



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, October 20, 2015 at 6:00 P.M.
Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

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. Discussion on a recommendation of the Finance Committee concerning potential Clean Air Act and Local Ordinance violations by Sister Bay Properties LLC; Consider a motion for action if appropriate
2. Public Hearing on a request to amend 66.0320(c) of the Sister Bay Zoning Code to allow quarries as a conditional use in the B-1 General Business District. Discussion on a request to amend 66.0320(c) of the Sister Bay Zoning Code to allow quarries as a conditional use in the B-1 General Business District; consider a motion for action to approve or deny proposed ordinance 235-072815, Amending Ch. 66.0320(c).
3. Consider a motion to discuss and act on a recommendation of the Utilities Committee and adopt Resolution No. 316-102015, Approving the 2014 Annual Compliance Maintenance Report.
4. Consider a motion to discuss and act on a recommendation of the Utilities Committee and adopt Ordinance 240-102015, Amending Ch. 62, the Village Utilities Code.
5. Consider a motion to discuss and confirm President Lienau's Committee Appointments.
6. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
7. Consider a motion to reconvene into Open Session.
8. Consider a motion to take action, if required.
9. Report on County activities from the County Supervisor, Dave Lienau.
10. Review of the financial statements and consideration of a motion to approve the monthly bills.
11. Report by the Village Administrator on Village Activities and Projects.
12. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

Adjournment

Public Notice

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

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

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 **MINUTES FOR THE JOINT MEETING OF THE BOARD OF TRUSTEES, THE**
 2 **ECONOMIC DEVELOPMENT COMMITTEE, THE PARKS COMMITTEE AND THE**
 3 **PLAN COMMISSION**
 4 **TUESDAY, SEPTEMBER 15, 2015**
 5 **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**
 6 **(APPROVAL PENDING)**

7
 8 *The September 15, 2015 joint meeting of the Board of Trustees, the Economic*
 9 *Development Committee, the Parks Committee, and the Plan Commission was called to*
 10 *order by Village President Dave Lienau at 6:02 P.M.*

11
 12 **Present:** Village President, Plan Commission Chair, Parks Committee Chair, and Economic
 13 Development Committee member Dave Lienau, Trustees and Parks Committee members
 14 John Clove and Scott Baker, Trustees Pat Duffy, Kathy Enquist and Nora Zacek, Plan
 15 Commission members Nate Bell, Don Howard, and Marge Grutzmacher, Economic
 16 Development Committee members Jennifer Dahl, Larry Gajda and Denise Bhirdo and
 17 Parks Committee member Sharon Doersching.

18
 19 **Excused:** Facilities Manager Steve Mann, Village Board Member, Plan Commission
 20 Member and Marketing and Finance Committee Chair Shane Solomon, Marketing
 21 Committee Members Dan Mortier, Mike Flood, Bill Chaudoir and Jimmy Grasse, and Plan
 22 Commission and Economic Development Committee Member Eric Lundquist.

23
 24 **Staff Members:** Village Administrator Zeke Jackson, Marketing Director Jason Polecheck
 25 and Assistant Administrator Janal Suppanz.

26
 27 **Others:** Jamison Brown and Jay MacDonald of Living Labs, Laddie Chapman, Sharon
 28 Doersching, Judith Ross Stevenson, Al Gokey, Ron Kane, Steve Musinsky, Mike Schell, Ken
 29 Church, Trudy Jischke, and two other individuals.

30
 31 **Business Items:**

32 **Item No. 1. Stakeholder meeting with Wayfinding Signage Consultants from Living Labs;**
 33 **Consider a motion for action as appropriate:**

34 Jackson introduced Jamison Brown and Jay MacDonald of Living Labs. Living Labs has
 35 been contracted to create new wayfinding signage for the Village, and this evening Brown
 36 and MacDonald will be making a presentation regarding the entire wayfinding signage
 37 planning/development/plan implementation process. "Wayfinding" is basically defined as
 38 all of the ways in which people orient themselves in physical space, navigate from place,
 39 and interpret their surroundings. An integral part of the wayfinding process is solicitation of
 40 input from the members of the public, and, therefore, a number of informational/question
 41 and answer sessions will be conducted in the Village Hall throughout the week. Schedules
 42 have been posted in a number of locations throughout the Village, and everyone is invited
 43 and encouraged to attend as many of the meetings/informational/question and answer
 44 sessions as they can. State and Village regulations will definitely be taken into
 45 consideration when the wayfinding signage is created, but during the planning process a
 46 number of types and styles of signage, including unique and "fun" designs will be
 47 presented. Basically the following procedures will be followed: First, the Village's

1 Wayfinding Plan will be finalized, and then full size mock-ups will be created. After that
2 the Wayfinding Plan will be adopted, DOT/County Permits will be obtained, and finally
3 the signage will be installed.

4
5 **Item No. 2. Discussion regarding matters to be placed on a future agenda or referred to a**
6 **Committee, Official of Employee:**

7 Lienau stressed that this will not be the only meeting which will be conducted regarding
8 the wayfinding signage. After the planning process has concluded more joint meetings will
9 be scheduled.

10
11 **Adjournment:**

12 *A motion was made by Doersching, seconded by Duffy to adjourn the joint meeting of the*
13 *Village Board, the Economic Development Committee, the Parks Committee and the Plan*
14 *Commission at 6:42 P.M. Motion carried – All ayes.*

15
16 Respectfully submitted,

17 

18 Janal Suppanz,
19 Assistant Administrator

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, SEPTEMBER 15, 2015**
3 **SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**
4 **UNAPPROVED VERSION**
5

6 The September 15, 2015 meeting of the Village of Sister Bay Board of Trustees was called to
7 order by Village President Dave Lienau at 6:51 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:** Steve Musinsky, Don Howard, Marge Grutzmacher, Judith Ross Stevenson, Sharon
17 Doersching, Denise Bhirdo, Ken Church, Trudy Jischke, Mike Schell, Ron Kane, Jamison Brown
18 and Jay MacDonald of Living Labs and one other individual.

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

21 *A motion was made by Duffy, seconded by Zacek that the Agenda for the September 15, 2015*
22 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
23 *– All ayes.*

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

28
29 **Comments and correspondence:**

30 Jackson noted that the following pieces of correspondence had been received:

- 31 • A letter from Rodney Hedeem concerning the assessment process;
32 • An e-mail from Paul Kelnhofer concerning a number of issues associated with the
33 quarry;
34 • A letter from Bruce Scher concerning relocation of the Fall Fest helicopter landing
35 site and establishment of a snowmobile trail in the Village; and,
36 • A letter from Shirley Adams in which she states that she is opposed to expansion
37 of the quarry.

38 He then proceeded to read all of those letters aloud.

39
40 Lienau asked if anyone wished to comment regarding a non-agenda item.

41
42 Denise Bhirdo suggested that whenever document revisions are being suggested the areas to be
43 amended be highlighted in the packet materials. She also noted that she had questions
44 concerning the actions of the Administrative Committee and the Fire Board, but would like to
45 ask those questions when Committee reports are addressed.
46
47
48
49

1 **Item No. 1. Public Hearing on the 2015 Wastewater Rate Study and proposed rate changes;**
 2 **Discussion on the 2015 proposed Wastewater Rate Study; and Consider a motion for action to**
 3 **approve Resolution No. 315, Establishing Various Rates and Charges for Wastewater Service:**

4 *At 6:59 P.M. Lienau called the Public Hearing on the 2015 Wastewater Rate Study and*
 5 *proposed rate changes to order and asked if anyone wished to comment regarding this issue.*

6
 7 *An analysis of wastewater rates was recently performed by Utilities staff members. Many hours*
 8 *were spent verifying values and allocations, and the Utilities Committee members have*
 9 *recommended that the study data as well as the proposed new rates, which are based upon*
 10 *established formulas and are contained on the documents which had been included in the*
 11 *meeting packets, be approved.*

12
 13 *Sharon Doersching stated that she believes those who take actions to protect the environment*
 14 *should be “rewarded” for their actions.*

15
 16 *At 7:10 P.M. Lienau asked if anyone else wished to comment regarding the proposed rate*
 17 *changes, and when no one responded he declared that the public hearing was officially closed.*

18
 19 *A motion was made by Duffy, seconded by Enquist that the Village Board accepts the*
 20 *recommendation of the Utilities Committee and approves Resolution No. 315, which*
 21 *establishes new rates and charges for wastewater services. Motion carried – All ayes.*

22
 23 **Item No. 2. Public Hearing regarding the provisions of Ordinance No. 239, which establishes**
 24 **impact fees for water system improvements; Discussion regarding Ordinance No. 239, which**
 25 **establishes impact fees for water system improvements; and consider a motion for action if**
 26 **appropriate:**

27 *At 7:11 P.M. Lienau called the public hearing regarding the provisions of Ordinance No. 239,*
 28 *which establishes impact fees for water system improvements, to order.*

29
 30 *The Utilities Committee has discussed a number of possible “system pressurizing”*
 31 *improvements which could be made to address lack of water pressure within the service area.*
 32 *The 2005 enabling Ordinances for impact fees specify “water tower and related system*
 33 *improvements”. The regulations contained in the Ordinances probably should have read,*
 34 *“water tower **or** related system improvements”, and the Utilities Committee has recommended*
 35 *that the proposed amendments, which are delineated on the documents which were included*
 36 *in the meeting packets, be made. If the amendments are approved the Utilities Committee, the*
 37 *Village Board, staff members and engineers will have some flexibility with regard to future*
 38 *system design, without specifically restricting improvements to a water tower.*

39
 40 *Lienau noted that if the proposed Ordinance is approved some refunds may have to be issued,*
 41 *and Jackson responded that this is an issue which will have to be referred to the Village*
 42 *Attorney.*

43
 44 *Zacek asked how long a time frame will come into play, and Jackson responded that this also is*
 45 *an issue which should be referred to the Village Attorney. The original Ordinances did specify*
 46 *that a water tower must be constructed by 2026, but PSC and State regulation changes have*
 47 *affected that time limit.*

48
 49 *At 7:38 P.M. Lienau asked if anyone wished to comment regarding Ordinance No. 239, and*
 50 *when no one responded he declared that the Public Hearing was officially closed.*

1 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
 2 *recommendation of the Utilities Committee and approves Ordinance No. 239 which amends*
 3 *Ordinance No.109 and Ordinance No. 113, and establishes impact fees for a water system and*
 4 *related improvements. Motion carried with Zacek abstaining.*

5
 6 **Item No. 3. Discussion regarding recommendations from various committees concerning**
 7 **amendments to the Personnel Handbook; Consider a motion for action if appropriate:**

8 Within the last 120 days the Village has incurred three Workmen's Comp. claims. At least two
 9 of the injuries were preventable. Following the second injury, Jackson and Department Heads
 10 sought to enhance safety in the workplace. A safety consultant was brought in to examine the
 11 workplace as well as procedures and practices, and that individual was also asked to update
 12 forms and manuals. A number of changes have been recommended, but one issue which
 13 should be remedied in 2015 is that employees satisfy ANSI III clothing standards while working
 14 within 50' of a road right-of-way. Staff is recommending that all clothing worn by employees
 15 who do work within 50' of a road right-of-way be ANSI III compliant. Other safety issues will
 16 be addressed in the 2016 budget.

17
 18 The question arose as to how citizens will be able to tell that the individuals wearing the ANSI
 19 III compliant clothing are Village employees, and the suggestion was made that reasonably
 20 priced lanyards, name tags or business cards be purchased and worn.

21
 22 *A motion was made by Duffy, seconded by Zacek that the Village Board accepts the*
 23 *recommendations of the Parks Committee and the Utilities Committee and approves the*
 24 *amendments to Section 32 of the Village's Personnel Handbook – CLOTHING POLICY, as*
 25 *presented. All Village employees who are required to wear clothing which is ANSI III compliant*
 26 *must wear or carry some type of reasonably priced identification tag or card. Motion carried –*
 27 *All ayes.*

28
 29 The Personnel Committee has recommended that the Personnel Handbook be revised in such
 30 fashion that it states that employees and their dependents who become eligible for Medicare
 31 will automatically become ineligible for coverage under the Village's Health Insurance
 32 Program. A copy of the proposed Personnel Handbook amendments was included in the
 33 meeting packets.

34
 35 *A motion was made by Duffy, seconded by Enquist that the Village Board accepts the*
 36 *recommendation of the Personnel Committee and approves the amendments to Section 33 of*
 37 *the Village's Personnel Handbook – BENEFITS ELIGIBILITY, as presented. Motion carried – All*
 38 *ayes.*

39
 40 **Item No. 4. Discussion regarding a request from Charter Communications for a personal**
 41 **property tax exemption refund of up to \$3,625.46; Consider a motion for action if**
 42 **appropriate:**

43 Charter Communications has requested a refund of its 2014 Personal Property Taxes because of
 44 exemptions for digital cable equipment.

45
 46 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*
 47 *recommendation of Action Appraisers and the Village Clerk-Treasurer and approves Charter*
 48 *Communications' request for a refund of its 2014 personal property taxes. The amount of that*
 49 *refund shall not exceed \$3,625.46. Motion carried – All ayes.*

50

1 **Item No. 5. Discussion regarding a recommendation from the Personnel Committee**
 2 **concerning short and long term disability coverage, and review proposals for long term**
 3 **disability coverage; Consider a motion to amend the Personnel Handbook if appropriate:**

4 After conducting a comprehensive examination of the Village's insurance coverages, Sarah Beth
 5 Janssen of the McClone Agency has recommended that the Village switch from providing short
 6 term disability insurance coverage to long term disability insurance coverage for its employees
 7 effective January 1, 2016. The Personnel Committee concurs.

8
 9 *A motion was made by Duffy, seconded by Zacek, that the Village Board accepts the*
 10 *recommendation of the Personnel Committee and directs the Village Administrator to see that*
 11 *the Village transitions from providing short-term disability insurance coverage for its employees*
 12 *to long-term disability insurance coverage effective January 1, 2016. Motion carried – All ayes.*

13
 14 **Item No. 6. Discussion regarding a recommendation from the Parks Committee to transfer a**
 15 **sum of money to cover additional sidewalk improvements for the Sister Bay Beach Project**
 16 **from the Unassigned Fund Balance to the Waterfront Improvement CIP; Consider a motion**
 17 **for action if appropriate:**

18 The Parks Committee has recommended that the parking area by the Post Office be expanded.
 19 The Committee has also recommended that the beach sidewalk be extended. Recycled pavers
 20 will be utilized for the expanded sidewalk.

21
 22 *A motion was made by Lienau, seconded by Duffy that the Village Board accepts the*
 23 *recommendation of the Parks Committee and authorizes the construction of additional sidewalk*
 24 *and Post Office parking improvements. Those improvements shall be considered components*
 25 *of the Sister Bay Beach Project, and the costs of them shall not exceed \$45,000. Before any*
 26 *expenditures are actually made for the previously mentioned projects approval must be*
 27 *obtained from the Finance Committee. Motion carried – All ayes.*

28
 29 *At 8:16 P.M. a brief recess was taken and the Board reconvened at 8:31 P.M.*

30
 31 **Item No. 7. Discussion regarding the results of the 2015 Citizen Survey; Consider relevant**
 32 **motions for action, if appropriate:**

33 *A motion was made by Lienau, seconded by Duffy that Agenda Item No. 7 – Discussion*
 34 *regarding the results of the 2015 Citizen Survey; Consider relevant motions for action, if*
 35 *appropriate, shall be tabled until the next meeting of the Village Board. Motion carried – All*
 36 *ayes.*

37
 38 **Item No. 8. Consider a motion to amend the Sister Bay Board and Committee By-Laws:**

39 Drafts of revised Board and Committee By-Laws were included in the meeting packets and the
 40 Board members jointly reviewed those documents. During the review process Clove noted that
 41 the Board By-Laws should state that the Board meets on the third Tuesday of each month at
 42 6:00 P.M.

43
 44 Lienau indicated that he would like to eliminate the Marketing Committee and reinstate the
 45 Waterfront Oversight Committee. The Waterfront Committee would be charged with making
 46 recommendations for utilization of the waterfront. He would also like to change the makeup of
 47 the Waterfront Oversight Committee so that it consists of two Trustees, one SBAA
 48 representative, one member of the business community and three citizens.

49
 50

1 A motion was made by Enquist, seconded by Duffy that the Village Board accepts President
 2 Lienau's recommendations for amendment of the Board and Committee By-Laws in such
 3 fashion that the Marketing Committee is eliminated and the Waterfront Oversight Committee is
 4 reinstated. The makeup of the Waterfront Oversight Committee shall consist of two Trustees,
 5 one SBAA representative, one member of the business community and three citizens. Further,
 6 the Board By-Laws shall be amended in such fashion that they state that the Board of Trustees
 7 meets on the third Tuesday of each month at 6:00 P.M. Motion carried – All ayes.

8
 9 **Item No. 9. Consider a motion to discuss and confirm President Lienau's Committee**
 10 **Appointments:**

11 Lienau noted that he didn't wish to recommend any new Committee appointments at this time.

12
 13 **Committee Reports:**

14 (1) **Administrative Committee:**

15 The Administrative Committee formulated the previously mentioned Board and
 16 Committee Member By-Law revisions.

17
 18 (2) **Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

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

20
 21 (3) **Communication and Technology Committee:**

22 The Communication and Technology Committee has not met recently.

23
 24 (4) **Door County Coastal Byways Commission:**

25 The Coastal Byways Commission has not met recently. Baker does intend to show the
 26 Coastal Byways Kiosk to the consultants from Living Labs.

27
 28 (5) **DCEDC:**

29 The DCEDC met on Monday, but the minutes for that meeting have not been completed
 30 yet. The Bass Masters Tournament will be conducted in Sturgeon Bay this weekend.

31
 32 (6) **Economic Development Committee:**

33 The Economic Development Committee took part in recent round-table discussions.

34
 35 (7) **Finance Committee:**

36 The Finance Committee has been meeting on a regular basis and work is ongoing on
 37 preparation of the 2016 Budget.

38
 39 (8) **Fire Board and Fire District Exploratory Committee:**

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

41
 42 The Fire District Exploratory Committee has not met recently.

43
 44 (9) **Historical Society:**

45 The Historical Society Board of Directors met on September 3, 2015, but those minutes
 46 have not been completed yet. Things are going well out at The Corner of the Past. The
 47 closing date for that facility has now been extended to October 10, 2015.

48
 49
 50

- 1 **(10) Library Commission:**
2 No action based on the minutes which were included in the meeting packets. The Library
3 Garden has been well received, and the Marina Fest Book Sale was quite profitable.
4 Work is ongoing on the Library Budget for 2016.
5
- 6 **(11) Marina Committee and Marina Fest Committee:**
7 The Marina Committee will be meeting on Friday. It appears that it will be a record year
8 for seasonal and transient slip rentals.
9
10 From all outward appearances Marina Fest was a huge success, and the vendors really
11 liked the fact that the festival grounds were extended. Some complaints were received
12 about the token system, and they will be addressed by the Marina Fest Committee. This
13 year more family-oriented events were added, and all of them seemed to be well
14 received. A number of compliments were received about the fireworks displays. The
15 Marina Fest Wrap-Up Meeting will be conducted after Fall Fest.
16
- 17 **(12) Marketing Committee:**
18 The Marketing Committee has now been eliminated.
19
- 20 **(13) Parks:**
21 No action based on the minutes which were included in the meeting packets.
22
- 23 **(14) Personnel Committee:**
24 No action based on the minutes which were included in the meeting packets.
25
- 26 **(15) Plan Commission:**
27 No action based on the minutes which were included in the meeting packets.
28
- 29 **(16) SBAA:**
30 No action based on the minutes which were included in the meeting packets. The
31 SBAA's Fall Dinner will be conducted at JJ's on October 22, 2015. Approximately
32 \$2,400 was realized as the result of auctioning off the "goats on poles". Zacek stressed
33 that even though roadwork will be conducted in the downtown area, Fall Fest, 2015 will
34 be conducted.
35
- 36 **(17) Teen Center:**
37 The Teen Center Board has not met recently. Britt Maltby has expressed interest in
38 volunteering to help with Teen Center activities and installation/utilization of the skate
39 park equipment. Enquist will be in contact with her soon.
40
- 41 **(18) Tourism Zone Commission:**
42 Work is ongoing on the Tourism Zone Commission budget for 2016.
43
- 44 **(19) Utilities – Water, Sewer, and Storm Sewer Committees:**
45 The Utilities – Water, Sewer, and Storm Sewer Committee has not met recently.
46
- 47 **(20) Administration/Compensation Oversight:**
48 The Administration/Compensation Oversight Committee has not met recently.
49
50

(21) Waterfront Oversight

In accord with the Board's directives the Waterfront Oversight Committee has been reinstated and new members will be appointed in the near future.

Item No. 14. Review of the financial statements and consideration of a motion to approve the monthly bills:

Payment Approval Reports for the period August 19, 2015 through September 15, 2015 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Lienau, seconded by Duffy that the monthly bills depicted on the reports which were included in the meeting packets totaling \$516,681.77 are all approved. Motion carried – All ayes.

Item No. 15. Report by the Village Administrator on Village activities and projects:

Jackson noted that his Administrator's Report was included in the meeting packets and the Board members jointly reviewed that document. Keith Garot is working on obtaining new bids for his development project, but he informed Lienau that construction should start soon. The Village applied for and received a grant for restroom renovations at the Marina, but due to some technical issues the grant funds have not been released yet. Jackson will be meeting with DNR officials to address those issues in the near future.

Based upon recent DNR compliance issues and change order requests which were made by the Village, representatives of JJR would like to amend the contract for the Beach Project. The estimated related costs are approximately \$10,000.00.

A motion was made by Lienau, seconded by Duffy that the Village Administrator is authorized to expend up to \$10,000.00 for the services delineated in a contract amendment with JJR, but no payments will be made to that agency unless and until an itemized bill(s) is/are received for the stated services. Motion carried – All ayes.

Item No. 13. Report on County activities from the County Supervisor, Dave Lienau:

Lienau gave the following oral report regarding Door County activities:

- At the last Joint Finance and Administration Committee Meeting a number of new positions were authorized, but a number of reclassifications will also be made.
- Studies are still being conducted related to the construction of a new EMS Center and a new Senior Center.

At 9:39 P.M. a brief recess was taken and the Board reconvened at 9:45 P.M.

Item No. 10. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits:

At 9:46 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits. A roll call vote was taken on that motion and the Board members voted in the following fashion:

*Baker – Aye; Clove – Aye; Duffy – Aye;
Enquist – Aye; Lienau – Aye; Zacek – Aye.*

1 *Motion carried.*

2

3 **Item No. 11. Consider a motion to reconvene into open session:**

4 *At 10:02 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board*
 5 *reconvene into open session. Another roll call vote was taken, and the Board members voted in*
 6 *the following fashion:*

7

8 *Baker – Aye; Clove – Aye; Duffy – Aye;*
 9 *Enquist – Aye; Lienau – Aye; Zacek – Aye.*

10

11 *Motion carried.*

12

13 **Item No. 12. Consider a motion to take action if required:**

14 *A motion was made by Baker, seconded by Enquist that the Village Administrator shall act on*
 15 *the matters which were discussed in closed session at this meeting with respect to the Utilities*
 16 *Department.*

17

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

20 • *The questions which were raised with respect to the provisions of Ordinance No. 239*
 21 *shall be referred to the Village Attorney.*

22

23 • *Discussion regarding the results of the 2015 Citizen Survey; Consider relevant motions*
 24 *for action, if appropriate, will be addressed at the October Village Board Meeting.*

25

26 • *Lienau will make recommendations for appointments to the Waterfront Oversight*
 27 *Committee ASAP.*

28

29 **Adjournment:**

30 *A motion was made by Clove, seconded by Duffy to adjourn the meeting of the Board of*
 31 *Trustees at 10:09 P.M. Motion carried – All ayes.*

32

33 *Respectfully submitted,*



34

35 *Janal Suppanz,*

36 *Assistant Administrator*

Janal Suppanz

From: Mike Zelinski [mzelinskilbrl@gmail.com]
Sent: Friday, October 16, 2015 6:22 PM
To: Janal Suppanz
Subject: Village of Sister Bay Contact: quarry ok

To:
Webmaster

Name:
Mike Zelinski

Email:
mzelinskilbrl@gmail.com

Phone:
920-973-2304

Subject:
quarry ok

Message:

Do not give them an ok. Just come and see what has become of the old Radants pit in northern Manitowoc county. It's turned from a gravel operation to a mining operation. Truck traffic is unbelievable, hwy q is breaking apart. The tax payers will be stuck paying for this mess when they are hopefully finished at the end of 2017. Think carefully.

Sent from (ip address): 68.250.21.132
(68-250-21-132.ded.ameritech.net)

Date/Time: October 16, 2015 6:22 pm

Coming from (referrer): <http://sisterbaywi.gov/contact-us/>

Using (user agent): Mozilla/5.0 (compatible; MSIE 9.0; Windows NT 6.1; Win64; x64; Trident/5.0)

Zeke Jackson

From: Greg carol Kenneweg <gckenneweg@yahoo.com>
Sent: Monday, August 17, 2015 3:18 PM
To: Zeke Jackson
Cc: Greg Carol Kenneweg
Subject: Brandon Small's request to amend zoning code

Zeke, the purpose of this e-mail to formally express our concerns regarding the request to change the zoning code.

If we understand this correctly, by changing the zoning , it would allow the quarry behind Shopko to expand it's operations into an adjacent parcel and continue to operate.

Our concerns are the noise and dust this will create as well as the possibility of our home values decreasing. The notice does indicate the dust may be controlled by watering. How would that be policed and what assurances would we have this solution would actually be acted upon?

The biggest negative impact will definitely be the decrease in property values for the surrounding areas.

Though you may dispute this the outcome will obviously not be good.

How is this possible that a non-conforming zoning code can arbitrarily change to a conforming zoning code simply because it doesn't suit a company?
Although the notice says we can voice our opinion it also states the Village Board has the final say.

We would hope the Village Board would allow ample time for the citizens of Sister Bay to discuss this.

Sincerely,

Greg and Carol Kenneweg
10541 S. Highland Rd
Sister Bay, Wi 54234
(854-3408)

Zeke Jackson

From: MaryKay Shumway <shumway.mk@gmail.com>
Sent: Monday, August 17, 2015 4:23 PM
To: Zeke Jackson
Subject: Proposed B-1 Zoning Change for Quarries

Dear Zeke (and I am assuming this letter will be also forwarded to the Distinguished Village Trustees):

Having been immersed in the B-1 code over the past few years while working in Sister Bay, I need to say as a private citizen and a real estate Broker that the proposed change to allow quarries is a mistake. The code, I am told by those who worked on created it, was created for tourism, service and trade based facilities, working carefully with what little land Sister Bay has that is undeveloped.

Please note that I oppose this proposed change based on nuisance, prudent zoning and the public welfare.

I hope to attend the meeting if possible, but please put my comments on record. I realize the quarry wants to expand, but some expanding businesses may need to move—there is a lot of Light Industrial land in Liberty Grove that would be perfect for this operation. That does NOT include the Sister Bay B-1 zoning district, which is a careful compilation of trade, tourism and service facilities, designed to strengthen the business districts and allow for careful growth that complements the nearby residential neighborhoods. We can hear the quarry operating at 6 a.m., half a mile away. It's a nuisance in its existing area.

Allowing this use would be a mistake.

Best wishes,

MaryKay Shumway

This e-mail and attachment(s) may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this message is strictly prohibited. If received in error, please notify the sender immediately and delete/destroy the message and any copies thereof.



This email has been checked for viruses by Avast antivirus software.
www.avast.com

Zeke Jackson

From: archworkshop@att.net
Sent: Thursday, August 13, 2015 2:00 PM
To: Zeke Jackson
Subject: Objection to Brandon Small Quarry Public Hearing
Attachments: 12-05-12 Sister Bay Stone Letter.pdf

Importance: High

Mr. Jackson,

We stand by our previously sent Small Quarry Expansion letter dated 12-04-12, see the attached. It would be a mistake to allow this proposed ordinance change to the Zoning Code to allow this quarry to operate under a conditional use permit. The the Zoning Code does not allow this type of operation within the Village limits now and it should not through a conditional use permit. The Zoning Code as it stands now is there to protect the existing neighbors form such a nuisance operation. Please accept our previous letter on our behalf as an argument against such an operation from being permitted.

Thanks.

Rich & Sandy Blum
(262) 251-0797

December 4, 1012

Robert L Kufrin
Zoning Administrator
Village of Sister Bay
Sister Bay Administration Building
2383 Maple Drive
P.O. Box 769
Sister Bat WI 54234

Re: Door County Custom Stone Quarry Expansion

Dear Mr. Kufrin,

We are writing to you to express that we are adamantly and vehemently opposed to the expansion of the size and the operation of the Door County Custom Stone Quarry located behind the Mobil station on South Bay Shore Drive.

We purchased Lot 21 in the Orchard Highland Subdivision back in June 2011 with the hope and dream of building our retirement home because this area was quiet, clean and within the Village of Sister Bay. The allowing of this expansion would adversely affect not only our property but all the residential properties within the area. Therefore, we are extremely opposed to any and all expansion of this quarry or development of this or any type of noxious operation within the Village of Sister Bay for the following reasons:

- The expansion would clear-cut existing trees, shrubs and vegetation on the proposed site expansion that do clean the air of today's current pollution.
- The blasting and crushing operations will create noise pollution that will affect the areas residences. Any perimeter vegetation, existing or new, will have a limited effect on noise reduction.
- The heavy equipment and truck traffic noise will also affect the area residences in the same way.
- The vibration pollution from the crushing and blasting will be felt by all of the area's residences. There is absolutely no way of eliminating or even minimizing this pollution.
- The heavy equipment and truck traffic vibration pollution will do the same.

- The dust pollution from the operation will become airborne throughout the area, and the wetting of the perimeter vegetation will have little effect on its reduction. My wife has asthma, which this type of pollution as well as carbon pollution will have an adverse effect on her health. Is Door County Custom Stone prepared to face litigation should this affect her if we build our Sister bay dream home and this quarry expands?
- The heavy equipment and truck traffic will also do the same.
- Dust and debris will be deposited by the truck traffic along the Village streets which will become airborne from any and all traffic, will stick to and damage any and all vehicles using these streets, and will become an eye sore.
- The truck traffic will cause congestion of the Village streets especially during the tourist season.
- The carbon footprint of this operation will expand adversely causing more carbon monoxide pollution from the heavy equipment and trucks.
- Any oil, grease, chemicals, etc. from the operation, heavy equipment and trucks will most certainly find its way onto the ground and streets and eventually into the area's waterways and groundwater.
- An access road to and from this operation will more than likely be created at the parcel along Fieldcrest Road, which will intensify the effects of this operation on the area's residences.
- The expansion of this quarry will create an even larger eye sore from the open quarry within the Village limits for decades to come. We now live near numerous quarries in Waukesha County which are very noxious and unsightly.
- The streets utilized by the truck and heavy vehicle traffic will be adversely affected in the area. This type of continuous heavy traffic will destroy the surfaces causing pot holes requiring numerous repairs and or resurfacing. This in turn will cause the Village to more than likely raise taxes to cover this required work by the Village. Should these streets require frequent resurfacing from this damaging traffic, this will also cause an inconvenience to the area's residences using these streets, let alone more dust and pollution.
- The increased commercialization of a residential neighborhood will forever change its appeal to current residents as well as future.
- All of the above reasons will also have a negative effect on the area's property values. If this quarry is allowed to expand, it will make it extremely difficult to sell any property, even our lot, let alone paying the higher taxes when the property values are decreasing. It will also not be very attractive for prospective buyers to move to this area.

There is absolutely nothing that Door County Custom Stone is able to do to eliminate any or all of the above adverse effects on the area's residences as well as the tourism trade.

The Village already does not allow any new quarries within its limits, and we do not want or believe that even expansion of this facility (which is a new type of quarry operation) would be in the best interest of the Village and its residents. We strongly request that the Sister Bay Plan Commission reject Door County Custom Stone's request to increase their operation within the Village limits! We would like to proceed with our dream retirement home on Lot 21 of Orchard Highlands Subdivision, and hope that the Village takes the responsible and appropriate action by rejecting this expansion request.

This area and Village is a beautiful, quiet and attractive area to retire. The Village has even taken appropriate steps to beautify the bay area. It would be a shame to allow this noxious use within the Village.

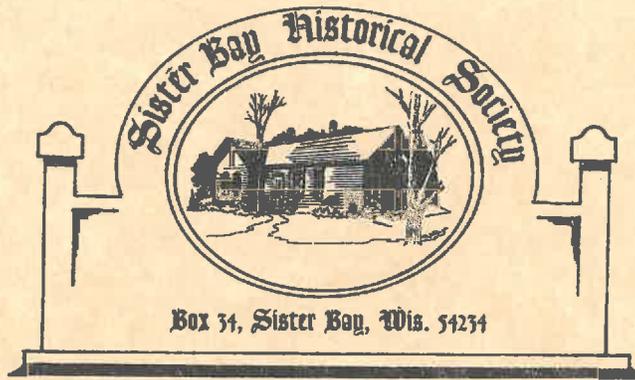
We look forward to a positive outcome for our sake and the area residences as well as the Village's.

If you have any questions and/or comments regarding our opposition to this expansion, please don't hesitate to call us at (262) 251-0797.

Sincerely,

Rich & Sandy Blum
Village of Sister Bay Property Owners
The Architectural Workshop, LLC
Owner/Architect

C: Door County Soil & Water Department
Heather Olson – Kelstrom-Ray Agency, Inc.
Richard Horbinski – Developer/Trustee – Orchard Highland Subdivision



Oct. 15, 2015

Dear Village Board Members,

The Sister Bay Historical Society would like to thank you for your continued support with your past donations to the Society. Our board and members would like to request your continued support of our work in preserving this area's history with another monetary donation this year. Our expanded hours at the Corner of the Past Museum this year and last has increased our operating expense, but it has made the museum available to more visitors to the Village who have voiced their approval of our longer hours. We hope you will join us for our events next season at the Corner of the Past.

Sincerely,
Fred Johnson, President SBHS

A handwritten signature in cursive script, appearing to read "Fred Johnson", is written below the typed name.

Zeke Jackson

From: peter sigmann <peter@sigmann.net>
Sent: Thursday, October 08, 2015 9:22 PM
To: Zeke Jackson; Dave Lienau
Subject: Request to stop the indiscriminate mowing of roadsides. Please share with trustees

October 8, 2015

Dear Trustee of Sister Bay:

The summer tourist driving and biking season was still in full swing in the middle of August when many roadsides were mowed to the full width of the highway right-of-way. The timing and extent of the mowing process appears determined by the convenience of manpower scheduling and disregards scenic and environmental factors that are important. There are several strong reasons why roadside vegetation should be treated as an asset and not as a nuisance:

1. **Scenic attraction:** People come here to escape the urban and suburban environment. The Door County 2035 Plan reflects the desire of a large plurality of residents to maintain the rural character of the peninsula. The suburban appearance of shaved roadsides is in conflict with the rural objective. Masses of common wildflowers, such as Birdsfoot Trefoil, Chicoree, various types of daisies, asters, goldenrods, mustards and sunflowers, although largely nonnative, give visual enjoyment and a sense of being in the country to people passing by bike or by car up to the middle of fall. Door County specifically attracts nature lovers with outstandingly showy flowers, including species of Lady Slippers, Indian Paint Brush, gentians, lobelias, Dwarf Lake Iris, Blue Flag Iris, Turtlehead and Wood Lily. These treasures merit protection, but are cut down by mowing before setting seed. Their numbers have fallen drastically in the past 20 years.
2. **Biodiversity:** Modern agriculture has resulted in ever larger fields, without hedgerows and (thanks to herbicides) without plants that can support migrating insects. Vegetated roadsides can serve as corridors providing shelter and food for wildlife that travels between seasonal habitats. For example the Monarch butterflies and hummingbirds migrating in early fall require fuel in the form of nectar and pollen. Roadsides contain plentiful milkweed to support the development of Monarch butterflies. Cutting down the milkweed plants upon which larvae are developing contributes to the decline of this widely cherished butterfly. In addition ground nesting birds are disrupted by early mowing.
3. **Agriculture:** Pollinators, especially native bees, need food in the form of pollen and nectar all summer long after their work in the orchards and fields is done. Farm fields provide no nectar after alfalfa is mowed and conventional garden plants provide little nectar. The nourishment that the native bees obtain from wildflowers at the sides of the roads ensures their survival until the following spring.
4. **Health:** Ragweed pollen causes respiratory misery for many people. The ragweed plant does not compete well with other vegetation and thrives along the pavement where grass has been cut short. The air currents generated at the highway help the ragweed pollen to become airborne.
5. **Safety:** Nocturnal animal/car collisions are likely to be increased when animals do not have the option to retreat into cover when a car approaches.
6. **Cost:** The magnitude of current expenditures for highway mowing cannot be justified to the taxpayers especially considering that the money spent is to some extent used against the public interests.

We request:

1. Limitation of mowing during summer and into September to a 2-3' strip along the pavement and as needed at intersections that feature unusually high or dense vegetation.
2. Full width mowing of the rights-of-way of all roads between mid-September and the end of October.
3. Reduction of the mowing budgets by approximately one third in order to provide for the changes.

Door Property Owners Inc, Michael Serpe, President

Door County Chapter of Wild Ones Natural Landscapes, Peter Sigmann, President

**PROFESSIONAL
REALTY**
of Door County, Inc.

September 28, 2015

Sister Bay Village Board
Sister Bay, WI

Dear Members of the Sister Bay Village Board,

I recently attended a seminar put on by the Door County Board of Realtors on waterfront properties and the issue of Flood Plain Insurance. This seminar was presented by Mike McCarty, Professional Land Surveyor of Baudhuin, Incorporated of Sturgeon Bay.

I learned that Sister Bay is not included in the National Flood Plain Insurance program, which would be fine if every waterfront transaction were a cash sale. The chances of that are minimal. The Catch 22 is that, should a buyer need a loan, no bank would give him one without flood plain insurance. And you can't get flood plain insurance if your community is not on the National Flood Plain Insurance program. And since Sister Bay has quite a few waterfront properties, paying maximum taxes, should not Sister Bay look into obtaining this Insurance program?

Right now, I am involved with a sale of waterfront property where the buyer is applying for a LOMA, a Letter of Map Amendment. He may be fortunate enough to obtain one because the flood plain map shows it barely touching his property. FYI, the flood plain map just has to touch the property, not the structure, to need insurance. There are more properties on the northern edge of Sister Bay where the encroachment is more serious.

I think joining the National Flood Plain Insurance program is something the Sister Bay Board should take under consideration for the good of the community and the taxpayers.

Respectfully,



Sue Daubner, GRI, RSPS
Professional Realty of
Door County, Inc.
PO 589
Sister Bay, WI 54234





Baudhuin
Incorporated

Waterfront Lots Many Things to Consider

Michael McCarty

Professional Land Surveyor

Vice President

mmccarty@baudhuin.com

920-743-8211



BFE

HAG

FIS

FIRM

FLOODPLAIN

LOMA

LAG

FLOODFRINGE



Overview

- Flood Insurance / FEMA
- Door County Floodplain Zoning
- Wisconsin's Shoreland Protection Program(Chapter NR 115)

Flood Insurance Purchase Requirements

- The local community is participating in the National Flood Insurance Program (NFIP). *No - SISTER BAY*
- The property is located in a mapped floodplain area shown on the local community's Flood Insurance Rate Map (FIRM).
- The borrower is obtaining a federally insured, regulated, or supervised loan.



FEMA Terminology

- Flood Insurance Study (FIS)
- Flood Insurance Rate Map (FIRM)
- Letters of Map Amendment (LOMAs)
- Letters of Map Revision (LOMRs)
- Letters of Map Revision Based on Fill (LOMR-Fs)
- Base Flood Elevation (BFE)
- Lowest Adjacent Grade (LAG)
- Highest Adjacent Grade (HAG)

FLOOD INSURANCE STUDY



DOOR COUNTY, WISCONSIN, AND INCORPORATED AREAS

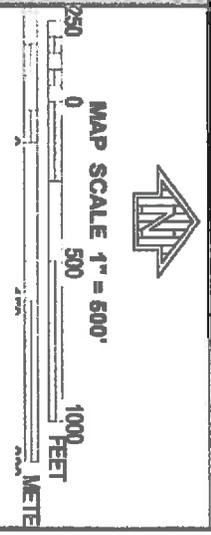
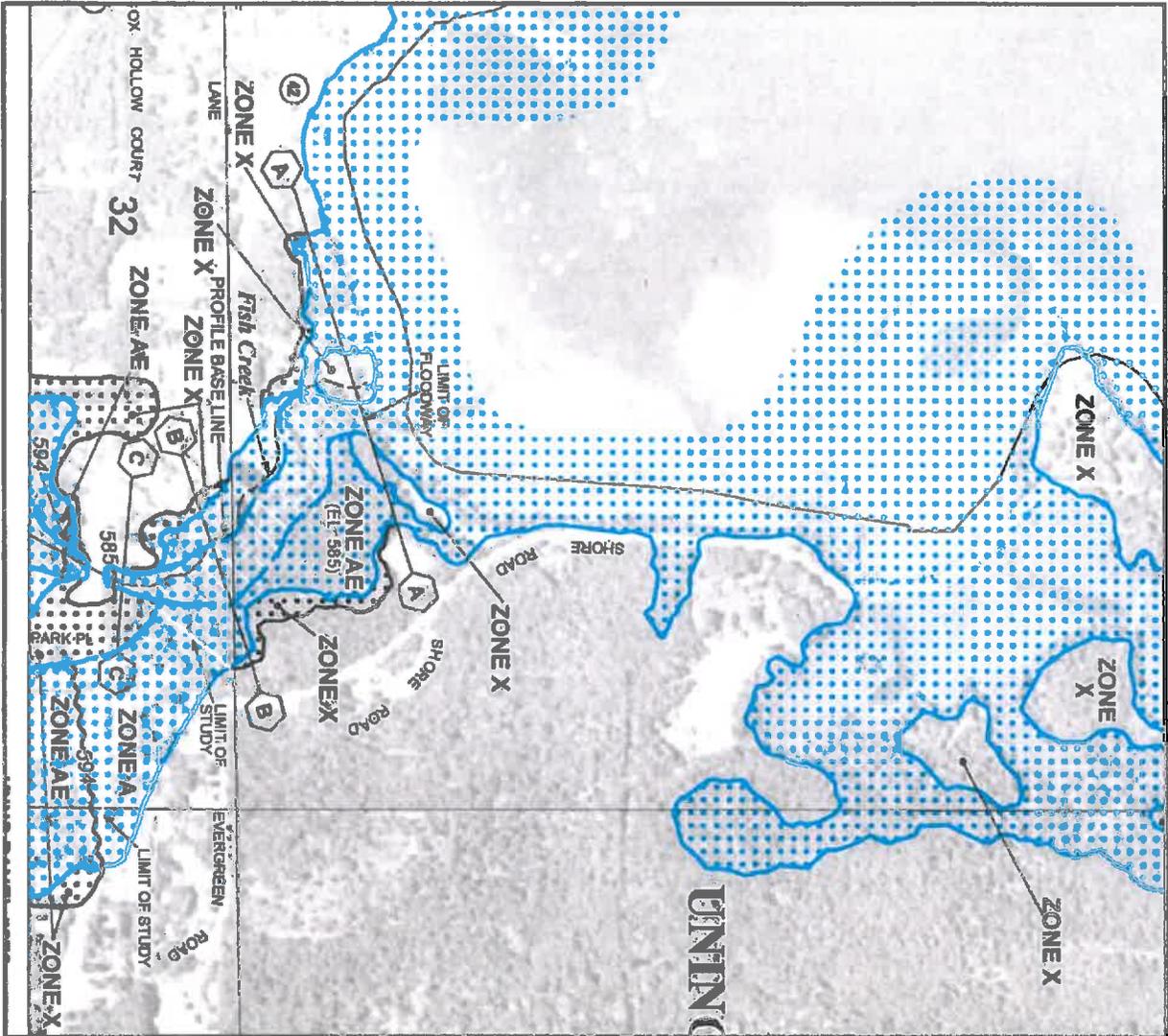
Community Name	Community Number
Door County, Unincorporated Areas	550108
Egg Harbor, Village of	550029
Ebnerh, Village of	550811
Forekade, Village of	550110
Saker Bay, Village of	550030
Sturgeon Bay, City of	550111



March 2, 2009

Federal Emergency Management Agency
FLOOD INSURANCE STUDY NUMBER
55029CV000A





INP-112
PANEL 0188C

FIRM
FLOOD INSURANCE RATE MAP
DOOR COUNTY,
WISCONSIN
AND INCORPORATED AREAS

PANEL 188 OF 620
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)
CONTAINS: NUMBER PANEL SHEET
COMMUNITY: 59020
DOOR COUNTY: 0188 C

NATIONAL FLOOD INSURANCE PROGRAM

MAP NUMBER
59020C0188C
EFFECTIVE DATE
MARCH 2, 2009

Federal Emergency Management Agency



This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.fema.gov



Is my parcel in the floodplain?

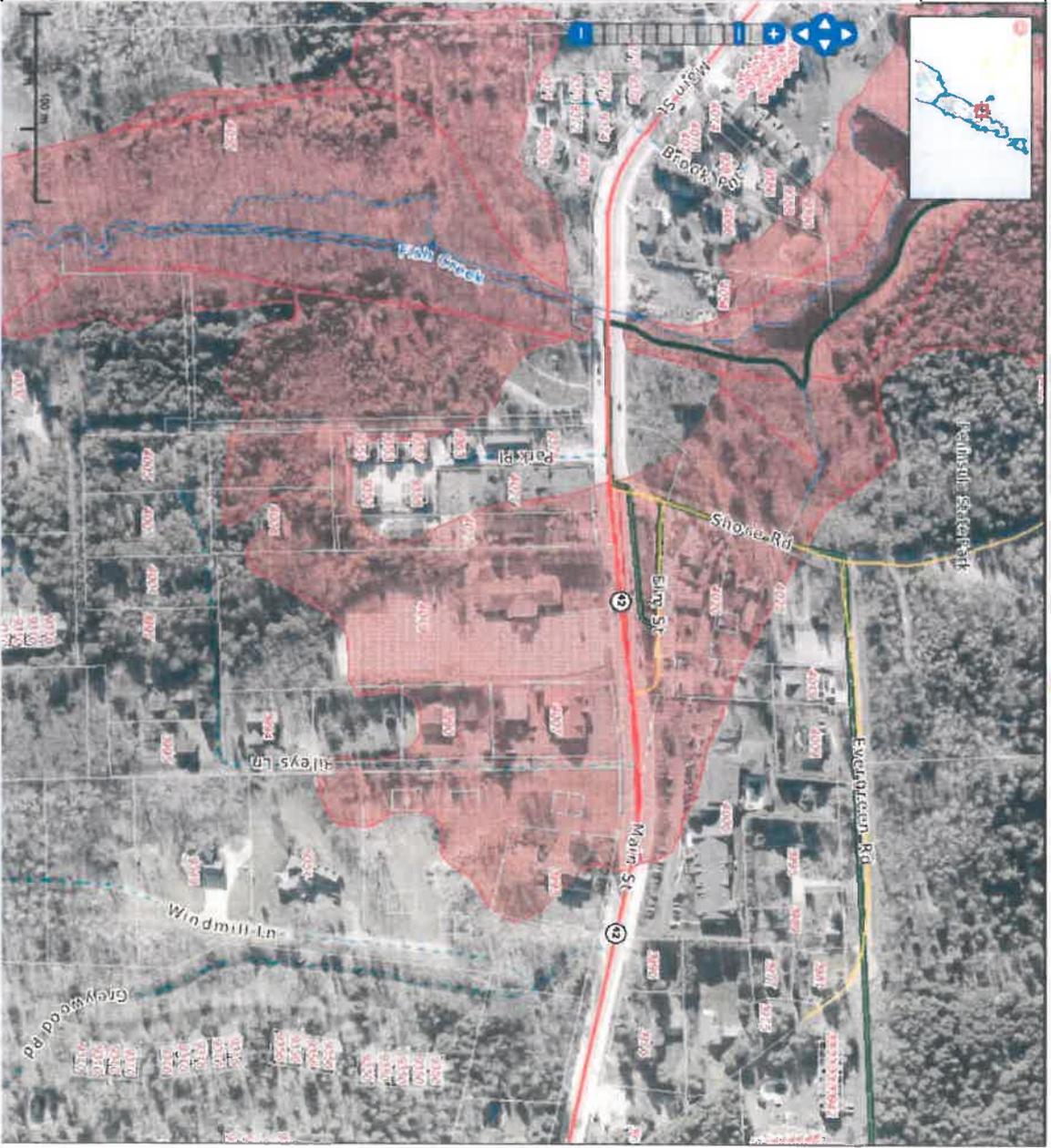
- Door County Web Map
<http://map.co.door.wi.us/map>
- FEMA's Flood Map Service Center
<https://msc.fema.gov/portal>

Parcel Search by

Zoom To

Layers Information

- Aerial Photos
- 2015 Ortho: 9-Inch
- 2015 City Sturgeon Bay: 3-Inch
- None
- Historic Aerial Photos
- Base Maps and Grids
- Conservation
- Cultural/Recreation
- Elevation Contours
- Hydrography
- Parcel
- Roads
- Sanitary
- Soils
- Telecommunications
- Themed Maps
- All Themes Off
- DNR Wetland
- Impervious Surface
- County Supervisory Districts
- Zipcode
- School Districts
- Wards
- County Zoning
- FEMA Flood Hazards
- Core Area
- County Zoning Solid Color



1, 483908.33678 Lat, Linc 45.1274, -87.2380 USNG: 87D088 Scale: 1:1855

Parcel Search by

Zoom To

Information for Point clicked on map...

Latitude 45.126
 Longitude -87.2345

Tax Record

Parcel ID 0140233312722QQ
 First Name DEVELOPMENT CORP
 Last Name EVERGREEN HILL
 Mailing Address 4006 MAIN ST
 PO BOX 730
 FISH CREEK, WI 54212
 Property Address 4006 MAIN ST
 Parcel & Tax Detail Section
 Parcel Report

Parcel - Improvements Surface

Parcel ID 0140233312722QQ
 Parcel Acreage 2.359
 ImperVIOUS Acreage 1.454
 Ratio 0.616

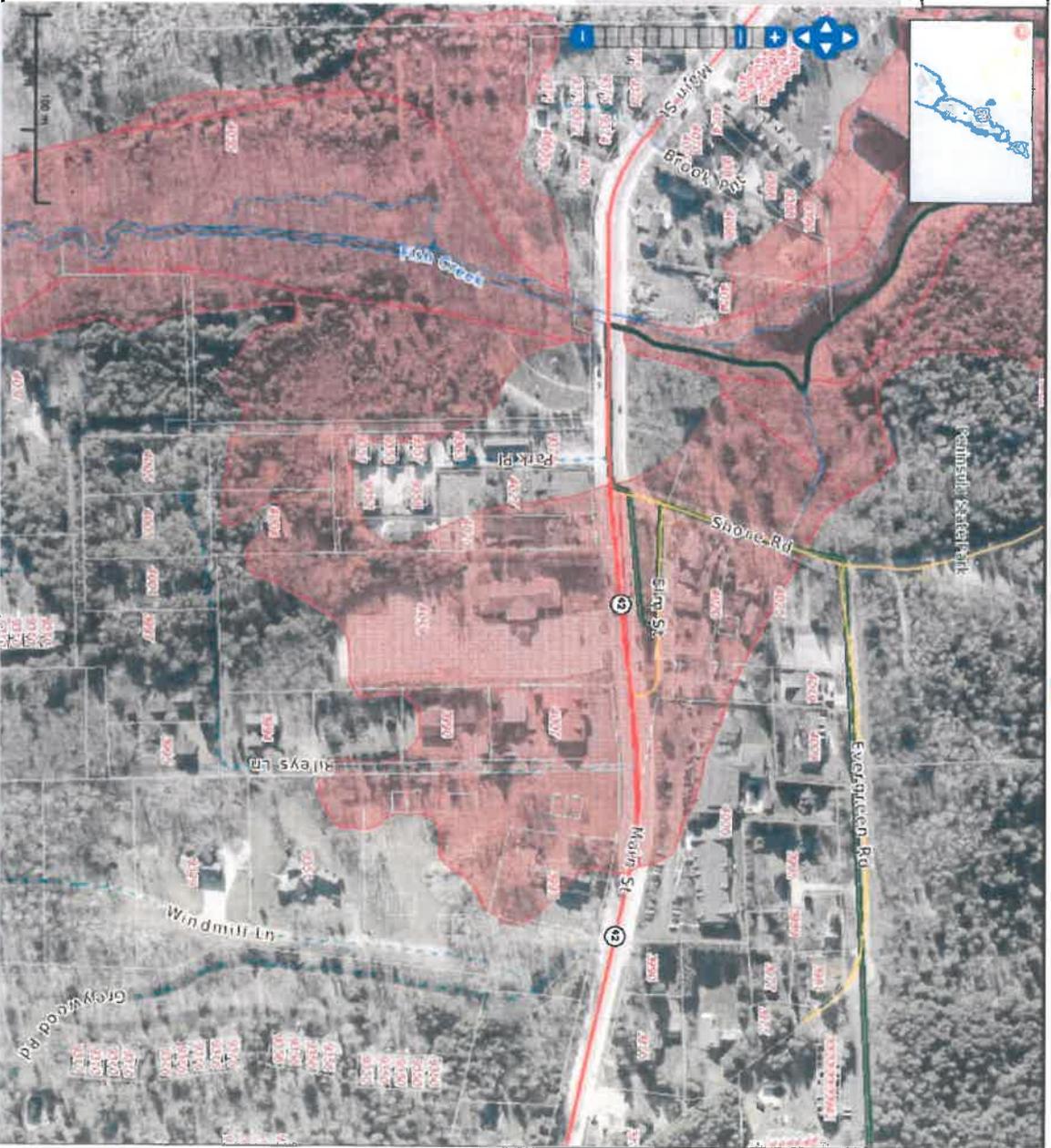
Public Land Survey System (PLSS)

Sub-section NW of NW
 Section-Township-Range 33-31-27

Soil Associations

Soil Symbol wa
 Soil Name Wainolia Loamy Fine Sand
 Slope Undefined (1.0%)
 Bedrock Depth >80
 Hydric Yes
 Drainage Somewhat poorly drained
 Erodes Not highly erodible
 Runoff Very Low
 Prime Farmland Not prime farmland
 Public Sanitary
 Service Area Fish Creek Sanitary
 Acres 724.299

Cont Area



DOOR COUNTY, WISCONSIN
Real Property Listing

REGISTER OF DEEDS ValPage MUNICIPAL Director SANTARIAN Permit
 TREASURER Tax Detail REAL PROPERTY Parcel Owners Legal Districts Current Assessment

Parcel Detail

Parcel Number: 014 023331272200 2015 Old Number:
 Fire # & Road Name: 4006 MAIN ST Status:
 Owner: DEVELOPEMENT CORP EVERGREEN HILL LOMA Surveys
 Geographic Location: 15 14 4 31 27 32 1 1 0 Comments:

Map Number: 3922
 Mail To: DEVELOPEMENT CORP EVERGREEN HILL
 4006 MAIN ST
 PO BOX 730
 FISH CREEK, WI 54212-0730

[Printable Version](#)

[Display Parcel in Web Map](#)

[CLOSE WINDOW](#)





Federal Emergency Management Agency
Washington, D.C. 20472

Page 1 of 2

Date: September 03, 2010 Case No.: 10-05-5363A

LOMA

**LETTER OF MAP AMENDMENT
DETERMINATION DOCUMENT (REMOVAL)**

COMMUNITY AND MAP PANEL INFORMATION

DOOR COUNTY, WISCONSIN
(Unincorporated Areas)

LEGAL PROPERTY DESCRIPTION

A parcel of land, as described in the Quit Claim Deed, recorded as Document No. 547541, in Volume 583, Pages 239 through 241, in the Office of the Register of Deeds, Door County, Wisconsin

COMMUNITY

COMMUNITY NO.: 550108

AFFECTED MAP PANEL

NUMBER: 55029C0188C

DATE: 3/22/2009

FLOODING SOURCE: FISH CREEK

APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY: 45.125, -87.235
SOURCE OF LAT & LONG: STREETS & TRIPS 2008

DATE: W09 04

DETERMINATION

LOT	BLOCK/SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANGE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
-	-	-	4006 Main Street	Structure (Motel)	X (unshaded)	-	591.4 feet	-

Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

PORTIONS REMAIN IN THE SFHA

ZONE A

STATE LOCAL CONSIDERATIONS

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Amendment for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the structure(s) on the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document amends the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan. A Preferred Risk Policy (PRP) is available for buildings located outside the SFHA. Information about the PRP and how one can apply is enclosed.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Map Assistance Center toll free at (877) 336-2627.



Before, During & After a Disaster
Hurricane Strike, Aphor
Assistance, Disaster
Declarations

Tools, Terms, Individual &
Public Assistance
Grants, How to Help,
Private Sector, ThinkTani,
Tribal

News Releases, Social
Media, Mobile, Data Feeds
Offices, Careers, Employee
Info, Policies, FAQs



MSG Home



MSG Search

Flood Map Service Center

MSG Products and Tools

MSG How-To

MSG Email Subscriptions

Search by Address

Enter an address, place, or coordinate:
4006 Main St Fish Creek Wis

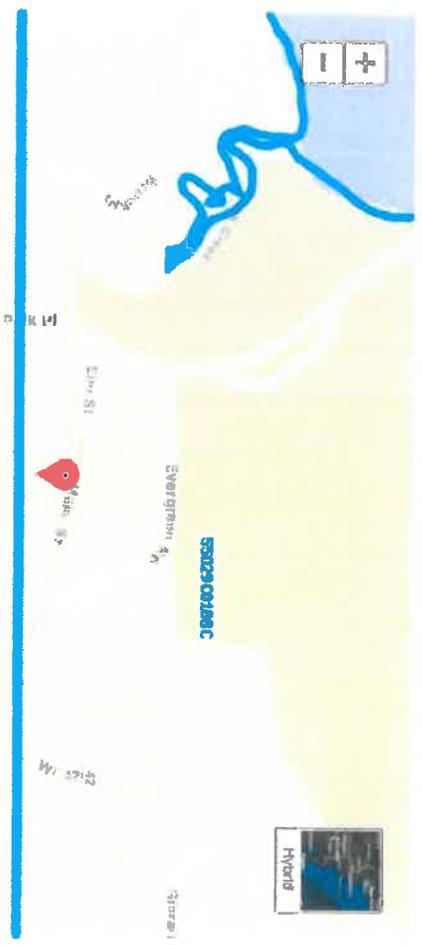
You have selected a location in
DOOR COUNTY

The flood map for the selected area is
number **550290180C**, effective
on **03/02/2008**



Show all products for this area

- Revisions (0)
- Amendments (8)
- Revalidations (0)



- Selected Flood Map Boundary
- Printed Flood Map Boundary
- Non-printed Flood Map Boundary
- Unappeal Area

Esri, HERE, DeLorme, JPC, NGA, USGS



Basemap

Share Print Measure

Find address or place

Modify Map

Legend

NFHL (click to expand)

LOMRS Effective

LOMAS

FIRM Panels

Cross-Sections

Base Flood Elevations

Flood Hazard Boundaries

Limit Lines

SFHA / Flood Zone Boundary

Other Boundaries

- 1% Annual Chance Flood Hazard
- Regulatory Floodway
- Special Floodway
- Area of Undetermined Flood Hazard
- 0.2% Annual Chance Flood Hazard
- Future Conditions 1% Annual Chance Flood Hazard
- Area with Reduced Risk Due to Levee





What do you need if structure or parcel in shown in floodplain?

- Field verified elevations
- Elevation Certificate
- LOMA application



Field Verified Elevation

- Elevations based on known benchmarks
- Ground elevation at structure and attachments
- Bottom floor elevation
- Next higher floor elevation
- Mechanical equipment heights from bottom floor
- Openings within 1 foot of existing ground



Elevation Certificate

- Owner and parcel information is needed
- Field elevation are used to fill in form
- Pictures are included if structure below base flood elevation

U.S. DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 National Flood Insurance Program

ELEVATION CERTIFICATE

Important: Read the Instructions on pages 1-9.

OMB No. 1680-0008
 Expiration Date: July 31, 2015

SECTION A - PROPERTY INFORMATION

A1. Building Owner's Name

FOR INSURANCE COMPANY USE
 Policy Number:
 Company NAIC Number:

A2. Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.
 2061 Ridges Road
 City: Baileys Harbor

State: WI ZIP Code: 54202

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)
 Lot 14 & 16 Rodman's North Shore Addition, Parcel No. 002-370014

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): Residential
 A5. Latitude/longitude: Lat. 45.0714 Long. -87.1050 Horizontal Datum: NAD 1927 NAD 1983
 A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number 1A
 A8. For a building with a crawlspace or enclosure(s):
 a) Square footage of crawlspace or enclosure(s) _____ sq ft
 b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____ sq in
 c) Total net area of flood openings in A8.b _____ sq in
 d) Engineered flood openings? Yes No
 A9. For a building with an attached garage:
 a) Square footage of attached garage _____ sq ft
 b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____ sq in
 c) Total net area of flood openings in A9.b _____ sq in
 d) Engineered flood openings? Yes No

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number Door County 55019		B2. County Name Door		B3. State WI	
B4. Map/Panel Number 55029C0305	B5. Suffix C	B6. FIRM Index Date April 3, 1978	B7. FIRM Panel Effective/Revised Date March 2, 2009	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) 584.2

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9.
 FIS Profile FIRM Community/Determined Other/Source: _____
 B11. Indicate elevation datum used for BFE in Item B9: NGVD 1929 NAVD 1988 Other/Source: _____
 B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Yes No
 Designation Date: _____ CBRS OPA

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.
 C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, ARA, ARAE, ARA/A1-A30, ARAH, ARA/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.
 Benchmark Utilized: DL2512
 Vertical Datum: NAVD 88
 Indicate elevation datum used for the elevations in Items a) through h) below: NGVD 1929 NAVD 1988 Other/Source: _____
 Datum used for building elevations must be the same as that used for the BFE.
 Check the measurement used.

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number Door County 59019		B2. County Name Door		B3. State WI	
B4. Map/Panel Number 55028C0305	B5. Suffix C	B6. FIRM Index Date April 3, 1978	B7. FIRM Panel Effective/Revised Date March 2, 2009	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use base flood depth) 584.2

- B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9.
 FIS Profile FIRM Community Determined Other/Source: _____
- B11. Indicate elevation datum used for BFE in Item B9: NGVD 1929 NAVD 1988 Other/Source: _____
- B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? Yes No
 Designation Date: _____ CBRS OPA

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

- C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.
- C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, ARA, ARAE, ARA1-A30, ARAH, ARAO. Complete Items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.
 Benchmark Utilized: DL2512
 Vertical Datum: NAVD 88
 Indicate elevation datum used for the elevations in items a) through h) below. NGVD 1929 NAVD 1988 Other/Source: _____
 Datum used for building elevations must be the same as that used for the BFE.

- Check the measurement used.
- | | | | |
|--|--------------|--|---------------------------------|
| a) Top of bottom floor (including basement, crawspace, or enclosure floor) | <u>585.9</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| b) Top of the next higher floor | <u>595.0</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (VZones only) | <u>N/A</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| d) Attached garage (top of slab) | <u>N/A</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) | <u>586.0</u> | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) | <u>584.8</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) | <u>584.9</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support | <u>584.5</u> | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best effort to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No

Check here if attachments.

Certifier's Name Michael G. McCarty License Number 2-2298

Title Land Surveyor Company Name Bauchuin Incorporated

Address P.O. Box 105 City Sturgeon Bay State WI ZIP Code 54235

Signature _____ Date _____ Telephone 920-743-8211

LOMA Application

- Elevation Certificate
- Deed
- Tax Map
- FIRM Panel
- Age of structure
- Legal description for partial lot

**DEPARTMENT OF HOMELAND SECURITY - FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE AMENDMENTS TO
NATIONAL FLOOD INSURANCE PROGRAM MAPS**

O.M.B. NO. 1660-0015
Expires February 28, 2004

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 2.4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0015) NOTE: Do not send your completed form to this address.

This form should be used to request that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) remove a single structure or legally recorded parcel of land or portion thereof, described by metes and bounds, certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the flood having a 1%-chance of being equal or exceeded in any given year (base flood), via Letter of Map Amendment (LOMA). It shall not be used for requests submitted by developers, for requests involving multiple structures or lots, for property in alluvial fan areas, for property located within the regulatory floodway, or requests involving the placement of fill. (NOTE: Use MT-1 forms for such requests). Fill is defined as material from any source (including the subject property) placed that raises the grade to or above the Base Flood Elevation (BFE). The common construction practice of removing unsuitable existing material (topsoil) and backfilling with select structural material is not considered the placement of fill if the practice does not alter the existing (natural grade) elevation, which is at or above the BFE. Also, fill that is placed before the date of the first National Flood Insurance Program (NFIP) map showing the area in an SFHA is considered natural grade.

LOMA: A letter from DHS-FEMA stating that an existing structure or parcel of land that has not been elevated by fill would not be inundated by the base flood.

A - This section may be completed by the property owner or by the property owner's agent. In order to process your request, all information on this form must be completed *in its entirety*, unless stated as optional. Incomplete submissions will result in processing delays.

1. Has fill been placed on your property to raise ground that was previously below the BFE?
 - No
 - Yes - If Yes, STOP! - You must complete the MT-1 application forms: Visit <http://www.fema.gov/plan/prevent/fhm/di/mt-1.shtm> or call the FEMA Map Information exchange toll free: (877-FEMA MAP) (877-336-2627)
2. Legal description of Property (Lot, Block, Subdivision or abbreviated description from the Deed) and street address of the Property (required):
Lot 14 & 16 Rottman's North Shore Addition 2061 Ridges Road Baileys Harbor, WI
3. Are you requesting that a flood zone determination be completed for (check one):
 - A structure on your property? What is the date of construction? 01/2000 (MM/YYYY)
 - A portion of your legally recorded property? (A certified metes and bounds description and map of the area to be removed, certified by a registered professional engineer or licensed land surveyor, are required. For the preferred format of metes and bounds descriptions, please refer to the MT-EZ instructions.)
 - Your entire legally recorded property?

All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Applicant's Name (required): _____ E-mail address (optional) By checking here you may receive _____

SFHA will be based upon a comparison of the Base (1%-annual-chance) Flood Elevation (BFE) with certain elevation information. The elevation information required is dependent upon what is to be removed from the SFHA. For Zones A and AO, please refer to Page 7 of the MT-EZ form instructions for information regarding BFE development in those areas and supporting data requirements.

Determination Requested For (check one)	Elevation Information Required: (complete item 5)
<input type="checkbox"/> Structure located on natural grade (LOMA)	Lowest Adjacent Grade to the structure (the elevation of the lowest ground touching the structure including attached patios, stairs, deck supports or garages)
<input type="checkbox"/> Legally recorded parcel of land, or portion thereof (LOMA)	Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

1. PROPERTY INFORMATION

Property Description (Lot and Block Number, Tax Parcel Number, or Abbreviated Description from the Deed, etc.):

2. STRUCTURE INFORMATION

Street Address (including Apt. Unit, Suite, and/or Bldg. No.):

What is the type of construction? (check one) crawl space slab on grade basement/enclosure
 other (explain):

3. GEOGRAPHIC COORDINATE DATA

Please provide the Latitude and Longitude of the most upstream edge of the structure (in decimal degrees to nearest fifth decimal place)

Indicate Datum: WGS84 NAD83 NAD27 Lat. Long.

Please provide the Latitude and Longitude of the most upstream edge of the property (in decimal degrees to nearest fifth decimal place)

Indicate Datum: WGS84 NAD83 NAD27 Lat. Long.

4. FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

NEIP Community Number:	Map Panel Number:	Base Flood Elevation (BFE):	Source of BFE:
------------------------	-------------------	-----------------------------	----------------

5. ELEVATION INFORMATION (SURVEY REQUIRED)

- Lowest Adjacent Grade (LAG) to the structure (to the nearest 0.1 foot or meter) ft. (m)
- Elevation of the lowest grade on the property, or within mekes and bounds area (to the nearest 0.1 foot or meter) ft. (m)
- Indicate the datum (if different from NGVD 29 or NAVD 88 attach datum conversion) NGVD 29 NAVD 88 Other (add attachment)
- Has FEMA identified this area as subject to land subsidence or uplift? No Yes (provide date of current releveling):

This certification is to be signed and sealed by a licensed land surveyor, registered professional engineer, or architect authorized by law to certify elevation information. All documents submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Certifier's Name: Michael G. McCarty	License No.: S-2298	Expiration Date: 1/31/2016
Company Name: Baudhuin Incorporated	Telephone No.: 920-743-8211	Fax No.:
Email: mmccarty@baudhuin.com		

Signature: _____ Date: 2/10/2015 Seal (optional)

In addition to this form (MT-EZ), please complete the checklist below. All requests must include one copy of the following:

- Copy of the effective FIRM panel on which the structure and/or property location has been accurately plotted
 - Copy of the Subdivision Plat Map (with recordation data and stamp of the Recorder's Office)
- OR
- Copy of the Property Deed (with recordation data and stamp of the Recorder's Office), accompanied by a tax assessor's map or other certified map showing the surveyed location of the property relative to local streets and watercourses. The map should include at least one street intersection that is shown on the FIRM panel.
 - Please include a map scale and North arrow on all maps submitted.

Please do NOT submit original documents. Please retain a copy of all submitted documents for your records.

DHS-FEMA encourages the submission of all required data in a digital format (e.g. scanned documents and images on Compact Disc [CD]). Digital submissions help to further DHS-FEMA's Digital Vision and also facilitate the processing of your request.

Incomplete submissions will result in processing delays. For additional information regarding this form, including where to obtain the supporting documents listed above, please refer to the MT-EZ Form Instructions located at http://www.fema.gov/plan/prevent/firm/d_mt-ez.shtml.

Mail your request to:

LOMC CLEARINGHOUSE
847 SOUTH PICKETT STREET
ALEXANDRIA, VA 22304-4605
Attn.: LOMA Manager

FEMA REGIONS





eLOMA

- electronic Letter of Map Amendment
- Structures or properties located in flood zones AE, A1-A30, and AH
- Applications not selected for audit can receive an instant Final Determination Letter if LAG or LLE is above the BFE
- Rejected applications will transfer to the standard LOMA process

Flood Insurance Refund

- Flood insurance was required by the mortgagee or other lender
- LOMA issued
- Current year and, if applicable, 1 prior year provided no claim has been paid
- Cancellation request must be received during the policy year or within 6 months of the policy expiration date

Door County Floodplain Zoning requirements

- Existing grade of proposed construction is at or below BFE then construction must follow ordinance
- Lowest floor must be placed at Flood Protection Elevation (BFE+2')
- Crawl space may be placed at BFE
- Fill must be placed at BFE + 1' at least 15 feet from limits of structure
- Continuous dryland access must be provided to new structures or 50% improvements



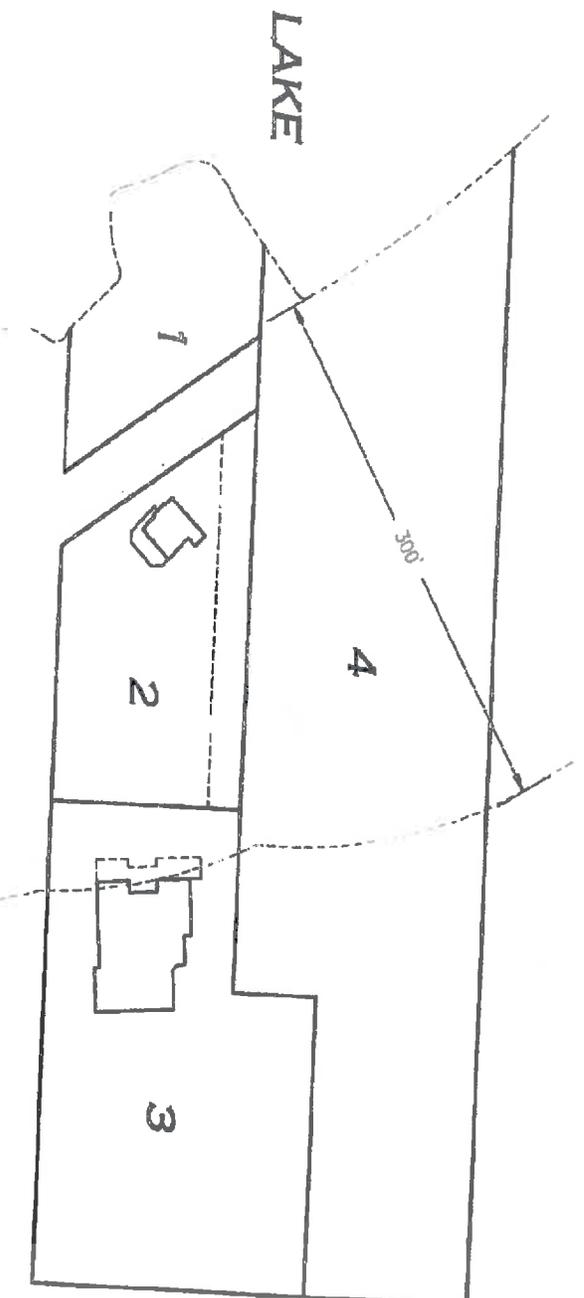
Wisconsin's Shoreland Protection Program (Chapter NR 115)

- The 75' shoreland setback for a proposed principal structure may be reduced to the average shoreland setback of the principal structure on each adjacent lot where an existing development pattern exists.
- “Existing development pattern” means that principal structures exist within 250 feet of a proposed principal structure in both directions along the shoreline.
- One sided averaging no longer allowed
- Setback can be reduced down to 35 feet

Wisconsin's Shoreland Protection Program

(Chapter NR 115)

- Impervious surface standards shall apply to a riparian lot or parcel or a nonriparian lot or parcel that is located entirely within 300 feet of the ordinary high-water mark





Wisconsin's Shoreland Protection Program

(Chapter NR 115)

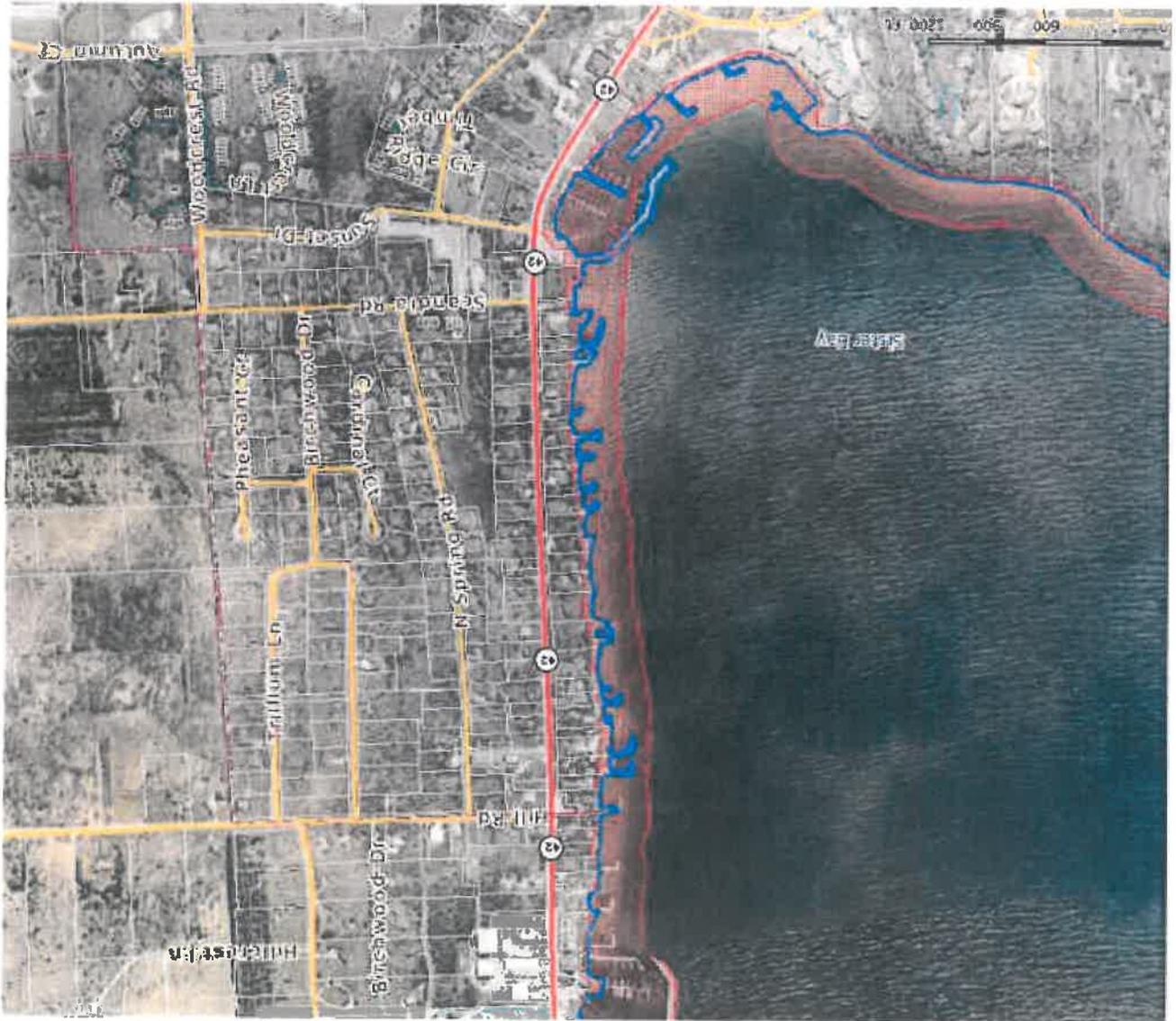
- 'General standard' is 15% impervious surface ratio
- With a mitigation plan, the ratio can be increased to 30%
- The ratio can be increased to 40% by treating the impervious surfaces
- Treated impervious surfaces may include rain gardens



Wisconsin's Shoreland Protection Program

(Chapter NR 115)

- Allowed to maintain and repair all impervious surfaces.
- Replace existing impervious surfaces with similar surfaces within the existing building envelope.
- Relocate or modify existing impervious surfaces with similar or different impervious surfaces, provided that the relocation or modification meets the applicable setback



Sept. 18, 2015

54

Board of Trustees
Sister Bay Village

RECEIVED SEP 21 2015

Regarding proposal to amend code
to add second quarry/expansion.

No resident wants to live where
there is a working quarry with
the ensuing dust, dirt and
breathing difficulties!

The quarry owners have not
honored the village restrictions
or directions and have even
done illegal blasting! Therefore
they cannot be expected to
honor any new directions or
requirements.

- OVER -

Sister Bay Village Trustees,
Please do not change the zoning
code to cause more ruin
to our beautiful area.

Please read this entire letter
where the quarry expansion
will be reviewed.

Charles Secor

10691 Forest Lane

Sister Bay, WI 54234

Dan Osgood
3540 Brookstone Drive. APT. B
Cincinnati, OH 45209

Board of Trustees
Sister Bay Village
P. O. Box 769
Sister Bay, WI 54324

Village of Sister Bay Board of Trustees:

When I heard that the Village of Sister Bay was considering allowing the expansion of a quarry, I was immediately shocked. I spent much of my childhood traveling with my parents to the peninsula and have many fond memories. It's something that I hope to one day share with my own children. I love spending time outdoors on vacation, eating great food, relaxing in unique locations; something that Sister Bay fulfills completely.

An expansion to the quarry is a sharp contrast to everything I remember of my many visits to Sister Bay. When I think of Sister Bay, I think of the beautiful village on the peninsula with its outstanding shops and beach. I imagine eating at Sister Bay's many wonderful restaurants with my family .I can't imagine spending time on the beach, only to have to listen to blasts in a nearby quarry.

I feel that this quarry expansion would adversely affect tourism for Sister Bay, especially my own. I would hesitate to spend my limited vacation time traveling to enjoy the peace and relaxation of the Sister Bay, only to be subjected to the noise of an active quarry and inhale the dust that it will inherently pollute. It immediately does not feel like a place where I would want to take my kids. I imagine having my kids love the goat's on Al Johnson's roof as much as I did as a child, not coughing on quarry dust and questioning the dynamite blasts in the background.

I ask that this letter to be read in its entirety at the board meeting on October 20th, 2015. I ask that the Board of Trustees vote no to this quarry expansion. There will be unintended consequences that have not been addressed by the expansion of this quarry. It is more likely than not that those consequences will only adversely affect the beauty of Sister Bay.

Sincerely,



Dan Osgood

RECEIVED OCT 16 2015

Oct. 7, 2015

To: The Board of Trustees :

For the past 35 years My Wife and I have lived at 10628 Meadow Lane during Summers. Looking South from our driveway We can see the quarry and its driveway $\frac{1}{2}$ mile away.

A few years ago the quarry and its crusher were active. During a South Wind the dust blew down Meadow Lane. Also the crusher's noise was constant in our neighborhoods.

Likewise when the trucks drove on the quarry's driveway the dust blew across Highway 42 and into Meadow Lane. I assume that driveway is in the current plan.

Whatever you can do to prevent a repetition of past problems would be appreciated.

David Ringstad/
Ward Ringstad

RECEIVED OCT 12 2015

DATE: October 12, 2015
TO: Individual Board Members
of the Village of Sister Bay
FROM: Diane Kelnhofer, Sister Bay resident
RE: Ordinance change to allow quarries

This question is for each individual Board Member:

Have you read every letter and email, in its entirety, that has been addressed to the Plan Commission and to the Village Board regarding this issue?

The residents, and those attending this public hearing, have a right to hear the answer from each individual Member of the Village Board.

Submitted by:

Diane Kelnhofer
10805 N Bay Shore Drive
Sister Bay, WI 54234

920-854-2465

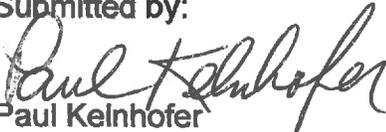


Note to Village Administrator: This letter certainly should be brief enough to read in its entirety at the Public Hearing.

DATE: October 12, 2015
TO: Village Board of Sister Bay
FROM: Paul Kelnhofer, Sister Bay resident
RE: Ordinance change to allow quarries

- 1) First of all the Village should not change the ordinance because quarries are simply not a compatible use anywhere within the Village.
- 2) Then the Village should continue their efforts to close down the current quarry operation. They have good legal precedence to do this, and the Court has yet to rule on the merits of the Village's position.
- 3) Let the quarry owner file suit against the Village. The Village most likely will win, and if not, (the quarry 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. This would be a "drop in the bucket" compared to the other recent costs the Village has undertaken to make our community a better place.

Submitted by:



Paul Kelnhofer
10805 N Bay Shore Drive
Sister Bay, WI 54234

920-421-1886

Note to Village Administrator: This letter certainly should be brief enough to read in its entirety at the Public Hearing.

I would like this letter to be read in its entirety at the board meeting
Oct. 20th

Dear Board of Trustees,

As a property owner living on Fieldcrest Road, I have many concerns in regards to the expansion of the Small Quarry.

I take great pride in my home. I made a huge investment when I purchased it, and have continued to invest A LOT of time and money to keep it up to the high standards of the neighborhood. Our community has grown into a beautiful area, full of people who respect and look out for one and other. New construction has been ongoing and adding value to all who live here. The growth has been very positive. The homes, condos, and apartments have been built with care and maintained to the utmost.

Studies* have shown that property values drop with a quarry nearby. Percentages vary due to distance, but the implications are clear: because property value losses are higher the closer to the gravel mine, all else the same, new sites should be located far from existing residences as to minimize adverse consequences for homeowners. A home located within .5 miles of a quarry historically suffers a 20% loss in property value. Homes within 1.5 miles will see an approximant 12% decrease. What this means to me personally is, I may lose \$40,000 in property value to no fault of my own. It will be due solely to your actions if this is allowed to pass. My home is by far not the nicest, most expensive house on the block, and I imagine others in the neighborhood will be hit even harder.

Approximately 110 single family homes, Stony Ridge and Orchard Point Condominiums, Hearthside Retirement Home, Greystone Manor and Blackstone Harbor Apartments all will be subjected to the noise and air pollution this quarry will produce. Families and homeowners will lose the enjoyment and normal use of their own properties.

All the above listed live within one mile of the quarry.

It is beyond my comprehension as to why the Board will even consider entertaining the idea of a quarry expansion that is within earshot of this residential area.

The Village of Sister Bay encouraged families to invest in their future, plant their roots, and raise their children here. "Build it and they will come".

Well, we're here! Are you, the Board of Trustees, worthy of our trust? This board should have regard for the health, safety and quality of life of citizens and their properties.

There are many businesses within a mile of the quarry that will also be negatively impacted. Open Hearth Lodge, Shopko, Coachlite Inn, Pirates Cove, Jerry's Flowers, and Johnson Park just to name a few.

Please consider:

The Noise: Stone removal is not a quiet business. Imagine the obnoxious reverse alarms from the trucks for starters. That is minor in comparison to the noise brought on by heavy equipment that will be in operation five days a week for months at a time. Why would a visitor want to stay in a hotel anywhere near this?

The Quality of Air: A significant amount of dust/ash travels a great distance in the wind. Vehicles are notable covered with this in no time. Who wants to go into a shop for a half hour to come out to a car that now has a film of dirt on it? Do you really think families want to play golf or ride go-carts in this air? The cumulative impacts of exposure to airborne dust can cause or aggravate asthma, bronchitis and other diseases of the respiratory and circulatory systems. **

Do you believe the quarry expansion won't have a negative impact on all that live, work, and vacation in Sister Bay?

Please, please fight for our families to live and enjoy beautiful Sister Bay.

Sincerely,



Janet Jansse

* A study published by Professor Diane Hite of Auburn University in Alabama, an economist, examined the effects the effects of distance from a gravel mine in Delaware County, Ohio.

*An assessment of Economic Impact of a Gravel Mine in Michigan prepared in August 2006 by George A. Erickcek, senior analyst W.E. Upjohn Institute.

**Gravel Watch Ontario, January 2009

Linda Feutz
N2298 Resthaven Road
Rubicon, WI 53078

October 5, 2015

To Sister Bay Village-Board of Trustees,

As a tourist and annual visitor to Door County, I was upset to learn that the Sister Bay –Board of Trustees was considering the possibility of allowing a second quarry to operate in Sister Bay.

When I visit Sister Bay I am anticipating a peaceful, relaxing vacation. I enjoy hiking on the beautiful trails in the area, watching spectacular sunsets, browsing through quaint and unique shops, having quiet dinners, attending outdoor theater and concert events, and spending time with my family. I am not expecting to meet quarry machinery on the road, hear loud disruptive noises, or have fine dust covering my car, clothing, and skin.

I do not feel that the monetary impact a quarry would have on Sister Bay would offset the loss in tourism dollars a quarry would cause.

Sincerely,

Linda Feutz

RECEIVED OCT 12 2015

Board of Trustees
Sister Bay Village
P.O. Box 769
Sister Bay, WI 54234

October 8, 2015

Dear Board of Trustees:

We have been visitors to your Village for over 20 years, making several trips during the year. We skip staying in other "Bay side" areas of Door County because they are so built up and commercialized. When we get to Sister Bay, regardless of where we are in the Village, we feel that we are "away" from it all.

I think it is safe to assume that you want build on the "attractiveness" of Sister Bay over other Door communities and continue to draw visitors to your Village. The question I have for you is:

Why do you want to have a quarry operation that would impact your tourism dollars?

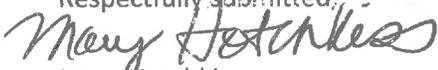
Rumor has it that you are considering the request to expand a quarry operation in the Village. As a visitor to the Village in all seasons, the last thing I want to hear is a quarry in operation or have to navigate dump trucks on the highway and surrounding village roads spraying rocks that might hit our car. A quarry is not an attraction for visitors.

What about the vacation properties or lodging businesses that depend on tourists? I am guessing the appeal of "staying" in the Village will be impacted negatively. We stay at a hotel near the quarry and can speak with certainty that we will not stay there if we are dealing with quarry noise and truck traffic.

What is your identity? Is it that of a Village that continues to draw visitors for a pleasant Door County experience or "the Village with the quarry"?

It is my expectation that **this letter will be read in its entirety** at the October 20, 2015 Village Board Meeting.

Respectfully submitted,



Mary Hotchkiss
2053 Blackfoct Avenue
Grafton, WI 53024

RECEIVED OCT 13 2015

To:
Board of Trustees
Village of Sister Bay
P.O. Box 769
Sister Bay, 54234

From:
____ Visitor of Sister Bay
____ Concerned Citizen
X Property Owner
X Local Voter

Name: Dwight / Mary Jo Anderson
Street: 10811 N. Bay Shore Dr.
City: Sister Bay
State: WI Zip: 54234

Village Board,

I ask you to vote **NO** to changing the zoning code to allow quarries in Sister Bay. Quarries are an inappropriate use in the Village and changing the zoning code would be contradictory to the Village Ordinances, to the Master Plan for the Village, and contradictory to the outcry from the citizenry at the Public Hearing. There was 100% response of "No" to the zoning change by the affected residents. No zoning change means no new quarry.

Furthermore, I ask the Village to give orders to **shut down operations of an existing "non-conforming use" quarry** that has recently intensified and expanded rock quarrying operations. The new property owner did not acquire a "vested interest" in the continuance of this "nonconforming use", because the historic use was casual and occasional, and the original quarry use was merely accessory or incidental to the principal use.

Operations have now changed the character of what used to be a small incidental stone quarry operation. The new owner has expanded, and intensified the quarry in violation of the "nonconforming use" status. This intensified use can not be considered as "grandfathered".

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.

(Additional Comments)

There should not be a quarry in village limits.
Blasting will only cause problems for adjacent neighbors
(and village board?)

In conclusion, please vote **NO** to a text amendment to the zoning code that would allow quarries in the Village, and close down the operations of the existing quarry.

Respectfully signed:  Mary Jo Anderson

RECEIVED SEP 21 2015

October 14, 2015

Board of Trustees
Village of Sister Bay
P.O. Box 769
Sister Bay, WI 54234

Dear Board of Trustees:

Please read this letter in its entirety at the October 20, 2015 Board Meeting.

Twelve years ago the village of Sister Bay implemented a 20 Year Comprehensive Plan, Ordinance 03-06. This plan has been used to guide the village in its vision, growth and land use towards making Sister Bay a peaceful and enjoyable community for families to live in northern Door County with its many amenities and also as a premier tourism destination.

Sister Bay offers so much to the livelihood of its growing residential and business population and has great potential for expanding its tourism trade. When the village has the 20 Year Comprehensive Plan to direct land use, it is confusing that the village would consider a text change in its zoning code to allow the operation of a second quarry contrary to its land use plan.

The beginning of Ordinance 03-06 declares: "To provide a safe, clean, and orderly natural environment for the residents of the village of Sister Bay." The plan further cites in Chapter 3: "Carefully regulate development that has the potential to adversely affect the assessed value or livability of neighboring residential properties." And Chapter 4 mentions steering incompatible uses away from the village's residential areas.

The plan proclaims in Chapter 8: "The village has not allocated any land for industrial use in the 2020 General Plan Design. The village does not wish to encourage industrial uses within the village. The village has recommended that any future light industry locate outside the village". Furthermore the village's 2020 General Plan Design Acreage Calculations, Table 8.2, has no listing for Industrial Use.

To summarize the above, Sister Bay "does not wish to encourage" industrial uses as stated in Ordinance 03-06 and has even "recommended" relocating light industrial uses outside the village. A general theme throughout this ordinance is the village will provide a pleasant, safe, healthy and habitable environment for all residents, businesses and tourists by following its land use plan.

RECEIVED OCT 16 2015

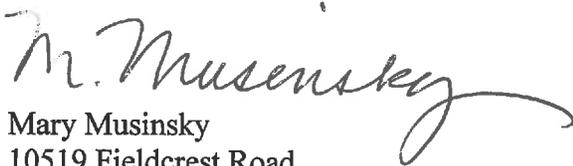
Board of Trustees
Page 2
October 14, 2015

Directions for using this Comprehensive Plan are specific: "Consult this plan before making any decision regarding land use and land use policies by the Plan Commission, Village Board, and other units of government." Instructions continue in The Introduction: "... The General Plan Design, contained within this chapter, identifies the wishes of the community, on how development should occur within the plan's timeframe and it provides direction to residents, the business community and government officials. The General Plan Design will serve as a detailed guide to the members of the Village Board in their decision making process."

The 20 Year Comprehensive Plan was designed by 60 hard-working village residents and has served the village well since its implementation. The village's residential areas, businesses and tourism have flourished from the plan's vision. This plan will continue to guide and direct the future growth of Sister Bay.

Amending the text in the existing zoning code would be contrary to the village's land use plan and also negatively impact our community's future growth. A second quarry is not a worthwhile trade-off, can only exacerbate the known problems and will never reconcile quarry issues. I urge the Board of Trustees to follow the directives in the 20Year Comprehensive Plan, support the residents of the Village of Sister Bay, and **VOTE NO** to the proposed zoning text change.

Respectfully submitted,



Mary Musinsky
10519 Fieldcrest Road
Sister Bay, WI 54234

October 14, 2015

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

Dear Board of Trustees:

Please read this letter in its entirety at the October 20, 2015 Board Meeting.

At this years June and July Sister Bay Plan Commission meetings the former Village Administrator and the village attorney stated the judge has ordered us to settle this issue by mediation. If we do not accept this agreement, we don't know what will happen. It was stated the zoning text change amendment, to allow quarries as a conditional use in the B-1 Business District was needed to get to the next phase, the conditional use permit, which has not been finalized yet.

Upon checking public court records, it appears there is much more to this story.

In 2011, the quarry's attorney asked the court to rule on the case without going to trial. The judge denied the request. The judge reviewed 3 issues before the court and discussed several other issues.

Ordinance violation for invalidation.

Expansion of a non-conforming (grandfathered) use beyond boundaries.

Expansion of a non-conforming (grandfathered) use in frequency and volume.

The court also questioned what remedies would be available and made statements regarding several other issues. The quarry's attorney then suggested using non-binding mediation and the village attorney agreed to give mediation a try.

In 2012, after unsuccessfully trying to resolve the matter with mediation, the quarry's attorney again asked to use mediation to resolve the issues. The judge then ordered mediation in hopes the matter could be resolved. **The court further stated if the parties could not resolve the matter by mediation, the court would set a date for trial and decide the case on its merits.**

Numerous meetings were then held with the mediator, the attorneys, the quarry manager, the former village administrator, and the village president. Other meetings were held in closed session (in secret) with the Village Board of Trustees. Those meetings resulted in the present "tentative" agreements.

In July of this year, the village attorney advised the court by letter, "The negotiation and discussion process has concluded and now the approval process is underway". This would explain why several members of the plan commission had little or no interest in what the residents affected most had to say.

RECEIVED OCT 16 2015

Page 2

After years of showing nothing but contempt and indifference for the Villages' officials, the residents, their health, and the enjoyment of their homes and property, village officials now propose to reward this behavior with a second even larger quarry, in violation of the present village land use plan and zoning ordinances, and at the expense of village residents.

The Villages' land use plan and zoning ordinances were developed after considerable time, thought, and public input, to reflect the values of the village and to create a plan for success in the future. The proposed agreements violate all of this. If Village officials have no respect for the Village land use plan, or zoning ordinances, and the time, thought, and effort it took to create them, why should anyone else?

A small unnoticed "do-it-yourself" quarry where the customer quarries, loads, and hauls the rock, as a sideline of a grocery store becomes a separate commercial industrial scale operation and a public nuisance, and this isn't an expansion of a non-conforming use?

The rock in the quarry, Niagara Dolomite, is not found only in the Village. This rock can be found almost anywhere just west of Lake Michigan from the Upper Peninsula of Michigan all the way south into Illinois. The only way to permanently solve this nuisance is to either buy out or relocate the quarry to a site suitable for a quarry operation.

The Village Board of Trustees should deny the text change amendment and support the residents who have invested and live in the village.

Respectfully submitted,



Steve Musinsky
10515 Fieldcrest Road
Sister Bay, WI.

Todd Strojny
2516 Fieldcrest Ln
Sister Bay, WI 54234

Attn:

Board Of Trustees
Sister Bay Village
P.O. Box 769
Sister Bay, WI 54234

Please read in its entirety to the entire Village Board

My wife and I built our home at 2516 Fieldcrest Ln. in 2005. We made a commitment to establish our lives in the village because we love it here, and it just feels like home. When we were made aware of the intentions of the quarry to expand their operation, we were quite disappointed. We were under the understanding that the village was interested in making the village more inviting for young families to come in and make this their home. We are a hard working family that loves this village and living here year round, but the proximity to an active quarry does present some issues.

There is the fact that the village of Sister Bay has made efforts to make the area more attractive to the tourism industry and spending thousands of dollars to do so. It also has tried to encourage young families to settle here as year round residents. We are one of those families. The idea of a working quarry such a short distance away is disturbing. The quarry is intrusive and takes away from the local beauty that has drawn us all here. I see no benefit to us and our way of life. There is no positive result. It is simply intrusive, offensive, and a potential hazard.

More importantly to us, we have a son who was born in 2003 and has had a history of breathing issues. They did not present until after we moved here. While there is no way to prove a direct correlation between the quarry operation and his issues, it is very difficult to not suspect a connection with the issues of air quality presented by the quarry operation.

Then there is the conversation I had with my 12 year old son. I wanted to inform him of what was going on in our neighborhood, as well as introduce him to the process of government. While I admit my knowledge of local government is limited, I gave him a brief outline of the events leading up to the present time. The fact that there have been several meetings about the issue, and certain agreements

RECEIVED SEP 28 2015

reached, the follow through has been largely neglected. There were conditions that were supposed to have been met involving reduction of dust, operating hours, and several others, that seem to have been completely ignored. There were also statements issued, agreements met, and items agreed upon that seem to have taken the public opinion completely out of the equation. I had no way of explaining to him how any of it was fair, just, or correct. This is not the picture that should be painted for the next generation of potential residents of this village. To reward a business for not following proper guidelines is a very dangerous precedent, and all residents of the village should be made aware, and be concerned. I do not wish to try to explain to my son how things just happened, and there is nothing we can do about it.

In closing, we are opposed to any expansion of the quarry, find the 10 year plan offensive since the rules set in place have not been adhered to. If the rules are changed for the village, then all residents should be worried about having a quarry getting established a few hundred feet from their property. It seems that a village that has invested so greatly in beautifying its downtown waterfront should not turn a blind eye to a location a mere mile away. There are no benefits to the village from their operation, no involvement in the community, no sponsorship, no representation at local festivals or events. They seem to take what they want, and give nothing in return. It feels to me like they are taking advantage of the situation, and we are left shaking our heads in a cloud of dust.

Thank you,

The Strojny Family

Tom and Jeanette Sadler

10503 Fieldcrest Road
Sister Bay, WI 54234

October 14, 2015

**Village President and Board of Trustees
Village of Sister Bay
P O Box 769
Sister Bay, WI 54234**

Greetings:

Attached is a copy of a "Petition Opposing Quarry Expansion" which states the reasons for opposing the Zoning text amendment to allow quarry expansion in the B-1 district.

Also attached are the signature pages which contain the signatures of 208 people. For your information this petition was signed by residents who live in all areas of our Village.

One shopkeeper placed the Petition information along with a signature page on her check out counter. This action motivated visitors to also join the cause and sign their names in opposition to the Zoning text amendment change.

If this particular Zoning text amendment change were put to a Village wide referendum it would be interesting to see the percentage of residents that would vote against changing the Zoning Code to allow quarries anywhere within the Village limits.

Tom Sadler 

Phone: 920-854-2896
E Mail: timeprosv@dcwis.com

Petition Opposing Quarry Expansion

We, the citizens of the Village of Sister Bay, Wisconsin petition the Village Board of Trustees to deny the Quarry's request to expand their operation, by voting against the Zoning text amendment proposed for the Zoning B-1 district.

This amendment is against all the tenants of Ordinance 235-XXXX15 which provides "standards for the orderly improvement and development ...based on the following principals:

Development that is consistent with the natural environment.

Development that maintains the Village's traditional small town appearance, in which its housing, shops, work places, parks and civic facilities co-exist in relative harmony

Development that balances the needs of a resort town and a residential village.

Designs that meet the architectural standards and enhance the Village's historic architecture

Quarries do not fit into any of these standards

We oppose expansion of the quarry because of the following:

1. *The expanded mining will be harmful to our health and well being due to excess dust and noise.*
2. *The blasting is harmful to basement foundations.*
3. *It will interfere with Sister Bay's reputation as a quiet, family friendly, relaxing vacation spot*
4. *Property values in Sister Bay will decline.*
5. *This is not in line with the Village Board's desire to promote family tourism in Sister Bay.*

We demand that the Village Board of Trustees deny the Quarry's request to expand their operations. Failure to deny the Quarry's request will compromise the quality of life for the citizens of Sister Bay and the tourism industry that we rely on.

We, the undersigned, residents, property owners and concerned citizens urge the members of the Board of Trustees to stand up to outside interests and act now to deny the Zoning Text Amendment to allow a quarry in the B-1 zoning district.

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
① Nick TOURAS	10423 STORM RIDGE CIRCLE #11	312-523 9334		
② JANE REBELL	10492 STORM RIDGE #12	220-854-0027		
③ BRITH NELSON	10493 E. Storm Ridge #9	612-810-8738	brithk.bitts@gmail.com	
④ John Nelson	2324 Somerset Dr., Unit 1	920-421-1589	johnelsonjiv@gmail.com	
⑤ Sally J. Burr	10494 E Storm Ridge Circle	932-2807	sallyburr94@icloud.com	
⑥ Lisa	10573 Country Walk Dr Sister Bay	920-421-1404	northerngrilledchicken.net	
⑦ Patricia M. Wisner	10533 CHERY-WOOD COURT	854-7911	MENZEL@CHERRY.NET	
⑧ Louis J Wisner		"		
⑨ Sherry Lettie	10581 Old Stage Rd			
⑩ JOHN VOIGT	10031 COUNTRY WALK DR	854-5221		
⑪ EDWARD LAITMAN	10085 Cambridge Circle	854-4949		
⑫ Ryan Dirschlein	2439 Chestnutwood			
⑬ Bill Casey	10554 Applewood			

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
14) Evan M. Kjellenberg	10867 Sister Bay Birchwood Bay	920-854-4120	smkjellenberg@charter.net	Evan M. Kjellenberg
15) Lou Pasquesi	2215 Scandia Rd. Sister Bay, WI	920-854-2214	lou.pasq-vesp@jmail.com	Lou Pasquesi
16) Robert Escobedo	10307 Woodcrest Sister Bay, WI	920 854 2233		Robert Escobedo
17) William Craque	2027 Scandia Sister Bay	920-889-2747		William Craque
18) Tom Juhl	PO BOX 174 SISTER BAY			Tom Juhl
19) Trudy A Jischke	10307 Woodcrest Rd	920 854-2233		Trudy A Jischke
20) FRANK HENDLER	10733 Little Sister	854 2560		Frank Hendler
21) Duane Trenchard	2688 S. Bay Shore	854-4085		Duane Trenchard
22) SHIRLEY M ADAMS	10786 Pheasant Ct	854-4996		Shirley M. Adams
23) Richard Adams	10786 Pheasant Ct	854-4996		Richard Adams
24) Sally Gerlach	10513 Cherrywood Ct.	854-4260		Sally Gerlach
25) DAVID GERIACI	11 " " "	" " "		David Gerlach

Quarry Petition to Village Trustees

②6	Name	Address	Phone	e-mail	signature
	Paul Kelnhofer	10805 N. Bay Shore	481-1886	pk3445@gmail.com	<i>Paul Kelnhofer</i>
	Anthony Anheuser	2297 Somerset	854-5621	774-anheuser@icloud.com	<i>Anthony Anheuser</i>
	Jenny Wesia	2261 Mill Rd	854-3353	55w0608@aol.com	<i>Jenny Wesia</i>
	Edward Schmidt	10884 Trillium Ln	854-9041	edward.schmidt@gmail.com	<i>Edward Schmidt</i>
	Linda L. CummER	7487 Cherrywood	854-6823		<i>Linda L. CummER</i>
	FRED LANG	2468 Hwy 42			<i>Fred Lang</i>
	JOY LANG	2468 So Bay Shore Dr	854-4112	info@jerryflowers.com	<i>Joy Lang</i>
	C. F. RAR CUMMER	2487 Cherrywood	854-6823		<i>C. F. RAR CUMMER</i>
	Carol Anne	2487 Fieldcrest Pl	461-1658	carolanne@live.com	<i>Carol Anne</i>
	TIM M ARSDEN	2445 CHERRYWOOD	854-3270	JIMTONI06@OUTLOOK.COM	<i>Tim M ArsdEN</i>
	Mark K Heppert	2453 Cherrywood Ln	854-2546		<i>Mark K Heppert</i>
	ROSEMARY HEPPERT	2453 Cherrywood Ln	854-2546		<i>Rosemary Heppert</i>
	THOMAS SADLER	10503 FIELDCREST RD			<i>Thomas Sadler</i>

Quarry Petition to Village Trustees

	Name	Address	Phone	e-mail	signature
(39)	CAROL KENNEDY	10541 S HIGHLAND RD 10541	920-854-3408	gckennewege@yahoo.com	Carol Kennedy
(40)	GREG KENNEDY	S HIGHLAND R	920-854-3408	DLKENNEWEG@YAHOO.COM	Dave Kennedy
(41)	KARA ANNEN	10523 S. Highland Rd.	920-854-3389	Karaannen@gmail.com	Kara Annen
(42)	JILL HOST	2485 CHERRYWOOD LANE	920-421-0285	jrhost@hotmail.com	Jill Host
(43)	LEE HOST	2485 Cherrywood Lane	920-421-0285		Lee Host
(44)	Brenda Illermann	2492 Cherrywood Lane	920-854-4797		Brenda Illermann
(45)	Carl Hedden	2483 Cherrywood	847-954-915-5243	gholsom3473@hotmail.com	Carl Hedden
(46)	Karen De	2473 Cherrywood	847-340 5712	tymentimeagain@aol.com	Karen De
(47)	Poni Munden	2445 Cherrywood Ln.	920-854-3276		Poni Munden
(48)	Kenneth J. Hollenback	2433 Cherrywood Ln	920-854-2461		K Hollenback
(49)	Craig Thorpe	2432C Cherrywood	920-854-3099		Craig Thorpe
(50)	Dawn Berna	2430 Cherrywood	920-421-2544	4hedgesalon@gmail.com	Dawn Berna
(51)	Jamda Howard	2429 Cherrywood	920-854-4079	sa.b.g.v.t.h@francisco.gov	Jamda Howard

Quarry Petition to Village Trustees

ID	Name	Address	Phone	e-mail	signature
52	WILLIAM A MATSON	10847 N SPRING	854-4735		William A. Matson
53	AL STRACK	2621 Woodland Dr	854-7392		Al Strack
54	FRED LANDSTROM	10796 N. Bay Shore	854 6346		Fred Landstrom
55	Garry Garkke	10723 Ardmore	854-7606		Garry Garkke
56	LEROY SCHRAMM	10206 S. Crescent	414-333-4814		Leroy Schramm
57	Douglas Van Vorzovs	10548 S. Highway 725	421-4288		Douglas Van Vorzovs
58	Harold Franchino	2290 Hiram Maple Pl	854-4743		Harold Franchino
59	Lawton S. Robinson III	2282 HIDDEN MAZE A	854-4626		Lawton S. Robinson III
60	Andrew P. Hendrickson	10649 Chelot Ln	854-6365		Andrew P. Hendrickson
61	MARK K. KUNSTMAN	10468 FIELD CREST RD	445 5856		Mark K. Kunstman
62	Paul Synnes	10711 Woodcrest Ln. #4	854-9105		Paul Synnes
63	Robert Quinn	10809 Cedarling	854-2947		Robert Quinn

Quarry Petition to Village Trustees

Name (Print)	Address	Phone	e-mail	signature
64) Catherine Eagan	10518 Koehn Ln	854-7787		Catherine Eagan
65) DeLores Mead	10567 Westwood Dr	854-2084		DeLores Mead
66) CARL HEINE	#302 10537 ROESSK LN	333-0360		Carl Heine
67) JEANETTE SADLER	10503 FIELDREST #	854-2896		Jeanette Sadler
68) Nancy Schmidt	10884 Tullinone	854-9041		Nancy Schmidt
69) Eugene H. Bennett	10711 Woodcroft	854-1986		Eugene H. Bennett
70) Sharon A. Slomski	3762 Carbur Rr Unit 1101	854-5299		Sharon A. Slomski
71) Rosemary Ann	10298 Woodcrest	854-6438		Rosemary Ann
72) John Auer	10298 Woodcrest B	854-6528		John Auer
73) Louise Lindem	2221 Summit W	854-4458		Louise Lindem
74) Peggy Prindle	10770 N. Spring Rd.	421-2209		Peggy Prindle
75) Peggy Weaver	10224 Woodcrest	421-1044		Peggy Weaver

Quarry Petition to Village Trustees

	Name	Address	Phone	e-mail	signature
(76)	CLIFF DARKEN	10554 Applewood Rd.	854-2883	cliffdarken@gmail.com	Cliff Darken
(77)	Marguerite Han West	10554 Applewood Rd	854-9091		Marguerite Han West
(78)	Patricia S. Martin	10554 Applewood Rd #114	854-4340		Patricia S. Martin
(79)	Bill Neddersen	10554 Applewood Rd #126	854-9605		Bill Neddersen
(80)	DENMAR DAHL	10554 APPLEWOOD RD	854 5909		Denmar D. Dahl
(81)	Vivian Hannan	10554 Applewood Rd	431 4486		Vivian Hannan
(82)	JEAN SWANSON	10554 Applewood Rd	854-5012		Jean Swanson
(83)	Sarah Swanson	1936 W. Dugood Rd	303-0198		Sarah Swanson
(84)	TOM SEAGARD	P.O. BOX 32	854-4416		Tom Seagard
(85)	Gen Follingstad Gen Follingstad	10554 Applewood Dr.	854-4355		Gen Follingstad
(86)	Helen Corden	10554 Applewood	854-9786		Helen Corden
(87)	Katharine Dueson	10536 B Sigmond	421-1435		Katharine Dueson
(88)	Annette Eriksen	10554 Applewood Rd	854-2409		Annette Eriksen
(89)	Magdalene von Zychlin	10554 Applewood	854-5984		Magdalene von Zychlin

Quarry Petition to Village Trustees

	Name	Address	Phone	e-mail	signature
90	William Wegehaupt	10579 Fieldcrest	414-232-9320	wegc1948@yahoo	Wm. Wegehaupt
91	JANET JANISSE	10585 FIELDCREST	720 431-0509	JJANISSE@DAVIDINSURANCE.COM	[Signature]
92	GARY LUNDQUIST	10578 Fieldcrest	920 445 9877	glundsonic@gmail	[Signature]
93	Bob Podkanski	10474 W. Story Ridge Cir #40	920 421 2252	bobpodkanski@gmail.com	Bob Podkanski
94	Cindy Lundquist	10576 Fieldcrest	920-854-5065		Cindy Lundquist
95	Judy Wegehaupt	10579 Fieldcrest	414 232-1018		Judy Wegehaupt
96	Emmett Jacobs	10577 Fieldcrest Rd	920-559-9592		[Signature]
97	STEVE MUSINSKY	10519 FIELDCREST	(262) 673-5444		Steve Musinsky
98	Mary Musinsky	10519 Fieldcrest Rd	262 673 5444		M. Musinsky
99	George Mangano	10762 N. BAY SHORE	(920) 854-4215 920	PATEMANGANO.INFO	[Signature]
100	Cathleen Mangano	10762 N. BAY SHORE	854-4215	cathy@manganoinfo	Cathleen Mangano
101	Susan Vorchiesi	10535 Koessl	920-854-9350	st-sue.vorchiesi@gmail.com	[Signature]
102	Ernie Gantenhaus	10440 Richard Dr	920-854-1978		Ernie Gantenhaus

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(103) JOHN McMURRAY	10638 FOREST LN	920-421-1276		<i>John M. Murray</i>
(104) GARY E. KREMEL	10854 BIRCHWOOD DR.	239-258-1310		<i>Gary E. Kreml</i>
(105) JEFF KREML	10649 WETWOOD	920-257-2887		<i>Jeff Kreml</i>
(106) Sally Pfeiffer	10649 WETWOOD	920-257-4887		<i>Sally Pfeiffer</i>
(107) Marge Saunders	10682 Forest			<i>Marge Saunders</i>
(108) NORMAN SAUNDERS	" - "			<i>Norm Saunders</i>
(109) Donna Murray	10630 Forest LN			<i>Donna Murray</i>
(110) Diane Kehnhofer	10805 N Bay Shore	854-2-465		<i>W. Kehnhofer</i>
(111) Lucille Sohns	10648 Forest Ln			<i>Jucille Sohns</i>
(112) Carol Kreml	10854 Birchwood	239-258-1309		<i>Carol Kreml</i>
(113) NANCY C. STRACK	2621 Woodland DR	920-854-7392		<i>Nancy C. Strack</i>
(114) Judy Robison	2282 Hidden Maples Ln.	854-4626		<i>Judy Robison</i>
(115) GARY MILLER	10839 N. SPRINGRA			<i>Gary Miller</i>
(116) RAYNA BJORLUN	10847 N SPRING	854-4733		<i>Jam. Bjorlun</i>

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(117) PETER BJORNUN	10847 N SPRING	854-4735		
(118) Dennis Lonsfane	10855 N. Spring	854-9389		
(119) JOHN M. LONSFANE	10855 N. Spring	854-9389		
(120) VILIS VICEKAUSKAS	10873 N SPRING			
(121) Susan L. Hoover	10872 N. Spring	414-534-0054 854-9545		
(122) Bonny Vahey	10871 N. Spring			
(123) PATRICK SHAW	10619 FOREST LN	773-774-7907		
(124) GAIL SHAW	10619 FOREST	773-774-7907		
(125) DALE SCHULT	10679 FOREST LN			
(126) Randi Fay	2609 Woodland Dr	920-854-9789		
(127) DAVID RINGSTAD	10628 Meadow Ln	920-854-2749		
(128) Arline Ringstad	10628 Meadow Ln	920-854-2749		

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(129) DONNA HUPE	10521 Cherrywood Ct	854-6601	dhupe@charter.net	
(130) ERIC SMITH	10562 S. Highland	262-3471-7427	PORTLAND@CYPHOC.COM	
(131) Julie Warner	105035 Highland	920-493-1926		
(132) Jeffrey Jacobson	10514 S. Highland	920 854 9879	jeff.jacobson@cpafco.com	
(133) Sharon A. Bennington	10550 Cherrywood Ct.	854-7561		
(134) Nora Horne	10549 Cherrywood Ct.	920-421-2636		
(135) FAYE BLUE	10519 KOESS LN	920-854-3124		
(136) SUE HARVEY	10547 S. Highland	920-854-4051		
(137) JAMES S. KENDRICK	10538 S. HIGHLAND	920-421-9157		
(138) Tina Kendrick	10538 S. Highland	920 421 4166		

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(139) Ingrid Halvorsen	2309c Villa Dr	854-9616	Sunnyway@aol.com	
(140) Jayce K. Craig	2317 E Villa Dr.	854-9667	JCRaig9667@hotmail.com	Jayce K. Craig
(141) Jim Junter	2375 W Maple	854-1809	consumer@choice.com	
(142) WILLARD SOLISTRON Eleanor M. Cullen	SCANDIA VILLAGE 2317 B Villa Dr	854-2535 854-3398	outlook.com ellie1742@	Willard Solistron Eleanor M. Cullen
(143) Peter M. Stone	2317-C Villa Dr.	854-4058		Peter M. Stone
(144) Brad Hatcher	2317A Villa Dr.	854-4018		Brad Hatcher
(145) Richard Larson	2387 Country Club Dr.	471-2337		Richard Larson
(147) Jane W. Weis	2317 A Villa Dr.	854-1185		Jane W. Weis

Quarry Petition to Village Trustees

(148) Name	Address	Phone	e-mail	signature
Debra L. Osten	12285 Garrett Bay Ellison Bay, WI.	854-7082		Debra L. Osten
(149) CLAIRE LOBUONO	532 MIAMI TRAIL HARRISON, OHIO	513-845-4317		Claire LoBuono
(150) AMY SAMES	8613 White Cliff Coff House	920-868-9419		Amy James
(151) Linda Hayden	Harrison, Ohio 95 FAIR DR 45030	513-367-9866		Linda Hayden
(152) Deborah J. Thatcher	5407 S. Swift Ave. Cudahy WI. 53110	414-303-9998		Deborah J. Thatcher
(153) Sue Richards	Sheboygan WI 53083	920-459-8456		Sue Richards
(154) Dawn Kutzman	Oconomowoc	1-262-648-5264		Dawn Kutzman
(155) Julia Martini	3726 Rose Garden New Franken	(920) 544-1199		Julia Martini
(156) Ann J. Neer	2429 Center Parc Madison WI	608-514-3702		Ann J. Neer
(157) Angiel Awetta	Madison 53704	608-630-5814		Angiel Awetta
(158) Dawn Stapan	1945 Glen Ln Danier IL	630-654-4227		Dawn Stapan
(159) Bob White	306 COLUMBIA DES PLAINES	847-699-0797		Bob White
(160) Doug Yanson	1007 Rosemary Terr Deerfield IL	224-405-2517		Doug Yanson
(161) Anne DeChapin	5316 Dirbites Rd Spokane, WA 99217	815-397-6825		Anne DeChapin

Quarry Petition

Name	Address	Phone	Signature
Au WALKER (162) (163) (164)	1237 St. Charles Hot Springs, AR 71915	815-838-2202	Duane M Walker
Chris Caldwell (165) (166)	2850 HERRING, BRIDGEMAN 2787 Sandover Street 71915	847-253-4680	[Signature]
Deb Gilmore (166) (167)	9459 Sunny Side Dr 229 Grackin Ave. 715829	715 829 3666	[Signature]
W. H. Coley (168) (169)	18408 Town Hall Rd Elder to WI 5493 2473 Chumwood 54234	715-836-9135	[Signature]
Kathie Oiser (169)	940 873-2222 Cottage and Guest	847-340-5712	[Signature]

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(170) PAT CROW	2301 Hidden Maples Place	854-7996	Conloncrow@gmail.com	<i>[Signature]</i>
(171) Eileen Mulden	2367 Hidden Maple	920 757-4732	depipka@gmail.com	E. Mulden
(172) John & Marybeth Reinke	2285 2285 Hidden Maples	715-330-1281	jreinke5@icloud.com	John Reinke
(173) D. Wood	2284 Hidden Maple	854-3357		D. Wood
(174) Anton Robinson	2282 Hidden Maples	920-854-4626		
(175) Mary A. Lewis	2295 Somerset	920-854-5621		Mary A. Lewis
(176) Donna S. Donohue	2290 Hidden Maples	920-854-4743		
(177) JOHN WETTSTEIN	2300 Hidden Maples Pl	212-289-0728	JOHN.WETTSTEIN@gmail.com	John Wettstein
(178) Janet Pohl	2303 Somerset	920-854-3233	bjpohl12@gmail.com	Janet Pohl

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(179) Kerth Wickert	10554 Applewood	920 481-0668	w.wickert@earthlink.net	<i>Kerth Wickert</i>
(180) B.A. Knudson	10554 Applewood apw133	854-5597		<i>B.A. Knudson</i>
(181) David R Seeger	10554 Applewood Dr apw133	854-2010		<i>David R Seeger</i>
(182) Lois D. Seeger	10554 Applewood Dr	854-2010		<i>Lois D Seeger</i>
(183) Agnes Kubry	Apt. 108 10554 Applewood Dr.	854-2888		<i>Agnes Kubry</i>
(184) John F Mork	2241 SUNSET DR 31512 BAY, WI	854-7315		<i>John F Mork</i>
(185) Barbara Larson	10554 Applewood Dr Aster Bay, WI	854-4835		<i>Barbara Larson</i>

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(186)	Sister Burt	41-2571		
(187)	June Dizon			
(188)	10725 Sister Bluff 18A	493-0901		
(189)	Bulet Ramer			
(190)	10506 Country Sister Fay			
(191)	10573 Country Walk Dr			

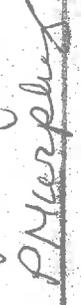
Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(192) Carlin Hatch	10529 Judith Bazar Sister Bay, WI	(920) 857-7835	chatch@gmail.com	
(193) Chad Kodanko	2380 Parkview Dr.	(920) 279-0191	chad@centdowcountys.com	
(194) Alex Long	10515 S. Highland Rd 10770	239-777-5558	AlexLong1743@age.fsu.edu	
(195) JERRY BRANDT	N. BAYSHORE DR 2516 FIELDCREST LN	920-421-2920		
(196) Todd Stronjny	SISTER BAY	920-421-1954		

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
197 Rob Zoschke	10781 Birchwood Dr. 10540 Kessler Lane Apt A	421-4855 421-2019	rob@ycsb.com fuglie1@live.com	[Signature]
198 Holly Reynolds				Holly Reynolds
199 Irene Billmeier	10362 Country Ln	920-889-2885	I40B@AOL.COM	Irene Billmeier
200 Kim Elkina	10522 Fieldcrest Rd	920-887-7724	dkarate@hotmail.com	Kim Elkina
201 Brad Elkina	10522 Fieldcrest Rd	854-7724	dkarate@hotmail.com	[Signature]

Quarry Petition to Village Trustees

Name	Address	Phone	e-mail	signature
(206) HANK MURPHY	10891 N. BAY SHORE SISTER BAY, WI	920-854-3113	hpmurphy466@gmail.com	
(207) Patricia Murphy	10891 N. Bay Shore Dr. Sister Bay, WI	920-854-3113	pattimurphy466@gmail.com	

Village of Sister Bay

10/13/15
12:50

Door County Sheriff's Office
Law Incident Address History Report, by Nature

234
Page: 1

Inc. No.	Reported	Nature	Address	Loctn	Dsp
15-004201	13:15:38 05/23/15	911 Follow Up	S BAY SHORE DR; Liberty Gr	LVSI	CLO
15-004305	17:47:10 05/25/15	911 Follow Up	10307 WOODCREST RD; V. Sis	LVSI	CLO
15-004402	13:53:22 05/28/15	911 Follow Up	10554 APPLEWOOD RD; V. Sis	LVSI	CLO
15-004570	10:19:55 06/02/15	911 Follow Up	10692 FOREST LN; V. Sister	LVSI	CLO
15-004799	23:15:26 06/07/15	911 Follow Up	10552 S HIGHLAND RD; V. Si	LVSI	CLO
15-006898	17:05:19 07/21/15	911 Follow Up	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-006921	23:47:08 07/21/15	911 Follow Up	2258 MILL RD; V. Sister Ba	LVSI	CLO
15-007007	18:37:18 07/23/15	911 Follow Up	MILL RD & PARKVIEW LN; Sis	LVSI	CLO
15-007048	15:47:46 07/24/15	911 Follow Up	2468 SUNNYSIDE RD; V. Sist	LVSI	CLO
15-007144	09:29:12 07/26/15	911 Follow Up	10698 N BAY SHORE DR; V. S	LVSI	CLO
15-007715	14:33:45 08/05/15	911 Follow Up	10714 SISTER BLUFF DR; UNI	LVSI	CLO
15-007983	21:00:10 08/11/15	911 Follow Up	2505 S BAY SHORE DR; Siste	LVSI	CLO
15-008625	09:47:31 08/26/15	911 Follow Up	2522 S BAY SHORE DR; V. Si	LVSI	CLO
15-008734	18:10:54 08/28/15	911 Follow Up	10566 COUNTRY WALK DR; V.	LVSI	CLO
15-005738	17:05:48 06/29/15	911 Hang Up	10631 LITTLE SISTER RD; V.	LVSI	CLO
15-006949	15:31:00 07/22/15	Additional Pat	SCANDIA RD; Sister Bay-V,	LVSI	ACT
15-008670	12:52:06 08/27/15	Additional Pat	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-003558	13:44:21 05/05/15	Alarm	2438 S BAY SHORE DR; V. Si	LVSI	CLO
15-003866	21:00:59 05/14/15	Alarm	2541 S BAY SHORE DR; V. Si	LVSI	UNF
15-003906	01:10:39 05/16/15	Alarm	2541 S BAY SHORE DR; V. Si	LVSI	CLO
15-005287	15:54:08 06/19/15	Alarm	2669 S BAY SHORE DR; V. Si	LVSI	CLO
15-006260	23:41:51 07/08/15	Alarm	2438 S BAY SHORE DR; V. Si	LVSI	FLS
15-006360	21:47:27 07/10/15	Alarm	2438 S BAY SHORE DR; V. Si	LVSI	CLO
15-006389	13:08:21 07/11/15	Alarm	2438 S BAY SHORE DR; V. Si	LVSI	CLO
15-006510	19:27:10 07/13/15	Alarm	10771 N BAY SHORE DR; V. S	LVSI	CLO
15-006745	15:24:44 07/18/15	Alarm	10700 WESTWOOD DR; V. Sist	LVSI	CLO
15-006957	19:06:13 07/22/15	Alarm	2669 S BAY SHORE DR; V. Si	LVSI	CLO
15-007216	16:33:51 07/27/15	Alarm	2516 SUNNYSIDE RD; UNIT 601	LVSI	CLO
15-007432	16:12:39 07/31/15	Alarm	2669 S BAY SHORE DR; V. Si	LVSI	CLO
15-007541	14:18:02 08/02/15	Alarm	10626 WESTWOOD DR; V. Sist	LVSI	FLS
15-008296	02:13:00 08/18/15	Alarm	2541 S BAY SHORE DR; V. Si	LVSI	CLO
15-008338	06:52:40 08/19/15	Alarm	2669 S BAY SHORE DR; V. Si	LVSI	CLO
15-005419	19:10:02 06/22/15	Animal Welfare	10576 COUNTRY WALK DR; V.	LVSI	UNF
15-005987	12:24:47 07/04/15	Animal Welfare	N BAY SHORE DR & MILL RD;	LVSI	CLO
15-006279	12:18:57 07/09/15	Animal Welfare	10648 N BAY SHORE DR; V. S	LVSI	CLO
15-006336	13:54:29 07/10/15	Animal Welfare	10685 N BAY SHORE DR; V. S	LVSI	CLO
15-006201	18:24:27 07/07/15	Bicycle Acciden	S SPRING RD & MILL RD; Sis	LVSI	CLO
15-006557	21:46:58 07/14/15	Burn	10627 N BAY SHORE DR; V. S	LVSI	CLO
15-007926	11:15:26 08/10/15	Car In Ditch	ST HY 57; Sister Bay-V; BE	LVSI	CLO
15-007860	17:40:19 08/08/15	Cat Bite	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
15-004873	16:42:45 06/09/15	Citizen Assist	10744 N BAY SHORE DR; V. S	LVSI	CLO
15-005023	20:26:45 06/12/15	Citizen Assist	PEBBLE BEACH RD; Liberty G	LVSI	CLO
15-006831	11:21:38 07/20/15	Citizen Assist	2257 MILL RD; APT D22er Ba	LVSI	CLO
15-006850	14:17:34 07/20/15	Citizen Assist	10680 REGATTA WAY; V. Sist	LVSI	CLO
15-006993	13:33:34 07/23/15	Citizen Assist	2384 MILL RD; Sister Bay-V	LVSI	CLO
15-007051	16:09:39 07/24/15	Citizen Assist	10606 WESTWOOD DR; V. Sist	LVSI	CLO
15-007246	11:14:24 07/28/15	Citizen Assist	10627 CLAFLIN LN; V. Siste	LVSI	CLO
15-007788	10:45:11 08/07/15	Citizen Assist	10716 N BAY SHORE DR; V. S	LVSI	CLO
15-008579	18:31:59 08/24/15	Citizen Assist	10493 E STONY RIDGE CIR; V	LVSI	CLO
15-004664	18:38:54 06/04/15	Dead Body	10664 FOREST LN; V. Sister	LVSI	CLO
15-005130	21:26:15 06/15/15	Disorderly	2389 COUNTRY WALK DR; V. S	LVSI	CLO
15-006718	01:20:37 07/18/15	Disorderly	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-005758	11:26:37 06/30/15	Dog Bite	2387 COUNTRY WALK DR; V. S	LVSI	CLO
15-005132	22:28:12 06/15/15	Domestic Abuse	10493 E STONY RIDGE CIR; V	LVSI	CLO
15-007872	01:21:03 08/09/15	Drugs	2155 AUTUMN CT; V. Sister	LVSI	CAA

10/13/15
12:50Door County Sheriff's Office
Law Incident Address History Report, by Nature234
Page: 2

Inc. No.	Reported	Nature	Address	Loctn	Dsp
15-007823	22:50:10 08/07/15	Dui	AUTUMN CT; Sister Bay-V, S	LVSI	CLO
15-006108	02:38:08 07/06/15	Fall	2374 PARKVIEW DR; V. Siste	LVSI	CLO
15-008794	00:52:37 08/30/15	Fall	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-003854	10:53:41 05/14/15	Family Fight	, Sister Bay, WI	LVSI	CLO
15-004704	18:06:35 06/05/15	Family Fight	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-005081	13:06:40 06/14/15	Family Fight	10627 CLAFLIN LN; V. Siste	LVSI	CAA
15-005641	19:04:30 06/27/15	Fire	2259 MILL RD; V. Sister Ba	LVSI	CLO
15-007619	14:43:52 08/03/15	Fire	10775 BIRCHWOOD DR; V. Sis	LVSI	ACT
15-004118	16:07:54 05/21/15	Fire Alarm	2669 S BAY SHORE DR; V. Si	LVSI	FLS
15-004814	10:27:26 06/08/15	Fire Alarm	10673 REGATTA WAY; V. Sist	LVSI	CLO
15-005519	10:02:32 06/25/15	Fire Alarm	10560 APPLEWOOD RD; RM 107	LVSI	CLO
15-007552	14:14:46 08/02/15	Fire Alarm	2669 S BAY SHORE DR; V. Si	LVSI	ACT
15-008089	00:07:42 08/14/15	Fire Alarm	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
15-008133	20:48:29 08/14/15	Fire Alarm	10560 APPLEWOOD RD; V. Sis	LVSI	ACT
15-008273	14:26:05 08/17/15	Fire Alarm	2236 MILL RD; V. Sister Ba	LVSI	CLO
15-006025	21:09:57 07/04/15	Fireworks	S SPRING RD; Sister Bay-V,	LVSI	CLO
15-006213	22:48:44 07/07/15	Fireworks	PEBBLE BEACH RD; Liberty G	LVSI	CLO
15-006086	17:24:51 07/05/15	Found Property	10640 N BAY SHORE DR; V. S	LVSI	CLO
15-008474	18:47:27 08/22/15	Found Property	SCANDIA RD; Sister Bay-V,	LVSI	CLO
15-006333	13:26:07 07/10/15	Fraud	2305 SOMERSET DR; V. Siste	LVSI	CLO
15-004437	15:19:57 05/29/15	Gas Drive Off	10748 N BAY SHORE DR; V. S	LVSI	CLO
15-006502	16:37:05 07/13/15	Gas Drive Off	10748 N BAY SHORE DR; V. S	LVSI	CLO
15-008397	19:03:00 08/20/15	Gas Drive Off	10748 N BAY SHORE DR; V. S	LVSI	CLO
15-006273	09:51:31 07/09/15	Heart Problem	2155 AUTUMN CT; V. Sister	LVSI	CLO
15-006994	14:38:44 07/23/15	Information	2257 MILL RD; V. Sister Ba	LVSI	CLO
15-008177	16:08:02 08/15/15	Information	COUNTRY WALK DR; Sister Ba	LVSI	CLO
15-008332	22:40:28 08/18/15	Intoxication	ST HY 57; BAILEYS HARBOR S	LVSI	CLO
15-004059	08:08:47 05/20/15	Juvenile Prob	2387 COUNTRY WALK DR; V. S	LVSI	CLO
15-005125	16:27:56 06/15/15	Juvenile Prob	COUNTRY WALK DR; Sister Ba	LVSI	CLO
15-006216	01:04:26 07/08/15	Juvenile Prob	10733 N BAY SHORE DR; V. S	LVSI	CLO
15-007429	16:07:04 07/31/15	Juvenile Prob	10687 MARINERS POINTE DR;	LVSI	CLO
15-007571	18:50:06 08/02/15	Juvenile Prob	PARK ACROSS FROM AL JOHNSO	LVSI	CLO
15-006072	13:16:55 07/05/15	Littering	10704 WOODCREST LN; V. Sis	LVSI	CLO
15-003522	09:33:30 05/04/15	Medical	2257 MILL RD; UNIT D21, Si	LVSI	CLO
15-003544	00:40:39 05/05/15	Medical	10560 APPLEWOOD RD;ROOM 10	LVSI	CLO
15-004322	05:45:14 05/26/15	Medical	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
15-005560	01:50:25 06/26/15	Medical	10481 E STONY RIDGE CIR; V	LVSI	CLO
15-007052	16:31:32 07/24/15	Medical	10620 LITTLE SISTER RD; V.	LVSI	CLO
15-007825	00:13:45 08/08/15	Medical	10663 N BAY SHORE DR; V. S	LVSI	CLO
15-006096	21:10:56 07/05/15	Missing Person	SISTER BAY BEACH, Sister B	LVSI	CLO
15-005545	17:52:45 06/25/15	Motorist Assist	ST HY 57; Sister Bay-V; ST	LVSI	CLO
15-007190	00:10:29 07/27/15	Motorist Assist	WOODCREST RD & SKOGLAND CT	LVSI	CLO
15-007772	18:39:43 08/06/15	Motorist Assist	COUNTRY WALK DR; Sister Ba	LVSI	CLO
15-003848	01:53:44 05/14/15	Noise Complaint	10771 N SPRING RD; NORTH O	LVSI	CLO
15-005665	03:16:51 06/28/15	Noise Complaint	MAPLE DR & CLAFLIN LN; Sis	LVSI	CLO
15-007511	07:26:01 08/02/15	Noise Complaint	10673 REGATTA WAY; V. Sist	LVSI	CLO
15-004133	22:53:13 05/21/15	Parking Problem	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-006732	10:27:12 07/18/15	Parking Problem	CANTERBURY LN; Sister Bay-	LVSI	CLO
15-007128	00:13:15 07/26/15	Parking Problem	MILL RD & REGATTA WAY; Sis	LVSI	CLO
15-008422	12:13:33 08/21/15	Parking Problem	10745 WOODCREST RD; V. Sis	LVSI	CLO
15-003414	11:26:26 05/01/15	Pd Accident	10640 N BAY SHORE DR; V. S	LVSI	CLO
15-003454	12:03:40 05/02/15	Pd Accident	10698 N BAY SHORE DR; V. S	LVSI	CLO
15-003596	14:18:22 05/06/15	Pd Accident	2261 MILL RD; V. Sister Ba	LVSI	CLO
15-004475	14:51:30 05/30/15	Pd Accident	10866 N BAY SHORE DR; Sist	LVSI	CLO
15-005026	21:42:53 06/12/15	Pd Accident	10627 N BAY SHORE DR; V. S	LVSI	CLO

10/13/15
12:50Door County Sheriff's Office
Law Incident Address History Report, by Nature234
Page: 3

Inc. No.	Reported	Nature	Address	Loctn	Dsp
15-005727	13:40:36 06/29/15	Pd Accident	N BAY SHORE DR & SCANDIA R	LVSI	CLO
15-005769	15:03:09 06/30/15	Pd Accident	2603 S BAY SHORE DR; V. Si	LVSI	CLO
15-005902	08:36:43 07/03/15	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-005949	21:44:34 07/03/15	Pd Accident	10627 N BAY SHORE DR; V. S	LVSI	CLO
15-006232	10:56:52 07/08/15	Pd Accident	N BAY SHORE DR; Sister Bay	LVSI	CLO
15-006239	13:18:24 07/08/15	Pd Accident	10698 N BAY SHORE DR; V. S	LVSI	CLO
15-006434	09:59:17 07/12/15	Pd Accident	2378 MAPLE DR; V. Sister B	LVSI	CLO
15-007183	20:47:05 07/26/15	Pd Accident	2389 COUNTRY WALK DR; V. S	LVSI	CLO
15-007241	09:10:37 07/28/15	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-007507	01:15:12 08/02/15	Pd Accident	2622 S BAY SHORE DR; V. Si	LVSI	CLO
15-007531	15:24:52 08/02/15	Pd Accident	10698 N BAY SHORE DR; V. S	LVSI	ACT
15-007759	14:34:02 08/06/15	Pd Accident	10560 APPLEWOOD RD; V. Sis	LVSI	CLO
15-007787	09:50:56 08/07/15	Pd Accident	MILL LN; Sister Bay-V, Sis	LVSI	CLO
15-008157	10:15:19 08/15/15	Pd Accident	10536 EDGEWOOD DR; V. Sist	LVSI	CLO
15-008236	16:11:16 08/16/15	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-008294	01:17:01 08/18/15	Pd Accident	COUNTRY WALK DR & KOESSL L	LVSI	CAA
15-008619	08:21:43 08/26/15	Pd Accident	10576 COUNTRY WALK DR; V.	LVSI	CLO
15-008664	11:05:34 08/27/15	Pd Accident	ST HY 57 & COUNTRY WALK DR	LVSI	CLO
15-008774	17:17:23 08/29/15	Pd Accident	10685 N BAY SHORE DR; V. S	LVSI	CLO
15-006506	17:32:59 07/13/15	Pi Accident	N BAY SHORE DR & MILL RD;	LVSI	CLO
15-007141	08:16:13 07/26/15	Pi Accident	FIELDCREST RD & CHERRYWOOD	LVSI	CLO
15-007414	12:37:33 07/31/15	Pi Accident	10440 ST HY 57; Sister Bay	LVSI	CLO
15-008180	16:45:28 08/15/15	Pi Accident	S BAY SHORE DR & LITTLE SI	LVSI	CLO
15-003413	11:01:56 05/01/15	Property Damage	10733 LITTLE SISTER RD; V.	LVSI	CLO
15-004062	10:29:36 05/20/15	Property Damage	10636 N BAY SHORE DR; V. S	LVSI	CLO
15-008072	18:03:57 08/13/15	Rape	10520 ST HY 57; V. Sister	LVSI	RDA
15-007578	20:18:48 08/02/15	Reckless Driver	10576 COUNTRY WALK DR; V.	LVSI	ACT
15-003612	19:46:32 05/06/15	Restraining Vio	10552 S HIGHLAND RD; V. Si	LVSI	CAA
15-007784	09:19:31 08/07/15	Stroke	2521 S BAY SHORE DR; V. Si	LVSI	CLO
15-004483	17:32:38 05/30/15	Suicide Threats	10627 CLAFLIN LN;#5, Siste	LVSI	CLO
15-003436	00:23:48 05/02/15	Suspicious	2124 AUTUMN CT; V. Sister	LVSI	CLO
15-004054	00:27:33 05/20/15	Suspicious	SISTER BAY PARK, Sister Ba	LVSI	CLO
15-004187	06:43:25 05/23/15	Suspicious	2541 S BAY SHORE DR; V. Si	LVSI	CLO
15-004277	02:21:22 05/25/15	Suspicious	10640 N BAY SHORE DR; V. S	LVSI	CLO
15-004366	14:29:02 05/27/15	Suspicious	SISTER BAY MARINA PARKING	LVSI	CLO
15-004954	11:34:44 06/11/15	Suspicious	10748 N BAY SHORE DR; V. S	LVSI	CLO
15-005046	10:11:48 06/13/15	Suspicious	ORCHARD DR; Sister Bay-V,	LVSI	CLO
15-005126	18:26:25 06/15/15	Suspicious	10716 N BAY SHORE DR; V. S	LVSI	CLO
15-005172	03:08:39 06/17/15	Suspicious	ACROSS FROM SISTER BAY LIB	LVSI	CLO
15-005426	23:01:36 06/22/15	Suspicious	N BAY SHORE DR & MILL RD;	LVSI	CLO
15-006215	23:49:42 07/07/15	Suspicious	2124 AUTUMN CT; V. Sister	LVSI	CLO
15-006228	10:31:46 07/08/15	Suspicious	2261 MILL RD; V. Sister Ba	LVSI	CLO
15-006415	00:36:34 07/12/15	Suspicious	WATERFRONT PARK, SISTER BAY	LVSI	CLO
15-006420	02:59:30 07/12/15	Suspicious	WATERFRONT PARK, Sister Ba	LVSI	CLO
15-006852	14:50:39 07/20/15	Suspicious	10733 N BAY SHORE DR; V. S	LVSI	CLO
15-006878	00:40:45 07/21/15	Suspicious	SISTER BAY PARK, Sister Ba	LVSI	CLO
15-007055	18:00:32 07/24/15	Suspicious	2410 S BAY SHORE RD, Siste	LVSI	CLO
15-007450	23:50:08 07/31/15	Suspicious	2155 AUTUMN CT; V. Sister	LVSI	CLO
15-007819	21:48:41 08/07/15	Suspicious	AUTUMN CT; Sister Bay-V; S	LVSI	CLO
15-007959	08:35:42 08/11/15	Suspicious	2280 SCANDIA RD; V. Sister	LVSI	CLO
15-008371	22:57:17 08/19/15	Suspicious	SISTER BAY MARINA, Sister	LVSI	CLO
15-003870	23:33:16 05/14/15	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-004232	00:01:21 05/24/15	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-004417	00:41:40 05/29/15	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-005834	01:11:45 07/02/15	Tavern Check	10640 N BAY SHORE DR; V. S	LVSI	CLO

10/13/15
12:50Door County Sheriff's Office
Law Incident Address History Report, by Nature234
Page: 4

Inc. No.	Reported	Nature	Address	Loctn	Dsp
15-007826	01:14:55 08/08/15	Tavern Check	10641 N BAY SHORE DR; V. S	LVSI	CLO
15-003554	11:37:20 05/05/15	Theft	10697 N BAY SHORE DR; V. S	LVSI	UNF
15-007002	16:32:53 07/23/15	Theft	10683 LITTLE SISTER RD; V.	LVSI	ACT
15-007463	08:38:56 08/01/15	Theft	10874 N BAY SHORE DR; V. S	LVSI	CLO
15-008814	12:11:58 08/30/15	Theft	2578 S BAY SHORE DR; Siste	LVSI	ACT
15-008789	23:27:48 08/29/15	Theft-Automobil	2405 COUNTRY WALK DR; APT	LVSI	CLO
15-008263	10:11:30 08/17/15	Threatening	2438 S BAY SHORE DR; V. Si	LVSI	CLO
15-006122	10:16:26 07/06/15	Threats	2261 MILL RD; UNIT A3, Sis	LVSI	CLO
15-005077	10:52:27 06/14/15	Traffic Offense	E STONY RIDGE CIR; Sister	LVSI	CLO
15-007553	14:15:27 08/02/15	Tree Down	10567 WESTWOOD DR; V. Sist	LVSI	ACT
15-007557	14:21:07 08/02/15	Tree Down	ST HY 57; Sister Bay-V; CO	LVSI	CLO
15-007559	14:49:35 08/02/15	Tree Down	10567 WESTWOOD DR; V. Sist	LVSI	CLO
15-007854	15:59:17 08/08/15	Trespassing	2445 S BAY SHORE DR; V. Si	LVSI	CLO
15-007906	22:08:11 08/09/15	Trespassing	2502 S BAY SHORE DR; V. Si	LVSI	UNF
15-004120	16:15:20 05/21/15	Vandalism	2259 MILL RD; V. Sister Ba	LVSI	CLO
15-005635	17:01:01 06/27/15	Vandalism	2259 MILL RD; V. Sister Ba	LVSI	CLO
15-006857	16:08:25 07/20/15	Vandalism	2259 MILL RD; V. Sister Ba	LVSI	CLO
15-006937	10:39:45 07/22/15	Vandalism	2259 MILL RD; APT 13B, Sis	LVSI	CLO
15-007420	14:34:27 07/31/15	Vandalism	10725 NORTH CRESCENT RD; V	LVSI	CLO
15-008612	19:45:20 08/25/15	Vandalism	10685 N BAY SHORE DR; V. S	LVSI	CLO
15-004391	08:18:26 05/28/15	Vehicle Defect	2541 S BAY SHORE DR; V. Si	LVSI	CLO
15-004445	17:58:28 05/29/15	Vehicle Defect	10363 ST HY 57; V. Sister	LVSI	CLO
15-008309	10:47:02 08/18/15	Vehicle Defect	10522 FIELDCREST RD; V. Si	LVSI	CLO
15-003601	16:39:12 05/06/15	Vehicle Theft	MAPLE DR & CLAFLIN LN; Sis	LVSI	CAA
15-008239	18:19:33 08/16/15	Vehicle Theft	10881 N BAY SHORE DR; V. S	LVSI	ACT
15-005269	02:02:54 06/19/15	Wanted Person	10525 JUDITH BLAZER DR; APT	LVSI	CLO
15-008448	11:39:42 08/22/15	Wanted Person	10493 E STONY RIDGE CIR; V	LVSI	CLO
15-006908	18:56:44 07/21/15	Water Rescue	SISTER BAY MARINA, Sister	LVSI	CLO
15-007534	14:46:09 08/02/15	Water Rescue	10692 FOREST LN; V. Sister	LVSI	ACT
15-004636	23:13:46 06/03/15	Welfare Check	10534 KOESSL LN; APT B, Si	LVSI	CLO
15-005964	03:54:49 07/04/15	Welfare Check	N BAY SHORE DR & SCANDIA R	LVSI	CLO
15-006243	13:47:11 07/08/15	Welfare Check	2374 PARKVIEW DR; V. Siste	LVSI	CLO
15-006747	15:34:58 07/18/15	Welfare Check	10534 KOESSL LN; V. Sister	LVSI	CLO
15-008287	19:26:02 08/17/15	Welfare Check	2259 MILL RD; V. Sister Ba	LVSI	CLO
15-008652	22:28:50 08/26/15	Welfare Check	2328 MILL RD; V. Sister Ba	LVSI	CLO
15-006511	19:25:01 07/13/15	Wire Down	10676 S SPRING RD; V. Sist	LVSI	CLO

Total Incidents for This Report: 201

Report Includes:

All dates between `00:00:00 05/01/15` and `23:59:59 08/31/15`
All location codes matching `LVSI`
All cities
All addresses
All agencies matching `DRSO`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rpt81ania-rplwiah.r2_2 ***



Board of Trustees Notice of Public Hearing

The Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Rd, Door County, Wisconsin on **Tuesday, October 20, 2015 at 6:00 P.M.** or shortly thereafter, for the purpose of considering a request by Brandon Small for a text amendment to allow quarries as a conditional use in the B-1 zoning district

The purpose of this public hearing is to obtain comments and input from the public on the request for a text amendment to the Village's Zoning Code.

A copy of the proposed text amendment is available for inspection. The Zoning Code and Zoning Map for the Village is on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 10:00 a.m. and 4:00 p.m. Those drafts are also available on the Village web site at www.sisterbaywi.info.

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 meeting. 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 meeting, but individual letters will not be read. Anonymous correspondence will not be accepted.

All application materials for Regular Zoning Permits, Conditional Use Permits and zoning amendment petitions may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, Wisconsin during normal business hours, 10:00 am. - 4:00 p.m.

By order of the Trustees of the Village of Sister Bay.

Zeke Jackson

Zoning Administrator

zeke.jackson@sisterbaywi.gov



Village of Sister Bay

BOARD REPORT

PUBLIC INFORMATION NOTICE

Meeting Date 10/20/15
Item No.: 1

September 28, 2015

There are two issues before the Village Board regarding the Sister Bay Properties, LLC. (SBP) quarry located behind Shopko. After years of litigation over citations issued by the Village, judge Diltz required a mediation process between the Village and SBP that has resulted in this public hearing. The first item is a zoning text change that would permit dimensional stone quarries as a conditional use in B-1 General Business Districts. The Plan Commission recommends approval of this change. If the Board also approved of this text amendment and adopted the proposed ordinance, then the Plan Commission would take up the second issue: review and consider approval of a conditional use permit to operate the quarry under a series of specific conditions.

Regardless, even if the Plan Commission approves or disapproves both items the Village Board makes the final decision and can follow the Plan Commission's recommendations or reject them. Both items will be considered at appropriately noticed public hearings. The Public Hearing for the first issue at the Village Board is scheduled for October 20, 2015 at 6:00 at the SBLG Fire Station on Mill Rd.

Background

In August 2012, Brandon Small developed a proposal for the operation of the existing quarry and expansion of operations into the adjacent parcel. The issue was referred to the Plan Commission in October 2012 and the result was direction from the Plan Commission to develop a series of talking points that would address neighbor complaints and Code violations. By April 2013, the Village Administrator had prepared a series of "talking points" that the Plan Commission used as the basis for discussion with Brandon Small and the neighbors at a meeting on May 2013. The result of those meetings was a new operating proposal from Brandon Small. In general terms, in exchange for allowing the expansion of the quarry operation into their adjacent 7 acre parcel, SBP would make a series of operational changes to the existing quarry and both quarries would stop operating after 10 years. Since 2014, the Village has been negotiating with SBP to develop a set of conditions that protect nearby property owners.

The following documents are available at the Village Administration Offices.

1. A proposed ordinance that would change the Zoning Code to permit allow a quarry to operate under a conditional use permit.
2. A proposed Conditional Use Permit and Development Agreement that specifies the new operating requirements for the entire quarry. There are numerous detailed requirements in order to protect the neighbor's and Village's interests.
3. A draft resolution for the Board of Trustees that would express the reasons why the proposed project meets the conditional use permit standard.

Currently quarries are prohibited and the SBP quarry operates as a preexisting nonconforming use. The Plan Commission conducted the hearing on the issue of changing the B-1 business district zoning to allow dimensional stone quarries as a conditional use. However, they did not make a decision on that issue and decided to defer action until the August 26 meeting.

If the Plan Commission recommends changing the zoning code, then they can consider the information provided by SBP for the conditional use permit. The Village has prepared a draft agreement that covers the points raised by the Plan Commission and residents back in 2012-2013. The conditional use process requires the applicant to address the proposal's impact on the community and neighborhood. Section 66.1535 of the Zoning Code outlines the factors that the Plan Commission must consider and the information that the applicant needs to apply. A draft resolution has been prepared for the Board to consider that would approve the conditional use agreement.

The items below are a summary of pros and cons for approving the expansion of the quarry. All the details are covered in the draft conditional use agreement.

Duration of operation

Back in 2012 Bill Schuster's wrote a letter to Tom Sadler stating that converting the existing dimension stone quarry to a gravel quarry is highly unlikely, if not impossible. The promise by Brandon Small to stop all operations on both parcels after 10 years is a good deal, if he could keep operating the existing quarry for more than 10 years. But, if he runs into stone that is uneconomical to remove after five years it is a bad deal. It is also likely that if he does not expand the operation into the second parcel that he will blast to reach lower and lower layers of rock in the existing parcel. The dilemma on how long he will operate is unclear, but with this agreement there is a date certain when it will stop. The other factor effecting the duration of the quarry's operation is the demand for the type of stone it generates. During the recent economic and housing recession the quarry's activities slowed considerably. If the demand slows for stone slows down, but the quality of the stone remains acceptable the quarry will just operate longer in the existing pit.

Dust Control and Noise

The complaints regard dust blowing off the property and backup alarm noise from the operating machinery started in 2007 when SBP greatly expanded the removal of rock from the quarry. The Village Administrator issued citations and the Village Attorney has been dealing with this issue before Judge Diltz who has deferred the issue to the mediator. It is unlikely that the judge will order the quarry shut down based on the dust. The agreement requires SBP to actively water the entire quarry to control dust except during winter. This agreement provides for watering for dust control that would most likely exceed a court order. The back-up alarms are controlled by OSHA and the Bureau of Mines. The ambient sensing back-up alarms would most likely exceed a court order as well.

Screening and Landscaping

The agreement provides for maintenance of a screening berm consistent with the Zoning Code and the proposed future development. The current screening is consistent with the Door County Soil and Water Department's reclamation plan. The proposed agreement has more requirements.

Blasting and Crushing

As noted above the Village took the quarry to court over the issue of blasting and the judge indicated that it was a routine part of a quarry's operating and would not restrict it. This agreement prohibits blasting on either parcel. One of the issues that the mediator raised was the crushing of waste rock from the site. His comments opened the door for crushing on site, which had not previously occurred. This agreement limits crushing to only waste rock from the parcels and limits when it can be done.

Moving Forward:

The Village Board of Trustees seeks input on the request to allow Quarries as a Conditional Use in the B-1 District. While many may speculate that this amendment would allow quarrying "everywhere" in the Village, this is not the case. A sunset clause will be considered that will not facilitate substantial expansion of quarrying as a use throughout the Village.

While this proposed text amendment may ultimately result in an expansion of the existing quarry, the tradeoff is a date certain cessation of quarry activities. It is up to the citizens and their duly elected representatives to determine if the tradeoff is worthwhile, or if it merely exacerbates a known problem.

Understand that from our Plan Commission public hearing, many alternative ideas were proposed from Citizens, many of them quite worthwhile. The Village is not at liberty to disclose which they are exploring in order to protect our position, please understand that your ideas were certainly heard.

The purpose of the hearing is to answer questions and obtain input from affected neighbors, for the Board to make a decision on this issue. Looking back over the past 8 years, the Plan Commission, Village Board, and residents need to reconcile is if the operating changes that the conditional use agreement create are better than gambling that the existing quarry will cease operations in less than 10 years.

Respectfully submitted,

Zeke Jackson
Village Administrator

Bob Kufrin, Consultant



Village of Sister Bay Public Hearing Informational Notice

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

August 5, 2015

There are two issues before the Plan Commission regarding the Sister Bay Properties, LLC. (SBP) quarry located behind Shopko. After years of litigation over citations issued by the Village, Judge Diltz required a mediation process between the Village and SBP that has resulted in this public hearing. The first item is a zoning text change that would permit dimensional stone quarries as a conditional use in B-1 General Business Districts. If the Plan Commission recommends approval of that change, then they could act on the second item, which is the consideration of a conditional use permit to operate the quarry under a series of specific conditions. Regardless, even if the Plan Commission approves or disapproves both items the Village Board makes the final decision and can follow the Plan Commission's recommendations or reject them.

In August 2012, Brandon Small developed a proposal for the operation of the existing quarry and expansion of operations into the adjacent parcel. The issue was referred to the Plan Commission in October 2012 and the result was direction from the Plan Commission to develop a series of talking points that would address neighbor complaints and Code violations. By April 2013, the Village Administrator had prepared a series of "talking points" that the Plan Commission used as the basis for discussion with Brandon Small and the neighbors at a meeting on May 2013. The result of those meetings was a new operating proposal from Brandon Small. In general terms, in exchange for allowing the expansion of the quarry operation into their adjacent 7 acre parcel, SBP would make a series of operational changes to the existing quarry and both quarries would stop operating after 10 years. Since 2014, the Village has been negotiating with SBP to develop a set of conditions that protect nearby property owners.

The following documents are available at the Village Administration Offices.

1. A proposed ordinance that would change the Zoning Code to permit allow a quarry to operate under a conditional use permit.
2. A proposed Conditional Use Permit and Development Agreement that specifies the new operating requirements for the entire quarry. There are numerous detailed requirements in order to protect the neighbor's and Village's interests.
3. A draft resolution for the Board of Trustees that would express the reasons why the proposed project meets the conditional use permit standard.

Currently quarries are prohibited and the SBP quarry operates as a pre-existing non-conforming use. The Plan Commission conducted the hearing on the issue of changing the B-1 business district zoning to allow dimensional stone quarries as a conditional use. However, they did not make a decision on that issue and decided to defer action until the August 26 meeting.

If the Plan Commission recommends changing the zoning code, then they can consider the information provided by SBP for the conditional use permit. The Village has prepared a draft agreement that covers the points raised by the Plan Commission and residents back in 2012-2013. The conditional use process requires the applicant to address the proposal's impact on the community and neighborhood. Section 66.1535 of the Zoning Code outlines the factors that the Plan Commission must consider and the information that the applicant needs to apply. A draft

resolution has been prepared for the Board to consider that would approve the conditional use agreement.

The items below are a summary of pros and cons for approving the expansion of the quarry. All the details are covered in the draft conditional use agreement.

Duration of operation

Back in 2012 Bill Schuster's wrote a letter to Tom Sadler stating that converting the existing dimension stone quarry to a gravel quarry is highly unlikely, if not impossible. The promise by Brandon Small to stop all operations on both parcels after 10 years is a good deal, if he could keep operating the existing quarry for more than 10 years. But, if he runs into stone that is uneconomical to remove after five years it is a bad deal. It is also likely that if he does not expand the operation into the second parcel that he will blast to reach lower and lower layers of rock in the existing parcel. The dilemma on how long he will operate is unclear, but with this agreement there is a date certain when it will stop. The other factor effecting the duration of the quarry's operation is the demand for the type of stone it generates. During the recent economic and housing recession the quarry's activities slowed considerably. If the demand slows for stone slows down, but the quality of the stone remains acceptable the quarry will just operate longer in the existing pit.

Dust Control and Noise

The complaints regard dust blowing off the property and backup alarm noise from the operating machinery started in 2007 when SBP greatly expanded the removal of rock from the quarry. The Village Administrator issued citations and the Village Attorney has been dealing with this issue before Judge Diltz who has deferred the issue to the mediator. It is unlikely that the judge will order the quarry shut down based on the dust. The agreement requires SBP to actively water the entire quarry to control dust except during winter. This agreement provides for watering for dust control that would most likely exceed a court order. The back-up alarms are controlled by OSHA and the Bureau of Mines. The ambient sensing back-up alarms would most likely exceed a court order as well.

Screening and Landscaping

The agreement provides for maintenance of a screening berm consistent with the Zoning Code and the proposed future development. The current screening is consistent with the Door County Soil and Water Department's reclamation plan. The proposed agreement has more requirements.

Blasting and Crushing

As noted above the Village took the quarry to court over the issue of blasting and the judge indicated that it was a routine part of a quarry's operating and would not restrict it. This agreement prohibits blasting on either parcel. One of the issues that the mediator raised was the crushing of waste rock from the site. His comments opened the door for crushing on site, which had not previously occurred. This agreement limits crushing to only waste rock from the parcels and limits when it can be done.

The proposed agreement has been reviewed by the Plan Commission, however, they have not discussed it. The purpose of the hearing is to answer questions and obtain input from affected neighbors, prior to making a recommendation to the Board. Looking back over the past 8 years, the Plan Commission and residents need to reconcile is if the operating changes that the conditional use agreement create are better than gambling that the existing quarry will cease operations in less than 10 years.

ORDINANCE № 235-XXXX15

**An Ordinance Amending the Zoning Code Sections
66.0320(c) B-1 Conditional Uses**

WHEREAS, the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, (hereafter referred to as “the Village Board”) has made the determination that the B-1 Business District has different goals and purposes that require a redetermination of which uses should be permitted and which uses should be conditional.

WHEREAS, the Village Board finds that allowing additional conditional uses will create greater opportunities for appropriate development in the B-1 district.

WHEREAS, the Village Board finds that it is in the best interests of the public to update the zoning code to expand the conditional uses in the B-1 district by allowing quarries as a conditional use in the B-1 District. The Board finds that the adoption of this Ordinance for such regulation will promote government and the good order of the Village for its commercial benefit and the health, safety, welfare and convenience of the public.

NOW, THEREFORE, the Village Board does hereby ordain as follows:

Section 1 – Availability for Public Inspection.

A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 2 – Chapter 66 Sections 66.0320(c)(12) General Business B-1 Conditional Uses is created as follows:

- 12. Dimension rock quarries (Subject to 66.0320(g)(3))

Section 3 – Chapter 66 Sections 66.0320(g)(3) General Business B-1 Special Standards is created as follows:

- 3. Quarries operating primarily to remove dimensional stone and not as gravel or sand quarries shall only be permitted subject to a conditional use permit.

Section 4 – Ordinances in Conflict.

All other Ordinances in conflict herewith are hereby repealed.

Section 5 – Effective Date.

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

Section 6 – Severability.

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

VILLAGE OF SISTER BAY

By: _____
David W. Lienau, President

Date Introduced: _____

Date Adopted: _____

Publication Date: _____

ATTEST:

Christine M. Sully, Clerk WCPC MMC

Ordinance 235-XXXX15

Name: h:\active\sister bay\projects village\lawsuits\small quarry lawsuit\plan commission report\ord 235 - xxxx15 chapter 66 b-l district add quarry as conditional use v4.docx Created: 6/8/2015 11:28 AM Printed: 6/15/2015 10:14 AM6/15/2015 10:14:00 AM Author: Robert L. Kufrin Last Saved By: Robert Kufrin Revision: 5 Last Save Date:

1	Business Districts	55	(30)	Infrastructure essential services
2	Sec. 66.0320 B-1 General Business District	56	(31)	Information centers
3	The General Business district (B-1) is intended to	57	(32)	Insurance sales offices
4	provide areas for attractive and accessible groupings	58	(33)	Interior decorators and furniture stores
5	of business, commercial, office and other general re-	59	(34)	Jewelry stores
6	tail uses in convenient locations outside of the	60	(35)	Lawn and garden centers
7	Downtown Business district (B-3). This section pro-	61	(36)	Licensed massage therapy and body
8	vides standards for the orderly improvement and de-	62		work as certified by the State
9	velopment within the general business district based	63	(37)	Liquor stores
10	on the following principles:	64	(38)	Lumberyards
11	• Development that is consistent with the	65	(39)	Marinas
12	natural environment.	66	(40)	Medical and dental clinics
13	• Development that maintains the Village’s	67	(41)	Municipal buildings
14	traditional small town appearance, in	68	(42)	Municipal utility facilities
15	which its housing, shops, work places,	69	(43)	Music stores
16	parks and civic facilities co-exist in relative	70	(44)	Newspaper and magazine stores
17	harmony.	71	(45)	Office supplies and business machine
18	• Development that balances the needs of a	72		stores
19	resort town and a residential village.	73	(46)	Optical stores
20	• Designs that meet the architectural standards	74	(47)	Paint, glass and wallpaper stores
21	and enhance the Village’s historic architec-	75	(48)	Parks
22	ture.	76	(49)	Pet stores and pet grooming
23	(a) <u>Permitted Uses:</u>	77	(50)	Pharmacy or drug store
24	(1) Antique and collectors stores	78	(51)	Photography studios
25	(2) Art galleries or studios for photography,	79	(52)	Physical fitness centers
26	painting, music, sculpture, dance, pot-	80	(53)	Plumbing and heating supplies
27	tery and jewelry	81	(54)	Printing services
28	(3) Auto sales and service	82	(55)	Professional offices
29	(4) Art supply stores	83	(56)	Public parking lots
30	(5) Banks/financial institutions	84	(57)	Real estate offices
31	(6) Barber shops, beauty salons and spas	85	(58)	Radio and television studios
32	(7) Bed and breakfasts	86	(59)	Restaurant
33	(8) Boat sales and service	87	(60)	Retail electronic equipment sales
34	(9) Book or stationery stores	88	(61)	Self-service laundry and dry-cleaning
35	(10) Camera and photographic supply stores	89	(62)	Shoe and leather goods stores
36	(11) Catering services	90	(63)	Single family housing as of January 1,
37	(12) Churches	91		2007
38	(13) Cinema, theater or performance hall	92	(64)	Sporting goods stores
39	(14) Clothing stores	93	(65)	Taverns or cocktail lounges
40	(15) Commercial laundries	94	(66)	Tobacco stores
41	(16) Convenience store	95	(67)	Trade and contractor shops
42	(17) Craft stores	96	(68)	Travel agencies
43	(18) Dance studio	97	(69)	Variety stores
44	(19) Florists	98	(70)	Video productions
45	(20) Food stores	99	(71)	Video tape sales and rental
46	(21) Funeral homes	100	(b) <u>Permitted Accessory Uses:</u>	
47	(22) Gasoline service stations	101	(1)	Accessory uses and structures. See sec-
48	(23) Gift shops	102		tion 66.0501
49	(24) Group day care centers	103	(2)	Outdoor Displays. See section 66.0506
50	(25) Hardware stores	104	(3)	Solar collectors attached to the princi-
51	(26) Hobby and craft shops	105		pal structure.
52	(27) Hotel, condominium	106	(4)	Accessory Residential Use. One single-
53	(28) Hotel/motel	107		family dwelling and a non-transient res-
54	(29) Indoor institutional	108		idential unit, located on the same prop-
		109		erty as the business provided that there
		110		shall be a minimum floor area as pro-
		111		vided below. The on-site parking re-
		112		quired for the accessory residential

1 units must be available on site. 54
2 (Amended Ordinance 128-061207) 55

Bedrooms	Minimum area
Efficiency	700
1	750
2 or more	850

- 3 (c) Conditional Uses: 60
4 (1) Apartments (Subject to 66.0320(g)(2)) 61
5 (2) Commercial recreation facilities (indoor 62
6 and outdoor), such as arcades, bowling 63
7 alleys, clubs, dance halls, driving rang- 64
8 es, gymnasiums, health clubs, miniature 65
9 golf facilities, pool and billiard halls 66
10 and indoor skating rinks. 67
11 (3) Congregate housing (Subject to 68
12 66.0320(g)(2)) 69
13 (4) Flea markets 70
14 (5) Solar energy as accessory structure 71
15 (6) Motor home and recreational vehicle 72
16 sales and service 73
17 (7) Non-village utility facilities 74
18 (8) Light assembly, light manufacturing and 75
19 related activities 76
20 (9) Residential condominiums (Subject to 77
21 66.0320(g)(2)) 78
22 (10) Seasonal employee housing (Subject to 79
23 66.0320(g)(2)) 80
24 (11) Storage and related (Subject to 81
25 66.0320(g)(1)) 82
26 (12) Dimensional rock quarries (Subject to 83
27 66.0320(g)(3)) 84

- 28 (d) Lot Area and Width: 85
29 (1) Lots not served by public sewer shall be 86
30 a minimum of 25,000 square feet in ar- 87
31 ea and shall have a lot width of at least 88
32 100 feet. Corner lots shall have a lot 89
33 width of at least 110 feet. 90
34 (2) Lots shall provide sufficient area and 91
35 width for the principal structure(s) and 92
36 its accessory structures, off-street park- 93
37 ing and loading areas, and required 94
38 setbacks. 95
39 (3) Lots served by public sewer shall be a 96
40 minimum of 20,000 square feet in area 97
41 and shall have a lot width of at least 60 98
42 feet. Corner lots shall have a lot width 99
43 of at least 110 feet. 100

- 44 (e) Building Height and Area: 101
45 (1) No principal building shall exceed 35 102
46 feet in height. No accessory building 103
47 shall exceed 35 feet in height. 104
48 (2) The total of the floor area on all floors 105
49 of the principal building and all acces- 106
50 sory buildings including the required 107
51 parking, driveways and sidewalks shall 108
52 not exceed 80 percent of the lot area 109
53 and the balance shall be left as open 110

space. (Amended Ordinance 159-120809)

- (f) Setbacks:
(1) There shall be a minimum building front setback of a least 45 feet from the centerline of the right-of-way of all streets.
(2) There shall be a minimum front setback of at least 40 feet from the edge of the easement or edge of pavement for all buildings not on a public street.
(3) There shall be a side setback on each side of all principal buildings of not less than ten feet. However, this may be increased upon the recommendation of the Village Engineer in order to accommodate the required grading between properties.
(4) There shall be a rear setback of at least 20 feet.

(g) Special Standards.
This section supplements the standards contained in section 66.0320(d) through 66.0320(f). It provides standards for the following land uses in order to control the scale and compatibility of those uses within the B-1 district:

- (1) The Plan Commission shall apply at a minimum the following standards when considering a conditional use permit for storage buildings. The minimum space for a storage unit would be 1500 square feet and the buildings containing the units will be constructed of non-metal materials other than doors and windows. A storage building shall not contain more than four storage units. Real or false windows will be installed on the exterior facing walls to reduce the long blank wall appearance. The buildings shall be set back a minimum of 250 feet from the centerline of State Highways 42 or 57 and screened from the highway by other buildings. The storage spaces may be for actual storage or to allow the owner or occupant to work within the storage building for the purposes of maintaining their belongings such as autos, boats and other belongings. The buildings shall have fire sprinklers upon occupancy. No overnight storage or parking of material, vehicle, etc. outside is permitted and none of the overhead doors shall be visible from an adjacent residential property. (Amended Ordinance 130-071007)

1| (2) New apartment, congregate housing,
2| seasonal employee housing and resi-
3| dential condominium buildings shall
4| comply with the building height and
5| area standards as well as the unit densi-
6| ty requirements in the R-2 district Sec-
7| tion 66.0312 as well as the other re-
8| quirements as exist including the re-
9| quirement that the property is served by
10| public sewer and water. The conversion
11| of existing commercial buildings into
12| apartments, congregate housing, sea-
13| sonal employee or residential housing
14| shall comply with the residential park-
15| ing requirements. As part of the conver-
16| sion of an existing commercial building
17| to one of the listed uses above, if there
18| is any building addition at that time or
19| in the future, the building addition is
20| subject to the building height and area
21| standards as well as the unit density re-
22| quirements in the R-2 district Section
23| 66.0312 as well as the other require-
24| ments as exist. (Amended Ordinance
25| 165-120809)

26| ~~(2)~~(3) Quarries operating primarily to remove
27| dimensional stone and not as gravel or
28| sand quarries shall only be permitted
29| subject to a conditional use permit.
30|
31|
32|
33|
34|
35|
36|
37|

38 Name: h:\active\sister bay\projects village\lawsuits\small quarry
39 lawsuit\plan commission report\ord 235 - xxxx15 chapter 66 b-1 district
40 add quarry as conditional use v4.docx Created: 6/8/2015 11:28 AM
41 Printed: 6/15/2015 10:14 AM6/15/2015 10:14:00 AM Author: Robert L.
42 Kufrin Last Saved By: Robert Kufrin Revision: 5 Last Save Date:



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 10/20/15
Item No. 3

Recommendation: That the Board adopt Resolution No. 316-102015 Approving the 2014 Annual Compliance Maintenance Report.

Background: Each year the DNR requires the Village Utilities to submit a report that identifies the various operating levels and maintenance activities at the wastewater plant and collection system. The Utilities Committee discussed the report at their October 6 meeting. This is essentially a review and inspection tool for best management practices.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator

Resolution No. 316-102015
Approving the 2014 Annual Compliance Maintenance Report

WHEREAS, the Utilities Superintendent of the Village of Sister Bay has reviewed the 2014 Annual Compliance Maintenance Report to be submitted to the Wisconsin Department of Natural Resources, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sister Bay, Wisconsin that the attached 2014 Annual Compliance Maintenance report prepared by Steve Jacobson is hereby approved.

BE IT FURTHER RESOLVED that a copy of this resolution and report is forwarded to the Wisconsin Department of Natural Resources.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 20th day of October 2015.

Passed and adopted this 20th day of October 2015.

 Dave Lienau, President

ATTEST:

 Christy Sully, Village Clerk WCPC MMC

VOTE: Ayes _____ Noes _____

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	0.1433	x	184	x	8.34	=	219
February	0.1336	x	216	x	8.34	=	241
March	0.1292	x	229	x	8.34	=	247
April	0.4008	x	100	x	8.34	=	335
May	0.2070	x	274	x	8.34	=	472
June	0.2230	x	376	x	8.34	=	699
July	0.3048	x	347	x	8.34	=	881
August	0.2881	x	421	x	8.34	=	1,011
September	0.2816	x	397	x	8.34	=	933
October	0.2688	x	289	x	8.34	=	649
November	0.1551	x	232	x	8.34	=	300
December	0.1376	x	184	x	8.34	=	219

2. Maximum Month Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.7	x	90	=	0.63
		x	100	=	.7
Design (C)BOD, lbs/day	1780	x	90	=	1602
		x	100	=	1780

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

<p>3. Flow Meter</p> <p>3.1 Was the influent flow meter calibrated in the last year?</p> <p><input checked="" type="radio"/> Yes Enter last calibration date (MM/DD/YYYY) <input style="width:150px;" type="text" value="04/21/2015"/></p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>										
<p>4. Sewer Use Ordinance</p> <p>4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>4.2 Was it necessary to enforce the ordinance?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>										
<p>5. Septage Receiving</p> <p>5.1 Did you have requests to receive septage at your facility?</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;">Septic Tanks</td> <td style="width:33%;">Holding Tanks</td> <td style="width:33%;">Grease Traps</td> </tr> <tr> <td><input checked="" type="radio"/> Yes</td> <td><input checked="" type="radio"/> Yes</td> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> No</td> <td><input type="radio"/> No</td> <td><input checked="" type="radio"/> No</td> </tr> </table> <p>5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.</p> <p>Septic Tanks</p> <p><input checked="" type="radio"/> Yes <input style="width:100px;" type="text" value="394,300"/> gallons</p> <p><input type="radio"/> No</p> <p>Holding Tanks</p> <p><input checked="" type="radio"/> Yes <input style="width:100px;" type="text" value="6,988,300"/> gallons</p> <p><input type="radio"/> No</p> <p>Grease Traps</p> <p><input type="radio"/> Yes <input style="width:100px;" type="text" value="0"/> gallons</p> <p><input checked="" type="radio"/> No</p> <p>5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.</p> <div style="border: 1px solid black; padding: 5px; min-height: 20px;"> WWTP was designed to be able to treat this waste stream. </div>	Septic Tanks	Holding Tanks	Grease Traps	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No	
Septic Tanks	Holding Tanks	Grease Traps								
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes								
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> No								
<p>6. Pretreatment</p> <p>6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the situation and your community's response.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?</p> <p><input checked="" type="radio"/> Yes</p>										

Compliance Maintenance Annual Report

115

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:
6/4/2015 2014

No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

We have recieved Going Garbage transfer station leachate for many years without having any issues. We test and charge for load based on B.O.D., S.S., Phos. and flow.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	2	1	0	0
April	30	27	3	1	0	0
May	30	27	2	1	0	0
June	30	27	0	1	0	0
July	30	27	0	1	0	0
August	30	27	0	1	0	0
September	30	27	0	1	0	0
October	30	27	0	1	0	0
November	30	27	2	1	0	0
December	30	27	2	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)
- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes
- No

If Yes, please explain:

<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p>	
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	1	1	0	0
March	30	27	2	1	0	0
April	30	27	1	1	0	0
May	30	27	1	1	0	0
June	30	27	0	1	0	0
July	30	27	1	1	0	0
August	30	27	0	1	0	0
September	30	27	1	1	0	0
October	30	27	0	1	0	0
November	30	27	2	1	0	0
December	30	27	1	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	.215384615	1	0
February	1	.4	1	0
March	1	.407692308	1	0
April	1	.378571429	1	0
May	1	.258333333	1	0
June	1	.384615385	1	0
July	1	.378571429	1	0
August	1	.358333333	1	0
September	1	.457142857	1	0
October	1	.246153846	1	0
November	1	.15	1	0
December	1	.092857143	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

91 acres

2.1.2 How many acres did you use?

0 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

10

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			6.4											0	0
Cadmium		39	85			.5											0	0
Copper		1500	4300			670											0	0
Lead		300	840			17											0	0
Mercury		17	57			<.63											0	0
Molybdenum	60		75			5.6										0		0
Nickel	336		420			20										0		0
Selenium	80		100			<7.7										0		0
Zinc		2800	7500			690											0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

1-2 (10 Points)
 > 2 (15 Points)
 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 Yes
 No (10 points)
 N/A - Did not exceed limits or no HQ limit applies (0 points)
 N/A - Did not land apply biosolids until limit was met (0 points)
 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
 Exceedence Points
 0 (0 Points)
 1 (10 Points)
 > 1 (15 Points)
 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 Yes (20 Points)
 No (0 Points)
 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, Contact Us.

Outfall Number:	
Biosolids Class:	
Bacteria Type and Limit:	
Sample Dates:	-
Density:	
Sample Concentration Amount:	
Requirement Met:	No
Land Applied:	No
Process:	
Process Description:	

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)
 No
 If yes, what action was taken?

0

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, Contact Us.

Outfall Number:	
Method Date:	
Option Used To Satisfy Requirement:	
Requirement Met:	No
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Compliance Maintenance Annual Report

122

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:
6/4/2015 2014

<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">None</div>	

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (Continue with question 2) <input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <ul style="list-style-type: none"> <input type="radio"/> Paper file system <input type="radio"/> Computer system <input checked="" type="radio"/> Both paper and computer system <input type="radio"/> No (10 points) 	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M Manual that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes <input type="radio"/> No 	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Excellent <input type="radio"/> Very good <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Excellent long time caring employees</p> </div>	

Compliance Maintenance Annual Report

124

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:
6/4/2015 2014

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) <p>Name: <input style="width: 300px;" type="text" value="STEVEN D JACOBSON"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="01308"/></p>	0
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?</p> <p>Required:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">2 - CEIJ; C - ACTIVATED SLUDGE; E - DISINFECTION; I - PHOSPHORUS REMOVAL; J - LABORATORY</div> <p>Held:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">2 - ABCDEFGHIJ; 2 - A=PRIMARY SETTLING GRADE 2; B=TRICKLING FILTER/RBC GRADE 2; C=ACTIVATED SLUDGE GRADE 2; D=PONDS/AERATED LAGOONS GRADE 2; E=DISINFECTION GRADE 2; F=ANAEROBIC DIGESTION GRADE 2; G=MECHANICAL SLUDGE GRADE 2; H=FILTRATION GRADE 2; I=PHOSPHORUS REMOVAL GRADE 2; J=LABORATORY GRADE 2</div> <p>2.2 Was the operator-in-charge certified at the appropriate level to operate this plant?</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) 	0
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> One or more additional certified operators on staff <input checked="" type="checkbox"/> An arrangement with another certified operator <input checked="" type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>Grades T, 1, and 2:</p> <ul style="list-style-type: none"> ● Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. <p>Grades 3 and 4:</p> <ul style="list-style-type: none"> ○ Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year. 	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Steven D. Jacobson"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-421-0254"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="steve.jacobson@sisterbaywi.gov"/></p>																										
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2013"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0																									
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																										
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 80px;" type="text" value="2013"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																										
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="907,178.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.46"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="907,178.46"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="76,026.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="44,228.88"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="938,975.58"/></td> </tr> </table>		3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 100%;" type="text" value="907,178.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.46"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="907,178.46"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="76,026.00"/>	3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 100%;" type="text" value="44,228.88"/>	3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 100%;" type="text" value="938,975.58"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 100%;" type="text" value="907,178.00"/>																							
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.46"/>																							
3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="907,178.46"/>																							
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="76,026.00"/>																							
3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)	-	\$	<input style="width: 100%;" type="text" value="44,228.88"/>																							
3.2.6 Ending Balance as of December 31st for CMAR Reporting Year		\$	<input style="width: 100%;" type="text" value="938,975.58"/>																							

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Digester piping, Dissolved oxygen control, sludge pump, valve replacement, scum and drain pump, lab still, lab D.O. meter,

3.3 What amount should be in your Replacement Fund? \$ 938,975.58

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP link under Info in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- Yes
- No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- Yes (Continue with question 1)
- No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Develop a plan on how to upgrade the back up power supply at the main lift station. Continue to eliminate 4 open pick holes, install new benches and flowlines, and repair rings on manholes. Conduct study with in the next 5 years to inspect the condition and proper sizing of each of the pumps in all lift stations.

Organization

Do you have the following written organizational elements (check only those that apply)?

- Ownership and governing body description
- Organizational chart
- Personnel and position descriptions
- Internal communication procedures
- Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

- Sewer use ordinance Last Revised Date (MM/DD/YYYY)
- Pretreatment/industrial control Programs
- Fat, oil and grease control
- Illicit discharges (commercial, industrial)
- Private property clear water (sump pumps, roof or foundation drains, etc.)
- Private lateral inspections/repairs
- Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

- State plumbing code
- DNR NR 110 standards
- Local municipal code requirements
- Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- Alarm system and routine testing
- Emergency equipment
- Emergency procedures
- Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	5	% of system/year
Root removal	1	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	5	% of system/year
Manhole inspections	25	% of system/year
Lift station O&M	8	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

Please include additional comments about your sanitary sewer collection system below:

Inspections and cleaning of sewer mains and laterals was minimized this year due to time constraints for other Village projects. Anticipate getting back on yearly schedule next year.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

35.17	Total actual amount of precipitation last year in inches
30.0	Annual average precipitation (for your location)
29.12	Miles of sanitary sewer
8	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
2	Number of complaints
.210	Average daily flow in MGD (if available)
.401	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

	Lift station failures (failures/year)
	Sewer pipe failures (pipe failures/sewer mile/yr)
	Sanitary sewer overflows (number/sewer mile/yr)
	Basement backups (number/sewer mile)
	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly: Annual Daily Avg)
	Peaking factor ratio (Peak Hourly: Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

We had a combination of a high snow pack and a quick melt in the spring that resulted in infiltration issues and we had a 7" rainfall event in the Fall that resulted in infiltration issues.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Compliance Maintenance Annual Report

131

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:
6/4/2015 2014

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

High snow pack, quick melt and 7" rainfall event or not usual weather events.

5.4 What is being done to address infiltration/inflow in your collection system?

Continue to clean, TV, and monitor sewer mains and private laterals on 15% of the Village yearly.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

132

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:
6/4/2015 2014

Grading Summary

WPDES No: 0022071

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	B	3	5	15
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	123
GRADE POINT AVERAGE (GPA) = 3.84				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F. Regardless of grade, required for Collection Systems if SSOs were reported):

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = B

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.84



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 10/20/15
Item No. 4

Recommendation: That the Board adopt Ordinance 240-102015, Amending the Sister Bay Utilities Code

Background: From time to time, DNR changes administrative policies regarding our water system, and how it relates to private wells. In this instance, the regulations regarding cross connections and testing were changed. This amendment to Chapter 62 brings our local ordinance in line with current DNR requirements. While a local ordinance is required, DNR is the driver of this change, and ultimately certifies our water system as compliant.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator

ORDINANCE NO. 240-102015**AN ORDINANCE AMENDING ORDINANCE CHAPTER 62 OF THE VILLAGE UTILITIES CODE****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, 2015 on PROPOSED ORDINANCE AMENDMENT 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 OCTOBER 20, 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 testing and connection standards for private wells in the Village of Sister Bay as required by the Wisconsin Department of Natural Resources.

SECTION 3.00 AUTHORITY

This Ordinance is enacted under the authority granted by the Wisconsin Statutes and Administrative Rules promulgated by the Department of Natural Resources.

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:

AS ATTACHED TO THIS DOCUMENT**SECTION 5.00 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 6.00 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 20th day of October, 2015

Village of Sister Bay

By: _____ Attest: _____
 Dave Lienau, President Christine M. Sully, Clerk/Treasurer

1
2

3

4
5
6
7
8
9
10

11

12

13

14

15

16

17

18

19

20

21

22

23

24
25
26
27
28
29
30
31
32
33
34
35
36

Utilities Code
Chapter 62
of the
Municipal Code
of the
Village of
Sister Bay, Wisconsin

Amended:

May 4, 2005

December 13, 2005

October 2, 2007

August 12, 2008

June 9, 2009

July 14, 2009

December 14, 2010

This chapter was rewritten and renumbered August 14, 2012 as Ordinance 199

August 13, 2013

This chapter was rewritten December 10, 2013 as Ordinance 220

December 10, 2013

Chapter 62

Utility Code

Table of Contents

1

2

3

4

5

6

7 Section 62.1 General Intent 1

8 Section 62.2-4 Reserved. 1

9 Section 62.5 Sewer and Water System Requirements; Management Operation and Control. 1

10 Section 62.6 Sewer and Water User Rules and Regulations. 2

11 Section 62.7 Sewer Connection Fees. 9

12 Section 62.8 Water Connection Fee. 9

13 Section 62.9 User Charge System. 9

14 Section 62.10 Payment of Charges. 10

15 Section 62.11 Control of High Strength Waste and Septage Wastes. 10

16 Section 62.12-14 Reserved. 12

17 Section 62.15 Violations and Penalties. 12

18 Section 62.16 Definitions. 13

19 Section 62.17-19 Reserved. 16

20 Section 62.20 Establishment of Impact Fees 18

21 Section 62.21 Definitions. 18

22 Section 62.22 Documentation 18

23 Section 62.23 Revenues 18

24 Section 62.24 Time Limit for Expenditures 18

25 Section 62.25 Payment of Impact Fees 18

26 Section 62.26 Installment Payments 18

27 Section 62.27 Appeals. 18

28 Section 62.28 Impact Fee Amounts 19

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

1 **Section 62.1 General Intent.**

2 The general intent of this chapter is to establish rules for
3 the village sewer system, water system, and the operation
4 of private wells.

5 **Section 62.2-4 Reserved.**

6 **Section 62.5 Sewer and Water System**
7 **Requirements; Management Operation and**
8 **Control.**

9 (a) Generally. The management operation and control
10 of the sewer and water systems of the village are
11 vested in the Village Board. All records, minutes,
12 financial records and all written proceedings of the
13 Village Board shall be kept by the administrator.
14 The sewer and water systems are further regulated
15 by the state department of natural resources. The
16 water system is a separate utility established ac-
17 cording to the state public service commission and
18 is by that subject to the rules and established rate
19 file of the commission. A copy of the current rate
20 file is available at the administrator's office and the
21 Sewer and Water Utility Office. Besides the rules
22 established by this chapter, all applicable county,
23 state and federal rules shall be followed as they
24 pertain to the sewer and water systems.

25 (b) Construction. The board has the power to construct
26 sewer and water lines for public use and has the
27 power to lay sewer and water pipes in and through
28 the alleys, streets and public grounds of the vil-
29 lage; and generally, to do all such work as may be
30 found necessary or convenient in the management
31 of the sewer and water systems. The board has
32 power by itself, its officers, agents and servants to
33 enter upon any land for making examination or su-
34 pervise in the performance of its duties under this
35 chapter without liability therefore; and the board
36 has power to purchase and acquire for the village
37 all real and personal property that may be neces-
38 sary for construction of the sewer and water sys-
39 tems or for any repair, remodeling or additions
40 thereto.

41 (c) Maintenance of services. The owner shall maintain
42 sewer and water services from the street main to
43 the house including all controls between the street
44 main and the house, without expense to the village,
45 unless they are damaged by the village. All claims
46 for damage by the village must be made by the
47 owner to the village according to applicable law.
48 All sewer and water services must be maintained
49 free of defective conditions by and at the expense
50 of the owner or occupant of the property. When
51 any sewer and water services are to be re-laid and
52 there are two or more buildings on such service,
53 each building shall be disconnected from such ser-
54 vice and new sewer and water services shall be in-
55 stalled for each building.

56 (d) Condemnation of real estate. Whenever any real
57 estate or any easement therein, or use of it, shall in
58 the judgment of the board be necessary to the sew-
59 er and water systems, and whenever, for any cause,
60 an agreement for the purchase of it cannot be made
61 with the owner, the board may proceed with all
62 necessary steps to take such real estate, easement
63 or use, by condemnation according to statute and
64 the Uniform Relocation and Real Property Acqui-
65 sition Policy Act of 1970, if Federal Funds are
66 used.

67 (e) Title to real estate and personalty. All property, re-
68 al, personal and mixed, acquired for the construc-
69 tion of the sewer and water systems, and all plans,
70 specifications, diagrams, papers, books and records
71 connected with such sewer system, and all build-
72 ings, machinery and fixtures pertaining thereto,
73 shall be the property of the village.

74

1 **Section 62.6 Sewer and Water User Rules and**
 2 **Regulations.**

3 *(Sections 62.6(a)-(d) amended Ordinance No. 152-*
 4 *060909)*

5 (a) Purpose. The Village of Sister Bay is committed to
 6 providing clean drinking water to all of its resi-
 7 dents in particular to the customers of the Village’s
 8 Water Utility. The Village Board finds and deter-
 9 mines that improperly constructed, unused or im-
 10 properly abandoned private wells are a known
 11 pathway for the entrance of contaminants into
 12 groundwater aquifers, which aquifers also supply
 13 the municipal water system. It is further deter-
 14 mined that cross connecting of private wells and
 15 municipal water sources may lead to contamina-
 16 tion. Contamination of the Village’s water supply
 17 would severely and adversely affect the health,
 18 safety and general welfare of Village residents,
 19 particularly since contamination once introduced is
 20 extremely difficult to correct. Therefore, it is nec-
 21 essary and in the public interest that all wells with-
 22 in the corporate limits of the Village, whether ex-
 23 isting or hereafter installed, shall be effectively
 24 monitored and regulated in regard to their creation,
 25 operation and abandonment as set forth in this sec-
 26 tion.

27 The rules and regulations of the Village concerning
 28 sewer and water users in this chapter shall be con-
 29 sidered a part of the contract with every person,
 30 company or corporation who is connected to or us-
 31 es the Village sewer and water systems, and every
 32 person, company or corporation by connecting
 33 with the sewer system or wastewater treatment fa-
 34 cility shall be considered as expressing his/her or
 35 their assent to be bound. In addition, these rules
 36 and regulations of the Village in this chapter shall
 37 apply to all properties, persons, companies or cor-
 38 porations who use wells, septic systems and hold-
 39 ing tanks in the Village not currently receiving ser-
 40 vice from the Village.

41 The Village Board reserves the right to change the
 42 rules and regulations from time to time, as it may
 43 deem advisable; and to make special rates and con-
 44 tracts in all proper cases. Persons connected to the
 45 sewer and water systems of the Village are referred
 46 to in this chapter as “users.” This chapter ordains
 47 that the failure to connect to the sewer and water
 48 system is contrary to the minimum health stand-
 49 ards of the Village and fails to ensure preservation
 50 of public health, comfort and safety of Village resi-
 51 dents.

52 (b) Plumbers. No plumber, pipe fitter or other person
 53 will be permitted to do any plumbing or pipefitting
 54 work related to the sewer or water system without
 55 first receiving a license from the State. All service
 56 connections to the sewer main or water main shall
 57 comply with the State plumbing code. The Village
 58 herein adopts by reference Chapter COMM. 82,

59
60
61
62

Wisconsin Administrative Code, of the State
 Plumbing Code. This section does not supersede
 the State Plumbing Code and Chapter 14 of this
 Municipal Code, but is supplementary to them.

63 (c)

Mandatory hookup.

(1) The owner of each parcel adjacent to sewer
 and water mains on which there exists a
 building usable for human occupation, or in
 a block through which utility systems ex-
 tend, shall connect to the systems. Once the
 new system is placed in service, the prop-
 erty owner will receive a written notice that
 they must connect within 180 days from
 that notice. Once 180 days have lapsed and
 the property has not connected to the sys-
 tem, the Village may provide a second writ-
 ten notice that the Village is commencing
 the process to undertake the work and will
 bill the property owner for the costs includ-
 ing all administrative and staff expenses.
 Costs not paid within 30 days shall be as-
 sessed as a special tax lien against the
 property. The owner may within 30 days af-
 ter the completion of the work file a written
 option with the Utility Manager stating that
 he/she cannot pay the amount in one sum
 and ask that it be levied in no more than
 five equal annual installments and that the
 amount shall be so collected with interest at
 prime rate plus 7 percent maximum per an-
 num from the completion of the work, the
 unpaid balance being a special tax lien, all
 pursuant to Wisconsin Statutes § 281.45.

64 (2)

Instead of the provisions of subsection
 (c)(1) of this section, the Village at its op-
 tion may impose a penalty for the period
 that the violation continues, after ten days
 written notice to any owner failing to make
 a connection to the sewer and water sys-
 tems, of an amount equal to four times the
 minimum quarterly charge for the sewer,
 fire protection and water service payable
 quarterly for the period in which the failure
 to connect continues, and, upon failure to
 make the payment, a charge shall be as-
 sessed as a special tax lien against the
 property, all pursuant to Wisconsin Statutes
 § 281.45.

65 (d)

Private Wells in General. To prevent unused, un-
 safe and/or improperly constructed wells from
 serving as a passage for contaminated surface or
 near surface waters or other materials to reach the
 usable groundwater, these wells must be properly
 maintained or filled and sealed. Section NR
 811.10, Wisconsin Administrative Code, provides
 that a municipal water system shall require aban-
 donment of all unused, unsafe or non-complying
 private wells located on premises served by the

66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116

1 water system. All properties within the Village limits shall be governed by this section. All property owners must obtain a well permit as specified below in order to operate or utilize a well.

2 58
3 59
4 60
5 61
6 62
7 63
8 64
9 65
10 66
11 67
12 68
13 69
14 70
15 71
16 72
17 73
18 74
19 75
20 76
21 77
22 78
23 79
24 80
25 81
26 82
27 83
28 84
29 85
30 86
31 87
32 88
33 89
34 90
35 91
36 92
37 93
38 94
39 95
40 96
41 97
42 98
43 99
44 100
45 101
46 102
47 103
48 104
49 105
50 106
51 107
52 108
53 109
54 110
55 111
56 112
57 113
114
115

(1) Private Well Abandonment Requirements.

- a. Any private well which is unused, unsafe or non-complying and which serves any premises required to be connected to a water main under Section 62.2 of this Chapter shall be permanently abandoned within six months after connection of the premises to the water system, unless a well operation permit has been obtained by the well owner pursuant to subsection (2) below. Abandonment shall be conducted by filling and sealing in accordance with the provisions of Chapter NR 812 Wisconsin Administrative Code. It shall be the responsibility of the landowner of any real property upon which a well is located to see to it that all wells located on the owner's property have been properly abandoned in accordance with the procedures of Wisconsin Administrative Code NR Chapter 812, regardless of whether the owner has used the well. Upon discovery of any unused or previously abandoned well, the owner shall notify the Village and comply, insofar as is practicable, with the procedures of this section. In the case of a previously abandoned well, if the owner can produce proof of compliance with state well abandonment requirements to the satisfaction of the Village, compliance with this section may be deemed satisfied. The determination shall be at the discretion of the Utility Manager upon considering the present and future possibility of ground water contamination at the well site.
- b. The owner of the well or the owner's agent who will conduct the abandonment shall notify the Village at least two business days prior to commencement of any well abandonment activities so that the Village may observe the abandonment.
- c. Wells must be abandoned by licensed well drillers and or pump installers.

d. Wells to be abandoned shall be filled according to the procedures outlined in Wisconsin Administrative Code NR Chapter 812. The pump and piping must be removed and the well checked for obstructions before plugging. Any obstruction or liner must be removed. A well abandonment report must be submitted by the well owner to the State Department of Natural Resources on forms provided by that agency and a copy provided to the Village. The report shall be submitted immediately upon completion of the filling of the well.

(2) Permit for wells for outdoor or agricultural watering for properties served by Village Utilities.

- a. Any owner of a private well which is required to be permanently abandoned pursuant to subsection (1)(a) above shall apply to the Village for permission to maintain the well in good operating condition for the sole purpose of providing water for filling swimming pools, lawn or garden watering or other similar agricultural purpose, provided that the well continues to pass all tests required for private wells and the owner shall agree to pay the cost of abandonment when the well shall be permanently abandoned.
- b. Every owner of a private well which was in existence on January 1, 1990, that serves premises also served by the municipal water system and who wants to continue to use the well shall obtain a permit for the use of the well from the Village within 90 days from the effective date of this section § 62.6(d)(2) determined to be May 14, 1991. Drilling new private wells that will be used under the circumstances described in this subsection may not commence until a permit for the excavation of the private well has been granted in accordance with the terms of this section.
- c. Applications for a permit for the excavation or use of a private well under this section shall be made in writing by the owner or owners of the well to the Village on forms provided by the Village. A \$50 processing fee shall accompany any

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58

private well excavation or renewal permit application. A permit shall be granted to a well owner to operate a well for a period not to exceed five years if the requirements of this subsection are met. Failure to obtain an initial or renewal permit will result in a late permit fee of \$100 plus the penalties in section (6). Permit applications shall be made and submitted on forms provided by the Village. Permits and permit renewals will be granted under this section only for wells and pump installations where:

(1) No physical connection shall exist between the piping of the public water system and the private well.

(2) Bacteriologically safe water is evidenced by at least ~~one two~~ samples, ~~taken a minimum of two weeks apart.~~

(3) There are no known exceedances of the preventive action limits (PALs) set forth in Chapter NR 140, Wisconsin Administrative Code.

(4) (4) The well and pump installation shall meet the requirements of Wisconsin Administrative Code NR Chapter 812 in effect at the time of the well construction and pump installation. A well constructor's report shall be on file with the State Department of Natural Resources or Certification of the Acceptability of the well shall have been granted by the private water supply section of the State Department of Natural Resources. The well and pump system shall be evaluated by a licensed well driller or pump installer and certified to comply with ch. NR 812 sub ch.IV, every 10 years after-ward. Written documentation of the well and pump inspection indicating compliance with DNR Wis. Adm. Code Ch. NR 812 requirements using standard-

59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113

ized forms provided by the DNR.

(5) The proposed use of the well can be justified as necessary in addition to water provided by the public water system.

(3) Permit for existing wells for properties not served by Village Utilities.

- a. Every owner of a private well, which was in existence on June 1, 2009, in the Village that serves their property, shall obtain a permit for the use of the well from the Village within 90 days from the effective date of this section.
- b. A section (3)(a) well permit will be for a period of five years upon issuance. The initial permit shall cost \$50. The subsequent renewal permit processing fee shall be \$50. Failure to obtain an initial or renewal permit will result in a late permit fee of \$100 plus the penalties in section (6). Permit applications shall be made and submitted on forms provided by the Village.
- c. The well owner or operator shall every five years, on a schedule established by the Village, provide the Village with written evidence that the well produces bacteriologically safe water as evidenced by ~~two one~~ safe water sample.s ~~taken a minimum of one week apart.~~ The report shall be submitted during the period June 1 — September 1 of each year. If the well does not meet the safe water requirements or is unsafe the owner must either repair or replace the well. However, prior to undertaking any repairs or replacement of the well the property owner must meet with the Utility Manager to determine if the proposed repairs or replacement would solve the contamination problem or if some other course of action is more practical. In lieu of repairing or replacing the well, the property owner may request the Village extend municipal water to serve that property.

(4) Permit for new wells for properties not served by Village Utilities.

- 1 a. After January 1, 2009, the drilling 59
 2 of new private wells that will be 60
 3 used under the circumstances de- 61
 4 scribed in this section may not 62
 5 commence until a permit for the ex- 63
 6 cavation of the private well has 64
 7 been granted in accordance with the 65
 8 terms of this section. 66
- 9 b. A section (4)(a) well permit will be 67
 10 for a period of five years upon issu- 68
 11 ance and the initial permit shall cost 69
 12 \$50. Failure to obtain a permit will 70
 13 result in a late permit fee of \$100 71
 14 plus the penalties in section (6). 72
 15 Permit applications shall be made 73
 16 and submitted on forms provided by 74
 17 the Village. 75
- 18 c. The well owner or operator shall 76
 19 every five years, on a schedule es- 77
 20 tablished by the Village, provide the 78
 21 Village with written evidence that 79
 22 the well produces bacteriologically 80
 23 safe water as evidenced by ~~two~~ **one** 81
 24 safe water samples ~~taken a mini-~~ 82
 25 ~~mum of one week apart.~~ The report 83
 26 shall be submitted during the period 84
 27 June 1 — September 1 of each year. 85
 28 If the well does not meet the safe 86
 29 water requirements or is unsafe the 87
 30 owner must either repair or replace 88
 31 the well. However, prior to under- 89
 32 taking any repairs or replacement of 90
 33 the well the property owner must 91
 34 meet with the Utility Manager to 92
 35 determine if the proposed repairs or 93
 36 replacement would solve the con- 94
 37 tamination problem or if some other 95
 38 course of action is more practical. 96
 39 In lieu of repairing or replacing the 97
 40 well, the property owner may re- 98
 41 quest the Village extend municipal 99
 42 water to serve that property. 100
- 43 (5) Additional conditions of well permit. The 101
 44 right to construct, install and maintain a 102
 45 well as authorized by permit under this sec- 103
 46 tion shall be expressly conditioned upon 104
 47 the owners and successors in interest com- 105
 48 plying with the following: 106
- 49 a. The owner shall permit the Village 107
 50 access to the well for inspection and 108
 51 testing at any time during normal 109
 52 working hours. If entry is refused, 110
 53 the well permit is revoked and the 111
 54 owner shall proceed with abandon- 112
 55 ment as specified above. On re- 113
 56 quest, the owner, lessee or occupant 114
 57 of any property so served shall fur- 115
 58 nish to the inspector any pertinent
- information regarding the piping system on the property.
- b. No repair or modification of any well may be performed unless done by a properly licensed individual. At least one business day notice to the Village prior to undertaking the repairs is required so the work may be inspected. Any and all plumbing code permits as required shall also be obtained prior to undertaking any work.
- c. The Village shall have the right to sample the water after completion of any repairs or modifications. The sampling shall be at the owner's cost and may either be done by the Village or by the owner at the Village's direction.
- d. The Village shall have the right to randomly test or to direct the owner to test the well not more than two times in any six-month period. The Village may require additional testing if there is reason to believe some contamination may be present or that the results of previous tests may be invalid. The Village at its option may require testing for contaminants to include microbiological, radioactive, inorganic, synthetic organic, pesticides, herbicides and volatile organic substances. The Utility Manager shall report the results of testing and the resulting remedial action to the DNR on an annual basis. If the test results suggest that a severe or area wide problem exists the Utility Manager shall notify the DNR immediately.
- e. The cost of any testing and sampling as provided in this section shall be paid by the owner upon invoice by the Village.
- f. A permit issued in accordance with the provisions of this section shall be revoked by the Utility Manager upon notice to the permittee that any of the following have occurred:
1. The owner of the well has refused access to a well for testing or has failed to follow a direction of order of the Village in regard to testing or sampling.
 2. The owner of any well has neglected to pay for any

- 1 tests authorized with 30
2 days of billing or invoice.
- 3 3. Any test results demonstrate
4 well contamination and do
5 not meet reasonable health
6 standards or are in violation
7 of any state or municipal or-
8 dinance dealing with well
9 operation.
- 10 4. The parties aggrieved by
11 permit revocation may ap-
12 peal the initial decision of
13 the Utility Manager to the
14 Village Board by filing a
15 written petition for review
16 with the Village clerk-
17 treasurer.
- 18
- 19 (e) Private wastewater systems prohibited. The
20 maintenance and use of septic tanks and other pri-
21 vate sewage disposal systems within the area the
22 village services by its sewer system are declared a
23 public nuisance and a health hazard. The use of
24 septic tanks or any private sewage disposal system
25 within the area of the village serviced by the sew-
26 erage system is prohibited.
- 27 (f) Application for initial sewer and water service.
28 Every person connecting with the sewer and water
29 systems initially shall file an application in writing
30 to the Utility Manager in such form as is pre-
31 scribed for that purpose. Blanks for such applica-
32 tion will be furnished at the office of the adminis-
33 trator and the Sewer and Water Utility Office. The
34 application must state fully and truly all the uses
35 the applicant intends to make of the sewer and wa-
36 ter systems. If the applicant is not the owner of the
37 premises, the written consent of the owner must
38 accompany the application. If it appears that the
39 service applied for will not provide adequate ser-
40 vice for the contemplated use, the board may reject
41 the application. If the board approves the applica-
42 tion, it shall issue a permit for services as shown
43 on the application.
- 44 (g) Septage disposal. Between August 1 and Septem-
45 ber 1 of each year, every licensed disposer wishing
46 to discharge septage to the village's wastewater
47 treatment works shall file a nonrefundable filing
48 fee and an application in writing to the board in
49 such a form as is prescribed for that purpose. Dur-
50 ing the months of July and August, forms for such
51 application will be furnished at the office of the
52 Utility Manager. The application must state fully
53 and truly the type, frequency, quantity, quality and
54 location of generated septage to be disposed at the
55 village's wastewater treatment works. During Sep-
56 tember, the board will evaluate the applications
57 and determine the amount and conditions of sep-
58 tage disposal at the village's wastewater treatment
- 59 facility. The board shall approve or reject all appli-
60 cations by October 1 of each year. If the board
61 cannot accept the proposed septage disposal, then
62 consideration shall be given first to those genera-
63 tors of septage that are within the septage service
64 area. The septage service area includes the Town
65 of Liberty Grove, the village and the Liberty
66 Grove Sanitary District No. 1. All village approv-
67 als for septage disposal shall have the condition
68 that any time the wastewater treatment works has
69 operational problems, maintenance problems or the
70 threat of WPDES permit violations that are indi-
71 rectly or directly related to septage disposal, the
72 village may immediately restrict septage disposal
73 outside the septage service area until corrective ac-
74 tion or mitigative measures have been taken. Sep-
75 tage shall be discharged only at the village
76 wastewater treatment plant and only by village ap-
77 proved and state licensed disposers and at loca-
78 tions, times and conditions as specified by the
79 board.
- 80 (h) User to keep in repair. All users shall keep their
81 own sewer service pipes in good repair and pro-
82 tected from frost, at their own risk and expense,
83 and shall prevent any unnecessary overburdening
84 of the sewer system. The service pipe shall be de-
85 fined to be the building drain and building sewer
86 pipe extending from the interior drain of the build-
87 ing to the sanitary sewer main.
- 88 (i) Backflow preventor. All floor drains shall have a
89 backflow prevention valve installed at the owner's
90 expense.
- 91 (j) User use only. No user shall allow others or other
92 services to connect to the sewer or water system
93 through his lateral.
- 94 (k) Vacating of premises and discontinuance of ser-
95 vice. Whenever premises served by the system are
96 to be vacated, or whenever any person wants to
97 end service from the system, the Utility Manager
98 must be notified in writing. Upon such notifica-
99 tion, the village will cause an inspection to be
100 made of the system. If any damages are discovered
101 having occurred to the system, other than through
102 the fault of the system itself, or village employees,
103 representatives or agents, the owner of the premis-
104 es shall be liable for such damages.
- 105 (l) User to permit inspection. Every user shall allow
106 the board or its duly authorized agent, at all rea-
107 sonable hours of the day, to enter their premises or
108 building to examine the pipes and fixtures and the
109 manner in which the drains and sewer connections
110 operate.
- 111 (m) Damage and repairs. No claim shall be made
112 against the village or acting representative due to
113 the breaking, clogging, stoppage or freezing of any
114 service pipes; nor from any damage arising from
115 repairing mains, making connections or extensions

1 or any other work that may be deemed necessary.
 2 The right is here reserved to cut off the service any
 3 time for repairs or any other necessary purpose,
 4 any permit granted or regulations to the contrary
 5 notwithstanding. Whenever it shall become neces-
 6 sary to shut off the sewer or water service within
 7 any area of the village, the Utility Manager shall, if
 8 practicable, give notice to every consumer within
 9 the village, of the time when such service will shut
 10 off.

11 (n) Water cross connection control.

12 (1) No person shall establish or permit to be es-
 13 tablished or maintain or permit to be maintained
 14 any cross connection. A cross connection shall be
 15 defined as any physical connection or arrangement
 16 between two otherwise separate systems, one of
 17 which contains potable water from the village wa-
 18 ter system, and the other, water from a private
 19 source, water of unknown or questionable safety,
 20 or steam, gases or chemicals so there may be a
 21 flow from one system to the other, the direction of
 22 flow depending on the pressure differential be-
 23 tween the two systems. No interconnection shall be
 24 established so potable water from a private, auxil-
 25 iary or emergency water supply other than the reg-
 26 ular water supply of the village may enter the sup-
 27 ply or distribution system of the village, unless
 28 such private, auxiliary or emergency water supply
 29 and the method of connection and use of such sup-
 30 ply shall have been approved by the village and by
 31 the state department of natural resources.

32 (2) It is the duty of the village to cause inspec-
 33 tions to be made of all properties served by the
 34 public water system where cross connections with
 35 the public water system is deemed possible. The
 36 frequency of inspections and reinspections based
 37 on potential health hazards involved shall be as es-
 38 tablished by the board and as approved by the state
 39 department of natural resources.

40 (3) Upon presentation of credentials, a repre-
 41 sentative of the village shall have the right to re-
 42 quest entry at any reasonable time to examine any
 43 property served by a connection to the public water
 44 system of the village for cross connections. If entry
 45 is refused, such representative may obtain a special
 46 inspection warrant under Wis. Stats. § 66.0119. On
 47 request, the owner, lessee or occupant of any prop-
 48 erty so served shall furnish to the inspection agen-
 49 cy any pertinent information regarding the piping
 50 systems on such property.

51 (4) The village shall cease water service to any
 52 property in which any connection violating this
 53 chapter exists and to take such other precautionary
 54 measures deemed necessary to eliminate any dan-
 55 ger of contamination of the water system. Water
 56 service shall be ceased only after reasonable notice
 57 and opportunity for hearing under Wis. Stats.
 58 Chapter 68, except as provided here. Water service
 59 to such property shall not be restored until the
 60 cross connection has been eliminated in compli-
 61 ance with the provisions of this chapter.

62 (5) If it is determined by the village that a cross
 63 connection or an emergency endangers public
 64 health, safety or welfare and requires immediate
 65 action, and a written finding to that effect is filed
 66 with the Utility Manager and delivered to the cus-
 67 tomer's premises, service may be immediately
 68 ceased. The customer shall have an opportunity for
 69 a hearing under Wis. Stats. Chapter 68 within ten
 70 days of emergency discontinuance.

71 (o) Prohibitions against discharge to sewer. No person
 72 shall discharge or cause to be discharged any of the
 73 following described liquids or solid wastes to any
 74 sanitary sewer or to the wastewater treatment facil-
 75 ity:

76 (1) Any stormwater, surface water, groundwa-
 77 ter, roof run off, sump pump, surface drainage, or
 78 any other connections from inflow sources to the
 79 sanitary sewer. Such waters may be discharged to a
 80 storm sewer or other waterway with written per-
 81 mission of the village.

82 (2) Any gasoline, benzene, naphtha, fuel oil,
 83 lubricating oil or other flammable or explosive liq-
 84 uid, solid or gas or other substances that by them-
 85 selves or by interaction with other substances may
 86 cause fire or explosion hazards, or in any other
 87 way harmful to persons, property or the operation
 88 of the wastewater facilities.

89 (3) Any waters or wastes containing toxic or
 90 poisonous substances in sufficient quantity, either
 91 singly or by interaction with other wastes, which
 92 will injure or interfere with any wastewater treat-
 93 ment process, constitute a hazard to humans or an-
 94 imals, create a public nuisance in the receiving wa-
 95 ters of the wastewater treatment plant or interfer-
 96 ence with the disposal of sludge.

97 (4) Any waters or wastes having a pH lower
 98 than five or having any other corrosive property
 99 capable of causing damage or hazard to structures,
 100 equipment and personnel or the wastewater facil-
 101 ity.

102 (5) Any waters or wastes having a pH more
 103 than ten.

104 (6) Solid or viscous substances in quantities or
 105 of a size capable of causing obstruction to the flow
 106 in sewers or other interference with the proper op-

1	eration of the wastewater facilities such as, but not	55	
2	limited to, ashes, cinders, sand, rocks, mud, straw,	56	
3	shavings, metal, glass, rags, feathers, tar, plastics,	57	
4	wood, unground garbage, whole blood, paunch	58	
5	manure, hair or fleshings, entrails, paper dishes,	59	
6	cups, milk containers, etc., either whole or ground	60	
7	by garbage grinders.	61	
8	(7) Any discharge into the sanitary sewerage	62	
9	system that is violating the requirements of the	63	
10	WPDES permit and the modifications of it.	64	
11	(8) Wastewater having a temperature higher	65	
12	than 150 degrees Fahrenheit or cause the	66	
13	wastewater at the treatment facility to exceed 104	67	
14	degrees Fahrenheit.	68	
15	(9) Any waters or wastes which may contain	69	
16	more than 100 parts per million by weight of oils,	70	
17	fat or grease.	71	(p) <u>Special wastewater agreements.</u> No statement con-
18	(10) Any garbage that has not been properly	72	tained in this chapter shall be construed as prohib-
19	shredded. Garbage grinders may be connected to	73	iting any special agreement between the village
20	sanitary sewers from homes, hotels, institutions,	74	and any person by which an industrial waste of
21	restaurants, hospitals, catering establishments or	75	unusual strength or character may be admitted to
22	similar places where garbage originates from the	76	the wastewater treatment facility, either before or
23	preparation of food in kitchens for consumption on	77	after pretreatment, if there is no impairment of the
24	the premises or when served by caterers.	78	functioning of the wastewater treatment facility
25	(11) Any waters or wastes containing iron,	79	due to the admission of the wastes and no extra
26	chromium, copper, zinc, mercury and similar ob-	80	costs are incurred by the village without recom-
27	jectionable or toxic substances to such degree that	81	pense by the person, if all rates and provisions set
28	any such material received in the composite	82	forth in this chapter are complied with.
29	wastewater at the treatment facility exceeds the	83	(q) <u>Wastewater permit required.</u> It shall be unlawful to
30	limits established by the village for such materials.	84	discharge to any natural waterway within the vil-
31	(12) Any waters or wastes containing odor-	85	lage or in any area under the jurisdiction of the vil-
32	producing substances exceeding limits that may be	86	lage any sewage or other polluted waters without
33	established by the village.	87	first obtaining a WPDES permit.
34	(13) Any radioactive wastes or isotopes of a	88	(r) <u>Abandoned water connection.</u> Whenever any con-
35	half-life or concentration as may exceed limits es-	89	nection to the Water System is abandoned because
36	tablished by the village complying with applicable	90	the building to which the connection is made has
37	state or federal regulations.	91	been abandoned, destroyed or removed, the prop-
38	(14) Quantities of flow, concentrations or both	92	erty owner must remove any pipe or connections in
39	that form a slug load as defined in this chapter.	93	the public right of way or easement and cap, plug
40	(15) Incompatible pollutants containing sub-	94	or otherwise seal the pipe or main as approved by
41	stances that are not amenable to treatment or re-	95	the Utility Manager. The property owner must no-
42	duction by the wastewater treatment processes em-	96	tify the Utility Manager at least three (3) business
43	ployed, or are amenable to treatment only to such	97	days in advance of the intent to abandon a lateral.
44	degree that the wastewater treatment facility efflu-	98	The lateral abandonment must be inspected by the
45	ent cannot meet the requirements of other agencies	99	Water Utility during normal working hours before
46	having jurisdiction over discharge to the receiving	100	burial takes place. If proper abandonment is not
47	waters.	101	performed, the Water Utility may authorize this
48	(16) Any waters or wastes that, by interaction	102	work done and billed back to the property owner
49	with other waters or wastes in the public sewer	103	or placed on the tax roll as a special assessment or
50	system, release obnoxious gases, form suspended	104	fee.
51	solids that interfere with the collection system or	105	(s) <u>Abandoned sewer connection.</u> Whenever any con-
52	create a condition deleterious to structures and	106	nection to the Wastewater Collection System is
53	treatment processes.	107	abandoned because the building to which the con-
54	(17) Materials, which exert or cause:	108	nection is made has been abandoned, destroyed or
		109	removed, the property owner must expose the line
		110	at the property line, disconnect and permanently
		111	cap the pipe or connections in the public right of

1 way or easement and cap, plug or otherwise seal
 2 the pipe or main as approved by the Utility Man-
 3 ager. The property owner must notify the Utility
 4 Manager at least three (3) business days in advance
 5 of the intent to abandon a lateral. The lateral aban-
 6 donment must be inspected by the Sewer Utility
 7 during normal working hours before burial takes
 8 place. If proper abandonment is not performed, the
 9 Sewer Utility may authorize this work done and
 10 billed back to the property owner.

11 **Section 62.7 Sewer Connection Fees.**

12 (a) Sewer connection fees. All new users to the sewer
 13 system are required to buy into the system wide
 14 improvements through an initial connection
 15 charge. The initial connection charge will be levied
 16 against each user connected to the sanitary sewer.
 17 The single-family residence connection charge will
 18 be on file in the village payable before connection
 19 to the sewer. Initial connection charge for multiple-
 20 family, commercial or industrial buildings will be
 21 based on a multiple of the single-family connec-
 22 tion charge or residential equivalent user (REU).
 23 The initial connection charge for restaurants, small
 24 commercial or industrial connections will be based
 25 on a multiple of the volume of water usage and
 26 strength of wastewater in comparison to a typical
 27 single-family residence residential equivalent user
 28 having the following standards:

29 **REU Standards**

Volume	225 gallons per day
BOD (Biochemical Oxy- gen Demand)	0.51 pounds per day
SS (Suspended Solids)	0.60 pounds per day
Phosphorus	0.03 pounds per day

30
 31 (b) The Utility Committee shall establish and maintain
 32 a methodology to charge a connection fee for all
 33 properties taking into account the cost of materials,
 34 equipment and vehicles, the cost of employee time
 35 to perform the work and to set up the account for
 36 billing purposes.

37 **Section 62.8 Water Connection Fee.**

38 (a) Water Lateral Installation Charge. The initial water
 39 service lateral(s), not installed as part of a subdivi-
 40 sion development or an assessable utility exten-
 41 sion, will be installed from the main through the
 42 curb stop and box by the utility, for which the ac-
 43 tual cost will be charged. (Amended Ordinance
 44 133-100207)

45 (b) The Utility Committee shall establish and maintain
 46 a methodology to charge a connection fee for all
 47 properties taking into account the cost of materials,
 48 equipment and vehicles, the cost of employee time

49 to perform the work and to set up the account for
 50 billing purposes.

51 **Section 62.9 User Charge System.**

52 (a) Policy. It is the policy of the Village Board to ob-
 53 tain sufficient revenues to pay the costs of the op-
 54 eration and maintenance of the water, wastewater
 55 collections and treatment facilities, including a re-
 56 placement fund (i.e., a cash account to be used for
 57 future expenditures for obtaining or installing
 58 equipment, accessories or appurtenances that are
 59 necessary to maintain the capacity and perfor-
 60 mance of those facilities during the service life for
 61 which such facilities were designed and construct-
 62 ed), through a system of water and sewer service
 63 charges as defined in this section. The system shall
 64 ensure that each user of the sewerage facilities
 65 pays a proportionate share of the cost of facilities.

66 (b) Reassignment of users. The village will reassign
 67 water and sewer users into appropriate water and
 68 sewer service charge categories if wastewater
 69 sampling programs, changes in water demand and
 70 other related information show a change of catego-
 71 ries is necessary.

72 (c) Sewer User charge methodology. The Utility
 73 Committee shall establish and approve the meth-
 74 odology for sewer use rates. The following factors
 75 shall be used to calculate the debt service and op-
 76 eration, maintenance and replacement charges for
 77 the treatment of village and outside wastewaters:

- 78 (1) Debt service charges.
- 79 (2) Operation, maintenance and replacement
- 80 charges.
- 81 (3) Surcharges. All users shall pay a surcharge
- 82 on wastewater exceeding normal concentrations.

83 (e) Water User Charge System. The methodology for
 84 determining water rates is established by the Wis-
 85 consin Public Service Commission. The water user
 86 charges are established and included in the Wis-
 87 consin Public Service Commission (WPSC) rate
 88 file established for the village.

89 (f) Review and approval of rates. The Village Utility
 90 Committee shall provide oversight of the utilities
 91 consistent with the requirements of the Wisconsin
 92 Public Service Commission. The Utility Commit-
 93 tee will prepare an annual budget and capital im-
 94 provement plan on the same schedule as the Vil-
 95 lage Budget for approval by the Village Board. The
 96 Utility Committee will conduct a review of
 97 wastewater and water rates on alternate years for
 98 Village Board consideration.

99 (g) Records and expenditures. The water and sewer
 100 utility shall maintain all records of revenue and
 101 expenditures as required by the WPSC and stat-
 102 utes.

1 (d) Annual sewer system audit. The village shall con- 58
 2 duct an annual audit, the purpose of which shall be 59
 3 to maintain the proportionality between the users 60
 4 and user classes of the sewer user charge system 61
 5 and to ensure that adequate revenues are available 62
 6 relative to increasing operation, maintenance and 63
 7 replacement costs for the sewer and wastewater 64
 8 treatment works and water system. 65

9 **Section 62.10 Payment of Charges.**

10 (a) Payment. The sewer and water service charges 66
 11 shall be billed quarterly and shall be payable to the 67
 12 Water and Sewer Utility not later than 20 days af- 68
 13 ter the end of each period. Every reasonable care 69
 14 will be exercised in the proper delivery of sewer 70
 15 and water bills. Failure to receive a sewer and/or 71
 16 water bill, however, shall not relieve any person of 72
 17 the responsibility for payment of sewer and water 73
 18 rates within the prescribed period, nor exempt any 74
 19 person from any penalty imposed for delinquency 75
 20 in the payment of it. The property owner is held re- 76
 21 sponsible for all sewer and water bills on the prem- 77
 22 ises that he owns. All sewer and water bills and no- 78
 23 tices of any nature about the sewer or water system 79
 24 will be addressed to the owner and delivered to the 80
 25 premises referred to on such bill or notice. A late 81
 26 payment charge of three percent (3.0%), but not 82
 27 less than \$0.50, will be added to all bills not paid 83
 28 within the 20 days of issuance. (Amended Ord- 84
 29 nance 133-100207) 85

30 (b) Charges a lien. All sewer charges shall be a lien 86
 31 upon the property serviced pursuant to Wis. Stats. 87
 32 § 66.0821(4)(d) and all water charges shall be a 88
 33 lien on the property serviced pursuant to Wis. 89
 34 Stats. § 66.0809 and all such charges shall be col- 90
 35 lected in the manner therein provided. 91

36 (c) Disposition of revenue.

37 (1) Sewer system. 92
 38 a. The amounts received from the col- 93
 39 lection of charges authorized by this chap- 94
 40 ter shall be credited to a sanitary sewerage 95
 41 account that shall show all receipts and ex- 96
 42 penditures of the sewerage system. Charges 97
 43 collected for replacement expenses shall be 98
 44 credited to a segregated, non-lapsing re- 99
 45 placement account. These funds are to be 100
 46 used exclusively for replacement. When 101
 47 appropriated by the village, the credits to 102
 48 the sanitary sewerage account shall be 103
 49 available for the payment of the require- 104
 50 ments for operation, maintenance, repairs 105
 51 and depreciation of the sewerage system 106
 52 consistent with 40 CFR 35.929. Any sur- 107
 53 plus outside the preview of 40 CFR 35.929, 108
 54 in such account, shall be available for the 109
 55 payment of principal and interest of bonds 110
 56 issued and outstanding, or that may be is- 111
 57 sued, to provide funds for such sewerage

system, or part of it, and all or a part of the 112
 expenses for additions and improvements 113
 and other necessary disbursements or in- 114
 debtedness, and the village may resolve to 115
 pledge each surplus or any part of it for any 116
 such purpose. All present outstanding sew- 117
 er system general obligation bonds on the 118
 effective date of the ordinance from which 119
 this chapter is derived, including refunding 120
 bonds, shall be paid from this fund as to 121
 both principal and interest. 122

b. Excess revenues collected for a user 123
 class will be applied to operation and 124
 maintenance costs attributable to that class 125
 for the next year. 126

73 **Section 62.11 Control of High Strength**
 74 **Waste and Septage Wastes.**

75 (a) High Strength Waste discharges. If any waters, 127
 76 wastes or septage are discharged, or proposed to be 128
 77 discharged, to the public sewers or at the 129
 78 wastewater treatment facility, which waters, wastes 130
 79 or septage contain substances or possess the char- 131
 80 acteristics enumerated in subsection 62.6(o) that, 132
 81 in the judgment of the village, may have deleteri- 133
 82 ous effects upon the wastewater treatment facility, 134
 83 processes, equipment, receiving waters or which 135
 84 otherwise create a hazard to life, health or form a 136
 85 public nuisance, the village may: (Amended Ord- 137
 86 nance 133-100207) 138

- 87 (1) Reject the wastes. 139
- 88 (2) Require pretreatment to an acceptable con- 140
 89 dition for discharge to the public sewers. 141
- 90 (3) Require control over the quantities and 142
 91 rates of discharge. 143
- 92 (4) Require payment to cover the added cost of 144
 93 handling and treating the wastes not cov- 145
 94 ered by existing taxes or sewer charges un- 146
 95 der the provisions of section 62.9. 147

96 (b) Control manholes.

- 97 (1) Each person discharging high strength 148
 98 wastes into a public sewer shall construct and 149
 99 maintain one or more control manholes or access 150
 100 points to ease observation, measurement and sam- 101
 101 pling of his wastes, including domestic sewage. 102
- 102 (2) Control manholes or access facilities shall 103
 103 be located and built in a manner acceptable to the 104
 104 board. If measuring devices are to be permanently 105
 105 installed, they shall be of a type acceptable to the 106
 106 board. 107
- 107 (3) Control manholes, access facilities and re- 108
 108 lated equipment shall be installed by the person 109
 109 discharging the high strength waste, at his expense, 110
 110 and shall be maintained by the person discharging 111
 111 the waste to be in safe condition, accessible and in

1 proper operating condition always. Plans for instal- 57
 2 lation of control manholes or access facilities and 58
 3 related equipment shall be approved by the board 59
 4 before the beginning of construction. 60

5 (c) Metering of waste. Devices for measuring the vol- 61
 6 ume of waste discharged may be required by the 62
 7 village if this volume cannot otherwise be estimat- 63
 8 ed. Where required by the village, metering devic- 64
 9 es for determining the volume of water shall be in- 65
 10 stalled, owned and maintained by the person dis- 66
 11 charging the wastewater. Following approval and 67
 12 installation, such meters may not be removed 68
 13 without the consent of the village. 69

14 (d) Waste sampling. 70

15 (1) High strength wastes and septage dis- 71
 16 charged into the public sewers shall be subject to 72
 17 periodic inspection and a determination of the 73
 18 character and concentration of such wastes. The 74
 19 determinations shall be made by the industrial 75
 20 classification or the licensed disposer as often as 76
 21 may be deemed necessary by the village. 77

22 (2) Samples shall be collected in such a manner 78
 23 as to represent the composition of the wastes. The 79
 24 sampling may be accomplished either manually or 80
 25 by mechanical equipment acceptable to the village. 81

26 (3) Testing facilities shall be the responsibility 82
 27 of the person discharging the high strength waste 83
 28 or septage and shall be subject to the approval of 84
 29 the village. Access to sampling locations shall al- 85
 30 ways be granted to the village or its duly author- 86
 31 ized representative. Every care shall be exercised 87
 32 in the collection of samples to ensure their preser- 88
 33 vation in a state comparable to that at the time the 89
 34 sample was taken.

35 (e) Pretreatment. When required, in the opinion of the 90
 36 village, to modify or eliminate wastes that are 91
 37 harmful to the structures, processes or operation of 92
 38 the wastewater conveyance and treatment faciliti- 93
 39 es, the discharger shall provide at his expense 94
 40 such preliminary treatment or processing facilities 95
 41 as may be required to render such wastes accepta- 96
 42 ble for admission to the public sewers. 97

43 (f) Grease, oil and sand interceptors. The intent of the 98
 44 following grease interceptor requirements are to 99
 45 provide rules to eliminate or decrease the accumu- 100
 46 lation of grease in the pipes and pumps of the sani- 101
 47 tary sewer collection system and to reduce the 102
 48 waste loading of undesirable elements at the treat- 103
 49 ment plant. This will serve to reduce or eliminate 104
 50 special costs to the sewer users, such as sewer 105
 51 cleaning due to grease plugs, odor control and ad- 106
 52 ditional chemical treatment. [Amended Ordinance 107
 53 214-081313] 108

54 Grease, oil and sand interceptors shall be provided 109
 55 when, in the opinion of the Utility Manager, they 110
 56 are necessary for the proper handling of liquid

wastes containing floatable grease in excessive amounts, as specified in Section 62.6(o)(9); except that such interceptors shall not be required for private living quarters or dwelling units.

All interceptors shall meet the requirements of Wisconsin Administrative code SPS 382.34. The owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and the means of disposal, which are subject to review by the Utility Manager. Any removal and hauling of the collected materials not performed by the owner(s)' personnel must be performed by currently licensed waste disposal firms.

In addition to the requirements stated above, all restaurants, food processing and similar facilities must comply with the requirements of Subsections (1) and (2) below.

- (1) Installation of Grease Interceptors:
 - (a) No later than December 1, 2014 grease interceptors must be provided at all restaurants, food processing and similar facilities for the proper handling of liquid wastes containing floatable grease in excessive amounts as specified in Section 62.6 (o)(9).
 - (b) All interceptors shall meet the requirements of Wisconsin Administrative code SPS 382.34, except that the Village shall reserve the right to require all new restaurants, food processing and similar facilities to have exterior grease interceptors.
- (2) Inspection and Cleaning of Grease Interceptors:
 - (a) All interior grease interceptors must be inspected by the restaurant or food processing facility owner or authorized employee and cleaned at a minimum as follows:
 - 1. Once per month, except during periods when restaurants, food processing and similar facilities are not open for business.
 - (b) All exterior grease interceptors must be inspected and cleaned by a licensed pumper or hauler by May 1 of each year.
 - (c) The Utility Manager shall have the authority to require more frequent cleanings.
 - (d) All interceptor inspections and cleaning must be recorded on a form provided by the Utility, and a signed copy must be provided to the Utility Clerk on a monthly basis. If a commercial hauler performs the cleaning service, his name and

1 signature must be recorded on the form after
2 each cleaning. Failure to provide the
3 Utility with an executed and signed inspection/cleaning form will result in an inspection
4 by the Utility. If the restaurant or food
5 processing facility has not been open for
6 business or in operation during the month
7 to be reported, it should be so noted on the
8 reporting form.
9

10 (e) If the Utility inspection reveals that
11 an interceptor is in need of cleaning, a written
12 notice will be issued to the owner or his
13 representative, and the Utility will have the
14 interceptor cleaned. The owner will be
15 billed the cost for cleaning the interceptor,
16 including a service charge by the Utility.
17 Delinquent bills with interest will be placed
18 on the tax roll for the property as a special
19 charge.

20 (f) If the Utility inspection reveals that
21 an interceptor is defective or undersized so
22 as to not work properly the Utility Manager
23 may order the repair or replacement of the
24 interceptor.

25 (g) Wastes from interceptor cleaning
26 shall not be disposed of in the sanitary
27 sewer system.

28 (h) Grease liquefiers or solvents of any
29 kind shall not be used to clean grease interceptors.
30

31 (i) The Utility Manager shall annually
32 report to the Utility Committee and Village
33 Board on the compliance of the various
34 businesses and facilities with these provisions
35 no later than May 15 each year.

36 (g) Analyses.

37 (1) All measurements, tests and analyses of the
38 characteristics of waters, wastes and septage to
39 which reference is made in this chapter shall be determined
40 according to "Standard Methods for the
41 Examination of Water and Wastewater," published
42 by the American Public Health Association and
43 "Guidelines Establishing Test Procedures for Analysis
44 of Pollutants," (40 CFR 136). Sampling methods,
45 locations, times, durations, and frequencies
46 are to be determined on an individual basis subject
47 to approval by the village.

48 (2) Determination of the character and concentration
49 of the high strength wastes shall be made
50 by the person discharging them or his agent, as
51 designated and required by the village. The village
52 may also make its own analyses of the wastes and
53 these determinations shall be used as a basis for
54 charges. If the person discharging the waste contests
55 the determination, the village may elect to
56 have an independent laboratory determine the
57 character and concentration of the waste. Such in-

58 dependent laboratory shall be acceptable to both
59 the village and the person discharging the waste.
60 All costs incurred by the independent laboratory in
61 determining shall be assumed by the discharger.

62 (h) Submission of information. Plans, specifications
63 and any other pertinent information relating to
64 proposed flow equalization, pretreatment or processing
65 facilities shall be submitted for review of the
66 village before the start of their construction if
67 the effluent from such facilities is to be discharged
68 into the public sewers.

69 (i) Extension of time. When it can be demonstrated
70 that circumstances exist that would create an unreasonable
71 burden on the person proposing to discharge a waste,
72 to comply with the time schedule imposed in this chapter,
73 a request for extension of the time may be presented
74 for consideration by the board.
75

76 **Section 62.12-14 Reserved.**

77 **Section 62.15 Violations and Penalties.**

78 (a) Damages and accidental discharge.

79 (1) Damages. No unauthorized person shall
80 maliciously, willfully or negligently break, damage,
81 destroy, uncover, deface or tamper with any structure
82 of pertinence or equipment that is a part of the sewer
83 system or water system.

84 (2) Accidental discharge. Any person found
85 responsible for accidentally allowing a deleterious
86 discharge into the sewer system that causes damage
87 to the treatment facility and/or receiving body of
88 water shall, besides a fine, pay the amount to cover
89 damages, both values to be established by the village.
90

91 (b) Written notice of violation.

92 (1) Any person connected to the sewerage system
93 or water system found violating a provision of this
94 chapter shall be served by the village with a written
95 notice stating the nature of the violation and providing
96 a reasonable time for the satisfactory correction of it.
97 If the person does not correct the violation within the
98 time set by the village, then the person shall be liable
99 for the penalties set forth in subsection (e) of this section
100 from the day of first violation. The offender shall, within
101 the period stated in such notice, permanently cease all
102 violation.
103

104 (2) Any licensed disposer discharging to the
105 wastewater treatment facility or to a public sewer,
106 found violating a provision of this chapter or of any
107 conditions of the Village Board's approval for septage
108 disposal, may have his approval immediately revoked.
109 This revocation shall be done in writing and state the
110 reason for revoking the septage disposal approval.
111

1 (3) Whenever any of the rules and regulations,
 2 or others as the Village may hereafter adopt, are
 3 violated, the use of service shall be shut off from
 4 the building or place of violation (even if there are
 5 two or more parties receiving service through the
 6 same connection) and shall not be re-established
 7 except by order of the Village Board and on pay-
 8 ment of all arrears, the expenses and established
 9 charges of shutting off and putting on and other
 10 terms as the Village Board may decide. With the
 11 violation, the Village Board, furthermore, may de-
 12 clare any payment made for the service by the par-
 13 ties committing the violation, to be forfeited, and
 14 the payment shall then be forfeited.

15 (c) Liability to village for losses. Any person violating
 16 any provision of this chapter shall become liable to
 17 the village for any expense, loss or damage occa-
 18 sioned because of a violation that the village may
 19 suffer as a result of it.

20 (d) Damage recovery.

21 (1) The sewer utility shall have the right of re-
 22 covery from all persons an expense incurred by
 23 such utility for the repair or replacement of any
 24 sewer pipe damaged in any manner by any person
 25 by the performance of any work under their control
 26 or by any negligent acts.

27 (2) The water utility shall have the right of re-
 28 covery from all persons any expense incurred by
 29 such utility for the repair or replacement of any
 30 water pipe, curbcock, gate valve, hydrant or valve
 31 box damaged in any manner by any person by the
 32 performance of any work under their control or by
 33 any negligent act. Owners or operators of motor
 34 vehicles will be held liable for the cost of repair of
 35 any hydrant damaged by them and the utility will
 36 not be responsible for the damage to the motor ve-
 37 hicle because of such accident.

38 (6) Penalties for Well Abandonment.

39 (1) Failure to abandon any well after revoca-
 40 tion of a permit to follow the provisions of Wis-
 41 consin Administrative Code NR Chapter 812, in
 42 abandoning the well is hereby deemed a public
 43 nuisance, and the Village may cause the well to be
 44 properly abandoned and may assess the cost
 45 against the owner of the affected property and col-
 46 lect it as a special tax.

47 (7) Penalties for Cross Connections.

48 The Village may discontinue water service to any
 49 property wherein any connection in violation of
 50 this section exists, if the Village reasonably believe
 51 that a cross connection may contaminate the mu-
 52 nicipal water system. The Village may also take
 53 other precautionary measures deemed necessary to
 54 eliminate any danger of contamination of the pub-
 55 lic water system. Water service shall be discontin-
 56 ued only after reasonable notice and opportunity
 57 for hearing under Chapter 68, Wisconsin Statutes,

58 except as provided below. Water service shall not
 59 be restored until the matters in violation of this
 60 section have been eliminated and the private well
 61 and plumbing brought into compliance with the
 62 provisions of this section or adequate assurance is
 63 given the Village in its discretion that this section
 64 will be complied with in a timely manner. If it is
 65 determined by the Village that a failure of compli-
 66 ance with this section endangers the public health,
 67 safety or welfare and requires immediate action
 68 and a written finding to that effect is filed with the
 69 Village clerk-treasurer and delivered to the cus-
 70 tomer's premises, service may be immediately dis-
 71 continued. The customer shall have an opportunity
 72 for hearing under Chapter 68, Wisconsin Statutes,
 73 within ten days of an emergency discontinuance.

74 (e) Penalties. Any person who shall violate any of the
 75 provisions of this chapter shall, upon conviction,
 76 forfeit not less than \$100.00 nor more than
 77 \$1,000.00 and the costs of prosecution (pursuant to
 78 Wis. Stats. § 66.0114). This, however, shall not bar
 79 the village from enforcing the connection duties
 80 set out in subsection 62.6(c) for mandatory
 81 hookup. Compliance with this chapter may also be
 82 enforced by injunction order at the suit of the vil-
 83 lage to prevent or cause the discontinuance of a vi-
 84 olation of any of the provisions of this chapter.
 85 This chapter may be enforced by the issuance of a
 86 citation to any violator of this chapter by the Vil-
 87 lage Administrator, by any state officer with police
 88 powers or any other duly appointed law enforce-
 89 ment officer of the Village.

90 (f) Continued violation. Any person, partnership, cor-
 91 poration or any officer, agent or employee thereof
 92 who shall continue any violation beyond the notice
 93 time limit provided shall, upon conviction, forfeit
 94 not less than \$500.00 per day of continued viola-
 95 tion with the costs of prosecution. In default of
 96 payment of forfeiture and costs, such violator shall
 97 be imprisoned in the county jail for a period not to
 98 exceed five days. Each day in which any violations
 99 is continued beyond the notice time limit shall be
 100 deemed a separate offense.

101 **Section 62.16 Definitions.**

102 Unless the context specifically indicates otherwise, the
 103 meaning of terms used in this chapter shall be as follows:

104 Approving authority means the Village Board or its duly
 105 authorized committee, agent or representative.

106 Backflow means:

107 (1) A flow condition, induced by a differential
 108 in pressure that causes the flow of water or other
 109 liquid into the distribution pipes of a potable water
 110 supply from any source or sources other than its
 111 intended source.

112 (2) The backing up of water through a conduit
 113 or channel in the direction opposite to normal flow.

114 Biochemical oxygen demand (BOD) means the quantity
 115 of oxygen used in the biochemical oxidation of or-
 116

- 1 ganic matter in five days at 20 degrees Celsius, ex-
2 pressed as milligrams per liter. Quantitative deter-
3 mination of BOD shall be made according to pro-
4 cedures set forth in the most recent edition of
5 "Standard Methods."
- 6 **Building drain** means that part of the lowest horizontal
7 piping of a drainage system that receives the dis-
8 charge from waste and other drainage pipes inside
9 the walls of the building and conveys it to the
10 building sewer.
- 11 **Building sewer** means the extension from the public sewer
12 or other place of disposal beginning outside the in-
13 ner face of the building wall.
- 14 **Compatible pollutants** means biochemical oxygen de-
15 mand, suspended solids, phosphorus, or pH, plus
16 additional pollutants identified in the Wisconsin
17 Pollutant Discharge Elimination System (WPDES)
18 permit for the publicly owned treatment works re-
19 ceiving the pollutants if such works were designed
20 to treat such additional pollutants to a substantial
21 degree.
- 22 **Cross connection, control** means a program for protecting
23 the public water system from contamination due to
24 the backflow of contaminants through the water
25 service connection into the public water system.
- 26 **Debt service charges** means all costs associated with the
27 repayment of debts incurred for the construction
28 and/or rehabilitation of the wastewater collection
29 system and treatment facility.
- 30 **Floatable oil** means oil, fat or grease in a physical state
31 such that it will separate by gravity from
32 wastewater by treatment in an approved pretreat-
33 ment facility. A wastewater or septage shall be
34 considered free of floatable fat if it is properly pre-
35 treated and the wastewater does not interfere with
36 the collection system.
- 37 **Garbage** means the residue from the preparation, cooking
38 and dispensing of food, and from the handling,
39 storage and sale of food products and produce.
- 40 **Ground garbage** means the residue from the preparation,
41 cooking and dispensing of food that has been
42 shredded to such degree that all particles will be no
43 greater than one half inch in any dimension and
44 will be carried freely in suspension under normal
45 flow conditions in public sewers.
- 46 **Improperly constructed well** means a well or pump instal-
47 lation that does not comply with the provisions of
48 Wis. Admin. Code NR Chapter 812 in effect at the
49 time of construction of the well, at the installation
50 of a contamination source, at the installation of the
51 pump or completion of work on the well or pump
52 installation.
- 53 **Incompatible pollutants** mean wastewater or septage with
54 pollutants that will adversely effect or disrupt the
55 wastewater processes or effluent quality or sludge
56 quality if discharged to a wastewater treatment fa-
57 cility.
- 58 **High Strength waste** means the wastewater from commer-
59 cial or industrial processes, trade or business, as
60 distinct from sanitary sewage, including cooling
61 water and the discharge from sewage pretreatment
62 facilities.
- 63 **Laterals (service lateral)** means:
64 (1) A ditch, pipe or other conduit entering or
65 leaving a water main from the side.
66 (2) A sewer that discharges into the main sewer
67 or other sewer branch.
- 68 **Licensed disposer** means a person holding a license under
69 Wis. Stats. § 281.49(1)(a).
- 70 **Meter** means an instrument installed to measure the vol-
71 ume and/or rate of flow of water delivered through
72 it.
- 73 **Municipal wastewater** means the spent water of a com-
74 munity. The wastewater may be a combination of
75 the liquid and water carried wastes from residen-
76 ces, commercial buildings, industrial plants and in-
77 stitutions, with any groundwater, surface water and
78 stormwater that may be present.
- 79 **Natural outlet** means any outlet, including storm sewers,
80 into a watercourse, pond, ditch, lake or other body
81 of surface water or groundwater.
- 82 **Normal domestic strength wastewater** means wastewater
83 with concentrations less than 300 mg/l BOD, 250
84 mg/l suspended solids and 12 mg/l phosphorus.
- 85 **Normal user** means a user whose contributions to the
86 wastewater treatment facility consist only of nor-
87 mal domestic strength waste originating from a
88 house, apartment, condominium or other living
89 quarters occupied by a person or persons making
90 up a distinct household, business or commercial
91 enterprise.
- 92 **Operation and maintenance costs** means all costs associ-
93 ated with the operation and maintenance of the
94 wastewater collection and treatment facilities.
95 These costs, including costs associated with extra-
96 neous (clear water) flows, shall be divided propor-
97 tionately among the various sewer users according
98 to their equivalent user factors.
- 99 **Parts per million** means a weight to weight ratio; the parts
100 per million value multiplied by the factor 8.34
101 shall be equivalent to pounds per million gallons of
102 water.
- 103 **Person** means any person, including any individual, firm,
104 company, municipal or private corporation, associ-
105 ation, society, institution, enterprise, government
106 agency or other entity.
- 107 **pH** means the logarithm of the reciprocal of the hydrogen
108 ion concentration. The concentration is the weight
109 of hydrogen ions, in grams per liter of solution.
110 Neutral water, for example, has a pH value of sev-
111 en and a hydrogen ion concentration of 107.
- 112 **Potable water** means water that does not contain objec-
113 tionable pollution, contamination, minerals or in-
114 fective agents and is considered satisfactory for
115 domestic consumption.
- 116 **Public sewer** means any sewer provided by or subject to
117 the jurisdiction of the village. It shall also include
118 sewers within or outside the corporate boundaries
119 that serve one or more persons and ultimately dis-
120 charge into the village's sanitary sewer system, alt-
121 hough those sewers may not have been constructed
122 with village funds.
- 123 **Pump installation** means the pump and related equipment
124 used for withdrawing water from a well including

- 1 the discharge piping, the underground connections,
2 pitless adapters, pressure tanks, pits, sampling fau-
3 cets and well seals or caps.
- 4 Replacement costs means a service charge levied on users
5 of the wastewater collection and treatment facili-
6 ties for payment of capital expenses and operation
7 and maintenance costs, including replacement of
8 such facilities.
- 9 Sanitary District: means the portion of the Town of Liber-
10 ty Grove covered by the Liberty Grove Sanitary
11 District.
- 12 Sanitary sewage means a combination of liquid and water
13 carried wastes discharged from toilets and/or sani-
14 tary plumbing facilities, with such groundwater,
15 surface water and stormwater as may be present.
- 16 Sanitary sewer means a sewer that carries liquid and water
17 carried wastes from residences, commercial build-
18 ings, industrial plants and institutions, with small
19 quantities of groundwater, stormwater and uninten-
20 tionally admitted surface water.
- 21 Septage means scum, liquid, sludge or other waste from a
22 septic tank, soil absorption field, holding tank,
23 vault toilet or privy. This does not include the
24 waste from a grease trap.
- 25 Sewage means spent water of a community. The preferred
26 term is "municipal wastewater."
- 27 Sewer service areas means the areas presently served and
28 anticipated to be served by a sewage collection
29 system. State regulations (Wis. Admin. Code NR §
30 121.05) require that water quality management
31 plans delineate sewer service areas for urban areas
32 with a population of over 10,000. Approved facili-
33 ty plans contain less detailed sewer service areas
34 for communities under a population of 10,000.
- 35 Sewer service charge means a service charge levied on
36 users of the wastewater collection and treatment
37 facilities for payment of use related capital expense
38 and operation and maintenance costs, including re-
39 placement of such facilities.
- 40 Sewerage system means as defined in Wis. Stats. §
41 281.01(14).
- 42 Shall means mandatory; may means permissible.
- 43 Slug load means any substance released at a discharge rate
44 and/or concentration that causes interference to the
45 wastewater treatment processes.
- 46 Standard methods means the examination and analytical
47 procedures set forth in the most recent edition of
48 "Standard Methods for the Examination of Water,
49 Sewage and Industrial Wastes," published jointly
50 by the American Public Health Association, the
51 American Water Works Association and the Water
52 Pollution Control Federation.
- 53 Storm drain (sometimes termed "storm sewer") means a
54 drain or sewer for conveying water, groundwater,
55 subsurface water or unpolluted water from any
56 source.
- 57 Stormwater runoff means that portion of the rainfall that
58 drains into sewers.
- 59 Suspended solids means solids that either float on the sur-
60 face of, or are in suspension in, water, wastewater,
61 septage or other liquids and that is removable by
62 laboratory filtering as prescribed in "Standard
63 Methods" and is called non-filterable residue.
- 64 Unpolluted water means water of a quality equal or better
65 than the effluent criteria in effect or water that
66 would not cause violation of receiving water quali-
67 ty standards and would not be benefited by dis-
68 charge to the sanitary sewers and wastewater
69 treatment facilities provided.
- 70 Unsafe well means a well or pump installation that pro-
71 duces water contaminated bacteriologically or wa-
72 ter contaminated with substances in exceedance of
73 the standards of Wis. Admin. Code NR Chapter
74 109 or Chapter 140 or for which a health advisory
75 has been issued by the state department of natural
76 resources.
- 77 Unused well means a well or pump installation that is not
78 in use or does not have a functional pumping sys-
79 tem.
- 80 USEPA means the United States Environmental Protec-
81 tion Agency.
- 82 User/customer means any person, owner or occupant,
83 firm, partnership, corporation, municipality, coop-
84 erative organization, government agency, political
85 entity, etc., provided with water and/or sewer ser-
86 vice by any water and/or sewer public utility.
- 87 Utility means a public or private concern engaged in the
88 performance of some useful service, such as fur-
89 nishing water, gas, electricity or sewer facilities.
- 90 Utility Committee: means the committee established by
91 the Village including members from the Town of
92 Liberty Grove and Utility District that provides
93 oversight on the operation of the Village Utilities.
- 94 Utility District means: the portion of the Liberty Grove
95 Sanitary District designated to provide sanitary
96 sewer service and water service.
- 97 Wastewater facilities means the structures, equipment and
98 processes required to collect, carry away, store and
99 treat domestic and industrial wastes and septage
100 and dispose of the effluent.
- 101 Wastewater treatment works means an arrangement of de-
102 vices and structures for treating wastewater, sep-
103 tage, industrial wastes and sludge. Sometimes used
104 synonymously with waste treatment.
- 105 Water main means the water pipe, located beneath a street,
106 right-of-way or easement from which domestic
107 water supply is delivered to the service pipe (lat-
108 eral) leading to specific premises.
- 109 Water supply means:
110 (1) The sources of water for public or private
111 uses. When United States Environmental Protec-
112 tion Agency standards have been met, the supply is
113 termed "an approved water supply";
114 (2) The furnishing of good potable water under
115 satisfactory pressure for domestic, commercial, in-
116 dustrial and public service and an adequate quanti-
117 ty of water under reasonable pressure for fire-
118 fighting.
- 119 Water system means as provided in Wis. Stats. §
120 811.02(25). Collectively, all of the property in-
121 volved in the operation of the water utility, includ-
122 ing land, water lines and appurtenances, pumping
123 stations, treatment plants and general property.

- 1 Watercourse means a natural or artificial channel for the
2 passage of water, either continuously or intermit-
3 tently.
- 4 Well means an excavation or opening into the ground
5 made by digging, boring, drilling, driving or other
6 methods for obtaining groundwater for consump-
7 tion or other use.
- 8 Well abandonment means the filling and sealing of a well
9 according to the provisions of Wis. Admin. Code
10 Comm. NR Chapter. 812.
- 11 Wisconsin Pollutant Discharge Elimination System
12 (WPDES) Permit means a document issued by the
13 state department of natural resources that estab-
14 lishes effluent limitations and monitoring require-
15 ments for the municipal wastewater treatment fa-
16 cility.
- 17 WDNR means the Wisconsin Department of Natural Re-
18 sources.
- 19 WPSC means the Wisconsin Public Service Commission
20 that governs the rates, rules and regulations of the
21 village water utility.

22 **Section 62.17-19 Reserved.**

23

24

1 **Section 62.20 Establishment of Impact Fees**

2 The following fees are impact fees established by the Vil-
3 lage pursuant to Section 66.0617, Wis. Stats.:

- 4 (a) Impact fees pursuant to Section 62.28 of this
5 Chapter.

6 **Section 62.21 Definitions**

7 In this Section:

- 8 (a) All words shall have the same meanings as set
9 forth in Section 66.0617, subsection (1), Wis.
10 Stats.

- 11 (b) The word "development" shall have the same
12 meaning as the phrase "land development."

13 **Section 62.22 Documentation**

14 The following Village documents contain the needs as-
15 sessments for the impact fees identified under Section 3
16 above, demonstrate Village compliance with the require-
17 ments of Section 66.0617(4), Wis. Stats., and shall be kept
18 on file and available for public inspection in the Office of
19 the Village Clerk:

20 Public Facilities Needs Assessment for Wastewater
21 Impact dated March 2005

22 Public Facilities Needs Assessment for Water
23 Tower and System Improvement Impact dated
24 September 2005

25 Public Facilities Needs Assessment for the Down-
26 town Sanitary Sewer and Watermain Improve-
27 ments Dated June 2008 (Amended Ordinance No.
28 145-081208)

29 **Section 62.23 Revenues**

30 Revenues collected by the Village as impact fees shall be
31 placed by the Village Treasurer in segregated interest-
32 bearing accounts, and shall be accounted for separately
33 from other funds of the Village. Impact fee revenues and
34 interest earned on impact fee revenues may be expended
35 by the Village only for the capital costs for which the im-
36 pact fees were imposed. Separate accounts shall be kept of
37 fees collected from different impact fee zones, where the
38 particular Impact Fee Ordinance provides for differential
39 fees according to zones, and revenues collected in particu-
40 lar zones shall be spent in those zones as appropriate.

41 **Section 62.24 Time Limit for Expenditures**

- 42 (a) The Village determines the following lengths of
43 time appropriate for the planning, financing, acqui-
44 sition and construction of the public facilities listed
45 below:

46 1. Wastewater Treatment Plant Expansion
47 From January 2003 through December 31,
48 2005.

49 2. Water System Improvements
50 From January 1, 2006 through December
51 31, 2021(Amended Ord-239-091515)

- 52 3. Downtown Sanitary Sewer and Watermain
53 Improvements. (Amended Ordinance No.
54 145-081208)

55 From August 12, 2008 through July 31,
56 2015.

- 57 (b) Maximum Time to Use Impact Fees Collected
58 From the Time of Fee Collection:

59 1. Type of Facility: Wastewater Treat-
60 ment Plant expansion May 2025

61 2. Type of Facility: Water system im-
62 provements December 2026(Amended
63 Ord-239-091515)

64 3. Type of Facility: Downtown Sani-
65 tary Sewer and Watermain Improvements
66 2028 (Amended Ordinance No. 145-
67 081208)

- 68 (c) Fees held by the Village under Section 62.23
69 above, and not used within the time period speci-
70 fied herein, shall be refunded to the persons who
71 are the current owners of record, at the expiration
72 of such time period, of the property with respect to
73 which the impact fees were imposed.

74 **Section 62.25 Payment of Impact Fees**

75 All required impact fees, unless expressly excepted in a
76 section of this Chapter, shall be paid before a building
77 permit may be issued for the construction for which the
78 impact fee is to be imposed. With respect to any develop-
79 ment affected by any impact fee imposed under this Chap-
80 ter which is under construction at the time the ordinance
81 imposing such impact fee becomes effective or which has
82 received a building permit at such time, all required im-
83 pact fees shall be paid before a certificate of occupancy
84 may be issued for such development. Impact fee payments
85 shall be assumed to be the responsibility of the owner of
86 record at the time the building permit is requested.

87 **Section 62.26 Installment Payments**

88 The Village Board, by resolution, may authorize the pay-
89 ment of impact fees, otherwise payable in full, in install-
90 ment payments. If installment payments are authorized,
91 interest shall be paid on the installment payments at the
92 same rate then charged by the Village on installments of
93 special assessments.

94 **Section 62.27 Appeals**

95 A developer may appeal to contest the amount, collection
96 or use of the impact fee in the manner provided herein:

- 97 (a) It shall be a condition to the commencement of
98 such an appeal that the impact fee from which the
99 developer appeals shall be paid as and when the
100 fee or any permitted installment thereof becomes
101 due and payable, and upon default in making any
102 such payment, such appeal may be dismissed.

1 (b) The only questions appealable under this section
 2 are the following, as authorized by Section
 3 66.0617(10), Wis. Stats.:

4 (1) The amount of fee charged and paid by the de-
 5 veloper;

6 (2) The method of collection of the impact fee;

7 (3) The use to which the particular fee paid by the
 8 developer is made by the Village.

9 (c) Appeals must be brought within 30 days of the ear-
 10 lier of:

11 (1) The date the impact fee is payable hereunder;

12 (2) In a situation where installment payments are
 13 allowed, the due date of the first required install-
 14 ment.

15 (d) The appellant shall pay a filing fee of \$300 at the
 16 time of filing of the appeal. The notice of appeal
 17 shall be filed with the Village Clerk.

18 (e) Following the filing of the notice of appeal, the
 19 Village Clerk shall compile a record of the ordi-
 20 nance imposing the impact fee that is the subject of
 21 the appeal and a record of the management and ex-
 22 penditure of the proceeds of the impact fee, and
 23 shall transmit these documents to the Village
 24 Board. In consultation with the Village depart-
 25 ments, the Village Clerk shall also compile a report
 26 on each appeal in which the appellant is seeking a
 27 reduction or total refund in the impact fee paid.
 28 This report shall specify the fiscal impact on the
 29 Village of Sister Bay if the appeal overturns the
 30 impact fee. If the fiscal impact re-port indicates
 31 that the appeal, if successful, will cause a revenue
 32 shortfall that otherwise was not budgeted with re-
 33 spect to the public facility, and if this revenue
 34 shortfall cannot be reconciled by reduction in im-
 35 pacts caused by development on the appellant's
 36 property, the report shall estimate whether it will
 37 be necessary for the Village to adjust impact fees,
 38 or amend existing ordinances, to recover the pro-
 39 posed revenue shortfall.

40 (f) The Village Board shall hold a public hearing on
 41 the appeal, preceded by a Class 1 notice, providing
 42 fair opportunity for the appellant to be heard. The
 43 burden shall be on the appellant to establish ille-
 44 gality or impropriety of the fee from which the ap-
 45 peal has been taken. Following the close of the
 46 public hearing, the Village Board shall deliberate
 47 upon the matter, and shall conduct such studies and
 48 inquiries as it deems appropriate to decide the ap-
 49 peal.

50 (g) If the Village Board determines that the appeal has
 51 merit, it shall determine appropriate remedies.
 52 These may include reallocation of the proceeds of
 53 the challenged impact fee to accomplish the pur-
 54 poses for which the fee was collected, refunding
 55 the impact fee in full or in part, along with interest
 56 collected by the Village thereon, or granting the

57 appellant the opportunity to make the impact fee
 58 payment in installments, or such other remedies as
 59 it deems appropriate in a particular case.

60 Section 62.28 Impact Fee Amounts

61 (a) The Wastewater Treatment Plant expansion impact
 62 fee for every residential meter equivalent is \$653.00.

63 (b) The Water System improvements impact fee for
 64 every residential meter equivalent is \$1,478.00. (Amended
 65 Ord-239-091515)

66 (c) The Downtown Sanitary Sewer and Watermain
 67 Improvements impact fee for every residential meter
 68 equivalent is \$861.00 effective on September 1, 2010.
 69 (*Amended Ordinance No. 179-121410*)

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10001	A-1 ELEVATOR	8626	Maintenance - VH lift	09/28/2015	179.55	179.55	10/08/2015
Total 10001					179.55	179.55	
10003	AAPLE RIDGE LOCKSMITH	4453	Key box - Admin Bldg	09/21/2015	72.00	72.00	09/24/2015
Total 10003					72.00	72.00	
10005	ACTION ELECTRIC INC	29972	flourescent bulbs shop	09/30/2015	74.22	74.22	10/15/2015
			BSD overhead line burial		741.00	741.00	10/15/2015
			beach project electrical work		931.97	931.97	10/15/2015
			maintenance - old fire station		93.87	93.87	10/15/2015
			maintenance - Sports Complex		95.00	95.00	10/15/2015
Total 10005					1,936.06	1,936.06	
10007	ACTION APPRAISERS INC	1498	Assessor	09/15/2015	2,875.00	2,875.00	09/17/2015
		1511	Assessor	10/01/2015	2,875.00	2,875.00	10/08/2015
Total 10007					5,750.00	5,750.00	
10110	AFLAC	220972	Employee-funded premium	10/12/2015	292.96	292.96	10/15/2015
		828998	Employee-funded premium	09/12/2015	199.20	199.20	09/17/2015
Total 10110					492.16	492.16	
10208	B & B PAVERS INC	6513	Wrap & pallet pavers	10/13/2015	504.00		
Total 10208					504.00	.00	
10214	SCOTT BAKER	3RD QTR 2015	Reimb - mileage	09/30/2015	132.25	132.25	10/15/2015
Total 10214					132.25	132.25	
10218	BAUDHUIN INC	34891	Beach Staking	09/30/2015	1,664.00	1,664.00	10/08/2015
Total 10218					1,664.00	1,664.00	
12225	NATHAN BELL	3RD QTR 2015	Plan Commission compensation	09/30/2015	200.00	200.00	10/09/2015
Total 12225					200.00	200.00	
12322	DREW BICKFORD	3RD QTR 2015	Marketing	09/30/2015	120.00	120.00	10/09/2015
Total 12322					120.00	120.00	
13260	BHIRDO'S BY THE BAY	15907	Marina - gas	08/31/2015	83.52	83.52	09/17/2015
		15938	Village Gas - Aug	08/31/2015	670.27	670.27	09/17/2015
		16732	Village gas -	09/30/2015	882.82		
Total 13260					1,636.61	753.79	
14309	CARDMEMBER SERVICE	0166	Marina Fest - band lodging	09/07/2015	639.36	639.36	10/01/2015
		093015	cc interest paid	09/30/2015	89.32	89.32	10/01/2015
		2004	Marina Fest signs	08/29/2015	133.44	133.44	10/01/2015
		2342	Tablets - Jackson, Grutzmacher	08/26/2015	115.40	115.40	10/01/2015
		3366	Marina Fest signs	08/27/2015	322.40	322.40	10/01/2015
		3440	Marina Fest signs	08/27/2015	60.79	60.79	10/01/2015
		4268	Postage	09/14/2015	22.79	22.79	10/01/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		5466	Civics symposium lodging - refund	09/21/2015	79.99 -	79.99 -	10/01/2015
		7645	office supplies - laminating sheets	09/10/2015	53.79	53.79	10/01/2015
		9606	Marina Fest signs	09/12/2015	49.55	49.55	10/01/2015
Total 14309					1,406.85	1,406.85	
14310	CAPTAIN COMMODOES INC	26831	Commode rental - Marina Fest	09/10/2015	1,300.00	1,300.00	09/17/2015
		27090	Commode rental - Dog Park	09/28/2015	75.00	75.00	10/01/2015
Total 14310					1,375.00	1,375.00	
17501	CHARTER COMMUNICATIONS	NOV 2015 BH	Boathouse - charter TV	10/08/2015	80.96	80.96	10/15/2015
		OCT 15 MARINA	internet - Marina	09/13/2015	145.00	145.00	09/24/2015
		OCT 2015 BH	Boathouse - charter TV	09/08/2015	80.96	80.96	09/17/2015
		OCT2015	internet - Admin Bldg	09/23/2015	149.99	149.99	10/01/2015
		REFUND 2014	personal property tax refund ty2014	09/15/2015	2,738.94	2,738.94	09/24/2015
Total 17501					3,195.85	3,195.85	
17506	CELLCOM	027295	Cellphones - Parks employees	10/05/2015	185.13	185.13	10/15/2015
			Cell phone - Administrator		28.45	28.45	10/15/2015
			Cell phone - Marketing mgr.		54.70	54.70	10/15/2015
			Cellphone - Marina manager		90.41	90.41	10/15/2015
		905437	Cellphones - Parks employees	09/05/2015	255.64	255.64	09/17/2015
			Cell phone - Administrator		54.72	54.72	09/17/2015
			Cellphone - Marina manager		44.73	44.73	09/17/2015
			Cellphone - Marina manager		45.72	45.72	09/17/2015
Total 17506					759.50	759.50	
17518	HOCKERS CONCRETE INC	344	System ADJ: 09/24/2015 02:33 PM	09/24/2015	900.00 -		
			System ADJ: 09/24/2015 02:33 PM		900.00		
		346	System ADJ: 09/24/2015 02:33 PM	09/24/2015	1,750.00 -		
			System ADJ: 09/24/2015 02:33 PM		1,750.00		
Total 17518					.00	.00	
17519	COUNTRY WALK BP-AMOCO	1269	Village gas -	09/30/2015	189.63	189.63	10/15/2015
Total 17519					189.63	189.63	
20002	DAIRY DEAN'S FAMILY RESTAURANT	FISH BOIL	Marina Fish Boil	08/15/2015	1,416.00	1,416.00	09/24/2015
		TASTING 2015	Marina Wine Tasting	08/15/2015	1,416.00	1,416.00	09/24/2015
Total 20002					2,832.00	2,832.00	
20005	SHARON DOERSCHING	2ND & 3RD QTR	Parks Committee compensation	09/30/2015	280.00	280.00	10/09/2015
Total 20005					280.00	280.00	
20007	DELTA DENTAL OF WIS	832994	Dental insurance	09/21/2015	1,041.73		
			Dental insurance		1,041.73 -		
			Dental insurance		1,483.39	1,483.39	09/24/2015
Total 20007					1,483.39	1,483.39	
20399	DONOHUE & ASSOC	12032-49	Construction - Gateway	09/11/2015	547.50	547.50	09/17/2015
			Construction - Gateway		570.00	570.00	09/17/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20399					1,117.50	1,117.50	
20451	DOOR COUNTY HWY DEPT	40011118	Cold Mix	09/16/2015	99.53	99.53	09/24/2015
			Maintenance - Streets		129.73	129.73	09/24/2015
		40011218	Signs	09/30/2015	295.78	295.78	10/15/2015
Total 20451					525.04	525.04	
20452	DOOR COUNTY IT DEPT	40011183	Admin Fee	09/30/2015	3.37	3.37	10/08/2015
			Tech Support - Village		84.24	84.24	10/08/2015
Total 20452					87.61	87.61	
20455	DOOR COUNTY SHERIFF	40011162	Sheriff Security Service	09/29/2015	401.06	401.06	10/08/2015
			Sheriff Security Service		194.59	194.59	10/08/2015
Total 20455					595.65	595.65	
20465	DOOR COUNTY COASTAL BYWAY	2016	2016 Support	09/30/2015	300.00	300.00	10/01/2015
Total 20465					300.00	300.00	
20504	EMPLOYER SERVICES LLC	E4232	Claims Management - HRA	09/15/2015	3,000.00	3,000.00	09/24/2015
Total 20504					3,000.00	3,000.00	
20505	EMPLOYEE BENEFITS CORP.	1335343	Benny Fee	09/15/2015	2.25	2.25	09/17/2015
			Minimum Fee		50.00	50.00	09/17/2015
		1350752	Dependent Care - FSA	10/09/2015	433.82	433.82	10/15/2015
			Health Care FSA		294.00	294.00	10/15/2015
		1358732	Benny Fee	10/15/2015	2.25	2.25	
			Minimum Fee		50.00	50.00	
Total 20505					832.32	780.07	
20512	EFTPS - ONLINE 941 PAYMENT	PR0912150	PRINT PAPER CHECK TO UPDATE GL /	09/17/2015	3,905.57	3,905.57	09/18/2015
			PRINT PAPER CHECK TO UPDATE GL /		913.36	913.36	09/18/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,999.31	2,999.31	09/18/2015
		PR0922150	PRINT PAPER CHECK TO UPDATE GL /	09/29/2015	965.56	965.56	09/29/2015
			PRINT PAPER CHECK TO UPDATE GL /		225.82	225.82	09/29/2015
			PRINT PAPER CHECK TO UPDATE GL /		22.50	22.50	09/29/2015
		PR0926150	PRINT PAPER CHECK TO UPDATE GL /	09/30/2015	3,500.50	3,500.50	10/02/2015
			PRINT PAPER CHECK TO UPDATE GL /		818.68	818.68	10/02/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,556.45	2,556.45	10/02/2015
		PR1009150	PRINT PAPER CHECK TO UPDATE GL /	10/09/2015	164.92	164.92	10/09/2015
			PRINT PAPER CHECK TO UPDATE GL /		38.60	38.60	10/09/2015
			PRINT PAPER CHECK TO UPDATE GL /		40.96	40.96	10/09/2015
		PR1010150	PRINT PAPER CHECK TO UPDATE GL /	10/14/2015	3,472.56	3,472.56	10/16/2015
			PRINT PAPER CHECK TO UPDATE GL /		812.16	812.16	10/16/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,655.44	2,655.44	10/16/2015
Total 20512					23,092.39	23,092.39	
20513	FABCO EQUIPMENT INC	C 178700	Skid Steer Loader - maint. parts	09/14/2015	19.95	19.95	09/24/2015
Total 20513					19.95	19.95	
20599	EVENSON LAUNDRY INC	695809	Entrance mats - Admin Bldg	09/10/2015	28.00	28.00	10/08/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Entrance mats - Fire Station		72.00	72.00	10/08/2015
Total 20599					100.00	100.00	
30609	FASTENAL	WISTU967 49	Shop supplies - ties	09/17/2015	138.17	138.17	10/01/2015
		WISTU96975	barricade repair Signs	09/25/2015	72.35 18.66	72.35 18.66	10/08/2015 10/08/2015
Total 30609					229.18	229.18	
30701	FRONTIER	OCT 2015	Admin Bldg phone	10/01/2015	192.71	192.71	10/08/2015
		CT2015MARINA	Marina phone	10/07/2015	55.75	55.75	10/15/2015
		PT2015MARINA	Marina phone	09/07/2015	56.73	56.73	09/17/2015
Total 30701					305.19	305.19	
30704	GANNETT WI NEWSPAPERS	SEPT 2015	Marina Fest - ads	09/30/2015	345.00	345.00	10/08/2015
			Job notices - Finance Director		160.00	160.00	10/08/2015
			Legal notices - Village		10.81	10.81	10/08/2015
		SUBSCRIPTION	Subscription	09/16/2015	112.71	112.71	09/17/2015
Total 30704					628.52	628.52	
30727	PAIGE FUNKHOUSER	3RD QTR 2015	BSD Reconstruction	09/30/2015	40.00	40.00	10/09/2015
Total 30727					40.00	40.00	
30750	GOING CO INC	SEPT 2015	garbage - Village	09/30/2015	10,120.84	10,120.84	10/08/2015
			recycle - Village		672.52	672.52	10/08/2015
			garbage - Parks Bldg		144.00	144.00	10/08/2015
			garbage - Marina		657.31	657.31	10/08/2015
			garbage - Fire Station		48.06	48.06	10/08/2015
Total 30750					11,642.73	11,642.73	
30751	GREAT-WEST	PR0912150	Great West Deferred Comp. DEFERREC	09/17/2015	1,148.20	1,148.20	09/18/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	09/18/2015
		PR0926150	Great West Deferred Comp. DEFERREC	09/30/2015	1,148.20	1,148.20	10/02/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	10/02/2015
		PR1010150	Great West Deferred Comp. DEFERREC	10/14/2015	1,148.20	1,148.20	10/16/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	10/16/2015
Total 30751					4,455.00	4,455.00	
30756	MARGE GRUTZMACHER	3RD QTR 2015	Plan Commission compensation	09/30/2015	240.00	240.00	10/09/2015
Total 30756					240.00	240.00	
34850	HOCKERS EXCAVATING INC	344	Top soil - line burial	08/10/2015	900.00	900.00	09/24/2015
		346	Payloader - Sledding Hill	08/10/2015	1,750.00	1,750.00	09/24/2015
Total 34850					2,650.00	2,650.00	
34858	DON HOWARD	3RD QTR 2015	Plan Commission compensation	09/30/2015	200.00	200.00	10/09/2015
Total 34858					200.00	200.00	
40956	INNOVATIVE PRINTING LLC	19983	Envelopes - Village	08/28/2015	336.00	336.00	10/01/2015
		19985	Marina Fest - tokens	08/28/2015	600.00	600.00	10/01/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Sunsplash - tokens		600.00	600.00	10/01/2015
		20025	Marina Fest - rack cards	08/28/2015	57.00	57.00	10/01/2015
	Total 40956				1,593.00	1,593.00	
41001	MATTHEW JACKSON	SEPT 2015	Meeting mileage	09/23/2015	72.22	72.22	09/24/2015
			Meals - wayfinding		48.00	48.00	09/24/2015
	Total 41001				120.22	120.22	
41010	JERRY'S FLOWERS	947	Flowers - Grounds	09/30/2015	150.00	150.00	10/08/2015
	Total 41010				150.00	150.00	
41018	SMITHGROUP JJR LLC	AUG 2015	beach design	08/30/2015	4,420.60	4,420.60	10/15/2015
	Total 41018				4,420.60	4,420.60	
41021	KIWANIS CLUB OF NORTHERN DOOR	MARINA FEST 2015	Marina Fest token payment	09/17/2015	1,890.90	1,890.90	09/24/2015
			Marina Fest token payment		210.10	210.10	09/24/2015
	Total 41021				2,101.00	2,101.00	
41089	DAN JUNGWIRTH	3RD QTR 2015	marina committee	09/30/2015	120.00	120.00	10/09/2015
	Total 41089				120.00	120.00	
41090	JUNGWIRTH'S ACE HARDWARE	SEPT 2015	festival/events	09/30/2015	145.84	145.84	10/15/2015
			Maintenance - Admin Bldg		7.28	7.28	10/15/2015
			Maintenance - Village Hall		10.98	10.98	10/15/2015
			Maintenance - Post Office		3.99	3.99	10/15/2015
			Custodial Supplies - Village		21.24	21.24	10/15/2015
			supplies - Shop supplies		61.18	61.18	10/15/2015
			Tools/Minor Equip - Village		6.99	6.99	10/15/2015
			Maintenance - Parks		9.14	9.14	10/15/2015
			Maintenance - Sports Complex		9.66	9.66	10/15/2015
			Maintenance - Vehicle		29.98	29.98	10/15/2015
			Tools/Minor Equip - Marina		8.28	8.28	10/15/2015
			Maintenance - Dock Building		104.97	104.97	10/15/2015
			Maintenance - Dock		41.99	41.99	10/15/2015
			Marina Fest - costs		64.51	64.51	10/15/2015
	Total 41090				526.03	526.03	
41103	KANSAS CITY LIFE	OCT 2015	Disability Insurance	09/17/2015	576.94	576.94	09/24/2015
	Total 41103				576.94	576.94	
41106	NICOLE KRAUEL	0022	Marina Mgr Contracted Services	09/21/2015	925.00	925.00	09/24/2015
		0023	Marina Mgr Contracted Services	09/28/2015	925.00	925.00	10/01/2015
		0024	Marina Mgr Contracted Services	10/05/2015	925.00	925.00	10/08/2015
		0025	Marina Mgr Contracted Services	10/12/2015	925.00	925.00	10/15/2015
	Total 41106				3,700.00	3,700.00	
41194	LIVING LAB	423	bsd wayfinding	10/12/2015	12,380.57	12,380.57	10/15/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41194					12,380.57	12,380.57	
41205	LAMPERT'S LUMBER	18851	CM - utility paid also	09/21/2015	12.99	12.99	10/08/2015
		20357392	Maintenance Streets	08/28/2015	51.96	51.96	10/08/2015
		20357927	Street Signs	09/01/2015	56.43	56.43	10/08/2015
		20358699	Pavilion - repair	09/11/2015	11.72	11.72	10/08/2015
		20359615	Pavilion - repair	09/21/2015	50.00	50.00	10/08/2015
		20359781	Pavilion - repair	09/23/2015	30.35	30.35	10/08/2015
Total 41205					187.47	187.47	
41208	NICK SLUPSKI	INA FEST 2015	Marina Fest token payment	09/17/2015	4,203.00	4,203.00	09/17/2015
Total 41208					4,203.00	4,203.00	
41212	ROBERT E LEE & ASSOC INC	69548	Engineering Services - Parking Lot survey	09/11/2015	2,530.50	2,530.50	09/17/2015
		69549	Engineering Services - Park Survey	09/11/2015	3,661.66	3,661.66	09/17/2015
Total 41212					6,192.16	6,192.16	
41218	AIRGAS	9043826162	oxy/acety	09/22/2015	74.42	74.42	10/08/2015
Total 41218					74.42	74.42	
41287	ERIC LUNDQUIST	& 3RD QR 2015	Plan Commission compensation	09/30/2015	160.00	160.00	10/09/2015
Total 41287					160.00	160.00	
41290	LUNDQUIST PLUMBING INC	19904	Repair - Boathouse	09/30/2015	162.34	162.34	10/08/2015
		19952	Repair - Boathouse	09/30/2015	111.73	111.73	10/08/2015
		20026	Maintenance - Dock	09/30/2015	110.88	110.88	10/08/2015
Total 41290					384.95	384.95	
41316	MARCO INC	17692120	Public copies	10/12/2015	4.96	4.96	10/15/2015
			General copies		393.51	393.51	10/15/2015
			Marina copies		3.69	3.69	10/15/2015
			Utilities' copies		11.30	11.30	10/15/2015
			Utilities' copies		16.78	16.78	10/15/2015
			Utilities' copies		4.20	4.20	10/15/2015
			Special Events copies		173.97	173.97	10/15/2015
Total 41316					608.41	608.41	
41319	MAY'S SPORT CTR	115578	Lawnmower maintenance	09/03/2015	70.09	70.09	10/08/2015
Total 41319					70.09	70.09	
42107	LA VINE'S ICE LLC	13701	Marina - ice	09/04/2015	94.50	94.50	10/01/2015
		13735	Marina - ice	09/06/2015	81.00	81.00	10/01/2015
Total 42107					175.50	175.50	
51330	MINNESOTA LIFE	NOV 2015	Life Ins - November	10/01/2015	322.63	322.63	10/08/2015
Total 51330					322.63	322.63	
51401	JULIANA NEUMAN	SEPT 2015	consulting	09/30/2015	266.00	266.00	10/01/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			consulting		804.00	804.00	10/01/2015
			consulting		474.00	474.00	10/01/2015
			consulting		66.96	66.96	10/01/2015
			consulting		98.58	98.58	10/01/2015
			consulting		20.46	20.46	10/01/2015
Total 51401					1,730.00	1,730.00	
51403	NATIONAL ELEVATOR INSPECTION	0208216	Elevator Inspection -Village Hall	10/13/2015	61.00		
Total 51403					61.00	.00	
51425	NORTH WOODS	104123	Marina - insecticide	09/17/2015	141.66	141.66	09/24/2015
Total 51425					141.66	141.66	
51434	NORTHERN DOOR CHILD CARE CTR	INA FEST 2015	Marina Fest token payment	09/17/2015	1,299.60	1,299.60	09/24/2015
			Marina Fest token payment		144.40	144.40	09/24/2015
Total 51434					1,444.00	1,444.00	
61536	OFFICE DEPOT CREDIT PLAN	SEPT 2015	Copy paper - Village	09/30/2015	59.82	59.82	10/01/2015
			Copy paper - Marina		1.36	1.36	10/01/2015
			Copy paper - Utilities		2.45	2.45	10/01/2015
			Copy paper - Utilities		3.60	3.60	10/01/2015
			Copy paper - Utilities		.75	.75	10/01/2015
			Pens		2.98	2.98	10/01/2015
Total 61536					70.96	70.96	
61545	ON TIME PRINTING INC	14024	launch permits	09/16/2015	398.00	398.00	09/24/2015
Total 61545					398.00	398.00	
61547	ORKIN PEST CONTROL INC	104872694	spray Admin Bldg	09/15/2015	77.32	77.32	10/08/2015
		104872695	spray Firestation	09/15/2015	77.88	77.88	10/08/2015
Total 61547					155.20	155.20	
61600	PAPER BOY LLC	3139	Marina Fest - poster/flyer delivery	09/18/2015	135.00	135.00	09/24/2015
Total 61600					135.00	135.00	
61601	PAPER WORKS PLUS LLC	39642	Marina Fest supplies	09/04/2015	33.45	33.45	09/24/2015
Total 61601					33.45	33.45	
61629	PORT - A - PIER INC	2345	Pier installation for season	06/02/2015	2,664.50	2,664.50	09/24/2015
Total 61629					2,664.50	2,664.50	
61633	PINKERT LAW FIRM LLP	AUG 2015	Legal Services - August	08/30/2015	970.00	970.00	10/08/2015
			Plan Commission Meeting		78.00	78.00	10/08/2015
			Quarry lawsuit		2,314.00	2,314.00	10/08/2015
			Old School property sale		104.00	104.00	10/08/2015
Total 61633					3,466.00	3,466.00	
61637	PITNEY BOWES	2015 SEPT	Postage for Meter	09/23/2015	300.00	300.00	09/24/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		7255326-SP15	Term Rental - Village	09/13/2015	73.40	73.40	09/24/2015
			Term Rental - Marina		49.81	49.81	09/24/2015
			Term Rental - Utilities		12.40	12.40	09/24/2015
			Term Rental - Utilities		11.15	11.15	09/24/2015
			Term Rental - Utilities		2.58	2.58	09/24/2015
		OCT 2015	Postage for Meter	10/08/2015	600.00	600.00	10/08/2015
	Total 61637				1,049.34	1,049.34	
61809	KEVIN ROBERTS	3RD QTR 2015	Marina Committee	09/30/2015	40.00	40.00	10/09/2015
	Total 61809				40.00	40.00	
61937	PTM DOCUMENT SYSTEMS INC	0033996	W2 1099 forms	09/08/2015	81.58	81.58	09/17/2015
			W2 1099 forms		10.31	10.31	09/17/2015
			W2 1099 forms		3.98	3.98	09/17/2015
			W2 1099 forms		5.91	5.91	09/17/2015
			W2 1099 forms		1.48	1.48	09/17/2015
	Total 61937				103.26	103.26	
71890	SCHAUT, RYAN	0002	web development	09/09/2015	80.00	80.00	09/17/2015
	Total 71890				80.00	80.00	
71910	SERVICE MOTOR CO INC	WC23695	Repair - Kubota	09/25/2015	883.11	883.11	10/01/2015
	Total 71910				883.11	883.11	
71914	SHOPKO STORES LLC	5232	recreational supplies	09/10/2015	29.96	29.96	10/08/2015
	Total 71914				29.96	29.96	
71920	SISTER BAY ADVANCEMENT	1033	reimb for Marina Fest signs	09/28/2015	22.33	22.33	10/01/2015
		1142686	Marina - wine & cheese event	08/06/2015	264.00	264.00	09/24/2015
		INSPLASH ADS	Sunsplash advertising	09/10/2015	753.00	753.00	09/24/2015
			Marina Fest advertising		242.25	242.25	09/24/2015
	Total 71920				1,281.58	1,281.58	
71921	SISTER BAY HISTORICAL SOCIETY	MARINA FEST 2015	Marina Fest token payment	09/17/2015	1,026.00	1,026.00	09/24/2015
			Marina Fest token payment		114.00	114.00	09/24/2015
	Total 71921				1,140.00	1,140.00	
71925	SISTER BAY AUTO	71041	Brutus - tire	09/14/2015	155.56	155.56	10/01/2015
	Total 71925				155.56	155.56	
71926	SISTER BAY SEWER & WATER	1300	Light bar - Zeke's truck	08/31/2015	362.96	362.96	09/17/2015
			Consulting - S Jacobson		45.10	45.10	09/17/2015
			Staff time on BSD stormwater		459.83	459.83	09/17/2015
			Staff time - BSD project		1,711.94	1,711.94	09/17/2015
		1310	Marina Fest water usage	09/30/2015	55.80	55.80	10/08/2015
			Sewer flush + clean - TKH		37.91	37.91	10/08/2015
			Sports Cplx - Community garden		158.15	158.15	10/08/2015
			Staff time on stormwater		1,272.09	1,272.09	10/08/2015
			Staff time - BSD project		90.20	90.20	10/08/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71926					4,193.98	4,193.98	
71927	SISTER BAY/LIBERTY GROVE FIRE	4TH QTR 2015	Support	10/01/2015	28,830.42	28,830.42	10/08/2015
		INA FEST 2015	Marina Fest token payment	09/17/2015	18,000.00	18,000.00	09/24/2015
			Marina Fest token payment		2,000.00	2,000.00	09/24/2015
Total 71927					48,830.42	48,830.42	
71930	SISTER BAY/LIBERTY GROVE LIBRA	63	4th Qtr Support	10/01/2015	7,605.50	7,605.50	10/15/2015
Total 71930					7,605.50	7,605.50	
71937	SHEPHERD OF THE BAY	INA FEST 2015	Marina Fest token payment	09/17/2015	1,149.30	1,149.30	09/24/2015
			Marina Fest token payment		127.70	127.70	09/24/2015
Total 71937					1,277.00	1,277.00	
71980	TARA GOKEY	2ND & 3RD QTR	marketing committee	09/30/2015	80.00	80.00	10/09/2015
Total 71980					80.00	80.00	
72016	TEK SUPPLY	7020561	Light bulbs Village Hall	09/16/2015	251.40	251.40	09/24/2015
Total 72016					251.40	251.40	
72029	TOWN OF SEVASTOPOL	2015-115	video recording - board meeting	09/30/2015	300.00	300.00	10/08/2015
Total 72029					300.00	300.00	
72030	TUI PRODUCTIONS	415004	entertainment commission	08/13/2015	1,996.10	1,996.10	10/01/2015
		415005	Security staff	08/13/2015	1,850.00	1,850.00	10/01/2015
		415006	Security staff shirts	08/13/2015	344.43	344.43	10/01/2015
		415007	Shipping	08/13/2015	151.00	151.00	10/01/2015
		415008	vendor reimbursement	08/13/2015	2,783.00	2,783.00	10/01/2015
		415009	Reimb for Shepherd - CM	08/13/2015	2,790.00	2,790.00	10/01/2015
Total 72030					4,334.53	4,334.53	
72051	TRUGREEN*CHEMLAWN	39825478	Lawn treatment	09/21/2015	925.00	925.00	10/15/2015
Total 72051					925.00	925.00	
72059	UNITED HEALTH CARE	0038763460	Helath Insurance	09/18/2015	11,228.79	11,228.79	09/24/2015
Total 72059					11,228.79	11,228.79	
73003	VERIZON NORTH	61166246	Village phone - long distance	10/08/2015	37.36	37.36	10/08/2015
			Marina Phone - long distance		2.91	2.91	10/08/2015
Total 73003					40.27	40.27	
80016	WI DEPT OF TRANSPORTATION	L38911	Highway 42 reconstruction	09/04/2015	70,052.71	70,052.71	09/17/2015
Total 80016					70,052.71	70,052.71	
80027	WISCONSIN MARINE ASSOCIATION	91	2016 Membership Dues	08/28/2015	250.00	250.00	10/01/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 80027					250.00	250.00	
81988	WARNER-WEXEL WHOLESAL	136607	amenities - Marina	09/09/2015	94.90	94.90	10/01/2015
Total 81988					94.90	94.90	
82350	WI PUBLIC SERVICE	09/2015	Street Lights	09/29/2015	1,872.69	1,872.69	10/08/2015
		SEPT 2015	Fire Station	09/23/2015	761.64	761.64	10/08/2015
			Street Lights		289.75	289.75	10/08/2015
			Bike Trail Lights		122.07	122.07	10/08/2015
			Admin Bldg		155.15	155.15	10/08/2015
			Swale Pump		40.75	40.75	10/08/2015
			Village Hall		215.60	215.60	10/08/2015
			Old Fire Station		179.24	179.24	10/08/2015
			Dock		1,249.08	1,249.08	10/08/2015
			Sports Complex		226.30	226.30	10/08/2015
			Hendrickson Park		82.98	82.98	10/08/2015
			Waterfront Park		68.18	68.18	10/08/2015
			J Dock		314.72	314.72	10/08/2015
			Boathouse		70.48	70.48	10/08/2015
		DER 1786958-1	BSD customer reconstruct fees	09/30/2015	779,642.94	779,642.94	10/01/2015
Total 82350					785,291.57	785,291.57	
99998	ONE TIME VENDOR	#WV135	Sunsplash - Ads	09/14/2015	365.00	365.00	09/17/2015
		SLIP REFUND	return slip deposit	09/24/2015	200.00	200.00	09/24/2015
		CAROL HOUGH	In Memory of Frank Hough	10/08/2015	50.00	50.00	10/08/2015
Total 99998					615.00	615.00	

Total Paid: 1,061,270.50
 Total Unpaid: 1,500.07
 Grand Total: 1,062,770.57

Dated: _____
 Staff: _____

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 09/16/2015 - 10/20/2015Page: 1
Oct 19, 2015 12:26pm

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
13275	BREUER METAL CRAFTSMEN INC	22447	WWTP - nosing	09/23/2015	235.60	235.60	09/30/2015
Total 13275					235.60	235.60	
14350	CARDMEMBER SERVICE	2914	WWOA conference MS	09/10/2015	180.00	180.00	09/30/2015
Total 14350					180.00	180.00	
17506	CELLCOM	031679	cellphones	10/05/2015	44.26	44.26	10/14/2015
			cellphones		65.16	65.16	10/14/2015
			cellphones		13.52	13.52	10/14/2015
Total 17506					122.94	122.94	
17530	CRANE ENGINEERING INC	302842-00	M.L.S maintenance	09/15/2015	500.59	500.59	09/23/2015
		302842-01	M.L.S maintenance	09/15/2015	235.35	235.35	09/23/2015
Total 17530					735.94	735.94	
17600	CTW CORPORATION	22890	chlorine feeder parts	10/15/2015	521.90		
Total 17600					521.90	.00	
20008	DIGGERS HOTLINE INC	150938501	Locator service	09/30/2015	36.90	36.90	10/14/2015
Total 20008					36.90	36.90	
20010	RONALD M SMITH	SEPT 2015	lawn maintenance	09/30/2015	156.75	156.75	10/07/2015
			lawn maintenance		287.50	287.50	10/07/2015
			lawn maintenance		105.00	105.00	10/07/2015
			due from LGUD#1		15.75	15.75	10/07/2015
Total 20010					565.00	565.00	
20513	ENERGENECS INC	0030856-IN	collection system pump sensors	09/29/2015	5,829.40	5,829.40	10/07/2015
Total 20513					5,829.40	5,829.40	
30641	FRONTIER	OCT 2015	plant phones	10/01/2015	84.42	84.42	10/07/2015
			plant phones		84.41	84.41	10/07/2015
Total 30641					168.83	168.83	
30642	FRONTIER COMMUNICATIONS	10/2015	telemetry allocation	10/01/2015	1.28	1.28	10/14/2015
			telemetry allocation		1.28	1.28	10/14/2015
			telemetry allocation		.64	.64	10/14/2015
		OCT 2015	telemetry allocation	10/01/2015	56.80	56.80	10/07/2015
			telemetry allocation		56.80	56.80	10/07/2015
			telemetry allocation		28.40	28.40	10/07/2015
		SEPT2016	telemetry allocation	09/19/2015	5.44	5.44	09/30/2015
			telemetry allocation		5.44	5.44	09/30/2015
			telemetry allocation		2.72	2.72	09/30/2015
Total 30642					158.80	158.80	
30740	GLENN'S AUTO BODY	502	'01 Ford truck repair	10/16/2015	756.98		
			'01 Ford truck repair		1,114.45		
			'01 Ford truck repair		231.30		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30740					2,102.73	.00	
30750	GOING CO INC	9/11-9/23	WWTP rubbish disposal	09/30/2015	122.52	122.52	10/07/2015
Total 30750					122.52	122.52	
31816	HAWKINS INC	3785377	chemicals - Water	10/01/2015	237.60	237.60	10/14/2015
Total 31816					237.60	237.60	
40963	ITU ABSORB TECH	6050380	WWTP laundry service	09/01/2015	77.16	77.16	10/07/2015
		6062446	WWTP laundry service	09/29/2015	74.90	74.90	10/07/2015
Total 40963					152.06	152.06	
41005	STEVEN JACOBSON	IS SHOES 2015	safety shoes	10/07/2015	36.00	36.00	10/14/2015
			safety shoes		53.00	53.00	10/14/2015
			safety shoes		11.00	11.00	10/14/2015
		SEPT 2015	mileage	09/30/2015	78.41	78.41	10/07/2015
			mileage		116.49	116.49	10/07/2015
			mileage		29.12	29.12	10/07/2015
			postage		17.25	17.25	10/07/2015
Total 41005					341.27	341.27	
41090	JUNGWIRTH'S ACE HARDWARE	2015 SEPT	medical/safety supplies	09/30/2015	21.99	21.99	10/07/2015
			distribution parts		36.98	36.98	10/07/2015
			tools - transmission & distribution		28.47	28.47	10/07/2015
			tools - transmission & distribution		189.99	189.99	10/07/2015
			misc. other supplies T&D op sup		2.84	2.84	10/07/2015
			misc. other supplies other plant		40.76	40.76	10/07/2015
			lawn maintenance		16.99	16.99	10/07/2015
			repairs of water plant		9.99	9.99	10/07/2015
			cleaning supplies		7.98	7.98	10/07/2015
			tools		14.98	14.98	10/07/2015
			misc. other supplies		60.55	60.55	10/07/2015
			WWTP equipment maintenance		32.44	32.44	10/07/2015
			misc. other supplies		12.57	12.57	10/07/2015
Total 41090					476.53	476.53	
41196	LAKESHORE WASTE SYSTEMS INC	41727	sludge - hauling	09/15/2015	1,302.00	1,302.00	09/23/2015
		42076	sludge - hauling	10/14/2015	1,736.00		
Total 41196					3,038.00	1,302.00	
51400	NCL OF WISCONSIN INC	362521	WWTP lab equipment repair	10/07/2015	761.17	761.17	10/14/2015
Total 51400					761.17	761.17	
51435	NORTH WOODS SUPERIOR CHEMICAL	105133	collection system chemicals	09/28/2015	763.71	763.71	09/30/2015
Total 51435					763.71	763.71	
51436	NORTHERN LAKE SERVICES INC	282473	WWTP sample testing	09/16/2015	18.00	18.00	09/23/2015
		283993	WWTP sample testing	10/09/2015	18.00	18.00	10/14/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 51436					36.00	36.00	
61610	PAPER WORK PLUS LLC	40093	copy paper	09/28/2015	21.24	21.24	10/07/2015
			copy paper		31.26	31.26	10/07/2015
			copy paper		6.49	6.49	10/07/2015
		5160	office supplies	09/11/2015	3.01	3.01	09/23/2015
			office supplies		4.43	4.43	09/23/2015
			office supplies		.92	.92	09/23/2015
		5165	office supplies	09/14/2015	11.83	11.83	09/23/2015
			office supplies		17.42	17.42	09/23/2015
			office supplies		3.62	3.62	09/23/2015
		5240/5241	office supplies	10/13/2015	10.23		
			office supplies		15.07		
			office supplies		3.13		
Total 61610					128.65	100.22	
61635	PUBLIC SERVICE COMM OF WISC	RA16-I-05500	assessment remainder due	09/29/2015	329.54	329.54	09/30/2015
Total 61635					329.54	329.54	
61975	SAFETY FIRST INC	24414	confined entry equip calibration	10/01/2015	85.00	85.00	10/07/2015
			confined entry equip calibration		85.00	85.00	10/07/2015
Total 61975					170.00	170.00	
61977	STURGEON BAY UTILITIES	010254	sludge processing	09/21/2015	1,560.00	1,560.00	09/30/2015
Total 61977					1,560.00	1,560.00	
61979	SHOPKO STORES	01379	custodial supplies lab	09/23/2015	15.99	15.99	10/07/2015
			custodial supplies allocation		5.75	5.75	10/07/2015
			custodial supplies allocation		8.47	8.47	10/07/2015
			custodial supplies allocation		1.76	1.76	10/07/2015
Total 61979					31.97	31.97	
71905	MIKE SCHELL	OCT 2015	lodging - WWOA convention MS	10/13/2015	218.00	218.00	10/14/2015
			mileage - WWOA conference		267.95	267.95	10/14/2015
			meals		35.04	35.04	10/14/2015
Total 71905					520.99	520.99	
71922	TOP SHELF CAFE & GOURMET	11141	UPS shipping	09/02/2015	25.56	25.56	10/14/2015
Total 71922					25.56	25.56	
72053	POSTMASTER	R 2015 BILLING	quarterly billing - SB	10/07/2015	148.23	148.23	10/07/2015
			quarterly billing - SB		88.94	88.94	10/07/2015
			quarterly billing - SB		59.27	59.27	10/07/2015
			quarterly billing - LG		22.93	22.93	10/07/2015
			quarterly billing - LG		22.93	22.93	10/07/2015
Total 72053					342.30	342.30	
72054	USA BLUEBOOK	750009	distribution system parts	09/14/2015	309.39	309.39	09/23/2015
		756331	WWTP equipment maintenance	09/21/2015	379.30	379.30	09/30/2015
		756537	WWTP equipment maintenance	09/21/2015	28.50	28.50	09/30/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		757395	hydrant backflow preventers	09/22/2015	968.29	968.29	10/07/2015
Total 72054					1,685.48	1,685.48	
72058	UNIVAR INC	MW755854	chemicals - sludge treatment	10/13/2015	2,912.40		
Total 72058					2,912.40	.00	
73007	VOIGHT'S COUNTY WALK BP	SEPT 2015	vehicle fuel allocation	09/30/2015	38.78	38.78	10/14/2015
			vehicle fuel allocation		57.62	57.62	10/14/2015
			vehicle fuel allocation		14.41	14.41	10/14/2015
			equip fuel allocation		6.53	6.53	10/14/2015
			equip fuel allocation		9.70	9.70	10/14/2015
			equip fuel allocation		2.42	2.42	10/14/2015
Total 73007					129.46	129.46	
73100	VILLAGE OF SISTER BAY	BSD 2015	BSD project - Water portion	10/15/2015	48,157.00	48,157.00	10/15/2015
			BSD project - Sewer portion		62,830.95	62,830.95	10/15/2015
		JULY/AUGUST	payroll and exp pd by Village	09/30/2015	107,517.83	107,517.83	09/30/2015
Total 73100					218,505.78	218,505.78	
80020	WI STATE LAB OF HYGIENE	430225	sample testing	09/30/2015	588.00	588.00	10/07/2015
Total 80020					588.00	588.00	
80028	WISCONSIN DNR - OP CERT	16 OP CERT PJ	P Johnson - op cert	09/23/2015	45.00	45.00	09/23/2015
Total 80028					45.00	45.00	
82350	WI PUBLIC SERVICE	1449471-00000	electricity - water system	09/23/2015	753.86	753.86	09/30/2015
			electricity - wastewater plant		4,571.21	4,571.21	09/30/2015
			electricity - lift stations		374.64	374.64	09/30/2015
			electricity - info booth		.00		
Total 82350					5,699.71	5,699.71	
82351	WIS PUBLIC SERVICE	OCT 2015	Well #3 - LGUD	10/13/2015	204.03		
			Well #3 - Sister Bay		612.10		
		SEPT 2015	Well #3 - LGUD	09/14/2015	252.56	252.56	09/23/2015
			Well #3 - Sister Bay		757.67	757.67	09/23/2015
Total 82351					1,826.36	1,010.23	
82354	WWA - TRAINING	SEMINAR 2015	Water training - PJ & BL	09/22/2015	50.00	50.00	09/22/2015
Total 82354					50.00	50.00	
82356	WWOA	TRAINING	WW Training -	09/22/2015	180.00		
			WW Training -		180.00 -		
Total 82356					.00	.00	

Total Paid:	243,020.51
Total Unpaid:	<u>8,117.59</u>
Grand Total:	<u><u>251,138.10</u></u>

Dated: _____

Staff: _____

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

At 3:26 P.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee reconvene into open session. Another roll call vote was taken, and the Committee members voted in the following fashion:

Lienau – Aye; Duffy – Aye.

Motion carried.

Item No. 4. Consider a motion to take action, if required:

No formal action was taken.

Item No. 1. Discussion on the following 2016 Budget draft requests and consider motions for action as appropriate:

- General Revenues
- General Government
- Administration
- Parks, Properties and Streets Department
- Skate Park and TKH Ice Rink
- Debt Service and TIF
- Capital Reserve and Capital Improvement Program

A draft of the 2016 Budget for the Village of Sister Bay was included in the meeting packets, and the Committee members jointly reviewed that document.

Some revisions were suggested, and Jackson took note of all of them. If the budget is approved as presented there will be a 3.51% overall property tax increase.

The question arose as to whether or not it will be necessary to continue having the Door County Sheriff's Department provide security services in 2016, and it was the consensus that this issue shall be referred to the Parks Committee.

Discussion took place regarding the support which is provided to the SBAA, and Duffy suggested that at least half of that contribution be withdrawn. It was eventually the consensus that further discussion shall take place regarding this issue at an upcoming Village Board Meeting.

Duffy pointed out that the Marina was charged for the services which were provided by the Parks Department employees during Marina Fest. He firmly believes the SBAA should also be charged for any services the Parks Department employees provide to that organization.

A motion was made by Duffy, seconded by Lienau that the Parks allocation for Marina Fest, 2015 be refunded. Motion carried – All ayes.

Minutes for the October 14, 2015 Meeting of the Finance Committee

1 *A motion was made by Duffy that the SBAA shall be charged for any services which are*
 2 *provided to it by the Parks Department employees.*

3
 4 Lienau and Jackson noted that it will not be possible to charge the SBAA for services provided
 5 to it by the Parks Department this year because that would be contrary to the terms of the
 6 agreement which was entered into with the SBAA, and, therefore, any changes in policy need
 7 to be re-negotiated.

8
 9 *Duffy's motion subsequently failed due to the lack of a second.*

10
 11 *Duffy voiced extreme displeasure with the figures for health insurance premiums which are*
 12 *shown in the draft budget, and stressed that he definitely wants to see that portion of the*
 13 *budget revised. Jackson responded that he misunderstood comments which were made by*
 14 *Duffy during a recent discussion, and thought Duffy wanted to see a balanced overall budget*
 15 *arrived at, which did occur. It was eventually the consensus that the health insurance issue shall*
 16 *be addressed at length within a few days at a joint meeting of the Personnel Committee and the*
 17 *Finance Committee.*

18
 19 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**
 20 **committee, official or employee:**

21 *A joint meeting of the Personnel and Finance Committees will be scheduled as soon as Lienau*
 22 *has an opportunity to review his calendar.*

23
 24 *The issue of deciding whether or not a contract shall be entered into with the Door County*
 25 *Sheriff's Department for provision of security services in 2016 shall be referred to the Parks*
 26 *Committee.*

27
 28 *Discussion regarding the annual support which is provided to the SBAA shall take place at an*
 29 *upcoming Village Board Meeting.*

30
 31 **Adjournment**

32 *At 5:20 P.M. a motion was made by Lienau, seconded by Duffy that the meeting of the Finance*
 33 *Committee be adjourned. Motion carried – All ayes.*

34
 35 Respectfully submitted,

36 

37 Janal Suppanz,
 38 Assistant Administrator

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

The meeting was called to order September 28, 2015 at 8:00 am by Lou Covotsos

Roll Call: Louis Covotsos, Scott Baker, Nancy Goss, Hugh Mulliken

In attendance Chris Hecht & Willard Randall

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

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

Public input: None

Discussion Items:

- Chief's Report
 - The Chief passed out a count of calls. We are on track to be ahead of prior year calls.
 - There were two separate calls to the same location on different days for a CO alarm. One was for the burners on the stove left on. The other was for construction debris that plugged the water heater vent.
 - We purchased devices to test the level of CO an individual has in their blood stream.
 - The Fire Chiefs have authorized the EMS to pull Fire Fighters off the line if the EMS feels the Fire Fighter needs to rest and the Fire Fighter cannot return until EMS clears them.
 - The closest hyperbolic chamber is in Appleton.
 - Red Power will be here for pump testing and maintenance.
 - The new extrication tools are here except 2 items that are on back order. They should arrive soon. We are looking at selling the old tools to Ephraim.
 - We have 2 people in Entry Level Driver Operation and 4 in Aerial Operation.
 - We hope to run an entry level fire fighter class this fall and a fire fighter 2 class after the first of the year.
 - The state only requires entry level fire fighter. The tech college offers fire fighter part A, B and C. A & B are required for entry level, part C is for certified fire fighter. The state is looking at up grading the requirements to include part C.
 - Road construction is still on going and the construction company has been very helpful in letting us know what is going on.
 - We are in discussion with Ephraim about adding their EMR members to the SBLGFD EMR crew and covering Ephraim for EMR calls.
 - Accountability has been rolled out for all of the Door County Fire Departments.
 - Marina Fest gross was \$24,000 and we expect to net \$10,500. We will be giving 10% to the Village.

- Clerk/Treasurer Report
 - A list of checks was passed out.
 - The 2015 budget to date report was passed out.
 - A list of calls since the last meeting was passed out and discussed.
 - A motion was made by Hugh Mulliken to approve the treasurers' report, seconded by Nancy Goss. Motion passed with no discussion.

- Town (and Village?) 2016 budgets regarding the Fire Department capital reserve fund.
 - The Town and Village are under funding the Fire Department Capital Budget. The Town and Village have proposed to accelerate the funding in the future to make up for the shortage.

- 2016 Budget Discussion
 - The town electorate will be reviewing the budget on October 13 and make the final approval.

- New Brush Truck
 - There is a new brush truck in the capital budget for 2017.
 - We are looking at converting the current utility truck to a brush truck and purchasing a new utility truck.
 - We will be proposing the new brush truck be sent out for bid in 2016 for delivery in 2017.

- Fire District
 - The fire district is at a standstill because the Village and Town of Egg Harbor cannot agree on funding the current department.
 - The fire district creation may be a slow process of departments joining each other like Ephraim EMRs' joining the SBLGFD EMRs'

- Set date for Next Meeting
 - November 9, 2015 8:00 am

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

Submitted By
Bill Randall
Fire Department Clerk

1 assignments not all employees will get an opportunity to directly deal with or help boaters.
2 Sunstrom then suggested that a "taking turns" job assignment system be utilized.

3
4 *A motion was made by Duffy, seconded by Clove that the Marina Manager is authorized to*
5 *establish a new internal tip distribution policy. In accord with that policy, tips which are*
6 *received at the Sister Bay Marina will be distributed to Marina employees on a more frequent*
7 *basis. From this point forward, none of the tips which are received at the Marina will be turned*
8 *over to the employees in the Administration Office. Motion carried – All ayes.*

9
10 **Item No. 2. Review of marketing for 2015:**

11 Data concerning the special events which were conducted at the Marina was included in the
12 meeting packets and the Committee members jointly reviewed it. Jackson spoke with a number
13 of transient boaters, and they did like the special events. Several of those individuals informed
14 him that they came to the Marina because the special events were being conducted. Questions
15 did arise as to whether the seasonal slip holders were invited to the events, and Clove indicated
16 that he believes that should occur from now on. He also believes more efforts should be made
17 to promote the events within the boating community. To that end the Marina Manager shall see
18 that regular e-mail blasts are sent out.

19
20 Diltz indicated that he believes the special event concept is good, but does not believe the
21 established fee of \$20 which was charged this year is reasonable for events like a barbeque.

22
23 *It was the consensus that up to three special events at which traditional Door County food and*
24 *drink is provided shall be conducted at the Sister Bay Marina in 2016. All seasonal and transient*
25 *guests at the Marina shall be invited to those events, and a concerted effort shall be made to*
26 *keep ticket prices reasonable. (The suggested price point shall be \$10 to \$15 per ticket).*

27
28 *It was also the consensus that a "Welcome" bag should be provided to every transient boater*
29 *who utilizes the Marina.*

30
31 Jackson noted that at the present time a wayfinding signage study is being conducted at the
32 Village Hall. To his knowledge no boaters have responded to cards which were mailed to them
33 or distributed to local businesses.

34
35 Marina Fest was conducted on the Saturday and Sunday of Labor Day weekend. The question
36 arose as to whether or not that event was profitable, and Jackson responded that some
37 accounting work still has to be completed, but he does believe this year's revenues were
38 comparable to last year's. Positive as well as negative comments were received about Marina
39 Fest, and all of those comments will be taken into consideration when planning is done for next
40 year's festival.

41
42 Discussion took place regarding whether the second day of Marina Fest activities should
43 continue, and Chris Hecht, the Fire Chief, noted that the Fire Department will commit to
44 participating in an extended event if that is what the Village decides to do, but this year's
45 second day was not profitable for them, especially in light of the fact that the volunteer pool is
46 so slim. On the other hand, some of the business owners informed Jackson that their business
47 was up considerably on the Sunday of Labor Day weekend.

48
49 **Item No. 3. Review of the financial statements:**

50 Financial statements for the Marina were included in the meeting packets and the Committee

1 members also reviewed that documentation.

2
3 **Item No. 4. Discussion regarding the 2016 Marina Budget; Consider a motion to refer the**
4 **proposed Marina budget for 2016 to the Finance Committee for further action:**

5 Diltz noted that up until this year the Marina was always open until sunset, and the seasonal
6 boaters have become accustomed to that type of service. If the goal is to make the Marina a
7 “premier destination”, that type of service must continue. Sunstrom and Hecht agreed. John
8 Bulin noted that he has seen a number of people coming in from a sail or cruise after the
9 Marina has closed. Discussion took place regarding this issue, and it was the consensus that the
10 Marina hours shall be extended to 9:00 P.M. from the last week of June through Labor Day.
11 Krauel cautioned that if the Marina is open for extended hours it could be difficult to satisfy
12 budgetary staffing constraints, and, therefore, she may have to hire an additional staff member
13 next year.

14
15 A draft of the proposed budget for the Marina for 2016 was included in the meeting packets,
16 and the Committee members jointly reviewed that documentation. Some amendments were
17 suggested, and Jackson took note of them. One of those items was elimination of the Operating
18 Transfer to the General Fund of \$15,000.00. (Duffy and Sunstrom stressed that the Marina
19 Committee only authorized this action for one year.) The Committee members also indicated
20 that they believe the Marina should receive further relief from the PILOT, and pointed out that
21 there appear to be errors on the formulas which are contained on the final page of the Budget
22 spreadsheet.

23
24 *A motion was made by Duffy, seconded by Sunstrom that the recommendation is made to the*
25 *Finance Committee that the 2016 Budget for the Sister Bay Marina which was reviewed at this*
26 *meeting be approved as amended. Motion carried – All ayes.*

27
28 *At 11:43 A.M. Sunstrom indicated that he had another obligation and left the meeting.*
29

30 **Item No. 5. Discussion on the 2016 Marina Capital Improvement Program; Consider a motion**
31 **for action if necessary:**

32 *It was the consensus that Agenda Item No. 5 – Discussion on the 2016 Marina Capital*
33 *Improvement Program, shall be tabled until the next meeting of the Marina Committee.*
34

35 **Item No. 7. Review of the Boathouse Lease for 2016; Consider a motion for action, if**
36 **necessary:**

37 Scott and Mary Mueller, long-time Marina patrons, expressed interest in renting the Boathouse
38 from May 1, 2016 through October 31, 2016, and pursuant to the agreement which was
39 eventually entered into with them they will be paying an annual rental fee of \$18,500. A copy
40 of a proposed Lease was included in the meeting packets. Suppanz and Krauel noted that the
41 Muellers rented the Boathouse during 2015 and were very good renters. It has not been as easy
42 to rent the Boathouse to transient guests as Village officials had originally thought. In fact, it is
43 still available for Pumpkin Patch weekend and Fall Fest weekend, and, therefore, it makes the
44 most sense to enter into the previously mentioned Lease.

45
46 The Committee members reviewed the draft of the Mueller’s Lease for 2016, and during the
47 review process Suppanz noted that the Muellers have a boat and trailer it up here from time to
48 time. As a matter of course, Boathouse tenants are entitled to the use of a designated slip at the
49 Marina, but since the Muellers didn’t need that slip on a regular basis they agreed to give the
50 Marina Manager at least two weeks advance notice if they actually wished to utilize the

1 Boathouse slip. This arrangement worked quite well in 2015, and Krauel was able to rent the
 2 Boathouse slip out to other boaters on several occasions. The Muellers would like to enter into
 3 a similar agreement in 2016, and Suppanz and Krauel are recommending that an applicable
 4 provision be included in the new Lease. The Committee members concurred. Clove pointed out
 5 that he believes the Lease should contain a provision which states that the Muellers will be
 6 billed for the electrical service at the Boathouse, and again the Committee members concurred.

7
 8 Clove noted that Scott Mueller has informed him that he would like to enter into a long-term
 9 Lease for the Boathouse. He suggested that Village officials contact Mueller ASAP to negotiate
 10 an extended Lease.

11
 12 **Item No. 6. Discussion regarding Marina activities with the Marina Manager:**

13 Krauel gave the following oral report:

- 14 • During the week there is a "skeleton crew" working at the Marina, but the staff members
 15 who are still in high school do work on the weekends.
- 16 • The Marina staff members who worked for Marina Fest each received a bonus of
 17 \$150.00.
- 18 • The Marina Office painting project has been completed and looks very nice.
- 19 • The Marina and docks have been treated for spiders. A residual product which is safe
 20 around water has been utilized. Clove and Duffy requested that the dock cleats also be
 21 sprayed.
- 22 • Marina staff members will continue to work on replacement of light bulbs at the Marina.
- 23 • A new soda machine has been installed at the Marina.
- 24 • Efforts will be made to make the pump-out station more accessible.
- 25 • The launch set-up at the Marina is less than ideal, but whenever possible efforts are
 26 made to assist boaters who utilize the launch ramp.
- 27 • A number of transient boaters have made favorable comments about the Marina.
- 28 • The wagons which are currently utilized at the Marina will be replaced with dock carts.
- 29 • Income which was realized as the result of renting transient slips on Marina Fest weekend
 30 was up considerably. "Welcome" packets were provided to those individuals, and they
 31 were well received.
- 32 • Some congestion was realized at the launch ramp during Marina Fest and efforts will be
 33 made to address those issues during next year's festival.
- 34 • "Buckshot" the miniature pony was quite tired after Marina Fest, but he really enjoyed his
 35 time in the Marina Fest Petting Zoo.

36
 37 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
 38 **referred to a committee, official or employee:**

39 *The Marina Committee's recommendation concerning the 2016 Marina Budget will be*
 40 *referred to the Finance Committee.*

41
 42 **Adjournment:**

43 *Due to the fact that a quorum was no longer present the meeting was adjourned without a*
 44 *formal motion to adjourn at 12:19 P.M.*

45
 46 Respectfully submitted,

47 

48 Janal Suppanz, Assistant Administrator

1 Clove – Aye Duffy – Aye Sunstrom – Aye.

2

3

Motion carried.

4

5

Item No. 3. Consider a motion to take action, if required:

6

A motion was made by Duffy seconded by Sunstrom that a long term Lease shall be entered into with Scott and Mary Mueller for the building which is commonly referred to as “The Boathouse” located at 10697 N. Bay Shore Drive. That Lease shall contain all the terms and conditions which were agreed upon at the last meeting of the Marina Committee as well as the terms and conditions which were discussed by the Committee members in closed session at this meeting. Motion carried – All ayes.

10

11

12

13

A motion was made by Duffy, seconded by Sunstrom that effective November 1, 2015 a full-time Marina Manager position shall be created. Until January 1, 2016, the funds for the Marina Manager’s salary and benefits shall be withdrawn from the unexpended portion of the 2015 wages and benefits section of the Marina budget, and, if necessary, the unassigned Marina fund balance. Motion carried – All ayes.

14

15

16

17

18

19

Duffy then informed Krauel that the Marina Committee had decided to offer her the newly created Marina Manager position, and she accepted.

20

21

22

Item No. 4. Review of the Marina financial statements:

23

Financial statements for the Marina were likewise included in the meeting packets, and the Committee members jointly reviewed all of that documentation.

24

25

26

Item No. 5. Discussion regarding the 2016 Marina Budget; Consider a motion to refer the proposed Marina budget for 2016 to the Finance Committee/Village Board for further action:

27

A draft of the proposed Marina budget for 2016 was included in the meeting packets and the Committee members jointly reviewed that documentation. Some revisions were suggested, and Jackson took note of all of them.

28

29

30

31

32

A motion was made by Duffy, seconded by Sunstrom that the Marina Committee recommends that the Marina Budget for 2016 which was reviewed at this meeting be approved as corrected. Motion carried – All ayes.

33

34

35

36

Item No. 6. Discussion regarding a 2016 Meeting Calendar for the Marina Committee; Consider a motion for action if necessary:

37

Until further notice the regular monthly meetings of the Marina Committee will be conducted on the second Tuesday of the month at 4:00 P.M., but due to scheduling conflicts the next meeting of the Marina Committee will be conducted at 4:00 P.M. on Tuesday, November 3, 2015.

38

39

40

41

42

43

Item No. 7. Discussion regarding Marina activities with the Marina Manager:

44

Item No. 8. Consider a motion to discuss matters to be placed on a future agenda or referred to a committee, official or employee:

45

A motion was made by Duffy, seconded by Sunstrom that Agenda Item No. 7 – Discussion regarding Marina activities with the Marina Manager; shall be tabled until the next meeting of the Marina Committee.

46

47

48

49

Minutes of the October 13, 2015 Meeting of the Marina Committee

1 **Adjournment:**

2 *A motion was made by Sunstrom, seconded by Duffy to adjourn the meeting of the Marina*
3 *Committee at 6:14 P.M.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Administrative Assistant

1 **MINUTES FOR THE JOINT MEETING OF THE PARKS, PROPERTIES & STREETS**
 2 **COMMITTEE, THE MARKETING COMMITTEE, THE FINANCE COMMITTEE AND**
 3 **THE SBAA BOARD OF DIRECTORS**
 4 **MONDAY, SEPTEMBER 14, 2015**
 5 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
 6 **(APPROVAL PENDING)**

7
 8 *The September 14, 2015 joint meeting of the Parks, Properties and Streets Committee, the*
 9 *Marketing Committee, and the Finance Committee was called to order by the Parks,*
 10 *Properties & Streets Committee Chair Dave Lienau at 3:05 P.M.*

11
 12 *Drew Bickford, the President of the SBAA, then called the meeting of the SBAA Board of*
 13 *Directors to order, but noted that a quorum of that Board was not present.*

14
 15 **Present:** Parks, Properties & Street Committee Chair Dave Lienau and members John
 16 Clove, Sharon Doersching and Scott Baker, Finance and Marketing Committee members
 17 Kathy Enquist and Pat Duffy, and Marketing Committee member and SBAA Board of
 18 Directors President Drew Bickford, as well as SBAA Board members Ron Kane, Denise
 19 Bhirido, Heidi Hitzeman, Larry Gajda, Nora Zacek and SBAA Coordinator Paige
 20 Funkhouser.

21
 22 **Excused:** Facilities Manager Steve Mann, Marketing and Finance Committee Chair Shane
 23 Solomon, and SBAA Board members James Larsen, Windy Bittorf, Tonya Crowell, Casey
 24 St. Henry, and Jessica Grasse.

25
 26 **Staff Members:** Village Administrator Zeke Jackson, Marketing Director Jason Polecheck
 27 and Assistant Administrator Janal Suppanz.

28
 29 **Others:** Judith Ross Stevenson, Mary Smythe, Tom Brown, Peter Northard, Chris Risch,
 30 Jackson Parr, Kay Halbrook, Pita Katobalavu, Tim Halbrook, Rob Zoschke, Nancy Grube,
 31 and two other individuals.

32
 33 **Approval of Agenda:**

34 *A motion was made by Duffy, seconded by Doersching that the Agenda for the September*
 35 *14, 2015 joint meeting of the Parks, Properties & Streets Committee, the Marketing*
 36 *Committee, the Finance Committee and the SBAA Board of Directors be approved as*
 37 *presented. Motion carried – All ayes.*

38
 39 **Comments, correspondence and concerns from the public:**

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

41
 42 **Business Items:**

43 **Item No. 1. Review of data from the “Midwest Sunsplash” Festival:**

44 Jackson presented data regarding attendance at “Midwest Sunsplash”. General admission
 45 pre-sales was 73 tickets and general camping pre-sales was 67, while the number of
 46 general admission tickets which were sold at the gate was 967. There were also 260
 47 general admission complimentary tickets handed out. Generally speaking attendees came

1 from Colorado, Illinois, Ohio, Minnesota, and Wisconsin. The Committee/SBAA Board
2 members then reviewed a Revenues vs. Expenses Report, and Jackson answered all the
3 questions which arose regarding the data on that report. He also presented a graph
4 depicting the revenues which were generated by vendors, sponsorships, alcohol sales and
5 ticket sales. When all was said and done the Village did not realize any profit as a result of
6 conducting "Midwest Sunsplash", but did cover all its expenses. Jackson noted that there
7 were a number of individuals who refused to pay the established admission fee of \$30,
8 and, therefore, admission fees were eventually reduced to \$5 per person.

9
10 The results of a survey which was distributed to business owners was also reviewed.
11 Approximately 100 surveys were mailed out, but only 12 responses were received.

12
13 Lienau asked the SBAA Board members what comments they have heard from the
14 members of the business community, and they responded that a lot of business owners just
15 couldn't understand why "Midwest Sunsplash" was scheduled for mid-August as that is the
16 busiest time of year up here. Most business owners would have preferred to have a special
17 event scheduled during June or September. There were "locals" who did thank Funkhouser
18 for helping to see that an event such as "Midwest Sunsplash" was brought to the Village.

19
20 Bickford noted that on the weekend "Midwest Sunsplash" was conducted sales figures at
21 the store he manages were up 49% over last year.

22
23 Doersching indicated that she has not heard comments that people were opposed to
24 having an event such as "Midwest Sunsplash" conducted in the Village, but did hear a
25 number of people voice objections to the fact that loud outdoor music was allowed to be
26 played until midnight. They also were not pleased that camping was allowed within the
27 Village limits. In addition, a number of people voiced displeasure with the date which was
28 chosen for "Midwest Sunsplash" as occupancy rates are already at 96% during that time
29 period. Doersching suggested that in the future music at any concerts scheduled in the
30 Performance Pavilion be required to cease by 10:00 P.M. She also suggested that
31 whenever large concerts or festivals are conducted in Waterfront Park a tent be erected
32 nearby so that if it does rain or is windy shelter is available for attendees.

33
34 Funkhouser noted that from May to October there are festivals and special events going on
35 throughout Door County. Baileys Harbor and Fish Creek did conduct winter festivals on
36 the same weekend, and both of those events were successful.

37
38 Several of the Committee members indicated that they do not believe it was a wise
39 decision to utilize tokens at "Midwest Sunsplash", and suggested that that practice be
40 eliminated. Polecheck and Jackson acknowledged that some issues did arise when tokens
41 were utilized at Marina Fest, but they did create an avenue for non-profit organizations to
42 realize income as the result of credit card sales. Funkhouser also noted that it made it
43 much easier from a bartender's perspective to not have to deal with cash and making
44 change when it was busy at "Midwest Sunsplash".

45
46 **Item No. 2. Follow-Up Discussion Regarding Midwest Sunsplash; Consider appropriate**
47 **motions for action, if necessary:**

48 *Lienau noted that he is considering reinstating the Waterfront Oversight Committee, and is*
49 *looking for volunteers to serve on that Committee. It would consist of a number of people*

1 *from all walks of life who live or work in the Village, and its members would be charged*
2 *with making recommendations for utilization of the waterfront to the fullest extent. It was*
3 *the consensus that this would be a very good idea.*

4
5 *It was also the consensus that if and when plans are made for future concerts or special*
6 *events which are similar in size to "Midwest Sunsplash", organizers of those events shall*
7 *keep the following facts in mind:*

- 8 • *Two days is too long;*
- 9 • *Amplified outdoor music must cease by 10:00 P.M.;*
- 10 • *Festival or event organizers shall consider booking acts which perform different*
11 *music genres so there is a wider appeal;*
- 12 • *A "shoulder season" date shall be considered;*
- 13 • *Camping shall not be allowed within the Village limits; and,*
- 14 • *Noise limit regulations must be enforced.*

15
16 Lienau then asked if anyone in the audience wished to make a comment which had
17 already not been made at previous meetings regarding "Midwest Sunsplash".

18
19 Rob Zoschke stated that he has expressed interest in serving on a Village Committee or
20 Commission in the past, and would be willing to serve on the Waterfront Oversight
21 Committee. It is his hope as someone who is raising children in Sister Bay that everyone
22 will get past the fact that "Midwest Sunsplash" was very unpopular and "was not the way
23 to go", as the goal should be to plan something that will "keep people here". If that occurs
24 local businesses will grow and flourish. If the point of conducting an event such as
25 "Midwest Sunsplash" was to expose people to the waterfront, Village officials may be
26 "missing the point", as there are already lots of people who utilize those areas.
27 Unfortunately not all of the people who utilize the waterfront frequent any of the
28 restaurants, bars or stores in and around Sister Bay.

29
30 Judith Ross Stevenson stated that she owns a unit at the Yacht Club at Sister Bay. She
31 utilized a decibel meter during "Midwest Sunsplash" and found that fireworks and a wood
32 chipper produced lower levels of sound than the music which was played that weekend. It
33 isn't so bad when loud music is played for a while, but when it goes on for hours it
34 becomes overbearing.

35
36 Nancy Grube indicated that she owns the Bluffside Motel. She heard nothing but good
37 comments about "Midwest Sunsplash", and does not believe allowing camping in the
38 Village limits hurt her business at all. She is fully aware that young people want to have
39 something to do during the evening hours when they're up here, and she would prefer that
40 a two day event be planned. The music which was played during "Midwest Sunsplash" did
41 not bother her and she is "all for it".

42
43 Tim Halbrook indicated that he was a sponsor of "Midwest Sunsplash". He complimented
44 Village officials on constructing the beach and seeing that all the improvements were made
45 in Waterfront Park, and believes there are many more "positives" than "negatives"
46 associated with events such as "Midwest Sunsplash".

1 Mary Smythe of Woodcrest Village asked if anyone has considered sponsoring an “improv”
 2 night or karaoke sessions in the Village Hall. She believes events such as that would attract
 3 millennials and families with young children, and would be fun for “locals” as well as
 4 visitors to the area.

5
 6 Kay Halbrook indicated that this is the fourth year that “Midwest Sunspash” was
 7 conducted, and thanked Village officials for allowing her and the other organizers of that
 8 event to bring it to Sister Bay. It does take a few years to grow an event such as this, and
 9 Halbrook believes that will definitely be possible as Sister Bay is “absolutely beautiful”.
 10 The organizers of “Midwest Sunsplash” made a concerted effort to bring in volunteers and
 11 vendors who met the desired demographic, and would be happy to work with Village
 12 officials on any future events which are scheduled. Halbrook pointed out that she is aware
 13 that tokens are utilized at a number of other large events, and once people become
 14 accustomed to them they do work quite well.

15
 16 Pita Katobalavu indicated that he is the lead singer for “Unity”, which was the headliner at
 17 “Midwest Sunsplash”. It took a lot of work to bring that event to Sister Bay, but the main
 18 goal of all the festival organizers was to help the community and encourage diversity. If
 19 Village officials grant permission for “Midwest Sunsplash” to be conducted in Waterfront
 20 Park in 2016 Katobalayu would certainly consider booking different bands, and would also
 21 be willing to plan some additional festival activities. The members of “Unity” really liked
 22 performing on Sister Bay’s stage, and would love to come back.

23
 24 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to a**
 25 **committee, official or employee:**

26 It was the consensus that discussion regarding utilization of tokens at Village sponsored
 27 events shall be addressed by the Waterfront Oversight Committee.

28
 29 **Adjournment:**

30 *A motion was made by Doersching, seconded by Clove to adjourn the joint meeting of the*
 31 *Parks, Properties and Streets Committee, the Marketing Committee, the Finance Committee*
 32 *and the SBAA Board of Directors at 5:18 P.M. Motion carried – All ayes.*

33
 34 **At 5:30 P.M. the Parks Committee reconvened at Waterfront Park to discuss sidewalks**
 35 **and the Post Office parking lot:**

36 Discussion took place regarding extending the asphalted parking area at the Post Office
 37 and placement of paver sidewalks in Waterfront Park.

38
 39 *A motion was made by Lienau, seconded by Doersching that the Village Administrator shall*
 40 *be empowered to expand the parking lot at the Post Office and modify the sidewalk plan*
 41 *for the Beach Project and surrounding area. Further, the kiosk which had been in*
 42 *Waterfront Park shall be taken down and placed in storage. Motion carried – All ayes.*

43
 44 **Adjournment:**

45 *A motion was made by Clove, seconded by Doersching to adjourn the meeting of the*
 46 *Parks Committee at 5:55 P.M.*

47
 48
 49

Minutes for the September 14, 2015 Meeting of the Parks, Marketing and Finance Committees and the SBAA
Board of Directors

1 Respectfully submitted,



2

3 Janal Suppanz,

4 Assistant Administrator

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, SEPTEMBER 22, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4 UNAPPROVED VERSION
5

6 The September 22, 2015 meeting of the Plan Commission was called to order by Chairperson
7 Dave Lienau at 5:32 P.M.

8
9 **Present:** Chairperson Lienau, and members Don Howard, Marge Grutzmacher, and Nate Bell.
10 Scott Baker arrived at 5:51 P.M.

11
12 **Excused:** Shane Solomon and Eric Lundquist

13
14 **Others:** Ron Kane, Denise Bhirdo, Kim Erzinger, Steve Musinsky and Mary Kay Shumway.

15
16 **Staff Members:** Village Administrator Zeke Jackson, Marketing Director Jason Polecheck and
17 Assistant Administrator Janal Suppanz

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

20 Lienau noted that no new correspondence had been received, and then asked if anyone wished
21 to comment regarding a non-agenda item.

22
23 Denise Bhirdo noted that at a previous Plan Commission Meeting there was discussion
24 regarding creation of a Mural Code. She reviewed the Zoning Code and discovered that
25 §66.0770(j) of that Code prohibits murals. She also indicated that she would like to attend a
26 Finance Committee Meeting, but those meetings are generally scheduled for afternoons. Bhirdo
27 asked if it would be possible for at least one Finance Committee Meeting to be scheduled for
28 6:00 P.M. or later, so people who work would have an opportunity to attend.

29
30 Kim Erzinger stated that he resides on Mill Road and received a parking citation which he does
31 not believe was justified. He does intend to contest that citation. When he went to the Justice
32 Center for his initial appearance the Clerk of Court informed him that she hadn't received the
33 citation yet, and, therefore, his initial appearance has been rescheduled. Erzinger does have
34 photos of where his vehicle was parked, and he believes those photos confirm his position.
35 Jackson requested that Erzinger schedule an appointment to discuss this matter with him ASAP.

36
37 Mary Kay Shumway asked if the members of the public would be allowed to ask questions
38 during this meeting. Lienau responded that generally speaking public comment is limited, and
39 asked what questions Shumway would like to ask. She stated that her husband is a Deputy, and
40 his squad car is parked in their yard on a regular basis. She is concerned that this could be
41 deemed to be a violation of the Village's parking regulations.

42
43 **Approval of the agenda:**

44 *A motion was made by Howard, seconded by Grutzmacher that the Agenda for the September*
45 *22, 2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

46
47 **Approval of minutes as published:**

48 **As to the minutes for the August 26, 2015 meeting of the Plan Commission:**

49 *A motion was made by Grutzmacher, seconded by Howard that the minutes for the August 26,*
50 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

Business Items:**Item No. 1. Discussion regarding "Reed v. Gilbert", and review of possible amendments to the Sister Bay Zoning Code; Consider a motion to proceed to public hearing:**

The Supreme Court case which is entitled "Reed v. Gilbert", which was reviewed at the July Plan Commission Meeting, is having an impact on a number of other Court cases, and Jackson and the Village Attorney believe the Village's Sign Code will also be impacted by that case. The Town of Gilbert, AZ has a comprehensive Sign Code which prohibits the display of outdoor signs without a permit, but exempts some categories of signs. "Ideological Signs", defined as signs "communicating a message or ideas" that do not fit in any other Sign Code category may be up to twenty square feet in size and have no placement or time restrictions. "Political Signs", which are defined as signs "designed to influence the outcome of an election" may be up to 32 square feet in size and may only be displayed during an election season. "Temporary Directional Signs, defined as signs directing the public to a church or other "qualifying event", have even greater restrictions: No more than four of the signs, limited to six square feet in size, may be on a single property at any time, and signs may be displayed no more than twelve hours before the "qualifying event" and one hour after. Good News Community Church and its pastor, Clyde Reed, whose Sunday church services are held at various temporary locations in and near the Town of Gilbert posted signs early each Saturday which bore the Church's name and the time and location of the next service, but did not remove the signs until around midday Sunday. The Church was eventually cited for exceeding the time limits for displaying temporary directional signs and for failing to include an event date on their signs. Church leaders were unable to reach an accommodation with the Town, and, therefore, they filed suit, claiming that the Town's Sign Code abridged their freedom of speech. The matter was ultimately referred to the U.S. Supreme Court, which held that the provisions of the Town's "qualifying event" sign regulations are more stringent than the regulations which pertain to signs conveying other messages. The Court also held that such content-based regulations of speech cannot survive strict scrutiny, and, therefore, local government has no compelling interest to regulate them.

A copy of the Village's current Sign Code as well as research materials which were prepared by Christa Johnson, the Village's Legal Intern, were included in the meeting packets, and the Commission members jointly reviewed all of it. Based upon the provisions of "Reed v. Gilbert" the Village will no longer be allowed to regulate sign content, but the Village will be allowed to regulate "where" signs will be allowed. Basically the entire Sign Code will have to be rewritten. In some instances businesses in the Village will be allowed to retain non-conforming pre-existing signage, but it will not be possible for those signs to be replaced with like signage.

Lienau noted that since this is a very complex issue, it is quite possible that a public hearing will not be scheduled this evening, and the other Commission members concurred. Further discussion will take place regarding possible Sign Code amendments at the next Plan Commission Meeting.

Item No. 2. Discussion regarding §66.045 of the Zoning Code, Parking of Vehicles in Residential Districts; Consider a motion for action if necessary:

A number of photos which were taken at residences and buildings throughout the Village, as well as a copy of §66.045 of the Zoning Code were included in the meeting packets, and the Commission members jointly reviewed those documents. Jackson noted that the photos depict possible violations of the provisions of §66.045 of the Zoning Code, but also pointed out that no complaints have been received about any of the items shown in the photos. It was eventually the consensus that the existing regulations shall stand.

1 **Item No. 3. Report by the Zoning Administrator regarding development activities, various**
 2 **enforcement actions, and issuance of Sign and Zoning Permit:**

3 Jackson gave the following oral report:

- 4 • There are ongoing civil legal issues associated with storm water management on
 5 The Creamery property. The owner of the property has indicated that he is still
 6 waiting for a contractor to do the required work.
- 7 • The Garot project has been re-bid.
- 8 • Work is continuing on the development being constructed on the Old Ballfield
 9 Property.
- 10 • Work is progressing quite rapidly on the Bay Shore Drive Reconstruction Project.
 11 D.O.T. officials have control over all the detour signage which is posted.
- 12 • The consultants working on the Wayfinding Signage Plan have put together a
 13 preliminary plan and will be developing an on-line survey. After the survey data
 14 has been compiled the consultants will fly back up here and make another
 15 presentation. Eventually a final draft of the plan will be submitted to Village
 16 officials for consideration.

17
 18 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**
 19 **Committee, Official or Employee:**

20 It was the consensus that the following issues shall be addressed at a future meeting(s) of the
 21 Plan Commission:

- 22 • Beacon Marine's request to allow parking of boats on a vacant lot in a residential
 23 district.
- 24 • Discussion regarding "Reed v. Gilbert", and review of possible
 25 amendments to the Sister Bay Zoning Code.

26
 27 **Adjournment:**

28 *A motion was made by Grutzmacher, seconded by Howard to adjourn the meeting of the Plan*
 29 *Commission at 7:05 P.M. Motion carried – All ayes.*

30
 31
 32 Respectfully submitted,



33 Janal Suppanz,
 34 Assistant Administrator
 35

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of August 20th, 2015 9:00 a.m.
Town of Sevastopol, 4528 STH 57

ACTION ITEMS:

Dannhausen moved and Anderson seconded to approve the agenda. Motion carried.

Starr moved and LeClair seconded to approve the July 16th, 2015 and July 21, 2015 minutes as submitted. Motion carried.

Nelson moved and Tice seconded to approve reports and payables plus receipts. Motion carried

Starr moved and Nelson seconded to table the Baylakes Information System contract to upgrade the DCTZC back office program. Motion carried.

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

Nelson moved to reconvene into Open Session; Anderson seconded. Motion carried.

Weddig moved and Olsen seconded that Roberts take action and proceed as directed regarding delinquent properties and pursue action as advised. Motion carried.

Dannhausen moved to adjourn; LeClair seconded. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Bryan Nelson, Mike Johnson, Fred Anderson, Josh Van Lieshout, Myles Dannhausen, Nancy Robillard, Bill Weddig, Elizabeth LeClair, Cathy Ward, Tom Olsen, Chuck Tice, Bob Starr, and Linda Elmore.

Excused: Dick Skare, Jeff Larson, Pam Seiler and Richard Briggs.

Absent: Dave Holtz, Keith Krist, Nora Zacek, Zeke Jackson and Deb Jeanquart.

Also in Attendance: Michelle Rasmussen/DCVB, Jon Jarosh/DCVB, Jack Moneypenny/DCVB, Dianne Lensert/Kerber Rose, and Kim Roberts /Administrative Assistant DCTZC

Call to Order

Chair Van Lieshout called the meeting to order at 9:03 AM.

Approval of the Agenda

Dannhausen moved and Anderson seconded to approve the agenda. Motion carried.

Starr moved and LeClair seconded to approve the July 16th, 2015 and July 21, 2015 minutes as submitted. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts

Moneypenny addressed the Commission concerning their ad agency of record. He went on to say that the DCVB served notice to their agency of record, Zizzo group on July 15, 2015 with a sixty (60) day notice, September 14, 2015 will be the end date for Zizzo. He added that there were differences in viewpoints. Belter Lincoln, whose focus is tourism centric advertising and comes highly recommended, will be the new advertising agency for the DCVB, Moneypenny said. He added that they have been the agency of record for the Wisconsin Dells for a long time. He went on to say that they would be meeting with the new group today, to work on the Strategic Plan for 2016.

Rasmussen said performance in July was strong on the website as the site continues to settle and search engines indexed the new pages. Rasmussen went on to say that the "Book It Now" button was up eighty (80%) and the e-newsletter letter had a thirty two point nine (32.9%) percent open rate. The most clicked on items from the e-newsletter blast and through the website were the "20 Best Spots for Sunrises and Sunsets" and the header image of "See Yourself on Washington Island" which was the second most clicked on from the blast. Social media was the biggest driver to the website with plenty of fun with the "See Your Selfie in our light" contest. The "So Delicious So Door County" campaign is underway

1 with brochures being distributed. The Visitor Guide contracts are out for 2016. The winter guide will be distributed in
2 time for Labor Day weekend.

3 Rasmussen reported that Trail Genius has continued to map Door County; most recently completing Peninsula State Park
4 and area marinas. She went on to discuss working on the Strategic Plan with Bay Lakes Information Systems (BLIS) and
5 the database management team; BLIS will be assisting with the Strategic Plan by working through the data collected
6 through the zip code program.

7 Money Penny added that the zip code program gives the DCVB how far reservations out were booked and the zip codes to
8 work through with the media team. They look to see if the same areas are still worth advertising dollars or if there are
9 new "heat bubbles". Money Penny said that the program has been running for (2) years and said that BLIS did a great job
10 with the creation of the program and it was interesting to see new reaches this year on the map from New York to Florida.
11 Money Penny reminded everyone that the program only provides data on zip codes and actualized reservations, he stressed
12 the personal information in relation to the reservation is confidential. Nelson added that this was voluntary anonymous
13 sharing of information by BLIS customers.

14 Jarosh that the data from the zip code program is phenomenal, other tourism areas are envious, we are lucky to have the
15 information as a tool to target and use funds, he said.

16 Jarosh reported that in July twenty (20) articles were reported as result of the media marketing program and reached just
17 about thirty one million (31,000,000) readers/listeners/viewers. Since the media marketing began, the program has
18 generated almost fourteen (\$14,000,000) million worth of earned media coverage for Door County, including one hundred
19 sixty eight thousand five hundred twenty dollars (\$168,520) for July. The return on investment for the media marketing
20 program to date is eight hundred eighty nine percent (889%). For every dollar spent, we've gotten back nine dollars (\$9)
21 worth of earned media coverage measured in terms of ad value equivalency.

22 Jarosh went on to say that eighteen (18) journalists were welcomed to Door County on a cherry themed press trip July 27-
23 30; Lautenbach and Seaquist orchards were visited to name a few. Three (3) more press trips are scheduled: silent sports,
24 photography and a fall themed trips.

25 Jarosh mentioned that assistance was provided in July to the Wisconsin Department of Tourism with filming a discover
26 Wisconsin TV episode that will highlight Washington Island and Rock Island State Park. The episode is now in post-
27 production and is scheduled to premiere the weekend of February 20-21, 2016 on broadcast and cable networks in eight
28 (8) states across the Midwest. Jarosh added that there will be a premiere party on Washington Island in November.

29 Jarosh finalized his report by updating the Commission with the Capture Door County program. To date, more than
30 twenty one thousand (21,000) photos have been entered /uploaded by three thousand three hundred forty one (3,341)
31 users. Currently, in 2015, seven thousand six hundred (7,600) photos have been entered in the current book contest,
32 which runs through the end of the year. The photo book, *Seasons Behind the Door*, will be published in the spring of
33 2016.

34 Money Penny asked if the DCVB audit went out to everyone in their packets the previous month. Roberts replied yes.
35 Money Penny went on to ask if there were any questions; he said that it was a clean audit with the gift certificate program
36 balanced out. There were no questions.

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

39 Roberts reported that she sent out eighty six (86) no report letters for the report month of May on July 10th, 2015. She
40 added that as of August 11th, 2015, nine (9) properties remain to report for May 2015. Roberts went on to say that
41 because the August meeting fell a bit later in month she was able to report on June. She said that she sent out fifty three
42 (53) no report letters for the report month of June on August 14th, 2015.

43 The total outstanding due in unpaid taxes, fees and penalties is one thousand two hundred fifty five dollars and thirty one
44 cents (\$1,255.31) from three (3) permit holders. She noted that of the total due, one thousand two hundred fifteen dollars
45 and fifty cents (\$1,215.50) was ACH rejects (errors in entering payment information when filing online which caused the
46 payment to be rejected by the permit holder's bank).

47 Roberts said that she had permitted eight (8) new properties since the meeting in July. She added that she was working on
48 ten (10) unpermitted properties that are advertising online.

49 Roberts followed up on the Airbnb discussion from the July meeting in which Roberts said she reported that there was
50 now a list on the Airbnb website in which areas where Occupancy Tax and Remittance were required. Roberts reported
51 that she first tried emailing Airbnb and got a standard response asking her to read the help information on the site. She

1 said that she then did some research and found a contact number and was able to talk to a representative. She read he
2 notes from the phone call *“Finally tracked down a person, Eddie, at Airbnb who was extremely helpful. He put my on hold for*
3 *about ten minutes. He reported back that the listing of cities that Airbnb would be collecting and remitting taxes in locations would*
4 *happen city by city. Of note, a lot of these cities have been involved in legal fights regarding this very issue. Eddie, the customer*
5 *service representative, said Airbnb still had a lot of details to iron out and wasn’t sure how quickly the process would happen. He*
6 *looked into Wisconsin specifically and said nothing was on their radar. He stressed that there were no plans for any cities or*
7 *municipalities in Wisconsin; there is no time frame. He stressed that ultimately it is the host, not Airbnb, who is responsible to be*
8 *aware of the local taxes and make sure that they are paid. “*

9 Starr said we don't dispute the fact that the ultimate responsibility falls to the host. Roberts agreed, but said she felt it would be
10 beneficial to be on the Airbnb site as part of the list of where “Occupancy tax and remittance is required”. She asked if she should
11 keep calling or if she should involve Vande Castle as this point. Van Lieshout replied that because Airbnb is listing by municipality
12 where occupancy and tax is required, we should ask the municipalities to contact Airbnb so that we get on their radar.

13 Nelson asked Anderson if he was aware of any Wisconsin Hotel and Lodging Association (WH&LA) activity regarding Airbnb.

14 Anderson said no.

15 Nelson said that American Hotel and Lodging Association (AH&LA) is working on the Airbnb issue and thought that Roberts should
16 follow up with them.

17 Tice asked is Airbnb was being sued.

18 Nelson replied that there have been actions all over the country.

19 Tice said that we should be trying to join any pending class action suit(s).

20 Dannhausen asked how the statute was defined in Wisconsin. If someone pays room tax isn't the DCTZC obligated to promote or
21 market the property.

22 No said, Van Lieshout, we aren't promoting anyone that is the job of the marketing entity. He went on to say that the DCTZC's only
23 obligation to marketing is the collection of money and the distribution of the money to our marketing entity. In terms of marketing it
24 goes to the DCVB so it can be spent as marketing dollars. Properties are not promoted individually.

25 Dannhausen stressed that the organization started as promoting hotels and now promotes hotels, motels, B&B's. He added that now
26 we have a situation in Door County where people can't afford their second homes and are using Airbnb as a rental service. He asked,
27 where we draw the line when someone rents a bed.

28 Starr, Van Lieshout and Nelson responded you don't.

29 It goes to the State statue, said Nelson.

30 Starr said there is your line.

31 Van Lieshout said individual property marketing comes down to the marketing entity and membership.

32 Dannhausen said sooner or later everything will be a rental; the occupancy will be spread out over a broader base.

33 Nelson said it is simply our job to collect and remit the taxes. Anyone renting a room for less than thirty days collects is required to
34 collect and remit the tax. It is not the DCTZC job to direct the growth, decline or any trend in Door County; our job is to collect the
35 taxes.

36 Weddig said it may come down to zoning.

37 R1 and R2, said Starr, are the defined areas in Sturgeon Bay as it relates to transient lodging zoning. Starr added that some of the
38 zoning may be unenforceable with some new state laws that might render the zoning unenforceable.

39 Van Lieshout said we got on this topic because Tice suggested we commence litigation. Van Lieshout said he doesn't agree with the
40 solution being litigation. Given the balance sheet, the commitment to upgrading the back office system and commitments to the
41 DCVB, Van Lieshout said he felt there isn't the money for a prolonged litigation.

42 Starr said that Tice has a point that it may be beneficial to explore if there are any pending suits that could be joined.

43 Van Lieshout said that we can afford to do that.

44 Starr said we can investigate if there is an appropriate action to join and it wouldn't obligate us to a ton of litigation. He suggested we
45 explore and research something that would accomplish our goals of getting Airbnb to recognize that there are situations where the tax
46 should be collected and their structure should be set up to facilitate that.

47 Van Lieshout asked Roberts to contact the attorney to provide the Commission with information.

48 Nelson added that Roberts should contact the AH&LA for their input.

1 Roberts noted that she had followed up with Vande Castle regarding a requested opinion from the July meeting and she had not yet
 2 had a response regarding the issue of final responsibility when it comes to liquidated rooms by third parties. These third parties may
 3 unknowingly market and advertise a property or unit without an owner's knowledge and is becoming more common.

4 **Discussion on Current Comparable Occupancy numbers**

5 Lensert commented this was the month that numbers were re-run, all columns through May have been re-run and
 6 allocated. She went on to say that June was up 1%, however with the amount out there still to report, there is more to
 7 come in. She noted that there were more available units than June 2015 and the ADR was up as well.

8 Statistical numbers were also all re-run, said Lensert. There was a negative adjustment under Sister Bay due to an ACH
 9 reject, said Lensert. On the larger payments, if there is any issue, we wait to collect before dispersing the money.

10 **Consideration of approving reports and payables plus receipts**

11 **Nelson moved and Tice seconded to approve reports and payables plus receipts.** Motion carried.

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

13 Dannhausen commented on the recent power outage and suggested that there was a necessity for better public information.

14 Van Lieshout said that it was an issue and it should be worked on. He had heard that as well.

15 Nelson added that he found the WPS website was accurate and had good information to pass on in real time to customers.

16 Rasmussen said you could also follow the DCVB online with live information updates via social feeds from WPS and the
 17 DCVB.

18 Dannhausen said that it was difficult; you don't want guests to leave, but need good reliable information for them to stay.
 19 On the lodging end it comes to their health and safety. With food service, he felt there was only a four (4) hour window
 20 before establishments needed to find alternative solutions for food safety. All these things dictate a program for public
 21 information for the service industry and guest in Door County.

22 The other thing, Dannhausen said, was that traffic was backed up and there was no system to bypass. EMS was not and
 23 should not be responsible for the traffic flow, but there is a leadership question that needs to be answered and didn't know
 24 who should take the lead.

25 Van Lieshout replied that in the Village of Egg Harbor, there is an emergency operations plan and that everyone should
 26 have one and he said that he hoped that everyone else did. Every municipality including the County has a level of
 27 responsibility. Individual property owners have a responsibility as well. Dan Williams is the person to talk to the County
 28 and to speak with Money Penny to come up with a DCVB response plan to aid in getting information out, replied Van
 29 Lieshout.

30 LeClair commented that in Jacksonport the EMS was out directing detours, offering shelter at the town hall and clearing
 31 debris with chainsaws. She stresses that each municipality has to have a plan and respond accordingly.

32 Nelson said that it sounded like the DCVB did respond through their Facebook page by repeating what the WPS page
 33 said.

34 Rasmussen said that they have their tentacles out there with the utilities and other lodging providers and it was
 35 communicated through their social feeds.

36 Van Lieshout took the opportunity to welcome Cathy Ward from the Town of Liberty Grove, to the Commission as she
 37 asked to speak. Ward suggested that everyone visit the WPS Facebook page or use their "app". She went on to say this
 38 was so hopeful when informing the SAGBRAW riders, (about four hundred (400) people) with plans. She went on to say
 39 that the riders asked Kalms about the Liberty Grove plan for emergency scenarios; he had to think about it. She stressed
 40 the importance of running the scenarios that could happen and coming up with a plan.

42 **Discussion of Bay Lakes Information Upgrade Contract**

43 Van Lieshout advised the Commission that he had questions about the terms of the contract and asked for the Commission
 44 to table the item. **Starr moved and Nelson seconded to table the Bay Lakes Information Contract discussion. Motion**
 45 **carried.**

46 **Follow Up from Attorney Vande Castle regarding the Amendment to the local room tax ordinance**

47 Roberts advised that Tice had a great question about the clarification of the terms used within the agreement. She updated
 48 the Commission that it was now clear that we are amending the Ordinance first and we will later have to amend the
 49 Intergovernmental Agreement, per Vande Castle. Van Lieshout thanked Tice for asking the question.

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

7 **CLOSED SESSION**

8 **Consider a Motion to Reconvene into Open Session**

9 **Nelson moved to reconvene into Open Session; Anderson seconded. Motion carried.**

10 **Consider a motion to take action, if required.**

11 **Weddig moved and Olsen seconded that Roberts take action and proceed with consulting Attorney Vande Castle**
12 **regarding delinquent properties and pursue action as advised. Motion carried.**

13 Van Lieshout asked that the members of the Commission to take the time to respond to the Meeting Wizard requests sent
14 from the office, so that there is an idea of how many members will be attending meetings and if we will have a quorum.

15 **Adjournment**

16 **Dannhausen moved to adjourn; LeClair seconded. Motion carried.**

17
18 Respectfully submitted,

19 

20
21 Kim Roberts

22 Administrative Assistant

23

1 DOOR COUNTY TOURISM ZONE
2 EXECUTIVE COMMITTEE
3 Minutes of September 17th, 2015
4 Village of Egg Harbor, Bertschinger Center, 7860 STH 42
5

6 **ACTION ITEMS:**

7 **Weddig moved and Nelson seconded to approve the agenda.** Motion carried.

8 **Nelson moved and Starr seconded to approve the August 20th, 2015 Full Commission minutes as**
9 **submitted.** Motion carried

10 **Nelson moved and LeClair seconded to approve Kerber Rose Reports, Payables, and Receipts to**
11 **Date.** Motion carried.

12 **Starr moved and Skare seconded to recommend moving the Administrative Assistant position**
13 **to full time beginning with the 2016 budget to the Full Commission.** Motion carried.

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

20 **Nelson moved and Skare seconded to reconvene into Open Session.** Motion carried.

21 **Skare moved and Weddig seconded that Roberts should proceed with advising Attorney Vande**
22 **Castle to proceed as directed in Closed Session.** Motion carried.

23 **Skare moved and Starr seconded to adjourn.** Motion carried.

24 **Committee Members Present by Roll Call:** Bryan Nelson, Elizabeth LeClair, Bill Weddig, Dick
25 Skare, Bob Starr and Dave Holtz.

26 **Also in Attendance:** Dianne Lensert/**Kerber Rose** and Kim Roberts/**Administrative Assistant.**

27 **Excused:** Josh Van Lieshout

28 **Call to Order**

29 Skare called the meeting to order at 9:03 a.m.

30 **Approval of the Agenda**

31 **Weddig moved and Nelson seconded to approve the agenda.** Motion carried.

32 **Approval of the Meeting Minutes from August 20th, 2015**

33 **Nelson moved and Starr seconded to approve the August 20th, 2015 Full Commission minutes as**
34 **submitted.** Motion carried

35 **Report by the Door County Visitor Bureau on Marketing Efforts and Quarterly Report**

36 The DCVB was not in attendance for the meeting, but the consensus was everyone was happy with
37 the nice increase in July numbers. Nelson said that he was hearing about increases across the
38 board including restaurants. Nobody is crying this year, he said. Skare agreed and the only issue
39 is having enough help to handle the increased business.

40 Skare added that he heard about Act 55 from the Wisconsin Town's Association and asked Roberts
41 if she got his message. He wanted to know if anyone had been exploring this. Roberts said yes,
42 that signed State Budget is being referred to as Act 55. Skare noted that there may be some
43 changes to promotion and development specifically including chain hotels because they would not
44 be an individual owner in a town or municipality; he wondered if Money Penny was aware of this.

1 Starr said it takes time to see how changes affect everyone and that we should continue to keep an
2 eye on things.

3 Roberts added that she has been watching for analysis and noted the WH&LA has done a great job
4 keeping up with updates and how they affect those collecting room taxes. Skare said that he
5 would forward the Towns Association analysis to Roberts to review.

6 Le Clair asked if there was anything about credit card fees.

7 Weddig felt it would be interesting for the larger chains in Sturgeon Bay and how it may affect
8 how promotion and development is defined.

9 Nelson said "chain" would have to be defined as there are owners who have multiple properties in
10 Door County.

11 Starr said not to get too worried; eventually we will acquire the changes and be able to see the
12 ramifications. He added that we just need to stay plugged in.

13 Roberts mentioned that various associations are doing training sessions with regard to the changes
14 in the budget that have affected room tax.

15 **Report from the Administrative Assistant on current activities and issues associated with**
16 **permitting new members.**

17 Roberts reported that she sent out fifty three (53) no report letter for the month of June and as of
18 September 8th, 2015 the (10) properties remained to report. She went on to say that she had just
19 completed July no reports and had sent out fifty seven (57); she felt with that many remaining to
20 report for July there should be an increase to be seen on the six (6%) percent growth in July.

21 Roberts said that the total outstanding due as of September 8th, 2015 was one thousand one
22 hundred forty one dollars and fifty two cents (\$1,141.52) from eight permit holders. She noted that
23 of the total, only two hundred forty nine and seventy seven cents (\$249.77) was late fees, penalties
24 or unpaid tax. The remaining eight hundred ninety one dollars and seventy five cents is legal fees
25 due by a permit holder. She went on to say that as of September 15th, 2015 two hundred twenty
26 four and forty two cents (\$224.42) remained to be collected aside from the legal fees.

27 Roberts reported that she had permitted ten (10) properties since August reporting; six (6) of which
28 were permitted through compliance channels. She went on to say that she is currently working on
29 seventeen (17) unpermitted properties.

30 Roberts thanked Starr for the advice to ask Holly in Real Property Listings for help in tracking
31 down time share owners. Roberts said that she was able to get quite a few properties sorted out,
32 but that Holly had said the process was harder than she thought it would be. She advised Roberts
33 to work with the Register of Deeds.

34 Starr recommended asking Holly for disks of all the properties in Door County so Roberts could
35 do the searching herself.

36 Roberts agreed. She explained that Meadow Ridge listings have increased due to the increased
37 amount of assessments and higher management fees.

38 Starr said to ask for a list of owners on a disk of all time share or partial ownership so that Roberts
39 can do the research.

40 As requested, Roberts said, membership information for the American Hotel and Lodging
41 Association (AH&LA) and the Wisconsin Hotel and Lodging Association (WH&LA) were included
42 in her report. She noted that the membership fees for the (AH&LA) were three thousand dollars
43 (\$3,000) a year. Roberts did not feel that the Commission would get enough out of the
44 membership to make the cost worthwhile. She went on to say a lot of the valuable information is
45 available online through their site. Roberts added that the WH&LA was working on a

1 membership for organizations such as the DCTZC and noted that Pugal has said that it should be
2 available in November.

3 Roberts advised the Committee that the surplus funds check was distributed to the DCVB on
4 August 25th, 2015 in the amount of fifty two thousand dollars (\$52,000).

5 **Follow up regarding Airbnb and the AH&LA State and Local Government Affairs Department.**

6 Roberts reported that she had contacted the AH&LA Local Government Affairs Department to inquire
7 if there were any current class action law suits against Airbnb. She added that she included the
8 response from Troy Flanagan, Vice President of State and Legal Affairs for the AH&LA. His
9 perspective was that they agreed that all short term rentals should operate on a level playing field,
10 including and not limited to the collection and remittance of room taxes. He added that earlier in the
11 summer, the Federal Trade Commission looked into this issue as part of a workshop in the "Sharing
12 Economy". He included a link to the public statement from the AH&LA in his email response. He
13 added at this point they were not aware of any class action laws suits involving municipalities. He also
14 noted that he had included Pugal of the WH&LA in the conversation to see if she was aware of
15 anything on the local level.

16 Roberts went on to say that she had asked the same of Attorney Vande Castle. And as of yet she had
17 not heard a response from him. Roberts also reviewed with the Committee the current pending items
18 with Attorney Vande Castle.

19 Weddig was concerned that the Baylakes Information Systems (BLIS) contract had not yet been
20 returned from Attorney Vande Castle. He didn't want the delay the project delayed which would
21 cause bad timing and not be completed before the 2016 season.

22 Starr and Skare stressed that Roberts communicate that time was of the essence with the pending items
23 for the DCTZC.

24 Weddig wanted to make sure that there is a threshold for average daily rates when the work is
25 completed by BLIS. He went on to say that as Kerber Rose enters reporting there needs to be a
26 programming feature that indicates if the ADR is too low.

27 Roberts said that Justin at BLIS said that would not be hard to do; it would be up to the Commission to
28 determine what that threshold for ADR would be.

29 **Discussion of letter to municipalities regarding Airbnb**

30 Roberts said that during the August meeting it was discussed that a letter to the municipalities be
31 drafted asking each one to call Airbnb to get Door County on their radar so that Door County
32 would be listed among the other municipalities on the Airbnb website that required permitting
33 and remittance of room tax.

34 Nelson felt it looked good to him.

35 Weddig felt that we should use the current letter as a cover letter to each municipality to explain
36 the situation and include a letter for each municipality to sign and send in. He felt that there stood
37 a better chance of a letter being signed that was already done for them as opposed to asking each
38 municipality to make a phone call. It would be the best way for the perspective of Door County to
39 be communicated clearly and consistently if a letter was drafted for the clerks or town chairs to
40 sign.

41 Le Clair suggested that there be a timeline so that they all arrive in a window of time to make a
42 bigger statement. All agreed for Roberts to draft a letter to Airbnb for the municipalities to sign
43 and use the current letter as a cover letter to explain the situation.

44 Starr asked if the problem was that Airbnb users simply don't know about the need of permitting
45 and reporting. That was the consensus. Starr asked if there was a better way.

1 Roberts said this is something she thinks about all the time. She went on to say that we put notices
2 in the local papers and notices in with property taxes, but if property taxes are paid via a lender,
3 the property owner would never see that notice.

4 Starr wondered about a marketing campaign to help get the word out to benefit more exposure to
5 the requirements, on a continuing basis in a positive way to educate the public.

6 Roberts said more often than not when she hears from un-permitted people that she finds and
7 explains what the tax does for Door County, their municipality and that it is a pass through tax,
8 they take a sigh of relief and say they don't have a problem with that. Roberts felt education
9 would be great and possibly change the view of what the DCTZC does.

10 Starr asked if was time to consider another way of educating about the requirements of transient
11 rental. He went on to say that repetition with a consistent marketing campaign may yield good
12 results. All agreed. Starr went on to say that there are a number of local advertising agencies that
13 could put together such a campaign. With all in agreement Starr asked Roberts to discuss the idea
14 with Van Lieshout and recommended a line item on the budget for a marketing campaign for 2016.

15 Weddig asked if we should be asking real estate agents to provide permitting information to their
16 clients at the closing of their real estate transaction. Starr felt that might be hard to achieve, he felt
17 that there would be a better chance of asking local title companies to do so. Roberts felt that it
18 couldn't hurt to ask.

19 **Discussion of Current Comparable Occupancy Numbers**

20 Lensert said that there were happy faces all around with the July being up 6.2%. She added that
21 July was a big month to see that kind of increase and that it really affect year to date numbers.

22 Starr said that he had lost his ability in feeling confident in the long term, but said it would be
23 wonderful if this was a trend, and a sustainable one. His concern was what the numbers would
24 look like for next year and his hope that this is a trend.

25 Nelson agreed and said we've had seventy (70) months of growth, but that recession feels like it
26 happened yesterday. He agreed your confidence does get shaken.

27 Skare said we would know a lot at 2 pm eastern. Starr said that will be a telling sign. Weddig
28 agreed and said it would be interesting if rates were increased (discussion referred to the Federal
29 Reserve announcement regarding interest rates).

30 Weddig asked how much of the increase was due to ADR.

31 Lensert pointed out occupancy was up and there were properties still to report.

32 Holtz added there were less rooms available than last year.

33 Lensert said that on the check listing there was the distribution check to the DCVB from the
34 surplus funds.

35 **Nelson moved and LeClair seconded to approve Kerber Rose Reports, Payables, and Receipts to**
36 **Date.** Motion carried.

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

38 Nothing was reported from local boards.

39 **Preliminary 2016 Budget Discussion**

40 Lensert said that she had provided the initial budget for a preliminary discussion of the 2016
41 budget. She said the following items were still to be determined: hours and rate of pay for the
42 Administrative Assistant, what to plan for 2016 and whether it should be planned flat to be
43 conservative and any project items need to be determined. She added that the DCTZC is still
44 running positive and not coming close to the revenue coming in.

45 Weddig asked where the Baylakes Information System (BLIS) upgrade project was budgeted.

- 1 Lensert said that that item would show up on the balance sheet as it was a surplus payout. Nelson
2 said it will show on the balance sheet showing as a special payout for a project.
- 3 Skare asked how soon Lensert would need a number for marketing.
- 4 Lensert said the budget came up early this year due to the move of Van Lieshout and the
5 discussion of making the Administrative Assistant position full time. And normally we don't look at
6 the budget until November.
- 7 Nelson added that they were in the middle of the discussion of expanding the role of Roberts and
8 there had been a meeting in which the Ad-Hoc Committee recommended to the Executive
9 Committee to expand the position. He went on to say that Roberts was interested in the expanded
10 hours and appreciated her willingness to do so.
- 11 Roberts reviewed her current responsibilities along with presenting the original job description
12 from her hire in 2012. She then reviewed with the Committee how she saw the additional time
13 being used.
- 14 Skare added that the DCTZC has always been lucky to have an administrator to run the
15 Commission, but there was a need to have a full time professional.
- 16 Skare asked Roberts if she was willing to do full time.
- 17 Roberts replied yes.
- 18 Skare felt that it was important to have a professional full time in the position; we won't have a
19 Kufirin and Van Lieshout forever.
- 20 Nelson felt it is significant to have someone full time driving the organization with the chairs
21 influence.
- 22 Weddig felt that the title needed to be changed so that she would have the respect with the
23 interactions with permit holders and so on.
- 24 Nelson recommended that the Executive Committee plan for the 2016 budget for the
25 Administrative Assistant to be full time and bring the item to the Full Commission.
- 26 LeClair said the item has been on the table and discussed and it was time to get it done.
- 27 Weddig said that Roberts has demonstrated her ability and the additional hours would pay for
28 themselves.
- 29 Nelson added that Roberts has grown and created the position it is today. He added that she has
30 documented a level of professionalism different than an Administrative Assistant.
- 31 **Starr moved and Skare seconded to recommend moving the Administrative Assistant position**
32 **to full time beginning with the 2016 budget to the Full Commission.** Motion carried.
- 33 **Starr moved and Skare seconded to convene into Closed Session pursuant to Wisconsin State**
34 **Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the government body who**
35 **is rendering oral or written advice concerning strategy to be adopted by the body with respect to**
36 **litigation in which it is or likely to become involved to wit: enforcement actions against lodging**
37 **providers who have failed to obtain lodging permits and to timely remit monthly room tax**
38 **report and tax payments.** Motion passed carried.
- 39 **Nelson moved and Skare seconded to reconvene into Open Session.** Motion carried.
- 40 **Skare moved and Weddig seconded that Roberts should proceed with advising Attorney Vande**
41 **Castle to proceed as directed in Closed Session.** Motion carried.
- 42 **Skare moved and Starr seconded to adjourn.** Motion carried.
- 43

1 Respectfully submitted,
2
3 Kim Roberts
4 Administrative Assistant