



BOARD OF TRUSTEES MEETING AGENDA, AMENDED

Tuesday, September 15, 2015 at 6:00 P.M.

Village Hall, 10693 N. Bay Shore Dr

For additional information check: www.sisterbaywi.gov

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

Deviations from the agenda order shown may occur.

- Call Meeting to Order
- Roll Call
- Approval of minutes as published
- Comments and Correspondence
- New Village Board Business Items

1. Public Hearing on 2015 Wastewater Rate Study and proposed rate changes. Discussion on 2015 Proposed Wastewater Rate Study; consider a motion for action to approve Resolution 315-091515, Establishing Various Rates and Charges for Wastewater Service.
2. Public Hearing on Ordinance 239-091515, Establishing Impact Fees for Water System Improvements. Discussion on Ordinance 239-091515, Establishing Impact Fees for Water System Improvements; consider a motion for action if appropriate.
3. Consider a motion to discuss recommendations from various committees concerning amendments to the Personnel Handbook; consider motions for action if appropriate.
4. Consider a motion to discuss a request from Charter Communications on a personal property tax exemption based tax refund request in the amount of \$2738.94; consider a motion for action if appropriate.
5. Consider a motion to discuss a recommendation from the Personnel Committee concerning Short and Long Term Disability Coverage, and review proposals for Long Term Disability Coverage; consider a motion to amend the Personnel Handbook if appropriate.
6. Consider a motion to discuss a recommendation of the Parks Committee and move a sum of money to cover additional sidewalk improvements for the Sister Bay Beach Project from the unassigned fund Balance to the Waterfront Improvements CIP; consider a motion for action if appropriate.
7. Consider a motion to discuss results of the 2015 Citizen Input Survey; consider relevant motions for action if appropriate.
8. Consider a motion to amend the Sister Bay Board and Committee Bylaws.
9. Consider a motion to discuss and confirm President Lienau's Committee Appointments.
10. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits.
11. Consider a motion to reconvene into Open Session.
12. Consider a motion to take action, if required.
13. Report on County activities from the County Supervisor, Dave Lienau.
14. Review of the financial statements and consideration of a motion to approve the monthly bills.
15. Report by the Village Administrator on Village Activities and Projects.
16. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ / _____		Date _____

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, AUGUST 18, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The August 18, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 6:02 P.M.
8

9 **Present:** President Lienau and Trustees John Clove, Pat Duffy, Scott Baker, Kathy Enquist, and
10 Nora Zacek.
11

12 **Excused:** Shane Solomon
13

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

16 **Others:** Judith Ross Stevenson, Rob Zoschke, Sharon Doersching, Denise Bhirdo, Ron Kane,
17 Ken Church, and Krista Lutzke.
18

19 **Approval of the Agenda and Minutes as published:**

20 *A motion was made by Duffy, seconded by Zacek that the Agenda for the August 18, 2015*
21 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
22 *– All ayes.*
23

24 *A motion was made by Clove, seconded by Baker that the minutes for the August 18, 2015*
25 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
26 *– All ayes.*
27

28 **Comments and correspondence:**

29 Lienau asked if anyone wished to address a non-agenda item.
30

31 Denise Bhirdo read a prepared statement aloud. In that statement Bhirdo indicates that she
32 believes events such as Midwest Sunsplash should be evaluated on a number of different levels,
33 including the impacts they will have on local businesses. She also believes the time of year
34 when an event will be conducted should be taken into consideration whenever plans are being
35 made. A copy of Bhirdo's statement is hereby attached and incorporated by reference.
36

37 Sharon Doersching, who is a member of the Village's Parks Committee and is a Hostess at the
38 Sister Bay Bowl, also read a prepared statement aloud. A copy of that statement is likewise
39 attached and incorporated by reference. In her statement Doersching indicates that the first
40 weekend in August is typically very busy at the Bowl, but that definitely was not the case this
41 year. (Several people told her that they "avoided Sister Bay at all costs" because Midwest
42 Sunsplash was going on.) Doersching believes stakeholders and taxpayers as well as the
43 members of the Parks Committee should be given ample opportunities to voice their opinions
44 whenever large events such as Midwest Sunsplash are being planned.
45

46 Rob Zoschke, the Manager of the Yacht Club at Sister Bay, indicated that they have a number
47 of "repeat" customers who make reservations on an annual basis. Out of the thirteen parties
48 who checked out on the Sunday that Midwest Sunsplash was conducted only one group made
49 return reservations. Several of the individuals who did not make return reservations expressed

1 dissatisfaction with the noise levels coming from the Performance Pavilion. Zoschke also stated
 2 that he believes the statement, "Give us your crazy ideas for Sister Bay" which was mentioned
 3 in the citizen survey which had been mailed to Village taxpayers was very distasteful.
 4

5 Judith Ross Stevenson who owns a unit at the Yacht Club at Sister Bay, indicated that the
 6 decibel levels during Midwest Sunsplash were totally unacceptable and she believes Village
 7 officials must take complaints which are lodged by citizens into consideration.
 8

9 Lienau noted that letters which had been received from David and Donna Clough, Dennis
 10 Eggers, Carol Gilbert and Dr. and Mrs. William Bausch , as well as a thank you letter from the
 11 Door County Humane Society for a donation which was made in memory of Suppanz's
 12 mother, Janice Augsburg, were included in the meeting packets, and Jackson read letters
 13 which had been received from Tom Moeller, Kurt Pagel, Judith Ross Stevenson, John Ross,
 14 Gary Ellis, Ken Enstrom and Stan Slabas aloud. All those letters pertain to noise issues
 15 associated with Midwest Sunsplash.
 16

17 **Item No. 1. Presentation by Conservationist Krista Lutzke with Door County's Soil & Water**
 18 **Conservation Department regarding the Invasive Species Program:**

19 Krista Lutzke of the Door County Soil and Water Conservation Department indicated that
 20 Phragmites, an invasive species, has been discovered in Door County. Thanks to the efforts of
 21 a number of people all the Phragmites which were found in Door County have now been
 22 treated and/or eradicated, but due to a lack of funding there are no plans to take any follow-up
 23 actions. Therefore, the Door County Invasive Species Team is conducting a fund raising
 24 campaign. Any and all donations will be greatly appreciated and put to good use.
 25

26 The Board members thanked Lutzke for taking the time to attend this meeting, and Lienau
 27 pointed out that the Door County Invasive Species Team's fund raising campaign will be
 28 considered when work is done on the Village's budget for 2016.
 29

30 **Item No. 2. Discussion/post-bid update on a State-Municipal Agreement between the Village**
 31 **of Sister Bay and the Wisconsin Department of Transportation; and consider a motion to**
 32 **execute the presented agreement:**

33 A copy of Revision #2 to the State/Municipal Agreement for a State-Let Highway Project was
 34 included in the meeting packets and the Board members jointly reviewed that document.
 35

36 *A motion was made by Clove, seconded by Duffy that Revision #2 to the State/Municipal*
 37 *Agreement for a State-Let Highway Project which was reviewed at this meeting is approved as*
 38 *presented. Motion carried – All ayes.*
 39

40 **Item No. 3. Consider a motion to discuss and confirm President Lienau's recommendations**
 41 **for committee appointments:**

42 Lienau indicated that he didn't wish to recommend any committee appointments at this time,
 43 but is recommending that Tara Gokey be removed from the Marketing Committee. He also is
 44 recommending that Jeff Flegal be removed from the Marina Committee. (Due to scheduling
 45 conflicts Gokey is unable to attend meetings on a regular basis, and Flegal has health issues.)
 46

47 *A motion was made by Duffy, seconded by Clove that Tara Gokey shall be removed from the*
 48 *Marketing Committee and Jeff Flegal shall be removed from the Marina Committee. Motion*
 49 *carried – All ayes.*
 50

Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report regarding Door County activities:

- Basic versions of new voting machines will be purchased by the County and provided to each of the municipalities in Door County. Any municipalities who wish to obtain voting machine accessories will be responsible for paying for those accessories.
- Work is ongoing on the County's budget for 2016.
- The new County Administrator has now come on board, and he is already very busy.

Item No. 8. Review of the financial statements and consideration of a motion to approve the monthly bills:

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

A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which were included in the meeting packets totaling \$394,666.25 are all approved. Motion carried – All ayes.

Item No. 9. Report by the Village Administrator on Village activities and projects:

Jackson gave the following oral report:

- Work on the Bay Shore Drive Line Burial Project is substantially complete. Crews from Vinton have inspected transformers and telecommunication equipment and have discovered a few conflicts.
- Work is starting and stopping on the Sledding Hill, but hopefully all of that work will be completed by Fall.
- The work on the Beach Project is substantially completed. All the required landscaping should be done this Fall.
- In spite of incessant rain on Friday, August 7th "Midwest Sunsplash" did take place, but the weather was much better on Saturday, and the attendance count was approximately 1,350 people. Final financial figures are not in yet, however, preliminary estimates indicate that the Village not only recovered its initial \$15,000 investment but returned a modest sum on top of that. Numerous complaints were received about noise. Decibel meters were used on the weekend of the festival, and no non-compliant readings were obtained. A representative sample, economic impact survey has been mailed out to the business owners who were affected by "Midwest Sunsplash", and the results of that survey will be tabulated ASAP. The Village has sixty days to exercise its renewal option with the festival promoters.
- Construction is underway on Niagara Ridge, the development being constructed on the Old Ballfield Property.
- Preliminary plans for the Harbor View development have been reviewed by the Plan Commission and were approved.
- Keith Garot has not met the deadlines agreed to in the Development Agreement for Stony Ridge. He sent Mr. Garot an e-mail regarding this issue on July 14, 2015, but has not received a response to that e-mail yet. Mr. Garot contacted him during the week of August 7, 2015 and stated that things were still "good" but stormwater management costs exceeded budget expectations by \$300,000. He is working on a re-bid.
- The search will continue for a Finance Director, and new "Help Wanted" ads will be placed soon.

- 1 • The Marina's season continues to be on target. Seasonal slip revenues are near all time
- 2 highs and transient rentals are in line to be at or near all time highs.
- 3 • There has been modest attendance at the Movies In The Park.
- 4 • The Marketing Committee will be discussing creation of a Festival Vendor Plan.

5
6 **Item No. 10. Discussion regarding matters to be placed on a future agenda or referred to a**
7 **committee, official or employee:**

8 *It was the consensus that a joint meeting of the Parks, Marketing and Finance Committees as*
9 *well as the SBAA Board of Directors shall be conducted prior to the time that the renewal option*
10 *for that event expires.*

11
12 *It was also the consensus that the Door County Invasive Species Team's request for*
13 *contributions shall be referred to the Finance Committee.*

14
15 **Committee Reports:**

16 **(1) Administrative Committee:**

17 The Administrative Committee has not met recently.

18
19 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

20 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
21 The next D.O.T. informational meeting will be conducted at 9:00 A.M. on September 1,
22 2015.

23
24 **(3) Communication and Technology Committee:**

25 The Communication and Technology Committee has not met recently.

26
27 **(4) Door County Coastal Byways Commission:**

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

29
30 **(5) DCEDC:**

31 The DCEDC met on Monday, but the minutes for that meeting have not been completed
32 yet.

33
34 **(6) Economic Development Committee:**

35 The Economic Development Committee has not met recently.

36
37 **(7) Finance Committee:**

38 The Finance Committee has not met recently.

39
40 **(8) Fire Board and Fire District Exploratory Committee:**

41 No action based on the minutes which were included in the meeting packets. The Fire
42 Board also met this evening. Ice damming issues have arisen at the Fire Station and they
43 will be addressed prior to winter.

44
45 The Fire District Exploratory Committee has not met recently.

46
47 **(9) Historical Society:**

48 The Historical Society Board of Directors continues to meet on a regular basis, and things
49 are going well out at the Corner of the Past.

- 1 **(10) Library Commission:**
 2 No action based on the minutes which were included in the meeting packets. The Library
 3 Commission also met this morning. The Marina Fest Book Sale will be conducted in the
 4 Village Hall this year and cash as well as tokens will be accepted.
 5
- 6 **(11) Marina Committee and Marina Fest Committee:**
 7 A complaint was received that the Village's Marina was closing earlier than last year,
 8 and, therefore, a letter has been sent to all the slip holders at the Marina which details
 9 the Marina's new hours of operation. The Marina Manager did contact the Managers of
 10 several local marinas and discovered that the Marina's new hours are similar to theirs.
 11
 12 Work is ongoing on planning for Marina Fest and things are going well. A Lumberjack
 13 Show will be conducted on the Sunday of Labor Day, so Marina Fest will now be a two
 14 day event.
 15
- 16 **(12) Marketing Committee:**
 17 The Marketing Committee has not met recently. Until someone has been appointed to fill
 18 the vacancy on the Marketing Committee there will be quorum issues.
 19
- 20 **(13) Parks:**
 21 The Parks Committee did not meet this month.
 22
- 23 **(14) Personnel Committee:**
 24 The Personnel Committee will be meeting at 11:30 A.M. on September 3, 2015.
 25
- 26 **(15) Plan Commission:**
 27 No action based on the minutes which were included in the meeting packets.
 28
- 29 **(16) SBAA:**
 30 The SBAA Board of Directors met on August 6, 2015 but the minutes for that meeting
 31 have not been completed yet. The "Goats on Poles" were auctioned off at The Festival of
 32 the Arts and approximately \$3,000 was raised!!! The SBAA Board of Directors has asked
 33 that the SBAA President be contacted before the SBAA Coordinator is asked to help with
 34 any Village events.
 35
- 36 **(17) Teen Center:**
 37 The Teen Center Board has not met recently.
 38
- 39 **(18) Tourism Zone Commission:**
 40 The Tourism Zone Commission will be meeting on August 20, 2015.
 41
- 42 **(19) Utilities – Water, Sewer, and Storm Sewer Committees:**
 43 No action based on the minutes of the Water, Sewer Collection, and Storm Sewer
 44 Committee which were included in the meeting packets.
 45
- 46 **(20) Administration/Compensation Oversight:**
 47 The Administration/Compensation Oversight Committee has not met recently.
 48
- 49 **(21) Waterfront Oversight**
 50 The Waterfront Oversight Committee has not met recently.

1 **Adjournment:**

2 *A motion was made by Duffy, seconded by Zacek to adjourn the meeting of the Board of*
3 *Trustees at 7:51 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

To the Village Board of Sister Bay,

As a resident and business owner in Sister Bay I would like to share my comments on Midwest Sunsplash.

From the beginning this event has been plagued with controversy. It appeared that this event was being shoved down our throat with very little information shared in the planning stages and even less input from the business community as the event was developed. I question why Sunsplash was pulled from the Parks Committee and sent to the Marketing Committee? That appears to be circumventing the usual process for discussion, input and planning. The Village board has stated that they want to be business friendly and want all of us to succeed, but your actions speak differently. Most of the businesses in Sister Bay are family owned and have been around for decades. We do know a lot about the tourists and the season, what works and what doesn't, why aren't you listening to us?

The last weekend in July and the first weekend in August are typically the busiest weeks of the season. Just ask any lodging facility. To plan an event when the county as a whole is typically full is ridiculous. Events should be planned during the weeks when we have slower traffic. That is how to drive traffic to our community and businesses. The same goes for expanding Marina Fest to two days. Having more events in Sister Bay on weekends when tourists are already here does not necessarily translate into business. The same way Administrator Jackson talks about the 84,000 cars on the traffic counter on a particular week also does not translate into business. As President Lienau can attest to, Pumpkin Patch is one of his biggest weekends for business and that festival is 20 miles away. When will the Village Board understand this?

Administrator Jacksons quote "I will tell you that commercially, on the event side of this, it looks as if not only did we make all of our money back but then made some, which is a huge commercial success." "The history here for decades has been, we're going to throw money at it and lose money. This one seems to have broken that mold." This quote was given within a week of the event, was a tally compiled and completed that supports this quote? Events should be evaluated on many different levels. For example, did the event draw the demographic it was intended to, did the event bring business into the local brick and mortars, if nonprofits were partaking in the event were they successful in raising money to put back into our community through all of their worthwhile endeavors, and the list goes on. Monetary return should only be considered as one piece of the puzzle and whether or not an event was a success.

As for the "commercial success" of the event, yes maybe the Village made all of their money back from the 15,000 dollar investment it made. But have you included the 32,000 salary of Jason the Marketing Director into that equation? Have you included the time of our Parks

Department employees and all the temporary measures that were done to the grounds so the event could take place? Have you considered the negative impact it made on local business? The Sister Bay Bowl was down 124 people on Saturday night. That translates into a minimum of 1800.00 to 3000.00 gross loss for one day, this being based on a 15.00 to 25.00 price per meal not including the tips that the waitresses lost. According to James Grasse of Grasse's Grill, they were down Saturday night, Bier Zot was down Saturday night, Becky Freundt thought Sunsplash would spill over into her business and put on extra staff. Her sales were also down. The Pulse stated On Deck had sales that were over last years and James Larson from Husby's stated they still had a busy Saturday, but how much business came from Sunsplash he could not say. My two businesses were also down, Bhirdo's gas station and Second Hand Sue's. Talking with my customers on Sunday many locals and second home owners told me they avoided Sister Bay anticipating heavy traffic, pedestrian traffic and lack of parking. One second home owner who lives on the corner of Mill and Clafin said he and his wife go to the Bowl every Saturday night for dinner. They chose to avoid town and go instead to the Mink River Basin in Ellison Bay. I was told they had a record breaking night. I hope that when all is said and done the residents of Sister Bay will be able review the exact financial statement of Sunsplash.

According to Administrator Jackson "It's incumbent on the entities organizing the festival and controlling the festival grounds to provide traffic flow. That's really the economic development tool that we're engaging in." "It's the business's job to get them in the business." Well, it is difficult to get customers into our businesses when people are avoiding the village and parking is being taken up by festival goers.

According to the Pulse article some business owners voiced concern about out-of-town vendors taking over the festival grounds, but Administrator Jackson maintains that the village offered local businesses the opportunity to put a tent in the festival grounds. Yes that it is true. But do you not realize that in a community where almost every business is short staffed, it is extremely difficult for them to leave their establishment and find additional staff to partake in an event like this. That means when you allow out of town vendors to sell at an event, their money also goes out of town, leaving the local businesses with less revenue. -- Please do not twist my words and criticisms to include any or all events in Sister Bay no matter what the parallel. Each current event or festival has been examined over the years on their value to the community.

In closing more is not always better and the time of year an event is held is the most crucial aspect of planning a new event. I hope you consider the knowledge base of the business owners in the village and the economic impact as a whole as you move forward. After all, we are the people who pay the taxes and your salaries.

Denise L Bhirdo

TO PARKS COMMITTEE—AUGUST REPORT

I would have given this report to the August Parks, Property, and Streets Committee, of which I am a member, but our August meeting was canceled. I was told there were not enough important agenda items to hold the meeting. I believe there are certainly a number of issue that the Parks Committee should address.

Going forward, my first concern is how the initial permission to hold Sun Splash on our park property was given. A contract was signed giving property site control, camping permission, hours of operation, dates, and scope of vendors before Parks Comm. was ever involved. We were told a newly formed Marketing Committee planned Sun Splash. It would follow that a Marketing Committee would promote anything approved by the Village Board, but not bypass the Parks Committee for initial permission for anything to be held on our public property. So if the Village Board at some point approved the Sun Splash believing it came as a Parks recommendation, that is not true. If the Village Board approved Sun Splash coming from the Marketing Committee, the Board should have questioned that route of authority. MY FIRST RECOMMENDATION FOR THE FUTURE is that the Board should be vigilant to constitutional lines of recommendation and approval authority.

The Parks Comm. was only given a few crumbs of damage control like how many people on the camp sites and where exactly the camping must be contained at the sports Complex. Both of these votes of control would later be broken.

Specifically, regarding an analysis of the success of Sun Splash, I believe in first-hand observation. So I attended. I began at my hostess station at the Sister Bay Bowl on Thursday, August 6. It is a unique position allowing me to chat about the village and promote it. We had an unusually huge Thursday night of over 300 people. I was able to ask 62 people (or about 1/3 of our total since each person I talked to just represented one of their party of more people) if they were in town this week end for one of our two big events—The Arts Festival or Sun Splash: 17 knew nothing about either Fest; 7 knew about the Fests but hadn't decided about attending either; and 38 said they came to the Bowl that Thursday instead of the weekend BECAUSE THEY WERE GOING TO AVOID SISTER BAY AT ALL COSTS ON THE WEEKEND. They perceived an invasion of young people and only rock music. Most disturbing was the impression from news articles that the beach was going to be blocked off. I called Zeke to clarify and continued to assure people that this was not so. I had gotten the "Beach Blocked" question all week. Even locals said they were heading to other beaches that weekend. These are startling percentages in that poll. Neilson samplings could have predicted a presidential outcome with such statistics. Subsequently, the Bowl had its worst Saturday for that August date in history.

The reason for the first week in August being so big for our local tourist attractions is the ILLINOIS ATHLETIC ASSOCIATION has a law that no sports games, practices, or camps can take place during the first week of August so that families can go on vacation. We know what Illinois means to Door County as a destination.

On Friday night, I briefly checked the concert but it was a true rain-out. It was a weather dependent festival. I then went to the Sports Complex because the rain had eased and checked the music there. They were set up under the shelter, which had not been designated by the Parks Committee. If it had not been a rain-out there could have been a huge turnout over our 100 designated maximum due to a letter that went out. (REFER TO AND ATTACH LETTER) As it was there were only about 20-30 people attending; however, the potential for a large crowd was there.

On Saturday, I had a further opportunity to interview customers in a shop setting. I talked to 33 people (representing their parties of more people): 4 came into the shop while waiting for the music to start; 12 wandered down after taking in the Arts Fest; 17 knew nothing about either Festival.

On Saturday I stopped several times at the Sun Splash including lengthy stays for the 7 p.m. band and the conclusion until 12 with Unity, the top-billing band. There were never more than 300-400 people present. I was expecting Unity to have drawn the maximum. I do not know where the 1200-1350 count comes from that has been reported unless a lot of people bought tickets and did not attend or unless a count was made every time people came and went from the grounds. The fluctuating ticket prices including as low as \$5 and free admission should have been a concern to those who paid for weekend passes. The vendors came from a professional cadre of vendors who follow these festivals and were obviously arranged by the Festival organizers from Unity. Only a couple local vendors were present. Our own Sister Bay businesses couldn't staff that on their own busy weekend.

There are anecdotal reports out there of unhappy hotel guests and restaurant owners. I do not have these full facts. They will have to report for themselves. I do know that some major decisions of date, time of operation, camping etc. must come under scrutiny. I also did not observe any bad behavior at any events I attended.

I would assume the Village Board and the Parks Committee will expect a full written financial report of expenses and profits that were assumed by the Village. We were told the Village invested \$15,000 as a budget.

There is a correct way to involve all our stakeholders in a Festival decision such as this and the everyday taxpayer who lives here has to be given a right to an opinion also, not just those wishing to promote our waterfront. I do not believe this did anything positive for the businesses of Sister Bay on this particular weekend.

I have the greatest respect for our maintenance department who put the waterfront all back in order on Sunday with such speed.

Sincerely, Sharon Doersching, Parks, Property, and Streets Committee

FOR IMMEDIATE RELEASE**Contact:** Zeke Jackson

Administrator, Village of Sister Bay

Phone/Fax: 920-854-4118**E-mail:** zeke.jackson@sisterbaywi.gov**Announcing a new event in Sister Bay -- Midwest SunSplash Music Festival!**

Come have fun in the sun on the new beach in Sister Bay at the newest music event, Midwest SunSplash Music Festival, August 7 & 8. Dance and celebrate summer on the beach to music from such bands as Unity the Band, Natty Nation and Wifée & the Huzz Band. The new Sister Bay Stage provides the waterfront backdrop for the line-up of 9 bands, vendors of groovy and unique goods, and tasty food and beverages.

"This event will be unlike anything else in Door County," said Dave Lienau, President, Village of Sister Bay. "Our goal is to create an event that will attract the next generation of visitors, business and home owners. We want to show people what a vibrant and active place Sister Bay is."

The Village of Sister Bay, in conjunction with Midwest SunSplash Music Festival (MWSS) organizers Pita Katobalavu (lead singer of Unity the Band) and Kay Halbrook, picked Aug. 7 and 8 for the reasons stated by Lienau, and to ensure the construction of the Sister Bay beach was complete.

"We wanted to put Sister Bay's best foot forward and showcase the new amenities we have to offer," Lienau explained. "Since this is a special, first year event in the downtown business district, the Village agreed to let the bands play an additional hour past the usual 11 p.m. cut-off."

Helping to make this event a reality was the award to the Village of a \$25,000 Joint Effort Marketing (JEM) grant from the Wisconsin Department of Tourism. This money allowed MWSS to advertise and promote the music, and Sister Bay, from Chicago to Green Bay. Bands picked to play this first year hail from Chicago, Madison, Milwaukee, Green Bay/Appleton and Door County.

"By bringing in bands from all over Wisconsin and Chicago, they will help advertise Midwest SunSplash to their fans, and their fans will follow them to see the show in Sister Bay," said Katobalavu.

Seed money to kick start the event was provided by the Village of Sister Bay and will be the first portion repaid from net proceeds earned at MWSS.

MWSS is offering all Sister Bay businesses the opportunity to participate as vendors on the festival grounds, and is welcoming vendors from outside Sister Bay to participate as well. To help make this event a success, please purchase food and drinks from vendors within festival grounds. No carry-ins allowed. Sister Bay Advancement Association will serve beer and wine as a fundraiser for all the events and activities SBAA hosts throughout the year, such as Fall Fest, the Egg Hunt, and Concerts in the Park. Participants are encouraged to patronize local businesses.

~~Festival grounds will be fenced and entrants must have a wristband to enter and enjoy the festivities.~~ All bags are subject to search before entry. The grounds will include the west (water) side of Mill Road (closed to traffic all day Friday and Saturday from the intersection of Mill Road and HWY 42 to Parkview Road), the vacant parcel and parking lot behind Grasse's Grill. Fencing will run the park boundary by the north side of the Sister Bay Yacht Club down to the water, and behind the Sister Bay Stage, between the stage and playground, down to the water. Both the Door County Sheriff Department and private security officers will patrol festival grounds, Sports Complex, and Mill Road between Waterfront Park and the camping area.

Camping is available Friday and Saturday nights for \$10 per person on the south end of the Sister Bay Sports Complex (between the baseball field and cherry orchard). Tents and RVs will be separated. Potable water and toilet facilities provided; no other hook-ups, generators not allowed. After Natty Nation completes its set Friday night at 9 p.m., festival-goers are encouraged to check out the bands at Sister Bay establishments, or come to the Sports Complex for an acoustic session and campfire from 9:30-11 p.m. with the MJ Gang.

By offering camping, Lienau and Katobalavu hope to attract a different demographic than is already coming and staying at the hotels and campgrounds in and around Sister Bay.

8/10/15

Mr. Troy Zacharias
Village Assessor
Sister Bay, Wis
920-788-0603

Subject: North Bay Shore Appraisals

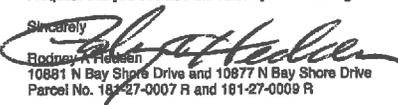
Dear Mr. Zacharias

We currently own 2 parcels of developed land along the bay in the Village of Sister Bay. We believe that our properties have assessed values far beyond their fair market values. Our belief is reinforced by the fact that many properties similar to ours (eight plus) have been for sale for years and have not received any offers and or sold well below their assessed value.

The most recent sale of the Bunda property at 907 N. Bay Shore Drive for a reported \$1,000,000 and the non sale of all the others causes the Fair Market Value assigned to these properties to be in serious question. The value of the land along the bay no longer appears to command the huge premium previously assigned. The new beach reconstruction project has further reinforced that you no longer need to own the high priced beach property to enjoy the same benefits without the huge tax bill.

I request that you evaluate the values you have assigned to our properties and let us know your thoughts and actions.

Sincerely


Rodney A. Peterson

10881 N Bay Shore Drive and 10877 N Bay Shore Drive
Parcel No. 181-27-0007 R and 181-27-0009 R

cc. Zeke Jackson
2222 Scandia Road
Sister Bay, Wis 54234

Janal Suppanz

From: Paul Kelnhofer [paul.kelnhofer@gmail.com]
Sent: Friday, August 28, 2015 8:37 AM
To: Dave Lienau; Scott Baker; John Clove; Shane Solomon; Pat Duffy; Nora Zacek; Kathy Enquist; Zeke Jackson; Janal Suppanz; Steve Jacobson; Christy Sully; rnesbitt@pinkertlawfirm.com; bob@kufrinconsulting.com; GrutzmacherMarjorie; mame@dcwis.com; elundquist@charter.net; nate@dcwis.com
Subject: Please - No Quarries
Attachments: Quarry Zoning Change.pdf

The Village has just had a public hearing that brought a huge response from the neighbors. This issue effects the entire Village in a big way, yet most of the residents and property owners are completely unaware of this zoning change. The hearing has proven that quarries are simply inappropriate anywhere in the Village.

One guy had a great suggestion. **"The Village should just buy him out."** I checked the tax bill and find that the current assessment is \$172,000 and in 2004 it was only \$54,000. The Village would be ahead of the game just buying the property to get rid of this problem. **The quarry has used up all the easy rock and from here on it will be more costly, and likely even cost prohibitive, to go deeper.** The quarry owner can no longer operate the existing quarry at a profit and would likely want to sell.

1) First of all the Village should not change the ordinance because later the courts will find that the Village has determined that quarries are indeed a compatible use within the area. Clearly they are not.

2) Then the Village should close down the current operation. They have good legal precedence to do this.

3) Let the owner file suit against the Village. The Village most likely will win, and if not, (the owner would have to prove that this was an "unlawful taking of his property"), the Village would be forced to buy it at fair market value.

At this point the Village has complied with the Courts directive. The Village Board should deny the change to the ordinance because quarries are inappropriate in the Village and the ordinances, master plan and the public hearing should all be cited as reasons for denial. This would get the issue back to the Court for final resolution. Numerous cases can be cited to support the Villages position. If this Court rules against the Village, the issue should be appealed.

DATE: August 26, 2015

TO: Village of Sister Bay Plan Commission

FROM: Paul Kelnhofer, adjacent property owner

RE: Ordinance change to allow quarries

The Plan Commission should deny the applicants request to change the zoning code to allow quarries in the B-1 district, or anywhere within the Village for the following reasons;

1) The change would not be in the best interests of the public and would not promote the health, safety, welfare and convenience of the public.

2) The change would be contrary to the Villages own land use plan established to protect residential neighborhoods from impacts of non-residential uses not appropriate for the neighborhood. Residential areas should be distanced, buffered, or otherwise mitigated from physical hazards, unhealthy conditions, and protected from traffic, noise, and incompatible uses.

3) The change would be contrary to the Villages Land Use Projections because the Village has not allocated any land for industrial uses on the 2020 General Plan Design and the Village does not wish to encourage industrial uses within the Village.

A quarry operation is simply an inappropriate use of property within the Village of Sister Bay. The Village properties must be considered in its entirety and not just in isolation within one zoning district. The primary use of Village properties is residential, both primary residential and tourism related residential occupancy. The businesses within the Village offer services and support for those residential neighborhoods and for the tourist related occupancy.

Changing the ordinance to allow quarries, even with conditions, is totally inappropriate and is not in the best interest of the residents and property owners of Sister Bay.

The existing quarry should be issued orders to cease operations because the use has changed, expanded, and intensified in violation of the non-conforming status.

By the quarry owner's own admission in his letter of November 15, 2012 the character of this operation has already intensified and expanded, and even more expansions are contemplated; "there will be considerable and ever increasing need to blast." "As we quarry deeper, there is a greater need for crushing." "Commercialization. The quarry will become more commercialized as we will be selling gravel in addition to decorative stone. We will need another loader so we will have one to quarry and one to feed the crusher. This will also lead to dump trucks in and out of the quarry on a regular basis."

Expansion or enlargement of a nonconforming use which changes the use invalidates not only the illegal change but the legal nonconforming use as well. Village of Menomonee Falls v. Preuss, Case No. 98-0384 (Ct. App. March 17, 1999) (publication recommended) citing Waukesha County v. Pewaukee Marina, Inc., 187 Wis.2d 18, 31, 522 N.W.2d 536, 542 (Ct. App. 1994).

The penalty for illegally expanding a nonconforming use is severe. An illegal expansion of a nonconforming use invalidates the legal nonconforming use as well as the illegal change.

This quarry has been in existence for decades as a very small and incidental operation used occasionally and in a casual way. This was part of the Krist's Grocery property and the quarry was a secondary use. Over the years the neighboring properties were developed as residential neighborhoods. The very low key, casual operation of the quarry was of no concern to those establishing residency in the area.

When Krist divided the property and sold the quarry off separately from the Grocery Store, that is when the quarry was no longer a secondary use of the main parcel. There is no way that transaction should have elevated this non-conforming use to the primary use of the property.

A property owner does not acquire a "vested interest" in the continuance of a nonconforming use, and such status will be denied if the specific use was casual and occasional, or if the use was merely accessory or incidental to the principal use. Walworth County v. Hartwell, 62 Wis. 2d 57, 214 N.W.2d 288 (1974).

I am aware that the Court has ruled that the current operations are normal procedures for quarries. The Village should appeal this as either the Court was not aware of how this use has expanded and intensified, or the Court was simply in error.

This quarry operation is not the same use of the property that has existed for decades. The character has changed by intensifying and expanding operations.

The power to regulate nonconforming uses includes the power to limit the extension or expansion of the use if it results in a change in the character of the use. *Waukesha County v. Pewaukee Marina, Inc.* 187 Wis. 2d 18, 522 N.W.2d 536 (Ct. App. 1994).

The current quarry operation is not operated in the best interests of the public and does not promote the health, safety, welfare and convenience of the public.

A nonconforming use, regardless of its duration, may be prohibited or restricted if it also constitutes a public nuisance or is harmful to public health, safety, or welfare. *Town of Delafield v. Sharpley*, 212 Wis.2d 332, 568 N.W.2d 779 (Ct. App. 1997), 96-2458.

Again I respectfully request that the Plan Commission deny the petition to change the ordinance to allow quarries, by conditional uses, anywhere in the Village. And I also ask that the Village order the current quarry to cease operations.

Submitted by:

Paul Kelnhofer

10805 N Bay Shore Drive

Sister Bay, WI 54234

920-421-1886

Owner of 34 acres adjacent to the existing quarry.

Village of Sister Bay
Board of Directors
2383 Maple Dr.
Sister Bay, WI 54234

August 28, 2015

Mr. Bruce Scher
10667 Mill Lane
Sister Bay, WI 54234

Dear Board Members,

With fall and winter 2015/16 around the corner, kindly consider the following requests:

Please relocate the Fall Fest helicopter landing site from behind the Sister Bay Fire Department to another location, perhaps the Sports Park soccer field. I live behind the fire department and the helicopter noise, vibration and taking off/landing every 20 minutes was unbearable last year. It is also a safety concern considering how close the helicopter comes to homes.

Secondly, last winter the snow mobile route was changed from Mill Road to behind the fire department and along an access road located between Pheasant Park and Woodcrest Condominiums to Woodcrest Road. This area is clearly marked at both ends with signs stating "No Motorized Vehicles, Foot Traffic Only". This situation is extremely dangerous. People use this area for walking, snow showing, and playing with children. It is an accident waiting to happen. Please move the snow mobile route back to Mill Road.

Thank you for your consideration.

Sincerely,



Bruce Scher

Email: bugsyarlo@yahoo.com

cc: David Lienau, Village President
Zeke Jackson, Village Administrator
Sister Bay Parks Committee
SBAA Board of Directors
Page Funkhouser, SBAA Coordinator



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 09/15/15
Item No.: 1

Recommendation: That the Board accepts the recommendation of the Utilities Committee and approves Resolution No. 315-091515 Establishing Various Rates and Charges for Wastewater Service.

Background: An analysis of wastewater rates was performed by utilities staff in order to update the cost of service to customers. The utility staff spent many hours verifying values and allocations. The Utilities Committee discussed the study, the proposed 2015 rates were approved unanimously by the committee.

The Utilities Committee intends to review sewer rates annually at budget time.

There are two attachments to this Board report:

Resolution 315
Recommended Sewer Rates for 2015

Fiscal Impact: The 2015 Sewer Rate Study concluded that the utilities will realize an increase of revenue of \$58,470.00 over the next twelve months assuming the rates go into effect on October 1, 2015 and are payable in the 4th quarter.

The fixed charges for metered customers will increase by an average of 5.12%.

The volume charges for metered customers will decrease by an average of 2.79%.

Charges for unsewered users inside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 32.56% and for septage by 10.84%.

Charges for unsewered users outside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 20.57% and for septage by 6.87%.

Water rates are not changing at this time. The utility rate studies alternate years. This is due for review again in 2017.

Respectfully submitted,

Zeke Jackson
Village Administrator

Door County Advocate



PUBLIC HEARING NOTICE SANITARY SEWER RATE INCREASE HEARING

The Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Road, Sister Bay, Door County, Wisconsin on Tuesday, September 15, 2015, at 8:00 P.M. or shortly thereafter, for the purpose of considering changes to the sanitary sewer rates for all Village customers. In summary, the changes would:

- » The fixed charges for metered customers will increase by an average of 5.12%.
- » The volume charges for metered customers will decrease by an average of -2.79%.
- » Charges for unsewered users inside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 32.56% and for septage by 10.84%.
- » Charges for unsewered users outside the Village of Sister Bay and the Town of Liberty Grove will increase for holding tank by 20.57% and for septage by 6.87%.

The purpose of this public hearing is to allow customers to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the proposed rate increase. All interested parties are urged to attend and give testimony.

A copy of the complete proposed sewer rate study and the 2014 Audit are on file at the Village Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00 p.m. The proposed rate increase and proposed budgets are also available on the Village web site at

www.sisterbaywi.gov.
Written testimony including email will also be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 p.m. on the day of the hearing. Letters will be available for public inspection during normal business hours until the close of business on the day of the hearing. Letters will be entered into the record, a summary of all letters will be presented at the hearing, but individual letters will not be read. Anonymous correspondence will not be accepted.
A special meeting of the Board of Trustees will be conducted following the hearings.
By order of the Utility Committee of the Village of Sister Bay.
Zeke Jackson
Village Administrator
zeke.jackson@sisterbaywi.gov
RUN Aug 22, 29 2015 WNAXLP

STATE OF WISCONSIN
BROWN COUNTY

SISTER BAY UTILITIES

PO BOX 655
SISTER BAY WI 54234

Being duly sworn, doth depose and say that she/he is an authorized representative of the Door County Advocate, a newspaper published in Door County, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Account Number: GWM-SIST31
Order Number: 0000666259
No. of Affidavits: 1
Total Ad Cost: \$73.46
Published Dates: 08/22/15, 08/29/15

(Signed) *[Signature]* (Date) 08-31-15
Legal Clerk



Signed and sworn before me

Alexandra Zakowski

My commission expires

3/3/19

REC'D SEP 2 2015

SISTER BAY UTILITIES
Re: PH-Rate Increase

GANNETT WI MEDIA
435 EAST WALNUT ST.
PO BOX 23430
GREEN BAY, WI 54305-3430

GANNETT
Wisconsin Media
Delivering Customers. Driving Results.

PHONE 1-877-943-0446
FAX 877-943-0443
EMAIL legals@doorcountyadvocate.com

Summary of User Charges

	Proposed Village of Sister Bay WWTP	Existing Rates	Increase/-Decrease
SB Sewered Volume Charge	\$3.07	3.16	-2.79%
LGUD#1 Sewered Volume Charge	\$2.36	2.64	-10.45%
Fixed Charges Sister Bay			
WWTP O & M	\$50.70	47.70	6.29%
SB Coll.	\$15.00	13.60	10.29%
Debt	\$18.50	18.80	-1.60%
Total Sister Bay	\$84.20	80.10	5.12%
Fixed Charges LGUD	\$50.70	47.70	6.29%
Unsewered Volume Charge			
Holding Tank	\$9.65	7.28	32.56%
Septage	\$63.77	57.53	10.84%
Unsewered Capital Debt Sur-Charge			
Holding Tank	\$4.24	4.24	0.00%
Septage	\$17.29	18.32	-5.61%
Total Outside Unsewered User			
Holding Tank	\$13.89	11.52	20.57%
Septage	\$81.06	75.85	6.87%
Typical Sister Bay Residential Quarterly Chg (Based on 10,000/quarter usage)	\$114.92	111.70	2.88%
High Strength Waste Surcharge			
Flow	\$2.37	2.68	-11.73%
B.O.D over 300 mg/l	\$1.02	0.91	* 11.87%
S.S over 250 mg/l	\$0.68	0.61	* 12.15%
P over 12 mg/l	\$8.88	8.07	* 9.98%

* .x .00833 x concentration x flow /1000 gal.

Village Of Sister Bay Wastewater Rates
Effective October 1, 2015

Village Fixed Charges		Quarterly	Quarterly	Quarterly	Total
		O & M	Collection	Debt Service	Quarterly
Size	Meter Equivalent	Meter Charge	Meter Charge	Meter Charge	Meter Charge
⁵ / ₈ , ³ / ₄	1	\$50.70	\$15.00	\$18.50	\$84.20
1	2.5	\$126.75	\$37.50	\$46.25	\$210.50
1 1/2	5	\$253.50	\$75.00	\$92.50	\$421.00
2	8	\$405.60	\$120.00	\$148.00	\$673.60
3	15	\$760.50	\$225.00	\$277.50	\$1,263.00
Sanitary District Fixed Charges		Quarterly	Quarterly	Quarterly	Total
		O & M	Collection	Debt Service	Quarterly
Size	Meter Equivalent	Meter Charge	Meter Charge	Meter Charge	Meter Charge
⁵ / ₈ , ³ / ₄	1	\$50.70	\$0	\$0	\$50.70
1	2.5	\$126.75	\$0	\$0	\$126.75
1 1/2	5	\$253.50	\$0	\$0	\$253.50
2	8	\$405.60	\$0	\$0	\$405.60
3	15	\$760.50	\$0	\$0	\$760.50
Total Unit Cost Volume Charges per 1,000 gallons					
Normal Waste Village of Sister Bay service area			\$3.07		
Normal Waste Sanitary District service area			\$2.36		
Unsewered Volume Charge per 1,000 gallons					
Holding Tank			\$9.65		
Septage			\$63.77		
Unsewered Debt Charge per 1,000 gallons					
Holding Tank			\$4.24		
Septage			\$17.29		
Total Outside Unsewered User (Not within LG Sanitary District or Town of Liberty Grove) per 1,000 gallons					
Holding Tank			\$13.89		
Septage			\$81.06		
High Strength Waste per 1,000 gallons					
Flow	\$2.37 / 1,000 gallons				
B.O.D.	\$1.02 x .00833 x concentration x flow / 1,000 gallons				
S.S	\$0.68 x .00833 x concentration x flow / 1,000 gallons				
P (Phos.)	\$8.88 x .00833 x concentration x flow / 1,000 gallons				
Lab Testing Rates					
B.O.D.	\$15.00				
S.S.	\$9.00				
P (Phos.)	\$17.00				

**Resolution No. 315-091515
Establishing Various Rates and Charges for Wastewater Service**

WHEREAS, the Utilities Committee of the Village of Sister Bay has reviewed the 2015 Sewer Rate Study Report prepared by the staff, and

WHEREAS, at a meeting on November 1, 2011 the Utilities Committee recommended a biannual review of the rates, and

WHEREAS, at meetings on August 4, 2015, the Utilities Committee discussed the needs for a sound financial base for the wastewater utility, and

WHEREAS, at the August 4, 2015 meeting, the Utilities Committee did recommend approval of the attached rate schedule.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sister Bay, Wisconsin that the attached rate schedule dated August 4, 2015 is hereby approved as permitted under Section § 62.9 of the Municipal Code of the Village.

FURTHER that a copy of this rate schedule shall be provided to all system customers.

FURTHER that the new rate schedule shall go into effect on September 15, 2015.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of September 2015.

Passed and adopted this ___ day of _____, 2015.

David W. Lienau, President

ATTEST:

Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 09/15/15
Item No.: 2

Recommendation: That the Board accepts the recommendation of the Utilities Committee and approves Ordinance No. 239-091515 AMENDING ORDINANCE NO. 109-050405 and ORDINANCE 113-102505, ESTABLISHING AN IMPACT FEE FOR A WATER SYSTEM AND RELATED IMPROVEMENTS.

Background: On discussion of the Utilities Committee, a number of possible “system pressurizing” improvements could be made to address lack of water pressure in parts of our Water Utility. The 2006 enabling ordinance for impact fees specifies that a “Water Tower and Related System Improvements” probably should have read “Water Tower OR Related System Improvements”. The distinction is, while in spirit a pressurizing device is needed, the ordinance was strict in naming a “water tower” as the type of pressurizing improvement.

Pressure testing cannot be undertaken until a loop is in place following the SCAND additions, with even more data becoming available following the planned Stony Ridge Development.

This amendment will give the Utility Committee, Board, Staff, and Engineers some flexibility in future system design, without restricting the improvement to a Water Tower. Possible improvements may include a well, ground tank, or booster pump stations which would fulfill a similar role.

There are two attachments to this Board report:

Ordinance 339

Notice of posting

Fiscal Impact: Will allow capital costs to be born by new users to the water system, essentially addressing problems generated by adding users to the system. Ultimate financial impact is unknown at this time.

Respectfully submitted,

Zeke Jackson
Village Administrator

Door County Advocate



PUBLIC HEARING NOTICE WATER SYSTEM IMPACT FEE HEARING

The Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Road, Sister Bay, Door County, Wisconsin on Tuesday, September 15, 2015, at 6:00 P.M. or shortly thereafter, for the purpose of amending 62.28 of the Village of Sister Bay Ordinances, Impact Fees:

The text of 62.28 will change to remove the phrase "Water Tower" from the ordinance.

The purpose of this public hearing is to allow customers to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the proposed rate increase. All interested parties are urged to attend and give testimony.

A copy of the complete proposed Ordinance and the 2014 Audit are on file at the Village Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00 p.m.

Written testimony including email will also be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 p.m. on the day of the hearing. Letters will be available for public inspection during normal business hours until the close of business on the day of the hearing. Letters will be entered into the record; a summary of all letters will be presented at the hearing, but individual letters will not be read. Anonymous correspondence will not be accepted.

A special meeting of the Board of Trustees will be conducted following the hearings.

By order of the Utility Committee of the Village of Sister Bay.

Zeke Jackson
Village Administrator
zeke.jackson@sisterbaywi.gov
RUN: Aug 22, 29 2015 WNAXLP

STATE OF WISCONSIN
BROWN COUNTY

SISTER BAY UTILITIES

PO BOX 655
SISTER BAY WI 54234

Being duly sworn, doth depose and say that she/he is an authorized representative of the Door County Advocate, a newspaper published in Door County, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Account Number: GWM-SIST31
Order Number: 0000666266
No. of Affidavits: 1
Total Ad Cost: \$54.80
Published Dates: 08/22/15, 08/29/15

(Signed) *[Signature]* (Date) 08-31-15
Legal Clerk



Signed and sworn before me

Alexandra Zakowski

My commission expires

3/3/17

REC'D SEP 2 2015

SISTER BAY UTILITIES
Re: PH-Impact Fee

ORDINANCE NO. 239-091515**AN ORDINANCE AMENDING ORDINANCE NO. 109-050405 and ORDINANCE 113-102505, ESTABLISHING AN IMPACT FEE FOR A WATER SYSTEM AND RELATED IMPROVEMENTS****SECTION 1 INTRODUCTION**

WHEREAS, the Board of Trustees of the Village of Sister Bay, upon recommendation of the Utilities committee conducted a public hearing on October 20, 2005 on the need for a water tower and system improvements impact fees; and,

WHEREAS, The Board of Trustees of the Village of Sister Bay, upon recommendation of the Utilities Committee, conducted a public hearing on this amendment on September 15, 2015; and,

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

SECTION 2.00 INTENT

This Ordinance is enacted to establish the mechanism for the imposition of impact fees upon development to finance the capital costs of acquiring, establishing, upgrading, expanding, and constructing public facilities which are necessary to accommodate such development. This Ordinance is intended to assure that development bears an appropriate share of the cost of capital expenditures necessary to provide such public facilities within the Village of Sister Bay and its service areas as are required to serve the needs arising out of development, as well as to comply with Sec. 66.0617 Wis. Stats. As provided in Sec. 66.0617(2)(b), Wis. Stats., the Village of Sister Bay, by adopting this Ordinance, is not intending to limit its authority to finance public facilities by any other means authorized by law.

SECTION 3.00 AUTHORITY

This Ordinance is enacted under the authority granted by Section 66.0617(2)(a), of the Wisconsin Statutes.

SECTION 4.00 JURISDICTION

The jurisdictional area of this Ordinance shall include all lands within the corporate limits of the Village of Sister Bay.

SECTION 5.00 CREATION OF MUNICIPAL CODE PROVISIONS

The following provisions are hereby created and incorporated into the Municipal Code of the Village of Sister Bay:

SECTION 62.22 DOCUMENTATION is not amended

SECTION 62.24 TIME LIMIT FOR EXPENDITURES is amended to read:

“(a)2. Water System Improvements, From January 1, 2006 through December 31, 2021.”

“(b)2. Type of facility: Water System improvements, December 2026”

SECTION 62.28 IMPACT FEE is amended to read:

“(b) The Water System improvement impact fee for every residential meter equivalent is \$1478.00”

SECTION 5.01 SCOPE

The phrase “water system and related improvements” shall mean the water system and related improvements potentially including, but not limited to: a water tower, cistern, well, pumps, pipes or other water related infrastructure that would be deemed necessary by the Village Board of Trustees to improve the Water System.

SECTION 6.00 SEVERABILITY

If any section or part of this Ordinance is adjudged unconstitutional or invalid by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. All other ordinances or parts of ordinances of the Village inconsistent with this Ordinance to the extent of the inconsistency only are hereby repealed.

SECTION 7.00 EFFECTIVE DATE

This Ordinance shall be effective after adoption by the Board of Trustees and publication or posting as provided by law.

Note that this ordinance was published in the Door County Advocate as a Class II notice.

Dated this 15th day of September 2015

Village of Sister Bay

By: _____
Dave Lienau, President

Attest:

Christine M. Sully, Clerk/Treasurer



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 09/15/15

Item No.: 3

Recommendation: That the Board accepts the recommendation of the Parks Committee and approves amends the Personnel Handbook to reflect new safety standards for employee clothing.

Also, that the Board accept the recommendation of the Personnel Committee to amend the Personnel Handbook regarding discontinuation of health benefits for employees and their dependents that become eligible for Medicare.

Background:

The Village has incurred 3 workmans comp claims in the last 120 days. At least 2 of these injuries were preventable. Following the second injury, the administrator and department heads sought to enhance the visibility of safety in the workplace. We brought in a safety consultant to examine our workplace and practices, as well as to update many of our items in light of a change from OSHA required MSDS format sheets to SDS format sheets. A number of changes were recommended following a review of our workplace and practices. The change that should be remedied in 2015 is that of our employees meeting ANSI III clothing while working within 50' of a road right of way. Staff recommends moving to a requirement that all clothing be ANSI III compliant (reflectivity and visibility enhanced) to improve safety in the workplace. Other safety items will be addressed in the 2016 budget.

It should be noted that we have had 2 complaints of safety violations from independent citizens (respiratory health). A number of photographs were taken (alleged 70), and a threat was made to send to OSHA if we did not correct.

The second amendment to the Personnel Handbook relates to a recommendation of the Personnel Committee on termination of benefits for employees and dependents that become eligible for Medicare. A request came from an employee that consideration be made for a spouse that will become eligible for Medicare in October. This request was reviewed by both the Utility Committee and the Personnel Committee. Utilities differed to the Personnel Committee. The Personnel Committee recommended that the request be denied, and that a policy be put into place so that future requests can be handled uniformly.

Fiscal Impact:

Change in safety standards for employee clothing:

Expenditures in 2015 are substantially budgeted for already; an increase of \$400.00 over budget is expected.

Expenditures in 2016 may be budgeted appropriately.

Elimination of Benefits for Employees and Spouses eligible for Medicare:

Savings of \$2000.00 in FY2015

Savings of \$3333.33 in FY 2014

Water rates are not changing at this time. The utility rate studies alternate years. This is due for review again in 2017.

Respectfully submitted,

Zeke Jackson
Village Administrator

1 **VILLAGE OF SISTER BAY – PERSONNEL HANDBOOK**
2 **Proposed September 15, 2015**
3

4 **I. PURPOSE.**

5 This handbook is intended to serve as a general reference for all employees of the Village of
6 Sister Bay (Village). It is intended to provide the employee with a general overview of the bene-
7 fits, policies, practices and work rules of the Village.
8

9 It is obviously not possible for this handbook to cover each and every aspect of Village benefits,
10 practices, policies and work rules. For this reason, the benefits, practices, policies and work
11 rules described in this handbook are summarized and are not intended to be all encompassing,
12 nor applicable in every situation.
13

14 **2. NOT A CONTRACT OF EMPLOYMENT.**

15 This Personnel Handbook has been prepared for informational purposes only. This handbook
16 and the policies contained in it are not intended to create, nor should they be construed to cre-
17 ate, a contract of employment between the Village and any of its employees. All employees are
18 at-will employees, with an undefined period of employment. Termination of employment may
19 occur at any time, with or without notice, and for any reason. An employee signing a statement
20 that he or she has read this Handbook does not constitute a signature meaning a contract of
21 employment exists between the Village and the employee. All employees not subject to a spec-
22 ific contract shall be subject to a ninety (90) day probationary period.
23

24 **3. CHANGES IN PERSONNEL HANDBOOK.**

25 The Village may, in its sole discretion, modify, add to or eliminate any of the benefits, policies,
26 practices and work rules in the existing Personnel Handbook at any time. This handbook super-
27 sedes all previous handbooks, statements, policies, procedures, rules or regulations given to
28 employees, whether verbal or written. This handbook may only be modified by action of the
29 Village Board confirmed in writing.
30

31 **4. EQUAL OPPORTUNITY EMPLOYER.**

32 It is the policy of the Village to recruit and select for employment, those individuals who, in the
33 sole discretion of the Village, meet the requirements and expectations of each particular em-
34 ployment position. Recruitment and selection shall be conducted in an affirmative manner,
35 which ensures open competition and provides equal employment opportunity without regard to
36 race, color, creed, religious or political affiliation, national origin, sex, age, handicap or disabil-
37 ity, marital, citizenship, or veteran status, or any other class protected by the discrimination
38 laws of the United States of America and the State of Wisconsin, except where age, sex, or
39 physical requirements constitute bona fide occupational qualification and with proper regard
40 for the privacy and constitutional rights as citizens and to provide an effective career develop-
41 ment plan for qualified employees through promotional opportunities. This applies to all em-
42 ployment decisions including, but not limited to, recruitment, hiring, compensation, benefits,
43 promotions, transfers, lay-offs, discipline, termination, and other conditions of employment.
44 (Board of Trustees Approval: 12/14/1999)
45

46 **5. HOURS OF WORK.**

47 As a general rule, the workweek will be forty (40) hours. Actual working hours and days may
48 vary depending upon the individual department requirements and position demands. Devia-
49 tions from the "normal" work schedule are permitted subject to the prior approval of the Village
50 Administrator or the supervising committee of the Village Board of Trustees. An employee may
51 be required to work more than forty (40) hours per week if deemed necessary by his/her super-

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1 visor to complete duties assigned to the employee. In the event of overtime work, the employee
 2 will receive overtime pay as calculated under applicable Wisconsin law. Time spent traveling
 3 to training sessions, conferences and seminars outside Door County shall count towards hours
 4 worked in a week. (Revised 10/02/07)

5 Overtime at the time and a half rate shall be compensable after 40 hours worked in a week;
 6 paid leave time used shall not count as time worked for overtime compensation. (Revised
 7 12/29/14)

8
 9 **6. CALL BACK.**

10 A. Compensation for a call back after regular working hours shall be a minimum of
 11 two (2) hours pay.

12 B. All employees are always on call; that is, when emergencies require it, any and all
 13 of them may be recalled to work at hours during which they are normally off duty. "On
 14 Call" will refer to the order in which employees are contacted, when the need for unfore-
 15 seen work arises. The order in which employees are contacted will rotate according to a
 16 schedule set by the supervisor. The term "On Call" does not imply the need to remain
 17 constantly available for contact by phone, or the need to remain in close proximity to the
 18 work place. Compensation for calls to work during periods when the employee is at the
 19 head of the "on call" rotation will be normal overtime, but no compensation will be paid
 20 in wages or compensatory time for "on call" periods during which no calls to work are
 21 made except for Utilities employees. In recognition of the impact that "on call" status has
 22 upon Utilities employees, the Village will pay \$25 per day for an employee "on call" for
 23 Saturday, Sunday and on holidays. This shall be in addition to any call-in overtime or
 24 scheduled off time. (Board of Trustees approval November 30, 2004)

25
 26 **7. STAND-BY DUTY.**

27 "Stand-by Duty" is coverage by the employee of potential work for the employer of an emer-
 28 gency nature. It is the pre-selection of qualified employees who shall be available to respond to
 29 the Village's call for emergency and other work to be done after normal work hours, or on
 30 weekends and holidays. Hourly compensation will be provided for work performed pursuant to
 31 the provisions in this Personnel Handbook. In addition, the following schedule of compensa-
 32 tion will be provided to the employee who has been designated for "Stand-by Duty"; salaried
 33 employees will be compensated for "Stand-by" periods with the appropriate number of hours in
 34 compensatory time only. (Amended by Board of Trustees: March 7, 2000)

35
 36 Single Holiday 3 hours @ 1 ½ times hourly rate

37 Weekend 5 hours @ 1 ½ times hourly rate

38 Three-Day Weekend 7.5 hours @ 1 ½ times hourly rate

39 (Approved by the Board of Trustees: December 14, 1999)

40
 41 **8. OVERTIME COMPENSATION.**

42 Employees who work in excess of forty (40) hours per week may be compensated at a premium
 43 rate, straight time rate, or not at all depending upon their employment status and the provisions
 44 of the Federal Labor Standards Act (FLSA). An employee has the option to elect to take overtime
 45 pay in the form of compensatory time. If he or she chooses to accept overtime pay as compen-
 46 satory time, he or she must make that choice during the week in which the time is earned. Bo-
 47 nuses will not be paid to Village employees. Overtime shall be distributed as equally as practi-
 48 cable among employees in their respective job classifications within each department. (Revised
 49 10/02/07)

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9. COMPENSATORY TIME OFF.

- A. Compensatory time off shall be figured at a rate not less than one and one-half hours for each hour of employment for which overtime compensation is required. Compensatory time off shall be paid at the {regular/overtime} rate earned by the employee in the year in which the overtime was worked.
- B. An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at the wage rate in effect during the year in which the compensatory time was earned.
- C. An employee who has accrued compensatory time off may request the use of such time so long as it does not unduly disrupt the operations of the Village.
- D. Compensatory time taken as a cash payout rather than as paid leave time shall not count towards the 40-hour work week.
- E. At the end of each calendar year after 2014, any earned but unused compensatory time [“Comp Time”] will be paid out in cash at the hourly rate at which it was earned.
- F. Compensatory time balances existing as of 12/31/14 must be used or paid out within two years (by December 31, 2016) at the pay rate in effect in December of 2014.

10. JURY DUTY/SUBPOENAS.

During any period of jury service, or if subpoenaed for business concerning the Village, an employee shall be paid the difference between the employee’s regular rate of pay and any compensation received. Employees are to indicate jury, court or deposition hours on their time cards. The employee will receive his or her regular paycheck and shall endorse any check or other payment for jury, court or deposition appearance to the Village.

11. VIOLATIONS OF LAW

Employees whether on or off-duty, shall obey the laws of the United States and of any state and local jurisdiction in which they are present. A conviction for a violation of criminal law (felony) shall constitute evidence of a violation of this section. If there is a connection between the conviction and the employee’s job assignments, such conviction shall be grounds for discipline, up to and including termination.

12. ON/OFF DUTY CONDUCT

Conduct that is otherwise legal shall not be covered by this section. The circumstances under which an employee may be disciplined for on or off duty conduct may include the following:

- A. conduct that is unbecoming;
- B. adversely affects the morale or efficiency of the Department;
- C. adversely affects employees’ job performance or the willingness of other employees to work with the employee;
- D. destroys public respect for the employee and/or the Department and/or destroys confidence in the operation or the municipal service;
- E. where the conduct substantially relates to the job performance or job duties.

13. POSSESSION OR USE OF ALCOHOL OR DRUGS

Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of, being under the influence of, or use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substance, on or about Village premises at any time.

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1 Any medication that affects an employee or could affect an employee's performance should be
 2 brought to the supervisor's attention. Such prescription drugs must be given under medical su-
 3 pervision and may not interfere with the performance of job duties.

4
 5 Under certain circumstances, the Village may require an employee to undergo a drug and/or
 6 alcohol test when the Village has a reasonable suspicion that the employee is violating this
 7 rule. The employee will be referred to a certified testing laboratory for completion of the test.
 8 Depending on the seriousness and circumstances of the offense, and at the Village's sole discre-
 9 tion, an employee who tests positive for drugs and/or alcohol may be referred to counseling,
 10 rehabilitation or an employee assistance program. Refusal to cooperate may result in discipline,
 11 up to and including termination. This shall not restrict employees from having alcohol in sealed
 12 containers in their private vehicles.

13
 14 **14. INAPPROPRIATE BEHAVIOR.**

15 An employee will not do any of the following:

- 16 D. Steal or destroy Village property
- 17 E. Willfully, misuse, abuse or damage Village or public property.
- 18 F. Disclose statutory confidential materials.
- 19 G. Fail to comply with Village ordinances or written departmental rules or procedures.
- 20 H. Be disrespectful to superiors or to the public.
- 21 I. Create a disturbance on work premises by fighting or other conduct, which ad-
 22 versely affects morale, production or maintenance of proper discipline.
- 23 J. Sleep on the job.
- 24 K. Violate safety rules and practices. (Approved by Board of Trustees: December 14,
 25 1999)
- 26 L. Fail to report an on-the-job injury or accident immediately, falsify or refuse to give
 27 testimony when job-related accidents are being investigated.
- 28 M. Falsify reports, records or time cards.
- 29 N. Exhibit poor work performance.
- 30 O. Be habitually absent or tardy.
- 31 P. Harass fellow employees or superiors.
- 32 Q. Be insubordinate, including refusing to perform work assignments.
- 33 R. Misuse paid time off (PTO).
- 34 S. Gamble, or conduct a lottery on or off Village property during work hours.
- 35 T. Procure simultaneous legal garnishments.
- 36 U. Accept gifts and gratuities as defined.

37
 38 The above items do not constitute a complete list of the rules employees are expected to con-
 39 form to and are pro-vided for general reference. Compliance with these rules does not guaran-
 40 tee employment. As stated in Section 2, an employee may be terminated at any time for any
 41 reason.

42
 43 **15. GIFTS AND GRATUITIES.**

44 No full time or part time Village employee shall solicit or accept for himself/herself or another
 45 person any gift, campaign contribution, gratuity, favor, services, promise of future employment,
 46 entertainment, loan, or any other item of monetary value from a person or entity who has or is
 47 seeking business activities from, or which are regulated by, the Village. Employees attending
 48 meetings, seminars and conventions will be allowed to accept "give-away" items such as key

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1 chains, coffee mugs, hats, etc., which are offered to all attendees and do not exceed a value of
 2 twenty-five (\$25) dollars. (Amended by the Board of Trustees: March 7, 2000)

3
 4 **16. MARINA GRATUITIES**

5 Marina employees shall be permitted to accept tips. All tips shall be shared at the end of the
 6 season based upon the hours worked each year during the season between May 15 and Sep-
 7 tember 1. Marina management shall be responsible for collecting all the tips and depositing
 8 them on a weekly basis. All tips shall be reported for federal and state tax purposes. No signs,
 9 jars or other notices related to tipping shall be displayed at the Marina. (Revised January 8,
 10 2008)

11
 12 **17. SEXUAL HARASSMENT.**

13 A. Sexual harassment is illegal. No employee, male or female, shall sexually harass
 14 another employee. All employees have a right to a working environment which is free of
 15 intimidation and harassment. Every employee is entitled to be treated with common dig-
 16 nity and courtesy.

17 B. Any employee having a complaint concerning sexual harassment shall notify the
 18 employee's immediate supervisor, or if the supervisor is part of the complaint, the Village
 19 Administrator. If the Village Administrator is the accused, the employee shall notify the
 20 Chairman of the Personnel Committee. The Village will investigate the complaint. The
 21 complainant will be notified of the results of the investigation by the Village.
 22

23 **18. DISCIPLINARY PROCEDURES.**

24 The Village reserves the right to discipline its employees for violation of Village rules or prac-
 25 tices, whether contained in this Personnel Handbook, or not. In certain cases, depending on the
 26 severity of the conduct, a single violation could result in the employee's discharge. In some
 27 cases, where the outcome of employee conduct could be termination, the Village may choose
 28 to suspend an employee, with or without pay, pending the outcome of an investigation. Upon
 29 review of all of the circumstances, a final determination on employment will be made.
 30

31 **19. PERSONNEL FILE.**

32 A. The Village Administrator shall establish and maintain master employee personnel
 33 files for all active employees. An employee may request to see the contents of the em-
 34 ployee's personnel file. The employee may, upon making prior arrangements with the
 35 Village Administrator, inspect the contents of the file in the presence of the Administrator
 36 during the employee's non-working hours. The employee may not remove any document
 37 from the file. (Board of Trustee Approval: December 14, 1999)

38 B. The right of an employee to inspect his or her personnel records does not apply to
 39 the following situations:

- 40 1. Records relating to the investigation of possible criminal offenses committed
 41 by that employee.
- 42 2. Letters of reference for that employee.
- 43 3. Any portion of a test document, except that the employee may see a cumula-
 44 tive total test score either for a section of the test document or for the entire
 45 test document.
- 46 4. Materials used by the Village for staff management planning, including
 47 judgments or recommendations concerning future salary increases and other
 48 wage treatments promotions and job assignments or other comments or rat-
 49 ings used for the employer's planning purposes.

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- 1 5. Information of a personal nature about a person other than the employee if
 2 disclosure of the information would constitute a clearly unwarranted invasion
 3 of the other person’s privacy.
 4

5 **20. EMPLOYEE EXPENSES.**

6 The Village will pay the cost of training and examinations for pre-approved employment related
 7 courses. Mileage will be paid for use of a personal vehicle in attending training classes if a Vil-
 8 lage vehicle is not available. Mileage reimbursement shall be paid at the current county rate.
 9 The Village may make Tetanus, Hepatitis and Influenza shots available to employees. The Wis-
 10 consin State Deferred Compensation Program is available for all Village employees who choose
 11 to participate.
 12

13 **21. HOLIDAYS.**

14 A. Village employees shall be granted seven (7) days of paid holidays during the year.
 15 The granted days are as follows:

- 16 1. New Year’s Day
 17 2. Memorial Day
 18 3. Independence Day
 19 4. Labor Day
 20 5. Thanksgiving Day
 21 6. The day after Thanksgiving(revised 12/19/14)
 22 7. Christmas Day

23 B. When a full day holiday falls on a Sunday, the following Monday shall be observed
 24 as a holiday. When a full day holiday falls on a Saturday, the preceding Friday shall be
 25 observed as the holiday.

26 C. Village employees who are scheduled for or called into work on a holiday listed in
 27 “A” above shall be paid double time for the hours worked. (Amended 9/12/02)
 28

29 **22. PAID TIME OFF (PTO).** (Board of Trustee Approval: 12/29/14)

30 Paid Time Off (PTO) is available to all full time employees (defined as working more than 32
 31 hours per week on a regularly scheduled basis for the calendar year) and may be used for vaca-
 32 tion, sick leave, personal time, emergency or bereavement leave or for time off to care for de-
 33 pendents.
 34

35 PTO must be scheduled in advance in increments of at least one hour and approved by the de-
 36 partment head except for cases of illness or emergency. Acceptance of PTO by the department
 37 head will be based on seniority, staffing needs and workload.
 38

39 At the discretion of the Village Administrator, a doctor’s note will be required for illnesses over
 40 3 days. Short-Term Disability must be applied for when illness is expected to last more than
 41 seven days. PTO may be used to fund the elimination period (or as allowed by the Village-paid
 42 Short Term Disability policy).
 43

44 Employees hired or in a newly eligible full-time status on or after January 1, 2015 will be cov-
 45 ered under this new policy. PTO includes vacation, sick leave, personal time, emergency or
 46 bereavement leave, and time off to care for dependents. Effective January 1, 2015, PTO is ac-
 47 crued according to the following schedule:
 48

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Completed Service	PTO Days	Maximum Accumulation Cap
0 – 4.99 Years	20 days/ hours per pay period	30 Days
5 – 14.99 Years	26 days/ hours per pay period	36 Days
15+ Years	31 days/ hours per pay period	41 Days

PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued above the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon termination. Accrual rates will change on an employees' 5th and 15th year anniversaries.

No transfer of PTO by or between employees is allowed.

Upon termination, 10 days of PTO will be deducted in lieu of two weeks' notice if said notice is not given. Any balance earned but unused up to the Maximum Accumulation Cap will be paid out in cash upon termination or retirement.

Transition for personnel employed and in full-time status before January 1, 2015.

Vacation accrued during 2014 will be available effective January 1, 2015.

PTO for personnel employed in full-time status prior to January 1, 2015 will accrue according to the following schedule and will include vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents:

Completed Service	PTO Days	Maximum Accumulation Cap
1 – 7.99 Yrs	24 days/ hours per pay period	34 Days
8 – 14.99 Years	29 days/ hours per pay period	39 Days
15 – 21.99 Years	34 days/ hours per pay period	44 Days
22+ Years as of 1/01/15*	39 days/ hours per pay period	49 Days

Beginning January 1, 2015, PTO will accrue and be available on a per pay period basis up to the Maximum Accumulation Cap. The Maximum Accumulation Cap will include vacation days earned in 2014 and available in 2015. No accrual above the Maximum Accumulation Cap will be compensable. Any PTO accrued in excess of the Maximum Accumulation Cap will be put into a reserve account. This PTO will have no cash value and will not be paid out upon termination. Accrual rates will change on employees' 1st, 8th, and 15th year anniversaries.

**This accrual amount and Maximum Accumulation Cap will apply only to those employees who have completed 22 years of service before January 1, 2015. All other employees who have less than 22 years of service before January 1, 2015 will have a maximum of 34 days PTO and 44 days Maximum Accumulation Cap.*

Sick leave balances will be put into an account to be used to fund the Short-Term Disability elimination period (or as allowed by the Village-paid Short-Term Disability policy) or for up to 5 days of emergency leave. Upon termination, up to 30 days of remaining sick leave may be

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1 converted to cash at 50% of the hourly rate in effect in December 2014 by full-time employees
 2 who have completed 20 or more years of service.

3
 4 All other provisions of the new policy effective January 1, 2015 will apply to employees active
 5 and in full-time status before January 1, 2015.

6
 7 **23. FAMILY LEAVE.**(Adopted by the Village Board of Trustees 12/29/14)

- 8
 9 A. Employees who have worked at least one thousand (1,250) hours in the preceding
 10 fifty-two (52) week period shall be allowed:
 11 1. Up to twelve (12) weeks of unpaid family leave over a twelve (12) month pe-
 12 riod for the care of a child, spouse or parent with a serious health condition.
 13 2. Up to twelve (12) weeks of unpaid family leave in a twelve (12) month period
 14 for birth of a child, placement of a child for adoption or as a pre-condition for adop-
 15 tion.
 16 3. Up to twenty six (26) weeks of unpaid family leave over a twelve month period
 17 for the care of a child, spouse or parent with a military service connected illness or
 18 injury.
 19 B. All employees intending to use such leave shall give the Village advance notice in
 20 a reasonable and practicable manner so that the Village can schedule a replacement, if
 21 necessary, and make provisions to ad-just the Village work schedules.
 22

23 **24. WORKER'S COMPENSATION.**

- 24
 25 A. All Village employees are covered by Worker's Compensation (WC). WC covers
 26 those injuries sustained by employees on the job or on Village property. This program is admin-
 27 istered by the State of Wisconsin and basically consists of the following types of benefits:
 28 1. Medical and Hospital care
 29 2. Disability benefits
 30 3. Death benefits
 31 B. To qualify for WC, an employee who is injured on the job must strictly follow the
 32 Village's accident reporting procedures, including immediate notification to a supervisor
 33 or the Village Administrator that an accident has occurred. All legal requirements estab-
 34 lished by the State and Federal Governments must be followed. The time lost from work
 35 for a worker's compensation accident shall not be charged against an employee's ac-
 36 crued sick time. (Revised 10/02/07)
 37 C. The Village will attempt to provide an employee with light duty work if the em-
 38 ployee is able to return to work but unable to perform his or her regular assignment.
 39 D. The Village's first and foremost objective is to do all that can be done to prevent in-
 40 jury by providing safety awareness, specific safety related skill training, and by continual-
 41 ly encouraging each employee's active participation in the mutual quest for a safe work
 42 place.
 43

44 **25. UNEMPLOYMENT COMPENSATION INSURANCE.**

45
 46 The State of Wisconsin administers Unemployment Compensation Insurance. If an employee is
 47 laid off and meets certain qualifications, weekly benefits are available. Employees who volun-
 48 tarily quit or who are terminated by the Village for cause ordinarily will not be eligible for this
 49 benefit. Wisconsin Law determines the amount of compensation received. Application for ben-

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1 efits can be made at the local Employment Security Commission Office. (Board of Trustee Ap-
 2 proval: December 14, 1999)

3
4
5 **26. PERSONNEL TO OBEY MEDICAL PRACTITIONER'S ORDERS**

6 A. Employees shall obey their medical practitioner's orders and shall promptly notify
7 their supervisor of any restrictions or instructions by their medical practitioner, or prescribed
8 medications that could affect their ability to perform their assigned tasks.

9 B. The Department Head shall have the right to require an employee who has a phys-
10 ical or mental incapacity to submit a report from a licensed medical practitioner verifying that
11 the employee can perform the essential functions of his/her assigned duties without limitations.

12 C. The Village may require a medical examination for an employee by a medical
13 practitioner selected and paid for by the Village whenever the Village shall deem it necessary
14 for the safety and welfare of the residents of the Village and the maintenance of standards with-
15 in the Department. If the results of the examination would affect the employee's ability to work,
16 then the employee may have a second opinion at his/her expense by a medical practitioner of
17 his/her choice. If there is a difference of opinion by the first two medical practitioners, the em-
18 ployee may be examined by a medical practitioner mutually agreeable to the Village and the
19 employee paid for by the Village consistent with the terms of a collective bargaining agreement.

20
21 **27. RESERVED.**

22
23 **28. APPEARANCE AND DEMEANOR.**

24 All Village employees who have contact with people in the community who are either residents
25 or visitors, will create lasting impressions with them by their interactions with the community
26 and by the observations of their work performance. All Village employees are encouraged to
27 present a positive image and demonstrate an interest in their work. All employees are expected
28 to be neat and clean in appearance and to dress in a manner appropriate to the nature of their
29 position. Designated employees will wear uniform items provided by the Village during their
30 duty hours.

31
32 **29. CONFIDENTIALITY.**

33 No Village employee shall use or disclose privileged confidential information gained in the
34 course of work or by reason of the employee's official position or activities, unless authorized
35 by law. No confidential information concerning any citizen may be released to an unauthor-
36 ized person or agency without the signed consent of the citizen.

37
38 **30. PERFORMANCE EVALUATIONS.**

39 All employees shall have an annual review of performance, usually to coincide with Village
40 budget dates and/or salary review. The person conducting the review shall be an immediate
41 supervisor or the Village Administrator. In the case of the Village Administrator, the Board of
42 Trustees shall designate the rater. Each supervisor shall utilize the Village Performance Review
43 Form. The Village Board of Trustees will review these forms annually in closed session.

44
45 **31. APPROVAL OF REQUESTS.**

46 The following levels of Village authority will provide approval of employee requests:

- 47 1. Immediate Supervisor
- 48 2. Village Administrator
- 49 3. Village Personnel Committee

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- 1 4. Village Board of Trustees (This document was approved by the Board of Trustees
 2 on December 14, 1999, and amended March 7, 2000.)
 3

4 **32. CLOTHING POLICY**
 5

6 A. This Clothing Policy is established for all the employees of the Parks Department
 7 and field employees of the Utilities Department. Each **employee shall have an amount**
 8 **divided equally for all full time employees**, set aside in the annual budget for work relat-
 9 ed clothing. Each employee is expected to manage their purchases to cover their needs for
 10 the entire year. If an employee elects to use a clothing service then the cost of that service
 11 shall count towards the total annual allocation.

12 B. Employees are urged to purchase clothing through the Village Administration office
 13 to avoid paying for sales tax. The department head shall approve all purchases including
 14 colors and materials. The department head shall review the balance in each employee's
 15 account twice a year with the employee. Each employee is expected to dress appropriate-
 16 ly for work each day in clean clothing that is free from rips and stains. **Only shirts, and**
 17 **outerwear with that are ANSI Class III compliant** shall be worn. Hats shall bear the Vil-
 18 lage logo.

19 C. The following items are eligible for purchase under this program:

20 Long sleeve and short sleeve shirts

21 Pants and shorts (Shorts to only be worn while performing approved activities.)

22 Sweat shirts, coats and related items

23 Hats

24 D. The following items are eligible for reimbursement subject to the restrictions as fol-
 25 lows:

26 Safety shoes subject to reimbursement up to \$100 per year. Shoes other than safety
 27 shoes may only be worn while performing approved activities.

28 Prescription safety glasses subject to reimbursement up to \$150 every other year.

29 E. The Village will provide the following items beyond the allocation above:

30 Logos to be placed on items of clothing

31 Work gloves

32 Coveralls

33 Hard hats and other safety gear

34 Boots and rain gear for working in wet environments

35 Hats

36 F. The employee is responsible for the regular cleaning of all items. If an employee
 37 has used all of their allocation for work clothing and items are damaged or worn out they
 38 shall be replaced at the employee's expense. It shall be at the discretion of the depart-
 39 ment head to replace at Village expense any approved clothing item that is damaged by
 40 an accident, not normal wear or tear while the employee is working.
 41

42 **33. BENEFITS ELIGIBILITY**
 43

44 A. **Employees and/or spouses eligible for Medicare will automatically become ineligible**
 45 **for coverage under the Village's Health Insurance Program.**
 46
 47

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24

Personnel Handbook Employee Acknowledgment Receipt

I acknowledge that I have received the Village of Sister Bay Personnel Handbook and read its provisions. I understand that the Village may modify or eliminate the terms described in the Personnel Handbook at any time, with or without prior notice.

I further understand that the Village’s Personnel Handbook and any provisions contained in the handbook do not constitute a guaranty of employment, a guaranty of any other rights or benefits, or a contract of employment, ex-press or implied. I understand that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, at the option of the Village or at my option.

Dated this ____ day of _____, 20__.

Employee Signature:



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 09/15/15

Item No.: 4

Recommendation:

That the Board accepts the recommendation of Action Appraisers and the Village Clerk Treasurer and approves Charter Communications request for a refund of 2014 personal property taxes in the amount of \$2738.94.

Background:

See attached guidance document from the Wisconsin Department of Revenue.

Fiscal Impact:

\$2738.94 will be refunded to Charter Communications.

Respectfully submitted,

Zeke Jackson
Village Administrator

Zeke Jackson

From: Christy Sully
Sent: Wednesday, September 02, 2015 8:20 AM
To: Zeke Jackson
Subject: FW: Sister Bay Personal Property Charge Back - 2014
Attachments: From DOR_Exemption of Digital Cable TV Equipment.pdf; Sister Bay_PP_PC-201_Charter Communications_2014.pdf

Zeke, I believe the Board needs to approve this refund. It amounts to \$3,625.46. After we issue the refund. I'll send in the PC-201.

Christy

From: Ann Klein [<mailto:ann@actionappraisersinc.com>]
Sent: Monday, August 31, 2015 3:40 PM
To: Christy Sully
Subject: Sister Bay Personal Property Charge Back - 2014

Hi Christy,

There is 1 Personal Property company that has requested a refund on 2014 Personal Property because of exemptions of digital cable equipment.

I've attached the PC-201 form and the note from the DOR that the digital cable equipment is exempt for 2014. I've already taken care of the 2015 changes before the Board of Review.

If you have any questions please let me know.

Thanks,
Ann
Action Appraisers & Consultants, Inc.
920-462-5082

May 6, 2015

TO: Municipal Assessors

SUBJECT: Exemption of Digital Cable Television Equipment

Due to recent exemption requests by cable television businesses, the Wisconsin Department of Revenue (DOR) was asked to verify whether cable television equipment is still taxable or qualifies for exemption as digital equipment. Below is our guidance. **Note:** This is not the result of a new law or exemption.

Exemption requirements for digital cable equipment:

- **Sec. 70.111(25), Wis. Stats.** – exempts digital broadcasting equipment owned and used by a radio station, television station, or video service network, as defined in sec. 66.0420(2)(zb), Wis. Stats.
- **Sec. 66.0420(2)(zb), Wis. Stats.** – "Video service network" means wireline facilities, or any component thereof, located at least in part in the public right-of-way that deliver video service, without regard to delivery technology, including Internet protocol technology or any other technology. "Video service network" includes a cable system.

Exempt Equipment Includes:

- Service and Test Equipment, Antennae, Remote Location and Mobile Equipment (Schedule C of PA-016)
- Fiber Optic Cable (Schedule C-1 of PA-016)
- Coaxial Cable (Schedule C-3 of PA-016)
- Head-end, Signal Processing and Program Origination Equipment (Schedule D of PA-016)
- Converter Boxes (Schedule E of PA-016)
- Computers continue to qualify as exempt under sec. 70.11(39), Wis. Stats. (Schedule G of PA-016)
- Metallic Cable and Poles, (Schedule C-2 of PA 016)

Taxable Equipment Includes:

- Towers (Schedule B of PA-016)
- Furniture, Fixtures, and Office Equipment (Schedule F of PA-016)
- Faxes, Copiers, Phone Systems, Equipment with embedded computerized equipment (Schedule H of PA-016)
- All Other Taxable Personal Property (Schedule IX and X of PA-016)

Note: Equipment is exempt if owned by a cable television company and has multiple uses (e.g., telecommunications). Equipment is taxable by DOR's Manufacturing and Utility Bureau if owned by a telecommunications company and has multiple uses (e.g., cable television).

Exemption Determinations – Review 2015 Cable Television Systems Annual Property Report

- 2015 Cable Television Systems Annual Property Report (PA-016) were due to assessors on March 2
 - Determine if the business reported qualifying digital equipment owned and used by a video service network that includes a cable system
 - Business owners may not have reported this property since personal property is self-reported
- If the business reported property that is exempt, recalculate the personal property assessment excluding the exempt equipment
- Send Notices of Personal Property Assessment as appropriate
- Send a dooming notice for taxable personal property if a business did not submit a PA-016 or a PA-003 (Statement of Personal Property) by March 2 or was not granted an extension
- Adjust reported taxable values to the level of assessment, and enter on the 2015 assessment roll
- If a 2015 PA-003 was submitted in lieu of a PA-016, request submittal of a PA-016 to identify taxable and exempt equipment

Applying changes to personal property assessment:

- **Prior to Board of Review (BOR):**
 - If the assessed value of 2015 taxable personal property changes – assessor should make a change if the roll is not signed, and conduct BOR
 - If the roll is signed – BOR must make a correction under sec. 70.47(6), Wis. Stats.
 - If the assessed value of 2014 (see below) taxable personal property changes – should postpone BOR and notify personal property owner of change, under sec. 70.43, Wis. Stats.
- **After Board of Review:**
 - If assessment reduction – clerk, based on assessor advice and under sec. 70.73(1m), Wis. Stats., should correct the current 2015 assessment roll by entering the reduced assessment

Per DOR: Cable Companies are Exempt

42

Satellite Companies are not: Directv
Dish Network

- If assessment increase – assessor should add the increased assessment to the 2016 roll under [sec. 70.44, Wis. Stats.](#), omitted property

2014 Corrections:

- If you are aware of 2014 claims for recovery of unlawful tax under [sec. 74.35, Wis. Stats.](#), for exempt digital cable equipment, recommend approval to the municipality if both of these apply:
 - Claim was filed according to the law
 - Equipment qualifies under the exemption
- If exempt property was assessed in 2014 and a claim was not filed, review potential corrections of error from the 2014 roll under [sec. 70.43, Wis. Stats.](#)
 - Enter corrections on the 2015 roll, using form PA-5/661, if the equipment qualifies under the exemption
 - Do not correct 2014 assessments under BOTH sections 74.35 and 70.43, Wis. Stats.
 - Municipal Clerk should file form PC 201, Request for Chargeback of Rescinded or Refunded Tax by October 1, 2015
- State law does not provide specific instruction for refunds beyond the prior year

Note: [Sec. 70.109, Wis. Stats.](#), provides for a presumption of taxability. The property owner has the burden to prove exemption.

If you have questions, contact the [Equalization Bureau District Office](#) in your area.

Thank you

Request for Charge Back of Rescinded or Refunded Taxes

(Section 74.41, Wis. Stats.)

DOR USE ONLY

CASE NO.

Please read the instructions on the reverse side before completing this form.

1 Assessment Year 2014	Co Mun Code 15 - 181	VILLAGE OF SISTER BAY	County DOOR	<input checked="" type="checkbox"/> This is the correct municipality name.
----------------------------------	--------------------------------	-----------------------	-----------------------	--

2 <input type="checkbox"/> Real Estate Parcel No. <input checked="" type="checkbox"/> Personal Property Account No. 181 0366	Is this parcel in a TID? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes TID # <input type="text"/>
--	--

3 Name of Property Owner CHARTER COMMUNICATIONS	Personal Property Category (see instructions) 4
---	---

Real Estate		Assessment BEFORE Adjustment			Assessment AFTER Adjustment			(g)
Class	(a)	(b)	(c)	(d)	(e)	(f)	Total Assessment Difference (c - f)	
	Land	Improvement	Total (a + b)	Land	Improvement	Total (d + e)		
							0	
							0	
							0	
							0	
							0	
							0	
Totals							0	

5 Personal Property	BEFORE Adjustment	AFTER Adjustment	Difference
<input checked="" type="checkbox"/> Non-Manufacturing <input type="checkbox"/> Manufacturing	305,871	74,794	231,077

6 Total manufacturing interest refund/rescinded	(a)	(b) = (a) x .80	(c) = (a) x .20
		0	0

7 Net Taxes Rescinded or Refunded to be Charged Back to Taxing Jurisdictions – EXCLUDING INTEREST			
Code	Name of Taxing Jurisdictions		Net Tax
a.	State of Wisconsin		
b.	County	DOOR	
c.1	Special Dist.		
c.2	Special Dist.		
d.	Local	VILLAGE OF SISTER BAY	
e.	School Dist.	See Help	
f.	Union High School Dist.		
g.	Technical College Dist.		
h.	Total Net Tax Rescinded or Refunded – EXCLUDING INTEREST This amount is after School Levy Tax Credit.		

8 Please explain why taxes were rescinded or refunded. Be specific and include the section of Wisconsin Statutes under which it was done. (If space is insufficient, attach additional sheets. Please type or print clearly.) Statute No(s).

I hereby certify to the best of my knowledge and belief this form is complete and correct and, in the case of refunded tax, the tax has been refunded to the property owner.

9 Preparer's Name	Email Address
Signature	Signature not required if electronically filed.
	Daytime Telephone Number <input type="text"/>

Signature Statement

To file this request to charge back refunded or rescinded taxes, you must agree it is true, correct, and complete. To indicate agreement, use the mouse to check "Yes". This will serve as your lawful signature for this request in any future transactions you have with the Wisconsin Department of Revenue with regard to this filing. Therefore, if "No" is checked, WI e-File will not accept your request and it will not be filed.

You must attach a complete copy of your tax bill. Instructions for adding attachments can be found here: http://www.revenue.wi.gov/wi_efile/attach_slf.html

Under penalties of law, I declare that this request and all attachments are true, correct, and complete to the best of my knowledge and belief.

You - I agree with the statement in the box above?

Yes No

Submit Return



August 4, 2015

Re: Exemption of Digital Cable Television Equipment for Tax Years 2014 and 2015

Dear Assessor/Appraisal Firm,

In accordance with the enclosed WI DOR memo dated May 6, 2015, Charter Communications is notifying your jurisdiction that Charter owns assets located in your jurisdiction that qualify as exempt digital cable television equipment. This exempt equipment includes service and test equipment, fiber optic cable, coaxial cable, head-end equipment, converter boxes, and computers. Pursuant to Sec. 70.43, 70.47(6), and/or 70.73(1m) Charter expects the 2014 and 2015 assessments to be corrected to reflect this exempt equipment. For 2015, if an assessment notice has already been issued with exempt equipment included in the assessment we ask that you reissue a revised notice removing this exempt equipment from the assessment. For 2014, if exempt equipment was included in the assessment and taxes were paid on this incorrect assessment, we ask that a refund of taxes already paid on the exempt equipment be mailed to the following address:

Charter Communications, Inc.
Attn: Property Tax Department
12405 Powerscourt Drive
St. Louis, MO 63131

If this letter has crossed in the mail with a 2014/2015 assessment change notice we apologize for the inconvenience. Please contact Tracy Adams at 314-983-1382, or via email at TAdams@bswllc.com with any questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "John N. Reed".

John N. Reed
Senior Director – Property Tax
Charter Communications, Inc.

Enclosure

RECEIVED AUG 10 2015

STATE OF WISCONSIN - DOOR COUNTY
 PERSONAL PROPERTY TAX BILL FOR 2014
 VILLAGE OF SISTER BAY

LOCAL TREASURER:

CHRISTY SULLY
 PO BOX 769
 SISTER BAY WI 54234

(920)854-4118

Jay Zahn , County Treasurer
 www.co.door.wi.gov

Parcel No. 181-0366 P
 Bill No. 181-0740

All correspondence should refer to the Parcel No.
 See Reverse Side for Important Information



DOOR COUNTY

IMPORTANT: Be sure this description covers your property.
 Note that this description is for the tax bill only and may
 not be a full legal description.

Legal Description / Location of Property:

FURN, FIXT, EQUIP
 OTHER PERS PROP

CHARTER
 COMMUNICATIONS
 C/O PROP TAX DEPT
 12405 POWERSCOURT DR 3R
 ST LOUIS MO 63131

Assessed Value Land	Ass'd Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A star in this box means unpaid prior year taxes.
PERSONAL PROPERTY		305,871	1.0663	PERSONAL PROPERTY		286,900	
	2013	2014		2013	2014	% Tax	Net Property Tax
Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.		Net Tax	Net Tax	Change	3,625.46
STATE OF WISCONSIN					48.72		
DOOR COUNTY	61,659	64,654		1,096.28			
VILL SISTER BAY	61,472	59,578		1,550.15			
VOCATIONAL SCHOOL	101,122	115,425		225.40			
GIBRALTAR SCHOOL	54,596	62,223		704.91			
Total	278,849	301,880		3,625.46			
	First Dollar Credit						
	Lottery and Gaming Credit						
	Net Property Tax			3,625.46			
School taxes reduced by school levy tax credit.	\$129.23						
		Net Assessed Value Rate					
		(Does NOT reflect Credits)			\$11.852913		

FOR FULL PAYMENT
PAY BY JANUARY 31, 2015
\$ 3,625.46

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

VILLAGE OF SISTER BAY
 COUNTY OF DOOR
 2014 TAXES



CHARTER
 COMMUNICATIONS
 C/O PROP TAX DEPT
 12405 POWERSCOURT DR 3R
 ST LOUIS MO 63131

Parcel No. 181-0366 P
 Bill No. 181-0740

PAY 2ND INSTALLMENT - \$.00

By July 31,

REMEMBER TO PAY TIMELY TO AVOID
 INTEREST PENALTY OF 10.5% IN AUGUST 2015

MAKE CHECK PAYABLE & MAIL TO:

Tear off this stub and include with your payment. If receipt is needed, send stamped, self-addressed envelope. If payment is made by check, receipt is not valid until check has cleared all banks.

VILLAGE OF SISTER BAY
 COUNTY OF DOOR
 2014 TAXES



CHARTER
 COMMUNICATIONS
 C/O PROP TAX DEPT
 12405 POWERSCOURT DR 3R
 ST LOUIS MO 63131

Parcel No. 181-0366 P
 Bill No. 181-0740

PAY 1ST INSTALLMENT - \$ 3,625.46
OR

FULL PAYMENT - \$ 3,625.46

By January 31, 2015

MAKE CHECK PAYABLE & MAIL TO:

DOOR COUNTY TREASURER
 421 NEBRASKA ST
 STURGEON BAY WI 54235
 (920)746-2286

Tear off this stub and include with your payment. If receipt is needed, send stamped, self-addressed envelope. If payment is made by check, receipt is not valid until check has cleared all banks.



Village of Sister Bay

BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 09/15/15

Item No.: 5

Recommendation:

That the Board accepts the recommendation of the Personnel Committee and change coverage for employees from a Short Term Disability Policy to a Long Term Disability Policy.

Background:

The Village switched agents based on a recommendation of the Personnel Committee in 2014. This new agent has just comprehensively examined the Village's insurance and benefits and made a number of recommendations. While some numbers are still yet to come regarding Health, and Dental/Vision coverages, one type of coverage may be examined now.

The Village currently offers a short term disability policy for employees. This policy covers injured or ill employees that are disabled for a period of 6 months, following an elimination period of 7 days. Given that many employees carry some PTO over to cover some elimination period, it is both a financial advantage to the Village, and a benefit advantage to the employee, to cover the employees under a long term disability policy.

The proposed policy has an elimination period of 60 days, but a duration period until Social Security Normal Retirement Age. Once an employee qualifies for SSDI, the policy provides a 10% "benefit" until SSNRI. Given that the time it takes to navigate the SSI disability insurance program is normally substantially longer than 2 years, and requires an attorney in most cases (and that SSDI is insolvent as of FY 2016), it is substantially more of a benefit to our employees to offer this coverage as opposed to a short term disability policy.

Fiscal Impact:

Reduction of approximately \$2128 annually.

Respectfully submitted,

Zeke Jackson
Village Administrator



Village of Sister Bay Short Term Disability effective 10/1/2015

	Kansas City Life	The Standard	Principal	UNUM
Benefits	60% \$500 Information not available 26 weeks	60% \$500 \$15 26 weeks	60% \$500 \$15 26 weeks	60% \$500 \$25 26 weeks
Elimination Period	0 days 7 days	0 days 7 days	0 days 7 days	0 days 7 days
Contributions	100% employer paid	100% employer paid	100% employer paid	100% employer paid
Covered Weekly Benefit	\$7,944.00 14	\$6,570.00 14	\$6,570.00 14	\$6,570.00 14
Monthly Rates (per \$10)	Current \$0.700	\$0.575	\$0.610	\$0.650
Premium	Monthly Annual Annual % Change Annual \$ Change	\$377.78 \$4,533.30 -32.1% -\$2,139.66	\$400.77 \$4,809.24 -27.9% -\$1,863.72	\$427.05 \$5,124.60 -23.2% -\$1,548.36
Rate Guarantee	Until 1/1/2016	36 months	2 years	2 years

This summary of benefits is intended to be a brief outline of coverage. The complete provisions, benefits, and exclusions are contained in the Group Contract, Certificate of Coverage, and Schedule of Benefits. This benefit comparison will not replace the benefit grid that is furnished by the above Carriers and approved by the Office of the Commissioner of Insurance. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.



Village of Sister Bay 50

Long Term Disability effective 10/1/2015

		The Standard	UNUM
Benefits	Monthly Benefit	60%	60%
	Monthly Maximum	\$5,000	\$5,000
	Monthly Minimum	\$100	\$100
	Benefit Duration	SSNRA	SSNRA
Elimination Period		60 days	60 days
Definitions	Disability	Loss of duties and income	Loss of duties and income
	Own Occupation	24 months	2 years
	Earnings Test	Loss of 20% or more in indexed predisability earnings	Loss of 20% or more of indexed predisability earnings
	Gainful Employment	Any occupation where 80% or more of indexed predisability earnings are able to be met.	Any occupation for which the insured is qualified by education, training, or experience that provides at least 80% of indexed predisability earnings if the insured is working or at least 60% of indexed predisability earnings if the insured is not working
Limitations	Pre-Existing Limit	3/12	3/12
	Mental/Nervous	24 months	24 months
	Alcohol/Drug	24 months	24 months
	Self-Reported	24 months	24 months
Provisions	Zero Day Residual	Included	Included
	Partial Disability	Included	Included
	Return to Work Incentive	Included	Included
	Recurrent Disability	6 months	6 months
	Benefit Integration	Full family	Full family
	Survivor Benefit	3 months gross benefit	3 months gross benefit
	Trial Workdays	30 days	5 days
	Waiver of Premium	Included	Included
	Conversion	Not included	Not included
	FICA Match	Included	Included
W-2 Issuance	Included	Included	
Contributions		100% employer paid	100% employer paid
Covered Payroll	Volume	\$57,385.00	\$57,385.00
	Number of Employees	14	14
Monthly Rates (per \$100)		\$0.660	\$0.680
Premium	Monthly	\$378.74	\$390.22
	Annual	\$4,544.89	\$4,682.62
Rate Guarantee		36 months	2 years
S&P Rating		AA- (Very Strong)	A (Strong)

This summary of benefits is intended to be a brief outline of coverage. The complete provisions, benefits, and exclusions are contained in the Group Contract, Certificate of Coverage, and Schedule of Benefits. This benefit comparison will not replace the benefit grid that is furnished by the above Carriers and approved by the Office of the Commissioner of Insurance. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

VILLAGE OF SISTER BAY – PERSONNEL HANDBOOK
Proposed September 15, 2015

- 1 5. Information of a personal nature about a person other than the employee if
 2 disclosure of the information would constitute a clearly unwarranted invasion
 3 of the other person’s privacy.
 4

5 **20. EMPLOYEE EXPENSES.**

6 The Village will pay the cost of training and examinations for pre-approved employment related
 7 courses. Mileage will be paid for use of a personal vehicle in attending training classes if a Vil-
 8 lage vehicle is not available. Mileage reimbursement shall be paid at the current county rate.
 9 The Village may make Tetanus, Hepatitis and Influenza shots available to employees. The Wis-
 10 consin State Deferred Compensation Program is available for all Village employees who choose
 11 to participate.
 12

13 **21. HOLIDAYS.**

- 14 A. Village employees shall be granted seven (7) days of paid holidays during the year.
 15 The granted days are as follows:

- 16 1. New Year’s Day
 17 2. Memorial Day
 18 3. Independence Day
 19 4. Labor Day
 20 5. Thanksgiving Day
 21 6. The day after Thanksgiving(revised 12/19/14)
 22 7. Christmas Day

- 23 B. When a full day holiday falls on a Sunday, the following Monday shall be observed
 24 as a holiday. When a full day holiday falls on a Saturday, the preceding Friday shall be
 25 observed as the holiday.

- 26 C. Village employees who are scheduled for or called into work on a holiday listed in
 27 “A” above shall be paid double time for the hours worked. (Amended 9/12/02)
 28

29 **22. PAID TIME OFF (PTO).** (Board of Trustee Approval: 12/29/14)

30 Paid Time Off (PTO) is available to all full time employees (defined as working more than 32
 31 hours per week on a regularly scheduled basis for the calendar year) and may be used for vaca-
 32 tion, sick leave, personal time, emergency or bereavement leave or for time off to care for de-
 33 pendents.
 34

35 PTO must be scheduled in advance in increments of at least one hour and approved by the de-
 36 partment head except for cases of illness or emergency. Acceptance of PTO by the department
 37 head will be based on seniority, staffing needs and workload.
 38

39 At the discretion of the Village Administrator, a doctor’s note will be required for illnesses over
 40 3 days. ~~Short Term Disability must be applied for when illness is expected to last more than~~
 41 ~~seven days. PTO may be used to fund the elimination period (or as allowed by the Village paid~~
 42 ~~Short Term Disability policy).~~ Employees will have access to a long term disability insurance
 43 policy, provided by the Village, in the event of illness or injury.
 44

45 Employees hired or in a newly eligible full-time status on or after January 1, 2015 will be cov-
 46 ered under this new policy. PTO includes vacation, sick leave, personal time, emergency or
 47 bereavement leave, and time off to care for dependents. Effective January 1, 2015, PTO is ac-
 48 crued according to the following schedule:
 49



2015 Stakeholder Survey

Thank you for your participation in this survey. Please take a few minutes to share your opinion. All answers will remain completely confidential and anonymous- no personal information will be shared.

1. First, think about the Sister Bay Village Government and rate it on the following attributes, using a scale from 1 to 5, where 1 means “Poor” and 5 means “Excellent”

	“Poor”	1	2	3	4	5	“Excellent”
Has leaders that are trustworthy		<input type="checkbox"/>					
Offers services that are well managed		<input type="checkbox"/>					
Has Employees that are well trained		<input type="checkbox"/>					
Ensures quality neighborhoods		<input type="checkbox"/>					
Is open to citizen ideas and involvement		<input type="checkbox"/>					
Drinking Water Quality		<input type="checkbox"/>					
Stormwater Control		<input type="checkbox"/>					
Garbage Collection		<input type="checkbox"/>					

2. Rate the Economic Health of Sister Bay on the following aspects:

	1	2	3	4	5
Cost of living	<input type="checkbox"/>				
Affordability of housing	<input type="checkbox"/>				
Stability of property values	<input type="checkbox"/>				
Strength of local economy	<input type="checkbox"/>				
Quality of jobs	<input type="checkbox"/>				

3. Rate the following services in terms of priority, with 1 being “low priority”, and 5 being “high priority”:

	1	2	3	4	5
Parks and Recreation	<input type="checkbox"/>				
Economic Development	<input type="checkbox"/>				
Utilities	<input type="checkbox"/>				
Roads	<input type="checkbox"/>				
Festivals and Events	<input type="checkbox"/>				
Internet	<input type="checkbox"/>				

4. On a scale where 1 is “strongly disagree” and 5 is “strongly agree”, to what degree do you agree or disagree that Sister Bay is:

	1	2	3	4	5
A safe place to live	<input type="checkbox"/>				
Enjoyable place for children	<input type="checkbox"/>				
Enjoyable place for young adults	<input type="checkbox"/>				
Enjoyable place for Senior Citizens	<input type="checkbox"/>				
Enjoyable place for everyone else	<input type="checkbox"/>				
A great place to live	<input type="checkbox"/>				
A great place to have a business	<input type="checkbox"/>				
A safe place to bike and walk	<input type="checkbox"/>				
A safe place to walk at night	<input type="checkbox"/>				
A perfect community for me	<input type="checkbox"/>				

5. Compared to 5 years ago, would you say the following have Gotten Worse, Stayed the Same or Gotten Better? Rate 1 as “Gotten Much Worse” and 5 as “Gotten Much Better”.

	1	2	3	4	5
The quality of life on your street	<input type="checkbox"/>				
The “business friendliness” of government	<input type="checkbox"/>				
The image of Sister Bay in Door County	<input type="checkbox"/>				

6. Like all families, the Village of Sister Bay needs to live within its budget. What this means in planning for the Village Budget is the need to establish priorities. In recent years, the prioritization process has become more challenging due to levy limits. Going forward, revenues to fund core Village services (taxes, fees, ect.) may not keep pace with the cost of providing such services. If revenues were not adequate to maintain Village services at current levels, please indicate the budgeting strategies or approaches that you would support for each of the services listed below. (Mark all that apply).

	Reduce Service Level	Raise Taxes	Raise User Fees	Combine with another town	Privatize/Contract
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Festivals/Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affiliate Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If Sister Bay were to tackle new projects over the next 5 years, which projects would you think were the most important, with "1" being "least important" and 5 being "most important"

	1	2	3	4	5
Road Maintenance	<input type="checkbox"/>				
Village Hall Remodeling	<input type="checkbox"/>				
Marina Docks	<input type="checkbox"/>				
Marina Fuel System	<input type="checkbox"/>				
Storm Sewer System	<input type="checkbox"/>				
Road Repair	<input type="checkbox"/>				
Public Wifi	<input type="checkbox"/>				
Enhanced Dog Park	<input type="checkbox"/>				
Festivals and Events	<input type="checkbox"/>				
Reducing Debt	<input type="checkbox"/>				

8. What do you feel are the greatest challenges that Sister Bay faces “1” being “least challenging” and 5 being “most challenging

	1	2	3	4	5
Aging Infrastructure	<input type="checkbox"/>				
Aging Population	<input type="checkbox"/>				
Workforce Housing	<input type="checkbox"/>				
Internet	<input type="checkbox"/>				
Public Parking	<input type="checkbox"/>				
Lack of Renewable Energy	<input type="checkbox"/>				
Water Quality of Bay	<input type="checkbox"/>				
Property Values	<input type="checkbox"/>				
Festivals and Events	<input type="checkbox"/>				
Public Debt Level	<input type="checkbox"/>				

9. Demographic Information (optional) Please tell us about yourself, circle the appropriate answer:

Yearly Household Income: Less than \$25,000 \$25,001-49,999 Over \$50,000

Do you own or rent your residence: Own Rent

Approximately how many years have you been a resident of Sister Bay: 0-5 Over 5

Are you, or anyone in your home younger than 50 years old: Yes No

Are you, or anyone in your home younger than 25 years old: Yes No

Do you own a business in Sister Bay: Yes No

Do you currently work in Sister Bay: Yes No

Your Crazy Idea for Sister Bay: _____

Thank you for your help in making Sister Bay a better community for all of us to call home. Your opinion is important to us in making decisions about the future of our Town. Please return this survey to the Administrative Offices, or mail to PO Box 769 Sister Bay, WI 54234.

<u>Question No.</u>	<u>Total</u>			
Question No. 1			Question No. 6	
Trustworthy Leaders	250		Utilities	198
Well Managed Services	307		Festivals/Events	182
Well Trained Employees	264		Trash Service	238
Quality Neighborhoods	258		Affiliate Organizations	140
Open To Ideas	227		Parks Maintenance	188
Drinking Water Quality	307		Road Maintenance	183
Stormwater Control	278		Economic Development	178
Garbage Collection	308		Marina	205
Question No. 2			Question No. 7	
Cost of Living	233		Road Maintenance	274
Affordability of Housing	227		Village Hall Remodeling	141
Stability of Property Values	234		Marina Docks	181
Strength of Economy	217		Marina Fuel System	165
Quality of Jobs	196		Storm Sewer System	232
Question No. 3			Road Repair	278
Parks & Recreation	280		WiFi	210
Economic Development	305		Dog Park	140
Utilities	305		Festivals & Events	182
Roads	289		Reducing Debt	298
Festivals & Events	243			
Internet	253		Question No. 8	
Question No. 4			Aging Infrastructure	214
Safe Place To Live	346		Aging Population	249
Enjoyable For Children	312		Workforce Housing	239
Enjoyable For Young Adults	282		Internet	198
Enjoyable For Sr. Citizens	319		Public Parking	234
Enjoyable For Everyone Else	299		Lack of Renewable Energy	176
Great Place To Live	304		Water Quality	248
Great Place For A Business	219		Property Values	293
Safe Place to Bike & Walk	277		Festivals & Events	169
Safe Place to Walk At Night	292		Public Debt Level	296
Perfect Community For Me	296		>\$50,00	
Question No. 5			Question No. 9	
Quality of Life on My Street	260		Income	
Business Friendliness	235		Own or Rent	
Sister Bay's Image	277		How Many Years A Resident	
			Younger Than 50	
			Younger Than 25	
			Own a Business In Sister Bay	
			Work In Sister Bay	

Citizen Comments on 2015 Survey

E- Rerout honeydipper trucks off Scandia Rd. - they leak profusely!

F - Public transportation between Sturgeon Bay and N Door.

I - A shopping mall on Mill & 42 as per enclosed print - outs.

J - Make Zeke Jackson dictator of Sister Bay with no oversight! 2024 Winter Olympics

K - A public transportation trolley system (propane) with federal support to relieve traffic & parking.

L - Treat the Marina as an asset and be market competitive.

P - Done - Beach Expansion Love It!!!

R - Utilize Village Hall by opening up side facing water. Keep signs to minimum size.

T - A Village Board made up of 25 - 35 yr olds

U - Not promoting alcohol based events. We are getting known as Fall Down Fest - not nice advertising. Is that what we want?!

V - Conncet N Spring Rd with S Spring Rd. Eliminate a lot of "wait".

W - Fire Zeke

X - More bike paths.

Y - Don't become like Fish Creek!

Z - Make Inn At Kristophers Up Scale 2 story restaurant.

AC - Set up an observatory on the beach for the public.

AE - Develop unused real estate in-town.

AG - Stop treating a survey like this in a jestful, trivial manner-by asking fr a "Crazy" idea. Consider how foolish you've made yourselves appear by asking for "Crazy Ideas. If you think you are so funny, leave sister bay and try stand-up comedy in vegas. And take the Sunsplash Festival with you. where it will be just as poorly attended.

AI - Develop Country Walk, find a way to get businesses come to SB, decent grocery store. Bring back Winterfest rather than summersplash!
Draws people to SB

AJ - Safety, cones needed at cross-walks, enforce traffic laws,especially excess speeds.

AK - Make it beautiful again! We have more people young + older coming to Sister Bay for Al Johnsons + boat riedes. We don't need campouts/music festivals to bring that demo +groups in.

AL - Put a halt to spending on the waterfront.

AM - Privatize the Marina. Don't build the fruds from it inot a larger budget.

AN - Increase the village's incentive to develop the vacant land along Bayshore Dr & Mill Rd.

AO - Due something north of Bhirido's for the tax payer.

AP - Place for dogs to swim. No More Condos!!! Tiki bar by the beach "Leased" to interested partys bring some fun. Sell food & beverages like Nicolet Beach.

Everyone wants to know about the fine gravel on the beach?

AQ - Plant more trees & shrubs. Do our best to hide the new transforer boxes with hedges & give minimum clearance for servicing them.

AU - Run it like a business. With the additon of bike lanes on 42, keep bikes off sidewalks & walkways

AV - Cut taxes on waterfront property. I just sold a condo that was appraised @\$440,000 for \$240,000. You closed one of the largest tax payers in town Helm's

AY - Senior Exersice Ctr.

AZ - Lower Property taxes to attract new homeowners

BA - Involve citizens in governing!

BD - Crate a "Look" for Sister Bay. Currently the business along 42 are not charming to look at by visitors.

BF - Gondola between N+S (top of hill to bottom)

BG - This has been a nice, quite, family community. We don't need crazy ideas!

BI - I love the idea of a bike/walking path form one end of Sister Bay to the other, repaint crosswalk lines, make sure to enforce no dogs in park!

BK - Casino

BL - More speed limit signs on Woodcrest especially Southbound.

BM - Quit spending so much money. Get friendly to business. Taxes are way high.

BN - Enforce park rules. What a novel Idea!

BQ - The beach front is pretty, but I am concerned about all of the pebbles rather than sand...Makes for a very uncomfortable beach experience!
Also, 2 goats in a tiny pen at the creamery is unacceptable.

BR - While the beach is fabulous, it fails in several levels: pebbles in the sand make walking uncomfortable, grass or sand instead of mulch.
Enforcement of no U turns in Marina

BS - Get Rid of little stones on the new beach - horrible to walk, lay, play on!

BU - Venue for Weddings

BV - Build on Al Johnson's Swedish Architecture for buildings.

BW - Become a "Smart City" by using the Internet of Everthing" DOT to manage city services

BX - Get post office out of downtown. How about using old drugstore at country walk? Take PO Bldg totally.

BY - "Secession"

VILLAGE OF SISTER BAY
BOARD OF TRUSTEES BY-LAWS
FOR THE GOVERNMENT OF THE VILLAGE BOARD

(Revised and approved 10/21/14)

1. MEETINGS, REGULAR AND SPECIAL

The regular meetings of the Sister Bay Board of Trustees shall be held on the second Tuesday of each month at 6:00 P.M. Any two members of the Village Board may call a special meeting, with a signed request presented to the Village Administrator a minimum of 48 hours prior to that meeting. Public Hearings may be scheduled for a time, which is agreeable to the majority of the Board, consistent with State Statutes.

2. QUORUM

A minimum of four Trustees constitutes a quorum of the Village Board. As soon as the Village Board is called to order, roll call shall be taken, noting who is present and who is absent, and the same shall be noted in the official record. If there is not a quorum present, this fact shall be entered in the minutes and the Village Board shall adjourn. Any member of the Village Board who has knowledge of the fact that he/she will not be able to attend a scheduled Board meeting shall notify the Village Administrator at the earliest possible opportunity. In the event that the projected absence will produce a lack of quorum, the Village Administrator shall notify the Village President. If the Village Administrator is not notified of an absence, it will be recorded as an unexcused absence.

3. PRESIDING OFFICER

The President of the Village Board, (Presiding Officer), shall, at the hour of the meeting stated on the Agenda, call the Board to order. The Village President shall preserve order and decorum, and decide all questions of order, subject to an appeal, by any member. The Village President has the same rights as a Trustee.

4. PRESIDING OFFICER'S DUTIES

At each meeting, the Village President should have at hand:

1. A copy of the By-Laws;
2. A copy of applicable parliamentary authority;
3. A list of committees/commissions and the members of those groups; and,
4. A memorandum of the complete order of business.

5. ABSENCE OF VILLAGE PRESIDENT

In case the Village President is absent at the time of the meeting, the Clerk shall call the Village Board to order; and thereupon the Board shall elect one of its own members the President Pro Tem.

6. AGENDA

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before

the Board shall refer the issue to the appropriate committee for discussion. Committee Chairpersons shall address those requests in a timely manner and submit a committee recommendation to accompany the Trustee's recommendation when the issue comes before the Board. Other board agenda items will be placed on the agenda at the discretion of the Village President and Village Administrator. All items to be a part of the Agenda shall be in the possession of the Village Administrator by the first day of the month. A copy of the Agenda shall be furnished to each Trustee at least forty-eight (48) hours prior to the regularly scheduled monthly meetings of the Village Board or twenty-four (24) hours prior to any special Board meetings.

7. TERM OF OFFICE

The terms of the Village President and the Trustees shall be for two (2) years, *[statutory]*. All standing committees, elective or appointive, shall serve for one (1) year unless Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the Village Board.

8. COMMITTEES AND COMMISSIONS

There are four types of committees: *Standing, Statutory, Ad Hoc, and Other Committee Appointments*. Committees shall be established upon adoption of a Resolution designating the committee name, number of members, purpose and term. Members shall be appointed by the Village President and approved by the Village Board. An Ad Hoc committee shall be dissolved upon completion of the purpose for which it was created.

A listing of all the Committees and Commissions, which are in existence at this time, follows:

NAME & TYPE OF COMMITTEE/COMMISSION	<u>MEMBERSHIP</u>
Administrative Committee <i>(Standing Committee)</i>	The Village President.
Bay Shore Drive Oversight Committee <i>(Ad Hoc Committee)</i>	3 Trustees, as well as one representative of the SBAA.
Door County Coastal Byway Commission <i>(Other Committee Appointments)</i>	1 Trustee or the Village Administrator.
Door County Economic Development Corporation – DCEDC <i>(Other Committee Appointments)</i>	1 Trustee. The Village Administrator shall also serve as an "ex-officio" non-voting DCEDC member.
Economic Development Committee <i>(Ad Hoc Committee)</i>	1 Trustee and 7 resident or citizens, one of whom shall serve as an alternate. The Village Administrator and Bill Chaudoir of the DCEDC shall serve as ex officio non-voting members.

Administration and Compensation Oversight Committee <i>(Ad Hoc Committee)</i>	1 member from Finance, Administration, Personnel Committees and 1 citizen member.
Finance Committee <i>(Standing Committee)</i>	3 Trustees.
Fire Board <i>(Standing Committee)</i>	2 Village Trustees and 3 Supervisors from the Town of Liberty Grove.
Fire District Exploratory Committee <i>((Other Committee Appointment)</i>	1 Trustee or resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Historical Society <i>(Other Committee Appointment)</i>	1 Trustee who will serve as a Liaison.
Library Commission <i>(Standing Committee)</i>	1 Trustee and 2 Village residents, and 1 Town Board member and 2 Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian serve as ex-officio non-voting members.
Marina Committee <i>(Standing Committee)</i>	3 Trustees, 4 residents or citizens, two of whom shall serve as alternates, and the Marina Manager, who shall serve as an “ex-officio” non-voting member of the Marina Committee.
Marina Fest Committee <i>(Standing Committee)</i>	1 Trustee, 1 member of the Parks Committee, 1 member of the Marina Committee, and 1 person from each non-profit organization participating in Marina Fest.
Marketing Committee <i>(Ad Hoc Committee)</i>	2 Trustees, 1 SBAA Representative, and 1 Citizen Member
Parks, Property and Streets Committee <i>(Standing Committee)</i>	3 Trustees and 1 resident member.
Personnel Committee <i>(Standing Committee)</i>	3 Trustees.
Plan Commission <i>(Statutory)</i>	3 Trustees, 4 residents, and one ex-officio citizen member with recognized experience and qualifications related to planning and development.
Communications and Technology Committee <i>(Standing Committee)</i>	3 Trustees and 1 resident member

Sister Bay Advancement Association - SBAA - Board of Directors <i>(Other Committee Appointment)</i>	1 Trustee, who shall be a voting member of the SBAA Board, and shall also act as the Village Board Liaison to the SBAA.
Teen Center Board <i>(Standing Committee)</i>	1 Trustee, 1 resident or citizens and 1 teens. The officers of the Teen Center Board shall be elected annually.
Tourism Zone Commission <i>(Other Committee Appointments)</i>	Based upon room tax collected to date the Village is entitled to have 2 representatives on the Tourism Zone Commission. Preferably, those residents or citizens shall own or operate a lodging establishment(s) in the Village.
Utilities Committee <i>(Standing Committee)</i>	3 Trustees from the Village, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member.
Water, Sewer and Storm Sewer Committee <i>(Standing Committee)</i>	3 Trustees
Waterfront Oversight Committee <i>(Ad Hoc Committee)</i>	1 member each from Finance, Marina and Parks as well as 1 representative from SBAA and 1 citizen member.
Zoning Board of Appeals <i>(Statutory)</i>	5 residents and 2 resident alternates

Trustee shall mean an elected Trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee.

9. NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and

appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. CONSENT TO SPEAK

A member desiring to speak shall address the Village President or President Pro Tem, when recognized by that person. A member shall confine his/her remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion.

11. MOTIONS

Motions shall be prefaced with "I move," and the person making the motion shall then state the action that is to be voted on in a positive form so that the Board is not voting "no" to approve the action.

12. ROLL CALL VOTE

When a roll call vote is statutory or required by the Rules of Order, it shall be automatic. The Clerk or any Board member may call for a roll call vote on any question, and it shall be granted before the decision of the Village President is announced. There shall be no interruption during roll call.

13. ABSTAINING ON VOTE

Any member of the Board of Trustees may abstain from voting on any question before the Board after notifying the Village President or President Pro-Tem of his or her intention to abstain and the reason therefore.

14. OUT OF ORDER

When declared "out of order" a Trustee or citizen shall immediately submit to the ruling of the Village President or President Pro-Tem.

15. INTERRUPTION OF SPEAKER

When any of the Trustees or a citizen is speaking, no one shall entertain any private discourse or in any way interrupt the speaker, except as to a question of order.

16. PUBLIC ADDRESSING THE BOARD

A non-member wishing to address the Village Board may gain permission from the Village President or President Pro-Tem. The Village President or President Pro-Tem should be aware that the right of the public to attend governmental meetings does not necessarily imply a right to participate in the conduct of those meetings. Absent a public hearing, the public has no right to speak at a Village Board Meeting.

17. SUSPENSION OF RULES

These rules may be suspended by a majority roll call vote of the Village Board.

18. AMENDING RULES

These rules may be amended at any regular session of the Village Board by a majority vote of the Board.

19. RULES OF ORDER

The Rules of Order as adopted shall govern the proceedings of the Village Board, except as may be contrary to Wisconsin Statutes. In such event, the State Statutes shall prevail. Roberts Rules of Order shall apply to those areas these Rules do not cover.

20. BOARD MEMBER CODE OF CONDUCT

The Board of Trustees recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct, including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member shall:

- a) Commit to regular attendance at Board meetings unless excused and be properly prepared for deliberation.
- b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
- c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
- d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
- e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
- f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village.
- g) Represent all the people of the community while avoiding partisanship based upon special interests.
- h) Keep the best interests of the Village in mind by considering himself/herself a "Trustee" of the Village, and do his/her best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
- i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
- j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that

respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.

- k) Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all the facts have been presented.
- l) Accept the principal of Board unity by supporting the majority decisions of the Board.
- m) Not engage in “self-dealing” or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
- n) Recuse himself/herself from discussing or voting on an issue about which he/she has a conflict of interest.
- o) Not use his/her position to obtain employment for him/her, for family members or for close associates. (Should a member desire employment by the Village, he/she must first resign.)
- p) Respect the Board’s commitment to work with the Village Administrator by:
 - 1) Requesting desired information about programs directly from the Village Administrator;
 - 2) Referring to the Village Administrator’s suggestions for new policies;
 - 3) Seeking the Village Administrator’s professional advice;
 - 4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,
 - 5) Supporting Board-approved actions of the Village Administrator and staff.
- q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board’s responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each Trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

- a) All participating members can simultaneously hear each other during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
- c) All requirements of the Open Meetings Law are met.

- d) Committees with five or fewer members may have one member participate electronically. Committees with more than five members may have two members participate electronically.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

22. EXPENSES

“Committee/Commission/Board meeting” means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. Village Trustees receive compensation of \$60 per Village Board meeting attended and \$40 per committee or commission meeting attended, but whether residents or citizens serving as members of a particular committee or commission will receive compensation shall be determined by the Village Board at the time of creation of that committee or commission. If the determination has been made that resident or citizen committee or commission members are entitled to compensation, each person so entitled shall receive \$40 per meeting he or she attends. (This includes attendance at any school, institute, or meeting which the Village Board, its relevant committee or Chairperson directs committee members to attend as provided by Wis. Stats., §59.06(2), or attendance at a meeting of a committee which the person is not a member of, when such attendance is requested by the Chairperson of such other committee.) Members shall submit written documentation regarding their attendance at meetings as required by the Board of Trustees.

-The Village Board determined at its October 21, 2014 meeting that all persons attending committee/commission meetings in an official capacity as a voting member of that committee/commission shall be eligible for the compensation described above.

VILLAGE OF SISTER BAY COMMITTEE/COMMISSION BYLAWS AND RULES

(Revised and approved 10/21/14)

1. COMMITTEE/COMMISSION ORGANIZATION

The Village President shall designate the Chairperson for each Village standing or ad hoc committee or commission on an annual basis.

2. COMMITTEE/COMMISSION MEETINGS

All committee or commission meetings shall be held at one of the following locations: The Village Administration Building, the Village Hall, the North Sister Bay-Liberty Grove Fire Station, the South Sister Bay-Liberty Grove Fire Station, the Sister Bay-Liberty Grove Library, the Sister Bay Wastewater Treatment Plant, the Sister Bay Marina, the Sister Bay Sports Complex, the Liberty Grove Town Hall or other accessible locations.

3. QUORUM

A majority of committee/commission membership shall constitute a quorum for the transaction of business.

4. ABSENCES AND ATTENDANCE

Any member of a committee or commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting shall notify the Village Administrator of his/her anticipated absence at the earliest possible opportunity. The Village Administrator shall notify the Chairperson of the affected committee or commission in the event that the projected absence(s) will produce a lack of quorum. If the Village Administrator is not notified of an absence, it will be recorded as an unexcused absence. Committees and commissions only function if members attend meetings, and, therefore, regular attendance is expected. If a member misses more than three regular meetings during the preceding twelve months for whatever reason, the Chairperson shall report that lack of attendance to the Village President. The Village President may recommend removal to the Board of any committee or commission member whose attendance at meetings exceeds the stated guideline.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each Trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

- a) All participating members can simultaneously hear each other during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
- c) All requirements of the Open Meetings Law are met.
- d) Committees with five or fewer members may have one member participate electronically. Committees with more than five members may have two members participate electronically.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

5. AGENDA AND MINUTES

Whenever a committee or commission meeting is scheduled the Chairperson of that committee or commission shall see that a written Agenda is provided to all the committee or commission members at least forty-eight (48) hours prior to such meeting. The Chairperson shall record the attendance and minutes of all committee or commission meetings, or the Chairperson may designate an individual to record the minutes of the meetings. The Chairperson or his/her designee is responsible for seeing that a copy of the minutes is provided to the Administrative Assistant prior to the next Village Board meeting.

6. EXPENSES

“Committee/commission meeting” means the convening of a quorum of the members of a committee or commission for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the committee or commission. Village Trustees receive compensation of \$60 per Village Board meeting attended and \$40 per committee or commission meeting attended, but whether residents or citizens serving as members of a particular committee or commission will receive compensation shall be determined by the Village Board at the time of creation of that committee or commission. If the determination has been made that resident or citizen committee or commission members are entitled to compensation, each person so entitled shall receive \$40 per meeting he or she attends. (This includes attendance at any school, institute, or meeting which the Village Board, its relevant committee or Chairperson directs committee members to attend as provided by Wis. Stats., §59.06(2), or attendance at a meeting of a committee which the person is not a member of, when such attendance is requested by the Chairperson of such other committee.) Members shall submit written documentation regarding their attendance at meetings as required by the Board of Trustees.

-The Village Board determined at its October 21, 2014 meeting that all persons attending committee/commission meetings in an official capacity as a voting member of that committee/commission shall be eligible for the compensation described above.

7. BUDGET

If applicable, all committees shall prepare an annual budget and submit that document to the Village Administrator.

8. OTHER

All committees and commissions shall be governed by the Rules of Order, which were adopted for the Village of Sister Bay Board of Trustees. If there are no rules specified for a particular situation, Roberts Rules of Order will apply. If applicable, the term “Chairperson” shall be substituted for the term “Village President.”

9. DEFINITIONS

Trustee shall mean an elected Trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee.

DUTIES OF COMMITTEES OR COMMISSIONS

ADMINISTRATIVE COMMITTEE

The Administrative Committee, which is a standing committee, shall consist of the Village President, who shall be responsible for reviewing and updating the Village of Sister Bay By-Laws as well as the Village Committee By-Laws. If the Village Administrator is absent for an extended period of time the Administrative Committee shall also assume some of the Administrator's duties.

ADMINISTRATION AND COMPENSATION OVERSIGHT COMMITTEE

The Employee Benefits Oversight Committee is charged with providing integrated oversight of all employee benefits matters including cost, funding, programs, competitiveness, employee benefit rate impacts, and benefits philosophy. The Committee advises the Village Board, and recommends policies and programs. EBOC considers proposals for new aspects of the Village's benefits programs, and charges supercommittees and focus groups to address specific topics as appropriate. The EBOC shall consist of one member each from the Finance, Personnel, Administrative Committee and 1 citizen member.

BAY SHORE DRIVE OVERSIGHT COMMITTEE

The Bay Shore Drive Committee, which is an ad hoc committee, was created to oversee and plan all aspects of the Bay Shore Drive Reconstruction Project and make recommendations to the Village Board regarding the preferred course of action on that project. The Bay Shore Drive Oversight Committee shall consist of three Trustees as well as one representative of the SBAA.

DOOR COUNTY COASTAL BYWAY COMMISSION

Door County's Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or the Village Administrator represent it on the Commission.

DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION

The Door County Economic Development Corporation, (DCEDC), is a public/private partnership dedicated to improving the economic vitality of the County and its residents. As a public/private partnership, DCEDC is funded by a combination of investments from private companies and local government, as well as grants and contract service fees.

These funds provide the money necessary for the DCEDC to provide business assistance, financial incentives and other initiatives designed to strengthen the local business climate.

One Trustee from the Village of Sister Bay shall serve as a DCEDC Board member, and the Village Administrator shall serve as an ex-officio non-voting member of that Board. (These are considered other committee appointments.)

ECONOMIC DEVELOPMENT COMMITTEE

The membership of the Economic Development Committee, which is an ad hoc committee, shall consist of one Trustee and seven residents or citizens, one of whom shall serve as alternate, who are residents of the Village, or owners of businesses in the Village, or who have special expertise in the area of economic development. The resident or citizen members of the Economic Development Committee will not be compensated for their services. The mission of the Economic Development Committee shall be to:

- (a) Evaluate economic development and related activities in the Village;
- (b) Identify the strengths and weaknesses in the current Village economy; and,
- (c) Work to create jobs and development in the Village.

FINANCE COMMITTEE

The Finance Committee, which is a standing committee, shall consist of three Trustees, and oversees the formulation of the annual budget for the Village of Sister Bay. The Finance Committee also:

- (a) Acts as the budget hearing committee and receives requests from various Village committees;
- (b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
- (c) Conducts a budget review meeting with the Village Board.

FIRE BOARD

The Sister Bay/Liberty Grove Fire Board, which is a standing committee, is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two Trustees from the Village of Sister Bay and three Supervisors from the Town of Liberty Grove, and is bound by the duties established in Village of Sister Bay Ordinance No. 136-021208 as well as the Intergovernmental Agreement, which is the subject of that Ordinance. The Fire Board shall prepare an annual budget and submit it to the Finance Committee.

FIRE DISTRICT EXPLORATORY COMMITTEE

In June of 2012, a Fire District Exploratory Committee was created. That committee, which consists of representatives from the Towns of Liberty Grove, Gibraltar, and Egg Harbor, and the Villages of Egg Harbor, Ephraim and Sister Bay, was charged with studying the impact and value of consolidating certain Northern Door Fire Departments and the services they provide. One Trustee or resident with recognized experience and qualifications, one firefighter from the Sister Bay-Liberty Grove Fire Department, and the Fire Chief shall be appointed to represent the Village. This is considered another committee appointment.

HISTORICAL SOCIETY

The Trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees. This is considered another committee appointment.

LIBRARY COMMISSION

The Library Commission, which is a standing committee, shall oversee the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for seeing that an ongoing working relationship is maintained with the Door County Library System. The Village's representatives on the Library Commission shall consist of one Trustee and two Village residents. The resident members of the Library Commission will be compensated for their services. The Library Commission shall prepare an annual budget and submit it to the Finance Committee.

MARINA COMMITTEE

The Marina Committee, which is a standing committee, shall consist of three Trustees, four residents or citizens, two of whom shall serve as "alternates" and the Marina Manager. The Marina Manager shall serve as an "ex-officio" non-voting member. The Village Board has determined that residents or citizens who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:

- (a) Provide direction for the operation and maintenance of the Sister Bay Marina;
- (b) Adequately provide for the needs of Marina patrons by planning and implementing Marina improvements;
- (c) Recommend all fees and charges for use of the Sister Bay Marina to the Village Board; and,
- (d) Prepare an annual budget and submit it to the Finance Committee.

MARINA FEST COMMITTEE

The Marina Fest Committee, which is a standing committee, shall consist of one Trustee, one member of the Parks Committee, one member of the Marina Committee and one person from each non-profit organization participating in Marina Fest. None of the members of the non-profit organizations who are appointed to the Marina Fest Committee will be compensated for their services. The Marina Fest Committee shall:

- (a) Prepare and plan for Marina Fest, which event is conducted on an annual basis on the Saturday of Labor Day weekend;
- (b) Report quarterly to the Marina Committee; and,
- (c) Prepare an annual budget and submit it to the Marina Committee as well as the Finance Committee.

MARKETING COMMITTEE

The Marketing Committee, an Ad Hoc Committee, shall consist of 2 Trustees, 1 Representative of the SBAA, and 1 Citizen Member. This Committee Shall:

- (a) Prepare a marketing plan to attract visitors to the Village.
- (b) Plan rebranding of the Village, if applicable.
- (c) Plan activities and events to attract visitors to the Village.

(d) Implement said activities.

This committee shall dissolve, if not reauthorized, on October 1, 2016.

PARKS, PROPERTY AND STREETS COMMITTEE

The Parks, Property and Streets Committee, which is a standing committee, shall consist of three Trustees, and one resident member. The Village Board has determined that the resident member of the Parks Committee is entitled to compensation for his or her services. The Parks, Property and Streets Committee shall:

- (a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System in accord with Wis. Stats. §27.02-§27.06;
- (b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
- (c) Be responsible for all repair and maintenance of Village roads and sidewalks; and,
- (d) Prepare an annual budget and submit it to the Finance Committee.

PERSONNEL COMMITTEE

The Personnel Committee, which is a standing committee, shall consist of three Trustees. The Personnel Committee shall:

- (a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;
- (b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;
- (c) Review requests for new positions from committees; and,
- (d) Prepare an annual budget and submit it to the Finance Committee.

PLAN COMMISSION

The Plan Commission for the Village of Sister Bay, which is statutory, shall consist of three Trustees, four residents and one ex-officio citizen member with recognized experience and qualifications related to planning and development. The Village Board has determined that residents or the citizen, who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, morals, comfort, prosperity, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. It is the general intent of Chapter 66 to regulate and restrict the use of all structures, lands and waters; to regulate and restrict lot coverage, population distribution, and density; and to regulate and restrict size and location of all structures so as to: lessen congestion in and promote the safety and efficiency of the streets and highways; secure safety from fire, flooding, panic and other danger; provide adequate sanitation and drainage; prevent overcrowding of land; avoid undue concentration of population; facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; provide adequate light and air, including access to sunlight for solar collectors and wind for energy systems; encourage the protection of ground water; stabilize and protect property values; further the appropriate use of land and conservation of natural resources; preserve and promote

the beauty of the community; and implement the community's Comprehensive Plan or plan components. To this end, Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

The Communications and Technology Committee, which is a standing committee, shall consist of three Trustees and one resident. The Committee shall:

- (a) Oversee and recommend content for the various Village web sites;
- (b) Oversee and recommend content for other Village external publications; and,
- (c) Make recommendations regarding technology and submit it to the Finance Committee.

SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS

The Trustee who is appointed to the Board of Directors for the Sister Bay Advancement Association, (SBAA), shall be a voting member of that Board and will also act as the Liaison between the Village Board and the SBAA. This is considered another committee appointment.

TEEN CENTER BOARD

The Teen Center Board, which is a standing committee, shall consist of one Village Trustee as well as one residents or citizens and one teens. The resident or citizen members of the Teen Center Board will not be compensated for their services. The Trustee who is appointed to the Teen Center Board will be a voting member of that Board and shall act as the Liaison between the Village Board and the individuals who are responsible for the operation of the Teen Center. The Teen Center Board of Directors shall elect officers on an annual basis, and the names of the people elected shall be provided to the Administrative Assistant as soon as possible. The duties of the Teen Center Board shall be:

- (a) To provide oversight on the operation of the Sister Bay Teen Center;
- (b) To approve various events and activities which take place at the Teen Center;
- (c) To use and occupy the lower level of the Village Hall in a careful, safe, peaceful and lawful manner; and,
- (d) To abide by all the terms of the Operating Agreement entered into with the Village on October 11, 2007.

TOURISM ZONE COMMISSION

The Door County Tourism Zone Commission is an intergovernmental entity established by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting a 5.5% tax on room charges, and the Village is bound by Ordinance No. 123-121206 and Resolution No. 160-121206, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission. Based upon the room tax collected to date Sister Bay is entitled to and has appointed two residents or citizens to serve as voting members of the Tourism Zone Commission. Those resident or citizens will preferably own or operate a lodging establishment(s) in the Village and will serve one-year terms on the Commission. Any appointments to the Tourism Zone Commission are considered other committee appointments.

UTILITIES COMMITTEE

The Utilities Committee, which is a standing committee, shall consist of six members - three Trustees from the Village of Sister Bay, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member. The Utilities Committee shall:

- (a) Abide by the terms of the Intergovernmental Agreement between the Village of Sister Bay and the Town of Liberty Grove regarding wastewater treatment services which was originally dated December 19, 1988; and,
- (b) Assist and make recommendations regarding the operations of the utility.

Water, Sewer and Storm Sewer Committee

The Water, Sewer and Storm Sewer Committee, which is a standing committee, was created to oversee and plan all aspects of Sister Bay's Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees. The Village Administrator, Utilities Director and Parks Director shall serve as ex officio members.

WATERFRONT OVERSIGHT COMMITTEE

The Waterfront Oversight Committee, which is an ad hoc committee, was created to oversee and plan all aspects of waterfront development, planning, and project management on Village owned property along Bay Shore Drive. Helms, Hendrickson and Marina Parks as well as the Marina are the major areas of focus. The Committee makes recommendations to the Village Board regarding the preferred course of action on the waterfront. The Waterfront Oversight Committee shall consist of one representative from Parks, Marina and Finance Committees, as well as one representative of the SBAA and 1 citizen member.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals, which is statutory, shall consist of five residents and two alternate resident members, and is responsible for hearing and deciding appeals of decisions, which are made by the Zoning Administrator. The Zoning Board of Appeals does have the power to grant variances from the Village's Zoning Ordinance. The residents serving on the Zoning Board of Appeals will be compensated for their services.

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10114	AFTER DARK	INA FEST 2015	Marina Fest Band	09/02/2015	2,500.00	2,500.00	09/03/2015
Total 10114					2,500.00	2,500.00	
10211	CASH	MARINA FEST	Marina Fest starter cash	09/03/2015	3,000.00	3,000.00	09/03/2015
Total 10211					3,000.00	3,000.00	
10218	BAUDHUIN INC	34847	Beach Staking	08/28/2015	606.00	606.00	09/03/2015
Total 10218					606.00	606.00	
12238	BOETTCHER COMMUNICATIONS LLC	13544	Website redesign	08/07/2015	153.90	153.90	08/20/2015
Total 12238					153.90	153.90	
13260	BHIRDO'S BY THE BAY	15798	Marina gas - May	07/31/2015	53.56	53.56	08/20/2015
			Marina gas - June		38.01	38.01	08/20/2015
			Marrina gas - July		140.52	140.52	08/20/2015
		15878	Village Gas - July	07/31/2015	753.81	753.81	08/20/2015
Total 13260					985.90	985.90	
13505	BURKART-HEISDORF INS INC	248121	General Liabilty - Village	09/01/2015	1,273.17	1,273.17	09/03/2015
			General Liabilty - Marina		314.41	314.41	09/03/2015
			General Liability - Ice Rink		59.89	59.89	09/03/2015
			General Liability - Utilities		295.57	295.57	09/03/2015
			General Liability - Utilities		435.15	435.15	09/03/2015
			General Liability - Utilities		527.81	527.81	09/03/2015
			Auto - Village		695.22	695.22	09/03/2015
			Auto - Utilities		83.73	83.73	09/03/2015
			Auto - Utilities		532.47	532.47	09/03/2015
			Auto - Utilities		25.58	25.58	09/03/2015
			W/C - Board		7.36	7.36	09/03/2015
			W/C - Admin		45.46	45.46	09/03/2015
			W/C - Parks/Rec		3,131.74	3,131.74	09/03/2015
			W/C - Marina		1,237.08	1,237.08	09/03/2015
			W/C - Ice Rink		174.13	174.13	09/03/2015
			W/C - Utilities - Water		791.32	791.32	09/03/2015
			W/C - Utilities - Wastewater		1,989.91	1,989.91	09/03/2015
			W/C - Utilities - Collection		413.00	413.00	09/03/2015
Total 13505					12,033.00	12,033.00	
14301	CBRE INC	015-816230-001	Post Office lease agreement commission	08/14/2015	1,715.20	1,715.20	08/27/2015
Total 14301					1,715.20	1,715.20	
14309	CARDMEMBER SERVICE	082015	cc interest paid	08/20/2015	26.28	26.28	08/27/2015
		2180	Marina Fest signs	08/03/2015	511.65	511.65	08/27/2015
		3660	Sunsplash fence	08/01/2015	116.67	116.67	08/27/2015
		5723	Beach Project - signs	07/29/2015	113.49	113.49	08/27/2015
		7739	Milage	08/03/2015	33.61	33.61	08/27/2015
		8706	Sunsplash banner	08/07/2015	282.36	282.36	08/27/2015
		9211	Dock carts	08/06/2015	611.88	611.88	08/27/2015
		9673	Postage	08/05/2015	6.74	6.74	08/27/2015
		9751	Civics symposium	08/18/2015	99.99	99.99	08/27/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 14309					1,802.67	1,802.67	
14310	CAPTAIN COMMODES INC	26587	Commode rental - Sun Splash	08/27/2015	1,350.00	1,350.00	09/03/2015
Total 14310					1,350.00	1,350.00	
15001	CHICAGO SUN TIMES	SUNSPLASH	display ad Sun Splash	07/23/2015	2,500.00	2,500.00	08/20/2015
Total 15001					2,500.00	2,500.00	
17501	CHARTER COMMUNICATIONS	SEPT 2015	internet/ adm bldg	09/01/2015	149.99	149.99	09/03/2015
		SEPT15BH	Boathouse - charter TV	08/13/2015	80.96	80.96	08/20/2015
		SEPT15MARINA	internet - Marina	08/13/2015	145.00	145.00	08/20/2015
Total 17501					375.95	375.95	
17515	CIVIC SYSTEMS	15 SYMPOSIUM	Symposium - M Baker	08/20/2015	195.00	195.00	08/20/2015
			Symposium - J Suppanz		195.00	195.00	08/20/2015
Total 17515					390.00	390.00	
17518	HOCKERS CONCRETE INC	344	Line Burial - top soil	08/10/2015	900.00	900.00	08/20/2015
		346	Sledding Hill bulldozer	08/10/2015	1,750.00	1,750.00	08/20/2015
Total 17518					2,650.00	2,650.00	
20007	DELTA DENTAL OF WIS	823844	Dental Insurance	08/27/2015	968.12	968.12	08/27/2015
Total 20007					968.12	968.12	
20399	DONOHUE & ASSOC	12032-48	Utility - Bayshore Dr water	08/12/2015	4,030.00	4,030.00	08/27/2015
			Sanitary Sewer Changes		8,062.80	8,062.80	08/27/2015
Total 20399					12,092.80	12,092.80	
20430	DLW TIMBERWORKS LUMBERJACK	MARINA FEST 2015	Marina Fest Show	09/02/2015	4,900.00	4,900.00	09/03/2015
Total 20430					4,900.00	4,900.00	
20443	DEATH'S DOOR MARINE INC	PYMT #4	Beach Expansion	08/27/2015	194,009.00	194,009.00	09/03/2015
Total 20443					194,009.00	194,009.00	
20452	DOOR COUNTY IT DEPT	40011075	Tech Support - Marina	08/31/2015	243.64	243.64	09/03/2015
			Tech Support - Village		14.04	14.04	09/03/2015
			Admin Fee		10.31	10.31	09/03/2015
Total 20452					267.99	267.99	
20453	DOOR COUNTY CO-OP	895247	Oil - Jacobson lawnmower	08/27/2015	110.94 -		
Total 20453					110.94 -	.00	
20455	DOOR COUNTY SHERIFF	40011050	Sheriff Security Service	08/17/2015	224.16	224.16	08/20/2015
			Sheriff Security Service		1,007.01	1,007.01	08/20/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20455					1,231.17	1,231.17	
20472	DOOR COUNTY YMCA	2ND QTR 2015	YMCA Classes - Sister Bay Qtr2	08/25/2015	580.00	580.00	09/03/2015
Total 20472					580.00	580.00	
20504	EMPLOYER SERVICES LLC	E4187	Claims Management - HRA	08/20/2015	3,000.00	3,000.00	08/27/2015
Total 20504					3,000.00	3,000.00	
20505	EMPLOYEE BENEFITS CORP.	1312773	Benny Fee	08/15/2015	2.25	2.25	08/20/2015
			Minimum Fee		50.00	50.00	08/20/2015
Total 20505					52.25	52.25	
20512	EFTPS - ONLINE 941 PAYMENT	PR0815150	PRINT PAPER CHECK TO UPDATE GL /	08/19/2015	3,967.98	3,967.98	08/21/2015
			PRINT PAPER CHECK TO UPDATE GL /		928.00	928.00	08/21/2015
			PRINT PAPER CHECK TO UPDATE GL /		3,045.71	3,045.71	08/21/2015
		PR0829150	PRINT PAPER CHECK TO UPDATE GL /	09/02/2015	3,618.06	3,618.06	09/04/2015
			PRINT PAPER CHECK TO UPDATE GL /		846.16	846.16	09/04/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,712.24	2,712.24	09/04/2015
Total 20512					15,118.15	15,118.15	
20515	FERRELL GAS	1087626572	leaking gas pipe at Post Office	06/30/2015	1,571.74	1,571.74	08/20/2015
Total 20515					1,571.74	1,571.74	
20599	EVENSON LAUNDRY INC	694303	Entrance mats - Admin Bldg	08/09/2015	28.00	28.00	09/03/2015
			Entrance mats - Fire Station		72.00	72.00	09/03/2015
Total 20599					100.00	100.00	
30620	FIRELINE SPRINKLER	6318-15	Fire sprinkler inspection - FS	08/17/2015	536.00	536.00	08/20/2015
Total 30620					536.00	536.00	
30630	FLANIGAN DISTRIBUTING	AUG 2015	Sun Splash beverages	08/11/2015	1,841.76	1,841.76	08/20/2015
Total 30630					1,841.76	1,841.76	
30701	FRONTIER	15SPTSCMPLEX	Sports Cplx phone	08/25/2015	44.40	44.40	09/03/2015
		SEPT 2015	Admin Bldg phone	08/25/2015	182.39	182.39	09/03/2015
Total 30701					226.79	226.79	
30706	GREAT LAKES SCUTTLEBUTT	533072	Marina ad - April	06/30/2015	500.00	500.00	08/27/2015
Total 30706					500.00	500.00	
30751	GREAT-WEST	PR0815150	Great West Deferred Comp. DEFERRED	08/19/2015	1,148.20	1,148.20	08/21/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	08/21/2015
		PR0829150	Great West Deferred Comp. DEFERRED	09/02/2015	1,148.20	1,148.20	09/04/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	09/04/2015
Total 30751					2,970.00	2,970.00	
31826	JUMPIN BEAN BOUNCERS	INA FEST 2015	marina fest bouncers	09/03/2015	2,495.07	2,495.07	09/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 31826					2,495.07	2,495.07	
34859	HUNT, LAURA	2015-05-MWSS	web design	08/10/2015	1,442.50	1,442.50	09/03/2015
Total 34859					1,442.50	1,442.50	
40956	INNOVATIVE PRINTING LLC	19925	Colored paper - Survey mailing	07/31/2015	21.75	21.75	08/20/2015
		19954	Mail Box Menus	07/31/2015	35.00	35.00	09/03/2015
Total 40956					56.75	56.75	
41018	SMITHGROUP JJR LLC	0110827	beach expansion	08/25/2015	9,304.40	9,304.40	09/03/2015
		0110847	beach expansion redesign	08/25/2015	2,820.00	2,820.00	09/03/2015
Total 41018					12,124.40	12,124.40	
41090	JUNGWIRTH'S ACE HARDWARE	JULY 2015	Maintenance - Village Hall	07/31/2015	6.99	6.99	09/03/2015
			Maintenance - Post Office		22.98	22.98	09/03/2015
			Custodial Supplies - Village		27.96	27.96	09/03/2015
			supplies - Shop supplies		4.49	4.49	09/03/2015
			Tools/Minor Equip - Village		11.78	11.78	09/03/2015
			supplies - recreation/ equip.		21.06	21.06	09/03/2015
			supplies - Misc other		30.56	30.56	09/03/2015
			Maintenance - Grounds		8.49	8.49	09/03/2015
			Maintenance - Parks		18.48	18.48	09/03/2015
			Maintenance - Dog Park		9.98	9.98	09/03/2015
			Maintenance - Parks bldgs		22.47	22.47	09/03/2015
			Maintenance - Street		14.98	14.98	09/03/2015
			Maintenance - Equipment Village		2.29	2.29	09/03/2015
			supplies - Office Marina		18.98	18.98	09/03/2015
			supplies - Custodial Marina		61.92	61.92	09/03/2015
			supplies - Marina - Misc		12.98	12.98	09/03/2015
			Maintenance - Dock Building		232.10	232.10	09/03/2015
			Maintenance - Boat House		4.99	4.99	09/03/2015
Total 41090					533.48	533.48	
41103	KANSAS CITY LIFE	SEPT 2015	Disability Insurance	08/20/2015	385.84	385.84	08/20/2015
Total 41103					385.84	385.84	
41106	NICOLE KRAUEL	0017	Marina Mgr Contracted Services	08/17/2015	925.00	925.00	08/20/2015
		0018	Marina Mgr Contracted Services	08/24/2015	925.00	925.00	08/27/2015
		0019	Marina Mgr Contracted Services	08/31/2015	925.00	925.00	09/03/2015
		0020	Marina Mgr Contracted Services	09/07/2015	925.00	925.00	09/11/2015
Total 41106					3,700.00	3,700.00	
41205	LAMPERT'S LUMBER	20354640	supplies - Misc Shop	07/27/2015	16.98	16.98	09/03/2015
		20355114	Swim Bouys	07/31/2015	24.09	24.09	09/03/2015
		20355384	supplies - Misc Shop	08/04/2015	16.49	16.49	09/03/2015
		20355481	Pavilion - repair	08/05/2015	30.16	30.16	09/03/2015
		20356047	Street Signs	08/11/2015	37.62	37.62	09/03/2015
		20356144	Maintenance - Dock	08/12/2015	36.94	36.94	09/03/2015
		20356270	supplies - Misc Shop	08/13/2015	5.79	5.79	09/03/2015
		20356656	Pavilion - repair	08/18/2015	14.08	14.08	09/03/2015
		20356680	Stump grinder rental	08/18/2015	108.00	108.00	09/03/2015
		20356787	Maintenance - Village Hall	08/20/2015	66.10	66.10	09/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		20357064	Maintenance - Streets	08/24/2015	12.99	12.99	09/03/2015
		20357083	Maintenance - Village Hall	08/24/2015	68.48	68.48	09/03/2015
		20357177	Pavillion - repair	08/25/2015	22.40	22.40	09/03/2015
	Total 41205				460.12	460.12	
41218	AIRGAS	9042297394	oxy/acety	08/01/2015	72.70	72.70	08/20/2015
	Total 41218				72.70	72.70	
41319	MAY'S SPORT CTR	115321	Lawnmower maintenance	08/12/2015	71.63	71.63	09/03/2015
		115425	Lawnmower parts	08/25/2015	11.95	11.95	09/03/2015
	Total 41319				83.58	83.58	
42107	LA VINE'S ICE LLC	AUG 2015	Marina - ice	08/27/2015	421.60	421.60	08/27/2015
	Total 42107				421.60	421.60	
51401	JULIANA NEUMAN	AUG 4-27/15	consulting	08/31/2015	1,100.00	1,100.00	09/03/2015
			consulting		160.00	160.00	09/03/2015
			consulting		25.20	25.20	09/03/2015
			consulting		37.10	37.10	09/03/2015
			consulting		7.70	7.70	09/03/2015
	Total 51401				1,330.00	1,330.00	
51407	NOR-DOOR SPORT & CYCLERY INC	1415123305655	Marina bicycle repair	08/07/2015	162.22	162.22	08/20/2015
	Total 51407				162.22	162.22	
51425	NORTH WOODS	101284	Marina - insecticide	08/19/2015	126.24	126.24	08/27/2015
	Total 51425				126.24	126.24	
61536	OFFICE DEPOT CREDIT PLAN	AUG 2015	Office Supplies - Village	08/17/2015	65.75	65.75	08/27/2015
			Office Supplies - utilities		1.88	1.88	08/27/2015
			Office Supplies - utilities		2.76	2.76	08/27/2015
			Office Supplies - utilities		.57	.57	08/27/2015
	Total 61536				70.96	70.96	
61547	ORKIN PEST CONTROL INC	104202157	spray Marina	08/18/2015	72.65	72.65	09/03/2015
		104202396	spray Admin Bldg	08/18/2015	77.32	77.32	09/03/2015
		104202399	spray Firestation	08/18/2015	77.88	77.88	09/03/2015
		104203043	carpenter ants - Info Booth	08/18/2015	80.96	80.96	09/03/2015
	Total 61547				308.81	308.81	
61601	PAPER WORKS PLUS LLC	39290	Marina - Office supplies	08/21/2015	7.95	7.95	09/03/2015
		5088	Labels - Village survey mailing	08/14/2015	36.99	36.99	08/20/2015
	Total 61601				44.94	44.94	
61617	KENNETH J PETERSEN	INA FEST 2015	River City Six - Marina Fest	09/02/2015	850.00	850.00	09/03/2015
	Total 61617				850.00	850.00	
61618	PENINSULA PACERS LLC	108	Tent rental - sunsplash	08/10/2015	290.00	290.00	08/27/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61618					290.00	290.00	
61633	PINKERT LAW FIRM LLP	JULY 2015	Legal Services - July	07/31/2015	1,482.00	1,482.00	09/03/2015
			Braun property purchase		30.00	30.00	09/03/2015
			Quarry lawsuit		78.00	78.00	09/03/2015
			West Capitol		78.00	78.00	09/03/2015
			Marina accident claim		182.00	182.00	09/03/2015
			Beach project		234.00	234.00	09/03/2015
Total 61633					2,084.00	2,084.00	
61637	PITNEY BOWES	SEPT 2015	Postage Meter - Purchase Power	08/17/2015	208.99	208.99	08/27/2015
Total 61637					208.99	208.99	
61801	RENT-A-TENT INC	MARINA FEST 2015	Tent Rental - Marina Fest	09/03/2015	1,600.00	1,600.00	09/03/2015
Total 61801					1,600.00	1,600.00	
61935	PRESTIGE FLAG	403152	Burgees	07/21/2015	503.62	503.62	08/20/2015
Total 61935					503.62	503.62	
71917	SISTER BAY BOWL	IT INV20352380	reimburse for Alley Bar railing	07/03/2015	595.92	595.92	09/03/2015
Total 71917					595.92	595.92	
71920	SISTER BAY ADVANCEMENT	1031	reimb for Movies in the Park graphic desig	08/14/2015	50.63	50.63	08/20/2015
			reimb for Construction Banner graphic des		90.00	90.00	08/20/2015
			reimb for event rack cards		119.00	119.00	08/20/2015
			reimb for Peninsula Pulse ads		513.00	513.00	08/20/2015
Total 71920					772.63	772.63	
71925	SISTER BAY AUTO	70568	Lawnmower maintenance	08/04/2015	11.04	11.04	09/03/2015
Total 71925					11.04	11.04	
71983	SPIELBAUER FIREWORKS CO INC	15SI2972	Fireworks - Marina Fest	08/25/2015	5,500.00	5,500.00	09/03/2015
		15SI3394	Fireworks - Marina Fest	08/18/2015	4,080.00	4,080.00	09/03/2015
Total 71983					9,580.00	9,580.00	
71998	SWANK MOTION PICTURES INC	2090469	4 movies	08/27/2015	205.00	205.00	09/03/2015
Total 71998					205.00	205.00	
81988	WARNER-WEXEL WHOLESAL	135244	custodial supplies - Village	08/18/2015	133.44	133.44	09/03/2015
Total 81988					133.44	133.44	
82350	WI PUBLIC SERVICE	I23269375-0000	Fire Station	08/24/2015	880.15	880.15	09/03/2015
			Parks Lights		191.66	191.66	09/03/2015
			Sports Complex		295.32	295.32	09/03/2015
			Dock		1,434.61	1,434.61	09/03/2015
			J Dock		423.53	423.53	09/03/2015
			Boathouse		134.23	134.23	09/03/2015
			Old Fire Station		186.23	186.23	09/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Swale Pump		43.34	43.34	09/03/2015
			Admin Bldg		209.34	209.34	09/03/2015
			Village Hall		244.70	244.70	09/03/2015
			Bike Trail Lights		123.49	123.49	09/03/2015
		AUG 2015	Street Lights	08/28/2015	2,126.14	2,126.14	09/03/2015
Total 82350					6,292.74	6,292.74	

Total Paid: 316,974.98
 Total Unpaid: 110.94 -
 Grand Total: 316,864.04

Dated: 9-11-15

Staff: Juliana Neuma

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
13260	BHIRDO'S BY THE BAY	073115	vehicle fuel allocation	07/31/2015	138.48	138.48	08/19/2015
			vehicle fuel allocation		203.88	203.88	08/19/2015
			vehicle fuel allocation		42.31	42.31	08/19/2015
			equipment fuel		.00		
Total 13260					384.67	384.67	
14350	CARDMEMBER SERVICE	5173	truck light bar - Zeke	07/24/2015	362.96	362.96	09/02/2015
Total 14350					362.96	362.96	
17506	CELLCOM	789029	cellphones	08/05/2015	44.28	44.28	08/19/2015
			cellphones		65.18	65.18	08/19/2015
			cellphones		13.53	13.53	08/19/2015
Total 17506					122.99	122.99	
20513	ENERGENECS INC	0030647-IN	WWTP equip maint - effluent meter	08/13/2015	4,614.67	4,614.67	08/19/2015
Total 20513					4,614.67	4,614.67	
20515	FERRELLGAS	1088588970	WWTP propane	08/26/2015	316.67	316.67	09/02/2015
Total 20515					316.67	316.67	
30642	FRONTIER COMMUNICATIONS	AUG2015	telemetry allocation	08/19/2015	5.44	5.44	08/26/2015
			telemetry allocation		5.44	5.44	08/26/2015
			telemetry allocation		2.72	2.72	08/26/2015
		SEPT 2015	telemetry allocation	08/25/2015	56.80	56.80	09/02/2015
			telemetry allocation		56.80	56.80	09/02/2015
			telemetry allocation		28.40	28.40	09/02/2015
Total 30642					155.60	155.60	
41005	STEVEN JACOBSON	AUG 2015	mileage	08/31/2015	29.56	29.56	09/02/2015
			mileage		50.65	50.65	09/02/2015
			mileage		10.99	10.99	09/02/2015
			mileage - re: BSD		3.77	3.77	09/02/2015
			mileage - re: BSD		3.77	3.77	09/02/2015
			mileage - re: BSD Stormsewer		1.89	1.89	09/02/2015
			postage		26.88	26.88	09/02/2015
Total 41005					127.51	127.51	
41196	LAKESHORE WASTE SYSTEMS INC	41295	sludge - hauling	08/12/2015	1,302.00	1,302.00	08/19/2015
Total 41196					1,302.00	1,302.00	
41212	ROBERT E LEE & ASSOC INC	69486	engineering - CMOM	08/23/2015	314.00	314.00	09/02/2015
Total 41212					314.00	314.00	
41294	M & M CONTROL SERVICE INC	INV159211	WWTP - mesh screen back flow preventio	08/19/2015	338.88	338.88	08/26/2015
Total 41294					338.88	338.88	
41295	MARCO INC	INV2785084	plant copy machine	08/24/2015	24.30	24.30	09/02/2015
			plant copy machine		35.78	35.78	09/02/2015
			plant copy machine		7.42	7.42	09/02/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41295					67.50	67.50	
51322	MIDWEST WORKWEAR	76968	uniforms & clothing - MS	08/19/2015	106.59	106.59	09/02/2015
			uniforms & clothing - MS		156.93	156.93	09/02/2015
			uniforms & clothing - MS		32.57	32.57	09/02/2015
Total 51322					296.09	296.09	
51395	N & M TRANSFER CO INC	104643672	skid pump freight	08/14/2015	52.88	52.88	08/26/2015
Total 51395					52.88	52.88	
51400	NCL OF WISCONSIN INC	360600	lab supplies	08/26/2015	723.58	723.58	09/02/2015
Total 51400					723.58	723.58	
51435	NORTH WOODS SUPERIOR CHEMICAL	100500	custodial supplies	08/11/2015	43.89	43.89	08/19/2015
			custodial supplies		64.61	64.61	08/19/2015
			custodial supplies		13.41	13.41	08/19/2015
		101454	collection system chemicals	08/20/2015	384.54	384.54	08/26/2015
Total 51435					506.45	506.45	
51436	NORTHERN LAKE SERVICES INC	280993	WWTP sample testing	08/24/2015	18.00	18.00	09/02/2015
		281071	water testing	08/24/2015	140.00	140.00	09/02/2015
Total 51436					158.00	158.00	
61610	PAPER WORK PLUS LLC	38864	office supplies	08/05/2015	16.20	16.20	08/19/2015
			office supplies		23.84	23.84	08/19/2015
			office supplies		4.95	4.95	08/19/2015
		39191	printing supplies	08/18/2015	5.76	5.76	09/02/2015
			printing supplies		8.47	8.47	09/02/2015
			printing supplies		1.76	1.76	09/02/2015
			office supplies		3.28	3.28	09/02/2015
			office supplies		4.83	4.83	09/02/2015
			office supplies		1.01	1.01	09/02/2015
		39492	office supplies	08/28/2015	1.35	1.35	09/02/2015
			office supplies		1.99	1.99	09/02/2015
			office supplies		.41	.41	09/02/2015
		39493	printing supplies	08/28/2015	8.28	8.28	09/02/2015
			printing supplies		12.18	12.18	09/02/2015
			printing supplies		2.53	2.53	09/02/2015
		5073	office supplies	08/11/2015	1.00	1.00	08/19/2015
			office supplies		1.48	1.48	08/19/2015
			office supplies		.31	.31	08/19/2015
Total 61610					99.63	99.63	
61977	STURGEON BAY UTILITIES	010204	sludge processing	08/18/2015	1,560.00	1,560.00	08/26/2015
Total 61977					1,560.00	1,560.00	
71925	SISTER BAY AUTO	70548	'01 Ford headlight	08/03/2015	9.17	9.17	09/02/2015
			'01 Ford headlight		13.49	13.49	09/02/2015
			'01 Ford headlight		2.80	2.80	09/02/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71925					25.46	25.46	
72054	USA BLUEBOOK	730076	WWTP equipment maintenance	08/20/2015	408.91	408.91	09/02/2015
Total 72054					408.91	408.91	
72058	UNIVAR INC	MW752893	chemicals - sludge treatment	08/10/2015	1,491.20	1,491.20	08/19/2015
Total 72058					1,491.20	1,491.20	
82351	WIS PUBLIC SERVICE	AUG 2015	Well #3 - LGUD Well #3 - Sister Bay	08/12/2015	283.43 850.30	283.43 850.30	08/26/2015 08/26/2015
Total 82351					1,133.73	1,133.73	

Total Paid: 14,563.38
Total Unpaid: -
Grand Total: 14,563.38

Dated: 9-11-15
Staff: Juliana Neuman



Village of Sister Bay

BOARD REPORT

Meeting Date 09/15/15

Item No.: 12

Activities:

Line Burial-Work on the Bay Shore Dr. Line Burial project is substantially completed. Some movement of assets will need to occur for the DOT portion of the BSD project.

Sledding Hill- Work starts and stops on the project, largely around the Beach and excavation of materials there. The first load of screenings has been placed and the rough outline of the hill is taking shape. The contractor will be engaged at the Beach for the next several weeks.

Beach- the beach is substantially completed, and work re-started the week after Labor Day. There will be some cost increases due to Parks Committee actions on Sidewalks.

Marinafest-the event appears to have been a massive success. Surveys are now out to businesses and we are anxious to gage the impact that the festival had on surrounding businesses. Cedar walk shops reported triple revenue due to the festival move and extension to a second day.

Niagara Ridge- Construction is underway, and we look forward to 36 new apartments soon.

Harbor View-Preliminary plans have been reviewed by Plan Commission and approved. The Developer, engineers and DOT are working to prepare for the next phase of approval.

Stony Ridge-Mr. Garot has not met deadlines agreed to in the development agreement. Engineering work has been completed. A request has been made of our engineers regarding the rebid it was reported that a meeting is scheduled for Sept. 14 to go over bid results.

Personnel-The search for a new finance director has resumed; Janal has worked to place advertising as of this writing. Duties of the Finance Director have been split between existing staff. The Personnel Committee recommended we change the title to "Finance Supervisor" in order to encourage applicants to apply. The Village has also taken on a Legal intern from UW Madison. She is currently tasked with rewriting our Zoning Code in light of Reed V. Town of Gilbert.

Marina- The season continues to be on target. Some accounting still needs to be resolved. Seasonal slip revenues are near all time highs, and transient rentals are in line to be at or near all time highs.

Marketing-Movies in the Park continue to attract crowds; we need to have a discussion as to the future direction of marketing; to be addressed at this Board meeting. The current focus is on Wayfinding Signage outreach and gearing up for the 2015-2016 skating season. We also need to focus on a Fall Newsletter in October.

We have rebuilt the Village's website, www.sisterbaywi.gov some kinks still need to be worked out technically, and we await the County IT department to be able to complete those (issues with our internal server).

Code Violations: Dogs in Waterfront Park were a major issue for Law Enforcement at Marinafest.

Respectfully submitted,

Zeke Jackson
Village Administrator

**Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, August 10, 2015
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

Minutes

I. Call to order

Mike Baudhuin called the meeting to order at 11:51 a.m.

Directors Present: Kathy Schultz, Thad Birmingham, Jan Campbell, Scott Baker, Leslie Gast, Mike Baudhuin and Charles Brann.

Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Josh Van Lieshout, Ken Pabich, Jim Stawicki, Rob Burke and Pam Seiler.

Not Present: Patti Vickman, Darren Voigt, Jerry Worrick, Ron Flittner, Zeke Jackson, Dale Swanson and Jack Money Penny.

Others Present: Sam Perlman and Paula Sullivan – DCEDC

II. Adoption of Agenda

Charles Brann made a motion to accept the Agenda with the addition of Bassmaster update under informational (IV-D). Jan Campbell seconded. Motion Carried.

III. Action

A. Adoption of Minutes of Previous Meeting, July 13, 2015.

Scott Baker made a motion to accept the minutes from the July 13, 2015 board meeting with the correction of the date. Kathy Schultz seconded. Motion carried.

B. Treasurer's Report

1. Consideration: July 2015 Financial Report.

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

Jan Campbell made a motion to accept the July 2015 financial reports. Scott Baker seconded. Motion carried.

2. Major Purchases:

- DCVB Guidebook Ad – \$2,175.00 – in budget but needs approval because it is over \$500.

Charles Brann made a motion to approve the Publication expense as noted above. Kathy Schultz seconded. Motion carried.

- New Phone System - \$3,193.00 – current system failed.
Sam explained the options that were looked at and their related costs.

Scott Baker made a motion to approve the purchase of the new phone system recommended by staff. Jan Campbell seconded. Motion carried.

C. Consideration: Proposal from Schenck Business Solutions to extend current contract for audit services for 2015-2019

Bill reviewed the proposal from Schenck and the quote from KerberRose SC for audit services. Schenck has been great to work with and they do propose a better rate. Staying with Schenck Business Solutions was recommended.

Leslie Gast made a motion to accept the contract with Schenck Business Solutions as presented. Scott Baker seconded. Motion carried.

D. Consideration: Ratify Recommendations from DKBEP Board:

1. Accept resignation from Tara LeClair, DKBEP Manager

Kathy Schultz made a motion to accept the resignation of Tara LeClair as recommended by the DKBEP Board. Jan Campbell seconded. Motion carried.
**** Note: The Board appreciates the excellent work that Tara has done over the past 8 years. THANK YOU!**

2. Hire Stephanie Cataldo-Pabich for DKBEP Manager position.

Leslie Gast made a motion to approve the hiring of Stephanie Cataldo-Pabich for the DKBEP manager position as recommended by the DKBEP Board. Charles Brann seconded. Motion carried.

3. Approve 2015-2016 DKBEP Budget.

Kathy Schultz made a motion to approve the DKBEP Budget as recommended by the DKBEP Board. Scott Baker seconded. Motion carried.

E. Consideration: Ratify Comment Letter recommended by DCEDC Tech Council and Executive Committee re: Door County Zoning Ordinance Amendment regarding Communications Support Structure and Facilities.

Sam reported that many organizations attended the meeting and asked the County to look into the proposed ordinance further. The committee decided to defer their decision until September while they seek additional input.

Jan Campbell made a motion to ratify the Executive Committee's decision to support the Tech Council's recommendation of submitting the Comment Letter. Kathy Schultz seconded. Motion carried. (Charles Brann abstained from voting)

F. Update: 2015 Door Kewaunee Legislative Days

1. Meeting minutes

Bill reviewed the minutes from the Steering Committee meeting. The event was a success! Many compliments on the buffet style meal instead of the sit down. This allowed more socializing. The majority also agreed that entertainment was not necessary – more socializing would be more effective.

2. Update on the progress of Legislative Issues brought to Madison

Overall, the event was very successful with immediate impact on several key issues, especially the Kewaunee Seawall project, the restoration of the Harbor Assistance Program funding and the reinstatement of the Knowles-Nelson Stewardship program. More progress is expected in September when the new legislative session begins. Please refer to the press release for the scores given to each topic.

Charles Brann wanted to thank the Steering Committee, Rob and DCEDC for the great event. As a delegate, he thought it was flawless!!! (Thanks, Chuck)

IV. Informational

A. Update on Strategic Work Plan

Bill and Sam reported on the progress of the initiatives.

B. Executive Director's Report

Bill reviewed his report for July.

C. Workforce/Housing/Technology/Retention Report

Sam Perlman reviewed the Workforce/Housing/Technology Report.

D. Bassmasters – Pam Seiler – SBVC

September 17-20. ESPN will be in town for the Bassmasters Elite tournament. Volunteers and Sponsors are needed. Let the SBVC know if you would like to participate! For more information visit www.bassmaster.com or www.sturgeonbay.net

V. Next Meeting –Monday, September 14, 2015– Door County Business Development Center

VI. Adjournment - Meeting adjourned at 1:03 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

DCEDC Tenure of Directors

2015

Directors

The By-Laws provide for 11 voting directors. Directors are elected for a two year term and can be elected for a maximum of 3 terms.

****Officers: 1 yr terms/ MAX 3 (Chair and Vice-Chair only)**

Name	Representing	1st	2nd	3rd	Expertise	Comments
Mike Baudhuin	DCMA	12/13	14/15		Manufacturing	Vice-Chair 2013/July 2014 - Chair for Ward's term
Leslie Gast	SBVC	11/12	13/14	15/16	Banker	Treasurer-2013/2014
Thad Birmingham	City	10/11	12/13	14/15	City Government	
Jerry Worrick	At-Large	14/15			Ministry DC Medical Center	Took over for David Ward 7-2014
Patricia Vickman	At-Large	14/15			Education	Took over for Joe Stutting 7-2014
Scott Baker	At-Large	10/11	12/13	14/15	Business Owner/Northern Door	Took over for Pat Duffy 7-2011
Jan Campbell	DC Board of Realtors	13/14	15/16		Bus. Owner/Real Estate	
Darren Voigt	At-Large	13/14	15/16		Banker	Vice-Chair July 2014-term of Baudhuin
Charles Brann	County	14/15			County Government	
Kathy Schultz	County	14/15			County Government	
Ron Flitner	DCVB	15/16			Business Owner	

Ex-Officio Directors

(all non-voting directors, have one year terms with no term limits)

Name	Representing					
Rob Burke	U.W. Extension					
Bill Chaudoir	Executive Director - DCEDC					Secretary (Exec Dir is always the Secretary)
Dale Swanson	WI Public Service Corp.					
Ken Pabich	County Administrator					
Josh Van Lieshout	Administrator, City of Sturgeon Bay					
Jim Stawicki	SB Utilities					
Pam Seiler	SB Visitor Center					
Jack Money Penny	DCVB Executive Director					
Zeke Jackson	Administrator, Village of Sister Bay					
Cheryl Tieman	NWTC					

Sister Bay & Liberty Grove Fire Board Meeting August 18, 2015

The meeting was called to order August 18, 2015 at 4:29 pm by Lou Covotsos

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

In attendance Chris Hecht & Willard Randall

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

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

Public input: None

Start of closed session.

Return to open session.

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

A motion was made by Nancy Goss to bring to the town and village board a proposal to increase the Chief's salary by \$7,500.00 a year for the next 5 years, seconded by Scott Backer. The board pointed out the excellent job done by Chris. The Chief's salary should be reviewed when a new chief is put in place. Motion passed unanimously.

Discussion Items:

- Chief's Report
 - The Chief passed out a count of calls. We are on track to be ahead of prior year calls.
 - Engine 8 will be going to Red Power for repairs. The new tender will be moved to the Ellison Bay station and engine 6 will be move to the Sister Bay Station.
 - Fall Fest is September 5th and 6th. We will be participating on the 5th and to lesser extent on the 6th.
 - The new extrication equipment is in Milwaukee. We hope to have here and on display by fall fest and installed the next week. The extraction equipment was purchased by the SBLGFFA for \$60,000.
 - We have attended a meeting on the new state supplied software to report fire calls. The state has purchased a very basic new program for reporting. We have a conference call scheduled to see if the new software can provide all of the reports we require.
- Clerk/Treasurer Report
 - A list of calls since the last meeting was passed out and discussed.
 - A list of checks was passed out.
 - The 2015 budget to date report was passed out.
 - A motion was made by Nancy Gross to approve the treasurers' report, seconded by Scott Backer. Motion passed with no discussion

- Approval of Chief
 - The fire department held an election for Chief and SLBGFFA offices. Chris Hecht was elected as chief.
 - A motion was made by Nancy Goss to approve Chris Hecht as Fire Chief, seconded by Scott Backer. Motion passed with no discussion.

- Budget
 - The chief presented a preliminary budget to the fire board with a 2.51% increase.
 - The budget needs to be updated with the increase in the chief pay.
 - Insurance costs are greater because of the new radio system. It should be reduced next year when the ownership of the equipment becomes the property of the county.
 - Capital improvement budget needs to be done 2 years in advance. We will have to add a Brush Truck for delivery in 2017.
 - The capital budget needs to be updated for station maintenance. (The Sister Bay station is having ice damming problems. Maintenance cost of the south station is split between the village and county with the county paying 20%.)
 - Computer costs include software, internet cost, support and repair.
 - New firefighters and new first responders' amount was not changed last year and was decreased the previous year.
 - Grant funding expense is a repayment of grant money used in previous years.
 - A motion was made by Louis Covotsos to bring the 2016 proposed fire department budget to respective municipalities with the \$8,905.00 or 2.51% plus the additional compensation amount of \$7,500. Seconded by Nancy Goss. Motion passed.

- Fire District
 - No discussion

- Set date for Next Meeting
 - September 28, 2015 8:00 am

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

Submitted By
Bill Randall
Fire Department Clerk

**Sister Bay / Liberty Grove Library Commission
Meeting August 18, 2015**

The meeting of the Sister Bay / Liberty Grove Library Commission was called to order by Virginia Phelan at 1:15 p.m.

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

Absent: Henry Timm

Public Input: None.

Garden Contract:

John Meredith responded to Lou Covotosos' question of why the Landscape maintenance contract was going up each year. John explained that it was based on inflation, labor cost increases, product increases, and fuel increases. John said he is having trouble getting help so he has to increase his starting salary.

Margot Warch moved to accept the three year contract for \$9,200 for 2016, \$9,500 for 2017 and \$9,800 for 2018, Virginia Phelan seconded the motion. The motion passed 5-0.

Review and Approve the Minutes of the July 21, 2015 Meeting:

Kathy Enquist moved and Allen Strack seconded a motion to approve the minutes of the July 21, 2015 meeting. The motion passed 5-0.

Review and Payment of Bills:

Sparkle Cleaning Service	General Cleaning	\$1,500.00
Wulf Brothers	Filters for AC	\$30.35
Jungwirth Ace Hardware	Cart for checkers	\$22.94
Village of Sister Bay	Propane	\$288.79
Frontier	Telephone	\$131.33
Baylake Bank	Safety Deposit Box	\$45.00
Wisconsin Public Service	Electric	\$844.32
Total		\$2,862.73

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

Librarians Report:

Betty Curzon reported:

Circulation:

2015	7,657	YTD	34,358
2014	8,583	YTD	36,821

Library Visits:

July 2015	6,950
July 2014	8,180

People/Programs:

July 2015	1 Adult; 9 Children's + craft	
	73 Adults; 201 Children	Total of 274
July 2014	1 Adult; 9 Children's	
	105 Adults; 200 Children	Total of 305

Computer Use:

SAM(Public)

July 2015: 766 sessions for 19,585 minutes

July 2014: 974 sessions for 23,140 minutes

Wireless:

July 2015 1297

July 2014 Not Available

Overdrive:

2015: 226 e-book uses 82 Audio book uses

2014: 202 e-book uses 59 Audio book uses

It looks like our trend to fewer library visits and lower circulation is continuing. I've given you statistics on separate pages for the entire OWLS system which shows that lower circulation is a system-wide issue. I only mention this because it is of interest. It is not the responsibility of this board to address, but that of the Door County Library Board.

Committee Reports:

None

Marina Fest:

Ralph Blankenburg reported that the Village of Sister Bay will be selling coupons for food vendors. We will still be taking cash, but we could take coupon that would then need to be exchanged for cash From the Village of Sister Bay. We will be setting up completely on Friday afternoon. Our hours on Saturday will be 9:00 a.m. to 4:00 p.m. Mike Scoville will be arranging the table pickup and book moving and setup.

Margot Warch reported that sorting was going well. Ralph Blankenburg will put together a staffing schedule.

Next Meeting:

September 8, 2015 @ 1:00 p.m.

Adjourn:

It was moved by Margot Warch and Virginia Phelan seconded by to adjourn at 2:10 p. m. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

**Sister Bay / Liberty Grove Library Commission
Meeting September 8, 2015**

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

Members Present: Virginia Phelan, Lou Covotsos, Allen Strack, Kathy Enquist, Henry Timm, Betty Curzon and Ralph Blankenburg.

Absent: Margot Warch

Public Input: None.

Review and Approve the Minutes of the August 18, 2015 Meeting:

Lou Covotsos moved and Kathy Enquist seconded a motion to approve the minutes of the August 18, 2015 meeting. The motion passed 5-0.

Review and Approval of Bills:

Sparkle Cleaning Service	General Cleaning	\$60.00
Ralph Blankenburg	Tables for Book Sale	\$149.58
Baylake Bank	Till for Book Sale	\$350.00
Sparkle Cleaning Service	General Cleaning	\$1,560.00
Betty Curzon	Batteries for Towel Dispensers	\$14.75
Curzon Electric	Ballasts	\$73.98
	Repairs for June, July and	
Jeffery Ward Construction	August	\$140.00
Frontier Communications	Telephone	\$130.93
Total		\$2,479.24

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

Review and Approval of 2016 Budget:

Ralph Blankenburg explained the method he used to formulate the budget.

Points covered:

Increase in repairs budget because of possible furnace repairs.

Increase in cleaning service contract.

Increase in sewer charges from Sister Bay Sewer/Water.

Decrease in propane expense because of substantial rate decrease.

Sister Bay / Liberty Grove Library Commission will cover landscape maintenance expense.

Kathy Enquist moved to accept the budget as submitted and Henry Timm seconded the motion. The motion passed 5-0

Copy of budget attached.

Librarians Report:

No Report

Committee Reports:

None

Marina Fest:

Ralph Blankenburg thanked Margot Warch, Mike Scoville, his students and their parents for their help.

Margot will be sending thank you notes to all the library volunteers.

The book sale was a success. We grossed \$3,378 in book sales plus \$105.21 in donations. After paying the Village 10% or \$337.80 we will split \$3145.41 with the Gibraltar students. We will be holding a review of the event with anyone who worked it when Margot Warch gets back.

Next Meeting:

October 13, 2015 @ 1:00 p.m.

Adjourn:

It was moved by Lou Covotsos and Virginia Phelan seconded by to adjourn at 1:59 p. m. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
 2 **WEDNESDAY, SEPTEMBER 2, 2015**
 3 **SISTER BAY PERFORMANCE PAVILION – 2364 MILL ROAD**
 4 **(APPROVAL PENDING)**

5
 6 *The September 2, 2015 meeting of the Parks, Properties and Streets Committee was called*
 7 *to order by Committee Chair Dave Lienau at 2:02 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,
 13 Marketing Director Jason Polecheck and Assistant Administrator Janal Suppanz.

14
 15 **Others:** Britt Maltby, Ron Kane, Jeff Bakke, and one other individual.

16
 17 **Approval of Agenda:**

18 *A motion was made by Doersching, seconded by Baker that the Agenda for the September*
 19 *2, 2015 meeting of the Parks Committee be approved as presented. Motion carried – All*
 20 *eyes.*

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

23 *A motion was made by Doersching, seconded by Clove that the minutes for the July 1,*
 24 *2015 meeting of the Parks, Properties & Street Committee be approved as presented.*
 25 *Motion carried – All eyes.*

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

28 Lienau noted that a Wayfinding Study meeting schedule which had been received from
 29 Living Lab was included in the meeting packets.

30
 31 Britt Maltby indicated that her children would like to be able to utilize the skateboarding
 32 equipment, but it is still in storage. It is her understanding that volunteers are needed to
 33 help with the installation and tear-down process, and she would be willing to try to recruit
 34 people to help with those projects. The Committee members thanked Maltby for stepping
 35 forward and suggested that she contact Mann to discuss logistics. This matter will be fully
 36 addressed at a future Parks Committee Meeting.

37
 38 Jackson noted that the following correspondence had been received:

- 39 • A letter from Don Howard who resides at 2536 Fieldcrest Lane. Howard requests
 40 that prior to winter a load of quarry wash be added to Fieldcrest Lane.
- 41
 42 • A letter from Bruce Scher of 10667 Mill Lane. In that letter Scher asks that the Fall
 43 Fest helicopter landing site be relocated as he lives behind the Fire Department,
 44 and the noise, vibration and taking off/landing is “unbearable”. He also requests
 45 that the proposed snowmobile route be changed as snowmobile traffic will be
 46 disruptive to people who are staying at Pheasant Park and Woodcrest
 47 Condominiums. The access road in that area is clearly marked at both ends with
 48 signs which state, “No Motorized Vehicles, Foot Traffic Only”, and Scher believes

1 an extremely dangerous situation is being created.

2

- 3 • A letter from Guy Theune of the Mariner's Pointe Condominium Owner's
- 4 Association. In that letter Theune requests that a "No Outlet" sign be installed on
- 5 Mariners Pointe Drive, immediately north of the intersection of Mariners Pointe
- 6 Drive and Sunnyside Road.

7

8 Jackson pointed out that the Ice Rink Manager, Joe Baldarotta will be inducted into the

9 Wisconsin Hockey Hall of Fame on September 12, 2015, and all the Committee members

10 congratulated him on that accomplishment.

11

12 **Business Items:**

13 **Item No. 1. Reconsider a tabled item from the May Parks Committee Meeting: Discussion**

14 **on a proposed snowmobile route for the Top O' The Thumb Snowmobile Club; Consider**

15 **a motion for action if necessary:**

16 A letter from the Top O' The Thumb Snowmobile Club and a proposed snowmobile route

17 map were included in the meeting packets and the Committee members jointly reviewed

18 those documents. Jackson noted that the Village purchased the land which is commonly

19 referred to as the Braun Property with 6(f) conversion funds, and if access to that property

20 is denied a number of logistical issues will arise. During discussion several of the

21 committee members voiced concerns about the fact that snowmobilers may be tempted to

22 take their snowmobiles on the Sledding Hill if the proposed route is approved. It was the

23 consensus that a sign which states "No Snowmobiling" should be erected in that location

24 prior to the time that the snow flies.

25

26 *A motion was made by Baker, seconded by Clove that the Snowmobile Route Map which*

27 *was reviewed at this meeting is approved as presented. Motion carried – All ayes.*

28

29 **Item No. 2. Discussion with Jeff Bakke, Dog Park Organizer, on fundraising and use;**

30 **Consider a motion for action if necessary:**

31 Jackson pointed out that to date \$2,947.15 has been donated for Dog Park improvements,

32 and the Committee members praised the members of the Dog Park Group for their efforts.

33 Jeff Bakke, who is the head of the Dog Park Group, stated that the majority of the people

34 who utilize the Dog Park would like to have access to a safe source of drinking water for

35 their dogs. Bakke believes the easiest way to accomplish this would be to tap into the

36 water main which runs past the Dog Park. At some point they would also like to see the

37 Dog Park shelter enlarged so that more people can utilize it.

38

39 Mann stated that any water supply line which is installed at the Dog Park would have to be

40 seasonal as freezing issues will arise.

41

42 Doersching requested that Bakke meet with her to discuss activities she has seen

43 conducted at other Dog Parks, and he responded that he would be happy to do that.

44

45 *A motion was made by Clove, seconded by Baker that Steve Mann shall see that a water*

46 *line is installed at the Dog Park, but before that line is actually installed Jeff Bakke shall be*

47 *consulted to ensure that the needs of the Dog Park patrons will be satisfied. Motion carried*

48 *– All ayes.*

49

1 A motion was made by Clove, seconded by Baker that as soon as the Dog Park Group
 2 raises enough funds to cover improvements to the Dog Park Shelter, Steve Mann shall see
 3 that those improvements are made. Motion carried – All ayes.

4
 5 **Item No. 3. Discussion on a change order for the Sister Bay Beach Project for a paver
 6 sidewalk connection from Bay Shore Drive to the swim dock; Consider a motion for
 7 action if necessary:**

8 The suggestion has been made that a brick paver sidewalk be installed around the new
 9 beach, but it will cost approximately \$5,000 more to install that type of amenity. A
 10 diagram depicting where the proposed sidewalk will be located was included in the
 11 meeting packets, and during discussion the Committee members indicated that they like
 12 the paver sidewalk very much, but would like to see the pavers extended to the Boathouse
 13 Property. They would also like to see conduit installed in that area. If the sidewalk is
 14 extended it could cost approximately \$20,000 more. It was the consensus that the bricks
 15 from the existing parking lot in Waterfront Park shall be utilized for the extension.

16
 17 A motion was made by Lienau, seconded by Doersching that the Parks Committee
 18 approves of installation of the brick paver sidewalk depicted on the diagram which was
 19 included in the meeting packets, on the condition that the pavers shall be extended to the
 20 Boathouse Property, and conduit shall be installed along the entire new sidewalk route.
 21 Motion carried.

22
 23 **Item No. 4. Discussion regarding safety items and uniforms for 2015 and 2016; Consider
 24 a motion for action if necessary:**

25 OSHA is requiring that the Village's Safety Plan be updated, and, to that end, employees
 26 from Advanced Safety Technology have been meeting with Mann and Steve Jacobson. In
 27 accord with the provisions of the plan updates, all workers, including emergency
 28 responders, who are exposed either to traffic or work vehicles and construction equipment
 29 within the right-of-way, must wear high-visibility safety apparel which meets the
 30 Performance Class 3 requirements of the ANSI/ISEA 107-2004 publication entitled,
 31 "American National Standard for High-Visibility Safety Apparel and Headwear". That
 32 safety apparel must be labeled as meeting the ANSI 107-2004 standard performance for
 33 Class 2 or 3 risk exposure. The required apparel will cost approximately \$2,000.

34
 35 A motion was made by Doersching, seconded by Clove that lime green Class 3 high-
 36 visibility safety apparel shall be purchased for all Parks Department personnel as well as the
 37 Village Administrator this year, but budgetary constraints must be satisfied. Motion carried
 38 – All ayes.

39
 40 **Item No. 5. Discussion regarding the 2016 Parks Budget and the 2016 TKH Budget;
 41 Consider a motion for action if necessary:**

42 A draft of the proposed 2016 budgets for the TKH Ice Rink and the Parks Department were
 43 included in the meeting packets, and the Committee members jointly reviewed that
 44 documentation.

45
 46 TKH Budget

47 As per Personnel Committee and Village Board action last year, it is quite possible that
 48 Nicole Krauel, the current Marina Manager, and Jason Polecheck, the Marketing Director,
 49 will be working at the ice rink this winter. The proposed TKH budget reflects those

1 changes.

2

3 Joe Baldarotta, the Ice Rink Manager, was present and pointed out that the ice rink slab has
4 cracked, and, therefore, it is very difficult to maintain ice when it gets warmer. It was the
5 consensus that it would be a good idea to establish a CIP for the Ice Rink. A referral will be
6 made to the Finance Committee.

7

8 Baldarotta noted that he would like to establish hockey programs up here, and is working
9 with the members of the Wisconsin Amateur Hockey Association on that issue. There will
10 be no costs associated with the establishment of the hockey programs.

11

12 Parks and Streets Budget

13 Doersching requested that a few hundred dollars be appropriated for a banner which
14 advertises next year's YMCA programming, and it was the consensus that there is a
15 sufficient amount of money included in the proposed YMCA Program Costs line item.
16 Doersching also expressed dissatisfaction with the 2015 fee schedule for YMCA
17 programming.

18

19 Jackson noted that the proposed CIP for the Parks Department includes \$13,000 for a new
20 Gator as well as \$2,000 for a 9,000 watt generator and a harness for it.

21

22 Lienau offered to donate a generator to the Parks Department, and Mann gratefully
23 accepted that donation. He will pick it up ASAP.

24

25 Jackson pointed out that the Village's CIP includes funding for street resurfacing and
26 stormwater work, various parks projects, vehicle replacement and wayfinding signage. A
27 list of roads in need of repairs was included in the meeting packets.

28

29 *A motion was made by Doersching, seconded by Baker that the Parks Committee approves*
30 *of the proposed budget for the Parks Department and the TKH Ice Rink, as well as the*
31 *2016 Capital Improvement Plan which were reviewed at this meeting. Motion carried – All*
32 *eyes.*

33

34 **Item No. 6. Report from staff on parks, properties and streets activities:**

35 Jackson gave the following oral report:

36

- Dick Horbinski informed him that Village officials had agreed to resurface
37 Cherrywood Lane as well as the other streets within his subdivision. Apparently an
38 escrow fund was established for that purpose. Lienau noted that it was his
39 understanding that only Cherrywood Lane was to be resurfaced.

40

41 Mann gave the following oral report:

42

- Joe Felhofer has returned to work after having back surgery and is now allowed to
43 do "light duty" work.
- Nearly all of the paint on the Marina Building has been touched up.
- Bill Becker reported that someone attempted to break into the American Legion's
45 gun safe at the Village Hall. Becker is looking into several different options for
46 replacement of the gun safe, and will be getting back to Mann within a few days.
47 He will keep the Committee members advised of the status of this issue.

48

49

1 Lienau noted that he has received a number of complaints that vehicles are speeding on
2 Country Walk Drive. He has also heard that since the detour route was established it is
3 very difficult for pedestrians to safely cross Country Walk Drive. It was the consensus that
4 Mann and Jackson shall view the area in question and contact D.O.T. officials to see if
5 they would be willing to see that crosswalks are painted on Country Walk Drive.
6

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

9 It was the consensus that the following issues shall be addressed at a future meeting of the
10 Parks Committee:

- 11 • The Finance Committee shall be asked to consider adding a CIP for Ice Rink
12 improvements.
- 13 • Prior to the winter months Mann shall see that the "No Motorized Vehicles, Foot
14 Traffic Only" signs are removed from the access road between Pheasant Park and
15 Woodcrest Condominiums.
- 16 • Discussion shall take place regarding seasonal installation/removal of the skatepark
17 equipment at a future Parks Committee Meeting.
18

19 **Adjournment:**

20 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*
21 *Committee at 4:12 P.M.*
22

23 *Motion carried – All ayes.*
24

25 Respectfully submitted,

26 

27 Janal Suppanz,
28 Assistant Administrator

1 Jansen explained that the Village's transitional relief for health insurance premiums will
 2 expire on September 30, 2017. For the most part the government said that if employers
 3 switch from their current health insurance plans they must obtain community rated health
 4 plans. Policies are either community rated or experience rated, and it is Jansen's opinion
 5 that obtaining a community rated policy would not be a good thing for the Village at this
 6 time. The Village's current health care provider is United Health Care, and exact premium
 7 increases should be known by the end of September. The only other plan that Jansen might
 8 consider for the Village would be the League of Municipalities plan through WEA Trust,
 9 which is a self-funded group, but it is quite likely that the rates for that company would be
 10 higher than UHC. If a quote is requested from WEA Trust all employees would have to
 11 complete health history questionnaires. At the present time the in-network deductible for
 12 single plan members is \$2,850 for persons with single coverage and \$5,700 for persons
 13 with family coverage. Duffy asked if any municipalities are providing high deductible
 14 health insurance coverage, and Jansen responded that most municipalities do not. She also
 15 stated that she would not recommend making any drastic changes until there is a major
 16 increase in premiums.

17
 18 Discussion took place regarding HRA's, HSA's and FSA's, and Jansen and Jackson
 19 explained how each of those programs are administered. At the present time the Village
 20 pays 85% of health insurance premiums for employees and 100% of their HRA premiums.
 21 Jansen noted that if the Village moves from an HRA to an HSA cost savings would
 22 probably be realized, and could result in employees becoming well-informed health care
 23 consumers. Under the circumstances, and because of the high utilization rates the Village
 24 has experienced, she would suggest that the Village switch to an HSA. She also noted that
 25 she does not believe any cost savings would be realized by eliminating the FSA program.
 26 Jackson suggested that if the Village decides to switch to an HSA he would recommend
 27 that the funding for that program be "front-loaded" at the very beginning of program
 28 initiation.

29
 30 Discussion also took place regarding short term disability vs. long term disability coverage,
 31 and Jansen stated that she would suggest that the Village provide long term disability
 32 coverage. It was the consensus that coverage which will become effective January 1, 2016
 33 shall be obtained through The Standard.

34
 35 *A motion was made by Zacek, seconded by Enquist that the recommendation is made to*
 36 *the Village Board that based upon the rate quote from The Standard which was reviewed*
 37 *at this meeting, the Village shall transition from providing short-term disability insurance*
 38 *coverage for its employees to long-term disability insurance coverage effective January 1,*
 39 *2016. Motion carried – All ayes.*

40
 41 *A motion was made by Duffy, seconded by Zacek that the recommendation is made to the*
 42 *Village Board that the Village shall transition from an HRA to an HSA as of December 1,*
 43 *2015, but the contribution rate for the HSA shall be determined at a later date. Motion*
 44 *carried – All ayes.*

45
 46 **Item No. 2. Update on the search for a new Finance Director:**

47 Jackson noted that a second round of Finance Director job notices has been distributed to
 48 several different agencies. To date two applications have been received and one of them
 49 does look promising, but that individual currently works for another municipality and is

1 receiving a salary of approximately \$100,000. The salary the Village is proposing for the
 2 new Finance Director is \$50,000. Jackson is hopeful that more applications will come in,
 3 but he will contact the individual who looks promising to see if he would be interested in
 4 coming in for an interview. He also noted that he has seen a number of job
 5 announcements for Finance Directors in other municipalities as well as in the private
 6 sector.

7
 8 *Duffy suggested that the job title mentioned in the previously mentioned job*
 9 *announcement be changed to "Finance Supervisor" so that more people might believe*
 10 *they are qualified for the job which is open, and it was the consensus that this shall occur.*

11
 12 **Item No. 3. Consider a motion to convene into Executive Session pursuant to Wis. Stats.,**
 13 **§19.85(1)(c) to discuss personnel and employee benefits:**

14 *At 1:02 P.M. a motion was made by Duffy, seconded by Zacek that the Personnel*
 15 *Committee convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss*
 16 *personnel and employee benefits. A roll call vote was taken on that motion and the*
 17 *Committee members voted in the following fashion:*

18
 19 *Duffy – Aye; Enquist – Aye; Zacek – Aye.*

20
 21 *Motion carried.*

22
 23 **Item No. 4. Consider a motion to reconvene into Open Session:**

24 *At 2:10 P.M. a motion was made by Zacek, seconded by Enquist that the Personnel*
 25 *Committee reconvene into open session. Another roll call vote was taken and the*
 26 *Committee members voted in the following fashion:*

27
 28 *Duffy – Aye; Enquist – Aye; Zacek – Aye.*

29
 30 *Motion carried.*

31
 32 **Item No. 5. Consider a motion to take action, if required:**

33 *A motion was made by Duffy, seconded by Enquist that the Personnel Committee has*
 34 *reviewed a request from an employee, and is now recommending that the Village's*
 35 *Personnel Handbook be amended in such fashion that it states that the Village will not*
 36 *provide health insurance coverage for anyone who is eligible for Medicare coverage.*
 37 *Motion carried – All ayes.*

38
 39 *A motion was made by Duffy, seconded by Zacek that the recommendation is made to the*
 40 *Village Board that effective January 1, 2016 a full-time Marina Manager position be*
 41 *reinstated.*

42
 43 **Item No. 6. Matters to be placed on a future agenda or referred to a Committee or**
 44 **Commission:**

45 *It was the consensus that the Village Board shall be informed that the Personnel Committee*
 46 *would like to see formal action taken on finding a replacement for the Utilities Director*
 47 *ASAP.*

1 **Adjournment:**

2 *A motion was made by Enquist, seconded by Zacek to adjourn the meeting of the*
3 *Personnel Committee at 2:18 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
 2 **TUESDAY, JULY 14, 2015**
 3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
 4 **10668 N. BAY SHORE DRIVE**
 5 **(APPROVAL PENDING)**

6
 7 *The July 14, 2015 meeting of the Sister Bay Advancement Association Board of Directors*
 8 *was called to order by President Drew Bickford at 5:15 P.M.*
 9

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

12
 13 **Excused:** Jeannie Hoffman and Jessica Grasse.

14
 15 **Staff Member:** Paige Funkhouser, SBAA Coordinator.

16
 17 **Business Items:**

18 Bickford noted that the SBAA Board of Directors Meeting which had been scheduled for
 19 Thursday, July 9, 2015 was cancelled due to lack of a quorum, but there was a need to
 20 address some issues in a timely fashion, and, therefore, tonight's meeting was being
 21 conducted.
 22

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

24 *A motion was made by Hitzeman, seconded by Kane, that the Agenda for the July 14,*
 25 *2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
 26 *All ayes.*
 27

28 **Item No. 3. Discussion regarding festivals and events:**

29 **A. "Midwest Sunsplash":**

30 "Midwest Sunsplash" will be conducted in the Village on August 7 and 8, 2015. The SBAA
 31 will be selling beer, wine and hard cider at that event, and I.D. wristbands and tokens will
 32 be utilized. Funkhouser presented a tentative bartender schedule, and the Board members
 33 jointly reviewed that document. There is a need for people to help with set-up and tear-
 34 down, and Gajda and Larsen volunteered to help with those tasks. Discussion took place
 35 regarding utilization of last year's Fall Fest mugs at the beer tent, and it was the consensus
 36 that they shall be provided to festival attendees free of charge.
 37

38 **B. Marina Fest:**

39 There was some confusion as to whether or not the SBAA would be sponsoring a Concert
 40 In The Park on the Sunday of Marina Fest, and Funkhouser asked that the Board members
 41 provide her with more direction. If a concert is scheduled the music will have to end by
 42 8:00 P.M. as there will be a fireworks show. Larsen indicated that Husby's has booked
 43 "Whiskey Ditch" to perform from 6:00 P.M. to 9:00 P.M. on Sunday, September 6, 2015,
 44 and offered to allow the SBAA to take over that booking as he is having a hard time finding
 45 enough people to work.
 46
 47

48 *It was the consensus that Funkhouser shall see that "Whiskey Ditch" is booked for a*

1 *Concert In The Park from 6:30 P.M. to 8:00 P.M. on Sunday, September 6, 2015.*
2

3 **Item No. 4. Discussion regarding renewal of the SBAA's Office Lease:**

4 *The SBAA's Office Lease will expire on October 1, 2015. Kurt Wiltse informed Funkhouser*
5 *that he probably would have to increase the rent by \$50 per month. Discussion took place*
6 *regarding this issue, and it was the consensus that the SBAA would be willing to pay the*
7 *increased rent on the condition that Wiltse sees that recycling services are provided.*
8

9 **Item No. 5. Discussion regarding the future of "Sip 'N Savor/Paddlefest":**

10 This year "Sip 'N Savor" was partially rained out, and profits which were realized as a
11 result of conducting that event were minimal. It is very difficult to get volunteers to work at
12 "Sip 'N Savor", and there is also a possibility that a "wine event" will be conducted in Egg
13 Harbor early in "the season". On the other hand, "Paddlefest" was quite successful.
14 Lengthy discussion took place regarding this issue, and it was eventually the consensus that
15 "Paddlefest" should be continued but expanded to include more silent sports activities and
16 paddleboard races, as well as some fun and silly adult games/races. The suggestion was
17 also made that a D.J. be booked.
18

19 *A motion was made by Bhirdo, seconded by Bickford that "Sip 'N Savor" shall be*
20 *discontinued, but the SBAA should concentrate on expanding "Paddlefest" to include more*
21 *silent sports activities. That event shall still be conducted during the second weekend in*
22 *June. Motion carried – All ayes.*
23

24 **Adjournment:**

25 *A motion was made by Hitzeman, seconded by Gajda to adjourn the meeting of the SBAA*
26 *Board of Directors at 5:55 P.M. Motion carried – All ayes.*
27

28 Respectfully submitted,

29 

30 Janal Suppanz, Secretary

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, AUGUST 6, 2015
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The August 6, 2015 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Drew Bickford at 8:05 A.M.

Present: Drew Bickford, Larry Gajda, Ron Kane, Denise Bhirdo, Windy Bittorf, Heidi Hitzeman and Nora Zacek.

Excused: Jeannie Hoffman and Jessica Grasse.

Absent: James Larsen, Tonya Crowell and Casey St. Henry.

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

Business Items:

Item No. 1. Approval of the Agenda:

A motion was made by Zacek, seconded by Hitzeman, that the Agenda for the August 6, 2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 2. Approval of minutes:

Suppanz indicated that due to scheduling conflicts she was unable to attend the July 14, 2015 SBAA Meeting. She did not have an opportunity to transcribe the minutes for that meeting yet, and, therefore, they will be included in the packets for the next Board Meeting.

Item No. 3. Coordinator's Report:

Funkhouser was not able to prepare her Coordinator's Report as she was having computer issues. She has been very busy with preparations for the "Festival of the Arts" and "Midwest Sunsplash". Unfortunately some of the "goats on poles" were stolen, so to prevent further thefts they have all been taken down. "The whole herd" will be auctioned off at the Festival of the Arts. The number of incoming telephone calls at the Visitor Center has nearly doubled since last year, and brochure racks are having to be refilled on a regular basis. The menu mailbox unit which was downtown was damaged during Sunday's storm. The necessary repairs will be made ASAP. A number of positive comments have been heard about the fact that menus for area restaurants are easily accessible. As a result of the storm an impromptu movie in the park session was conducted on Sunday evening.

Item No. 4. Financial Report from the Treasurer, Windy Bittorf:

Last night the SBAA's popcorn machine "blew up". Donations of \$158 were received to cover replacement costs. Bittorf and Suppanz have not had an opportunity to do the monthly bookwork yet, so financial reports were not included in the meeting packets.

Item No. 5. Discussion Regarding Festivals and Events:**1. Movies/Concerts in the Park – Band for Labor Day Sunday:**

The movies in the park have been well received. “Whiskey Ditch” will be performing in the Performance Pavilion from 6:30 P.M. to 8:30 P.M. on the Sunday of Labor Day weekend.

2. Door County Festival of the Arts:

Everything is “pretty well set” for the Door County Festival of the Arts.

3. “Midwest Sunsplash”:

Orders have been placed for beer and wine as well as water and soda to be served at “Midwest Sunsplash”, and a sufficient number of people have volunteered to tend bar. As of Tuesday 150 advance tickets were sold for that event. It is Funkhouser’s understanding that an informational letter as well as one free ticket for “Midwest Sunsplash” were mailed to all Village taxpayers. Some of the Board members indicated that they did not receive such a letter, and Funkhouser responded that she would advise the employees in the Village Office of that fact. There will be licensed bartenders on site at all times.

4. Fall Fest – Food Vendors; Use of the Village’s Lot on N. Bay Shore Drive (Commonly referred to as “the Braun Property”):

During the winter months the members of the SBAA Board of Directors decided that non-competing food vendors should be allowed to participate in Fall Fest, but for-profit organizations from outside the area would be required to pay higher vendor fees.

A motion was made by Bhirdo, seconded by Zacek that no more than four additional food vendors from outside Sister Bay shall be allowed to participate in this year’s Fall Fest. The fee each of those vendors will be charged is \$500.00. Motion carried – All ayes.

Funkhouser asked the Village Administrator if the SBAA would be able to use the Braun lot for Fall Fest, and she was informed that before permission was granted a referral would have to be made to the Parks Committee as well as the Plan Commission.

Item No. 6. Discussion Items:**1. Website:**

Funkhouser believes the SBAA’s website needs a “face-lift” and should become “mobile optimized”. This is an issue which will be addressed when the 2016 budget is drafted.

2. Office Lease:

Kurt Wiltse informed Funkhouser that he and his family members have decided that the rent for the SBAA Office should not be increased in 2016, but recycling services will not be provided or paid for by the Wiltse family. It was the consensus that the Office Lease should be renewed.

1 The old Visitor Center should be accessible during 2016, but a number of issues
 2 will have to be addressed before a final decision is made regarding the preferred
 3 Visitor Center location.

4

5 **3. Photography of “the new Sister Bay” and amenities:**

6 Funkhouser believes it would be wise to hire a photographer to take photos of
 7 “the new Sister Bay” once all the work has been completed, and the Board
 8 members agreed. It was the consensus that this project shall also be addressed
 9 when work is done on the 2016 budget.

10

11 **4. Formal communications between the Village and the SBAA:**

12 It was the consensus that whenever any issues arise which must be called to the
 13 attention of Village officials, Zacek, who is the Village’s Liaison, shall be contacted.

14

15 **5. SBAA participation in the Village’s Marketing Committee:**

16 *A motion was made by Bhirdo, seconded by Gajda that since a concerted effort is*
 17 *being made to improve communications and utilize the SBAA’s Liaison to the fullest*
 18 *extent, the SBAA Board of Directors is recommending that the Village President*
 19 *amend the Board and Committee By-Laws in such fashion that a representative of*
 20 *the SBAA no longer sits on the Village’s Marketing Committee. Motion carried with*
 21 *Zacek abstaining.*

22

23 **6. SBAA participation in Village events:**

24 No formal action was taken regarding this agenda item.

25

26 **Item No. 10. Update on the Bay Shore Drive Reconstruction Project:**

27 Work is actually proceeding ahead of schedule on the Bay Shore Drive Reconstruction
 28 Project. Since asphalt plant closure deadlines will come into play, the contractor who is
 29 doing the work on that project recently approached Village officials and asked that he be
 30 allowed to modify his construction schedule.

31

32 **Item No. 11. Update on the Waterfront Park Construction Project:**

33 Work is progressing on the recycled paver sidewalk which will be constructed by the beach.
 34 In an attempt to eliminate mud and prevent damage to freshly seeded areas, wood chips
 35 have been installed in Waterfront Park.

36

37 **Item No. 7. Consider a motion to convene into closed session to discuss personnel:**

38 *At 9:34 A.M. a motion was made by Bickford, seconded by Kane that the SBAA Board of*
 39 *Directors convene into closed session to discuss personnel. A roll call vote was taken on*
 40 *that motion and the Board members voted in the following fashion:*

41

42 *Bickford – Aye; Hoffman – Aye; Gajda – Aye; Kane – Aye; Bhirdo – Aye;*

43 *Bittorf – Aye; Hitzeman – Aye; Zacek – Aye.*

44

45 *Motion carried.*

46

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

48 *At 9:56 A.M. a motion was made by Bhirdo, seconded by Zacek that the Board reconvene*
 49 *into Open Session. A roll call vote was taken on that motion, and the Board members again*

1 voted in the following fashion:

2

3 *Bickford – Aye; Hoffman – Aye; Gajda – Aye; Kane – Aye; Bhirdo – Aye;*
4 *Bittorf – Aye; Hitzeman – Aye; Zacek - Aye.*

5

6 *Motion carried.*

7

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

9 No formal action was taken.

10

11 *The next meeting of the SBAA Board of Directors will be conducted on Thursday,*
12 *September 10, 2015 at 8:00 A.M.*

13

14 **Adjournment:**

15 *A motion was made by Bhirdo, seconded by Kane to adjourn the meeting of the SBAA*
16 *Board of Directors at 10:04 A.M. Motion carried – All ayes.*

17

18 Respectfully submitted,



19

20 Janal Suppanz, Secretary

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
2 **THURSDAY, SEPTEMBER 10, 2015**
3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
4 **10668 N. BAY SHORE DRIVE**
5 **(APPROVAL PENDING)**

6
7 *The September 10, 2015 meeting of the Sister Bay Advancement Association Board of*
8 *Directors was called to order by President Drew Bickford at 8:02 A.M.*
9

10 **Present:** Drew Bickford, Ron Kane, Denise Bhirdo, Windy Bittorf, Heidi Hitzeman, Jessica
11 Grasse, Nora Zacek, Tonya Crowell and Casey St. Henry.

12
13 **Excused:** James Larsen, Larry Gajda and Jeannie Hoffman

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

16
17 **Business Items:**

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

19 Kane indicated that he would like to see "Discussion Regarding Midwest Sunsplash" added
20 to the Agenda, and Funkhouser indicated that she would like to see "Discussion Regarding
21 The Fall Dinner" added to the Agenda.

22
23 *A motion was made by Kane, seconded by Grasse, that the Agenda for the September 10,*
24 *2015 meeting of the SBAA Board of Directors be approved as amended. Motion carried –*
25 *All ayes.*

26
27 **Item No. 2. Approval of minutes:**

28 *A motion was made by Bhirdo, seconded by Hitzeman, that the minutes for the July 14,*
29 *2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
30 *All ayes.*

31
32 *A motion was made by Bhirdo, seconded by Hitzeman, that the minutes for the August 6,*
33 *2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
34 *All ayes.*

35
36 **Item No. 3. Financial Report:**

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

39
40 *A motion was made by Kane, seconded by Bhirdo that the financial reports which were*
41 *reviewed at this meeting be approved as presented. Motion carried – All ayes.*
42

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

44 A copy of Funkhouser's Coordinator's Report was included in the meeting packets, and the
45 Board members jointly reviewed that document. Funkhouser noted that \$2,970.00 was
46 raised as a result of auctioning off the goats at the Festival of the Arts, but \$550 was paid
47 out to the two artists who specifically created goats for the auction. Foot traffic is down at
48 the Visitor Center but telephone calls are up considerably.

1 Funkhouser mentions a number of issues related to Fall Fest in her report, but it was the
 2 consensus that the majority of those issues shall be addressed at the upcoming Fall Fest
 3 Meeting. Funkhouser did read a letter which had been received from Bruce Scher aloud. In
 4 his letter Scher indicates that the noise created by the helicopter landing and taking off
 5 during Fall Fest was unbearable. The Parks Committee has approved the proposed location
 6 for the helicopter rides, but recommended that an informational letter be sent to the
 7 surrounding property owners at least ten days prior to Fall Fest. It was the consensus that
 8 Funkhouser shall send a letter to Mr. Scher informing him that it is too late to relocate the
 9 helicopter rides this year, but his concerns will be taken into consideration when planning
 10 is done for next year's Fall Fest.

11
 12 **New Business:**

13 **Item No. 5. Discussion Regarding Board Membership – Attendance and Participation:**

14 *On a number of occasions quorum issues have arisen because Board members are quite*
 15 *busy and are unable to attend meetings. At the present time, in accord with the SBAA By-*
 16 *Laws, the minimum number of Board members which is allowed is nine and the maximum*
 17 *is twelve. Bhirdo suggested that the SBAA's By-Laws be revised to state that there shall be*
 18 *nine Board members with three alternates. It was the consensus that this issue shall be*
 19 *addressed at length at the next Board meeting.*

20
 21 **Item No. 6. Discussion Regarding The SBAA Survey Results:**

22 Funkhouser distributed the report which contains the SBAA Survey data tabulation results,
 23 and the Board members jointly reviewed that documentation. All the data contained on
 24 the report will be taken into consideration when work is done on the 2016 budget. Several
 25 of the Board members indicated that there were only thirty-six responses received, and it
 26 was the consensus that the survey shall be distributed one more time.

27
 28 **Item No. 7. 2016 Membership Drive:**

29 A draft of the 2016 Membership Application was included in the meeting packets.
 30 Funkhouser noted that at the present time Egg Harbor charges dues of \$300.00; Fish Creek
 31 charges dues of \$300.00, Ephraim charges dues of \$295.00 and Baileys Harbor charges
 32 dues of \$250.00. She is suggesting that dues for lodging establishments be increased to
 33 \$295.00, that dues for all other businesses be increased to \$250.00, and dues for second
 34 businesses be increased to \$150.00. "Early bird" discounts of \$25.00 per business category
 35 would still apply.

36
 37 *A motion was made by Bhirdo, seconded by Hitzeman that the SBAA's membership dues*
 38 *for 2016 shall be increased to \$295.00 for lodging establishments, \$250.00 for all other*
 39 *businesses and \$150.00 for second businesses. Motion carried – All ayes.*

40
 41 **Item No. 8. Fall Career Fair – UW Stout October 6 and 7, 2015:**

42 UW Stout's Fall Career Fair will be conducted on October 6 and 7, 2015, and Funkhouser
 43 believes it would be beneficial for her and at least one other individual from the business
 44 community to attend the October 7, 2015 Career Fair sessions. Because UW Stout is quite
 45 some distance away she would like to stay overnight. All the related expenses of
 46 approximately \$800.00 were covered by sponsorships last year, and she will make a
 47 concerted effort to get more sponsorships this year.

48
 49

1 A motion was made by Bhirdo, seconded by Bickford that Paige Funkhouser shall attend
 2 the UW Stout Job Fair on October 7, 2015 and represent the SBAA at that event, but the
 3 related expenses shall not exceed \$1,000.00. Motion carried – All ayes.

4
 5 **Item No. 9. Village Funding for 2016:**

6 The SBAA's annual funding request should be submitted to the Village on an annual basis.
 7 It was the consensus that the SBAA shall submit its funding request for 2016 and be
 8 prepared to make a presentation to the appropriate committee and/or Board in November
 9 of 2015.

10
 11 **Item No. 10. Discussion Regarding Festivals and Events:**

12 • **Fall Fest – Entertainment, Location For Food & Beverage Vendors, and Fees For
 13 2016:**

14 The Fall Fest organizational meeting has been scheduled for 5:30 P.M. on
 15 Wednesday, September 23, 2015. That meeting will be conducted at the SBAA
 16 Offices.

17
 18 Funkhouser noted that Randy Peterson, who provides children's entertainment, has
 19 performed at Fall Fest for a number of years. "The Hillbilly Science Show" was
 20 booked for the Car Show and that act was very well received.

21
 22 A motion was made by St. Henry, seconded by Bhirdo that the cast of "The
 23 Hillbilly Science Show" shall be booked to perform on the Saturday of Fall Fest,
 24 2016. The maximum amount of money which shall be paid for that act is \$735.00.
 25 Motion carried – All ayes.

26
 27 Discussion took place regarding whether or not new Fall Fest T-Shirts should be
 28 ordered, and it was the consensus that Bickford, Hitzeman and Funkhouser shall
 29 decide upon an appropriate design and color(s) for this year's Fall Fest clothing,
 30 and order up to one gross of long sleeve and short sleeve Fall Fest themed T-Shirts.

31
 32 Funkhouser was contacted by a representative of a mobile app. company who
 33 wondered if the SBAA would be interested in creating such an app. for Fall Fest. It
 34 was the consensus that this issue shall be addressed when budget planning is done
 35 for next year.

36
 37 • **SBAA Fall Dinner:**

38 This year's SBAA Fall Dinner will be conducted on Thursday, October 22, 2015 or
 39 Thursday, October 29, 2015, and that event will be held at Al Johnson's Swedish
 40 Restaurant. If Al's is not available, Funkhouser shall make reservations at "J.J.'s".

41
 42 • **"Capture The Spirit":**

43 No new "Capture The Spirit" activities will be conducted this year. Unfortunately
 44 The Family Centers of Door County have disbanded, so that organization will not
 45 be participating.

1 • **Film Fest 2016:**

2 It was the consensus that Film Fest has potential to grow and should be continued.
3 Funkhouser will inform Chris Opper of the Board's decision ASAP.

4
5 *At 9:37 A.M. Crowell indicated that she had another obligation and left the meeting.*

6
7 • **Concerts/Movies In The Park 2016:**

8 This year's Concerts in the Park were all well received. Bacchus Lotus, Copper Box
9 and Whiskey Ditch performed at those concerts. Concert sponsorship opportunities
10 are mentioned on the membership application forms, but the suggestion has been
11 made that a community-wide sponsorship drive also be conducted. It was the
12 consensus that this issue shall be addressed when work is done on the 2016
13 budget.

14
15 • **"Midwest Sunsplash"**

16 A "Midwest Sunsplash" follow-up meeting will be conducted on Monday,
17 September 14, 2015 at 3:00 P.M.

18
19 **Old Business:**

20 **Item No. 11. Bay Shore Drive Update:**

21 Work is progressing on the Bay Shore Drive Reconstruction Project and multiple detours
22 are now in effect. Both lanes of traffic will be open in the downtown area on the
23 weekends.

24
25 **Item No. 12. Waterfront Park Development Update:**

26 Most of the work is completed on the Beach Project. Plantings should be completed after
27 Fall Fest.

28
29 *The next meeting of the SBAA Board of Directors will be conducted on Thursday, October*
30 *1, 2015 at 8:00 A.M.*

31
32 **Adjournment:**

33 *A motion was made by Kane, seconded by Bhirdo to adjourn the meeting of the SBAA*
34 *Board of Directors at 9:50 A.M. Motion carried – All ayes.*

35
36 Respectfully submitted,

37 

38 Janal Suppanz, Secretary

SISTER BAY HISTORICAL SOCIETY
MINUTES OF MEETING JULY 2, 2015

No minutes were presented for the June meeting as our Secretary is ill. Meeting called to order as our Treasurer reported the dog park luncheon group had donated \$338.00 for use of the barn for their gathering. Motion by Fred Johnson and second by Karen Sunstrom; Treasurer's report was approved by the Board.

It was moved by Don Howard and seconded by Roberta Kutlik that we contribute \$200 to the Village for the cost of the fireworks at Marina Fest. Motion carried. There was also a request to donate toward the Sun/Splash Festival on August 7-8. A motion to donate \$200 toward this festival was made; as no second was made, the motion failed.

A new computer is needed to meet the demands of the new programming being done by Jitendra. Discussion was had about the wisdom of purchasing a new computer and upon motion by Pat Wisner and second by Don Howard, the motion to obtain a new computer to meet our needs was carried.

Our new paid docent, Susie Smith, submitted a pleasant note indicating how much she was enjoying her new job. No contact has been made to any of the bus/tour companies and hopefully that can be done this fall for next year's tourists.

Don Howard reported that electrical work continues on the Olson log cabin.

The Wizard of Oz movie will be shown at the Koessl barn on July 3rd at 7:30. Publicity has been sent out and Fred will send out a general news brief to members as a reminder. While the movie is free to all, we will offer popcorn and soda and water for purchase.

Our Ice Cream Social is coming up on Wednesday, July 22nd. Prices will remain at \$6 per adult and \$3 per child. David and Lynn will once again provide their delightful entertainment and Linda is in touch with the bank to determine if they once again would generously sponsor half the cost of this entertainment.

Charlie Beasley has again volunteered to lead our Marina Fest booth of ice cream, pie and coffee. There has been discussion to enlarge Marina Fest to a two-day event but so far no action has been taken by the Advancement Association.

Pat made motion to donate \$100 toward the restoration of the Bookmobile obtained by the Egg Harbor Historical Society. They have indicated a desire to have it available to other villages for special use and events. Motion was seconded by Linda Johnson and passed.

Discussion was had about having a docent-led walking tour of the Village on certain dates. We will discuss this with Susan Armour and see if she'd be interested in setting this up as a Village attraction. It might be a good idea to wait until next season, as construction this year will be a hindrance to some Village mobility but all the construction is scheduled to be completed by Memorial Day of 2016.

Jitendra and his lovely wife came to invite the Board to their open house at Sutra, their gallery in Ellison Bay, on July 18th from 4-7.

Jtiendra presented an overview of his cataloging all of the artifacts. He has made amazing progress on this project and continues to list all of our items.

Upon motion by Karen Sunstrom and second by Gary Dooly, we adjourned at 5:35 p.m.

Respectfully submitted,

Pat Wisner, acting Secretary

Curator's report to the SBHS Board of Directors, August 6, 2015

- Received an email from Tom Sadler on July 20th that he has installed 4 more bricks in the walk for the following families: Rowden, Shumway, Buselmeier, and Barker.
- The Antiques Appraisal was held on Saturday July 18 with Mark Moran once again. Sixteen people brought 30 different items to be appraised. The income from the items amounted to \$450 and in addition, \$24 was earned from observers. Mr. Moran received 2/3 of this amount or \$316 and our share was \$158. Because the pre-registration was low and we did not reach the desired number of 40 items this year, Mr. Moran has suggested that we skip next year.
- Since we would not be doing the Antiques Appraisal in 2016, another event is planned. Kathy Fitzgerald Goethe, who is employed by the American Girl Company, will present a doll show featuring a number of her original dolls as well as the current doll selections from the American Doll Company. This event was held several years ago and was very well attended by young girls and their parents and grandparents. A date has not yet been chosen.
- The Door County Visitor Bureau recommended that a photo-journalist named Marty Ross from Virginia, contact our office. She requested that I show her Northern Door gardens that have participated in our Garden Walks. Miss Ross is an advance photographer for Better Homes & Gardens, Country Gardens, and Traditional Home magazines. We visited the gardens of Keith & Claudia Kasen, Margaret Hendricks, Don & Myrma Howard, and Elaine & Wally Naleway. This was her first visit to Door County and she was very impressed with the chosen gardens.
- Susan Armour and Susie Smith have laid out a plan to do some updating of the displays in the machine shed and the barn.
- The attendance at the COTP seems to be sporadic. Susie is finding that there are fewer children coming lately. This trend may not improve as we get closer to the opening of schools in August. Susie demonstrates a great deal of interest in taking care of the buildings, ordering paper supplies for the bathroom, and keeping furnishings dusted. She has often remarked how much she enjoys her work at the COTP.
- Jitendra continues to record information about our artifacts. At present, he is photographing items and their accession numbers to be entered into the Past Perfect computer program.
- Our next event is the presentation of the History of Sister Bay, part two, on the evening of Wednesday August 12 at 7 pm in the barn. Susan Armour, Susan Leeder and myself will repeat the program we presented last April.
- August 14 and 15 will be the Quilt Show presented by the Sister Bay Trillium Quilt Guild.
- They have chosen the title, "For the Love of Quilting" and will be showing 30 different quilts.
- Fred Johnson is locating and identifying the photos received from Bob Berns for the purpose of scanning and giving each of the photos an accession number prior to being entered into the Past Perfect program.

Roberta Kutlik, Curator