and expenses related to each of the previously mentioned festivals

1 and special events. Hopefully the \$50,000 which was allocated for new special events will
 2 eventually be replaced by sponsorships, and at the end of the year it may be necessary for
 3 Village officials to authorize some line item transfers.

4
 5 If the Board does authorize creation of a Special Events Fund, Jackson is suggesting:

- 6
 7 A. That \$5,000.00 be transferred from the General Fund to the Special Events Fund;
 8 B. That \$33,500.00, (\$15,000 for wages and \$18,500 for Marina Fest), be
 9 transferred from the Marina Fund to the Special Events Fund;
 10 C. That \$9,100.00, (\$4,100 for wages and \$5,000 for events), be transferred from
 11 the Ice Rink Fund to the Special Events Fund; and,
 12 D. That the \$50,000 which was budgeted for special events in 2015 - \$17,500 of
 13 which will cover wages, be transferred from the CIP Fund to the Special Events
 14 Fund.)
 15

16 Clove indicated that he believes the transfer from the Marina Fund should actually be
 17 \$25,000 as the Marina Fest allocation should only be \$10,000.00.
 18

19 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
 20 *recommendation of the Marketing Committee and authorizes the establishment of a Special*
 21 *Events Special Revenue Fund within the 2015 Village of Sister Bay Budget on the condition that*
 22 *oversight of the fund shall be provided by the committees who are identified in the Special*
 23 *Events By-Laws. The previously mentioned transfers shall all be made, but the \$18,500*
 24 *allocation for Marina Fest shall be changed to \$10,000.00. Motion carried – All ayes.*
 25

26 **Item No. 7. Consider a motion to confirm and appoint President Lienau's nomination of**
 27 **qualified citizens to fill vacancies on Committees, Commissions or Boards for the Village of**
 28 **Sister Bay:**

29 Lienau indicated that he would not be recommending any Committee appointments at this
 30 meeting. Annual committee and commission appointments will be made at the May Village
 31 Board meeting.
 32

33 **Item No. 8. Report on County activities from the County Supervisor, Dave Lienau:**

34 Lienau gave the following oral report regarding Door County activities:

- 35 • The County Board has approved the expenditure of \$2,000,000 for the construction of a
 36 County Human Resources/Senior Center. A "Friends of the Human Resources/Senior
 37 Center" group will be created, and that group will solicit and accept donations for the
 38 construction project and related amenities.
 39 • Work is ongoing on the 2016 budget for Door County.
 40 • The Administrative Committee will be reviewing and considering applications which
 41 have been submitted for the County Administrator position.
 42 • Applications are now being accepted for the County Finance Director position.
 43

44 **Item No. 10. Report from the Village Administrator on various actions:**

45 To date a tremendous amount of work has been done on the Beach Project. Overtime has now
 46 been authorized, and from this point forward the project should proceed very quickly. DNR
 47 officials informed Jackson and Lienau that a citation will be issued to the Village for a permit
 48 violation, and a hearing will be required. The Village is contending that no violations occurred,
 49 but depending on what happens at the hearing it may be necessary for the Village to apply for

1 an after-the-fact permit. Jackson and Lienau will keep the Board members advised of the status
2 of this issue.

3
4 Jackson gave the following oral report:

5
6 • **Street Lighting/Line Burial:**

7 Work is ongoing on the Line Burial Project. The Village was not privy to contract
8 negotiations which were done between the contractor and Wisconsin Public Service,
9 but Jackson has been informed that the contractor working on the project was not
10 required to do site restoration work such as application of black dirt and seeding.
11 Therefore, the Parks Department employees will be doing that work.

- 12
13 • Work is steadily progressing on the sledding hill, and when it is done it will be very
14 nice.

15
16 **Item No. 9. Review of the financial statements and consideration of a motion to approve the**
17 **monthly bills:**

18 Payment Approval Reports for the period April 1, 2015 through April 21, 2015 were included
19 in the meeting packets, and the Board members jointly reviewed those documents.

20
21 *A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports*
22 *which were included in the meeting packets totaling \$718,633.74 are all approved. Motion*
23 *carried – All ayes.*

24
25 *At 8:11 P.M. a brief recess was taken and the Board reconvened at 8:20 P.M.*

26
27 **Item No. 4. Consider a motion to convene into closed session pursuant to Wis. Stats.,**
28 **§19.85(1)(g) to confer with legal counsel, who either orally or in writing will advise the**
29 **governmental body of strategy to be adopted with respect to current or likely litigation:**

30 *At 8:21 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
31 *into closed session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel, who*
32 *either orally or in writing will advise the governmental body of strategy to be adopted with*
33 *respect to current or likely litigation. A roll call vote was taken on the motion and the Board*
34 *members voted in the following fashion:*

35 *Baker – Aye; Clove – Aye; Duffy – Aye;*
36 *Lienau – Aye; Enquist – Aye; Solomon – Aye;*
37 *Zacek – Aye.*

38 *Motion carried.*

39
40 **Item No. 5. Consider a motion to reconvene into Open Session:**

41 *At 8:40 P.M. a motion was made by Lienau seconded by Baker that the Board reconvene into*
42 *Open Session. A roll call vote was taken on that motion, and the Board members again voted in*
43 *the following fashion:*

44
45
46 *Baker – Aye; Clove – Aye; Duffy – Aye;*
47 *Lienau – Aye; Enquist – Aye; Solomon – Aye;*
48 *Zacek – Aye.*

49 *Motion carried.*

Item No. 6. Consider a motion to take action, if required:

A motion was made by Solomon, seconded by Duffy that the Village Board disallows the claim of Chicago Public Schools Benefit Plan on behalf of Ryan Krikorian which is dated February 25, 2015. Motion carried – All ayes.

Committee Reports:**(1) Administrative Committee:**

The Administrative Committee has not met recently.

(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:

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

(3) Communication and Technology Committee:

The Communication and Technology Committee has not met recently.

(4) Door County Coastal Byways Commission:

No action based on the minutes which were included in the meeting packets. Work is ongoing on obtaining a national Scenic Byways designation.

(5) DCEDC:

No action based on the minutes which were included in the meeting packets. The Industry and Entrepreneur of the Year will be announced soon.

(6) Economic Development Committee:

No action based on the minutes which were included in the meeting packets. The Committee will not be meeting again until October 21, 2015.

(7) Finance Committee:

The Finance Committee has not met recently. A meeting has been scheduled to review the Village's 2014 audit. As many of the Board members as possible will attend that meeting, which is scheduled for 8:30 A.M. on May 1, 2015.

(8) Fire Board and Fire District Exploratory Committee:

No action based on the Fire Board Minutes which were included in the meeting packets.

The Fire District Exploratory Committee has not met recently.

(9) Historical Society:

The Historical Society Board of Directors met in April but those minutes have not been completed yet.

(10) Library Commission:

No action based on the minutes which were included in the meeting packets. Gary Farber will be replacing Frank Forkert as the Town representative on the Library Commission.

(11) Marina Committee and Marina Fest Committee:

The Marina Committee and the Marina Fest Committee have not met recently. The Marina Committee will be meeting tomorrow at 2:00 P.M.

1 Work is ongoing on planning for Marina Fest. A Lumberjack Show will be conducted on
 2 the Sunday of Labor Day, so Marina Fest will now be a two day event. The SBAA will be
 3 booking a bigger name act to perform on that evening.
 4

5 **(12) Marketing Committee:**

6 No action based on the minutes which were included in the meeting packets. Work is
 7 ongoing on the drafting of an Operating Agreement between the Village and the SBAA.
 8

9 **(13) Parks:**

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

12 **(14) Personnel Committee:**

13 No action based on the minutes which were included in the meeting packets.
 14

15 **(15) Plan Commission:**

16 The Plan Commission will not be meeting until next Thursday, April 28, 2015.
 17

18 **(16) SBAA:**

19 No action based on the minutes which were included in the meeting packets. This year
 20 the goat parade will be conducted in conjunction with Sip & Savor. Clove suggested that
 21 goat races be conducted.
 22

23 *A motion was made by Zacek, seconded by Baker that the quarterly support for the SBAA shall*
 24 *be released ASAP. Motion carried – All ayes.*
 25

26 **(17) Teen Center:**

27 The Teen Center Board has not met recently.
 28

29 **(18) Tourism Zone Commission:**

30 No action based on the minutes which were included in the meeting packets.
 31

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

33 The April 14, 2015 Utilities Committee was not conducted as there was not a quorum
 34 present.
 35

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

38 **(20) Administration/Compensation Oversight:**

39 The Administration/Compensation Oversight Committee has not met recently.

40 **(21) Waterfront Oversight**

41 The Waterfront Oversight Committee has not met recently.
 42

43 **11. Discussion regarding matters to be placed on a future agenda or referred to a committee,**
 44 **official or employee:**

45 It was the consensus that the following item shall be added to the agenda for the May Village
 46 Board Meeting:

- 47 • Consider a motion to approve President Lienau's recommendations regarding
 48 committee and commission appointments.
 49

1 Further, the following item shall be addressed at a future Village Board Meeting:

2

- 3 • Discussion regarding the proposed Special Event By-Laws; and consider a motion for
- 4 action if necessary.

5

6 **Adjournment:**

7 *A motion was made by Solomon, seconded by Baker to adjourn the meeting of the Board of*

8 *Trustees at 9:05 P.M. Motion carried – All ayes.*

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10 Respectfully submitted,



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12 Janal Suppanz,

13 Assistant Administrator

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Village of Sister Bay BOARD REPORT

For additional information: www.sisterbay.gov

Meeting Date: 5/19/15
Item No.: 1

Recommendation: That the Board of Review be called to order and immediately make a motion to adjourn the session to Tuesday June 16, 2015 from 6 to 8 PM.

Background: Pursuant to Wis. Stats. §70.47(1), the Village's Board of Review must meet during the 30 day period beginning on the 1st Monday of May. This year's Open Book will take place Thursday, May 28, 2015 from 2:30 P.M to 4:30.PM at the Sister Bay/Liberty Grove Fire Station, 2258 Mill Rd.



Village of Sister Bay

BOARD REPORT

Meeting Date 05/19/15
Item No.: 2

Recommendation: Accept a recommendation of the Plan Commission and grant approval for a CSM redefining parts of Waterfront Park.

Background: The DNR Stewardship and Fed. Rec. Trails, totaling \$489,235 and \$45,000 have been awarded for the Beach Project. These awards require the Village to place restrictive language on the parcel in which the Beach sits. Since the old Helms lot was purchased with Stewardship funding, the language already existed on the lot. The new beach straddles two lots, one of which may be commercial in the future and necessitate expansion or modifications to the current Post Office Building. It, therefore, becomes a prudent measure to protect the Village's future financial interests by mitigating a subsequent 6f conversion of the parkland, and associated loss of potential revenue from the assets in the park.

This CSM minimizes the impacts of the restrictive language to a likely future commercial site, maximizing flexibility for future development while balancing the need to protect the waterfront.

Fiscal Impact: none at this time; unknown for the future.

Respectfully submitted,

Zeke Jackson
Village Administrator

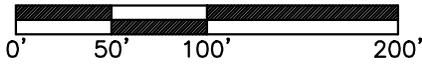
CERTIFIED SURVEY MAP

ALL OF LOT 1, BLOCK 5, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, BEING PART OF GOVERNMENT LOT 3 & 4, PART OF THE SW1/4 OF THE SE1/4 OF SECTION 5, T31N, R28E, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

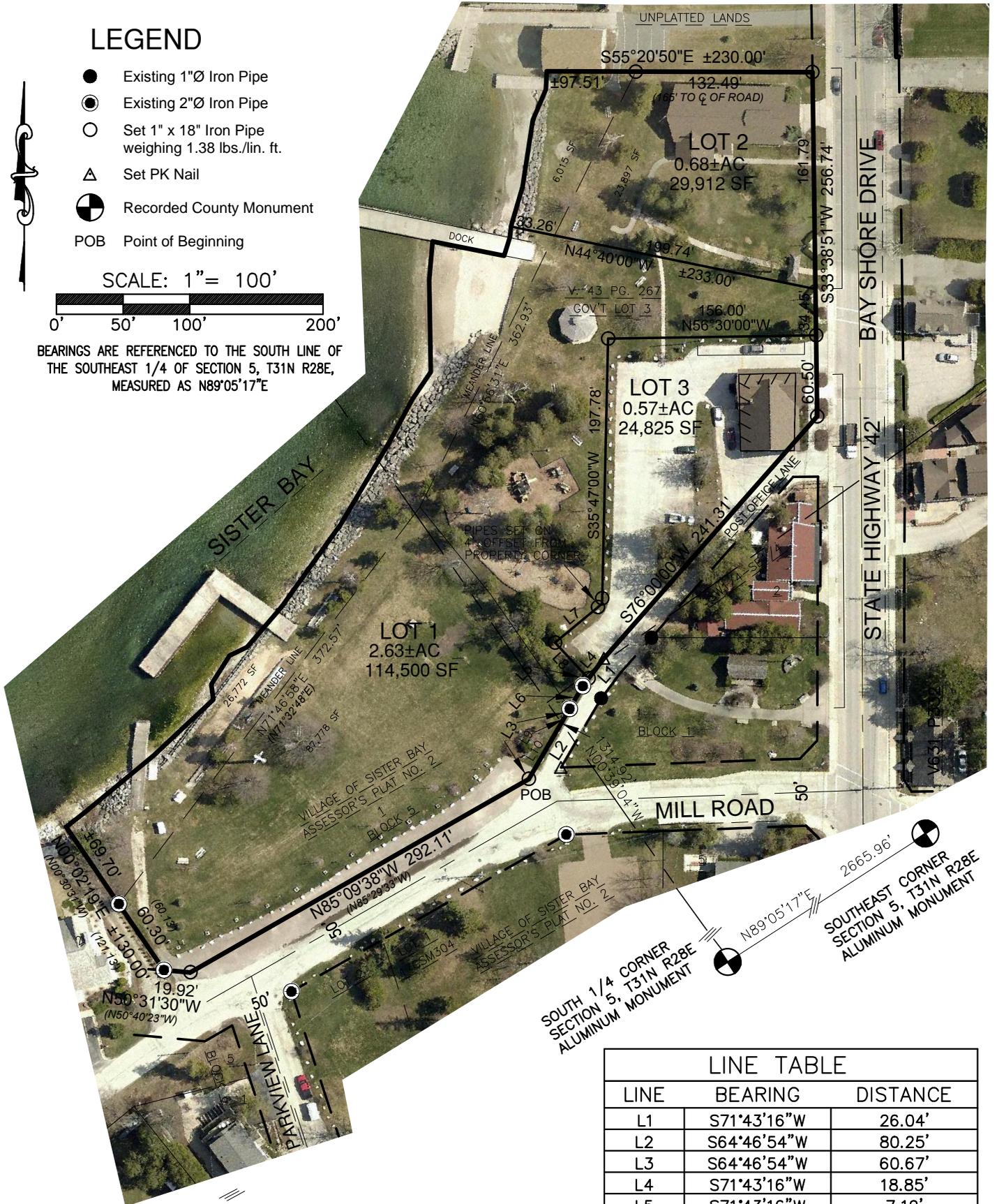
LEGEND

- Existing 1"Ø Iron Pipe
- ⊙ Existing 2"Ø Iron Pipe
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- △ Set PK Nail
- ⊕ Recorded County Monument
- POB Point of Beginning

SCALE: 1" = 100'



BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 5, T31N R28E, MEASURED AS N89°05'17"E



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S71°43'16"W	26.04'
L2	S64°46'54"W	80.25'
L3	S64°46'54"W	60.67'
L4	S71°43'16"W	18.85'
L5	S71°43'16"W	7.19'
L6	S64°46'54"W	19.58'
L7	S85°00'00"W	45.76'
L8	S09°00'00"E	36.78'
L9	S64°46'54"W	12.09'
L10	S64°46'54"W	48.58'

Robert E. Lee & Associates, Inc.
 ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
 1250 CENTENNIAL CENTRE BOULEVARD
 HOBART, WI 54155
 INTERNET: www.releeinc.com

PHONE: (920) 662-9641
 FAX: (920) 662-9141

File: R:\0200\0282\0282159\dwg\0282159_CSM.dwg



Village of Sister Bay BOARD REPORT

Meeting Date 05/19/15

Item No.: 3

Recommendation: Accept a recommendation of the Plan Commission conditionally and grant approval for a CSM redefining parts of the Braun Property.

Background: The Village's BSD project necessitated the replacement of grant impaired properties along the Waterfront Park area with like use properties elsewhere in the Village. The Board and appropriate committees have already approved the 6f conversion of the Mill Rd. lot. The Braun lot purchase has likewise been authorized for this purpose.

This CSM officially recognizes the land area that a parking lot will need to be constructed on in the future.

Condition-This CSM cannot be recorded until such time that the transaction occurs and the Village holds title to the property.

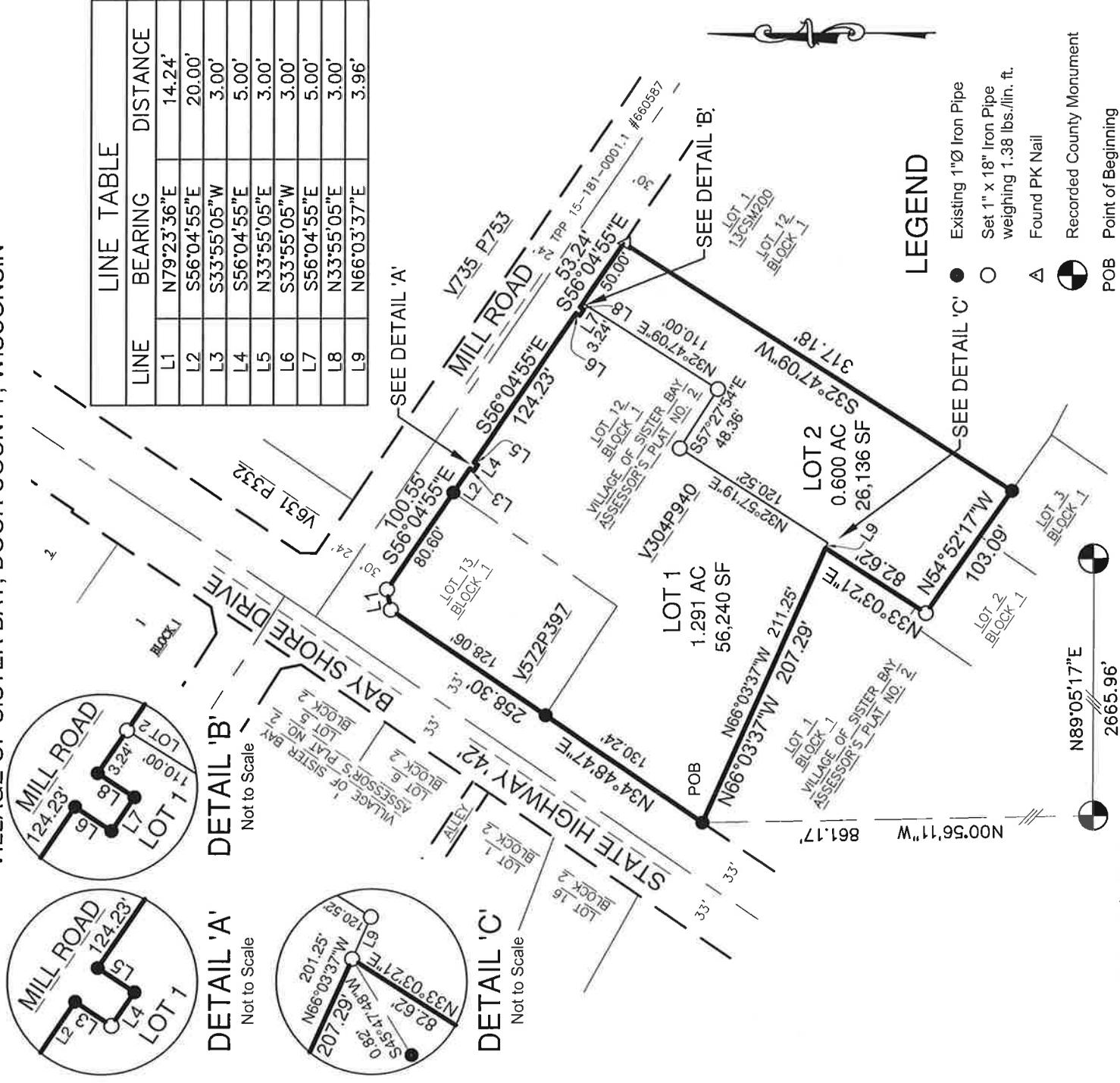
Fiscal Impact: none at this time; unknown for the future.

Respectfully submitted,

Zeke Jackson
Village Administrator

CERTIFIED SURVEY MAP

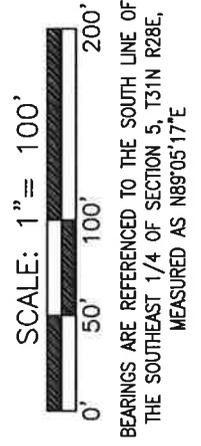
PART OF LOT 12 AND LOT 13, BLOCK 1, VILLAGE OF SISTER BAY ASSESSOR'S PLAT NO. 2, LOCATED IN SECTION 5, TOWN 31 NORTH - RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N79°23'36"E	14.24'
L2	S56°04'55"E	20.00'
L3	S33°55'05"W	3.00'
L4	S56°04'55"E	5.00'
L5	N33°55'05"E	3.00'
L6	S33°55'05"W	3.00'
L7	S56°04'55"E	5.00'
L8	N33°55'05"E	3.00'
L9	N66°03'37"E	3.96'

LEGEND

- Existing 1"Ø Iron Pipe
- Set 1" x 18" Iron Pipe weighing 1.38 lbs./lin. ft.
- ▲ Found PK Nail
- ⊙ Recorded County Monument
- POB Point of Beginning



SOUTH 1/4 CORNER SECTION 5, T31N R28E ALUMINUM MONUMENT

N89°05'17"E 2665.96'

S32°47'09"W 317.18'

S32°47'09"W 110.00'

N32°47'09"E 120.52'

N32°47'09"E 48.36'

N33°03'21"E 82.62'

N33°03'21"E 103.80'

N54°52'17"W 103.80'

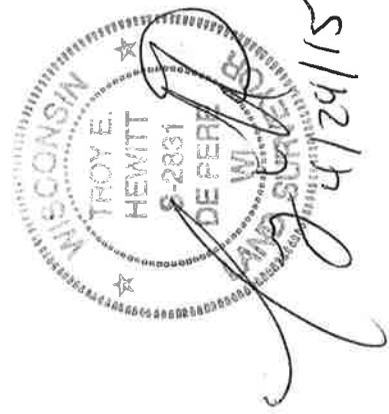
N66°03'37"W 211.25'

N66°03'37"W 207.29'

N4°48'47"E 130.24'

N34°48'47"E 258.30'

N00°56'11"W 861.17'



Robert E. Lee & Associates, Inc.
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 PHONE: (920) 662-9641
 FAX: (920) 662-9141

SURVEYOR'S CERTIFICATE

I, Troy E. Hewitt, Professional Land Surveyor, do here certify that by the order and under the direction of the owners listed hereon, that I have surveyed, divided and mapped part of Lot 12 and Lot 13, of Block 1, Village of Sister Bay Assessor's Plat No. 2, being part of Section 5, T31N, R28E, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the Southeast Corner of said Section 5;
thence S89°05'17"W, 2665.96 feet on the south line of the Southeast 1/4 of said Section 5 to the South 1/4 Corner of said Section 5;
Thence N00°56'11"W, 861.17 feet to the southwest corner of said Lot 12, the POINT OF BEGINNING;
Thence N34°48'47"E, 258.30 feet on the easterly right of way of State Trunk Highway '42';
Thence N79°23'36"E, 14.24 feet on said easterly right of way to the southerly right of way of Mill Road;
thence on said southerly right of way of Mill Road in the next nine courses:
Thence S56°04'55"E, 100.55 feet;
Thence S33°55'05"W, 3.00 feet;
Thence S56°04'55"E, 5.00 feet;
Thence N33°55'05"E, 3.00 feet;
Thence S56°04'55"E, 124.23 feet;
Thence S33°55'05"W, 3.00 feet;
Thence S56°04'55"E, 5.00 feet;
Thence N33°55'05"E, 3.00 feet;
Thence S56°04'55"E, 53.24 feet to the west line of Lot 1, Volume 13 of Certified Survey Maps, Page 200, Map Number 2223;
Thence S32°47'09"W, 317.18 feet on said west line to the southwest corner of said Lot 1;
Thence N54°52'17"W, 103.09 feet on a south line of said Lot 12;
thence N33°03'21"E, 82.62 feet on a west line of said Lot 12;
Thence N66°03'37"W, 207.29 feet on a south line of said Lot 12 to the POINT OF BEGINNING;

said parcel contains 1.891 acres (82,376 Square Feet) of land, more or less.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and that I have complied with the Provisions of Chapter 236.34 of the Wisconsin Statutes and Platting Regulations of the Village of Sister Bay in the surveying, mapping and dividing of the same.


Troy E. Hewitt, PLS #2831

4/24/15

Date



VILLAGE OF SISTER BAY OWNER'S CERTIFICATE

The Village of Sister Bay, a municipality duly organized and existing under and by virtue of the laws of the State of Wisconsin, does hereby certify that said municipality caused the land on this plat to be surveyed, mapped and divided as represented hereon. the Village of Sister Bay does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to for approval or objection:

Village of Sister Bay

David W. Lienau
VILLAGE PRESIDENT

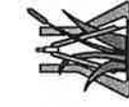
Christy Sully
VILLAGE CLERK

CERTIFICATE OF THE VILLAGE OF SISTER BAY

Resolved that this plat which has been duly filed for approval of the Village Board of Sister Bay, Door County, Wisconsin, be and is hereby approved. I hereby certify that this is a true and correct copy of a resolution adopted by the Village board of Sister Bay on the ___ day of _____, 2015.

David W. Lienau
VILLAGE PRESIDENT

Christy Sully
VILLAGE CLERK



Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES

1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
PHONE: (920) 662-9641
FAX: (920) 662-9141
INTERNET: www.releinc.com



Village of Sister Bay BOARD REPORT

Meeting Date 05/19/15

Item No.: 4

Recommendation: Accept a recommendation of the Finance Committee and accept the 2014 audit as presented by Schenck SC.

Background: This is an ongoing management issue concerning the retirement of the current Finance Director.

Fiscal Impact: The Village will need to keep a close watch on outstanding debt as well as available capacity for new debt. We will also need to add a line item to the Marina budget in this coming year under expenses, which will address the non-cash item of "discounts". A policy governing this should be adopted by the Marina Committee.

Respectfully submitted,

Zeke Jackson
Village Administrator

File Name: document2

Printed: 5/15/2015 4:03 PM Created: 8/5/2005 9:53 AM

Author: Sister Bay Revision: 1/

MANAGEMENT COMMUNICATIONS
VILLAGE OF SISTER BAY, WISCONSIN
DECEMBER 31, 2014

VILLAGE OF SISTER BAY, WISCONSIN
December 31, 2014

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To the Village Board
Village of Sister Bay, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Village of Sister Bay, Wisconsin (the "Village") for the year ended December 31, 2014. The Village's financial statements, including our report thereon dated March 31, 2015 are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Village's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Village's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Village's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 43 - 44 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Village's internal control to be a significant deficiency:

Finding 2014-001 Preparation of Annual Financial Report

This finding is described in detail in the schedule of findings and responses on page 45 of the annual report.

The Village's written response to the significant deficiency identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Village are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the Village during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The financial statements reflect all accounting adjustments proposed during our audit. Copies of the audit adjustments are available from management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 31, 2015. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized in the comments and observations section of this report.

Other Matters

We were engaged to report on supplementary information, which accompany the financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Village Board, management, and others within the Village and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,



Certified Public Accountants
Green Bay, Wisconsin
March 31, 2015

SUMMARY FINANCIAL INFORMATION

1. Governmental Fund Balances

Presented below is a summary of the Village's governmental fund balances on December 31, 2014, including a comparison to the prior year. This information is provided for assessing financial results for 2014 and for indicating financial resources available for 2015 and subsequent years.

	2014	2013
Governmental Funds		
General Fund		
Nonspendable		
Inventories and prepaid items	\$ 22,993	\$ 16,708
Committed for		
Future development	435,750	-
Assigned for,		
Subsequent years' budget	46,522	148,714
Unassigned, reported in		
General fund	243,186	243,341
Total General Fund	<u>748,451</u>	<u>408,763</u>
Special Revenue Funds		
Committed		
Ice rink	9,818	13,524
Skate park	2,804	2,717
Total Special Revenue Funds	<u>12,622</u>	<u>16,241</u>
Debt Service Fund	<u>13,545</u>	<u>(12,661)</u>
Capital Projects Funds		
Nonspendable		
Long-term advance to other funds	742,938	779,334
Restricted for TID expenditures	311,708	377,476
Committed for capital projects	1,402,972	1,318,486
Total Capital Projects Funds	<u>2,457,618</u>	<u>2,475,296</u>
Total Governmental Fund Balances	<u>\$ 3,232,236</u>	<u>\$ 2,887,639</u>

The Village's current general fund unassigned fund balance of \$243,186 represents approximately 15% of the 2015 budgeted general fund expenditures. The current unassigned fund balance is less than the minimum unassigned fund balance calculated in accordance with the Village policy of \$387,286. This amount represents 25% of the 2015 general fund expenditures.

Additional information on the capital projects fund is presented in comment No. 2.

2. Capital Projects Fund

A summary of the revenues, expenditures and changes in fund balance of the capital projects fund for 2014 and 2013 is presented below:

	2014	2013
Revenues		
Taxes	\$ -	\$ 180,000
State grant	15,077	-
Interest on investments	3,614	9,587
Total Revenues	<u>18,691</u>	<u>189,587</u>
Expenditures		
As budgeted:		
Streets resurfacing	111,328	-
Old FS Demolition/Upgrades	32,305	-
Various parks projects	1,272	-
Parks equipment	759	4,709
Redevelopment area planning	-	50
Tablet PC's for meetings	-	2,717
Baseball field improvements	-	5,357
Trackless replacement	26,815	-
Information/Technology upgrade	14,138	-
Cash receipting software	3,700	-
Canterbury/Maple Road	30,352	3,697
By budget amendment:		
Consulting	-	362
Total Expenditures	<u>220,669</u>	<u>16,892</u>
Excess of Revenues Over (Under) Expenditures	<u>(201,978)</u>	<u>172,695</u>
Other Financing Sources (Uses)		
Transfer in from other funds	346,700	198,700
Transfer to marina	(25,000)	-
Transfer out to debt service fund	(35,236)	(138,579)
Total Other Financing Sources (Uses)	<u>286,464</u>	<u>60,121</u>
Net Change in Fund Balance	84,486	232,816
Fund Balance - January 1	<u>1,318,486</u>	<u>1,085,670</u>
Fund Balance - December 31	<u>\$ 1,402,972</u>	<u>\$ 1,318,486</u>

3. Marina Operations

An analysis of the Marina operations for the year ended December 31, 2014 follows:

	2014	2013
Operating Revenues		
Charges for services		
Docking and launch charges	\$ 511,738	\$ 534,610
Marina services	228	389
Product and vending sales	2,739	3,189
Other operating revenues		
Rental income	13,291	10,243
Marina fest	5,869	8,910
Other revenues	347	157
Total Operating Revenues	534,212	557,498
Operating Expenses		
Operation and maintenance	138,081	216,309
Administrative and general	40,031	46,955
Depreciation	202,311	214,205
Taxes	5,536	6,135
Total Operating Expenses	385,959	483,604
Operating Income	148,253	73,894
Nonoperating Revenues (Expenses)		
Interest income	812	1,353
Interest on long-term debt	(93,972)	(98,133)
Total Nonoperating Revenues (Expenses)	(93,160)	(96,780)
Net Income (Loss) before Transfers	55,093	(22,886)
Transfer in	25,000	-
Transfer out for property tax equivalent	(161,905)	(161,905)
Total Transfers	(136,905)	(161,905)
Change in Net Position	(81,812)	(184,791)
Net Position - January 1	1,771,265	1,956,056
Net Position - December 31	\$ 1,689,453	\$ 1,771,265

4. Water Department Operations

A comparative analysis of the water department's income account for the years ended December 31, 2014 and 2013 follows:

	2014	2013
Operating Revenues		
General customers	\$ 261,659	\$ 251,497
Public fire protection	95,107	94,501
Miscellaneous	28,363	32,170
Total Operating Revenues	385,129	378,168
Operating Expenses		
Operation and maintenance	213,050	290,796
Depreciation	102,768	100,947
Taxes	7,051	7,176
Total Operating Expenses	322,869	398,919
Operating Income (Loss)	62,260	(20,751)
Nonoperating Revenues (Expenses)		
Interest income (estimated allocation)	4,057	4,558
Impact fees	56,720	57,946
Interest on long-term debt (estimated allocation)	(11,349)	(12,712)
Miscellaneous	2,198	63
Total Nonoperating Revenues (Expenses)	51,626	49,855
Net Income before Contributions	\$ 113,886	\$ 29,104

The Water Utility had an operating income of \$62,260 in 2014 compared to an operating loss of \$20,751 in 2013. The change was primarily due to the decrease in maintenance expenses due to the painting of the water standpipe in 2013. The utility generated a rate of return of 8.29%. The rate of return calculation is a formula established by the Public Service Commission (PSC) which regulates and sets the Water Utility rates. The rate of return authorized by the PSC is 5%.

5. Wastewater Department Operations

A comparative analysis of the wastewater treatment plant and wastewater collection activities for the year ended December 31, 2014 and 2013 follows:

Treatment Plant

	2014	2013
Operating Revenues		
General customers	\$ 402,848	\$ 382,317
Service to other systems	64,890	64,075
Other sewage service	74,304	76,750
Miscellaneous	2,256	2,264
Total Operating Revenues	544,298	525,406
Operating Expenses		
Operation and maintenance	406,722	395,455
Depreciation	261,846	261,846
Taxes	9,397	9,869
Total Operating Expenses	677,965	667,170
Operating Loss	(133,667)	(141,764)
Nonoperating Revenues (Expenses)		
Interest income (estimated allocation)	14,882	14,326
Impact fees	20,842	28,712
Interest on long-term debt (estimated allocation)	(24,925)	(27,541)
Miscellaneous	(297)	(1,727)
Gain on sale of land	-	175,455
Total Nonoperating Revenues (Expenses)	10,502	189,225
Net Income (Loss) before Contributions	\$ (123,165)	\$ 47,461

The above operating loss for the treatment plant resulted from not recovering sufficient revenues from customers to fund annual depreciation expense of \$261,846 from the Wastewater Treatment Plant. However, the utility is generating positive cash flows from operating activities as depreciation is not a current cash use and the principal payment on long-term debt for 2014 was \$138,600. See the cash flow statement on page 15 of the financial statements.

5. Wastewater Department Operations (Continued)**Collection System**

	2014	2013
Operating Revenues		
General customers	\$ 206,478	\$ 196,234
Service to other systems	1,621	2,094
Miscellaneous	4,002	5,091
Total Operating Revenues	212,101	203,419
Operating Expenses		
Operation and maintenance	105,930	103,689
Depreciation	67,290	66,745
Taxes	3,144	3,112
Total Operating Expenses	176,364	173,546
Operating Income	35,737	29,873
Nonoperating Revenues (Expenses) and Transfers		
Interest income (estimated allocation)	1,157	7,721
Connection fees	1,460	3,947
Impact fees	16,488	22,116
Interest on long-term debt (estimated allocation)	(11,935)	(13,436)
Miscellaneous	7,084	1,802
Total Nonoperating Revenues (Expenses)	14,254	22,150
Net Income before Contributions	\$ 49,991	\$ 52,023

6. Restricted Cash and Investments - Water and Wastewater Department

Detail of restricted cash and investments of the Water and Wastewater Utility on December 31, 2014 follows:

Fund Type	12/31/13 Balance	Used in 2014	2014 Interest Net of Fees	2014 Additions	12/31/14 Balance
Replacement Funds:					
Water System	\$ 167,059	\$ -	\$ 174	\$ 44,592	\$ 211,825
DNR WWTP	907,178	(44,229)	11,857	76,026	950,832
Collection System	101,331	-	87	6,064	107,482
Bay Shore Drive Relay	572,289	(572,636)	347	-	-
Total Replacement Funds	1,747,857	(616,865)	12,465	126,682	1,270,139
Impact Fees:					
Water Tower	203,711	-	1,843	45,728	251,282
Downtown Utilities - Water	21,310	(13,092)	14	-	8,232
Downtown Utilities - Sewer	32,293	(19,963)	21	-	12,351
Total Impact Fees	257,314	(33,055)	1,878	45,728	271,865
WWTP Land Sale	250,684	-	929	-	251,613
Total Utility Department Restricted Cash and Investments	\$ 2,255,855	\$ (649,920)	\$ 15,272	\$ 172,410	\$ 1,793,617

VILLAGE OF SISTER BAY, WISCONSIN
TAX INCREMENTAL FINANCING DISTRICT NO. 1
ANNUAL REPORT
For Year Ended December 31, 2014

Date Created: September 4, 2008

Latest Possible Termination Date: September 4, 2028

	Current Year	From Creation through 12/31/14	Cumulative Total
Expenditures			
Planning and Administration	\$ 74,410	\$ 207,505	\$ 281,915
Project costs paid by TID fund	912,649	3,649,400	4,562,049
Project costs paid by Capital Projects fund	30,000	295,729	325,729
Project costs paid by Utility fund	905,091	454,433	1,359,524
Interest on debt paid by Debt Service fund	145,976	357,139	503,115
Interest on debt paid by Marina fund	-	33,598	33,598
Interest on debt paid by TID fund	-	58,045	58,045
Total Expenditures	\$ 2,068,126	\$ 5,055,849	7,123,975
Revenues			
State aid - Stewardship Grant	\$ -	\$ 1,495,995	1,495,995
State aid - Exempt Computer Aid	655	4,153	4,808
Tax increments	3,654	-	3,654
Donations	435,000	60,000	495,000
Other revenues	45,586	34,112	79,698
Total Revenues	\$ 484,895	\$ 1,594,260	2,079,155
Net Unreimbursed Costs at December 31, 2014			<u>\$ 5,044,820</u>
Reconciliation to TID Fund Balance at December 31, 2014			
Outstanding Debt			\$ 3,796,250
Add:			
Principal of Debt paid by Debt Service Fund			81,250
Less:			
Net Unreimbursed Costs at December 31, 2014 (above)		\$ (5,044,820)	
Projects Costs paid by other funds		<u>2,221,966</u>	
Net Costs Charged to TID fund			<u>(2,822,854)</u>
TID Fund Balance at December 31, 2014			<u>\$ 1,054,646</u>

During our current audit we reviewed the financial transactions and current status of the Village's Tax Incremental District No. 1 (TID). We also assisted the Village in completing the statutorily required TID annual reports required to be sent to each overlying taxing district by May 1.

It is important to note that the Village is responsible for making sure that all eligible TID costs are identified to ensure that all costs of the TID can be recovered through future incremental tax revenue.

COMMENTS AND OBSERVATIONS**Marina Policies and Procedures for Seasonal Slip Rentals**

During our 2014 audit, we reviewed the procedures and controls for Marina collections and refunds. Marina revenues consist primarily of seasonal slip rentals, daily docking, commercial docking, and launch fees. The Marina currently has a refund policy for seasonal slip rentals which allow fees to be refunded at 75% if notification is received by March 15 and 50% if notification is received between May 1 and June 1. Fees will not be refunded after June 1. Dock slips may become available as a result of requested refunds. As part of our testing, we noted that the marina manager would set discounted rates for new slips from refunded rentals. Current procedures allow the discounted rates to be determined by the Marina Manager without any formal documentation or approval. Our review also disclosed that slips were not accounted for consistently as slip rentals were recorded at full price rentals, at amounts net of refunds, or at the manager approved discounted rates.

Accordingly, we recommend the Village approve additional policies and procedures in regard to revenues from seasonal slip rentals. In our opinion, the policies should consider the following:

- Review of Refund Policy - current policy does not address requested refunds between March 16 and April 30
- Consider Establishing Guidelines for Fee Reductions - for example, no reduction through May 30, 75% from June 1 to June 30, etc.
- Require that Fee Reductions Outside of Guidelines Need to be Approved by the Marina Committee
- Require that All Discounted Seasonal Slip Rentals be Reported to the Marina Committee
- Require that all Seasonal Slip Rentals be Accounted for at Amount Billed

Implementation of these procedures would assist in providing better controls over marina collections and more consistent recording of revenues, which would assist the Marina in monitoring budget to actual trends over periods of time.

APPENDIX



March 31, 2015

Schenck SC
2200 Riverside Drive
P.O. Box 23819
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of the Village of Sister Bay, (the "Village"), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2014, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of March 31, 2015, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 8, 2014, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. In regards to accounting estimates:
 - The measurement processes used by management in determining accounting estimates is appropriate and consistent.
 - The assumptions appropriately reflect management's intent and ability to carry out specific courses of action.
 - The disclosures related to accounting estimates are complete and appropriate.

Schenck SC
March 31, 2015
Page 2

- No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
- 4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 6. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 7. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 8. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 9. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Village's accounts.
- 10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 11. Guarantees, whether written or oral, under which the Village is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Village from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Village Board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:
 - a. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - i. Management,

- ii. Employees who have significant roles in internal control, or
 - iii. Others where the fraud could have a material effect on the financial statements.
- b. We have no knowledge of any allegations of fraud or suspected fraud affecting the Village's financial statements communicated by employees, former employees, regulators, or others.
15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
17. We have disclosed to you the identity of the Village's related parties and all the related party relationships and transactions of which we are aware.

Government - specific

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
19. We have a process to track the status of audit findings and recommendations.
20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
22. The Village has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred inflows/outflows of resources, or equity.
23. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
25. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
27. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant

agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

28. As part of your audit, you assisted with preparation of the financial statements and related notes, state financial report, and the Public Service Commission annual report. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, state financial report, and the Public Service Commission annual report.
29. In regard to the capital asset depreciation and reconciliation services performed by you, we have –
 - a. Assumed all management responsibilities.
 - b. Designated an individual (within senior management) with suitable skill, knowledge, or experience to oversee the services.
 - c. Evaluated the adequacy and results of the services performed.
 - d. Accepted responsibility for the results of the services.
30. The Village has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
31. The Village has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
32. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
33. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
34. The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
35. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
36. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
37. Provisions for uncollectible receivables have been properly identified and recorded.
38. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
39. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

40. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
41. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
42. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
43. Joint ventures, jointly governed organizations, and other related organizations have been properly disclosed in the financial statements.
44. We have appropriately disclosed the Village's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
45. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
46. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
47. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the Village's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
48. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
49. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
50. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
51. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility.

Schenck SC
March 31, 2015
Page 6

52. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed: 
Zeke Jackson, Village Administrator

Signed: 
Juliana Neuman, Finance Director

VILLAGE OF SISTER BAY, WISCONSIN
ANNUAL FINANCIAL REPORT
DECEMBER 31, 2014

VILLAGE OF SISTER BAY, WISCONSIN
December 31, 2014

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INDEPENDENT AUDITORS' REPORT

To the Village Board
Village of Sister Bay, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Sister Bay, Wisconsin ("the Village") as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village as of December 31, 2014, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters**Required Supplementary Information**

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village's basic financial statements. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and are not a required part of the financial statements.

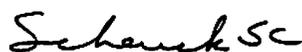
The supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Summarized Financial Information

We have previously audited the Village of Sister Bay's 2013 financial statements, and our report dated April 8, 2014, expressed unmodified opinions on those respective financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2013, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2015, on our consideration of the Village's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village's internal control over financial reporting and compliance.



Certified Public Accountants
Green Bay, Wisconsin
March 31, 2015

BASIC FINANCIAL STATEMENTS

VILLAGE OF SISTER BAY, WISCONSIN

Statement of Net Position

December 31, 2014

(With Summarized Financial Information as of December 31, 2013)

	Governmental Activities	Business-type Activities	Totals	
			2014	2013
ASSETS				
Cash and investments	\$ 4,214,539	\$ 854,629	\$ 5,069,168	\$ 4,363,632
Receivables				
Taxes	3,557,651	-	3,557,651	4,243,023
Accounts	24,596	271,522	296,118	268,602
Special assessments	-	203,690	203,690	203,690
Internal balances	740,658	(740,658)	-	-
Due from other governments	-	22,419	22,419	25,514
Inventories and prepaid items	22,993	37,042	60,035	50,453
Investment in joint venture	587,039	-	587,039	587,039
Restricted assets				
Cash and investments	-	1,793,617	1,793,617	2,255,855
Capital assets, nondepreciable				
Land	9,087,453	1,666,476	10,753,929	10,723,929
Construction in progress	952,448	1,505,070	2,457,518	1,045,644
Capital assets, depreciable				
Land improvements	2,043,284	3,643,865	5,687,149	5,683,610
Buildings	3,717,362	5,660,466	9,377,828	8,844,761
Machinery and equipment	368,886	1,752,775	2,121,661	2,111,071
Infrastructure	1,227,739	8,127,227	9,354,966	8,987,208
Less: Accumulated depreciation	(2,142,459)	(10,598,467)	(12,740,926)	(11,952,941)
TOTAL ASSETS	24,402,189	14,199,673	38,601,862	37,441,090
LIABILITIES				
Accounts payable	112,177	22,020	134,197	105,196
Accrued and other current liabilities	17,217	18,925	36,142	39,348
Deposits	2,780	18,100	20,880	52,621
Accrued interest payable	106,184	24,405	130,589	133,128
Due to other governments	3,024,439	-	3,024,439	3,286,197
Long-term obligations				
Due within one year	572,829	188,600	761,429	625,000
Due in more than one year	11,416,467	2,601,791	14,018,258	14,367,736
TOTAL LIABILITIES	15,252,093	2,873,841	18,125,934	18,609,226
DEFERRED INFLOWS OF RESOURCES				
Taxes	2,171,588	-	2,171,588	1,992,555
NET POSITION				
Net investment in capital assets	3,703,463	8,973,662	12,677,125	10,483,282
Restricted for				
Debt service	13,545	-	13,545	-
Restricted for plant replacement	-	1,270,141	1,270,141	1,747,858
Restricted for impact fee projects	-	271,865	271,865	257,314
Unrestricted	3,261,500	810,164	4,071,664	4,350,855
TOTAL NET POSITION	\$ 6,978,508	\$ 11,325,832	\$ 18,304,340	\$ 16,839,309

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Activities
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities:				
General government	\$ 598,899	\$ 82,219	\$ 14,717	\$ -
Administration	284,937	-	-	-
Parks and streets	727,638	4,405	72,856	-
Interest on debt	492,476	-	-	-
Total Governmental Activities	2,103,950	86,624	87,573	-
Business-type Activities:				
Water utility	519,385	385,231	-	251,025
Wastewater utility	706,022	757,859	-	62,948
Marina	479,931	533,865	-	-
Total Business-type Activities	1,705,338	1,676,955	-	313,973
Total	\$ 3,809,288	\$ 1,763,579	\$ 87,573	\$ 313,973

General revenues

Taxes

Property taxes, levied for general purposes

Property taxes, levied for debt service

Room tax

Federal and state grants and other contributions

not restricted to specific functions

Interest and investment earnings

Miscellaneous

Gain on sale of assets

Transfers

Total general revenues and transfers

Change in net position

Net position - January 1

Net position - December 31

The notes to the basic financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Governmental Activities	Business-type Activities	Totals	
		2014	2013
\$ (501,963)	\$ -	\$ (501,963)	\$ (529,173)
(284,937)	-	(284,937)	(283,747)
(650,377)	-	(650,377)	(682,599)
(492,476)	-	(492,476)	(506,902)
<u>(1,929,753)</u>	<u>-</u>	<u>(1,929,753)</u>	<u>(2,002,421)</u>
-	116,871	116,871	(159,951)
-	114,785	114,785	90,841
-	53,934	53,934	(24,396)
-	<u>285,590</u>	<u>285,590</u>	<u>(93,506)</u>
<u>(1,929,753)</u>	<u>285,590</u>	<u>(1,644,163)</u>	<u>(2,095,927)</u>
1,183,483	-	1,183,483	1,187,405
808,859	-	808,859	770,000
136,598	-	136,598	129,547
11,006	-	11,006	9,552
20,920	20,908	41,828	55,543
505,614	9,230	514,844	7,465
412,576	-	412,576	176,105
136,905	(136,905)	-	-
<u>3,215,961</u>	<u>(106,767)</u>	<u>3,109,194</u>	<u>2,335,617</u>
1,286,208	178,823	1,465,031	239,690
<u>5,692,300</u>	<u>11,147,009</u>	<u>16,839,309</u>	<u>16,599,619</u>
<u>\$ 6,978,508</u>	<u>\$ 11,325,832</u>	<u>\$ 18,304,340</u>	<u>\$ 16,839,309</u>

VILLAGE OF SISTER BAY, WISCONSIN

Balance Sheet

Governmental Funds

December 31, 2014

(With Summarized Financial Information as of December 31, 2013)

	General	Debt Service	Capital Projects	Tax Incremental District
ASSETS				
Cash and investments	\$ 2,462,943	\$ 6,410	\$ 1,403,197	\$ 326,394
Receivables				
Taxes	2,574,857	935,774	-	47,020
Accounts	17,461	7,135	-	-
Due from other funds	-	-	-	-
Advance to other funds	-	-	-	742,938
Due from other governments	-	-	-	-
Inventories and prepaid items	22,993	-	-	-
TOTAL ASSETS	\$ 5,078,254	\$ 949,319	\$ 1,403,197	\$ 1,116,352
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 94,293	\$ -	\$ 225	\$ 14,686
Accrued and other current liabilities	19,997	-	-	-
Due to other funds	2,280	-	-	-
Due to other governments	3,024,439	-	-	-
Total Liabilities	3,141,009	-	225	14,686
Deferred Inflows of Resources				
Taxes	1,188,794	935,774	-	47,020
Fund Balances				
Nonspendable				
Long-term advance to other funds	-	-	-	742,938
Inventories and prepaid items	22,993	-	-	-
Restricted for debt service	-	13,545	-	-
Restricted for tax incremental district (TID)	-	-	-	311,708
Committed for				
Future development	435,750	-	-	-
Capital improvements	-	-	1,402,972	-
Ice rink	-	-	-	-
Skate park	-	-	-	-
Assigned for				
Subsequent years' budget	46,522	-	-	-
Unassigned, reported in				
General fund	243,186	-	-	-
Debt service fund	-	-	-	-
Total Fund Balances	748,451	13,545	1,402,972	1,054,646
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 5,078,254	\$ 949,319	\$ 1,403,197	\$ 1,116,352

(Continued)

Other Governmental	Totals	
	2014	2013

\$ 15,595 \$ 4,214,539 \$ 3,252,867

- 3,557,651 4,243,023

- 24,596 26,460

- - 18,094

- 742,938 779,334

- - 5,101

- 22,993 16,708

\$ 15,595 \$ 8,562,717 \$ 8,341,587

\$ 2,973 \$ 112,177 \$ 83,419

- 19,997 57,461

- 2,280 34,316

- 3,024,439 3,286,197

2,973 3,158,893 3,461,393

- 2,171,588 1,992,555

- 742,938 779,334

- 22,993 16,708

- 13,545 -

- 311,708 377,476

- 435,750 -

- 1,402,972 1,318,486

9,818 9,818 13,524

2,804 2,804 2,717

- 46,522 148,714

- 243,186 243,341

- - (12,661)

12,622 3,232,236 2,887,639

\$ 15,595 \$ 8,562,717 \$ 8,341,587

VILLAGE OF SISTER BAY, WISCONSIN
Balance Sheet (Continued)
Governmental Funds
December 31, 2014
(With Summarized Financial Information as of December 31, 2013)

Total Governmental Funds	
2014	2013

Reconciliation to the Statement of Net Position

Total Fund Balances as shown above	\$ 3,232,236	\$ 2,887,639
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	15,254,713	14,357,316
Investment in joint venture related to governmental activities	587,039	587,039
Some liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Bonds and notes payable	(11,951,250)	(12,011,400)
Compensated absences	(38,046)	(20,249)
Accrued interest on long-term obligations	(106,184)	(108,045)
	<u> </u>	<u> </u>
Net Position of Governmental Activities as Reported on the Statement of Net Position (see page 3)	<u>\$ 6,978,508</u>	<u>\$ 5,692,300</u>

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	General	Debt Service	Capital Projects	Tax Incremental District
Revenues				
Taxes	\$ 1,179,968	\$ 945,457	\$ -	\$ 3,654
Intergovernmental	82,708	-	15,077	655
Licenses and permits	21,912	-	-	-
Fines, forfeits and penalties	490	-	-	-
Public charges for services	25,449	-	-	-
Miscellaneous	482,660	-	3,614	480,587
Total Revenues	<u>1,793,187</u>	<u>945,457</u>	<u>18,691</u>	<u>484,896</u>
Expenditures				
Current				
General government	518,811	-	-	-
Administration	196,180	-	-	-
Parks and streets	548,713	-	-	-
Conservation and development	-	-	-	-
Debt service				
Principal	-	460,150	-	-
Interest and fiscal charges	-	494,337	-	-
Capital outlay	-	-	220,669	987,060
Total Expenditures	<u>1,263,704</u>	<u>954,487</u>	<u>220,669</u>	<u>987,060</u>
Excess of Revenues Over (Under)				
Expenditures	<u>529,483</u>	<u>(9,030)</u>	<u>(201,978)</u>	<u>(502,164)</u>
Other Financing Sources (Uses)				
Long-term debt issued	-	-	-	400,000
Transfers in	161,905	35,236	346,700	-
Transfers out	(351,700)	-	(60,236)	-
Total Other Financing Sources (Uses)	<u>(189,795)</u>	<u>35,236</u>	<u>286,464</u>	<u>400,000</u>
Net Change in Fund Balances	339,688	26,206	84,486	(102,164)
Fund Balances (Deficit) - January 1	<u>408,763</u>	<u>(12,661)</u>	<u>1,318,486</u>	<u>1,156,810</u>
Fund Balances - December 31	<u>\$ 748,451</u>	<u>\$ 13,545</u>	<u>\$ 1,402,972</u>	<u>\$ 1,054,646</u>

(Continued)

Other Governmental	Totals	
	2014	2013
\$ -	\$ 2,129,079	\$ 2,087,464
-	98,440	83,946
-	21,912	28,947
-	490	565
13,712	39,161	38,026
1,855	968,716	60,734
<u>15,567</u>	<u>3,257,798</u>	<u>2,299,682</u>
-	518,811	445,720
-	196,180	264,857
24,186	572,899	573,357
-	-	19,032
-	460,150	374,350
-	494,337	508,152
-	1,207,729	270,353
<u>24,186</u>	<u>3,450,106</u>	<u>2,455,821</u>
<u>(8,619)</u>	<u>(192,308)</u>	<u>(156,139)</u>
-	400,000	-
5,000	548,841	504,184
-	(411,936)	(342,279)
<u>5,000</u>	<u>536,905</u>	<u>161,905</u>
(3,619)	344,597	5,766
<u>16,241</u>	<u>2,887,639</u>	<u>2,881,873</u>
<u>\$ 12,622</u>	<u>\$ 3,232,236</u>	<u>\$ 2,887,639</u>

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Revenues, Expenditures and Changes in Fund Balances (Continued)
Governmental Funds
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

Reconciliation to the Statement of Activities

	2014	2013
Net Change in Fund Balances as shown on previous page	\$ 344,597	\$ 5,766
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital assets reported as capital outlay in governmental fund statements	\$ 1,107,271	
Depreciation expense reported in the statement of activities	<u>(205,328)</u>	
Amount by which capital outlays are greater than depreciation in current period	901,943	12,041
In governmental funds the entire proceeds, if any, from the disposal of capital assets is reported as an other financing source. In the statement of activities only the gain (or loss) on the disposal is reported. The book value of capital assets disposed of during the year:		
	(4,546)	(14,707)
Certain employee benefits are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year. This year the accrual of these benefits decreased (increased) by:		
	(17,797)	868
Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned.		
	-	(88,175)
The amount of the debt is reported in the governmental funds as a source of financing. In the statement of net position, however, debt constitutes a long-term liability. The amount of debt reported in the governmental funds statement is:		
	(400,000)	-
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.		
The amount of repayment in the current year is:	460,150	374,350
Interest payments on outstanding debt are reported in the governmental funds as an expenditure when paid, in the statement of activities interest is reported as it accrues.		
	<u>1,861</u>	<u>1,250</u>
Change in Net Position of Governmental Activities as Reported in the Statement of Activities (see pages 4 - 5)	<u>\$ 1,286,208</u>	<u>\$ 291,393</u>

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
General Fund
For the Year Ended December 31, 2014

	Budgeted Amounts		Actual Amounts	Variance Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 1,183,713	\$ 1,183,713	\$ 1,179,968	\$ (3,745)
Intergovernmental	79,680	79,680	82,708	3,028
Licenses and permits	19,072	19,072	21,912	2,840
Fines, forfeits and penalties	750	750	490	(260)
Public charges for services	17,120	17,120	25,449	8,329
Miscellaneous	26,950	26,950	482,660	455,710
Total Revenues	1,327,285	1,327,285	1,793,187	465,902
Expenditures				
Current				
General government	490,121	490,121	518,811	(28,690)
Administration	260,949	209,621	196,180	13,441
Parks and streets	535,135	535,135	548,713	(13,578)
Total Expenditures	1,286,205	1,234,877	1,263,704	(28,827)
Excess of Revenues Over Expenditures	41,080	92,408	529,483	437,075
Other Financing Sources (Uses)				
Transfers in	161,905	161,905	161,905	-
Transfers out	(351,700)	(351,700)	(351,700)	-
Total Other Financing Sources (Uses)	(189,795)	(189,795)	(189,795)	-
Net Change in Fund Balance	(148,715)	(97,387)	339,688	437,075
Fund Balance - January 1	408,763	408,763	408,763	-
Fund Balance - December 31	\$ 260,048	\$ 311,376	\$ 748,451	\$ 437,075

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN

Statement of Net Position

Proprietary Fund Type - Enterprise Funds

December 31, 2014

(With Summarized Financial Information as of December 31, 2013)

	Utility	Marina	Totals	
			2014	2013
ASSETS				
Cash and investments	\$ 558,536	\$ 296,093	\$ 854,629	\$ 1,110,765
Receivables				
Accounts	268,245	3,277	271,522	242,142
Special assessments	203,690	-	203,690	203,690
Due from other funds	2,280	-	2,280	16,222
Due from other governments	22,419	-	22,419	20,413
Inventory	34,047	1,375	35,422	33,075
Prepaid items	-	1,620	1,620	670
Restricted cash and investments	1,793,617	-	1,793,617	2,255,855
Capital assets				
Land	93,720	1,572,756	1,666,476	1,666,476
Land improvements	-	3,643,865	3,643,865	3,643,865
Buildings	5,275,537	384,929	5,660,466	5,660,466
Machinery and equipment	1,718,295	34,480	1,752,775	1,752,775
Infrastructure	8,127,227	-	8,127,227	7,897,292
Construction work in progress	1,472,631	32,439	1,505,070	454,434
Less accumulated depreciation	(8,936,624)	(1,661,843)	(10,598,467)	(9,989,342)
Net capital assets	7,750,786	4,006,626	11,757,412	11,085,966
TOTAL ASSETS	10,633,620	4,308,991	14,942,611	14,968,798
LIABILITIES				
Accounts payable	12,981	9,039	22,020	21,777
Accrued and other current liabilities	18,925	-	18,925	16,408
Deposits	100	18,000	18,100	18,100
Accrued interest	3,594	20,811	24,405	25,083
Long-term advance due to other funds	-	742,938	742,938	779,334
Long-term obligations				
Due within one year	153,600	35,000	188,600	164,850
Due in more than one year	808,041	1,793,750	2,601,791	2,796,237
TOTAL LIABILITIES	997,241	2,619,538	3,616,779	3,821,789
NET POSITION				
Net investment in capital assets	6,795,786	2,177,876	8,973,662	8,137,366
Restricted for plant replacement	1,270,141	-	1,270,141	1,747,858
Restricted for impact fee projects	271,865	-	271,865	257,314
Unrestricted	1,298,587	(488,423)	810,164	1,004,471
TOTAL NET POSITION	\$ 9,636,379	\$ 1,689,453	\$ 11,325,832	\$ 11,147,009

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Fund Type - Enterprise Funds
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	Utility	Marina	Totals	
			2014	2013
Operating Revenues				
Charges for services				
Residential	\$ 479,866	\$ -	\$ 479,866	\$ 495,873
Commercial	283,279	-	283,279	296,367
Public authorities	24,919	-	24,919	20,983
Multi-Family	64,935	-	64,935	-
Public fire protection	95,107	-	95,107	94,501
Private fire protection	7,280	-	7,280	7,280
Unmetered sales	493	-	493	420
Sales for resale	10,396	-	10,396	9,244
Docking and launch charges	-	511,738	511,738	534,610
Marina services	-	228	228	389
Product and vending sales	-	2,739	2,739	3,189
Other operating revenues				
Forfeited discounts	2,646	-	2,646	2,468
Rental income	5,880	13,291	19,171	16,123
Services to other systems	69,879	-	69,879	70,498
Other sewage services	74,304	-	74,304	76,842
Marina fest	-	5,869	5,869	8,910
Other revenues	22,544	347	22,891	26,794
Total Operating Revenues	1,141,528	534,212	1,675,740	1,664,491
Operating Expenses				
Operation and maintenance	492,998	138,081	631,079	760,787
Administrative and general	232,704	40,031	272,735	292,417
Depreciation	431,904	202,311	634,215	643,743
Taxes	19,592	5,536	25,128	26,292
Total Operating Expenses	1,177,198	385,959	1,563,157	1,723,239
Operating Income (Loss)	(35,670)	148,253	112,583	(58,748)
Nonoperating Revenues (Expenses)				
Interest income	20,096	812	20,908	27,958
Connection fees	1,562	-	1,562	3,947
Impact fees	94,050	-	94,050	108,774
Interest on long-term debt	(48,209)	(93,972)	(142,181)	(151,822)
Gain on sale of land	-	-	-	175,455
Miscellaneous	8,883	-	8,883	138
Total Nonoperating Revenues (Expenses)	76,382	(93,160)	(16,778)	164,450
Net Income before Transfers and Contributions	40,712	55,093	95,805	105,702
Transfer in	-	25,000	25,000	-
Transfer out	-	(161,905)	(161,905)	(161,905)
Capital contributions	219,923	-	219,923	4,500
Change in Net Position	260,635	(81,812)	178,823	(51,703)
Net Position - January 1	9,375,744	1,771,265	11,147,009	11,198,712
Net Position - December 31	\$ 9,636,379	\$ 1,689,453	\$ 11,325,832	\$ 11,147,009

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN

Statement of Cash Flows

Proprietary Fund Type - Enterprise Fund

For the Year Ended December 31, 2014

(With Summarized Financial Information for the Year Ended December 31, 2013)

	Utility	Marina	Totals	
			2014	2013
Cash Flows from Operating Activities				
Cash received from user charges	\$ 1,100,951	\$ 530,935	\$ 1,631,886	\$ 1,599,171
Cash received from other governments	22,913	-	22,913	23,104
Cash payments to suppliers	(500,744)	(108,466)	(609,210)	(763,217)
Cash payments to employees	(255,625)	(70,490)	(326,115)	(312,523)
Net Cash Provided by Operating Activities	367,495	351,979	719,474	546,535
Cash Flows from Noncapital Financing Activities				
Changes in assets and liabilities				
Transfer for property tax equivalent	-	(161,905)	(161,905)	(161,905)
Due to other funds	13,942	-	13,942	1,635
Net Cash Provided (Used) by Noncapital Financing Activities	13,942	(161,905)	(147,963)	(160,270)
Cash Flows from Capital and Related Financing Activities				
Acquisition of capital assets	(1,053,299)	(32,439)	(1,085,738)	(360,829)
Sale of capital asset	-	-	-	175,455
Contributions from property owners	-	-	-	14,467
Contributions from capital projects fund for capital outlay	-	25,000	25,000	-
Impact fees received	94,050	-	94,050	108,774
Payments on long-term advances	-	(36,396)	(36,396)	(35,683)
Principal payments of long-term debt	(138,600)	(26,250)	(164,850)	(225,650)
Interest payments on long-term debt	(48,670)	(94,189)	(142,859)	(152,648)
Net Cash Used by Capital and Related Financing Activities	(1,146,519)	(164,274)	(1,310,793)	(476,114)
Cash Flows from Investing Activities				
Interest income	20,096	812	20,908	27,958
Net Change in Cash and Cash Equivalents	(744,986)	26,612	(718,374)	(61,891)
Cash and Cash Equivalents - January 1	3,097,139	269,481	3,366,620	3,428,511
Cash and Cash Equivalents - December 31	\$ 2,352,153	\$ 296,093	\$ 2,648,246	\$ 3,366,620
Reconciliation of Cash and Cash Equivalents to the Statement of Net Position				
Cash and investments	\$ 558,536	\$ 296,093	\$ 854,629	\$ 1,110,765
Restricted cash and investments	1,793,617	-	1,793,617	2,255,855
Total Cash and Cash Equivalents	\$ 2,352,153	\$ 296,093	\$ 2,648,246	\$ 3,366,620

(Continued)

VILLAGE OF SISTER BAY, WISCONSIN
Statement of Cash Flows (Continued)
Proprietary Fund Type - Enterprise Fund
 (With Summarized Financial Information for the Year Ended December 31, 2013)

	Utility	Marina	Totals	
			2014	2013
Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Operating income (loss)	\$ (35,670)	\$ 148,253	\$ 112,583	\$ (58,748)
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:				
Depreciation	431,904	202,311	634,215	643,743
Miscellaneous nonoperating revenues	10,445	-	10,445	4,085
Changes in assets and liabilities				
Accounts receivable	(26,103)	(3,277)	(29,380)	(19,915)
Due from other governments	(2,006)	-	(2,006)	2,121
Inventory	(1,813)	(534)	(2,347)	(1,575)
Prepaid expenses	-	(950)	(950)	1,515
Accounts payable	(5,933)	4,809	(1,124)	2,074
Accrued liabilities	2,525	1,367	3,892	740
Deposits	-	-	-	(28,507)
Compensated absences	(5,854)	-	(5,854)	1,002
Net Cash Provided by Operating Activities	\$ 367,495	\$ 351,979	\$ 719,474	\$ 546,535
Noncash Investing, Capital and Financing Activities				
Capital asset additions contributed by land owners	\$ 219,923	\$ -	\$ 219,923	\$ 4,500

The notes to the basic financial statements are an integral part of this statement.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Village of Sister Bay, Wisconsin ("the Village") have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Village are described below:

1. Reporting Entity

The Village of Sister Bay is a municipal corporation governed by an elected seven member board. In accordance with GAAP, the basic financial statements are required to include the Village (the primary government) and any separate component units that have a significant operational or financial relationship with the Village. The Village has not identified any component units that are required to be included in the basic financial statements in accordance with standards established by GASB Statement No. 61.

2. Joint Ventures

Sister Bay/Liberty Grove Joint Fire Department

The Village of Sister Bay and the Town of Liberty Grove formed a joint fire department in the 1930's to provide for services to its citizens. In accordance with an agreement, the costs of these services are shared by the Village and Town on a basis of 1/3 of the cost being paid by the Village and 2/3 of the cost being paid by the Town. These percentages are based on the approximate percentage of the assessed property value of the Village and the Town to the total assessed property of each entity combined. During 2014, the Village remitted \$110,683 to the joint fire department. The Village has an equity interest in the net position of the Sister Bay/Liberty Grove Joint Fire Department. At December 31, 2014 the Village's equity interest was \$587,039. Complete financial information for Sister Bay/Liberty Grove Fire Department can be obtained from the department office in Sister Bay.

Joint Public Library Facility

The Village of Sister Bay and the Town of Liberty Grove entered into an agreement on June 12, 2001 for the purpose of constructing and maintaining a building to be used as a joint public library facility. The construction costs and annual building operation and maintenance costs are to be financed 1/2 by the Village and 1/2 by the Town. The Sister Bay Liberty Grove Library Building Commission is governed by a six member board of commissioners composed of three members from Sister Bay and 3 members from Liberty Grove. During 2014, the Village remitted an operating appropriation of \$27,901 to the joint library facility. The Village accounts for its share of the operations in the general fund. The Village does not have an equity interest in the joint venture. Complete financial statements for the Sister Bay Liberty Grove Library Building Commission can be obtained from the Commission located in Sister Bay, Wisconsin.

The operation of the library is part of the Door County Consolidated Library System in accordance with an agreement with Door County.

3. Jointly Governed Organization

Door County Tourism Zone

The Village of Sister Bay is a participant with all other Door County municipalities in a joint venture to create the Door County Tourism Zone as prescribed under Wisconsin Statute 66.0615. The Tourism Zone is responsible for collecting a 5.5% room tax on the gross receipts from retail furnishing of rooms or lodgings over all of the member municipalities. The Tourism Zone pays 66% of the room tax collected to the Door County Visitor Bureau, 30% to the member municipalities and retains 4% for its operations. During 2014, the Village of Sister Bay received \$136,598 of room tax from the Tourism Zone. Complete financial information for the Door County Tourism Zone Commission can be obtained from their office in Sister Bay.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

4. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Village. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and proprietary funds. Governmental funds include general, special revenue, debt service and capital projects funds. Proprietary funds include enterprise funds. The Village has no internal service funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Village reports the following major governmental funds:

GENERAL FUND

This is the Village's main operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

DEBT SERVICE FUND

This fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds.

CAPITAL PROJECTS FUND

This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities.

TID Fund

The Tax Incremental District (TID) capital projects fund is used to account for financial resources used to acquire or construct capital assets in the Village's TID.

The Village reports the following major enterprise funds:

UTILITY FUND

This fund is used to account for the operations of the Village's water and wastewater utilities.

MARINA FUND

This fund is used to account for the operation of the marina operations.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Village considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the Village's enterprise funds and various other functions of the Village. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Village's enterprise funds are charges to customers for services. Operating expenses for enterprise funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, if appropriate, then unrestricted resources, as they are needed.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

6. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Net Position of Fund Balance

a. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

b. Accounts Receivable

Accounts receivable are recorded at gross amount with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

c. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the financial statements.

The amount reported on the statement of net position for internal balances represents the residual balance outstanding between the governmental and business-type activities.

d. Inventories

Inventories are recorded at cost, which approximates market, using the first-in, first-out method. Inventories consist of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are consumed rather than when purchased.

Inventories of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

e. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items.

Prepaid items of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Village as assets with an initial, individual cost of \$5,000 or higher and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. Infrastructure assets prior to January 1, 2004 have not been capitalized.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the Village are depreciated using the straight-line method over the following estimated useful lives:

Assets	Governmental	Business-type
	Activities	Activities
	Years	
Land improvements	20 - 50	10 - 85
Buildings	25 - 40	25 - 50
Machinery and equipment	3 - 10	3 - 10
Infrastructure	15 - 40	25 - 100

g. Compensated Absences

The Village has recorded liabilities for accrued employee vacations, sick leave and compensatory time. Under terms of employment, employees are granted vacations and sick leave in varying amounts. Employees are normally not allowed to accumulate unused vacation pay, but may be granted exceptions. Accrued sick leave is paid to employees with 20 years or more of service at 50% of their current pay rate when they leave employment.

h. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Village currently does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Village has one type of item that qualifies for reporting in this category, property taxes. This amount will be recognized as an inflow of resources in the subsequent year for which it was levied.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

i. Long-term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

j. Fund Equity

GOVERNMENTAL FUND FINANCIAL STATEMENTS

Fund balance of government funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable fund balance** - Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- **Restricted fund balance** - Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- **Committed fund balance** - Amounts that are constrained for specific purposes by action of the Village Board. These constraints can only be removed or changed by the Village Board using the same action that was used to create them.
- **Assigned fund balance** - Amounts that are constrained for specific purposes by action of Village management.
- **Unassigned fund balance** - Amounts that are available for any purpose. Unassigned amounts are only reported in the General Fund.

GOVERNMENT-WIDE AND PROPRIETARY FUND STATEMENTS

Equity is classified as net position and displayed in three components:

- **Net investment in capital assets** - Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- **Restricted net position** - Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- **Unrestricted net position** - Net position that is neither classified as restricted nor as net investment in capital assets.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

7. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

8. Summarized Comparative Information

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2013, from which the summarized information was derived.

9. Reclassifications

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

NOTE B - STEWARDSHIP AND COMPLIANCE

1. Budgets and Budgetary Accounting

The Village follows these procedures in establishing the budgetary data reflected in the basic financial statements:

- a. During November, Village management submits to the Village Board a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Village Board action.
- b. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the governmental funds. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
- c. During the year, formal budgetary integration is employed as a management control device for the governmental funds.
- d. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the Village. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Village Board.
- e. Encumbrance accounting is not used by the Village to record commitments related to unperformed contracts for goods or services.

The Village did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2014.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS

1. Cash and Investments

The Village maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed in the financial statements as "Cash and investments."

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Village's cash and investments totaled \$6,862,785 on December 31, 2014 as summarized below:

Petty cash funds	\$ 198
Deposits with financial institutions	4,644,234
Investments:	
Repurchase agreements	2,218,353
	<u>\$ 6,862,785</u>

Reconciliation to the basic financial statements:

Government-wide Statement of Net Position	
Cash and investments	\$ 5,069,168
Restricted cash and investments	1,793,617
	<u>\$ 6,862,785</u>

Deposits and investments of the Village are subject to various risks. Presented below is a discussion of the Village's deposits and investments and the related risks.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Village does not have an additional custodial credit risk policy.

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available.

As of December 31, 2014, none of the Village's deposits with financial institutions were in excess of federal and state depository insurance limits.

On December 31, 2014, the Village held repurchase agreement investments of \$2,218,353 of which the underlying securities are held by a third party in the Village's name.

The Village does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The maturity of the repurchase agreement investments are less than 12 months. The Village does not have a formal interest rate risk policy.

2. Property Taxes

Property taxes consist of taxes on real estate and personal property. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the Village.

The Village bills its own property taxes and also levies taxes for the Gibraltar School District, Door County, Northeast Wisconsin Technical College, and the State of Wisconsin. The Village contracts with the Door County Treasurer to collect taxes.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

3. Restricted Assets

Restricted assets on December 31, 2014 totaled \$1,793,617 and consisted of cash and investments held for the following purposes:

Enterprise Fund

Water Department	
Plant replacement	\$ 211,825
Wastewater Department	
Plant replacement	950,832
Collection system replacement	107,482
Impact fee collections	271,865
Land sale proceeds	251,613
Total Restricted Assets	<u>\$ 1,793,617</u>

4. Capital Assets

Capital asset activity for the year ended December 31, 2014 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 9,057,453	\$ 30,000	\$ -	\$ 9,087,453
Construction in progress	591,210	408,206	46,968	952,448
Total capital assets, not being depreciated	9,648,663	438,206	46,968	10,039,901
Capital assets, being depreciated:				
Land improvements	2,045,836	-	2,552	2,043,284
Buildings	3,184,295	551,410	18,343	3,717,362
Machinery and equipment	352,205	26,800	10,119	368,886
Infrastructure	1,089,916	137,823	-	1,227,739
Subtotals	6,672,252	716,033	31,014	7,357,271
Less accumulated depreciation for:				
Land improvements	502,295	63,656	2,297	563,654
Buildings	873,900	70,851	15,200	929,551
Machinery and equipment	183,184	17,600	8,971	191,813
Infrastructure	404,220	53,221	-	457,441
Subtotals	1,963,599	205,328	26,468	2,142,459
Total capital assets, being depreciated, net	4,708,653	510,705	4,546	5,214,812
Governmental activities capital assets, net	<u>\$ 14,357,316</u>	<u>\$ 948,911</u>	<u>\$ 51,514</u>	15,254,713
Less related long-term debt outstanding				<u>11,551,250</u>
Net investment in capital assets				<u>\$ 3,703,463</u>

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type activities:				
Capital assets, not being depreciated:				
Land	\$ 1,666,476	\$ -	\$ -	\$ 1,666,476
Construction in progress	454,434	1,050,636	-	1,505,070
Total capital assets, not being depreciated	2,120,910	1,050,636	-	3,171,546
Capital assets, being depreciated:				
Land improvements	3,643,865	-	-	3,643,865
Buildings	5,660,466	-	-	5,660,466
Machinery and equipment	1,752,775	-	-	1,752,775
Infrastructure	7,897,292	255,025	25,090	8,127,227
Subtotals	18,954,398	255,025	25,090	19,184,333
Less accumulated depreciation for:				
Land improvements	1,376,617	183,018	-	1,559,635
Buildings	1,592,015	194,409	-	1,786,424
Machinery and equipment	1,288,420	104,990	25,090	1,368,320
Infrastructure	5,732,290	151,798	-	5,884,088
Subtotals	9,989,342	634,215	25,090	10,598,467
Total capital assets, being depreciated, net	8,965,056	(379,190)	-	8,585,866
Business-type activities capital assets, net	\$ 11,085,966	\$ 671,446	\$ -	11,757,412
Less related long-term debt outstanding				2,783,750
Net investment in capital assets				\$ 8,973,662
Depreciation expense was charged to functions of the Village as follows:				
Governmental activities				
General government				\$ 77,056
Parks and streets				128,272
Total depreciation expense - governmental activities				\$ 205,328
Business-type activities				
Marina				\$ 202,311
Water utility				106,576
Wastewater utility				325,328
Total depreciation expense - business-type activities				\$ 634,215

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

5. Interfund Receivable, Payables, and Transfers

Interfund receivables and payables between individual funds of the Village, as reported in the fund financial statements, as of December 31, 2014 are detailed below:

	Interfund Receivables	Interfund Payables
Operating Accounts Between Funds		
General Fund	\$ -	\$ 2,280
Utility Enterprise Fund	2,280	-
Long-term Advance		
TID Fund	742,938	-
Marina Enterprise Fund	-	742,938
Totals	\$ 745,218	\$ 745,218

In 2011, \$850,000 was advanced to the Marina enterprise fund from the TID fund. A balance of \$742,938 was outstanding on December 31, 2014. The advance is presently scheduled to be repaid over 20 years ending in 2031.

Interfund transfers for the year ended December 31, 2014 were as follows:

Transfer In	Transfer Out	Purpose	Amount
Governmental Funds			
General	Marina	Payment in lieu of tax	\$ 161,905
Capital Projects	General	Capital outlay	346,700
Ice Rink	General	Operations	5,000
Debt Service	Capital projects	Retirement of debt	35,236
Total Governmental Funds			\$ 548,841
Business-type Funds			
Marina	Capital projects	Capital outlay	\$ 25,000
Government fund transfers in			\$ 548,841
Government fund transfers out			(25,000)
Less: Fund eliminations			(386,936)
Total Transfers - Government-wide			\$ 136,905
Statement of Activities			\$ 136,905

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

6. Long-term Obligations

The following is a summary of changes in long-term obligations of the Village for the year ended December 31, 2014:

	Outstanding 1/1/14	Issued	Retired	Outstanding 12/31/14	Due Within One Year
Governmental activities:					
General Obligation Debt					
Notes	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 36,429
Refunding bonds	12,011,400	-	460,150	11,551,250	536,400
Total General Obligation Debt	12,011,400	400,000	460,150	11,951,250	572,829
Compensated absences	20,249	17,797	-	38,046	-
Governmental activities					
Long-term obligations	<u>\$ 12,031,649</u>	<u>\$ 417,797</u>	<u>\$ 460,150</u>	<u>\$ 11,989,296</u>	<u>\$ 572,829</u>
Business-type activities:					
General Obligation Debt					
Refunding bonds	\$ 2,948,600	\$ -	\$ 164,850	\$ 2,783,750	\$ 188,600
Compensated absences	12,487	-	5,846	6,641	-
Business-type activities					
Long-term obligations	<u>\$ 2,961,087</u>	<u>\$ -</u>	<u>\$ 170,696</u>	<u>\$ 2,790,391</u>	<u>\$ 188,600</u>

Total interest paid during the year on long-term debt totaled 621,612.

General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

Notes

\$400,000 issued 11/7/14; \$36,429 to \$43,189 due annually through 2024;
interest 2.09% \$ 400,000

Refunding Bonds

\$6,830,000 issued 4/15/05 for various village projects; \$500,000 to \$625,000 due
annually through 2019; interest 4.0% to 4.75% 2,810,000

\$5,350,000 issued 4/26/11; \$100,000 to \$500,000 due annually through 2031;
interest 3.0% to 5.0% 5,225,000

\$6,500,000 issued 5/24/11; \$125,000 to \$600,000 due annually through 2031;
interest 2.5% to 5.0% 6,300,000

Total Outstanding General Obligation Debt \$ 14,735,000

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

Annual principal and interest maturities of the outstanding general obligation debt of \$14,735,000 on December 31, 2014 are detailed below:

Year Ended December 31	Governmental Activities		Business-type Activities		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2015	\$ 572,829	\$ 486,094	\$ 188,600	\$ 120,893	\$ 761,429	\$ 606,987
2016	636,895	465,774	210,300	113,447	847,195	579,221
2017	697,226	442,987	240,750	105,177	937,976	548,164
2018	757,574	415,957	256,200	94,189	1,013,774	510,146
2019	719,189	385,024	295,400	82,370	1,014,589	467,394
2020-2024	2,910,037	1,580,938	525,000	304,976	3,435,037	1,885,914
2025-2029	3,832,500	889,198	717,500	170,630	4,550,000	1,059,828
2030-2031	1,825,000	91,875	350,000	17,499	2,175,000	109,374
	<u>\$ 11,951,250</u>	<u>\$ 4,757,847</u>	<u>\$ 2,783,750</u>	<u>\$ 1,009,181</u>	<u>\$ 14,735,000</u>	<u>\$ 5,767,028</u>

Legal Margin for New Debt

The Village's legal margin for creation of additional general obligation debt on December 31, 2014 was \$5,133,115 as follows:

Equalized valuation of the Village	\$ 397,091,400
Statutory limitation percentage	<u>(x) 5%</u>
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes	19,854,570
Outstanding general obligation debt applicable to debt limitation	\$ 14,735,000
Less: Amounts available for financing general obligation debt	
Debt service fund	<u>13,545</u>
Net outstanding general obligation debt applicable to debt limitation	<u>14,721,455</u>
Legal Margin for New Debt	<u><u>\$ 5,133,115</u></u>

7. Minimum Fund Balance Policy

The Village Board has adopted a policy that fund balance in the amount of 25% of the subsequent year budgeted general fund expenditures be maintained for cash flow and working capital purposes. The minimum fund balance amount is calculated as follows:

Budgeted 2015 General Fund Expenditures	\$ 1,549,144
Minimum Fund Balance %	<u>x 25%</u>
Minimum Fund Balance Amount	<u><u>\$ 387,286</u></u>

The Village's unassigned general fund balance of \$243,186 is less than the minimum fund balance amount.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE D - OTHER INFORMATION

1. Retirement Commitments

All eligible Village employees participate in the Wisconsin Retirement System (WRS), a cost-sharing, multiple-employer, defined benefit, public employee retirement system. All employees initially employed by a participating WRS employer prior to July 1, 2011, expected to work at least 600 hours a year (440 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire, are eligible to participate in the WRS. All employees initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS. Employees hired to work nine or ten months per year, (e.g. teachers contracts), but expected to return year after year are considered to have met the one-year requirement.

Effective the first day of the first pay period on or after June 29, 2011, the employee required contribution was changed to one-half of the actuarially determined contribution rate for employees in the General category, including Teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

Contribution rates for 2014 are as follows:

	<u>Employee</u>	<u>Employer</u>
General (including Teachers)	7.00%	7.00%
Executives & Elected Officials	7.75%	7.75%
Protective with Social Security	7.00%	10.10%
Protective without Social Security	7.00%	13.70%

The payroll for Village employees covered by the WRS for the year ended December 31, 2014 was \$473,508; the employer's total payroll was \$700,408. The total required contribution for the year ended December 31, 2014 was \$66,292, which consisted of \$33,146 or 7.00% of covered payroll from the employer, and \$33,146, or 7.00% of covered payroll from employees. Total contributions for the years ended December 31, 2013 and 2012 were \$53,172 and \$44,532, respectively, equal to the required contributions for each year.

Employees who retire at or after age 65 (62 for elected officials and 54 for protective occupation employees with less than 25 years of service, 53 for protective occupation employees with more than 25 years of service) are entitled to receive a retirement benefit. Employees may retire at age 55 (50 for protective occupation employees) and receive actuarially reduced benefits. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor. A final average earnings is the average of the employee's three highest year's earnings. Employees terminating covered employment and submitting application before becoming eligible for a retirement benefit may withdraw their contributions and, by doing so, forfeit all rights to any subsequent benefit. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998 and prior to July 1, 2011 are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011 must have five years of creditable service to be vested.

The WRS also provides death and disability benefits for employees. Eligibility and the amount of all benefits are determined under Chapter 40 of Wisconsin Statutes.

The WRS issues an annual financial report that may be obtained by writing to the Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE D - OTHER INFORMATION (Continued)

2. Tax Incremental Districts

The Village currently maintains a separate capital project fund for a Tax Incremental District (TID) created in 2008 in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the District was created, the property tax base within the District was "frozen" and increment taxes resulting from increases to the property tax base will be used to finance District improvements, including principal and interest on general obligation debt issued by the Village to finance such improvements. All eligible project expenditures for TID No. 1 must be completed by 2023. TID No. 1 is accounted for as a capital projects fund since it is still eligible to incur project costs.

Since creation of the above District, the Village has provided various financing sources to the TID and has also recorded eligible TID project costs in other funds of the Village. The foregoing amounts are not recorded as liabilities in the TID capital project funds but can be recovered by the Village from any future excess tax increment revenues. Detail of the amounts recoverable by the Village as of December 31, 2014 from future excess tax increment revenues follows:

	TID No. 1
Net Unreimbursed Project Costs	<u>\$ 5,044,820</u>

The intent of the Village is to recover the above amounts from future TID surplus funds, if any, prior to termination of the District. The District has a maximum termination year of 2028, but may be closed earlier if all project costs are recovered.

3. Risk Management

The Village is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The Village completes an annual review of its insurance coverage to ensure adequate coverage.

4. Property Tax Levy Limit

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2014 and 2015 budget years, Wisconsin statutes limit the increase in the maximum allowable tax levy to the percentage change in the Village's January 1 equalized value as a result of net new construction. The actual limit for the Village for the 2014 budget was .73%. The actual limit for the Village for the 2015 budget was 1.21%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

5. Contingencies

From time to time, the Village is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and legal counsel that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Village's financial position or results of operations.

VILLAGE OF SISTER BAY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2014

NOTE D - OTHER INFORMATION (Continued)

6. Upcoming Accounting Pronouncements

In June 2012, the GASB issued GASB Statement No. 68, Accounting and Financial Reporting for Pensions. Statement No. 68 requires governments providing defined benefit pensions to recognize their unfunded pension benefit obligation as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. This net pension liability that will be recorded on the government-wide and proprietary statements will be computed differently than the current unfunded actuarial accrued liability, using specific parameters set forth by the GASB. The Statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). The Village is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this Statement are effective for financial statements for the year ending December 31, 2015.

SUPPLEMENTARY INFORMATION

VILLAGE OF SISTER BAY, WISCONSIN

Combining Balance Sheet

Nonmajor Governmental Funds

December 31, 2014

(With Summarized Financial Information for the Year Ended December 31, 2013)

	Ice Rink	Skate Park	Total Governmental Funds	
			2014	2013
ASSETS				
Cash and investments	\$ 12,791	\$ 2,804	\$ 15,595	\$ 16,972
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 2,973	\$ -	\$ 2,973	\$ 731
Fund Balances				
Committed for				
Ice rink	9,818	-	9,818	13,524
Skate park	-	2,804	2,804	2,717
Total Fund Balances	9,818	2,804	12,622	16,241
TOTAL LIABILITIES AND FUND BALANCES	\$ 12,791	\$ 2,804	\$ 15,595	\$ 16,972

VILLAGE OF SISTER BAY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	Ice Rink	Skate Park	Total Governmental Funds	
			2014	2013
Revenues				
Public charges for services	\$ 13,625	\$ 87	\$ 13,712	\$ 16,119
Miscellaneous	1,855	-	1,855	1,567
Total Revenues	15,480	87	15,567	17,686
Expenditures				
Current				
Parks and streets	24,186	-	24,186	24,111
Excess of Revenues Over (Under) Expenditures	(8,706)	87	(8,619)	(6,425)
Other Financing Sources				
Transfers in	5,000	-	5,000	5,000
Net Change in Fund Balances	(3,706)	87	(3,619)	(1,425)
Fund Balances - January 1	13,524	2,717	16,241	17,666
Fund Balances - December 31	\$ 9,818	\$ 2,804	\$ 12,622	\$ 16,241

VILLAGE OF SISTER BAY, WISCONSIN
General Fund
Detailed Comparison of Budgeted and Actual Revenues
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	Budget		Actual	Variance with Final Budget Positive (Negative)	Actual 2013
	Original	Final			
Taxes					
General property	\$ 1,183,483	\$ 1,183,483	\$ 1,179,829	\$ (3,654)	\$ 1,007,405
Managed forestland taxes	30	30	34	4	27
Interest and penalties on taxes	200	200	105	(95)	485
Total Taxes	1,183,713	1,183,713	1,179,968	(3,745)	1,007,917
Intergovernmental					
State					
Fire insurance	13,500	13,500	14,717	1,217	13,194
Transportation	52,437	52,437	52,437	-	58,263
Shared taxes	9,036	9,036	9,036	-	9,036
Exempt computer aid	1,207	1,207	1,172	(35)	-
Forest cropland	-	-	4	4	4
County recycling rebates	3,500	3,500	5,342	1,842	3,449
Total Intergovernmental	79,680	79,680	82,708	3,028	83,946
Licenses and Permits					
Liquor	8,000	8,000	8,350	350	8,433
Operators	700	700	800	100	800
Soda	120	120	130	10	120
Cigarette	40	40	50	10	50
Dog	12	12	38	26	13
Zoning	1,000	1,000	1,175	175	1,125
Building permits	8,000	8,000	10,434	2,434	16,296
Other permits	1,200	1,200	935	(265)	2,110
Total Licenses and Permits	19,072	19,072	21,912	2,840	28,947
Fines, Forfeits and Penalties					
Parking tickets	750	750	490	(260)	565
Public Charges for Services					
Publication fees	420	420	420	-	440
Plan commission fees	800	800	500	(300)	900
Snow plowing and sanding fees	1,400	1,400	1,471	71	1,314
Services to other governments	10,500	10,500	13,390	2,890	11,638
Festivals and event fees	500	500	4,772	4,272	531
Miscellaneous fees	3,500	3,500	4,896	1,396	7,084
Total Public Charges for Services	17,120	17,120	25,449	8,329	21,907
Miscellaneous					
Rental income	24,500	24,500	25,061	561	25,329
Interest on investments	2,000	2,000	1,699	(301)	1,695
Donations	-	-	-	-	125
Sale of Village property	-	-	455,650	455,650	650
Miscellaneous	450	450	250	(200)	481
Total Miscellaneous	26,950	26,950	482,660	455,710	28,280
Total Revenues	\$ 1,327,285	\$ 1,327,285	\$ 1,793,187	\$ 465,902	\$ 1,171,562

VILLAGE OF SISTER BAY, WISCONSIN

General Fund

Detailed Comparison of Budgeted and Actual Expenditures

For the Year Ended December 31, 2014

(With Summarized Financial Information for the Year Ended December 31, 2013)

	Budget		Actual	Variance with Final Budget Positive (Negative)	Actual 2013
	Original	Final			
General Government					
Direct employee costs	\$ 37,369	\$ 37,369	\$ 32,092	\$ 5,277	\$ 36,537
Indirect employee costs	1,800	1,800	1,766	34	1,848
Utility costs	95,538	95,538	111,708	(16,170)	95,841
Supplies	2,430	2,430	2,532	(102)	2,347
Other services	104,950	104,950	144,261	(39,311)	89,644
Maintenance	31,000	31,000	22,712	8,288	21,569
Fire services support	110,683	110,683	110,683	-	101,785
Sister Bay advance support	50,000	50,000	50,000	-	50,000
Library support	27,901	27,901	27,901	-	26,166
Other support	16,300	16,300	10,939	5,361	13,203
Miscellaneous/Contingency	12,150	12,150	4,217	7,933	6,780
Total General Government	490,121	490,121	518,811	(28,690)	445,720
Administration					
Direct employee costs	214,124	162,796	151,313	11,483	197,512
Indirect employee costs	5,950	5,950	6,832	(882)	10,030
Utility costs	4,925	4,925	5,073	(148)	5,063
Supplies	15,050	15,050	13,033	2,017	13,765
Other services	20,500	20,500	19,469	1,031	38,087
Maintenance	400	400	460	(60)	400
Total Administration	260,949	209,621	196,180	13,441	264,857
Parks and Streets					
Direct employee costs	228,228	228,228	231,197	(2,969)	222,321
Indirect employee costs	1,475	1,475	648	827	1,008
Utility costs	61,520	61,520	60,877	643	60,945
Supplies	7,975	7,975	8,695	(720)	7,504
Other services	149,600	149,600	149,128	472	152,881
Maintenance	61,337	61,337	74,884	(13,547)	57,667
Vehicles	25,000	25,000	23,284	1,716	24,420
Other	-	-	-	-	22,500
Total Parks and Streets	535,135	535,135	548,713	(13,578)	549,246
Total Expenditures	\$ 1,286,205	\$ 1,234,877	\$ 1,263,704	\$ (28,827)	\$ 1,259,823

VILLAGE OF SISTER BAY, WISCONSIN

Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual

For the Year Ended December 31, 2014

(With Summarized Financial Information for the Year Ended December 31, 2013)

	Budget		Actual	Variance with Final Budget Positive (Negative)	Actual 2013
	Original	Final			
Revenues					
Taxes					
General property	\$ 808,859	\$ 808,859	\$ 808,859	\$ -	\$ 770,000
Room taxes	127,600	127,600	136,598	8,998	129,547
Total Taxes	<u>936,459</u>	<u>936,459</u>	<u>945,457</u>	<u>8,998</u>	<u>899,547</u>
Expenditures					
Debt Service					
Principal	460,150	460,150	460,150	-	374,350
Interest and fiscal charges	494,337	494,337	494,337	-	508,152
Total Expenditures	<u>954,487</u>	<u>954,487</u>	<u>954,487</u>	<u>-</u>	<u>882,502</u>
Excess of Revenues Over (Under)					
Expenditures	<u>(18,028)</u>	<u>(18,028)</u>	<u>(9,030)</u>	<u>8,998</u>	<u>17,045</u>
Other Financing Sources					
Transfers in	<u>35,236</u>	<u>35,236</u>	<u>35,236</u>	<u>-</u>	<u>138,579</u>
Net Change in Fund Balance	<u>17,208</u>	<u>17,208</u>	<u>26,206</u>	<u>8,998</u>	<u>155,624</u>
Fund Balance (Deficit) - January 1	<u>-</u>	<u>-</u>	<u>(12,661)</u>	<u>(12,661)</u>	<u>(168,285)</u>
Fund Balance (Deficit) - December 31	<u>\$ 17,208</u>	<u>\$ 17,208</u>	<u>\$ 13,545</u>	<u>\$ (3,663)</u>	<u>\$ (12,661)</u>

VILLAGE OF SISTER BAY, WISCONSIN
Schedule of Water Department Operating Revenues and Expenses
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	2014	2013
Operating Revenues		
Sales of water		
Residential sales	\$ 137,178	\$ 142,752
Commercial sales	79,768	82,536
Multi-family	15,925	-
Public authorities	10,802	9,384
Public fire protection	95,107	94,501
Private fire protection	7,280	7,280
Unmetered sales	310	301
Sales for resale	10,396	9,244
Total Sales of Water	<u>356,766</u>	<u>345,998</u>
Other operating		
Forfeited discounts	877	829
Rent	4,800	4,800
Services to other systems	5,195	6,536
Other water revenues	17,491	20,005
Total Other Operating	<u>28,363</u>	<u>32,170</u>
Total Operating Revenues	<u>385,129</u>	<u>378,168</u>
Operating Expenses		
Operation and maintenance		
Supervision and labor	74,230	71,440
Power purchased for pumping	24,362	22,231
Chemicals	839	2,781
Operating supplies and expenses	6,671	3,024
Repairs of water plant	24,917	93,641
Transportation expense	3,689	4,263
Total Operation and Maintenance	<u>134,708</u>	<u>197,380</u>
General and administrative		
Administrative and general salaries	18,443	17,924
Office supplies and expenses	7,709	7,985
Outside services employed	13,554	26,835
Insurance expense	2,979	3,962
Employee pensions and benefits	30,760	33,255
Miscellaneous general expenses	4,897	3,455
Total General and Administrative	<u>78,342</u>	<u>93,416</u>
Depreciation	102,768	100,947
Taxes	<u>7,051</u>	<u>7,176</u>
Total Operating Expenses	<u>322,869</u>	<u>398,919</u>
Operating Income (Loss)	<u>\$ 62,260</u>	<u>\$ (20,751)</u>

VILLAGE OF SISTER BAY, WISCONSIN
Schedule of Wastewater Treatment Plant Operating Revenues and Expenses
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	2014	2013
Operating Revenues		
Sewage service		
Residential	\$ 222,806	\$ 227,438
Commercial	137,435	147,303
Multi-family	33,153	-
Service to public authorities	9,454	7,576
Total Sewage Service	402,848	382,317
Other operating		
Forfeited discounts	1,176	1,136
Rent	1,080	1,080
Services to other systems	64,684	63,962
Other sewage service	74,304	76,750
Miscellaneous	206	161
Total Other Operating	141,450	143,089
Total Operating Revenues	544,298	525,406
Operating Expenses		
Operation and maintenance		
Supervision and labor	100,020	109,239
Power purchased for pumping	69,013	60,421
Chemicals	10,668	16,084
Operating supplies and expenses	16,187	9,374
Maintenance of treatment and disposal equipment	56,550	40,439
Maintenance of general plant structures and equipment	2,344	12,539
Transportation expense	5,800	6,230
Sludge expense	28,832	26,037
Total Operation and Maintenance	289,414	280,363
General and administrative		
Administrative and general salaries	25,905	21,865
Office supplies and expenses	10,563	10,628
Outside services employed	18,001	20,560
Insurance expense	7,723	9,816
Employee pensions and benefits	49,812	47,255
Miscellaneous general expenses	5,304	4,968
Total General and Administrative	117,308	115,092
Depreciation	261,846	261,846
Taxes - FICA	9,397	9,869
Total Operating Expenses	677,965	667,170
Operating Loss	\$ (133,667)	\$ (141,764)

VILLAGE OF SISTER BAY, WISCONSIN
Schedule of Wastewater Collection System Operating Revenues and Expenses
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	2014	2013
Operating Revenues		
Sewage service		
Residential	\$ 119,882	\$ 125,683
Commercial	66,076	66,528
Multi-family	15,857	-
Service to public authorities	4,663	4,023
Total Sewage Service	<u>206,478</u>	<u>196,234</u>
Other operating		
Forfeited discounts	593	503
Other sewage service	-	92
Miscellaneous	5,030	6,590
Total Other Operating	<u>5,623</u>	<u>7,185</u>
Total Operating Revenues	<u>212,101</u>	<u>203,419</u>
Operating Expenses		
Operation and maintenance		
Supervision and labor	28,485	27,340
Power purchased for pumping	4,496	3,941
Chemicals	4,789	3,559
Operating supplies and expenses	2,844	3,290
Maintenance of collection system	25,918	25,057
Transportation expense	1,643	1,925
Total Operation and Maintenance	<u>68,175</u>	<u>65,112</u>
General and administrative		
Administrative and general salaries	7,483	9,568
Office supplies and expenses	1,789	1,833
Outside services employed	6,561	7,357
Insurance expense	2,944	3,347
Employee pensions and benefits	18,045	15,778
Miscellaneous general expenses	933	694
Total General and Administrative	<u>37,755</u>	<u>38,577</u>
Depreciation	67,290	66,745
Taxes - FICA	<u>3,144</u>	<u>3,112</u>
Total Operating Expenses	<u>176,364</u>	<u>173,546</u>
Operating Income	<u>\$ 35,737</u>	<u>\$ 29,873</u>

VILLAGE OF SISTER BAY, WISCONSIN
Schedule of Marina Operating Revenues and Expenses
For the Year Ended December 31, 2014
(With Summarized Financial Information for the Year Ended December 31, 2013)

	2014	2013
Operating Revenues		
Marina service		
Docking and launch charges	\$ 511,738	\$ 534,610
Marina services	228	389
Product and vending sales	2,739	3,189
Total Marina Service	<u>514,705</u>	<u>538,188</u>
Other operating		
Building rent	13,291	10,243
Marina festival	5,869	8,910
Other	347	157
Total Other Operating	<u>19,507</u>	<u>19,310</u>
Total Operating Revenues	<u>534,212</u>	<u>557,498</u>
Operating Expenses		
Operation and maintenance		
Supervision and labor	57,184	58,530
Operating supplies and expenses	40,564	40,996
Maintenance	23,823	97,963
Marina festival costs	16,510	18,820
Total Operation and Maintenance	<u>138,081</u>	<u>216,309</u>
General and administrative		
Administrative and general salaries	9,137	8,975
Office supplies and expenses	5,708	5,074
Outside services employed	5,144	5,181
Insurance expense	5,769	7,483
Employee pensions and benefits	7,456	12,589
Miscellaneous general expenses	6,817	7,653
Total General and Administrative	<u>40,031</u>	<u>46,955</u>
Depreciation	202,311	214,205
Taxes - FICA	<u>5,536</u>	<u>6,135</u>
Total Operating Expenses	<u>385,959</u>	<u>483,604</u>
Operating Income	<u>\$ 148,253</u>	<u>\$ 73,894</u>

**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR BASIC FINANCIAL STATEMENTS**



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Village Board
Village of Sister Bay, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Sister Bay, Wisconsin, as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Village of Sister Bay's basic financial statements, and have issued our report thereon dated March 31, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Village of Sister Bay, Wisconsin's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Sister Bay, Wisconsin's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Sister Bay, Wisconsin's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2014-001 that we consider to be a significant deficiency.

Compliance and Other Matters

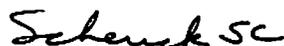
As part of obtaining reasonable assurance about whether the Village of Sister Bay, Wisconsin's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Village of Sister Bay, Wisconsin's Response to Findings

Village of Sister Bay, Wisconsin's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Village of Sister Bay, Wisconsin's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of Village of Sister Bay, Wisconsin's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Sister Bay, Wisconsin's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Certified Public Accountants
Green Bay, Wisconsin
March 31, 2015

VILLAGE OF SISTER BAY, WISCONSIN
Schedule of Findings and Responses
For the Year Ended December 31, 2014

Section I - Internal Control Over Financial Reporting

Finding No.	Control Deficiencies
2014-001	<p>Preparation of Annual Financial Report</p> <p>Condition: Current Village staff maintains the accounting records which reflect the Village's financial transactions; however, preparing the Village's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The Village contracts with us and our knowledge of applicable accounting principles, financial statement formats, and note disclosures to assist in the preparation of the annual financial report in an efficient manner. For the same reasons, the Village contracts with us to compile the Wisconsin Municipal Financial Report Form C and the Public Service Commission Report.</p> <p>Criteria: The preparation and review of the annual financial report, municipal financial report, and public service commission report by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential omission or misstatement in the financial statements or notes or other required State Financial reports.</p> <p>Cause: Village management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and note disclosures outweigh the derived benefits.</p> <p>Effect: Without our involvement, the Village may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America.</p> <p>Recommendation: We recommend the Village continue reviewing the annual financial report. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the Village is necessary to obtain a complete and adequate understanding of the Village's annual financial report, municipal financial report, and public service commission report.</p> <p>Management Response: Management believes the cost for additional staff time and training to prepare year end closing entries and reports outweigh the benefits to be received, but agrees with the recommendation regarding review of the entries and reports. Currently, the Finance Director reviews the entries and approves the reports.</p>

Section II - Compliance and Other Matters

There are no findings related to compliance and other matters that are required to be reported under governmental auditing standards generally accepted in the United States of America for the year ended December 31, 2014.



Village of Sister Bay

BOARD REPORT

Meeting Date 05/19/15

Item No.: 5

Recommendation: Accept a recommendation of the Finance Committee and adopt Resolution 311-051915 designating public depositories and signers.

Background: This is an ongoing management issue concerning the retirement of the current Finance Director.

Fiscal Impact: N/A

Respectfully submitted,

Zeke Jackson
Village Administrator

Resolution No. 311-051915

Resolution Designating Public Depositories and Signers

WHEREAS, the Village of Sister Bay is a municipal corporation whose principle place of business is located at 2383 Maple Dr., Sister Bay, Wisconsin, and

WHEREAS, the Village of Sister Bay is required by Chapter 34 of the Wisconsin Statutes to designate the public depositories into which all public monies shall be deposited, and

WHEREAS, all financial institutions require a resolution naming the authorized signers on accounts,

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Sister Bay, Wisconsin, hereby designate the following Wisconsin financial institutions as the public depositories for all public monies received by the Village Clerk/Treasurer and/or the Village Utility Clerk:

American Deposit Management of Delafield, WI
 Associated Bay, NA, of Green Bay, WI
 Baylake Bank of Sturgeon Bay, WI
 First Business Bank of Madison and Milwaukee, WI
 North Shore Bank, FSB, of Brookfield, WI

FURTHER, that the following individuals are the authorized signers at those public depositories:

For Village and Marina accounts

Village Clerk/Treasurer
 Village President
 Village Finance Director

For Sewer and Water Utility accounts

Village Finance Director
 Utilities Manager
 The Village Administrator

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 19th day of May 2015

Passed and adopted this ___ day of _____, 2015.

 David W. Lienau, President

ATTEST:

 Christy Sully, Village Clerk WCPC

VOTE: Ayes ____ Noes ____

I hereby certify that the foregoing Resolution is a true, correct and complete copy of Resolution 264, duly and regularly adopted by the Village Board for the Village of Sister Bay on the 19th day of May 2015. I also certify that said Resolution has not been repealed or amended and is now in full force and effect.

 Christy Sully, Village Clerk WCPC

**Resolution Authorizing Sale of Property
No 314-051915**

WHEREAS, the Village of Sister Bay, by its Board of Trustees, has entered into discussions for an agreement for the sale of property approximately 5 acres of Village owned property located at the intersections of Jungwirth Ct. and N. Highland Rd., and as depicted on a CSM submitted by Brian Peot;

AND, WHEREAS, the Village of Sister Bay by its Board of Trustees has agreed to sell the following described property, upon the terms and conditions outlined in the offer.

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

1. The Village of Sister Bay hereby resolves to convey the following described property, zoned R-2, to Premier Real Estate Management LLC or their assigns upon payment by Premier Real Estate Management LLC.:

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

INTRODUCED at a meeting of the Board of Trustees of the Village of Sister Bay held this 19th day of May, 2015.

Passed and adopted this 19th day of May, 2015.

Village President

ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____



Village of Sister Bay Board Report

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

Meeting Date: 5/19/15

Item No.: 11

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

Bills By Type	Amount	Total
Village bills prepaid	72,092.14	
Village regular bills	12,167.46	
Bank fees & bills paid electronically	301.42	
<i>Village total</i>		<i>84,561.02</i>
Marina bills prepaid	9,625.99	
Marina regular bills	2,499.29	
Marina sales tax	4,172.70	
Marina credit card fees	1,229.90	
<i>Marina total</i>		<i>13,360.05</i>
Special Events Fund bills prepaid,	2,510.00	
Special Events Fund regular bills	552.99	
<i>Minor funds total</i>		<i>3,062.99</i>
Debt Service - Village	22,300.00	
- Marina	0.00	
- Utilities	0.00	
<i>Debt Service total</i>		<i>22,300.00</i>
CIP/TIF bills prepaid	252,063.53	
CIP/TIF regular bills	12,391.99	
<i>CIP/TIF total</i>		<i>264,455.52</i>
Utility bills prepaid	40,146.22	
Utility regular bills	4,236.65	
Bank fees & bills paid electronically	100.95	
<i>Utility total</i>		<i>44,483.82</i>
Payroll: Net Pay 5/01 & 5/15	34,563.15	
State taxes paid online in April	2,317.58	
Retirement paid online in April	5,691.22	
<i>Payroll/taxes total</i>		<i>42,571.95</i>
Total All Bills		\$474,795.35

Fiscal Impact: As above.

Respectfully submitted,

Juliana Neuman
Village Finance Director

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10003	AAPLE RIDGE LOCKSMITH	4347	Repair Admin Bldg vault lock	03/31/2015	102.00	102.00	05/07/2015
		4393	Rekey bandstand and restruooms	04/29/2015	171.00	171.00	05/07/2015
		4394	Keys- pavilion	05/01/2015	68.00	68.00	05/07/2015
Total 10003					341.00	341.00	
10005	ACTION ELECTRIC INC	29333	Line burial Sister Bay Bowl	04/30/2015	18,166.73	18,166.73	05/14/2015
		29334	Line burial 10647 NBSD	04/30/2015	2,858.97	2,858.97	05/14/2015
		29335	maintenance - Administration Bldg	04/30/2015	63.71	63.71	05/14/2015
			maintenance - Sports Complex		663.68	663.68	05/14/2015
			maintenance - post office		36.92	36.92	05/14/2015
		29364	Line burial Casperson's	04/30/2015	256.00	256.00	05/14/2015
			Line burial Kersebet (old Gage)		97.75	97.75	05/14/2015
			Line burial Bhiridos/Marina		157.00	157.00	05/14/2015
Total 10005					22,300.76	22,300.76	
10007	ACTION APPRAISERS INC	1438	Assessor	05/06/2015	2,875.00	2,875.00	05/07/2015
Total 10007					2,875.00	2,875.00	
10110	AFLAC	67269	Employee-funded premium	05/12/2015	199.20	199.20	05/14/2015
Total 10110					199.20	199.20	
10112	AFFORDABLE PLUS TREE SERVICE	1586	Stump grinding for WPS	03/31/2015	442.75	442.75	05/07/2015
Total 10112					442.75	442.75	
10198	ASSOCIATED TRUST COMPANY	2199	Annual fee -	04/13/2015	363.00	363.00	04/23/2015
Total 10198					363.00	363.00	
10210	BAYLAKE BANK	562056	Braun Property	04/28/2015	500.00	500.00	05/04/2015
		LOAN#53	Loan #53 principal	05/07/2015	18,305.78	18,305.78	05/14/2015
			Loan #53 interest		3,994.22	3,994.22	05/14/2015
Total 10210					22,800.00	22,800.00	
10218	BAUDHUIN INC	34647	Beach Staking	04/29/2015	2,838.83	2,838.83	05/14/2015
Total 10218					2,838.83	2,838.83	
14309	CARDMEMBER SERVICE	0062	Name plate - Martha	04/01/2015	5.38	5.38	04/30/2015
			Name plate - Martha		7.92	7.92	04/30/2015
			Name plate - Martha		1.64	1.64	04/30/2015
		0477	in exchange for room reservation	03/25/2015	55.00	55.00	04/30/2015
		1922	Dell warranty renewal	03/27/2015	940.00	940.00	04/30/2015
			Dell warranty renewal		80.00	80.00	04/30/2015
			Dell warranty renewal		160.00	160.00	04/30/2015
		2306	Lap Top - Jason	03/25/2015	549.98	549.98	04/30/2015
		334	Windows 8	03/25/2015	120.94	120.94	04/30/2015
		4995	Norton Security	04/17/2015	46.42	46.42	04/30/2015
			Norton Security		69.62	69.62	04/30/2015
		655	Postage - Line burial easements	03/26/2015	9.50	9.50	04/30/2015
Total 14309					2,046.40	2,046.40	
14310	CAPTAIN COMMODES INC	25487	Commode rental - Dog Park	04/29/2015	75.00	75.00	05/07/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	MAY15	internet - Admin Bldg	04/23/2015	149.99	149.99	05/07/2015
		MAY15BH	Boathouse - charter TV	05/08/2015	69.15		
		MAY15M	internet - Marina	04/13/2015	145.00	145.00	04/23/2015
Total 17501					364.14	294.99	
17506	CELLCOM	415783	Cell phone - Administrator	05/05/2015	54.48	54.48	05/14/2015
			Cell phone - Marketing mgr.		54.48	54.48	05/14/2015
			Cellphone - Marina manager		50.06	50.06	05/14/2015
			Cellphone - Marina asst. manager		45.65	45.65	05/14/2015
			Cellphones - Parks employees		209.03	209.03	05/14/2015
Total 17506					413.70	413.70	
17519	COUNTRY WALK BP-AMOCO	1191	Village gas -	04/30/2015	219.67	219.67	05/14/2015
Total 17519					219.67	219.67	
20007	DELTA DENTAL OF WIS	788181	Dental insurance	04/21/2015	968.12	968.12	04/30/2015
Total 20007					968.12	968.12	
20443	DEATH'S DOOR MARINE INC	#2	Beach Expansion	04/29/2015	201,591.00	201,591.00	05/12/2015
Total 20443					201,591.00	201,591.00	
20449	DOOR COUNTY ECONOMIC DEV CORP	2290	Annual Meeting	04/22/2015	35.00	35.00	04/30/2015
			Annual Meeting		35.00	35.00	04/30/2015
Total 20449					70.00	70.00	
20451	DOOR COUNTY HWY DEPT	40010699	Snowplowing/Sanding to be reimbursed	04/21/2015	120.00	120.00	04/30/2015
		40010755	Street Maintenance	04/30/2015	2,902.82		
			Snowplowing/Sanding		749.76		
			Slat Sign		23.61		
Total 20451					3,796.19	120.00	
20452	DOOR COUNTY IT DEPT	40010715	Admin Fee	04/30/2015	15.56	15.56	05/14/2015
			Back-ups		220.52	220.52	05/14/2015
			Set up Nicole		112.32	112.32	05/14/2015
			Set up Jason Polecheck		56.16	56.16	05/14/2015
Total 20452					404.56	404.56	
20504	EMPLOYER SERVICES LLC	E3750	Claims Management - HRA	04/15/2015	3,000.00	3,000.00	04/23/2015
			Health Insurance Policies		10,679.08	10,679.08	04/23/2015
Total 20504					13,679.08	13,679.08	
20505	EMPLOYEE BENEFITS CORP.	1232309	Dependent Care - FSA	05/08/2015	522.05	522.05	05/14/2015
			Health Care FSA		294.00	294.00	05/14/2015
Total 20505					816.05	816.05	
20512	EFTPS - ONLINE 941 PAYMENT	PR0425150	PRINT PAPER CHECK TO UPDATE GL /	04/30/2015	3,174.30	3,174.30	05/01/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			PRINT PAPER CHECK TO UPDATE GL /		742.38	742.38	05/01/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,454.66	2,454.66	05/01/2015
		PR0509150	PRINT PAPER CHECK TO UPDATE GL /	05/14/2015	3,218.16	3,218.16	05/15/2015
			PRINT PAPER CHECK TO UPDATE GL /		752.62	752.62	05/15/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,431.77	2,431.77	05/15/2015
	Total 20512				12,773.89	12,773.89	
20515	FERRELL GAS	10870233050	propane fire station	04/01/2015	1,505.99	1,505.99	05/07/2015
		1087120460	Maintenance Bldg	04/09/2015	226.96	226.96	05/07/2015
		1087156186	propane Marina	04/13/2015	460.14	460.14	04/30/2015
		1087269533	propane fire station	04/22/2015	637.99	637.99	05/07/2015
	Total 20515				2,831.08	2,831.08	
20599	EVENSON LAUNDRY INC	689754	Entrance mats - Admin Bldg	04/23/2015	28.00	28.00	05/14/2015
			Entrance mats - Fire Station		72.00	72.00	05/14/2015
	Total 20599				100.00	100.00	
30609	FASTENAL	92615	Shop supplies	04/16/2015	74.62	74.62	04/30/2015
	Total 30609				74.62	74.62	
30620	FIRELINE SPRINKLER	50533-15	Fire sprinkler maintenance	04/27/2015	519.20	519.20	05/07/2015
	Total 30620				519.20	519.20	
30701	FRONTIER	MARINA 5-15	Marina phone	05/07/2015	59.53	59.53	05/14/2015
		MAY-15ADMIN	Admin Bldg phone	04/25/2015	183.13	183.13	05/07/2015
		1AY15SPTCPLX	Sports Cplx phone	04/25/2015	42.11	42.11	05/07/2015
		SSBY-2388542	Burial of phone lines	04/30/2015	9,784.00		
	Total 30701				10,068.77	284.77	
30704	GANNETT WI NEWSPAPERS	8899909	Legal notices - Village liquor notices	04/30/2015	26.23	26.23	05/14/2015
			Job notices - Parks		196.50	196.50	05/14/2015
			Legal notices - Board of Review		15.72	15.72	05/14/2015
	Total 30704				238.45	238.45	
30750	GOING CO INC	123964-415	garbage - Marina	04/30/2015	102.40	102.40	05/07/2015
			recycling - Marina		24.48	24.48	05/07/2015
		123997-415	garbage - Village	04/30/2015	6,375.94	6,375.94	05/07/2015
			recycle - Village		694.78	694.78	05/07/2015
		325803-415	recycling - Fire Station	04/30/2015	48.06	48.06	05/07/2015
	Total 30750				7,245.66	7,245.66	
30751	GREAT-WEST	PR0425150	Great West Deferred Comp. DEFERRED	04/30/2015	1,148.20	1,148.20	05/01/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	05/01/2015
		PR0509150	Great West Deferred Comp. DEFERRED	05/14/2015	1,148.20	1,148.20	05/15/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	05/15/2015
	Total 30751				2,970.00	2,970.00	
34850	HOCKERS EXCAVATING INC	237	Spts Cplx Sledding Hill	05/04/2015	10,472.00	10,472.00	05/07/2015
		241	Gravel for Dog Park	04/30/2015	540.00	540.00	05/14/2015
		242	Bark	04/30/2015	600.00	600.00	05/14/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			BSD fill		20.00	20.00	05/14/2015
Total 34850					11,632.00	11,632.00	
40956	INNOVATIVE PRINTING LLC	19295	Envelopes - Marina Promo	04/30/2015	310.00		
Total 40956					310.00	.00	
41001	MATTHEW JACKSON	100001012	Reimb movie screen + projector	04/26/2015	5,399.00	5,399.00	04/30/2015
		51215	Admin	04/30/2015	166.52		
			Beach		107.99		
			Sunsplash		107.99		
		6047	Reimb banner	05/01/2015	196.44	196.44	05/07/2015
Total 41001					5,977.94	5,595.44	
41018	SMITHGROUP JJR LLC	0108420	beach expansion redesign	04/15/2015	2,820.00	2,820.00	04/23/2015
Total 41018					2,820.00	2,820.00	
41090	JUNGWIRTH'S ACE HARDWARE	APR15	festival/events	04/30/2015	63.97		
			Maintenance - Admin Bldg		4.99		
			Maintenance - Village Hall		40.64		
			Custodial Supplies - Village		15.98		
			supplies - Shop supplies		22.88		
			supplies - recreation/ equip.		1.41		
			Maintenance - Grounds		16.97		
			Maintenance - Parks		50.16		
			Maintenance - Dog Park		18.98		
			Maintenance - Signs		28.99		
			Maintenance - Parks bldgs		6.49		
			Maintenance - Info Booth		32.65		
			Maintenance - Street		5.99		
			Maintenance - Equipment Village		19.98		
			Maintenance - Boat House		18.57		
			Maintenance - Dock Equipment		9.98		
Total 41090					358.63	.00	
41103	KANSAS CITY LIFE	21018-515	Disability Insurance	04/10/2015	396.48	396.48	04/23/2015
Total 41103					396.48	396.48	
41105	K + H BUILDERS LLC	1239	Repair deck boards @ Village View	04/21/2015	200.00	200.00	04/30/2015
		1244	Village View repairs	05/07/2015	200.00	200.00	05/14/2015
Total 41105					400.00	400.00	
41106	NICOLE KRAUEL	00001	Marina Mgr Contracted Services	04/27/2015	500.50	500.50	04/30/2015
		0002	Marina Mgr Contracted Services	05/05/2015	498.28	498.28	05/07/2015
		050515	Carpet cleaning	05/05/2015	48.98	48.98	05/07/2015
		MAY 3-9	Marina Mgr Contracted Services	05/14/2015	925.00	925.00	05/14/2015
Total 41106					1,972.76	1,972.76	
41290	LUNDQUIST PLUMBING INC	19125	Maintenance - Dock	04/30/2015	323.16	323.16	05/14/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41290					323.16	323.16	
41310	STEVE MANN	42715	Reimb for grass seed	04/27/2015	139.98	139.98	04/30/2015
Total 41310					139.98	139.98	
41316	MARCO INC	16968233	Public copies	05/12/2015	14.22		
			General copies		513.95		
			Marina copies		1.59		
			Utilities' copies		24.38		
			Utilities' copies		36.22		
			Utilities' copies		9.05		
			Fax		9.00		
Total 41316					608.41	.00	
51330	MINNESOTA LIFE	JUNE15	Life Insurance -	05/04/2015	358.67	358.67	05/14/2015
Total 51330					358.67	358.67	
51401	JULIANA NEUMAN	050115	Reimb United Healthcare	04/20/2015	179.94	179.94	04/23/2015
			Reimb AARP RX Plan		51.20	51.20	04/23/2015
		42015	Reimb Medicare monthly premium	04/20/2015	104.90	104.90	04/23/2015
		51115	Reimb Medicare monthly premium	05/11/2015	104.90	104.90	05/14/2015
		61515	Reimb AARP RX Plan	05/11/2015	51.20	51.20	05/14/2015
			Reimb United Healthcare		186.14	186.14	05/14/2015
			Reimb Medicare premium June		104.90	104.90	05/14/2015
Total 51401					783.18	783.18	
61536	OFFICE DEPOT CREDIT PLAN	762039660	Payroll folders	03/23/2015	11.69	11.69	04/30/2015
			Recycling bin		6.74	6.74	04/30/2015
			Copy paper - Village		54.38	54.38	04/30/2015
			Copy paper - Utilities		4.89	4.89	04/30/2015
			Copy paper - Utilities		7.21	7.21	04/30/2015
			Copy paper - Utilities		1.50	1.50	04/30/2015
			Pens		7.89	7.89	04/30/2015
		762039920	Business cards	03/24/2015	56.68	56.68	04/30/2015
			Business cards		8.10	8.10	04/30/2015
			Business cards		5.83	5.83	04/30/2015
			Business cards		8.58	8.58	04/30/2015
			Business cards		1.78	1.78	04/30/2015
		762134704	2 Drawer File - -Jason	03/23/2015	62.99	62.99	04/30/2015
		763779548	Portable Hard Drive	04/01/2015	409.44	409.44	04/30/2015
		765007172	Address Labels	04/09/2015	40.58	40.58	04/30/2015
			File folders		22.49	22.49	04/30/2015
Total 61536					710.77	710.77	
61547	ORKIN PEST CONTROL INC	101794128	spray Marina	04/21/2015	72.65	72.65	05/07/2015
		101794251	spray Admin Bldg	04/21/2015	76.18	76.18	05/07/2015
		101794253	spray Firestation	04/21/2015	76.73	76.73	05/07/2015
		101794818	carpenter ants - Info Booth	04/21/2015	80.96	80.96	05/07/2015
Total 61547					306.52	306.52	
61600	PAPER BOY LLC	015CONTRACT	Printing	05/12/2015	35.00		
			Distribution		100.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61600					135.00	.00	
61601	PAPER WORKS PLUS LLC	4669	Calculator ribbon	04/29/2015	4.49	4.49	05/07/2015
Total 61601					4.49	4.49	
61614	PENINSULA PULSE	8554	Employment ad - Parks	04/30/2015	50.00	50.00	05/07/2015
Total 61614					50.00	50.00	
61625	PIP PRINTING	69573	Invitations	05/06/2015	979.20	979.20	05/14/2015
Total 61625					979.20	979.20	
61630	PIGGLY WIGGLY	11341930000	Election	04/07/2015	9.00	9.00	05/14/2015
Total 61630					9.00	9.00	
61633	PINKERT LAW FIRM LLP	102	Garot invoice	03/31/2015	400.00		
			Premier Real Estate		625.00		
			Jungwirth Ct /Johnson easement		400.00		
			Legal Services - Village		300.00		
			Gokey re Mill Rd. property		150.00		
			Open Records request		425.00		
			DNR grant		75.00		
			Garbage collection at condos		225.00		
			Gage bankruptcy claim		75.00		
			Marina accident claim		75.00		
			WWTP mediation issue		75.00		
	EARN MONEY		Earnest money - Braun Property	04/10/2015	5,000.00	5,000.00	04/30/2015
Total 61633					7,825.00	5,000.00	
61637	PITNEY BOWES	5915	Postage for Meter - Marina Promo	05/09/2015	300.00	300.00	05/14/2015
		APRIL 15	Postage Meter - Purchase Power	04/17/2015	500.00	500.00	05/14/2015
		APRIL15	Postage Meter - Purchase Power	04/17/2015	20.99	20.99	05/14/2015
Total 61637					820.99	820.99	
61647	QUARLES & BRADY	20400205	Keith Garot - Stony Ridge	05/06/2015	4,660.50		
		2050347	Keith Garot - Stony Ridge	05/07/2015	122.00		
Total 61647					4,782.50	.00	
61981	ROLYAN BUOYS	3630064	Swim Area Buoys	04/15/2015	155.00	155.00	04/23/2015
Total 61981					155.00	155.00	
71920	SISTER BAY ADVANCEMENT	5815	Temporary Vistor Ctr	05/08/2015	2,500.00		
		QTR 1	1st Quarter Support	05/14/2015	12,500.00	12,500.00	05/14/2015
		SPLASH	Grant procurement incentive to SBAA	05/08/2015	250.00	250.00	05/14/2015
Total 71920					15,250.00	12,750.00	
71925	SISTER BAY AUTO	69134	spark plug	03/28/2015	10.52	10.52	05/07/2015
		69192	2005 Chevy - parts only	04/02/2015	5.28	5.28	05/07/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71925					15.80	15.80	
71926	SISTER BAY SEWER & WATER	1254	Staff time on stormsewer	04/30/2015	109.84	109.84	05/14/2015
			Staff time - BSD project		109.84	109.84	05/14/2015
Total 71926					219.68	219.68	
71998	SWANK MOTION PICTURES INC	1251478	The Love Bug	03/25/2015	226.00	226.00	05/07/2015
Total 71998					226.00	226.00	
72031	TWEAK SOCIAL MEDIA & MARKETING	1149	Graphic Design	04/27/2015	802.20	802.20	05/07/2015
Total 72031					802.20	802.20	
72051	TRUGREEN*CHEMLAWN	31449171	Lawn treatment	04/21/2015	1,482.00	1,482.00	05/14/2015
Total 72051					1,482.00	1,482.00	
73003	VERIZON NORTH	684471	Village phone - long distance	05/10/2015	35.26	35.26	05/14/2015
Total 73003					35.26	35.26	
73004	VILLAGE VIEW MOTEL	VVSB 1	restoration	05/11/2015	34.26	34.26	05/14/2015
		VVSB 2	restoration	05/11/2015	250.00	250.00	05/14/2015
Total 73004					284.26	284.26	
82350	WI PUBLIC SERVICE	APR15	Street Lights	04/30/2015	2,137.66	2,137.66	05/07/2015
			Fire Station		864.24	864.24	05/07/2015
			Parks Lights		136.68	136.68	05/07/2015
			Sports Complex		385.46	385.46	05/07/2015
			Dock		587.50	587.50	05/07/2015
			J Dock		190.94	190.94	05/07/2015
			Boathouse		22.79	22.79	05/07/2015
			Old Fire Station		180.46	180.46	05/07/2015
			Swale Pump		40.63	40.63	05/07/2015
			Admin Bldg		355.30	355.30	05/07/2015
			Village Hall		191.62	191.62	05/07/2015
			Bike Trail Lights		143.72	143.72	05/07/2015
Total 82350					5,237.00	5,237.00	
99998	ONE TIME VENDOR	BOLTON	return slip deposit	05/04/2015	200.00	200.00	05/07/2015
		COVALT	Refund - 50% Seasonal Slip Fee	05/05/2015	1,924.48	1,924.48	05/07/2015
			Refund - 50% Seasonal Slip Fee -Tax		105.85	105.85	05/07/2015
		CREATIVE SIGN	Boathouse Sign	04/24/2015	2,325.00		
		HOLTON	Refund - 50% Seasonal Slip Fee	05/05/2015	2,854.75	2,854.75	05/07/2015
			Refund - 50% Seasonal Slip Fee -Tax		157.01	157.01	05/07/2015
		M GREEN	In Memory of Marlene Green	04/25/2015	50.00	50.00	04/30/2015
Total 99998					7,617.09	5,292.09	

Total Paid: 358,698.71
Total Unpaid: 27,756.38
Grand Total: 386,455.09

Dated: 5-15-15

Staff: Juliana Neuman

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	29363	connect Aeration basin motor	04/15/2015	147.66	147.66	05/06/2015
Total 10005					147.66	147.66	
10260	BEAR GRAPHICS INC	0713418	envelopes	04/20/2015	150.98	150.98	04/29/2015
			envelopes		36.23	36.23	04/29/2015
			envelopes		53.35	53.35	04/29/2015
			envelopes		11.07	11.07	04/29/2015
Total 10260					251.63	251.63	
14350	CARDMEMBER SERVICE	APR 2015	clothing allowance - SJ	03/25/2015	24.61	24.61	04/29/2015
			clothing allowance - SJ		36.23	36.23	04/29/2015
			clothing allowance - SJ		7.51	7.51	04/29/2015
Total 14350					68.35	68.35	
17506	CELLCOM	420222	cellphones	05/05/2015	44.85	44.85	05/13/2015
			cellphones		66.03	66.03	05/13/2015
			cellphones		13.71	13.71	05/13/2015
					.00		
Total 17506					124.59	124.59	
20511	EVOQUA WATER TECH LLC	902134816	WWTP clarifier repairs	04/17/2015	105.00	105.00	04/29/2015
Total 20511					105.00	105.00	
20513	ENERGENECS INC	0030086-IN	#3 Well repairs	04/23/2015	93.42	93.42	04/29/2015
		0030111-IN	#3 Well repairs	04/29/2015	260.85	260.85	05/06/2015
		0030173-IN	#3 Well repairs	05/13/2015	2,175.00		
			WWTP equipment maintenance		1,899.00		
Total 20513					4,428.27	354.27	
20515	FERRELLGAS	1087269525	WWTP propane	04/22/2015	737.81	737.81	05/06/2015
Total 20515					737.81	737.81	
30641	FRONTIER	MAY 2015	plant phones	05/01/2015	84.71	84.71	05/13/2015
			plant phones		84.71	84.71	05/13/2015
Total 30641					169.42	169.42	
30642	FRONTIER COMMUNICATIONS	5/2015	telemetry allocation	05/01/2015	1.28	1.28	05/13/2015
			telemetry allocation		1.28	1.28	05/13/2015
			telemetry allocation		.64	.64	05/13/2015
		APR2015	telemetry allocation	04/19/2015	5.28	5.28	04/29/2015
			telemetry allocation		5.28	5.28	04/29/2015
			telemetry allocation		2.64	2.64	04/29/2015
		MAY 2015	telemetry allocation	04/25/2015	56.80	56.80	05/06/2015
			telemetry allocation		56.80	56.80	05/06/2015
			telemetry allocation		28.40	28.40	05/06/2015
Total 30642					158.40	158.40	
30704	GANNETT WI NEWSPAPERS	2014 CCR	legal notice - 2014 CCR	04/25/2015	477.58	477.58	05/13/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 30704				477.58	477.58	
30750	GOING CO INC	APR 2015	WWTP rubbish disposal	04/30/2015	1,183.02	1,183.02	05/06/2015
	Total 30750				1,183.02	1,183.02	
31805	HAMMERSMITH TV	10067519	battery - #2 Well	04/08/2015	35.99	35.99	05/13/2015
	Total 31805				35.99	35.99	
31816	HAWKINS INC	3715437 RI	chemicals - Well #3	04/06/2015	7,428.01	7,428.01	04/22/2015
		3716506 RI	chemicals - Well #3	04/15/2015	136.50	136.50	04/29/2015
			chemicals - WWTP		287.50	287.50	04/29/2015
		3720676 RI	chlorine scales #1 & #2 Wells	04/22/2015	3,118.00	3,118.00	05/06/2015
	Total 31816				10,970.01	10,970.01	
40950	INNOVATIVE PRINTING LLC	19226	discharge slips	04/30/2015	130.00	130.00	05/13/2015
	Total 40950				130.00	130.00	
40983	ITU ABSORB TECH	5990220	WWTP laundry service	04/14/2015	75.37	75.37	05/13/2015
	Total 40983				75.37	75.37	
41005	STEVEN JACOBSON	APRIL 2015	postage	04/30/2015	8.82	8.82	05/06/2015
			postage		2.88	2.88	05/06/2015
			mileage		44.46	44.46	05/06/2015
			mileage		42.93	42.93	05/06/2015
			mileage		9.38	9.38	05/06/2015
			mileage - re: BSD		2.65	2.65	05/06/2015
			mileage - re: BSD		2.65	2.65	05/06/2015
			mileage - re: BSD Stormsewer		5.06	5.06	05/06/2015
			mileage - re: swamp pump		1.32	1.32	05/06/2015
	Total 41005				120.15	120.15	
41090	JUNGWIRTH'S ACE HARDWARE	APRIL 2015	meter parts	04/30/2015	5.08	5.08	05/13/2015
			tools - transmission & distribution		111.83	111.83	05/13/2015
			misc. other supplies T&D op		23.98	23.98	05/13/2015
			misc. other supplies T&D meters		20.98	20.98	05/13/2015
			WWTP lab supplies		1.00	1.00	05/13/2015
			misc. other supplies		5.99	5.99	05/13/2015
			WWTP equipment maintenance		34.83	34.83	05/13/2015
			tools		6.14	6.14	05/13/2015
			collection system maintenance		5.99	5.99	05/13/2015
	Total 41090				215.82	215.82	
41196	LAKESHORE WASTE SYSTEMS INC	40025	sludge - hauling	04/16/2015	1,302.00	1,302.00	04/22/2015
	Total 41196				1,302.00	1,302.00	
41205	LAMPERT'S	20343315	tool - compactor handle	04/06/2015	38.41	38.41	05/06/2015
		20343999	cellphone accessory	04/14/2015	2.70	2.70	05/06/2015
			cellphone accessory		3.97	3.97	05/06/2015
			cellphone accessory		.82	.82	05/06/2015
		20344244	tool - WWTP	04/17/2015	110.00	110.00	05/06/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41205					155.90	155.90	
41212	ROBERT E LEE & ASSOC INC	69036	engineering - CMOM	04/23/2015	2,199.25	2,199.25	04/29/2015
Total 41212					2,199.25	2,199.25	
51315	MIDWEST METER INC	0066136-IN	12 - 1", 2 - 1 1/2", 4 - 2", 20 - 3/4" meters	04/30/2015	3,680.18	3,680.18	05/06/2015
		0066197-IN	Readcenter software support	04/30/2015	965.00	965.00	05/06/2015
			Readcenter software support		579.00	579.00	05/06/2015
			Readcenter software support		386.00	386.00	05/06/2015
		0066241-IN	meter repair parts	05/01/2015	93.43	93.43	05/06/2015
		0066419-IN	12 - 3/4" meters	05/07/2015	1,622.60	1,622.60	05/13/2015
Total 51315					7,326.21	7,326.21	
51400	NCL OF WISCONSIN INC	354094	lab oven	04/14/2015	2,589.00	2,589.00	04/22/2015
			lab supplies		466.55	466.55	04/22/2015
Total 51400					3,055.55	3,055.55	
51435	NORTH WOODS SUPERIOR CHEMICAL	90713	chemicals - water	04/27/2015	282.22	282.22	05/06/2015
			chemicals		85.34	85.34	05/06/2015
			collection system chemicals		17.71	17.71	05/06/2015
Total 51435					385.27	385.27	
51436	NORTHERN LAKE SERVICES INC	274291	WWTP sample testing	04/28/2015	18.00	18.00	05/06/2015
		275062	WWTP sample testing	05/12/2015	18.00		
Total 51436					36.00	18.00	
61610	PAPER WORK PLUS LLC	36184	office supplies	04/27/2015	3.13	3.13	05/06/2015
			office supplies		4.61	4.61	05/06/2015
			office supplies		.96	.96	05/06/2015
Total 61610					8.70	8.70	
61640	QUALITY STATE OIL INC	2668540	lubricants for WWTP equipment	04/27/2015	393.80	393.80	05/06/2015
Total 61640					393.80	393.80	
61977	STURGEON BAY UTILITIES	010029	sludge processing	04/22/2015	1,680.00	1,680.00	04/29/2015
Total 61977					1,680.00	1,680.00	
61979	SHOPKO STORES	02129	custodial supplies lab	04/08/2015	16.99	16.99	05/13/2015
			custodial supplies allocation		6.12	6.12	05/13/2015
			custodial supplies allocation		9.00	9.00	05/13/2015
			custodial supplies allocation		1.87	1.87	05/13/2015
Total 61979					33.98	33.98	
71922	TOP SHELF CAFE & GOURMET	10836	UPS shipping	04/06/2015	25.56	25.56	05/13/2015
Total 71922					25.56	25.56	
71925	SISTER BAY AUTO	68906	head lamp '01 Ford	03/01/2014	.37	.37	05/06/2015
			head lamp '01 Ford		.54	.54	05/06/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			head lamp '01 Ford		.11	.11	05/06/2015
		69126	vehicle maintenance '01 Ford	03/26/2015	11.69	11.69	05/06/2015
			vehicle maintenance '01 Ford		17.20	17.20	05/06/2015
			vehicle maintenance '01 Ford		3.57	3.57	05/06/2015
		69217	'07 brakes	04/17/2015	168.83	168.83	05/06/2015
			'07 brakes		248.56	248.56	05/06/2015
			'07 brakes		51.59	51.59	05/06/2015
		69219	portable pump oil filter	04/07/2015	4.08	4.08	05/06/2015
			portable pump oil filter		6.01	6.01	05/06/2015
			portable pump oil filter		1.25	1.25	05/06/2015
		69220	equipment oil filter	04/07/2015	5.75	5.75	05/06/2015
			equipment oil filter		8.47	8.47	05/06/2015
			equipment oil filter		1.76	1.76	05/06/2015
		69227	Well #1 oil filter	04/07/2015	42.58	42.58	05/06/2015
		69234	lift station oil filter	04/08/2015	12.08	12.08	05/06/2015
		Total 71925			584.44	584.44	
72051	TRI-STATE PUMP AND CONTROL	36311	dewatering pump	04/14/2015	338.96	338.96	04/22/2015
			dewatering pump		338.95	338.95	04/22/2015
		Total 72051			677.91	677.91	
72054	USA BLUEBOOK	619504	water system tools	04/15/2015	141.87	141.87	04/29/2015
			collection system tools		141.86	141.86	04/29/2015
		Total 72054			283.73	283.73	
73100	VILLAGE OF SISTER BAY	APRIL 2015	payroll and exp pd by Village	05/01/2015	40,043.01	40,043.01	05/13/2015
		Total 73100			40,043.01	40,043.01	
80025	WI RURAL WATER ASSOC	W1055	membership dues - clerk	05/01/2015	40.00	40.00	05/06/2015
		Total 80025			40.00	40.00	
82350	WI PUBLIC SERVICE	10001536-00000	electricity - water system	04/23/2015	1,564.25	1,564.25	04/29/2015
			electricity - wastewater plant		4,320.07	4,320.07	04/29/2015
			electricity - lift stations		407.90	407.90	04/29/2015
			electricity - info booth		55.03	55.03	04/29/2015
		Total 82350			6,347.25	6,347.25	
82351	WIS PUBLIC SERVICE	APR 2015	Well #3 - LGUD	04/14/2015	79.36	79.36	04/22/2015
			Well #3 - Sister Bay		238.07	238.07	04/22/2015
		Total 82351			317.43	317.43	
82354	WWA - TRAINING	SPRING 2015	Water training - MB	05/12/2015	99.00	99.00	05/13/2015
		Total 82354			99.00	99.00	

Total Paid: 80,301.86

Total Unpaid: 4,092.00

Grand Total: 84,393.86

5/15/15 - Juliana Newman

- 1 • The operating expenses at the Marina went from \$483,604 in 2013 to \$384,034 in
- 2 2014. (That variance is the result of dredging being done in 2013.)
- 3 • Operating expenses for the Water Department went from \$398,919 in 2013 to \$322,869
- 4 in 2014. (That variance is the result of the water tower being painted in 2013.)
- 5 • On paper there was an operating loss at the Wastewater Department. That was the result
- 6 of not recovering sufficient revenues from customers to fund annual depreciation
- 7 expenses of \$261,846. The Utility is actually generating positive cash flows from
- 8 operating activities, as depreciation is not a current cash use.
- 9 • The Utility generated a rate of return of 8.29% in 2014. The rate of return calculation is a
- 10 formula established by the Public Service Commission, which regulates and sets the
- 11 Water Utility rates. The rate of return authorized by the PSC is 5%.
- 12 • The net unreimbursed cost in the TIF District as of December 31, 2014 was \$5,044,820,
- 13 and the TIF fund balance as of December 31, 2014 was \$1,054,646.
- 14 • During the audit process the auditors reviewed the procedures and controls for Marina
- 15 collections and refunds. In some instances discounted seasonal slip rental fees were
- 16 applied during 2014. The auditors are recommending that specific fee reduction
- 17 guidelines be established for the Marina ASAP.

18
19 Duffy noted that Konecny has been involved with the recruitment/interview process for a new
20 Finance Director and thanked him for all his assistance.

21
22 **Item No. 7. Consider a motion to make a recommendation to the Village Board that a**
23 **Resolution designating authorized signers on Village and Utility bank accounts be approved:**
24 Since Neuman will be retiring in the near future there is a need to designate new authorized
25 signers on Village and Utility bank accounts. A draft of an applicable Resolution was included
26 in the meeting packets, and the Committee members jointly reviewed that document. Basically
27 individual persons are not named; and instead Village officials are designated.

28
29 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends*
30 *that Resolution No. 311, which states that the Village Clerk-Treasurer, Village President and*
31 *Finance Director be designated as authorized signers on all Village and Marina accounts; and*
32 *that the Finance Director, the Utilities Manager and the Village Administrator be designated as*
33 *authorized signers on all sewer and water utility accounts, be approved as presented. Motion*
34 *carried – All ayes.*

35
36 *At 9:05 A.M. Neuman indicated that she had another obligation and left the meeting.*

37
38 **Item No. 5. Consider a motion to provide remuneration/incentive to the SBAA for the work**
39 **which was done on the “Midwest Sunsplash” JEM Grant Application submitted to the**
40 **Wisconsin Department of Tourism:**

41 Jackson is happy to report that word has been received that a \$25,555 JEM Grant will be
42 awarded to the SBAA and the Village to help cover marketing expenses related to “Midwest
43 Sunsplash”. The Department of Tourism has imposed a condition that in order to receive the
44 JEM Grant, matching funds of \$5,800 must be provided by the Village. Paige Funkhouser, the

1 SBAA Coordinator, spent a significant amount of time on the JEM grant application, and
 2 Jackson is recommending that the SBAA be awarded an incentive payment of \$250. Lienau
 3 noted that the expenditure of \$15,000 of Village funds has already been authorized for
 4 "Midwest Sunsplash", and, therefore, he believes the \$5,800 should be replaced if any profits
 5 are realized.

6
 7 *A motion was made by Lienau, seconded by Duffy that the Finance Committee gratefully*
 8 *accepts the JEM Grant of \$25,555 from the Wisconsin Department of Tourism. An incentive*
 9 *payment of \$250 shall be provided to the SBAA for the work they did on the JEM grant*
 10 *application, and in accord with the conditions imposed by the Wisconsin Department of*
 11 *Tourism the Village shall provide matching funds of \$5,800 to cover marketing expenses related*
 12 *to "Midwest Sunsplash". The matching funds are being provided on the condition that some or*
 13 *all of the \$5,800 shall be recouped from any profits which are realized at "Midwest Sunsplash".*
 14 *Motion carried – All ayes.*

15
 16 **Item No. 6. Discussion regarding developer recruitment with respect to the Downtown**
 17 **Redevelopment Plan at the BLLA 2015 Investment Conference:**

18 To date the consulting firm which was hired by the Village has not been successful in recruiting
 19 any potential developers. In order for the consultant to present the Downtown Redevelopment
 20 Plan to potential developers and promote Sister Bay an additional expenditure of \$25,000 will
 21 be required. The Village will own the Braun property soon and Jackson really has no
 22 mechanism for meeting potential developers. There is a developer who is interested in that
 23 property, but he will not be in a position to make any offers until at least August. Jackson
 24 believes the previously mentioned funds would be better spent if he and the Village's Marketing
 25 Director were given permission to attend the Boutique & Lifestyle Lodging Association (BLLA)
 26 2015 Investment Conference, which will be conducted in New York in June. A similar
 27 conference will be conducted in Los Angeles in September.

28
 29 Duffy noted that this is an extremely busy time of year, and simply doesn't want to see Jackson
 30 and Polecheck "stretched too thin". Lienau concurred, and, therefore, no one will be attending
 31 either of the previously mentioned conferences on behalf of the Village.

32
 33 **Item No. 2. Consider a motion to convene into closed session pursuant to Wis. Stats.**
 34 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of**
 35 **public funds, or conduct other specified public business, whenever competitive or bargaining**
 36 **reasons require a closed session:**

37 *At 10:01 A.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee*
 38 *convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the*
 39 *purchase of public properties, the investment of public funds, or conduct other specified public*
 40 *business, whenever competitive or bargaining reasons require a closed session.*

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

44 *Duffy – Aye; Lienau – Aye.*

45 *Motion carried.*

1 **Item No. 3. Consider a motion to reconvene into open session.**

2 *At 10:29 A.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee*
3 *reconvene into open session.*

4
5 *Another roll call vote was taken and the Committee members again voted in the following*
6 *fashion:*

7 *Duffy – Aye; Lienau – Aye.*

8 *Motion carried.*

9
10 **Item No. 4. Consider a motion to take action, if required.**

11 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends*
12 *that the plan to transact the balance of the Old Helms Cottage lot in return for construction of*
13 *the restroom facilities which were discussed at this meeting be implemented. (The restroom*
14 *facilities will have a value of approximately \$80,000.) Motion carried – All ayes.*

15
16 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**
17 **committee, official or employee:**

18 *There were no matters to be placed on a future agenda or referred to a committee, official or*
19 *employee.*

20
21 **Adjournment**

22 *At 10:31 A.M a motion was made by Duffy, seconded by Lienau that the meeting be*
23 *adjourned. Motion carried – All ayes.*

24
25 *Respectfully submitted,*

26 

27 *Janal Suppanz,*
28 *Assistant Administrator*

**Sister Bay / Liberty Grove Library Commission
Meeting May 5, 2015**

The meeting of the Sister Bay / Liberty Grove Library Commission was called to order by Virginia Phelan at 9:00 A.M.

Members Present: Virginia Phelan, Allen Strack, Frank Forkert, Kathy Enquist, Margot Warch, Betty Curzon and Ralph Blankenburg.

Absent: Henry Timm

Public Input: None

Review and Approve the Minutes of the April 14, 2015 Meeting:

Frank Forkert moved and Allen Strack seconded a motion to approve the minutes of the April 14, 2015 meeting as corrected. The motion passed 5-0.

Review and Payment of Bills:

Village of Sister Bay	Propane	\$695.82
Village of Sister Bay	Property & Liability Insurance	\$1,180.61
Wulf Brothers	A/C Service Contract	\$328.95
Village of Sister Bay	Domestic Water	\$291.59
Village of Sister Bay	Fire Sprinkler Water	\$110.00
Sparkle Cleaning Service	General Cleaning	\$780.00
Village of Sister Bay	Snow Shoveling	\$618.98
Kimvo Engraving, Inc.	Bench and Table Donated Plates	\$39.32
Total		\$4,045.27

Margot Warch moved and Kathy Enquist seconded the motion to approve the payment of the bills. The motion passed 5-0.

Librarians Report

Betty Curzon gave a verbal report.

Comparison Statistics comparing April 2015 with April 2014.

Circulation:

2014 4176
2015 3703

People/Programs:

2014 3 Programs
2015 1 Programs

Wireless:

2014. 511
2015. 393

Computers:

SAM(Public)

2014: 375 sessions

2015: 322 sessions

Overdrive:

2014: 136 e-book uses 79 Audio book uses

2015: 299 e-book uses 109 Audio book uses

Amos the dog will be back in May to have the children read to him.

May 15 will be the start of a new movie series at the library. The first movie will be Selma.

Audit:

No questions were raised.

Yard:

Ralph reported that Lakeshores Landscape will be here next week to do the spring cleanup.

Ralph asked John Meredith of Lakeshores Landscape for a Bid for 2016 - 2018 landscape maintenance.

Virginia Phelan reported that the plaques for the benches and tables were delivered and Betty Curzon will have Jeff Ward install them.

Committee Reports:

No reports.

Next Meeting:

June 9, 2015 @ 1:00 p.m.

Adjourn:

It was moved by Margot Warch and seconded by Frank Forkert to adjourn at 10:10 a. m. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

1 At 2:15 P.M. Bley indicated that he had another engagement and hung up.

2
3 In the past the Marina Manager discounted slip rental fees based upon the time of the year or
4 detrimental slip conditions which existed, but the Village's auditors have indicated that they
5 believe an official policy should be created and adhered to before any more discounts are
6 applied.

7
8 Krauel is very familiar with *Marina Magic* software as it was utilized at her former place of
9 employment. *Lodgical* is utilized at the Sister Bay Marina, and at least initially Krauel would like
10 to try to learn to use it. She will do some research regarding the software other marinas utilize
11 and will present a report concerning this issue at the next meeting.

12
13 **Item No. 2. Discussion regarding the Boathouse Mural Project; and consider a motion for**
14 **action if necessary:**

15 Ram Rojas, who created the mural which is on the wall of Nelson Hardware in Baileys Harbor,
16 and his associate, Ron Myers, would like to create a mural on the wall of a building(s) in Sister
17 Bay. The Parks Committee has recommended that the mural be placed on one or more exterior
18 walls of the Boathouse. Rojas has considered placing a mural which depicts the Village's
19 maritime history on the east and south walls of the Boathouse, and believes this subject matter
20 would be very well received. It typically costs \$50,000 to fund a mural project, and generally
21 tax deductible donations are solicited to cover expenses. If the decision is made to create a
22 mural a Project Manager will be required.

23
24 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee grants*
25 *permission for Ram Rojas to create a mural on the Boathouse. Motion carried – All ayes.*

26
27 Rojas indicated that he will create sketches of proposed murals and provide them to the
28 employees in the Administration Office ASAP.

29
30 **Item No. 3. Discussion regarding needed repairs to the docks:**

31 There are a number of repairs which are needed on "A" Dock. The Village's Facilities Manager,
32 Steve Mann, does have a temporary repair plan in mind, and Clove thinks the Parks Department
33 employees as well as Bley could make those repairs. Discussion took place regarding this issue,
34 and it was the consensus that it might be better to investigate the costs of a longer term fix.
35 Krauel was asked to investigate the repair options which are available for "A" Dock and see that
36 estimates are included in the packets for the next meeting of the Marina Committee.

37
38 Discussion took place regarding installation of a fuel system at the Marina, and Clove explained
39 the progress which has been made on planning for such a project. The next step in the process
40 is to get preliminary fuel dock design plans. Krauel and Bley will keep the Committee members
41 advised of the progress which is being made on drafting of the plans, and will present them to
42 the Committee members ASAP.

43
44 **Item No. 4. Discussion regarding painting:**

45 *Last year the Marina staff members repainted the exterior of the Marina Office Building but quite*
46 *a bit of touch-up is needed. Clove is suggesting that the Maintenance Department employees be*
47 *asked to do that work. It was the consensus that this shall occur.*

1 **Item No. 5. Discussion regarding marketing of the Marina; and introduction of the**
 2 **Marketing Director for the Village of Sister Bay:**

3 Jason Polecheck has been hired as the Marketing Director for the Village. Part of his job duties
 4 will be to market the Marina as a "destination". He will also plan and coordinate events to be
 5 conducted at the Marina. Drafts of a proposed Marina event invitation for transient boaters, a
 6 tri-fold brochure and an ad which will appear in Scuttlebutt magazine were included in the
 7 meeting packets, and the Committee members jointly reviewed all of that documentation.
 8 Jackson took note of all suggested revisions. Discussion took place regarding whether or not
 9 seasonal slip holders should be invited to the previously mentioned events, and it was the
 10 consensus that if a sufficient number of RSVP's are not received from transient boaters,
 11 invitations shall be distributed to the seasonal slip holders. If the seasonal slip holders wish to
 12 attend any of the previously mentioned events they shall be charged \$20 per ticket.
 13

14 **Item No. 6. Discussion on marina activities with the Marina Manager:**

15 Krauel gave the following oral report:

- 16
- 17 • She recently met with Steve Mann, and walked the docks. Mann pointed out the areas
- 18 which are in need of repair, and arrangements have been made for those repairs to be
- 19 made.
- 20 • Invoices will be mailed to all the commercial vendors at the Marina in the near future.
- 21 • Mann and Krauel have been asked to see that additional signage is created for the top
- 22 of the commercial vendor kiosk at the Marina.
- 23 • This year Max McHugh, Ethan Voeks, Olivia Potter, Griffin Olson, Collin Duffy, Ashley
- 24 Hockers and Ava Erickson will be working at the Marina.
 25

26 **Item No. 7. Consider a motion to discuss matter to be placed on a future agenda or referred**
 27 **to a committee, official or employee:**

28 It was the consensus that the following issues shall be addressed at the next meeting of the
 29 Marina Committee:

- 30 A. Discussion regarding the brands of Marina software which are available.
- 31 B. Discussion regarding "A" Dock repairs.
- 32 C. Discussion regarding establishment of a policy concerning answering of
- 33 the telephone at the Marina.
- 34 D. Discussion regarding establishment of a policy concerning the assistance
- 35 Marina employeess shall provide to persons utilizing the launch ramp at the
- 36 Marina.

37 *The next meeting of the Marina Committee was scheduled for Wednesday, May 27, 2015 at*
 38 *2:00 P.M.*
 39

40 **Adjournment:**

41 *A motion was made by Duffy, seconded by Sunstrom to adjourn the meeting of the Marina*
 42 *Committee at 4:09 P.M. Motion carried – All ayes.*
 43

44 Respectfully submitted,

45 

46 Janal Suppanz,
 47 Assistant Administrator

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, MAY 6, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The May 6, 2015 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:24 P.M.*

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

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

14
15 **Others:** Rick Wylie, Mark Schuster, Paige Funkhouser, Greg Casperson, Ann Scholl, Sean
16 Ryan, Rob Zoschke, Dick and Mary Smythe, John Cain and Carrie Baldwin-Smith.

17
18 **Approval of Agenda:**

19 *A motion was made by Clove, seconded by Baker that the Agenda for the May 6, 2015*
20 *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

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

23 Lienau asked if anyone wished to comment regarding a non-agenda item.

24
25 Rick Wylie of Bay Shore Outdoor indicated that he has been operating his silent sports
26 business out of Waterfront Park for a number of years. He's excited about the Beach
27 Expansion Project, but is also confused about what the future holds with respect to a
28 designated location for his business. Lienau responded that Village officials have not
29 determined what the long term plan for utilization of the new beach will be yet, but for this
30 year they are willing to designate a temporary location for a silent sports launch area. That
31 location is on the western end of the beach, inside the rock groin. Wylie was instructed to
32 discuss the logistical issues associated with this issue with Jackson after this meeting, and it
33 was the consensus that it shall be fully addressed at a future meeting of the Parks
34 Committee.

35
36 Mary and Dick Smythe appeared on behalf of the Woodcrest Village Condominium
37 Owner's Association. They expressed concerns about having an approved snowmobile
38 trail run through certain portions of the Village. The route which is currently being
39 proposed by the Top O' The Thumb Snowmobile Club affects the residents of four
40 condominium associations - Timber Ridge, Pheasant Park, Woodcrest Village and
41 Skogland, as well as a number of people who own private residences along the trail route,
42 as a number of noise and safety issues will arise. Mary, who is the President of the
43 Woodcrest Village Condominium Association, wrote a letter to the Parks Committee
44 concerning this issue, and that letter was read aloud.

45
46 Larry Cain indicated that he also is a member of the Board of Directors at Woodcrest
47 Village and wholeheartedly agrees with Smythe.

48

1 Lienau noted that the following pieces of correspondence were included in the meeting
2 packets.

- 3
- 4 • A letter from Inger Johnson in which she states that she doesn't like the
5 appearance of the menu mailboxes which have been placed by The
6 Boathouse. Johnson also states that she thinks the Village's Christmas
7 decorations are "ugly".
- 8 • A letter and photos which were received from Quinn Lundquist. (In that
9 letter Lundquist describes some suggestions she has for providing shade on
10 the new beach.)
- 11 • E-mails from and to Paul Collins concerning Door County Folk Fest, which
12 will be conducted in Door County from July 8 – 12, 2015. Collins has
13 reserved the Village Hall for that event.
- 14

15 Carrie Baldwin-Smith, who resides in Baileys Harbor and is the owner of Door County
16 Event Planners, indicated that she plans and organizes a number of weddings and other
17 large events throughout Door County. When she heard that the Sister Bay beach was being
18 expanded she thought there would be an excellent opportunity for the Village to create a
19 private area for people to hold beachfront weddings or special events. No other Northern
20 Door wedding or large event venue will be able to offer such an amenity. If the Village
21 does decide to create a special event area and purchases its own tent, Baldwin-Smith
22 believes rental fees of up to \$1,500 per wedding or special event would be appropriate.
23 No matter what use fee is established for the special event area, she believes a specific set
24 of rules must be established, and any and all of them should be clearly delineated on any
25 Facility Use Permits which are issued.

26
27 **Approval of minutes as published:**

28 *A motion was made by Clove, seconded by Doersching that the minutes for the April 8,*
29 *2015 meeting of the Parks, Properties & Street Committee be approved as presented.*
30 *Motion carried – All ayes.*

31
32 **Business Items:**

33 **Item No. 1. Discussion regarding the Facility Use Application and supporting**
34 **documentation which was submitted by the organizers of the 2015 Door County Century**
35 **Bike Ride; and consider a motion for action if necessary:**

36 A Facility Use Application and accompanying documentation were submitted by John
37 Mory and Sean Ryan on behalf of the organizers of the Door County Century Bike Ride,
38 and all those documents were included in the meeting packets. The ride will be conducted
39 on September 13, 2015, and Mory and Ryan would again like to establish ride routes and a
40 rest area in the Village.

41
42 Ryan was present and asked if it would be possible for ride organizers to utilize the
43 Performance Pavilion rather than erect a large tent in Waterfront Park. He also noted that
44 he will contact representatives of Gibraltar High School before school lets out to see if
45 there are any clubs or organizations which would be interested in working at a fund raising
46 booth(s).

47
48 *A motion was made by Clove, seconded by Baker that the Facility Use Application and*
49 *accompanying documentation which were submitted by John Mory and Sean Ryan on*

1 *behalf of the organizers of the Door County Century Bike Ride are all approved. Mory and*
 2 *Ryan and their associates will either be allowed to erect a large tent in Waterfront Park or*
 3 *utilize the Performance Pavilion as a shelter, but the decision as to which option is*
 4 *preferred will be made by Jackson and Suppanz once it is closer to the actual date of the*
 5 *ride. In either event the fees delineated on the Village's Facility Use Fee Schedule shall be*
 6 *imposed. Motion carried – All ayes.*

7
 8 **Item No. 2. Discussion regarding the request from the Top O' The Thumb Snowmobile**
 9 **Club to allow an official snowmobile route to be established in the Village in 2015; and**
 10 **consider a motion or action if necessary:**

11 A request from the Top O' The Thumb Snowmobile Club to again establish an official
 12 snowmobile route in the Village was included in the meeting packets. There are some
 13 issues associated with 6(f) conversion which must be addressed before any final decisions
 14 are made regarding the location of snowmobile trails on parklands.

15
 16 *A motion was made by Doersching, seconded by Lienau that Agenda Item No. 2 –*
 17 *Discussion regarding the request from the Top O' The Thumb Snowmobile Club to allow*
 18 *an official snowmobile route to be established in the Village in 2015, shall be tabled.*
 19 *Motion carried – All ayes.*

20
 21 **Item No. 4. Discussion regarding installation of event fencing in Waterfront Park; and**
 22 **consider a motion for action if necessary:**

23 Jackson suggested that some type of event fencing be erected in the area surrounding the
 24 Performance Pavilion, and then presented a diagram of the proposed special event area.
 25 The suggestion was made that a two railed split rail fence be installed in that area.
 26 Doersching indicated that she is opposed to installation of a split rail fence as she does not
 27 believe it will prevent people from entering the special event area, and also will not be
 28 aesthetically pleasing.

29
 30 *A motion was made by Clove, seconded by Baker, that a two railed split rail fence shall be*
 31 *installed around the special event area depicted on the diagram which was presented by*
 32 *Jackson at this meeting. The fence shall be installed this spring, and the funds for the*
 33 *fencing project shall be withdrawn from the Miscellaneous Parks Projects Account. Motion*
 34 *carried with Doersching opposed.*

35
 36 **Item No. 3. Discussion with Ram Rojas and Ron Myers regarding the Boathouse Mural**
 37 **Project; and consider a motion for action if necessary:**

38 Ram Rojas and Ron Myers met with the members of the Marina Committee, who granted
 39 permission for a mural which depicts the Village's maritime history to be painted on the
 40 east and south walls of the Boathouse. It typically costs \$50,000 to fund a mural project,
 41 and tax deductible donations are solicited by community members to cover expenses.
 42 Rojas and Myers do not know of any Sister Bay residents who would be interested in
 43 initiating a fund raising campaign, so they would be willing to try to raise the necessary
 44 funds themselves. The suggestion has been made that they create and sell some type of
 45 unique Sister Bay Beach themed memorabilia at festivals and special events in the Village,
 46 and Rojas presented a sample of the type of memorabilia he is considering. That
 47 memorabilia contained PCI sand.

48
 49

1 A motion was made by Clove, seconded by Baker that the Parks Committee grants
 2 permission for Ram Rojas and Ron Myers to sell officially licensed Sister Bay themed
 3 products which contain PCI sand to fund a public art project, (including the Boathouse
 4 Mural Project), at Village sponsored events. Motion carried – All ayes.

5
 6 A motion was made by Clove, seconded by Baker that Ram Rojas and Ron Myers shall be
 7 granted permission to utilize Village facilities free of charge to do fund raising for a public
 8 art project, (including the Boathouse Mural Project), at Village sponsored events. Motion
 9 carried – All ayes.

10
 11 **Item No. 5. Discussion regarding the SBAA's Menu Mailbox Outreach Project; and**
 12 **consider a motion for action if necessary:**

13 Representatives of the SBAA have initiated a Menu Mailbox Outreach Project. Mailboxes
 14 which hold menus have been placed outside of the new Visitor Center and by the
 15 Boathouse, but the finishing touches have not been added to them yet. During discussion
 16 the Committee members indicated that they believe the mailboxes which are by the
 17 Boathouse should be removed from that location ASAP. It was also the consensus that the
 18 posts the mailboxes are mounted on should be painted with the Village logo colors, and
 19 that the mailboxes should bear the names and logos of the sponsoring restaurants.

20
 21 Greg Casperson indicated that he has heard a number of comments from citizens that they
 22 do not know what the mailboxes are for and think they look “trashy”.

23
 24 A motion was made by Clove, seconded by Baker that the mailboxes which are by the
 25 Boathouse shall be removed and put in storage until they are completely finished. Once
 26 they are finished they shall be transferred to the area which is adjacent to the new sidewalk
 27 leading to the swim pier in Waterfront Park. Motion carried – All ayes.

28
 29 At 4:05 P.M. Lienau indicated that he had another obligation and left the meeting. Prior to
 30 leaving he appointed Clove Temporary Chairperson of the Parks, Properties & Streets
 31 Committee.

32
 33 **Item No. 6. Report from Steve Mann on activities:**

34 Mann gave an oral report regarding the following issues:

- 35 • Over the course of the winter the new pipes at the Village Hall froze. Mann spoke
 36 with representatives of Harbor Construction about this issue, and they stated that
 37 they believe the pipes froze because they weren't buried low enough. (It was their
 38 understanding that Village officials did not want any of the sidewalks by the Village
 39 Hall to be removed.) It will cost a few hundred dollars to make the necessary
 40 repairs, and Mann has requested that the work be performed ASAP.
- 41
 42 • The gas line behind the Post Office needs to be repaired. Mann met with
 43 representatives of Ferrell Gas shortly after the damage was discovered and assumed
 44 the necessary repairs would be made, but to date that has not occurred. Jackson
 45 indicated that he will contact representatives of Ferrell Gas and instruct them to
 46 make the necessary repairs this week as time is of the essence.
- 47
 48 • If the Village wants to install buoys to designate the new swim areas DNR and
 49 Army Corps of Engineer Permits will be required. Mann was asked to discuss this

1 issue with Mike Neal of the DNR and see that appropriate action is taken ASAP.

2
3 **Item No. 7. Discussion regarding other parks and streets activities:**

4 Doersching indicated that she and Mann will be riding around town and designating new
5 locations for flower pots soon.

6
7 The Village will be purchasing the Braun property. At one time there was a gas station on
8 that property, and, therefore, it will be necessary to have a Phase II environmental site
9 assessment completed prior to closing. (In accord with an agreement which was entered
10 into with Arthur Braun the responsibility for having the assessment done lies with the
11 Village.) Jackson has received a proposal from Robert E. Lee & Associates which states that
12 the cost of the assessment will not exceed \$6,500.

13
14 *A motion was made by Doersching, seconded by Baker that Robert E. Lee & Associates*
15 *shall be retained to perform a Phase II environmental site assessment on the Braun property*
16 *for a "not to exceed" price of \$6,500. The assessment shall be paid for with funds which*
17 *have been allocated for the Beach Project. Motion carried – All ayes.*

18
19 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**
20 **committee, official or employee:**

21 It was the consensus that the following issues shall be addressed at a future meeting(s) of
22 the Parks Committee:

- 23
24 • **Discussion regarding the request from the Top O' The Thumb Snowmobile Club**
25 **to allow an official snowmobile route to be established in the Village in 2015; and**
26 **consider a motion for action if necessary.**
27
28 • **Discussion regarding the designated silent sports launch area in Waterfront Park**
29 **and the designated location for Bay Shore Outdoor to do business out of in**
30 **Waterfront Park; and consider a motion for action if necessary.**

31
32 **Adjournment:**

33 *A motion was made by Baker, seconded by Doersching to adjourn the meeting of the*
34 *Parks Committee at 4:31 P.M. Motion carried – All ayes.*

35
36 Respectfully submitted,

37 

38 Janal Suppanz,
39 Assistant Administrator

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, APRIL 28, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4 (APPROVAL PENDING)
5

6 The April 28, 2015 meeting of the Plan Commission was called to order by Chairperson Dave
7 Lienau at 5:40 P.M.

8
9 **Present:** Chairperson Lienau, and members Scott Baker, Marge Grutzmacher, and Nate Bell.

10
11 **Excused:** Eric Lundquist, Shane Solomon and Don Howard

12
13 **Others:** Greg Casperson and Jim Westernan of Robert E. Lee & Associates.

14
15 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

16
17 **Comments, correspondence and concerns from the public:**

18 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
19 He then noted that no new correspondence had been received.

20
21 **Approval of the agenda:**

22 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the April 28,*
23 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

24
25 **Approval of minutes as published:**

26 **As to the minutes for the March 24, 2015 meeting of the Plan Commission:**

27 *Baker noted that the monetary figure shown on Line 9, Page 2 of the minutes for the March 24,*
28 *2015 meeting of the Plan Commission should be \$5,075,000.00, not \$5,075.00.*

29
30 *A motion was made by Baker seconded by Grutzmacher that the minutes for the March 24,*
31 *2015 meeting of the Plan Commission be approved as amended. Motion carried – All ayes.*

32
33 **Business Items:**

34 **Item No. 1. Consider a motion to approve a Certified Survey Map for Waterfront Park -**
35 **Restrictions imposed by the DNR for receipt of grant funds:**

36 DNR officials have informed Jackson that the Village will receive a Stewardship grant in the
37 amount of \$489,285.00 as well as a Federal Recreation Trails Act grant in the amount of
38 \$45,000.00 to help defray the costs associated with the Beach Expansion Project. One of the
39 conditions of the Stewardship grant award is that documents containing restrictive language be
40 recorded in the office of the Register of Deeds for Door County, and, to that end, a draft of a
41 Certified Survey Map for a portion of Waterfront Park was included in the meeting packets. The
42 Commission members jointly reviewed the CSM, and it was the consensus that it is acceptable.

43
44 *A motion was made by Bell, seconded by Grutzmacher that the Plan Commission recommends*
45 *that the Certified Survey Map for a portion of Waterfront Park which was reviewed at this*
46 *meeting be approved as presented. Motion carried – All ayes.*

47
48 **Item No. 2. Consider a motion to grant conditional approval of a Certified Survey Map for the**
49 **Braun property, which is located at the corner of Mill Road and Bay Shore Drive:**

50 A draft of a Certified Survey Map for the Braun property, which is located at the corner of Mill

1 Road and S. Bay Shore Drive, was provided to the Board members prior to this meeting, and
 2 the Commission members jointly reviewed that document. Basically the CSM clarifies the
 3 description for the Braun property so that 6(f) conversion eligibility requirements can be met
 4 with respect to the Bay Shore Drive Reconstruction Project. Jackson is recommending that the
 5 CSM be approved on the condition that before that document is recorded in the office of the
 6 Register of Deeds for Door County the Village must actually have purchased the Braun
 7 property.

8
 9 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission*
 10 *recommends that the Certified Survey Map for the Braun property which was reviewed at this*
 11 *meeting be approved on the condition that before that document is recorded in the office of the*
 12 *Register of Deeds for Door County, the Village must have actually have purchased the Braun*
 13 *property. Motion carried – All ayes.*

14
 15 **Item No. 3. Report by the Zoning Administrator regarding development activities, various**
 16 **enforcement actions, and issuance of Sign and Zoning Permits:**

17 Jackson gave the following oral report:

- 18
 19 • Shrouds for some of the LED lights at SCAND have arrived and will be installed
 20 as a test measure soon. Jackson requested that the Commission members go to
 21 view the lights which have shrouds on them to see if they believe the issues
 22 which have been complained about to date will be eliminated. He has also
 23 requested input from surrounding property owners.
 24 • He will be meeting with the management of SCAND soon to discuss some
 25 landscaping issues which have arisen.
 26 • Noise limits are addressed in the Village's Zoning Code, but time limits on when
 27 outdoor music must cease and outdoor seating must be vacated at local
 28 businesses is specifically addressed when annual liquor licensing conditions are
 29 formulated by the Village Board. A citizen has asked Jackson if the Village will
 30 be adhering to the existing liquor license condition that outdoor music must
 31 cease and all outdoor seating be vacated by 10:30 P.M. when weddings and
 32 special events are conducted on Village owned properties. It is quite likely that
 33 the citizen may ask that same question at the June Village Board Meeting. The
 34 suggestion was made that one way to meet the needs of all stakeholders would
 35 be to allow outdoor acoustic music to be played in the Village until 11:00 P.M.
 36 • Work is expected to be completed on the line burial project this week. A detour
 37 will be in effect for approximately two days while cuts are made across the
 38 highway. As soon as the hot mix plant opens the crew from the Highway
 39 Department will be making temporary road repairs, and site restoration work
 40 will be done ASAP.
 41 • Relaxed signage regulations will be in effect while work is being done on the
 42 Bay Shore Drive Reconstruction Project, and D.O.T. officials have indicated that
 43 temporary business identification signage will be allowed for businesses which
 44 will still be open after November 1, 2015.
 45 • Work is steadily progressing on the Beach Reconstruction Project.

46
 47 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred**
 48 **to a committee, Village official or employee:**

49 Premier Properties will be presenting plans for their development to the Plan

Minutes of the April 28, 2015 Meeting of the Plan Commission

1 Commission in the near future.

2

3 **Adjournment:**

4 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*

5 *Commission at 6:07 P.M. Motion carried – All ayes.*

6

7 Respectfully submitted,



8

9 Janal Suppanz,

10 Assistant Administrator

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
2 **THURSDAY, MAY 7, 2015**
3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
4 **SISTER BAY-LIBERTY GROVE FIRE STATION - 2258 MILL ROAD**
5 **(APPROVAL PENDING)**

6
7 *The May 7, 2015 meeting of the Sister Bay Advancement Association Board of Directors*
8 *was called to order by President Drew Bickford at 8:06 A.M.*
9

10 **Present:** President Bickford, Heidi Hitzeman, Larry Gajda, Steve Gomoll, Casey St.
11 Henry, Ron Kane, Windy Bittorf, James Larsen, Jessica Grasse, Nora Zacek, Denise Bhirdo
12 and Tonya Crowell.

13
14 **Staff Members:** Paige Funkhouser, SBAA Coordinator, and Janal Suppanz, Secretary.

15
16 **Excused:** Jeannie Hoffman

17
18 **Others:** Becky Freundt, Gary Chaudoir, Sheena Zielke, Sally Pfeifer, Christine Kordon and
19 Kristy Nelson.

20
21 **Business Items:**

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

23 Kane suggested that Agenda Item No. 3 be amended to read, "Consider a motion to
24 convene into closed session to discuss or conduct other specified public business,
25 whenever competitive or bargaining reasons require a closed session:"

26
27 *A motion was made by Hitzeman, seconded by Zacek, that the Agenda for the May 7,*
28 *2015 meeting of the SBAA Board of Directors be approved as amended. Motion carried –*
29 *All ayes.*
30

31 **Item No. 2. Approval of the minutes for the April 2, 2015 meeting of the SBAA Board of**
32 **Directors:**

33 *A motion was made by Bhirdo, seconded by Kane that the minutes for the April 2, 2015*
34 *meeting of the SBAA Board of Directors be approved as amended. Motion carried – All*
35 *ayes.*
36

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

38 Financial reports for April were included in the meeting packets and the Board members
39 jointly reviewed those documents.

40
41 *A motion was made by Larsen, seconded by Gajda that the Financial Reports which were*
42 *reviewed at this meeting are approved as presented. Motion carried – All ayes.*
43

44 **Item No. 4. Coordinator's Report:**

45 Funkhouser's Coordinator's Report was included in the meeting packets, and the Board
46 members jointly reviewed that document. Funkhouser gave the following oral report:
47
48

1 Seventeen restaurants are participating in the “Mailbox To Go Project”. As per the
2 direction of the Parks Committee the mailboxes which were downtown and by the
3 temporary Visitor Center will be removed and put in storage until the posts have been
4 painted and decals attached. (Funkhouser is still waiting for information from some of the
5 restaurant owners.) When they are finished the southern boxes will be returned to the
6 temporary Visitor Center and the northern boxes will be placed in the area which is
7 adjacent to the new sidewalk leading to the swim pier in Waterfront Park.

8
9 The SBAA will be hosting three Movies In The Park. The show dates are July 15, 2015 –
10 “Crybaby”, July 29, 2015 – “Jaws”, and August 12, 2015 – “The Men Who Stare at Goats”.

11
12 A number of the Fall Fest arts and crafts vendor spaces have already been spoken for.

13
14 Funkhouser is still working on organizing the Spring Social.

15
16 Room tax collections for the months of January and February are up over last year.

17
18 The temporary Visitor Center at Voight’s Auto is now open. Funkhouser thanked Drew
19 Bickford and Laura Wilker, Casey St. Henry, Zeke Jackson and Mike Goldstone for all the
20 assistance they provided with the move and installation of signage.

21
22 The 2015 membership drive is complete. Funkhouser welcomed three new member
23 businesses – Harbor Pie Co., Funky Cookie Studio and Peninsula Painting.

24
25 **Item No. 5. Discussion regarding the Operating Agreement between the SBAA and the**
26 **Village of Sister Bay:**

27 A draft of the proposed Operating Agreement between the SBAA and the Village was
28 included in the meeting packets and the Board members jointly reviewed that document.
29 Prior to the time that the review occurred Bickford explained that the agreement was
30 drafted in an attempt to clarify the expectations of the Village as well as the SBAA. The
31 members of the Board of Directors believed that an attorney should be retained to review
32 the agreement before it was executed, and Attorney Tom Sutter was retained. He indicated
33 that the agreement will be legally binding. Attorney Sutter’s biggest concern is that the
34 Village makes quarterly support payments to the SBAA after a quarter has ended. This
35 could be problematic if any issues arise.

36
37 Bhirdo indicated that she will not be voting to approve the agreement as she is still
38 opposed to the provision which states that the Association shall make at least one grant
39 application annually and shall actively seek regional and national brand sponsors for Sister
40 Bay events.

41
42 Larsen indicated that he doesn’t like a number of the provisions contained in the
43 agreement and is concerned that it will expire in one year. (There is potential for the
44 Village to delineate more expectations when the next agreement is drafted.) He also
45 believes the SBAA should seriously consider becoming an independent organization again.

46
47 Sally Pfeifer indicated that she believes the agreement has been drafted in an attempt to
48 clarify that the \$50,000 the Village provides to the SBAA on an annual basis is being spent
49 responsibly.

1 Becky Freundt explained that at one time the SBAA was independent and probably could
 2 become independent again. She also explained the history behind the Village providing
 3 support to the SBAA, and indicated that if the decision is made to become independent
 4 again there are a number of factors which must be taken into consideration.

5
 6 *At 9:10 A.M. Bittorf indicated that she had another obligation and left the meeting.*

7
 8 Gary Chaudoir indicated that he does not believe the 90 day termination clause provides
 9 enough time for either organization to “get their ducks in a row”. It was the consensus that
 10 **Section 1.3 – Termination** should be amended to read:

11
 12 “This agreement may be terminated by either party hereto at any time
 13 upon 180 days prior written notice to the other party. If and when the
 14 Village gives notice of termination, all monies due and payable
 15 during the notice period will be deemed to be due and payable
 16 immediately.”

17
 18 Hitzeman indicated that she believes a concerted effort should be made to make everyone
 19 aware of the fact that many of the actions the SBAA takes benefit all the residents of the
 20 Village as well as non-profit organizations; not just business owners. Several of the Board
 21 members concurred and indicated that it may be a good idea to ask non-profit
 22 organizations which benefit from the SBAA’s actions to publicly thank the SBAA for its
 23 support. They could also be asked to provide a year-end report describing the community
 24 services they provide.

25
 26 *At 9:35 A.M. Crowell indicated that she had another obligation and left the meeting.*

27
 28 *A motion was made by Bickford, seconded by Zacek that the SBAA recommends that the*
 29 *Operating Agreement between the Village of Sister Bay and the SBAA which was reviewed*
 30 *at this meeting be approved on the condition that Section 1.3 – Termination, be amended*
 31 *in the fashion stated above.*

32
 33 *A roll call vote was taken on the motion, and the Board members voted in the following*
 34 *fashion:*

35 *Bhirdo – Nay; Kane – Nay; Gajda – Aye; Bickford – Aye; Grasse – Aye; St. Henry – Aye;*
 36 *Gomoll – Aye; Zacek – Aye; Larsen – Nay; Hitzeman – Nay.*

37
 38 *Motion carried.*

39
 40 **Item No. 10. Discussion regarding the SBAA Spring Social:**

41 Funkhouser is still working on making plans for the Spring Social. Further information will
 42 be provided at the next Board meeting.

43
 44 **Item No. 11. Discussion regarding outside food and beverage sale for events – Tokens**
 45 **and wristbanding:**

46 The Marketing Committee has recommended that tokens be utilized for outdoor food and
 47 beverage sales during all festivals and special events which take place in the Village. If
 48 such a system is utilized I.D. wristbands will still be required, but they will also be
 49 purchased with tokens. If the token system is utilized there will be an avenue for the

1 agencies organizing the festivals and special events to realize profits as vendors would be
 2 asked to provide a percentage of their profits to them, but those fees are negotiable. Tara
 3 Gokey, who organizes Taste of Broadway in Green Bay and is a member of the Marketing
 4 Committee, indicated that it has been her experience that charging fees for wrist bands was
 5 not well received at all. The token system has been very well received at Taste of
 6 Broadway.

7
 8 Larsen indicated that he believes the token system will be met with resistance from several
 9 local business owners as a number of logistical issues could arise.

10
 11 Gajda agreed and indicated that he believes the non-profit organizations will also be
 12 opposed to such a system as they will be losing money if they are required to pay a portion
 13 of their proceeds to festival and event organizers.

14
 15 Several of those who were present indicated that they believe “there has to be a better
 16 way” and don’t believe Fall Fest policies and procedures should be changed.

17
 18 **Item No. 6. Discussion regarding the JEM Grant for “Midwest Sunsplash” Marketing:**

19 “Midwest Sunsplash” will be conducted in the Village on August 7 and 8, 2015, and word
 20 has been received that a JEM Grant in the amount of \$25,500 has been awarded for that
 21 event!!! Funkhouser did a considerable amount of work on the grant application, and,
 22 therefore, the Village Board has agreed to provide an incentive payment of \$250 to the
 23 SBAA.

24
 25 *At 10:20 A.M. Zacek indicated that she had another obligation and left the meeting.*

26
 27 *At 10:24 A.M. Grasse indicated that she had another obligation and left the meeting.*

28
 29 **Item No. 11. Discussion regarding festivals and special events:**

30 **A. Sip & Savor/Paddlefest/Goat Parade:**

31 Sip & Savor, Paddlefest and the Goat Parade will be conducted on June 13, 2015.
 32 Advertising has already gone out for Paddlefest, and the organizers of that event
 33 will be flexible as to location. A coaster advertising campaign is being considered
 34 for Sip & Savor/“Midwest Sunsplash”. A “goat plop” contest will also be
 35 conducted, and a New Belgium bicycle will be awarded to one of the contest
 36 participants.

37
 38 **B. “Midwest Sunsplash”**

39 Work is ongoing on planning for “Midwest Sunsplash”.

40
 41 *Funkhouser is suggesting that the SBAA pursue contracting with the Village to be
 42 the sole alcohol purveyor at “Midwest Sunsplash”, and it was the consensus that
 43 this would be a good idea.*

44
 45 **Item No. 12. Update on the Bay Shore Drive Reconstruction Project:**

46 **Item No. 13. Update on the Waterfront Park Development Project:**

47 Work is ongoing on the Bay Shore Drive Reconstruction and Waterfront Park Development
 48 Projects.

49

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

4 *At 10:35 A.M. a motion was made by Kane, seconded by Larsen that the SBAA Board of*
 5 *Directors convene into closed session to conduct other specified public business,*
 6 *whenever competitive or bargaining reasons require a closed session. A roll call vote was*
 7 *taken on the motion and the Board members voted in the following fashion:*

8 *Bhirdo – Aye; Kane – Aye; Gajda – Aye; Bickford – Aye; St. Henry – Aye;*

9 *Gomoll – Aye; Larsen – Aye; Hitzeman – Aye.*

10 *Motion carried.*

11
 12 **Item No. 8. Consider a motion to reconvene into Open Session:**

13 *At 10:41 A.M. a motion was made by Bhirdo, seconded by Bickford that the Board*
 14 *reconvene into Open Session. A roll call vote was taken on that motion, and the Board*
 15 *members again voted in the following fashion:*

16 *Bhirdo – Aye; Kane – Aye; Gajda – Aye; Bickford – Aye; St. Henry – Aye;*

17 *Gomoll – Aye; Larsen – Aye; Hitzeman – Aye.*

18 *Motion carried.*

19
 20 **Item No. 9. Consider a motion to take action, if required:**

21 *A motion was made by Bhirdo, seconded by Bickford that the \$250 incentive payment the*
 22 *SBAA received from the Village for the work done on the “Midwest Sunsplash” grant*
 23 *application shall be provided to Paige Funkhouser as she did the majority of the work on*
 24 *that application.*

25
 26 *Funkhouser indicated that Gomoll will be resigning from the SBAA Board of Directors as*
 27 *he will be retiring, and presented him with a farewell gift. The other Board members*
 28 *wished Gomoll well and thanked him for all his service to the SBAA.*

29
 30 *The next meeting of the SBAA Board of Directors will be conducted on Thursday, June 4,*
 31 *2015 at 8:00 A.M.*

32
 33 **Adjournment:**

34 *A motion was made by Bhirdo, seconded by St. Henry to adjourn the meeting of the SBAA*
 35 *Board of Directors at 10:44 A.M. Motion carried – All ayes.*

36
 37 *Respectfully submitted,*

38 

39 *Janal Suppanz, Secretary*

1 **WATER, SEWER COLLECTION, AND STORMSEWER**
2 **COMMITTEE MEETING MINUTES**
3 **Tuesday, May 5, 2015**
4 **Sister Bay Fire Station**
5 **2258 Mill Road**
6 **(Unapproved Version)**
7
8
9

10 The May 5, 2015 meeting of the Utilities Committee was called to order by Committee Chair
11 Patrick Duffy at 7:30 AM.

12
13 **Present:** Committee Chair Patrick Duffy, and Member Scott Baker.

14 **Staff Members:** Village Administrator Zeke Jackson (7:40 AM), Utility Manager Steve Jacobson,
15 Utility Supervisor Mike Schell, Finance Director Juliana Neuman, and Utility Clerk Martha
16 Baker.

17 **Also Present:** Fire Chief Chris Hecht and Attorney Randy Nesbitt (via phone).

18 **Absent:** Member Shane Solomon.

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

21 *A quorum was not present for the May 5, 2015 meeting of the Wastewater Treatment Plant*
22 *Utility Committee meeting.*

23 **Absent:** Committee members Solomon, Forkert, Sauer, Anderson, and Administrator Kalms.

24
25 **Approval of the Agenda:**

26 *Motion was made by Duffy, seconded by Baker, to approve the May 5, 2015 agenda as*
27 *presented. Motion carried – all Ayes.*

28
29 **Approval of the April 14, 2015 meeting minutes:**

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

32
33 **Public Comments and Correspondence**

34 No comments or correspondence.

35
36 **Discussion Items**

37 **1. Administrative Related:**

38 **a. Discussion on proposed water tower**

39 Jacobson said he sees three choices regarding the proposed water tower. One would be to
40 build the water tower within the next two years. Another would be to build at a later time and
41 begin refunding water tower impact fees yearly until the tower is built. Another would be to
42 refund all impact fees and reevaluate the water system. He talked about the CUPAC Study and
43 spoke briefly about the fire flows and pressure at the northern end of the system. Jacobson said
44 there are several large volume customers mentioned in the CUPAC Study that no longer exist
45 and projections from the study have not been met. He talked about projections for future

1 development, citing the Garot project, the old ball field project, and the old school house
2 development. Jacobson pointed out that the CUPAC Study addresses future pressure and fire
3 flows needs.

4
5 Village/Town Fire Chief Chris Hecht spoke to the committee regarding fire flows. Hecht said
6 his concern is that whatever improvements are made, it needs to be a year-round solution and
7 not just a peak-time solution. He said 2000 gallons per minute for three hours would be
8 needed to satisfy ISO requirements, but he thinks that is an unrealistic goal. There was
9 discussion regarding sprinkler systems in buildings. Hecht told the committee the fire
10 department can augment hydrant flows directly from the waters of Green Bay. He said the fire
11 department has begun using compressed foam which has decreased the need for water flow by
12 more than half.

13
14 Jacobson said he recommends postponing the building of the water tower until 2019 which
15 would require refunding approximately \$7,000 of impact fees next year. Jackson talked about
16 creating a new ordinance regarding water system improvements. Jacobson suggested
17 contacting Attorney Nesbitt to answer all questions regarding the existing ordinance and
18 creating a new ordinance.

19
20 *After further discussion Duffy made a motion to recommend to the Village Board to postpone*
21 *building a water tower, reevaluate needs, and begin refunding impact fees according to the*
22 *schedule provided by Utility Clerk Baker and at the same time create a new ordinance that will*
23 *allow collection of impact fees for future water system improvements. Motion seconded by*
24 *Baker. Motion carried – all Ayes.*

25
26 Jacobson told the committee that Liberty Grove Utility District #1 had enacted an ordinance
27 regarding water tower impact fees at around the same time as the Village. Liberty Grove will
28 need to be notified so they can begin to refund impact fees as well.

29
30 Attorney Nesbitt reached the committee by phone and said he would work on amending the
31 current water tower impact fee ordinance and creating a new water system improvement
32 ordinance.

33 34 **2. Collection System Related**

35 **a. New DNR required CMOM draft review for Sister Bay**

36 Baker said he looked at the draft CMOM and approves of what has been submitted. Jacobson
37 stated that the CMOM will be a very helpful tool for employees and committee members in the
38 future. Jacobson said the County GIS system will also be a helpful tool for mapping.

39
40 *Baker made a motion to approve the draft CMOM for adoption, seconded by Duffy. Motion*
41 *carried – all Ayes.*

42 43 **4. Stormsewer System Related**

44 Jackson said he would like to have discussion in the near future regarding Stormsewer
45 improvements for Bluffside Road, Maple Road, and the beach side of Mill Road. Duffy would
46 like to see the Bay Shore Drive project completed first. Jackson would like to see a proposal
47 from R.E. Lee & Associates for the improvement work.

1

2 **5. Extensions**3 **a. None**

4

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

6 - Stormsewer improvements for Bluffside Road, Maple Road, and the beach side of Mill Road.

7

8 **Adjournment:**

9 *A motion was made by Baker, seconded by Duffy, to adjourn the May 5, 2015 meeting of the*
10 *Water, Sewer Collection, and Stormsewer Utilities Committee at 9:00 AM. Motion carried – all*
11 *Ayes.*

12

13 Respectfully submitted,

14 Martha Baker

15 Utility Clerk

16

17 Name: h:\files\active\agendas\utilities\2015\2015_05\050515 water sewer stormwater comm minutes - unapproved version
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