



BOARD OF TRUSTEES MEETING AGENDA

Tuesday, November 17, 2015 at 6:00 P.M.

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

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

Deviations from the agenda order shown may occur.

1. Consider a motion to adopt Ordinance 241-111715, amending Ch 66.0501(b)(3)(e) of the Sister Bay Zoning Code, Accessory buildings in Front Yard Setback Area and 66.0311(c)(1) Conditional uses in the R-1 Zoning District; Discussion on proposed amendment and consider a motion for action if necessary.
2. Public Hearing on the Proposed 2016 Budget; Consider a motion to adopt Resolution 317-111715 Adopting the 2016 Annual Budget and Capital Improvement Program.
3. Review a proposal for financial services from Juliana Neuman; consider a motion to discuss and execute if appropriate.
4. Review a proposal from Robert E. Lee and Associates for grit removal system upgrades and repairs; consider a motion for action if appropriate.
5. Consider a motion to discuss and confirm President Lienau's Committee Appointments.
6. Report on County activities from the County Supervisor, Dave Lienau.
7. Review of the financial statements and consideration of a motion to approve the monthly bills.
8. Report by the Village Administrator on Village Activities and Projects.
9. 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.
10. Consider a motion to reconvene into Open Session.
11. Consider a motion to take action, if required.
12. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

Adjournment

Public Notice

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

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

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, OCTOBER 20, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The October 20, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order
7 by Village President Dave Lienau at 6:00 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:** Jack and Pat Wisner, Martha Coventry, Bill and Judy Wegehaupt, Greg and Carol
17 Keneweg, Steve and Mary Musinsky, Doug and Dixie VanVorous, Tom and Jeanette Sadler,
18 Don Howard, Judith Ross Stevenson, Mark Lippert, Jamie and Shannon Strabala, Herb
19 Edlbauer, Alyssa Bloechl, Steve Thomas, Mark and Kathy Kunstman, Fred Landstrom, Todd
20 Strojny, Steve Eatough, Janet Janisse, Rob Zoschke, Scott McEvoy, Barbara Meyer, Robert
21 Brogan, Denise Bhirido, Sharon Doersching, and seventeen other individuals.
22

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

24 *A motion was made by Clove, seconded by Baker that the Agenda for the October 20, 2015*
25 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
26 *– All ayes.*
27

28 *A motion was made by Clove, seconded by Baker that the minutes for the September 25, 2015*
29 *joint meeting of the Village of Sister Bay Board of Trustees, the Economic Development*
30 *Committee, the Parks Committee and the Plan Commission be approved as presented. Motion*
31 *carried – All ayes.*
32

33 *A motion was made by Clove, seconded by Baker that the minutes for the September 25, 2015*
34 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
35 *– All ayes.*
36

37 **Comments and correspondence:**

38 Lienau noted that a number of letters and e-mails were received regarding the quarry issue. All
39 of those letters were included in the meeting packets and posted on the wall of the meeting
40 room for everyone to view, so none of them would be read aloud. He also pointed out that a
41 thank you letter for a donation which had been made in memory of Frank Hough, a former
42 Village Board member, and a copy of the Door County Sheriff's Department Call Log for May,
43 June, July and August of 2015 were included in the meeting packets, and then asked if anyone
44 wished to comment regarding a non-agenda item.
45

46 Sharon Doersching asked how many meetings a Board member is allowed to miss before being
47 formally removed from the Board, and Lienau responded that in order for any formal action to
48 be taken a Trustee's absences must be "unexcused".
49

1 Judith Ross Stevenson reiterated that she does not believe a closed session should be addressed
2 during the middle of any Village meetings.

3
4 Denise Bhirdo indicated that it is her understanding that a joint meeting of County, City, Village
5 and Town officials will be conducted in Sister Bay on Thursday, October 22, 2015, and asked if
6 the Agenda for that meeting was posted. Jackson responded that there is no legal requirement
7 to post an agenda for such a gathering.

8
9 **Item No. 2. Public Hearing on a request to amend §66.032(c) of the Sister Bay Zoning Code**
10 **to allow quarries as a conditional use in the B-1 General Business District; Discussion on a**
11 **request to amend §66.0320(c) of the Sister Bay Zoning Code to allow quarries as a**
12 **conditional use in the B-1 General Business District; and consider a motion for action to**
13 **approve or deny Ordinance No. 235, which amends §66.0320(c) of the Zoning Code:**

14 Randy Nesbitt, the Village Attorney, explained that the quarry has been operated in its current
15 location for a number of years. In 2010 blasting started to occur at the quarry, and since a
16 number of noise and dust complaints were received the owners were cited for Zoning Code
17 violations. The case was contested, and the Judge who was assigned made it very clear that he
18 was not going to order the quarry to be shut down. He did order that the Village and the
19 owners of the quarry participate in mediation sessions. The existing quarry is considered to be a
20 pre-existing, non-conforming use, or in other words, was "grandfathered", and there is no
21 requirement that it ever be shut down. Brandon Small, the representative of the owners of the
22 quarry, has requested that they be allowed to expand the quarry on the condition that it must
23 be completely closed in ten years. There will be two steps to the process which must be
24 followed with respect to Small's request. First, a Zoning Code text amendment will be required
25 which would allow a quarry as a conditional use in the B-1 District, and, if that amendment is
26 approved, then another public hearing must be conducted on an application for a Conditional
27 Use Permit to expand the quarry. The Plan Commission has recommended that the Zoning
28 Code text amendment be approved. Nesbitt stressed that Village officials have informed him
29 that they have no intention of allowing quarries to be operated throughout the Village. He also
30 noted that if the text amendment is not approved by the Village Board this evening the matter
31 will "die", but then Village officials will have no mechanism for imposing restrictions on the
32 existing quarry operations.

33 Bob Kuftrin, the former Village Administrator, who is now acting as a consultant for the Village,
34 pointed out that the Plan Commission has deliberated this issue for several years. There were
35 also several closed sessions conducted regarding the pending litigation Nesbitt referred to, but
36 to date no deal has been reached between Village officials and the owners/operator of the
37 quarry. The documents which were included in the meeting packets are simply drafts. If a
38 Conditional Use Permit is issued Mr. Small will have to satisfy a number of specific conditions.
39 Kuftrin believes this whole process is a "gamble" for Village officials as well as the members of
40 the public, as if the text amendment is approved and a Conditional Use Permit is granted there
41 will be a date certain as to when the quarry will simply have to be shut down. On the other
42 hand, if the text amendment request is denied the existing quarry could be operated for
43 perpetuity with little or no regulation.

44 *At 6:21 P.M. Lienau called the Public Hearing on a request to amend §66.032(c) of the Sister*
45 *Bay Zoning Code to allow quarries as a conditional use in the B-1 General Business District to*
46 *order.*

47
48 *Doug VanVorous asked what guarantee there would be that enforcement actions will be taken*
49 *if a text amendment and a Conditional Use Permit is eventually approved. Nesbitt and Kuftrin*

1 responded that if violations do occur the Village Administrator would be the person who takes
2 enforcement action.

3
4 Kathleen Kunstman noted that it is her understanding that even if enforcement action is taken
5 the quarry would be allowed to continue to operate unless and until a Judge has made an
6 official ruling on the charges, and Nesbitt responded that that is correct. However, if the non-
7 compliance is severe enough an Injunction could be sought.

8
9 Scott McEvoy asked if Mr. Small would immediately have to comply with the new regulations if
10 the proposed text amendment is approved, and Kufrin responded that the new regulations
11 would be enforced, but the document with the "actual teeth" would be the Conditional Use
12 Permit.

13
14 Tom Sadler read a prepared statement aloud. A copy of that document is attached and
15 incorporated by reference.

16
17 Don Howard asked if the proposed text amendment would apply to the entire B-1 District, and
18 Jackson responded that the Village does not have the authority to "spot zone". It would be
19 possible to include limiting language in the text amendment.

20
21 Janet Janisse asked who will actually make the determination that the dust and noise conditions
22 at the quarry are bad enough to warrant imposition of penalties for violations of Village
23 regulations and/or a Conditional Use Permit, and also asked what those penalties would be.
24 Nesbitt responded that the penalties for violations of any and all Village regulations are
25 prescribed in the Village's Municipal Code. First the Village Administrator must issue a
26 citation(s) to the owners/operators of the quarry, and then a Judge must find that a violation of
27 the Village's zoning regulations or a Conditional Use Permit actually occurred. If such a finding
28 is made the previously mentioned penalties would be imposed by the Judge who found that the
29 violation(s) occurred. It would be possible for the Village Board to amend the penalty
30 provisions contained within the Municipal Code.

31
32 Barbara Meyer asked who will monitor the dust and noise conditions at the quarry, and also
33 asked what guidelines will be followed. Kufrin responded that the Conditional Use Permit
34 would contain specific conditions pertaining to dust and noise, and the Village Administrator
35 would be responsible for seeing that citations are issued.

36
37 Doug VanVorous pointed out that after blasting was done at the existing quarry the basement
38 walls on his residence cracked. Unsafe Radon readings were also obtained. VanVorous
39 suggested that all his neighbors check their residences for similar damage and conditions.

40
41 Steve Eatough asked when the existing quarry became non-conforming, and Kufrin responded
42 that that occurred in 1974.

43
44 Scott McEvoy asked "who" the owners of the quarry would "have to make their case to" if a
45 Conditional Use Permit is requested, and Kufrin explained that initially a presentation would
46 have to be made to the Plan Commission, and another Public Hearing would be required. If the
47 Plan Commission recommends that the Conditional Use Permit be issued the matter would then
48 be referred back to the Village Board.

49
50

1 *Pat Wisner asked if it would be possible to bring this issue to referendum. She also noted that*
2 *those who live in close proximity to the quarry are "putting up with a lot".*

3
4 *Don Howard asked if Village officials ever considered offering a financial settlement to the*
5 *quarry owners in an attempt to get him to "shut it down", and Nesbitt responded that such an*
6 *offer has been made but was declined.*

7
8 *Steve Musinsky stated that since he spoke at the last Plan Commission Meeting people he*
9 *doesn't even know have walked up to him and said things like, "We're so sorry to hear about*
10 *what the Village did to you and your neighbors". Musinsky asked that the Board members "put*
11 *themselves in his shoes". He also explained the provisions of NR135, and noted that the*
12 *presence of a quarry in one's neighborhood could have a significant negative impact on home*
13 *values and the ability of a homeowner to obtain a mortgage. It is his understanding that*
14 *eventually the useful life of the existing quarry will run out, and, therefore, at some point in time*
15 *operations will simply have to cease because no more useful stone can be obtained. In*
16 *conclusion Musinsky urged the members of the Board to "just vote no".*

17
18 *Bill Wegehaupt pointed out that the Board members have been elected by the citizens, and*
19 *then read the preambles of the proposed Ordinance aloud, noting that based upon the*
20 *statements which were made by several citizens this evening he does not believe any of the*
21 *statements made in the preambles are accurate. It is his firm contention that it is not in the best*
22 *interest of the public to update the Zoning Code to allow quarries as a conditional use in the*
23 *B-1 District.*

24
25 *Mary Musinsky asked that all those who do not want the quarry to be expanded please stand*
26 *up, and several individuals did that.*

27
28 *Greg Kenewig pointed out that if a Conditional Use Permit is granted it would be possible for*
29 *the owners of the quarry to apply for amendments at some point in the future. Kufirin*
30 *acknowledged that that is a possibility, but Village officials would have to approve any*
31 *modifications which are made.*

32
33 *Carol Kenewig noted that it is her understanding that property values in the vicinity of the*
34 *quarry could be reduced by 25% to 30%, which could result in a number of property*
35 *assessments being contested.*

36
37 *Sharon Doersching pointed out that if citations are issued to the owners/operators of the quarry*
38 *attorney fees could become very costly.*

39
40 *Rob Zoschke indicated that he signed the Petition which was presented this evening as he "felt*
41 *sorry" for the affected property owners. After hearing the comments which were made at this*
42 *Public Hearing he believes it would simply be best to "let the existing quarry die".*

43
44 *Shannon Strabala noted that she did not see a letter she had written to the Board posted on the*
45 *wall, and, therefore, read that letter aloud. (A copy of it is attached and incorporated by*
46 *reference.)*

47
48 *Barbara Meyer asked if any letters in favor of the text amendment have been received, and*
49 *Jackson responded that he has not received any such letters but did get a call from a contractor*
50

1 who was concerned that Door County stone would no longer be available if the quarry is not
2 expanded.

3
4 Attorney Tyler Claringbole indicated that the proposal before the Board this evening has been
5 Mr. Small's best effort to resolve this matter. He understands that nobody "likes" the quarry
6 and is sympathetic, and has made a concerted effort to resolve the issues which have been
7 cited. The only legal way to truly put an end to the quarry operations is to approve the
8 proposed text amendment.

9
10 Steve Musinsky pointed out that he is nearing retirement age. It is his opinion that "ten years is a
11 long time".

12
13 Mary Musinsky asked for a show of hands as to how many people are retirees and how many
14 people have young children. The members of the audience again complied with her request.

15
16 Doug VanVorous stated that he can't understand why the owners of the quarry are persisting
17 when they know the quarry "is not welcome".

18
19 Attorney Claringbole responded that there will be no time limit on the quarry operations if the
20 text amendment is not approved. Mr. Small is making a concerted effort to take the wishes of
21 the public into consideration and is trying to be "a good neighbor".

22
23 Bob Brogan noted that the Village has already approved a Master Plan, and believes it would be
24 a violation of that plan if the proposed text amendment is granted.

25
26 At 7:36 P.M. Lienau asked if anyone else wished to comment regarding this issue, and when no
27 one responded he declared that the public hearing was officially closed.

28
29 A motion was made by Lieanu, seconded by Duffy that the request to amend §66.0320(c) of
30 the Sister Bay Zoning Code to allow quarries as a conditional use in the B-1 General Business
31 District be denied.

32
33 Lienau pointed out that he is affected by the quarry operations at his home and his business. He
34 is fully aware of all the noise and dust which is generated by the quarry, and was the "swing
35 vote" on the Plan Commission, as he felt it was very important for this matter to be presented to
36 the Village Board. It is his opinion that the quarry owners have never done anything to alleviate
37 the issues which have been complained about, and he would have a very difficult time
38 rewarding the lack of responsibility they have demonstrated thus far.

39
40 Duffy indicated that he owns property in close proximity to the quarry and agrees
41 wholeheartedly with Lienau.

42
43 Clove indicated that he has heard his constituents "loud and clear", but did caution that if the
44 proposed text amendment is not approved the existing quarry could continue to operate for an
45 indefinite period of time.

46
47 Baker stated that he, too, has heard his constituents and agrees that the proposed text
48 amendment should not be granted.

49
50 Zacek and Enquist indicated that they have thought long and hard about this issue. They realize

1 *that the existing quarry can continue to operate "as is", but believe whatever enforcement*
 2 *actions are possible should be taken if violations do occur.*

3
 4 *Nesbitt cautioned that the strongest land control method the Village has is the Zoning Code.*
 5 *Because the existing quarry is considered a "non-conforming use" there is no control over its*
 6 *operations, and if the proposed text amendment is not approved the Village is basically "giving*
 7 *up" a very valuable enforcement tool. If the previously mentioned motion passes he will be*
 8 *required to inform the Judge who ordered mediation that it was not possible for the parties to*
 9 *reach a settlement. There is no way of knowing what type of ruling the Judge will make.*

10
 11 *A few members of the audience asked if it would be possible for individual property owners to*
 12 *sue the owners of the quarry, and Nesbitt responded that they should discuss such actions with*
 13 *their attorneys.*

14
 15 *A roll call vote was taken on Lienau and Duffy's motion, and the Board members voted in the*
 16 *following fashion:*

17
 18 *Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.*

19
 20 *Motion carried.*

21
 22 *At 8:10 P.M. a brief recess was taken and the Board reconvened at 8:22 P.M.*

23
 24 **Item No. 1. Discussion on the Finance Committee's request to investigate potential Clean Air**
 25 **Act and Local Ordinance violations by Sister Bay Properties, LLC; Consider a motion for**
 26 **action if appropriate:**

27 *The members of the Finance Committee requested that Jackson investigate the potential for the*
 28 *filing of charges for Clean Air Act violations against the owners of the quarry. He subsequently*
 29 *contacted DNR officials, and was informed that in order for Clean Air Act charges to be filed air*
 30 *quality monitors and cameras would have to be utilized. He would not be opposed to*
 31 *utilization of such equipment, but did caution that there could be unintended consequences of*
 32 *taking this type of action as other business operations within the Village could also be deemed*
 33 *to be non-compliant. Another option would be to issue citations for any and all violations of*
 34 *local regulations which occur at the quarry.*

35
 36 *It was the consensus that a draft of an Ordinance which addresses noise complaints and fugitive*
 37 *dust emissions, as well as potential penalties for such violations shall be presented to the*
 38 *applicable Committees, Commissions and Boards ASAP.*

39
 40 **Item No. 3. Consider a motion to discuss and act on a recommendation of the Utilities**
 41 **Committee and adopt Resolution No. 316, which approves the 2014 Annual Compliance**
 42 **Maintenance Report:**

43 *Each year the DNR requires that the Utilities Department submit a report which identifies the*
 44 *various operating levels and maintenance activities at the Wastewater Plant and collection*
 45 *system. A copy of that report as well as Resolution No. 316, which approves it, were included*
 46 *in the meeting packets. The Utilities Committee has recommended that both documents be*
 47 *approved.*

48
 49
 50

1 *A motion was made by Baker, seconded by Zacek that the Village Board accepts the*
 2 *recommendation of the Utilities Committee and adopts Resolution No. 316, which approves*
 3 *the 2014 Annual Compliance Maintenance Report for the Sister Bay Wastewater Treatment*
 4 *Facility, as presented. Motion carried – All ayes.*

5
 6 **Item No. 4. Consider a motion to discuss and act on a recommendation of the Utilities**
 7 **Committee and adopt Ordinance No. 240, amending Chapter 62 – the Village’s Utilities Code:**
 8 From time to time the DNR changes administrative policies regarding the water system and
 9 how it relates to private wells. In this instance, the regulations regarding cross-connections and
 10 testing were changed, and an applicable Ordinance was included in the meeting packets. The
 11 Utilities Committee has recommended that that Ordinance be approved.

12
 13 *A motion was made by Clove, seconded by Baker that the Village Board accepts the*
 14 *recommendation of the Utilities Committee and adopts Ordinance No. 240, which amends the*
 15 *Village’s Utilities Code, as presented. Motion carried – All ayes.*

16
 17 **Item No. 5. Consider a motion to discuss and confirm President Lienau’s Committee**
 18 **Appointments:**

19 Lienau recommended that:

- 20 • Solomon be removed from the Finance Committee and Baker appointed to replace him.
- 21 • Andy Hallett be appointed to the Marina Committee.
- 22 • Chad Kodanko, Shane Solomon and Rob Zoschke be appointed to the Waterfront
- 23 Oversight Committee.

24
 25 *A motion was made by Zacek, seconded by Clove that the Village Board accepts all of*
 26 *President Lienau’s recommendations for Committee appointments as presented at this meeting.*
 27 *Motion carried – All ayes.*

28
 29 **Item No. 9. Report on County activities from the County Supervisor, Dave Lienau:**

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

- 31
- 32 • The County’s budget is substantially complete, but negotiations with some bargaining
- 33 units have not been completed yet. Budget Hearings will be conducted on November
- 34 10, 2015 and November 12, 2015.

35
 36 **Item No. 10. Review of the financial statements and consideration of a motion to approve the**
 37 **monthly bills:**

38 Payment Approval Reports for the period September 16, 2015 through October 20, 2015 were
 39 included in the meeting packets, and the Board members jointly reviewed those documents.
 40 During the review process Clove questioned whether one of the Marina Committee members
 41 attended all the Marina Committee Meetings he was paid for. He also asked if it would be
 42 possible to suspend the cable television service at the Boathouse for the winter months.
 43 Suppanz will check both matters out and take appropriate follow-up action.

44
 45 *A motion was made by Baker, seconded by Duffy that the monthly bills depicted on the reports*
 46 *which were included in the meeting packets totaling \$1,515,367.90 are all approved. Motion*
 47 *carried – All ayes.*

48
 49

Item No. 11. Report by the Village Administrator on Village activities and projects:

Jackson gave the following oral report:

- Progress continues to be made on the Beach Project. Some of the sub-contractors who are working on the project have not completed their work yet, but Mike Kahr assured him that all the work will be done before winter. The Board members cautioned that molding issues could arise if seeding is done in fall.
- The estimate for the Waterfront Park sprinkler system repair/installation project came in much higher than anticipated. (Approximately \$65,000.) The Parks Committee approved installation of the sprinkler system this year in hopes that the park would be ready for use in spring.

It was the consensus that the Waterfront Park sprinkler system shall be installed ASAP. The Finance Committee will determine what accounts the necessary funds shall be withdrawn from.

- Work is progressing on the Bay Shore Drive Reconstruction Project. Vinton Construction intends to utilize a “quick cure” concrete so road closures should be significantly reduced. One intersection will be open at all times, but detours will be in effect.
- At the present time the Village is hindered on its ability to receive grant money because the Beach Project must be completed to a “punch list” standard before the funds will be released.

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

The Administrative Committee met and formulated the previously mentioned Committee appointment recommendations.

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

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

(3) Communication and Technology Committee:

The Communication and Technology Committee has not met recently.

(4) Door County Coastal Byways Commission:

The Coastal Byways Commission met on September 23, 2015 and is recommending that the Peninsula State Park Tower be repaired. Some of the signage for businesses which have been closed will be removed ASAP. The next meeting of the Commission will take place tomorrow.

(5) DCEDC:

The DCEDC met on October 12, 2015. Many of the former employees of Palmer Johnson’s have already found employment elsewhere. The Bass Master Tournament was a resounding success and it sounds like the organizers of that event would like to return next June.

- 1 **(6) Economic Development Committee:**
2 The Economic Development Committee has not met recently.
3
- 4 **(7) Finance Committee:**
5 The Finance Committee has been meeting on a regular basis and work is ongoing on
6 preparation of the 2016 Budget. Lienau noted that an error was made on the sentence
7 which begins on Line 9 – Page 1 of the October 14, 2015 Finance Committee Meeting
8 Minutes. (That sentence should read, “Lienau noted that Shane Solomon, the Chair of the
9 Finance Committee, has submitted a letter of resignation, and, therefore, he would be
10 serving as Acting Chair.”)
11
- 12 **(8) Fire Board and Fire District Exploratory Committee:**
13 No action based on the minutes which were included in the meeting packets.
14
15 The Fire District Exploratory Committee has not met recently.
16
- 17 **(9) Historical Society:**
18 The Historical Society Board of Directors met on October 1, 2015, but those minutes
19 have not been completed yet.
20
- 21 **(10) Library Commission:**
22 The Library Commission met on October 13, 2015 but those minutes have not been
23 completed yet.
24
- 25 **(11) Marina Committee and Marina Fest Committee:**
26 No action based on the minutes which were included in the meeting packets. Clove
27 noted that there is an error on Line 19 – Page 2 of the minutes for the October 13, 2015
28 meeting of the Marina Committee. That sentence should read, “Duffy then informed
29 Krauel that the Marina Committee had decided to offer her the newly created Marina
30 Manager position. Jackson will be discussing the terms of employment with her in the
31 near future.”.
32
33 The Marina Fest Committee will be meeting after the work is completed on the 2016
34 budget.
35
- 36 **(12) Marketing Committee:**
37 The Marketing Committee has been eliminated.
38
- 39 **(13) Parks:**
40 No action based on the minutes which were included in the meeting packets.
41
42
- 43 **(14) Personnel Committee:**
44 The Personnel Committee will be meeting on Thursday.
45
- 46 **(15) Plan Commission:**
47 No action based on the minutes which were included in the meeting packets.
48
49
50

(16) SBAA:

The SBAA Board of Directors met on October 1, 2015 but those minutes have not been completed yet. In 2016 the Paddlefest activities will be expanded. The SBAA Annual Meeting and Dinner will be conducted at JJ's on October 22, 2015. It will start at 6:00 P.M. The SBAA Board of Directors has requested that from now on only their approved minutes be included in the Village Board meeting packets.

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

(17) Teen Center:

The Teen Center Board has not met recently. Britt Maltby has expressed interest in volunteering for youth activities, and Enquist will be contacting her soon.

(18) Tourism Zone Commission:

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

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

The Utilities – Water, Sewer, and Storm Sewer Committee has not met recently.

(20) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

(21) Waterfront Oversight

The members of the Waterfront Oversight Committee have not met yet.

Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

The Board members gave the following directives:

- *The estimate of approximately \$65,000 for the Waterfront Park sprinkler system work is accepted. The Finance Committee will determine what allocations shall be made for that expenditure at a future meeting.*
- *Staff shall investigate the purchase of cameras and air quality monitors for use near the quarry.*
- *Staff shall investigate the purchase of a bank building.*
- *Staff shall investigate the possibility of suspending the television service at the Boathouse for the winter months.*
- *Staff shall confirm that the Marina Committee members actually did attend all the meetings they were paid for.*
- *Based on comments which were made at this meeting staff shall review the financial reports which were included in the meeting packets and see that necessary revisions are made.*

1 *At 9:13 P.M. another brief recess was taken and the Board reconvened at 9:19 P.M.*

2
3 **Item No. 6. Consider a motion to convene into Executive Session pursuant to Wis. Stats.,**
4 **§19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or**
5 **negotiate the purchase of public properties, the investment of public funds, or conduct other**
6 **specified public business, whenever competitive or bargaining reasons require a closed**
7 **session:**

8 *At 9:21 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
9 *into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee*
10 *benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the*
11 *investment of public funds, or conduct other specified public business, whenever competitive*
12 *or bargaining reasons require a closed session.*

13
14 *A roll call vote was taken on that motion and the Board members voted in the following*
15 *fashion:*

16
17 *Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.*

18
19 *Motion carried.*

20
21 **Item No. 7. Consider a motion to reconvene into open session:**

22 *At 10:07 P.M. a motion was made by Lienau, seconded by Baker that the Village Board*
23 *reconvene into open session. Another roll call vote was taken and the Board members voted in*
24 *the following fashion:*

25
26 *Baker – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.*

27
28 *Motion carried.*

29
30 **Item No. 8. Consider a motion to take action if required:**

31 *No formal action was taken.*

32
33 **Adjournment:**

34 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Board of*
35 *Trustees at 10:12 P.M. Motion carried – All ayes.*

36
37
38 *Respectfully submitted,*

39 

40 *Janal Suppanz,*
41 *Assistant Administrator*

**Tom and Jeanette Sadler
10503 Fieldcrest Road
Sister Bay, WI 54234-9188**

Comments to the Sister Bay Village Board of Trustees on October 20, 2015

I was walking past the new music center, admiring the new beach, the new brick walk and the connection to the expanded marina. My teenage grandchildren were frolicking in the new beach water with many others on a day of 3 and 4 foot waves. I had to coax them to leave after hours of fun. In driving down the hill into the Village this weekend the view of the distant fall colors was especially nice due to the absence of utility poles and wires. You and those before you participated in the project work necessary to bring those ideas into reality. The majority of your work in recent years has been focused on making Sister Bay an inviting place to live work and play.

There is not an industrial area zoned in Sister Bay. I doubt that anyone would give credence to the idea of an industrial area in light of the work that has been done to create the new, unique Sister Bay image. Have you been reading letters in the local papers about the new Sister Bay or have you been reading letters about the "black hole" in Sister Bay?

Quarries belong in industrial areas. We have been stuck with a decades old rock pit that has been made into a full quarry operation. Nobody wants it, but we are stuck with it for reasons beyond our control. This one operation has caused more angst due to its owners' adversarial relationship with both the residents and Village government than all of the new projects combined. It certainly has taken away the positive focus on all the good things that have been happening here and will only continue to do so. No one can predict what new issues there will be in five years let alone ten years if you allow a new quarry.

If you vote to approve the text amendment for a new quarry in the area adjacent to the present one, you are creating an industrial area within the Village. If you vote to approve the text amendment for a new quarry you are voting against the mission statements that were created to define this Village.

If you vote to approve the text amendment for a new quarry you are failing to listen to the 214

-2-

people who took the time and effort to sign a petition against it. There are many others who share the same opinion. A referendum would provide the answer as to number of those that oppose this process. Changing the zoning code to allow a quarry within the Village is not just a Fieldcrest Road issue, it is not a B-1 zoning district issue, it is an entire Village issue and the entire Village should have been sent the same notices that were sent to those in specific areas.

We, who have lived through this ugly experience, do not want a second quarry. We are ready to continue on with the one and only existing quarry. Return the focus to the good things in Sister Bay and let us enjoy them. Vote No to the the Text Amendment.

Shannon Strabala
10529 Fieldcrest Rd.
Sister Bay, WI 54234
319-325-7181
shanana2326@gmail.com

10/20/15

Village President & Board of Trustees
2383 Maple Dr.
Sister Bay, WI 54234

Members of the Village of Sister Bay Board of Trustees:

This letter is in regards to tonight's meeting about the quarry expansion. I would like this letter read into the meeting minutes in its entirety. I object to the proposed zoning change to allow a quarry in the B-1 zoning district, specifically on Fieldcrest Road in my backyard. I urge the Board of Trustees to VOTE NO on this zoning amendment to allow a quarry into the B-1 district.

I apologize for getting sentimental, but you have heard the facts from all the other neighbors' letters in opposition to the quarry expansion so I will refrain from any repetition in my letter. My husband and I moved to Door County in November, 2013 with our 2 children who were 5 and 7 years old at the time. We moved 400 miles from Iowa City, IA to Door County because I fell in love with this County as a young child spending my summers here. I have no family up here. We moved up here solely because I wanted to live in my version of paradise- Sister Bay, WI. We purchased our home at 10529 Fieldcrest Rd. in August, 2014. We were looking to purchase a home specifically in Sister Bay because of everything this town has to offer our young family. My husband and I both work in the village. Sister Bay is known as the "hub" of Northern Door County. It is peaceful, quiet, and serene; a huge change from the bustling college town we moved from. My kids were thrilled to see turkeys, squirrels, birds, and deer in our wooded backyard. We thought Sister Bay would be the perfect place to raise our family. When we bought this house I thought I was purchasing a slice of heaven. I had no idea about the proposed quarry in my backyard. I found out in the fall of 2014 when my daughter and I were delivering Girl Scout cookies to the neighbors, many of which I was meeting for the first time. I was shocked to find out about the current quarry behind

Village of Sister Bay
Board of Trustees
10/20/15
Page 2

Shopko and the proposed one in my backyard. Brandon Small's property borders my property on the west end of my backyard.

I am extremely concerned for myself, my family, my neighbors, the residents of Sister Bay, and the thousands of visitors who come here every year. Our home that we put our whole life's savings into when we purchased it only 14 months ago will be worth practically nothing if you approve this quarry expansion. We will be stuck. We wouldn't be able to sell this house and move even if we wanted to if the quarry is expanded into our backyard. Instead of the quiet, serene, peaceful environment I moved my family here for, my children will be playing in our backyard amongst dust clouds, rock-crushing noises, back up beeping noises, digging, traffic noises of trucks coming and going,... the list goes on and on. My kids can say "so long" to the wild animals they come running downstairs to see every morning out the windows to our backyard. Just yesterday a mother turkey followed by her 2 "children" came wandering through our backyard. I've never seen my daughter so excited. She said that if the new quarry comes to our backyard it will scare the turkeys away. I wish you could have seen the look on her face. If you are a parent, I'm sure you understand.

I fell in love with this village many years ago, and I want to raise my children and spend the rest of my life here. This past summer on 8/2/15 I witnessed something amazing. The power went out in the entire county. My kids were driving me nuts with boredom. We walked downtown to find that Zeke Jackson was planning to put up the movie screen and play movies for all the residents and tourists who had nothing else to do. He got out the generator and made popcorn. A local restaurant donated their fast-melting ice cream. The town came together to support each other. I've never been lucky enough to witness a small town come together like that before. At that moment I knew this is where my family and I belonged. Don't make me regret my decision to move here. You'd think the Village of Sister Bay would want to encourage young families to move here. Yet if you approve the quarry expansion, you are driving us, and many others, away.

Shannon Strabala

1 **SPECIAL VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, NOVEMBER 10, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The November 10, 2015 special meeting of the Village of Sister Bay Board of Trustees was
7 called to order by Village President Dave Lienau at 6:08 P.M.
8

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

11 **Excused:** Shane Solomon and Nora Zacek
12

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

15 **Approval of the Agenda as published:**

16 *A motion was made by Clove, seconded by Baker that the Agenda for the November 10, 2015*
17 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
18 *– All ayes.*
19

20 **Comments and correspondence:**

21 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.
22

23 Jackson and Lienau gave the following oral report:

- 24 • They recently discovered that the D.O.T. had changed one of the specs. for
25 the Bay Shore Drive Project. (The 1" conduit for the street lights had to be
26 upgraded to 2" conduit. The cost of those upgrades will be approximately
27 \$12,000.00. A budget amendment will eventually be required.)
28
- 29 • Lienau recalls that the members of the Bay Shore Drive Oversight
30 Committee had originally indicated that they wanted standard 15 amp. GFI
31 outlets installed near the top of the new street light poles so there was
32 sufficient power for illuminated holiday decorations. He is certain that the
33 engineers from Donohue & Associates were informed of that fact, but
34 Jackson recently discovered that the outlets at the top of the light poles will
35 only be 3 amps. If Village officials still want to have the 15 amp GFI outlets
36 there should be sufficient funds to do an electrical service upgrade on the
37 poles. (The original budget for the Street Lighting Project was \$160,000.00,
38 but in accord with the Village's agreement with the D.O.T. it now appears
39 that the Village's share of the costs related to street lighting will only be
40 \$37,500.00.) *It was the consensus that the Village's engineers shall be asked*
41 *to investigate the feasibility and cost of installing 15 amp. GFI outlets on the*
42 *new light poles ASAP.*
43
- 44 • The question has arisen as to whether or not there will be sufficient power
45 for weddings, festivals and large events throughout Waterfront Park. The
46 Village's engineers have recommended that conduit which is sized to
47 accommodate wiring for five additional 100 amp. circuits be buried behind
48 the sidewalk along Bay Shore Drive in case there is a desire to install
49 additional pedestals in the park at a later date. Clove suggested that the

1 conduit be extended to Marina Park, and the other Board members
2 concurred.

3
4 *It was the consensus that the previously mentioned conduit shall be laid*
5 *from the area South of the Village Hall to the area north of the Marina*
6 *building. Jackson will investigate the cost of actually installing wiring in the*
7 *conduit, and report his findings at a future Board meeting.*

- 8
- 9 • JJR will be preparing a Waterfront Master Plan as a “comp.”.
- 10
- 11 • When Jackson was gone on vacation the question arose as to whether sod
- 12 or seed should be installed in the high traffic areas in Waterfront Park. As
- 13 time was of the essence, Lienau made an “executive decision” that sod
- 14 should be laid.
- 15
- 16 • Lienau was asked to attend the last SBAA Board of Directors meeting to
- 17 discuss Duffy’s funding proposal, and he did that. The SBAA Board
- 18 members were “cautiously receptive” to the proposal, but informed Lienau
- 19 that they wouldn’t be taking any formal action yet as they had created a
- 20 sub-committee to conduct a feasibility study. The members of the sub-
- 21 committee will be reporting their findings to the SBAA Board of Directors in
- 22 December. Lienau didn’t pressure the SBAA Board members to make a
- 23 decision regarding this issue at all, but did note that the additional funding
- 24 would be included as a “place-holder” in the 2016 budget. He also pointed
- 25 out that if the proposal is accepted a multi-year contract would be entered
- 26 into.
- 27
- 28 • Shane Solomon informed Lienau that he would like his resignation from the
- 29 Village Board to become effective immediately. (His term expires in April of
- 30 2017.) If anyone is interested in filling the vacancy they should submit a
- 31 letter of interest to Lienau or Jackson ASAP. If at all possible the
- 32 Administrative Committee will make a recommendation regarding
- 33 appointment of a new Board member in the very near future.
- 34
- 35 • The County’s 2016 Budget has now been approved. The net change in tax
- 36 rate is 1.63%, which equates to an increase of \$.10 per \$1,000.00 of
- 37 valuation.
- 38

39 **Item No. 1. Review of the 2016 Budget for the Village of Sister Bay:**

40 A draft of the 2016 Budget for the Village of Sister Bay was included in the meeting packets,
41 and the Board members jointly reviewed that document. The net change in the 2016 tax rate is
42 3.51%, which equates to an increase of \$.21 per \$1,000.00 of valuation. *Jackson was asked to*
43 *investigate “where the Village is at” with respect to the maximum mill rate and will report his*
44 *findings at the November 17th Village Board Meeting.*

45
46 The question arose as to whether or not there will be sufficient funds budgeted for the Beach
47 Project, and Jackson responded that from a cash management standpoint Village officials will
48 want to delay payment of the Beach Project bills as long as possible as grant funds will not be
49 released until the DNR has made a final determination regarding that project.

1 Substantial improvements have been made on maintaining the Village's fund balance reserves,
2 which is a positive thing. It is also very positive that there is \$310,000.00 in the transfer to the
3 CIP. As of October 14, 2015 there is \$245,436.90 in cumulative major project reserves. There
4 are some Village roads which are in need of repairs, and Village officials should consider
5 making those repairs as soon as reasonably possible. The portion of Mill Road from the
6 intersection with N. Bay Shore Drive to the intersection with Maple Drive is in the most urgent
7 need of repair. Bluffside Road is also in need of repair, but those improvements will probably
8 not be made soon as storm sewer and parking improvements are also required, and project
9 costs will be quite significant.

10
11 Jackson pointed out that health care changes are being proposed in the 2016 budget. A
12 different United Health Care Policy will be utilized, but the Village will make contributions to
13 HSA's for each of the employees. The Village will still pay 85% of the health insurance
14 premium costs for each of the employees, but the contribution rate for dependents will be
15 reduced to 65%.

16
17 *Clove noted that an incentive program has been created for the Marina Manager, and*
18 *suggested that the amount budgeted in 2016 for Marina Bonuses be increased to \$5,807.00.*
19 *The other Board members concurred.*

20
21 Jackson cautioned that the Village's debt load is higher than preferred, but hopefully the Braun
22 property will sell.

23
24 **Adjournment:**

25 *A motion was made by Clove, seconded by Baker to adjourn the special meeting of the Board*
26 *of Trustees at 7:59 P.M. Motion carried – All ayes.*

27
28 Respectfully submitted,

29 

30 Janal Suppanz,
31 Assistant Administrator



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 11/17/15
Item No. 1

Recommendation: That the Board act on a recommendation of the Plan Commission and adopt Ordinance 241-111715, Amending Ch 66.0501(b)(3)(e) and 66.0311(c)(1), Allowing garages and accessory structures as a conditional use and allowing garages and accessory structures as a conditional use in the R-1 district

Background: The Village has been approached a number of times over the last several years regarding locations of garages. While garages and accessory structures are currently allowed in the front yard on water-fronting lots, they are not allowed on others. Given numerous topographical, drainage, and vegetative situation, Plan Commission felt it appropriate to recommend that these structures be granted conditional use status in the R-1 District.

As a conditional use, each request will be evaluated on a case by case basis, a public hearing will be held at the Plan Commission on the matter following notice by paper of general circulation and mail to property owners within 400 yards.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator

ORDINANCE NO. 241-111715

AN ORDINANCE AMENDING AND RECREATING SECTION 66.0501(B)(3)(E) AND SECTION 66.0311(C)(1) OF THE VILLAGE OF SISTER BAY CODE; ACCESSORY BUILDINGS IN THE FRONT YARD AND CONDITIONAL USE OF ACCESSORY BUILDINGS IN THE R-1 DISTRICT

WHEREAS, THE VILLAGE OF SISTER BAY SEEKS TO MITIGATE LOSS OF FUTURE DEVELOPMENT IN THE DOWNTOWN AREA; AND

WHEREAS, THE PLAN COMMISSION RECOMMENDED AN AMENDMENT TO SECTIONS 66.0501(B)(3)(E), AS WELL AS 66.0311(C)(1) AND;

NOW, THEREFORE, LET IT BE ORDAINED THAT: SECTIONS 66.0501(B)(3)(E), AS WELL AS 66.0311(C)(1) OF THE SISTER BAY CODE OF ORDINANCES IS HEREBY AMENDED AND RECREATED AS ATTACHED.

Section 1 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 2 – Effective Date

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

Section 3 – Severability

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

Village of Sister Bay

By: _____
David W. Lienau, President

Attest:

Christine M. Sully, Clerk WCPC, MMC

Date Introduced: November 17, 2015

Date Adopted: _____

Publication Date: _____

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0311 R-1 SINGLE-FAMILY RESIDENCE DISTRICT

SEC. 66.0311 R-1 SINGLE-FAMILY RESIDENCE DISTRICT

1	Sec. 66.0311 R-1 Single-Family Residence	56	(3)	Licensed family day care homes subject to the regulations set forth in section 48.65 of the Wisconsin Statutes.	65
2	District	57	(4)	Private parks and playgrounds.	61
3	The Single-Family Residence district (R-1) is intended to provide a pleasant, safe and quiet residential environment of moderate density (minimum 20,000 square foot lots), free from traffic hazards or public annoyances. The district is only allowed in areas where public sewer and water services are available.	58	(5)	Utility substations, municipal wells, pumping stations and towers shall be a minimum of 50 feet from any side or rear lot line.	62
4		59	(6)	Solar energy collectors erected as an accessory structure.	64
5		60	(7)	Utilities requiring a building.	65
6		61	(8)	Parking of a semi-tractor or other large trucks in accordance with Subsection 66.0405(b) [See page 88] of this chapter.	66
7		62	(9)	Antennas over 35 feet tall.	67
8		63	(10)	Churches.	68
9		64	(11)	Accessory structures and garages.	69
10	(a) <u>Permitted Uses:</u>	65	(d)	<u>Lot Area and Width:</u>	70
11	(1) Single-family dwellings.	66		Lots shall be a minimum of 20,000 square feet in area and shall have a lot width of not less than 75 feet. Corner lots shall have a lot width of at least 110 feet.	71
12	(2) Licensed community and other living arrangements, which have a capacity for eight or fewer persons, subject to the limitations set forth in section 62.23(7)(i) of the Wisconsin Statutes.	67	(e)	<u>Building Height, Area and Standards:</u>	72
13	(3) Licensed foster family homes subject to the regulations set forth in section 48.62 of the Wisconsin Statutes.	68	(1)	No principal residential building or part of a principal residential building shall exceed 35 feet in height. No accessory building shall exceed the height specified in section 66.0501 [See page 92].	73
14	(4) Public parks.	69	(2)	The total minimum floor area of a principal residential building shall be 900 square feet for a one-bedroom dwelling, 1,000 square feet for a two-bedroom dwelling and 1,200 square feet for a three or more bedroom dwelling.	74
15	(5) Essential services, municipal buildings and facilities.	70	(3)	All principal residential buildings, excluding attached garages, shall have a minimum width of 24 feet for the main body of the house.	75
16		71	(4)	The exterior walls of all principal residential buildings shall be covered by either stucco, cement siding, wood, wood clapboards, wood shakes, vinyl, steel or aluminum beveled siding, brick, stone or other masonry-type veneer materials or other similar materials.	76
17	(b) <u>Permitted Accessory Uses:</u>	72	(5)	All principal residential buildings shall be placed on, and be attached to, a permanently enclosed foundation in accordance with the standards set forth in section 70.043(1)	77
18	(1) Accessory Uses and Structures. Detached garages shall not be used, rented or leased to any individual who is not the property owner or an occupant residing on the property. See section 66.0501 [See page 92]	73			78
19	(2) Ground-mounted and building-mounted earth station dish and terrestrial antennas.	74			79
20	(3) Home occupations and professional home offices. [See section 66.0501(d) page 92]	75			80
21	(4) Private swimming pools.	76			81
22	(5) Private tennis courts.	77			82
23	(6) Solar collectors attached to the principal structure.	78			83
24	(7) Any other usual and customary uses accessory to the above permitted uses as determined by the Zoning Administrator or his/her designee.	79			84
25		80			85
26	(c) <u>Conditional Uses:</u>	81			86
27	(1) Bed and breakfast establishments as provided for in Section 50.51(b) of the Wisconsin Statutes and Chapter HSS 197 of the Wisconsin Administrative Code.	82			87
28	(2) Licensed community and other living arrangements, which have a capacity of at least nine, but no more than 20 persons.	83			88
29		84			89
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31		86			91
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47		102			107
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54		109			
55		110			

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SECTION 500 - ACCESSORY USES, HOME OCCUPATIONS, FENCES, AND ANTENNAS

- | | | | |
|----|--|-----|--|
| 1 | Sec. 66.0501 Accessory Uses and Structures | 50 | |
| 2 | Accessory uses and structures are those that are | 51 | |
| 3 | usually and customarily incidental to the principal | 52 | |
| 4 | use that is located on the same property as the ac- | 53 | |
| 5 | cessory use or structure. Accessory uses shall be | 54 | |
| 6 | permitted in any district as may be specified in the | 55 | |
| 7 | appropriate district regulations or herein. | 56 | |
| 8 | (a) <u>General regulations.</u> | 57 | |
| 9 | Accessory structures shall be subject to the | 58 | |
| 10 | following regulations: | 59 | |
| 11 | (1) Permit required. Accessory struc- | 60 | |
| 12 | tures shall require a regular zoning | 61 | |
| 13 | permit except: minor structures such | 62 | |
| 14 | as birdhouses, yard light poles, | 63 | |
| 15 | birdbaths, doghouses (housing dogs | 64 | |
| 16 | which are licensed as the personal | 65 | |
| 17 | pets of the residents of the property), | 66 | |
| 18 | tree houses, noncommercial fuel | 67 | |
| 19 | storage tanks and pumps, clothes- | 68 | |
| 20 | line poles, lawn ornaments, flag | 69 | |
| 21 | poles, mailboxes, garbage contain- | 70 | |
| 22 | ers, ice fishing shanties, school bus | 71 | |
| 23 | waiting shelters, and farm livestock | 72 | |
| 24 | hutches. Accessory buildings greater | 73 | |
| 25 | than 120 square feet in area shall | 74 | |
| 26 | also require the issuance of a build- | 75 | |
| 27 | ing permit. | 76 | |
| 28 | (2) Living quarters prohibited. Accessory | 77 | |
| 29 | structures shall not contain living | 78 | |
| 30 | quarters. | 79 | |
| 31 | (3) Accessory structures shall be locat- | 80 | |
| 32 | ed on the same lot as the principal | 81 | |
| 33 | use to which it is accessory. | 82 | |
| 34 | (4) Accessory structures shall not be | 83 | |
| 35 | permitted until its associated princ- | 84 | |
| 36 | ipal structure is present or under | 85 | |
| 37 | construction, except that one acces- | 86 | |
| 38 | sory building may be permitted pri- | 87 | |
| 39 | or to the erection of a principal | 88 | |
| 40 | structure only in the CS-1, R-1, R-3 | 89 | |
| 41 | and R-4 districts. (Amended Ordi- | 90 | |
| 42 | nance 117-041806). | 91 | |
| 43 | (5) No pole or block buildings with | 92 | |
| 44 | smooth faced block or standing rib | 93 | |
| 45 | metal siding will be permitted in | 94 | |
| 46 | any district. | 95 | |
| 47 | (6) Design guidelines. All accessory | 96 | |
| 48 | structures except on residential par- | 97 | |
| 49 | cels shall comply with the architec- | 98 | |
| | | 99 | |
| | | 100 | |
| | | 101 | |
| | | 102 | |
| | | 103 | |
| | | 104 | |

tural standards, as provided in section 66.1055. [See page 140]

- (7) The installation of sanitary sewer service and water service to an accessory building shall be permitted for a toilet and sink(s), upon the issuance of a zoning permit, subject to the following requirements: (Amended Ordinance 144-081208)
- a. The installation shall be subject to building code permitting and inspection under Chapter 14 Building Code.
 - b. The installation shall be subject to standards, policies, fees and charges in Chapter 62 Utilities.
 - c. The accessory building shall not contain living quarters.
 - d. The violation of the provisions of this subsection shall:
 1. Result in a fine of \$5,000 per month retroactive to date the living quarters were found to have been created in the building; and
 2. The removal of the water and sanitary sewer service from the building; and
 3. The removal of the living quarters found in the building; and
 4. In addition, the payment of all fees and penalties associated with impact fees, zoning permits, building permits and other applicable fees if not paid at the time the installation occurred.
 - e. If the violation of this subsection does not involve living quarters (7)(c) then the following shall apply:
 1. Result in a fine of \$500 per month retroactive to date the improperly installed installation was found to have been created in the building; and

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

SEC. 66.0501 ACCESSORY USES AND STRUCTURES

1		2.	The inspection of the	57			
2			installation under the	58			
3			then current building	59			
4			code; and	60			
5		3.	In addition, the pay-	61			
6			ment of all fees and	62			
7			penalties associated	63			
8			with impact fees, zon-	64			
9			ing permits, building	65			
10			permits and other ap-	66			
11			licable fees if not	67			
12			paid at the time the	68			
13			installation occurred.	69			
14	(b)		<u>Setback requirements.</u>	70			
15		(1)	All accessory structures except the	71			
16			minor structures in subsection (a)(1)	72			
17			shall comply with all setback and	73			
18			yard requirements for accessory	74			
19			structures. (<i>Amended Ordinance</i>	75			
20			<i>207-100912</i>)	76			
21		(2)	If the Plan Commission establishes a	77			
22			large project setback as specified in	78			
23			Section 66.0307(d) that setback	79			
24			shall also apply to all accessory	80			
25			buildings. (<i>Amended Ordinance</i>	81			
26			<i>207-100912</i>)	82			
27		(3)	All accessory buildings for all zon-	83			
28			ing districts, shall comply with the	84			
29			following setback requirements.	85			
30			(<i>Amended Ordinance 207-100912</i>)	86			
31			(Entire subsection amended Ord-	87			
32			inance 146-110408)	88			
33		a.	Setback from easements.	89			
34			1. No accessory building	90			
35			shall be placed over	91			
36			an easement that pro-	92			
37			hibits such placement.	93			
38			No accessory building	94			
39			shall encroach into	95			
40			the public right-of-	96			
41			way. No accessory	97			
42			building shall en-	98			
43			croach upon the street	99			
44			yard of a corner lot.	100			
45		b.	Setback from principal build-	101			
46			ings.	102			
47			1. An accessory building	103			
48			of 120 square feet or	104			
49			less may be erected,	105			
50			altered or moved to a	106			
51			location that is not	107			
52			less than five (5) feet	108			
53			from the nearest wall	109			
54			of a principal build-	110			
55			ing; if it is constructed	111			
56			with a one-hour fire	112			



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 11/17/15
Item No. 2

Recommendation: That the Board act on a recommendation of the Finance Committee and adopt Resolution 317-111715, Approving the 2016 Operational Budget, Capital Improvement Program and Fee Schedule.

Background: The Village is nearing completion of a multi-year planning effort and 2016 will see most major projects completed that have been underway for the last 3 years.

This year's budget preserves capital program funding and increases the unassigned fund balance from approximately 12.95% to 19.72%, or \$365,705. This is a positive for the Village's financial condition.

Capital Program allocations will need to be monitored, and several "due to" items have arisen from major capital projects and TIF expenses. We will need to do a mid-year cleanup of our Capital Reserve to reflect final project costs and reallocations.

Our additional debt capacity is approximately \$3.5 million. Debt levels continue to be well managed.

The TIF is making positive gains, and should continue to make positive progress in the years ahead as additional private projects are completed, and Village holdings of real properties are transferred into private hands.

We have achieved a balanced budget which will allow us to continue our stable financial condition through 2016, and with continued prudent management, beyond.

Fiscal Impact: see attached budget.

At your service, I am

Zeke Jackson
Village Administrator

Resolution 317-111715

Adopting the 2016 Budget and Capital Improvement Program

WHEREAS, the Village of Sister Bay Finance Committee has reviewed the financial needs of the Village and recommends the adoption of the 2016 Annual Budget; and,

WHEREAS, the proposed budget including detailed estimates of the revenues and expenses for the current fiscal year and for the ensuing fiscal year, in the format as is required by statutes, was available for public inspection and a summary of such budget was duly published in a newspaper of general circulation and a public hearing was held Tuesday, November 17, 2015 at the Sister Bay Fire Station at 6:00 p.m. where all residents and taxpayers were afforded an opportunity to be heard on all matters pertaining to the proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sister Bay does hereby adopt the budget hereinafter set out in detail and hereby appropriates the sums of money or so much thereof as may be needed and deemed necessary to defray all expenses and liabilities for municipal purposes of the fiscal year, commencing the 1st day of January 2016 and ending the 31st day of December 2016.

BE IT FURTHER RESOLVED that the various interfund loans and repayment schedules are approved as specified in the budget document.

BE IT FURTHER RESOLVED that a copy of the budget be published on the Village web site and made available for the public as soon as practicable.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay conducted on the 17th day of November 2015.

Passed and adopted this 17th day of November, 2015.

Dave Lienau, President

ATTEST:

Christy Sully, Village Clerk WCPC/MMC

VOTE: Ayes _____ Noes _____



**Village of Sister Bay
2016 Annual Budget
and
Capital Improvement Program**

Thursday, November 12, 2015

2016 Budget v 46

Village of Sister Bay 2016 Annual Budget

Sister Bay Proposed Consolidated Budget for 2016

11/12/15 12:54 PM

Fund / Department	2014 Budget	2014 Actual	2015 Budget	2015 Estimated	2016 Budget	% Change	Capital & TID Funds	Special Revenue Funds	Debt Funds	Total All Funds
Budget Summary - All Governmental Funds										
Beginning Balance	\$451,976	\$408,763	\$302,529	\$748,451	\$560,946	85.42%	\$1,028,671	\$18,308	-\$13,165	\$1,594,761
Revenues										
Taxes	1,183,483	1,179,829	1,188,579	1,188,579	1,201,174	1.06%	54,418	0	1,022,646	\$2,223,820
Other Taxes	230	140	185	121	134	-27.57%	0	0	130,000	\$130,134
State Shared Revenues	79,680	82,708	80,968	79,854	98,201	21.28%	0	0	0	\$98,201
Licenses and Permits	19,072	21,911	19,533	29,096	16,355	-16.27%	0	0	0	\$16,355
Fines and Penalties	750	490	500	330	350	-30.00%	0	0	0	\$350
Charges for Services	6,620	12,059	11,020	71,848	35,240	219.78%	0	0	0	\$35,240
Other Intergovernmental	10,500	13,391	11,000	11,100	11,200	1.82%	650	0	0	\$11,850
Commercial Revenues	0	0	0	0	0		0	19,150	0	\$19,150
Miscellaneous Revenues	26,950	482,659	27,000	936,402	27,294	1.09%	16,816	503	14,056	\$58,668
Debt Proceeds	0	0	0	0	0		530,000	0	0	\$530,000
From Enterprise Funds	161,905	161,905	163,837	163,837	168,079	2.59%	0	0	0	\$168,079
Transfers In	0	0	0	0	0		310,000	5,000	35,000	\$350,000
Total Revenues	\$1,489,190	\$1,955,092	\$1,502,622	\$2,481,167	\$1,558,027	3.69%	\$911,884	\$24,653	\$1,201,702	\$3,641,848
Total Funds Available	\$1,941,166	\$2,363,855	\$1,805,151	\$3,229,617	\$2,118,973	17.38%	\$1,940,555	\$42,961	\$1,188,537	\$5,236,609
Expenditures										
General Government	490,121	508,871	520,491	512,840	559,023	7.40%	0	0	0	\$559,023
Administration	260,949	199,428	218,989	239,136	236,473	7.98%	72,334	0	0	\$308,807
Parks and Streets	535,134	559,064	603,664	713,386	645,152	6.87%	0	38,025	0	\$683,177
Capital	0	0	0	0	0		973,146	0	0	\$973,146
Transfers Out	351,700	351,700	206,000	1,203,310	315,000	52.91%	35,000	0	0	\$350,000
Debt	0	0	0	0	0		0	0	1,188,537	\$1,188,537
Total Expenditures	\$1,637,905	\$1,619,063	\$1,549,144	\$2,668,671	\$1,755,649	13.33%	\$1,080,480	\$38,025	\$1,188,537	\$4,062,690
Ending Fund Balance	\$303,262	\$744,793	\$256,007	\$560,946	\$363,325	41.92%	\$860,075	\$4,936	\$0	\$1,173,918
Property Tax Contribution Tax Increment	\$1,183,483	\$1,179,829	\$1,188,579	\$1,188,579	\$1,201,174	1.06%	\$0	\$0	\$1,022,646	\$2,223,820
							\$54,418			\$54,418
Assessed Valuation--2014	\$423,052,441		2015 Levy					0.00502149		
Assessed Valuation--2015	\$424,360,101		2016 Levy					0.00524041		
								Percentage Change in Mill Rate		
								4.36%		
								-0.31%		
								-0.54%		
								Net change:		
								3.51%		

Notice
A public hearing will be held November __, 2015 at 6:00 p.m. at the Sister Bay Fire Station to review the 2016 Budget of the Village of Sister Bay. The proposed budget may be examined on weekdays at the Administration Building, 2383 Maple Drive, Sister Bay, between 8 a.m. and 4 p.m. Signed this 28th day of October 2015 by Christy Sully, Village Clerk.

Village of Sister Bay 2016 Annual Budget ²⁹

Fund / Department	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Budget Summary - All Governmental Funds					
Beginning Unrestricted Balance	\$2,881,871	\$2,887,639	\$4,504,856	\$3,232,234	\$1,594,760
Revenues					
Taxes	1,957,435	1,992,341	2,171,381	2,171,373	2,278,238
Other Taxes	130,032	136,737	123,185	132,505	130,134
Intergovernmental Revenue	83,943	98,440	226,848	614,775	98,851
Licenses and Permits	28,948	21,911	19,533	29,096	16,355
Fines, Forfeitures and Penalties	565	490	500	330	350
Public Charges for Services	10,269	12,059	11,020	71,848	35,240
Intergovernmental Charges	11,638	13,391	11,000	11,100	11,200
Commercial Revenues	16,120	13,711	17,925	17,550	19,150
Other Revenue	60,733	968,716	439,807	1,179,159	58,668
Debt Proceeds	0	400,000	350,000	630,000	530,000
Other Financing/Transfers	504,184	548,841	369,837	1,584,347	518,079
Total Revenues	\$2,803,867	\$4,206,638	\$3,741,036	\$6,442,083	\$3,696,266
Total Funds Available	\$5,685,738	\$7,094,277	\$8,245,892	\$9,674,317	\$5,291,026
Expenditures					
General Government	445,717	518,818	520,491	512,840	559,023
Administration	264,858	196,177	218,989	239,136	236,473
Parks and Streets	573,358	572,895	640,956	741,716	683,177
Capital	221,504	1,133,318	2,906,126	4,219,518	973,146
TIF	67,880	74,412	69,676	63,088	72,334
Debt	882,502	954,487	1,066,313	1,099,949	1,188,537
Transfers Out	342,279	411,936	206,000	1,203,310	350,000
Total Expenditures	\$2,798,099	\$3,862,043	\$5,628,551	\$8,079,557	\$4,062,690
Designated Reserve	\$0	\$0	\$0	\$0	\$0
Audit Adjustment	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$2,887,639	\$3,232,234	\$2,617,341	\$1,594,760	\$1,228,336
<i>Proof to Audit (p.10)</i>	<i>2,887,639</i>	<i>3,232,236</i>			

Village of Sister Bay 2016 Annual Budget ³⁰

		2013	2014	2015	2015	2016
Fund / Department	Estimate	Actual	Actual	Budget	Estimate	Budget
Budget Summary - General Fund Only						
Beginning Unrestricted Balance						
		\$538,818	408,763	302,529	748,451	560,946
Revenues						
	Taxes	1,007,435	1,179,829	1,188,579	1,188,579	1,201,174
	Other Taxes	485	140	185	121	134
	Intergovernmental Revenue	83,943	82,708	80,968	79,854	98,201
	Licenses and Permits	28,948	21,911	19,533	29,096	16,355
	Fines, Forfeitures & Penalties	565	490	500	330	350
	Public Charges for Services	10,269	12,059	11,020	71,848	35,240
	Intergovernmental Charges	11,638	13,391	11,000	11,100	11,200
	Other Revenue	28,280	482,659	27,000	936,402	27,294
	Other Financing Sources	161,905	161,905	163,837	163,837	168,079
Total Revenues		\$1,333,468	\$1,955,092	\$1,502,622	\$2,481,167	\$1,558,027
Total Funds Available		\$1,872,286	\$2,363,855	\$1,805,151	\$3,229,617	\$2,118,973
Expenditures						
	General Government	445,717	518,818	520,491	512,840	559,023
	Administration	264,858	196,177	218,989	239,136	236,473
	Parks and Streets	526,747	548,709	603,664	713,386	645,152
	Capital	22,500	0	0	0	0
	Transfers	203,700	351,700	206,000	1,203,310	315,000
	Debt	0	0	0	0	0
Total Expenditures		\$1,463,523	\$1,615,405	\$1,549,144	\$2,668,671	\$1,755,649
Audit Adjustment						
Ending Fund Balance		\$408,763	\$748,451	\$256,007	\$560,946	\$363,325
<i>Proof to Audit (p.9)</i>		<i>408,763</i>	<i>748,451</i>			
Fund Balance Classifications <i>estimated:</i>						
	Nonspendable	16,708	22,993	16,000	20,000	20,000
	Restricted					
	Committed		435,750			
	Assigned	148,714	46,522		197,622	
Unassigned Reserves (audit, p.6)		243,341	243,186	240,007	343,325	343,325
		408,763	748,451	256,007	560,946	363,325
Fund Balance Percentage		14.86%	15.05%	15.49%	12.87%	19.56%
Amt. over/(under) required Reserves		(\$166,135)	(\$144,100)	(\$198,905)	(\$323,843)	(\$95,587)
<i>(amount over 25% of next year's expenditures)</i>						

Village of Sister Bay 2016 Annual Budget 31

		2013	2014	2015	2015	2016
Fund 100 / Departments 51 - 53		Actual	Actual	Budget	Estimate	Budget
Revenues						
Taxes						
41110	General Property	1,007,405	1,179,829	1,188,579	1,188,579	1,201,174
41150	Managed Forest Lands	31	34	35	34	34
41180	Special Charges	0	0	0	0	0
	Subtotal	\$1,007,435	\$1,179,863	\$1,188,614	\$1,188,613	\$1,201,208
Other Taxes						
41210	Room Tax	0	0	0	0	0
41800	Interest & Penalties - Taxes	485	105	150	87	100
	Subtotal	\$485	\$105	\$150	\$87	\$100
Intergovernmental Revenue						
43410	State Shared Revenue	9,036	9,036	9,036	9,035	9,036
43415	Expenditure Restraint					10,751
43420	Fire Insurance Dues	13,194	14,717	15,000	13,589	13,600
43430	State Aid - Computer Aids	0	1,172	1,185	1,185	1,200
43531	State Aid - Roads	58,263	52,437	50,543	50,445	58,011
43650	Forest Lands	0	4	4	3	3
43791	Recycling Rebate	3,449	5,342	5,200	5,597	5,600
	Subtotal	\$83,943	\$82,708	\$80,968	\$79,854	\$98,201
Licenses and Permits						
44110	Liquor	8,433	8,350	8,400	8,208	8,200
44120	Operators' Licenses	800	800	800	750	750
44130	Soda	120	130	120	135	130
44140	Cigarette	50	50	50	50	50
44210	Dog	13	38	13	28	25
44300	Building Permits	16,296	10,434	8,000	13,500	5,000
44410	Rezoning Petition & Fees	1,125	1,175	1,000	4,725	1,200
44420	Conditional Use Requests	400	0	400	800	400
44430	Map/Text Amendment Requests	800	100	0	500	100
44910	Sign Permits	910	835	750	400	500
44990	Other Permits	0	0	0	0	0
	Subtotal	\$28,948	\$21,911	\$19,533	\$29,096	\$16,355
Fines, Forfeits & Penalties						
45100	Court Fines	0	0	0	0	0
45210	Citations/Pkg Tickets	565	490	500	330	350
	Subtotal	\$565	\$490	\$500	\$330	\$350

Village of Sister Bay 2016 Annual Budget 32

		2013	2014	2015	2015	2016
Fund 100 / Departments 51 - 53		Actual	Actual	Budget	Estimate	Budget
Revenues						
Public Charges For Services						
46110	Assessment Letter Fees	3,300	2,460	2,500	2,640	2,500
46120	Plan Commission Meeting Fees	900	500	800	0	400
46140	Publishing Fees	440	420	420	440	440
46310	Hwy Dept Charges Reimbursed	1,314	1,471	1,500	300	400
46721	Memorial Benches	2,600	1,400	0	0	800
46722	Memorial Trees	0	0	0	0	200
46723	Memorial Picnic Tables	400	0	0	0	0
46741	Festival/Event Fees	531	4,772	5,000	68,168	30,000
44840	Subdivision Plat Fees	0	0	0	0	0
46900	Misc Charges For Services	784	1,036	800	300	500
	Subtotal	\$10,269	\$12,059	\$11,020	\$71,848	\$35,240
Intergovernmental Charges						
47324	EMS Building Rental Charge	8,784	10,618	8,500	8,400	8,500
47390	Library charges	2,854	2,772	2,500	2,700	2,700
	Subtotal	\$11,638	\$13,391	\$11,000	\$11,100	\$11,200
Other Revenue						
48110	Interest on Investments	1,695	1,698	2,000	3,100	3,200
48210	Building Rental - Post Office	16,200	16,200	16,200	16,200	16,994
48220	Building Rental - Village Hall	4,233	4,185	4,200	2,400	2,500
48240	Building Rental - Fire Station	348	358	350	350	350
48250	Park Rental	4,548	4,318	4,000	1,000	1,000
48300	Sale of Property & Equipment	650	455,650	0	690,905	3,000
48400	Insurance Recovery	0	0	0	0	0
48500	Donations	125	0	0	0	0
48910	Refunds	192	0	0	231	0
48990	Miscellaneous Other Revenue	289	250	250	222,216	250
	Subtotal	\$28,280	\$482,659	\$27,000	\$936,402	\$27,294
Other Financing Sources						
49220	Transfers from Marina Fund	0	0	0	0	0
49221	Transfers from Marina PILOT	161,905	161,905	128,380	128,380	126,356
49226	Transfers from Utility PILOT	0	0	35,457	35,457	41,723
49240	Transfers from CIP Fund	0	0	0	0	0
49250	Transfer from TIF Fund	0	0	0	0	0
49260	Transfers from Utility Fund	0	0	0	0	0
49300	Debt Proceeds	0	0	0	0	0
49500	Refunding Bond Proceeds	0	0	0	0	0
	Subtotal	\$161,905	\$161,905	\$163,837	\$163,837	\$168,079
	Total Revenues	\$1,333,468	\$1,955,092	\$1,502,622	\$2,481,167	\$1,558,027
	<i>Proof to Audit (p.9)</i>	<i>1,333,467</i>	<i>1,955,092</i>			

Village of Sister Bay 2016 Annual Budget 33

		2013	2014	2015	2015	2016
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Direct Employee Costs						
51105	Salaries, Board Members	33,890	29,780	32,940	30,500	32,940
51120	Social Security	2,593	2,278	2,520	2,333	2,520
51145	Insurance, Work Comp	54	34	107	107	98
	Subtotal	\$36,537	\$32,092	\$35,567	\$32,940	\$35,558
Indirect Employee Costs						
51201	Travel/Training	541	1,069	4,500	450	2,500
51210	Expense Allowance	180	280	1,000	50	750
51225	Recognition	1,127	417	500	100	500
	Subtotal	\$1,848	\$1,766	\$6,000	\$600	\$3,750
Utility Costs						
51301	Administration Building	5,050	5,194	5,470	4,500	5,000
51305	Village Hall	12,296	12,485	15,360	12,000	12,500
51315	Fire Station	32,664	48,212	38,200	35,000	40,000
51320	Old School	538	579	300	31	0
51360	Hydrant Rental Fees	42,000	42,000	42,000	49,781	52,375
51370	Internet	3,293	3,238	3,300	2,159	3,300
	Subtotal	\$95,841	\$111,708	\$104,631	\$103,471	\$113,175
Supplies						
51405	Computer software/hardware	478	524	500	1,003	1,000
51410	Printing & Copying	227	359	200	160	250
51420	Dues and Publications	1,614	1,592	1,600	1,527	1,600
51425	Maps	28	30	100	45	100
51450	Public Relations	0	0	0	19	2,000
51495	Miscellaneous Supplies	0	27	50	15	50
	Subtotal	\$2,347	\$2,531	\$2,450	\$2,769	\$5,000

Village of Sister Bay 2016 Annual Budget

34

		2013	2014	2015	2015	2016
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Other Services						
51502	Building Inspection Services	8,808	8,350	7,200	4,365	4,500
51504	Information Technology (5%, then 15%)	0	326	1,200	530	1,200
51505	Engineering	0	0	5,000	7,000	5,000
51510	Consulting	1,935	9,367	5,000	4,660	5,000
51514	Sheriff Security Services	2,565	6,599	6,500	6,500	3,000
51515	Legal Services	13,381	36,929	25,000	35,500	36,000
51520	Assessment Services	39,750	34,500	34,500	34,500	34,500
51525	Property/Liability Insurance	11,040	10,109	12,500	12,500	12,500
51530	Legal Notices & Ads	1,079	1,352	1,500	600	750
51532	Publicity	303	866	300	412	500
51535	Web Site Support	0	142	150	350	750
51540	Tax Billing Costs	2,465	2,475	2,600	2,600	2,600
51542	Tax Assessment Refunds	0	19,626	0	18,000	0
51545	Election Costs	1,476	1,351	1,500	1,000	2,500
51546	Election Officials	1,868	3,150	2,100	1,250	4,000
51555	Board of Review	586	399	500	171	500
51567	Festival/Event Costs	1,868	6,106	6,000	5,929	0
51570	Zoning Board of Appeals	200	160	200	0	200
51575	Plan Commission	1,400	1,369	1,600	1,200	1,600
51585	Personnel Committee	0	360	0	0	0
51590	Miscellaneous Boards	920	640	600	640	900
51595	Miscellaneous Services	0	85	100	100	100
	Subtotal	\$89,644	\$144,262	\$114,050	\$137,808	\$116,100
Maintenance						
51641	Administration Building	4,307	3,016	3,000	3,400	3,200
51642	Village Hall	2,112	2,555	2,200	2,200	2,200
51643	Post Office	8	2,223	2,000	2,000	2,000
51645	Fire Station	15,117	14,861	25,000	15,000	50,000
51646	Old School	21	34	0	0	0
51647	Pavilion (see Parks)		30	0	0	0
	Subtotal	\$21,566	\$22,719	\$32,200	\$22,600	\$57,400
Support						
51801	Cemetery	3,903	2,139	2,400	2,592	3,000
51805	Library	26,166	27,901	30,422	30,422	30,000
51810	Sister Bay Advancement	50,000	50,000	50,000	50,000	50,000
51830	Humane Society	1,000	1,000	1,000	1,000	1,000
51840	Fire Services	101,785	110,683	115,321	115,322	120,790
51841	Fire District	0	0	5,000	0	0
51850	Historical Society	5,000	5,000	5,000	5,000	5,000
51860	DCEDC	2,500	2,500	2,500	2,500	2,500
51865	Door County Legislative Days	500	0	500	0	0
51875	Door County Leadership	0	0	0	0	0
51880	Coastal ByWays	300	300	300	300	300
51885	Door County Soil and Water Dept.	0	0	1,000	1,000	1,000
	Subtotal	\$191,154	\$199,523	\$213,443	\$208,136	\$213,590

Village of Sister Bay 2016 Annual Budget

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		2013	2014	2015	2015	2016
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Other						
51910	Bad Debt Exp.	438	551	300	370	450
51930	Bank Fees & Finance Charges	1,924	2,205	1,800	4,145	4,000
51950	Misc. Other Exp.	0	1,461	50	0	0
51999	Contingency	4,418	0	10,000	0	10,000
	Subtotal	\$6,781	\$4,218	\$12,150	\$4,515	14,450
Transfers						
51991	Transfer to Marina	0	0	0	0	0
51992	Transfer to Ice Rink Fund	5,000	5,000	16,000	16,000	5,000
51994	Transfer to CIP Fund	198,700	346,700	190,000	190,000	310,000
51995	Transfer to TIF	0			997,310	
51996	Transfer to Utility	0			0	
	Subtotal	\$203,700	\$351,700	\$206,000	\$1,203,310	\$315,000
Debt						
51993	Transfer to Debt Service Fund					
	Subtotal					
	Subtotal Operating	445,717	518,818	520,491	512,840	559,023
	Subtotal Transfers	203,700	351,700	206,000	1,203,310	315,000
	Subtotal Debt	0	0	0	0	0
	Total	\$649,417	\$870,518	\$726,491	\$1,716,150	\$874,023
	<i>Proof to Audit (p.9)</i>	<i>649,420</i>	<i>870,511</i>			

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Village of Sister Bay 2016 Annual Budget

		2013	2014	2015	2015	2016
Fund 100 / Department 52		Actual	Actual	Budget	Estimate	Budget
Administration						
Direct Employee Costs						
52101	Salaries & Wages, Full Time	184,482	192,767	193,519	191,743	204,386
52105	Salaries & Wages, Part Time	54	851	971	8,741	1,109
52110	Salaries & Wages, Overtime	153	270	329	82	332
52115	Retirement	12,028	13,596	13,182	13,639	13,585
52120	Social Security	14,103	14,350	14,904	15,343	15,746
52125	Insurance, Medical	32,386	30,560	32,489	30,854	42,114
52130	Insurance, Dental	1,914	2,977	2,955	2,310	3,043
52135	Insurance, Disability	1,392	1,556	1,636	1,423	1,232
52140	Insurance, Group Life	657	517	549	604	601
52145	Insurance, Work Comp	363	313	632	381	608
52190	Benefit Fees & Penalties	571	588	630	1,000	1,000
52192	Marina Admin Transfer	-10,654	-11,599	-12,952	-12,745	-13,860
52195	TIF Admin Transfer	-17,432	-64,833	-57,326	-49,065	-61,449
52196	Utility Admin Transfer	-22,504	-30,602	-23,078	-17,251	-24,623
	Subtotal	\$197,514	\$151,310	\$168,440	\$187,059	\$183,823
Indirect Employee						
52201	Training/Travel	1,865	3,479	4,800	2,400	2,800
52202	Educational Development	0	2,755	3,000	2,896	1,000
52205	Recruitment/Testing/Physicals	7,612	29	0	600	500
52210	Expense Allowance	348	523	350	357	350
52212	Staff Team-Building	0	0	700	141	500
52225	Recognition	205	46	4,000	4,000	4,000
	Subtotal	\$10,031	\$6,833	\$12,850	\$10,394	\$9,150
Utility Costs						
52360	Telephone	2,396	2,526	2,800	2,435	2,600
52365	Cellphone	663	747	700	715	700
52370	Internet	2,004	1,800	2,000	1,800	2,000
	Subtotal	\$5,062	\$5,073	\$5,500	\$4,950	\$5,300
Supplies						
52401	Office Supplies	3,233	2,901	4,000	4,813	5,000
52405	Computer Hardware/Software	2,338	1,724	2,000	1,111	1,500
52410	Printing and Copying	6,021	6,559	6,000	6,300	6,500
52415	Postage	1,616	1,071	2,000	2,636	2,500
52420	Dues and Publications	475	443	500	411	500
52460	Minor Equipment	0	270	0	863	500
52495	Miscellaneous Other Supplies	82	65	100	50	100
	Subtotal	\$13,765	\$13,033	\$14,600	\$16,184	\$16,600

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Village of Sister Bay 2016 Annual Budget

		2013	2014	2015	2015	2016
Fund 100 / Department 52		Actual	Actual	Budget	Estimate	Budget
Administration						
Other Services						
52501	Audit	12,130	10,770	13,000	9,895	12,000
52502	Accounting Support	902	915	1,200	915	1,200
52504	Information Technology (60%,50%)	480	3,039	3,000	2,340	3,000
52510	Consulting (Interim Admin Services)	24,143	4,745	0	7,000	5,000
52595	Miscellaneous Other Services	0	0	0	0	0
	Subtotal	\$38,087	\$19,469	\$17,200	\$20,150	\$21,200
Maintenance						
52601	Equip Lease (postage meter)	400	460	400	400	400
52605	Equipment Maintenance	0	0	0	0	0
	Subtotal	\$400	\$460	\$400	\$400	\$400
	Total	\$264,858	\$196,177	\$218,989	\$239,136	\$236,473
	<i>Proof to Audit (p.9)</i>	<i>264,857</i>	<i>196,180</i>			
	Non-personnel costs	67,344	44,867	50,550	52,077	52,650

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Village of Sister Bay 2016 Annual Budget

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Direct Employee Costs <i>(includes Marketing Director)</i>						
53101	Wages, Full Time	149,201	130,789	174,495	174,405	180,655
53105	Wages, Part Time	22,083	35,518	30,000	21,975	22,500
53106	Wages, Part Time Animal Control	174	92	500	227	500
53110	Wages, Overtime	3,279	1,087	3,229	5,000	5,635
53115	Retirement	9,833	11,000	12,051	13,957	12,105
53120	Social Security	13,206	13,435	15,891	17,745	16,253
53125	Insurance, Medical	29,892	30,619	43,142	41,730	46,600
53130	Insurance, Dental	2,504	2,837	3,338	3,361	3,439
53135	Insurance, Disability	1,180	1,157	1,580	1,446	1,232
53140	Insurance, Group Life	372	366	402	397	334
53145	Insurance, Work Comp	10,054	8,038	15,230	16,831	15,650
53190	Benefit Fees & Penalties	19	127	120	222	200
53192	Parks to Marina Transfer	-19,476	0	-11,835	-11,835	-12,337
53195	Parks to TKH Transfer	0	0	-5,827	-4,100	-13,825
53196	Utility Mowing Reimbursement	0	-3,869	-3,600	0	0
	Subtotal	\$222,321	\$231,195	\$278,716	\$311,710	\$278,941
Indirect Employee						
53201	Travel/Training	0	0	0	0	0
53205	Recruitment/Testing/Physicals	0	0	0	700	500
53210	Expense Allowance	0	34	30	30	100
53215	Uniforms and Clothing	1,008	614	1,200	1,200	1,600
	Subtotal	\$1,008	\$648	\$1,230	\$1,930	\$2,200
Utility Costs						
53325	Parks	2,360	2,610	2,600	2,290	2,600
53330	Sports Complex	11,850	11,444	12,000	12,000	12,000
53335	Maintenance Buildings	14,975	14,709	18,500	12,000	12,500
53345	Info Booth	760	820	600	348	600
53360	Telephone, Sports Complex	477	494	500	597	600
53365	Cell Phone	1,364	1,832	1,900	3,345	3,400
53370	Internet	0	1,259	1,200	1,079	1,200
53380	Street Lighting	27,896	26,289	28,000	25,815	28,000
53381	Biketrail Lighting	1,263	1,420	1,500	1,692	1,700
	Subtotal	\$60,945	\$60,877	\$66,800	\$59,167	\$62,600

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Village of Sister Bay 2016 Annual Budget

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Supplies						
53401	Office Supplies	8	6	25	25	25
53405	Computer Hardware/Software	429	17	0	8	25
53430	Custodial Supplies	2,889	4,035	4,000	4,000	4,000
53440	Medical and Safety	839	424	500	500	1,000
53445	Shop Supplies	373	860	750	780	800
53450	Memorial Bench Supplies	217	1,459	2,000	250	2,000
53460	Minor Equipment	1,416	728	2,000	2,000	2,000
53470	Recreation Equip/Supplies	446	392	500	1,100	500
53480	Street Light Bulbs	478	64	500	100	300
53490	Misc. Municipal Supplies	401	521	500	100	3,000
53495	Misc. Other Supplies	8	189	200	100	200
	Subtotal	\$7,505	\$8,696	\$10,975	\$8,963	\$13,850
Other Services						
53504	Information Technology	0	16	0	0	0
53532	Publicity				40,821	2,000
53551	Rubbish Disposal	99,287	98,779	100,000	99,893	100,000
53552	Recycling	8,692	9,813	11,000	8,657	11,000
53553	Snow Removal Contract	33,013	27,648	33,000	25,000	30,000
53555	Special Events Costs				54,955	30,000
53581	YMCA Program Costs	11,889	12,872	13,800	13,800	13,800
53595	Miscellaneous Other Services	0	0	100	16	100
	Subtotal	\$152,881	\$149,127	\$157,900	\$243,142	\$186,900
Maintenance						
53610	Sidewalks	4	578	0	2,497	0
53611	Bike Trail	69	228	150	0	150
53615	Grounds Maintenance	982	2,698	3,000	3,200	3,000
53620	Parks Maintenance	20,913	6,427	10,000	10,000	10,000
53625	Sports Complex Maintenance	3,025	3,158	4,000	4,232	4,500
53626	Dog Park	1,871	2,437	2,200	2,200	2,200
53630	Street Signs	173	622	500	1,200	750
53631	Seasonal Decorations	8,601	5,831	9,000	9,000	3,000
53632	Spring Flower Pots			0	0	4,000
53635	Lawn Maintenance	8,124	8,117	8,500	8,398	8,500
53640	Parks Buildings	649	1,213	1,000	1,500	1,500
53645	Info Booth (Bldgs & Grounds)	1,025	913	1,000	535	1,000
53647	Pavilion				2,000	2,500
53650	Storm Drainage System	1,889	1,322	1,200	3,500	3,500
53655	Street Maintenance	9,751	40,490	17,543	12,211	28,011
53670	Picnic Tables & Benches	591	555	250	250	250
53671	Garbage Cans	0	0	1,000	1,000	1,000
53675	Equipment Rental	0	294	200	250	300
	Subtotal	\$57,669	\$74,883	\$59,543	\$61,973	\$74,161

Village of Sister Bay 2016 Annual Budget ⁴⁰

		2013	2014	2015	2015	2016
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Vehicles & Equipment						
53701	Vehicle Maintenance	1,288	3,037	5,000	5,000	5,000
53705	Equipment Maintenance	10,391	9,358	10,000	10,000	10,000
53710	Gas/Oil/Fluids	11,740	10,397	12,000	10,000	10,000
53715	Tires	1,001	492	1,500	1,500	1,500
	Subtotal	\$24,418	\$23,283	\$28,500	\$26,500	\$26,500
General Fund Capital Outlay						
53810	Capital Equipment/Improvements	22,500	0	0	0	
	Subtotal	\$22,500	\$0	\$0	\$0	\$0
	Total	\$549,247	\$548,709	\$603,664	\$713,386	\$645,152
	<i>Proof to Audit (p.9)</i>	<i>549,246</i>	<i>548,713</i>			

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Village of Sister Bay 2016 Annual Budget

		2013	2014	2015	2015	2016
Fund 203 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Skate Park Fund						
Beginning Balance		\$2,646	\$2,717	\$2,742	\$2,804	\$2,845
Revenues						
Commercial Charges						
46741	Festivals/Events	0	0	0	0	0
46764	T-Shirt Sales	0	0	0	0	0
46767	Vending Sales	71	86	75	40	0
	Subtotal	\$71	\$86	\$75	\$40	\$0
Other Revenues						
48110	Interest	1	1	1	1	1
48500	Donations	0	0	0	0	0
48990	Misc Revenue	0	0	0	0	0
	Subtotal	\$1	\$1	\$1	\$1	\$1
Transfers						
49210	Transfers from General Fund					
49240	Transfers from CIP Fund					
	Subtotal					
	Total Revenues	\$71	\$87	\$76	\$41	\$1
Total Funds Available		\$2,717	\$2,804	\$2,818	\$2,845	\$2,846
Expenditures						
Direct Employee Costs						
55105	Wages, Part Time	0	0	0	0	0
55110	Wages, Overtime					
55120	Social Security					
55145	Insurance, Work Comp					
55150	Unemployment Costs					
	Subtotal					
	Total Expenditures	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance		\$2,717	\$2,804	\$2,818	\$2,845	\$2,846
Proof to Audit (p. 33-34)		2,717	2,804			

Village of Sister Bay 2016 Annual Budget ⁴²

		2013	2014	2015	2015	2016
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Beginning Balance		\$15,021	\$13,524	\$10,869	\$9,819	\$15,463
Revenues						
Commercial Revenues						
46741	Festivals/Events	0	0	500	0	0
46751	Board Advertising	0	5,057	3,000	3,500	3,500
46752	Admission Fees	0	0	2,000	234	0
46754	Skate Rental	8,899	4,428	6,500	6,416	7,500
46755	Skate Sharpening	406	256	350	300	350
46761	Broomball	0	424	0	2,860	3,000
46764	Clothing Sales	162	18	0	200	300
46765	Concessions	6,582	3,442	5,500	4,000	4,500
46900	Miscellaneous Public Charges	0	0	0	0	0
	Subtotal	\$16,049	\$13,625	\$17,850	\$17,510	\$19,150
Other Revenues						
48110	Interest	2	20	2	2	2
48500	Donations	1,563	1,833	0	463	500
48990	Miscellaneous Other Revenue	1	2	0	0	0
	Subtotal	\$1,566	\$1,856	\$2	\$465	\$502
Transfers						
49210	Transfers from General Fund	5,000	5,000	16,000	16,000	5,000
49225	Transfers from Ice Rink Account	0	0	0	0	0
	Subtotal	\$5,000	\$5,000	\$16,000	\$16,000	\$5,000
Total Revenues		\$22,615	\$20,481	\$33,852	\$33,975	\$24,652
Total Funds Available		\$37,635	\$34,005	\$44,721	\$43,794	\$40,115
Expenditures						
Direct Employee Costs						
55101	Wages, Manager	0	6,950	7,800	7,500	7,555
55105	Wages, Part Time	13,609	6,728	11,161	8,102	9,013
55105	Wages, Clerk	18	276	373	300	1,373
55110	Wages, Overtime	2,585	1,258	600	1,500	1,200
55115	Retirement	17	269	570	400	685
55120	Social Security	1,240	1,159	1,525	1,331	1,464
55125	Insurance, Medical	0	15	2,062	1,395	3,388
55130	Insurance, Dental	0	3	144	58	138
55135	Insurance, Disability	0	2	83	55	109
55140	Insurance, Group Life	0	1	6	3	30
55145	Insurance, Work Comp	194	472	1,258	528	244
55150	Unemployment Costs	693	0	0	178	0
	Subtotal	\$18,356	\$17,133	\$25,582	\$21,350	\$25,200

Village of Sister Bay 2016 Annual Budget ⁴³

		2013	2014	2015	2015	2016
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Indirect Employee						
55201	Travel/Training	1	0	25	0	0
55205	Recruitment/Testing/Physicals	91	0	100	0	0
55225	Recognition	0	0	0	0	0
	Subtotal	\$93	\$0	\$125	\$0	\$0
Other Costs						
55401	Office Supplies	66	316	50	50	50
55410	Printing and Copying	20	0	25	0	50
55412	Daily Wristbands		133	0	0	0
55415	Postage	0	675	10	15	25
55430	Custodial Supplies	5	17	50	25	50
55434	Supplies for Resale		89	0	600	600
55435	Food/Beverage Supplies	4,070	1,186	3,300	2,000	2,500
55440	Medical/Safety Supplies	10	0	50	0	50
55460	Tools/Minor Equipment	100	0	100	182	200
55470	Recreation Equip/Supplies	647	598	1,200	750	1,000
55471	Broomball Equip/Supplies				800	1,000
55475	Board Advertising Supplies	35	23	0	153	300
	Subtotal	\$4,954	\$3,036	\$4,785	\$4,575	\$5,825
Services						
55525	Property/Liability Insurance	160	586	600	383	600
55530	Advertising	0	870	200	400	400
55561	Broomball Ref Fees				745	800
55567	Festival/Event costs	0	1,931	5,000	177	250
55570	Permits and Fees	0	0	50	0	3,000
55601	Office Equipment		46	0	1	50
55640	Building Maintenance	0	240	200	400	1,200
55647	Ice Rink Maintenance	8	74	300	100	300
55701	Vehicle Maintenance	0	0	100	0	100
55710	Gas/Oil/Fluids	395	271	350	200	300
55930	Bank Fees & Finance Charges	0	0	0	0	0
55950	Miscellaneous Other Exp.	145	0	0	0	0
	Subtotal	\$708	\$4,016	\$6,800	\$2,405	\$7,000
	Subtotal Operating	\$24,111	\$24,186	\$37,292	\$28,331	\$38,025
	Total Expenditures	\$24,111	\$24,186	\$37,292	\$28,331	\$38,025
Auditors' Adjustment						
	Ending Fund Balance	\$13,524	\$9,819	\$7,429	\$15,463	\$2,091
	<i>Proof to Audit (p. 33-34)</i>	<i>13,524</i>	<i>9,818</i>			

Village of Sister Bay 2016 Annual Budget 44

		2013	2014	2015	2015	2016
Fund 400 / Department 57		Actual	Actual	Budget	Estimate	Budget
Capital Improvement Fund						
Beginning Fund Balance		\$1,085,671	\$1,318,486	\$1,623,677	\$1,402,972	\$992,772
Revenues						
Taxes and Assessments						
41110	Property Tax	180,000	0	0	0	0
41120	Room Taxes	0	0	0	0	0
	Subtotal	\$180,000	\$0	\$0	\$0	\$0
Intergovernmental Revenue						
43680	Federal Grants	0	77	0	0	0
43690	State Grants	0	15,000	0	0	0
	Subtotal	\$0	\$15,077	\$0	\$0	\$0
Other Revenues						
48110	Interest Income	9,587	3,614	3,500	2,600	2,700
48300	Sale of Property	0	0	0	0	0
	Subtotal	\$9,587	\$3,614	\$3,500	\$2,600	\$2,700
Transfers						
49210	Transfer from General Fund	198,700	346,700	190,000	190,000	310,000
49230	Transfer from Debt Service	0	0			0
49260	Transfer from Utility Fund		0	0	217,200	0
	Subtotal	\$198,700	\$346,700	\$190,000	\$407,200	\$310,000
Debt Issued						
49300	Debt Proceeds					
	Subtotal					
	Total Revenues	\$388,287	\$365,391	\$193,500	\$409,800	\$312,700
Total Funds Available		\$1,473,958	\$1,683,877	\$1,817,177	\$1,812,772	\$1,305,472
Expenditures						
Capital Outlay						
57995	Capital Outlay 2014		220,669			
57995	Capital Outlay 2015			190,000	820,000	
57995	Capital Outlay 2016					310,000
	Subtotal	\$16,530	\$220,669	\$190,000	\$820,000	\$310,000
Transfers						
57991	Transfer to General Fund	0	0	0	0	0
57992	Transfer to Marina Fund	0	25,000	0	0	0
57993	Transfer to Debt Fund - Helms Reserve	138,579	35,236	0	0	35,000
	Subtotal	\$138,579	\$60,236	\$0	\$0	\$35,000
	Total Expenditures	\$155,471	\$280,905	\$190,000	\$820,000	\$345,000
25300	Due to Debt Service					
Audit Adjustment						
Ending Fund Balance		\$1,318,486	\$1,402,972	\$1,627,177	\$992,772	\$960,472
	<i>Proof to Audit (p. 9)</i>	<i>1,318,486</i>	<i>1,402,972</i>			

Village of Sister Bay 2016 Annual Budget 45

Capital Improvement Funding Detail				
Project Year	Project Description	2014 Funding	2015 Funding	2016 Funding
2014	Capital Requests			
	Fire Truck reserve	25,000		
	Capital project transfer to Marina	25,000		
	Burial of overhead utilities	50,000		
	Streets resurfacing	18,000		
	Beach Project (balance needed)	150,000		
	Various Parks Projects (including trees)	10,000		
	Vehicle replacement	10,000		
	Parks Equipment	-		
	OS Election Machine replacement	-		
	Information/Technology upgrades	30,000		
	Trackless replacement (over 4 yrs.)	25,000		
	Cash Receipting module -- Accounting software	3,700		
	General Fund subtotal	\$ 346,700		
2015	Proposed Capital Requests			
	Fire Truck reserve		-	
	Burial of overhead utilities		50,000	
	Streets resurfacing		33,500	
	Various Parks Projects		-	
	Vehicle replacement		-	
	Parks Equipment		-	
	OS Election Machine replacement		1,500	
	Information/Technology upgrades		-	
	Trackless replacement (over 4 yrs.)		-	
	Accounting software upgrade, plus Dashboard		20,000	
	Wayfinding Signage		15,000	
	Sledding Hill		20,000	
	Marketing		50,000	
	General Fund subtotal		190,000	
2016	Proposed Capital Requests			
	Bay Shore Dr. Project			75,000
	Fire Truck reserve			
	6f Braun Parking Lot			25,000
	Burial of overhead utilities			
	Streets resurfacing/Stormwater			130,000
	Various Parks Projects			10,000
	Vehicle replacement			-
	Parks Equipment			
	OS Election Machine replacement			
	Information/Technology upgrades			-
	Trackless replacement (over 4 yrs.)			-
	Accounting software upgrade, plus Dashboard			20,000
	Wayfinding Signage			50,000
	Sledding Hill			
	Marketing			
	General Fund subtotal			310,000

Village of Sister Bay 2016 Annual Budget-will update at 10/14/15 meeting

Cumulative Major Project Reserves as of 9/30/15		YTD balance 2014	budget funding 2015	opening balance 2015	added in 2015	adjusted in 2015	expended in 2015	YTD balance 2015
03 13	Fire Truck Available	234,745.34		234,745.34	306.69		108,783.67	126,268.36
03 15	Waterfront Property Acquisition	0.00		0.00				0.00
04 08	Streets Resurfacing	0.00	33,500	33,500.00				33,500.00
04 17	Old School Remodel/Razing	0.00		0.00				0.00
04 18	Old Fire Station Demolition/Upgrades	17,694.95		17,694.95				17,694.95
04 24	Parks Buildings	347,698.00		347,698.00				347,698.00
07 5046	Waterfront Development'	777,539.69		777,539.69	244,642.50		920,890.81	101,291.38
09 56	Various Parks Projects	27,743.86		27,743.86			7,292.25	20,451.61
09 57	Vehicle Replacement	29,711.00		29,711.00			22,470.00	7,241.00
10 58	Village Hall acoustics & A/C	43,909.32		43,909.32				43,909.32
10 59	Parks Equipment	0.00		0.00				0.00
11 65	OS Election Machine replacement	2,585.88	1,500	4,085.88				4,085.88
11 68	Helms Debt Reserves	167,382.00		167,382.00				167,382.00
12 69	Skatepark Polished Slab	20,000.00		20,000.00				20,000.00
12 70	Coastal Byways Kiosk/Grant	17,714.00		17,714.00				17,714.00
12 71	Paperless Meeting Computers	0.00		0.00				0.00
12 72	Re-development Planning (TIF)	-34,839.21		-34,839.21				-34,839.21
13 75	Baseball field improvements	0.00		0.00				0.00
13 76	Trackless snow machine replacement	23,185.00		23,185.00				23,185.00
14 77	Information/Technology upgrades	18,145.59		18,145.59		4,202.86		13,942.73
14 78	Cash receipting software	0.00		0.00				0.00
14 80	Canterbury/Maple and Applewood	80,950.93		80,950.93				80,950.93
11 5067	Bay Shore Drive reconstruction	274,611.64		274,611.64			80,757.06	193,854.58
14 5079	BSD Stormwater	-187,114.20		-187,114.20			2,511.62	-196,251.03
14 5082	BSD Lighting	-12,390.00		-12,390.00				-12,390.00
14 5081	BSD Overhead Line Burial	482,704.78	50,000	532,704.78	219,750.00	1,235,328.94		-482,874.16
14	Marina Capital Projects	0.00		0.00				0.00
15 83	Accounting Software upgrade		20,000	20,000.00				20,000.00
15 84	Wayfinding Signage		15,000	15,000.00				15,000.00
15 85	Sledding Hill		20,000	20,000.00			14,610.28	5,389.72
15 86	Marketing		50,000	50,000.00		-50,000		0.00
15 5087	Downtown Redevelopment			0.00	630,000.00		839,721.00	-209,721.00
	Unallocated	17,926.58		17,926.58				17,926.58
	CIP Grants, other	77.00		77.00				77.00
	CIP Interest Income (Stewardship grant)	1,458.01		1,458.01	1,676.11			3,134.12
	CIP Transfers In & Out	0.00		0.00	142,499.97			142,499.97
	TIF Property Tax Increments	0.00		0.00	35,264.70			35,264.70
	TIF Computer Aids	0.00		0.00	636.00			636.00
13 74 (TIF)	Pavilion/Donations	-11,409.86		-11,409.86			9,136.83	-20,546.69
	TIF TIF Fees	-2,600.00		-2,600.00		150.00		-2,750.00
	TIF Consulting: CIP & TIF	-155.25		-155.25				-155.25
	TIF Other TIF exp.	-23,787.33		-23,787.33		44,709.99		-68,497.32
	TIF Interest on Debt	-9,156.98		-9,156.98	14,858.75			5,701.77
	TIF Transfers Out	-205,153.57		-205,153.57				-205,153.57
	CIP Loan to Debt Service (Bal Sheet)	0.00		0.00				0.00
	Totals	2,106,367.49	190,000.00	2,296,367.49	1,289,634.72	(50,000.00)	3,290,565.31	245,436.90

Village of Sister Bay 2016 Annual Budget ⁴⁷

		2013	2014	2015	2015	2016
Fund 500 / Department 56		Actual	Actual	Budget	Estimate	Budget
Tax Increment Financing District						
Beginning Fund Balance		\$1,408,003	\$1,156,811	\$2,072,303	\$1,054,645	\$35,899
Revenues						
Taxes and Assessments						
41110	Property Tax Increment	0	3,654	47,028	47,020	54,418
	Special Assessments	0	0	0	0	0
	Subtotal	\$0	\$3,654	\$47,028	\$47,020	\$54,418
Intergovernmental Revenue						
43430	Computer Aids	0	655	636	636	650
	DOT Credits				0	
	TLE's			145,244	0	0
43680	Federal Grants	0	0	0	45,000	0
43690	State Grants	0	0	0	489,285	0
	Subtotal	\$0	\$655	\$145,880	\$534,921	\$650
Other Revenues						
48110	Interest Income	0	0	0	0	0
48110	Interest on Loan #52 (Marina)	16,300	15,587	14,859	14,859	14,116
48300	Sale of Property	0	0	383,054	219,750	0
48400	Developer Loan Repayments (Garot)		0	0		
48500	Donations	5,000	435,000	4,000	0	0
48990	Miscellaneous	0	30,000	0	0	0
	Subtotal	\$21,300	\$480,587	\$401,913	\$234,609	\$14,116
Transfers						
49210	Transfer from General Fund	0	0	0	997,310	0
49260	Transfers from Utility	0	0	0	0	
	Subtotal	\$0	\$0	\$0	\$997,310	\$0
Debt Issued						
49300	Bank Loan Proceeds (Beach)	0	400,000	0	0	0
49300	Bank Loan Proceeds (Garot Project)	0	0	350,000	0	530,000
49300	Bank Loan Proceeds (Braun Property)				630,000	0
49300	Bond Proceeds	0	0	0	0	0
	Subtotal	\$0	\$400,000	\$350,000	\$630,000	\$530,000
	Total Revenues	\$21,300	\$884,895	\$944,821	\$2,443,860	\$599,184
	Total Funds Available	\$1,429,303	\$2,041,706	\$3,017,124	\$3,498,505	\$635,083

Village of Sister Bay 2016 Annual Budget ⁴⁸

		2013	2014	2015	2015	2016
Fund 500 / Department 56		Actual	Actual	Budget	Estimate	Budget
Tax Increment Financing District						
Expenditures						
56415	Postage	0	158	150	17	150
56501	Audit	1,450	1,500	1,550	1,995	2,000
56503	Village Administration	17,432	64,833	57,326	57,326	59,534
56510	Consulting	47,220	3,155	3,000	0	3,000
56515	Legal Services	1,628	4,615	7,500	3,600	7,500
56530	Legal Notices & Ads	0	0	0	0	0
56990	TID Fees	150	150	150	150	150
	Subtotal	\$67,880	\$74,412	\$69,676	\$63,088	\$72,334
Transfers						
56991	Operating Transfer to General Fund	0	0	0	0	0
56996	Operating Transfer to Utility Fund	0	0	0	0	0
	Subtotal	\$0	\$0	\$0	\$0	\$0
Capital Outlay						
56995	Capital Outlay - Waterfront Dev.	87,473	50,446	1,080,000	1,300,000	10,000
56995	Capital Outlay - Johnson Property	0	0	190,524	0	0
56995	Capital Outlay - BSD Reconstruction	89,687	155,211	63,546	13,281	85,646
56995	Capital Outlay - Pavilion	27,452	504,442	0	9,137	0
56995	Capital Outlay - BSD Stormwater		187,114	222,056	2,050	0
56995	Capital Outlay - Overhead Lines		3,045	1,000,000	1,235,329	0
56995	Capital Outlay - Lighting		12,390	160,000	0	37,500
56995	Capital Outlay - Downtown Redevel				839,721	0
56995	Capital Outlay - Street Improvements					0
57995	Developer Reimbursement (Garot)					530,000
	Subtotal	\$204,612	\$912,649	\$2,716,126	\$3,399,518	\$663,146
Debt Issuance						
58990	Debt Issuance Costs (Garot)					3,000
	Subtotal					0
						\$0
	Total Expenditures	\$272,492	\$987,061	\$2,785,802	\$3,462,606	\$735,480
	Audit Adjustment	\$0				
	Ending Fund Balance	\$1,156,811	\$1,054,645	\$231,322	\$35,899	-\$100,397
	<i>Proof to Audit (p. 9)</i>	<i>1,156,810</i>	<i>1,054,646</i>			
	Loan payment from Marina Fund	-35,683	-36,397	-37,124	-37,124	-37,867
	Ending Cash Balance	\$1,192,493	\$1,091,042	\$268,446	\$73,023	-\$62,530

Village of Sister Bay 2016 Annual Budget 49

Fund / Department		2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Budget
Debt Service Fund #30 All Debt						
Beginning Fund Balance		-\$168,285	-12,662	\$146	\$13,544	-\$13,165
Revenues						
Taxes						
41110	Property Tax	770,000	808,859	935,774	935,774	1,022,646
41210	Room Taxes	129,547	136,597	123,000	132,384	130,000
	Subtotal	\$899,547	\$945,456	\$1,058,774	\$1,068,158	\$1,152,646
Other Taxes and Assessments						
Other Revenues						
48110	Interest Income	0	0	0	0	0
	Garot Interest Income			7,392	5,083	14,056
	Subtotal	\$0	\$0	\$7,392	\$5,083	\$14,056
Interfund Transfers						
49230	Transfer from CIP Fund-Helms Reserve	138,579	35,236	0	0	35,000
	Subtotal	\$138,579	\$35,236	\$0	\$0	\$35,000
Debt Issued						
XXX	Debt Refinancing	0	0	0	0	0
#55	Braun Loan			0	0	0
	Subtotal	\$0	\$0	\$0	\$0	\$0
	Total Revenues	\$1,038,126	\$980,692	\$1,066,166	\$1,073,241	\$1,201,702
Total Funds Available		\$869,841	\$968,031	\$1,066,312	\$1,086,785	\$1,188,537
Expenditures						
Debt Service						
XXX	General Debt (2005 Bonds)	390,029	555,755	429,549	429,549	453,473
XXX	#50 - Waterfront/Sports Complex	329,506	252,756	375,350	375,350	397,163
XXX	#51 - Johnson borrow	162,967	145,976	209,422	209,422	207,431
#53	Payments on new Beach Project debt	0		44,600	44,600	44,600
#54	Interest only payments on Garot loan	0		7,392	4,983	13,780
#55	Payments on Braun Project debt				36,045	72,090
	Subtotal	\$882,502	\$954,487	\$1,066,313	\$1,099,949	\$1,188,537
	Total Expenditures	\$882,502	\$954,487	\$1,066,313	\$1,099,949	\$1,188,537
Ending Fund Balance		(\$12,662)	\$13,544	(\$0)	(\$13,165)	\$0
<i>Proof to Audit (p. 9)</i>		<i>(12,661)</i>	<i>13,545</i>			

Village of Sister Bay 2016 Annual Budget

Debt Service - Summary of all funds
 Loans #49 (as of 2011) and #52 are internal loans between funds and are not included in the totals below.

Year	Principal Payment	Interest Payment	Total Cost	Audit, page 28			Audit, page 29			Total Cost	Property Tax	Marina	Utilities	Total
				General Purpose	General Interest	Marina Purpose	Marina Interest	Utility Principal	Utility Interest					
2000	0	0	0	268,322		99,900		134,625	502,947	298,322	99,900	134,625	930,847	
2001	0	0	0	261,446		100,150		189,272	550,868	261,446	100,150	189,272	950,868	
2002	0	0	0	311,444		99,788		184,136	595,348	311,444	99,788	184,136	995,348	
2003	0	0	0	286,121		99,776		177,040	562,937	286,121	99,776	177,040	962,937	
2004	0	0	0	351,587		99,905		187,511	639,003	351,587	99,905	187,511	939,003	
2005	503,750	305,113	808,863	429,550		51,849		327,463	808,863	574,550	51,849	182,463	930,730	
2006	510,000	337,669	847,669	376,786		57,575		413,308	847,669	507,368	57,575	282,726	930,730	
2007	695,000	295,730	990,730	446,245		61,275		423,210	1,350,341	889,378	61,275	398,150	1,350,341	
2008	769,000	581,341	1,350,341	757,366		64,813		528,162	1,221,794	926,111	64,813	227,620	1,221,794	
2009	675,000	546,794	1,221,794	796,329		68,063		358,402	1,410,975	1,365,441	71,000	-25,466	1,410,975	
2010	900,000	510,975	1,410,975	1,185,441		71,000		154,534	999,951	624,370	214,587	160,994	999,951	
2011	485,000	514,951	999,951	624,370		78,750		160,994	1,336,133	1,149,324	198,064	-11,246	1,336,133	
2012	851,133	851,133	1,702,266	959,324		198,064		168,754	1,244,500	882,502	170,952	191,046	1,244,500	
2013	600,000	644,500	1,244,500	882,502		88,750		191,046	1,246,609	954,487	104,852	187,270	1,246,609	
2014	625,000	621,609	1,246,609	854,487		104,852		187,270	1,323,813	1,014,321	112,786	43,126	1,323,813	
2015	725,000	598,813	1,323,813	1,014,321		112,786		195,726	1,498,502	1,174,757	111,694	212,052	1,498,502	
2016	933,510	594,882	1,498,502	1,174,757		111,694		175,300	1,558,227	1,212,301	119,186	226,740	1,558,227	
2017	995,995	562,262	1,558,227	1,212,301		119,186		28,740	1,596,008	1,245,620	126,306	224,092	1,596,008	
2018	1,073,314	522,696	1,596,008	1,245,620		126,306		203,382	1,764,604	1,396,636	141,663	236,107	1,764,604	
2019	1,286,263	478,351	1,764,604	1,396,636		141,663		226,400	968,190	820,479	147,711	0	968,190	
2020	537,806	430,384	968,190	820,479		147,711		0	1,074,033	903,518	170,516	0	1,074,033	
2021	664,469	409,534	1,074,033	903,518		170,516		0	1,100,858	934,411	166,447	0	1,100,858	
2022	716,210	384,648	1,100,858	934,411		166,447		0	1,148,605	977,854	170,751	0	1,148,605	
2023	792,967	355,638	1,148,605	977,854		170,751		0	1,167,449	992,897	174,562	0	1,167,449	
2024	844,763	322,686	1,167,449	992,897		174,562		0	1,147,998	970,171	177,827	0	1,147,998	
2025	860,377	287,421	1,147,998	970,171		177,827		0	1,126,500	945,856	180,644	0	1,126,500	
2026	875,000	251,500	1,126,500	945,856		180,644		0	1,114,250	938,819	174,431	0	1,114,250	
2027	900,000	214,250	1,114,250	938,819		174,431		0	1,125,188	948,503	176,684	0	1,125,188	
2028	960,000	175,188	1,125,188	948,503		176,684		0	1,131,938	953,394	176,544	0	1,131,938	
2029	1,000,000	131,938	1,131,938	953,394		176,544		0	1,156,875	988,750	188,125	0	1,156,875	
2030	1,075,000	81,875	1,156,875	988,750		188,125		0	1,127,500	948,125	179,375	0	1,127,500	
2031	1,100,000	27,500	1,127,500	948,125		179,375		0	\$19,806,725	\$18,323,280	\$2,594,455	\$886,980	\$19,806,725	
Due	\$14,575,965	\$5,230,761	\$19,806,725	\$16,323,280	\$11,980,815	\$4,342,476	\$2,894,455	\$1,793,750	\$790,705	\$886,980	\$87,390	\$801,400	\$19,806,725	

Village of Sister Bay 2016 Annual Budget

Debt Service - Library Fund # 32

\$385,000 was borrowed at 4.26% on 09/15/01.

\$270,000 was refinanced at 3.97% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Allocated To		Util
				Gen	Mar	
2005	15,000.00	6,522.61	21,522.61	21,522.61	0.00	0.00
2006	15,000.00	9,902.50	24,902.50	24,902.50	0.00	0.00
2007	15,000.00	9,415.00	24,415.00	24,415.00	0.00	0.00
2008	15,000.00	8,927.50	23,927.50	23,927.50	0.00	0.00
2009	20,000.00	8,402.50	28,402.50	28,402.50	0.00	0.00
2010	20,000.00	7,652.50	27,652.50	27,652.50	0.00	0.00
2011	20,000.00	6,852.50	26,852.50	26,852.50	0.00	0.00
2012	25,000.00	6,052.50	31,052.50	31,052.50	0.00	0.00
2013	25,000.00	5,052.50	30,052.50	30,052.50	0.00	0.00
2014	30,000.00	4,052.50	34,052.50	34,052.50	0.00	0.00
2015	35,000.00	2,852.50	37,852.50	37,852.50	0.00	0.00
2016	35,000.00	1,400.00	36,400.00	36,400.00	0.00	0.00
2017	0.00	0.00	0.00	0.00	0.00	0.00
2018	0.00	0.00	0.00	0.00	0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00
Remaining payments	35,000.00	1,400.00	36,400.00	36,400.00	0.00	0.00

Village of Sister Bay 2016 Annual Budget

Debt Service - Sports Complex Land Purchase Fund # 34

\$300,000 was originally borrowed at 4.90% and \$150,000 refinanced at 3.85% on 10/27/03.
 \$360,000 was refinanced at 4.25% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Allocated To			
					Gen	Mar	Util	
Bond @4.25%								
2005	15,000.00	9,206.36	24,206.36	24,206.36	24,206.36	0.00	0.00	
2006	10,000.00	14,177.50	24,177.50	24,177.50	24,177.50	0.00	0.00	
2007	15,000.00	13,852.50	28,852.50	28,852.50	28,852.50	0.00	0.00	
2008	15,000.00	13,365.00	28,365.00	28,365.00	28,365.00	0.00	0.00	
2009	20,000.00	12,840.00	32,840.00	32,840.00	32,840.00	0.00	0.00	
2010	20,000.00	12,090.00	32,090.00	32,090.00	32,090.00	0.00	0.00	
2011	20,000.00	11,290.00	31,290.00	31,290.00	31,290.00	0.00	0.00	
2012	25,000.00	10,490.00	35,490.00	35,490.00	35,490.00	0.00	0.00	
2013	30,000.00	9,490.00	39,490.00	39,490.00	39,490.00	0.00	0.00	
2014	30,000.00	8,290.00	38,290.00	38,290.00	38,290.00	0.00	0.00	
2015	35,000.00	7,090.00	42,090.00	42,090.00	42,090.00	0.00	0.00	
2016	40,000.00	5,637.50	45,637.50	45,637.50	45,637.50	0.00	0.00	
2017	40,000.00	4,037.50	44,037.50	44,037.50	44,037.50	0.00	0.00	
2018	45,000.00	2,137.50	47,137.50	47,137.50	47,137.50	0.00	0.00	
2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Remaining payments	125,000.00	11,812.50	136,812.50	136,812.50	136,812.50	0.00	0.00	

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Village of Sister Bay 2016 Annual Budget

Debt Service - Sport Complex Fire Station Fund #36

\$750,000 was borrowed at 2.5% on 9/15/03; to be retired in 2004
 \$755,000 was borrowed at 4.25% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Allocated To		Util
				Gen	Mar	
Bond @ 4.25%						
2005	30,000.00	19,299.46	49,299.46	49,299.46	0.00	0.00
2006	25,000.00	29,767.50	54,767.50	54,767.50	0.00	0.00
2007	30,000.00	28,955.00	58,955.00	58,955.00	0.00	0.00
2008	35,000.00	27,980.00	62,980.00	62,980.00	0.00	0.00
2009	40,000.00	26,755.00	66,755.00	66,755.00	0.00	0.00
2010	40,000.00	25,255.00	65,255.00	65,255.00	0.00	0.00
2011	45,000.00	23,655.00	68,655.00	68,655.00	0.00	0.00
2012	55,000.00	21,855.00	76,855.00	76,855.00	0.00	0.00
2013	60,000.00	19,655.00	79,655.00	79,655.00	0.00	0.00
2014	65,000.00	17,255.00	82,255.00	82,255.00	0.00	0.00
2015	70,000.00	14,655.00	84,655.00	84,655.00	0.00	0.00
2016	80,000.00	11,750.00	91,750.00	91,750.00	0.00	0.00
2017	85,000.00	8,550.00	93,550.00	93,550.00	0.00	0.00
2018	95,000.00	4,512.50	99,512.50	99,512.50	0.00	0.00
2019	0.00	0.00	0.00	0.00	0.00	0.00
2020	0.00	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00
Remaining payments	260,000.00	24,812.50	284,812.50	284,812.50	0.00	0.00

Debt36, v.76

Village of Sister Bay 2016 Annual Budget

Debt Service - State Trust Fund Fire Station Fund # 39
 First draw of \$826,907 received in 2003, other draws of \$323,819.20, \$493,433.30 and \$432,726.66 were borrowed in 2004.
 \$2,050,000 was refinanced at 4.37% on 04/15/05

Project Summary
 The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Allocated To			Util
				Gen	Mar		
Bond @ 4.36%							
2005	48,599.88	137,433.00	186,032.88	186,032.88	0.00		0.00
2006	10,000.00	86,620.00	96,620.00	96,620.00	0.00		0.00
2007	75,000.00	86,295.00	161,295.00	161,295.00	0.00		0.00
2008	80,000.00	83,857.50	163,857.50	163,857.50	0.00		0.00
2009	95,000.00	81,057.50	176,057.50	176,057.50	0.00		0.00
2010	105,000.00	77,495.00	182,495.00	182,495.00	0.00		0.00
2011	120,000.00	73,295.00	193,295.00	193,295.00	0.00		0.00
2012	130,000.00	68,495.00	198,495.00	198,495.00	0.00		0.00
2013	145,000.00	63,295.00	208,295.00	208,295.00	0.00		0.00
2014	160,000.00	57,495.00	217,495.00	217,495.00	0.00		0.00
2015	180,000.00	51,095.00	231,095.00	231,095.00	0.00		0.00
2016	200,000.00	43,625.00	243,625.00	243,625.00	0.00		0.00
2017	220,000.00	35,625.00	255,625.00	255,625.00	0.00		0.00
2018	245,000.00	25,175.00	270,175.00	270,175.00	0.00		0.00
2019	285,000.00	13,537.50	298,537.50	298,537.50	0.00		0.00
2020	0.00	0.00	0.00	0.00	0.00		0.00
2021	0.00	0.00	0.00	0.00	0.00		0.00
2022	0.00	0.00	0.00	0.00	0.00		0.00
2023	0.00	0.00	0.00	0.00	0.00		0.00
2024	0.00	0.00	0.00	0.00	0.00		0.00
2025	0.00	0.00	0.00	0.00	0.00		0.00
Remaining payments	950,000.00	117,962.50	1,067,962.50	1,067,962.50	0.00		0.00

Village of Sister Bay 2016 Annual Budget

Debt Service - Water/Sewer Line Extensions Forest/Sunnyside Crow's Nest Fund # 40 00-0227

\$700,000 was borrowed at 2.84% on 04/13/04

\$710,000 was borrowed at 4.35% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Gen	Util
Bond @4.35%					
2005	0.00	18,701.50	18,701.50	0.00	18,701.50
2006	20,000.00	29,790.00	49,790.00	0.00	49,790.00
2007	25,000.00	29,140.00	54,140.00	0.00	54,140.00
2008	25,000.00	28,327.50	53,327.50	0.00	53,327.50
2009	30,000.00	27,452.50	57,452.50	0.00	57,452.50
2010	35,000.00	26,327.50	61,327.50	0.00	61,327.50
2011	40,000.00	24,927.50	64,927.50	0.00	64,927.50
2012	45,000.00	23,327.50	68,327.50	0.00	68,327.50
2013	60,000.00	21,527.50	81,527.50	0.00	81,527.50
2014	55,000.00	19,127.50	74,127.50	0.00	74,127.50
2015	60,000.00	16,927.50	76,927.50	0.00	76,927.50
2016	70,000.00	14,437.50	84,437.50	0.00	84,437.50
2017	75,000.00	11,637.50	86,637.50	0.00	86,637.50
2018	80,000.00	8,075.00	88,075.00	0.00	88,075.00
2019	90,000.00	4,275.00	94,275.00	0.00	94,275.00
2020	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00
Remaining payments	315,000.00	38,425.00	353,425.00	0.00	353,425.00

Debt40, v.76

Village of Sister Bay 2016 Annual Budget

Debt Service - Bay Shore Stormsewer and Water PRV Fund # 47

\$475,000 was borrowed at 2.84% on 12/15/04

\$475,000 was refinanced at 4.35% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	66.00% Gen	34.00% Util
Bond @ 4.35%					
2005	0.00	12,506.90	12,506.90	8,254.55	4,252.35
2006	15,000.00	19,922.50	34,922.50	23,048.85	11,873.65
2007	15,000.00	19,435.00	34,435.00	22,727.10	11,707.90
2008	20,000.00	18,947.50	38,947.50	25,705.35	13,242.15
2009	20,000.00	18,247.50	38,247.50	25,243.35	13,004.15
2010	25,000.00	17,497.50	42,497.50	28,048.35	14,449.15
2011	25,000.00	16,497.50	41,497.50	27,388.35	14,109.15
2012	30,000.00	15,497.50	45,497.50	30,028.35	15,469.15
2013	35,000.00	14,297.50	49,297.50	32,536.35	16,761.15
2014	40,000.00	12,897.50	52,897.50	34,912.35	17,985.15
2015	40,000.00	11,297.50	51,297.50	33,856.35	17,441.15
2016	45,000.00	9,637.50	54,637.50	36,060.75	18,576.75
2017	50,000.00	7,837.50	57,837.50	38,172.75	19,664.75
2018	55,000.00	5,462.50	60,462.50	39,905.25	20,557.25
2019	60,000.00	2,850.00	62,850.00	41,481.00	21,369.00
2020	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00
Remaining payments	210,000.00	25,787.50	235,787.50	155,619.75	80,167.75

Debt47, v.76

Village of Sister Bay 2016 Annual Budget

Debt Service - Wastewater Treatment Plant Expansion Fund # 48

\$900,000 was borrowed at 2.36% on 10/14/04

\$910,000 was refinanced at 4.36% on 04/15/05

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Gen	Util
2005	0.00	24,025.06	24,025.06	0.00	24,025.06
2006	25,000.00	38,270.00	63,270.00	0.00	63,270.00
2007	30,000.00	37,457.50	67,457.50	0.00	67,457.50
2008	35,000.00	36,482.50	71,482.50	0.00	71,482.50
2009	40,000.00	35,257.50	75,257.50	0.00	75,257.50
2010	45,000.00	33,757.50	78,757.50	0.00	78,757.50
2011	50,000.00	31,957.50	81,957.50	0.00	81,957.50
2012	55,000.00	29,957.50	84,957.50	0.00	84,957.50
2013	65,000.00	27,757.50	92,757.50	0.00	92,757.50
2014	70,000.00	25,157.50	95,157.50	0.00	95,157.50
2015	80,000.00	22,357.50	102,357.50	0.00	102,357.50
2016	90,000.00	19,037.50	109,037.50	0.00	109,037.50
2017	105,000.00	15,437.50	120,437.50	0.00	120,437.50
2018	105,000.00	10,450.00	115,450.00	0.00	115,450.00
2019	115,000.00	5,462.50	120,462.50	0.00	120,462.50
2020	0.00	0.00	0.00	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00
Remaining payments	415,000.00	50,387.50	465,387.50	0.00	465,387.50

Village of Sister Bay 2016 Annual Budget

Debt Service - Waterfront and Sports Complex # 50
 \$6,500,000 borrowed at 4.25% on 11/01/07
 \$6,500,000 refinanced at 4.21% on 5/24/11

Project Summary
 The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bond Anticipation Note @ 4.25%							
2002							
2003							
2004							
2005							
2006							
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2009	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2010	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2011	0.00	171,888.89	171,888.89	171,888.89	171,888.89	0.00	0.00
Refunding Bonds @ 4.21%							
2012	25,000.00	345,731.38	370,731.38	370,731.38	370,731.38	0.00	0.00
2013	75,000.00	254,506.26	329,506.26	329,506.26	329,506.26	0.00	0.00
2014	100,000.00	252,756.26	352,756.26	352,756.26	352,756.26	0.00	0.00
2015	125,000.00	250,350.01	375,350.01	375,350.01	375,350.01	0.00	0.00
2016	150,000.00	247,162.51	397,162.51	397,162.51	397,162.51	0.00	0.00
2017	200,000.00	242,881.26	442,881.26	442,881.26	442,881.26	0.00	0.00
2018	200,000.00	237,631.26	437,631.26	437,631.26	437,631.26	0.00	0.00
2019	225,000.00	231,506.26	456,506.26	456,506.26	456,506.26	0.00	0.00
2020	250,000.00	224,068.76	474,068.76	474,068.76	474,068.76	0.00	0.00
2021	300,000.00	214,756.26	514,756.26	514,756.26	514,756.26	0.00	0.00
2022	350,000.00	203,206.26	553,206.26	553,206.26	553,206.26	0.00	0.00
2023	400,000.00	188,656.26	588,656.26	588,656.26	588,656.26	0.00	0.00
2024	425,000.00	171,640.63	596,640.63	596,640.63	596,640.63	0.00	0.00
2025	450,000.00	153,875.00	603,875.00	603,875.00	603,875.00	0.00	0.00
2026	475,000.00	135,375.00	610,375.00	610,375.00	610,375.00	0.00	0.00
2027	500,000.00	115,875.00	615,875.00	615,875.00	615,875.00	0.00	0.00
2028	525,000.00	95,375.00	620,375.00	620,375.00	620,375.00	0.00	0.00
2029	550,000.00	71,812.50	621,812.50	621,812.50	621,812.50	0.00	0.00
2030	575,000.00	44,375.00	619,375.00	619,375.00	619,375.00	0.00	0.00
2031	600,000.00	15,000.00	615,000.00	615,000.00	615,000.00	0.00	0.00
	6,175,000.00	2,593,196.96	8,768,196.96	8,768,196.96	8,768,196.96	0.00	0.00
Remaining payments							

Village of Sister Bay 2016 Annual Budget

Debt Service - Johnson Property Purchase # 51
 \$5,350,000 borrowed at 2.65% on 6/01/10
 \$5,350,000 refinanced at 4.43% on 4/26/11

Project Summary
 The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen 65%	Allocated To Mar 35%	Util
Note Anticipation Note @ 2.65%							
2002	0	0	0	0	0	0	0
2003	0	0	0	0	0	0	0
2004	0	0	0	0	0	0	0
2005	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0
2011	0.00	140,987.35	140,987.35	140,987.35	0.00	140,987.35	0.00
Refunding Bonds @ 4.43%							
2012	25,000.00	323,726.13	348,726.13	348,726.13	226,671.98	122,054.15	0.00
2013	25,000.00	225,718.76	250,718.76	250,718.76	162,967.19	87,751.57	0.00
2014	75,000.00	224,578.13	299,578.13	299,578.13	194,725.78	104,852.35	0.00
2015	100,000.00	222,187.50	322,187.50	322,187.50	209,421.88	112,765.63	0.00
2016	100,000.00	219,125.00	319,125.00	319,125.00	207,431.25	111,693.75	0.00
2017	125,000.00	215,531.25	340,531.25	340,531.25	221,345.31	119,185.94	0.00
2018	150,000.00	210,875.00	360,875.00	360,875.00	234,568.75	126,306.25	0.00
2019	200,000.00	204,750.00	404,750.00	404,750.00	263,087.50	141,662.50	0.00
2020	225,000.00	197,031.25	422,031.25	422,031.25	274,320.31	147,710.94	0.00
2021	300,000.00	187,187.50	487,187.50	487,187.50	316,671.88	170,515.63	0.00
2022	300,000.00	175,562.50	475,562.50	475,562.50	309,115.63	166,446.88	0.00
2023	325,000.00	162,859.38	487,859.38	487,859.38	317,108.60	170,750.78	0.00
2024	350,000.00	148,718.76	498,718.76	498,718.76	324,167.19	174,551.57	0.00
2025	375,000.00	133,078.13	508,078.13	508,078.13	330,250.78	177,827.35	0.00
2026	400,000.00	116,125.00	516,125.00	516,125.00	335,481.25	180,643.75	0.00
2027	400,000.00	98,375.00	498,375.00	498,375.00	323,943.75	174,431.25	0.00
2028	425,000.00	79,812.50	504,812.50	504,812.50	328,128.13	176,684.38	0.00
2029	450,000.00	60,125.00	510,125.00	510,125.00	331,581.25	178,543.75	0.00
2030	500,000.00	37,500.00	537,500.00	537,500.00	349,375.00	188,125.00	0.00
2031	500,000.00	12,500.00	512,500.00	512,500.00	333,125.00	179,375.00	0.00
Remaining payments	5,125,000.00	2,259,156.27	7,384,156.27	7,384,156.27	4,799,701.58	2,584,454.69	0.00

Village of Sister Bay 2016 Annual Budget

Debt Service - Marina Expansion Project #52

\$850,000 was borrowed from the 2011 Stewardship Grant at 2.0% on 12/01/11

Project Summary	Principal Payment	Interest Payment	Total Cost	Allocated To		
				0.00% Gen	100.00% Mar	0.00% Util
The table shows the debt schedule.						
Internal TIF Loan						
Note: \$850,000 borrowed from TIF fund for 20 years with payments of \$51,983.21 per year.						
2006					0	0
2007					0	0
2008					0	0
2009					0	0
2010					0	0
2011					0	0
2012	34,983.21	17,000.00	51,983.21	0	51,983.21	0
2013	35,682.87	16,300.34	51,983.21	0	51,983.21	0
2014	36,396.53	15,586.68	51,983.21	0	51,983.21	0
2015	37,124.46	14,858.75	51,983.21	0	51,983.21	0
2016	37,866.95	14,116.26	51,983.21	0	51,983.21	0
2017	38,624.29	13,358.92	51,983.21	0	51,983.21	0
2018	39,396.78	12,586.43	51,983.21	0	51,983.21	0
2019	40,184.71	11,798.50	51,983.21	0	51,983.21	0
2020	40,988.41	10,994.80	51,983.21	0	51,983.21	0
2021	41,808.17	10,175.04	51,983.21	0	51,983.21	0
2022	42,644.34	9,338.87	51,983.21	0	51,983.21	0
2023	43,497.23	8,485.99	51,983.22	0	51,983.22	0
2024	44,367.17	7,616.04	51,983.21	0	51,983.21	0
2025	45,254.51	6,728.70	51,983.21	0	51,983.21	0
2026	46,159.60	5,823.61	51,983.21	0	51,983.21	0
2027	47,082.80	4,900.42	51,983.22	0	51,983.22	0
2028	48,024.45	3,958.76	51,983.21	0	51,983.21	0
2029	48,984.94	2,998.27	51,983.21	0	51,983.21	0
2030	49,964.64	2,018.57	51,983.21	0	51,983.21	0
2031	50,963.94	1,019.28	51,983.22	0	51,983.22	0
Remaining payments	\$705,812.93	\$125,918.46	\$831,731.39	\$0.00	\$831,731.39	\$0.00

Debt Service - Beach Expansion Fund # 53

\$400,000 was borrowed at 2.09% on 05/19/15.
 Ballon payment due on 11/16/19.

Project Summary

The table shows the debt schedule.

		Principal Payment	Interest Payment	Total Cost	Total	Allocated To		Util
						Gen	Mar	
Bank Borrow @ 2.09%	2015	36,317.21	8,282.79	44,600.00	44,600.00	44,600.00		
	2016	37,069.52	7,530.48	44,600.00	44,600.00	44,600.00		
	2017	37,880.53	6,719.47	44,600.00	44,600.00	44,600.00	0.00	0.00
	2018	38,687.49	5,912.51	44,600.00	44,600.00	44,600.00	0.00	0.00
	2019	250,045.25	5,088.37	255,133.62	255,133.62	255,133.62	0.00	0.00
	2020					0.00	0.00	0.00
	2021					0.00	0.00	0.00
	2022					0.00	0.00	0.00
	2023					0.00	0.00	0.00
	2024					0.00	0.00	0.00
	2025					0.00	0.00	0.00
		400,000.00	33,533.62			433,533.62		
Remaining payments		763,682.79	58,784.45	388,933.62	388,933.62	822,467.24	0.00	0.00

Debt Service - Garot Loan for Infrastructure Fund # 54

\$530,000 was borrowed at 2.60% on 04/15/15.

\$530,000 was returned to Baylake Bank on 8/25/15.

Project Summary

The table shows the debt schedule.

		Principal Payment	Interest Payment	Total Cost	Total	Allocated To		Util
						Gen	Mar	
Bank Borrow @ 2.60%	2015	0.00	6,908.87	6,908.87	6,908.87	6,908.87		0.00
	2016	0.00	13,788.04	13,788.04	13,788.04	13,788.04		0.00
	2017	31,058.75	13,670.39	44,729.14	44,729.14	44,729.14	0.00	0.00
	2018	63,374.87	12,357.25	75,732.12	75,732.12	75,732.12	0.00	0.00
	2019	65,038.76	10,693.36	75,732.12	75,732.12	75,732.12	0.00	0.00
	2020	66,739.91	8,992.21	75,732.12	75,732.12	75,732.12	0.00	0.00
	2021	68,503.25	7,228.87	75,732.12	75,732.12	75,732.12	0.00	0.00
	2022	70,297.08	5,435.04	75,732.12	75,732.12	75,732.12	0.00	0.00
	2023	72,142.70	3,589.42	75,732.12	75,732.12	75,732.12	0.00	0.00
	2024	74,034.67	1,697.45	75,732.12	75,732.12	75,732.12	0.00	0.00
	2025	18,810.01	122.98	18,932.99	18,932.99	18,932.99	0.00	0.00
		530,000.00	84,483.88			614,483.88		
Remaining payments		1,060,000.00	162,058.89	607,575.01	607,575.01	1,222,058.89	0.00	0.00

Debt Service - Braun Property Land Purchase Fund # 55
 \$630,000 was borrowed at 2.60% on 04/28/15.

Project Summary
 The table shows the debt schedule.

		Principal Payment	Interest Payment	Total Cost	Total	Allocated To		Util
						Gen	Mar	
Bank Borrow @ 2.60%	2015	27,718.27	8,326.50	36,044.77	36,044.77	36,044.77		
	2016	56,540.41	15,549.13	72,089.54	72,089.54	72,089.54		
	2017	58,084.77	14,004.77	72,089.54	72,089.54	72,089.54	0.00	0.00
	2018	59,626.05	12,463.49	72,089.54	72,089.54	72,089.54	0.00	0.00
	2019	61,208.22	10,881.32	72,089.54	72,089.54	72,089.54	0.00	0.00
	2020	62,805.52	9,284.02	72,089.54	72,089.54	72,089.54	0.00	0.00
	2021	64,498.90	7,590.64	72,089.54	72,089.54	72,089.54	0.00	0.00
	2022	66,210.36	5,879.18	72,089.54	72,089.54	72,089.54	0.00	0.00
	2023	67,967.25	4,122.29	72,089.54	72,089.54	72,089.54	0.00	0.00
	2024	69,763.03	2,326.51	72,089.54	72,089.54	72,089.54	0.00	0.00
	2025	35,577.22	467.64	36,044.86	36,044.86	36,044.86	0.00	0.00
		630,000.00	90,895.49			720,895.49		
Remaining payments		1,232,281.73	173,464.48	684,850.72	684,850.72	1,405,746.21	0.00	0.00



Village of Sister Bay Zoning, Utility and Development Fees 2016

All fees, rates, permits and charges are subject to change.

Check the Village's web site at www.sisterbaywi.gov for the most current amounts.

Building permit fees are assessed by the Village's contract inspection company – Inspection Specialists, LLC, or in the case of commercial properties -- the State Building Inspector, Roger Strege. To reach Bret Guillett of Inspection Specialists, call 920-495-3232. To reach Roger Strege call 920-336-2857. If building permit fees are required they must be paid separately.

Permit or Fee by Type		Fee(3)
1	Preliminary subdivision plats	\$250(1)
2	Residential condominium	\$250(2)
3	Commercial condominium	\$250(4)
4	Certified survey maps	\$100
5	Driveway approach permits	\$25
6	Site plan, landscaping and building plan review	\$250
7	Sign permit	\$50(7)
8	Sandwich board sign	\$20
9	Special event or fund raising	\$50 (5)
10	Special plan commission or board meeting	Cost
11	Rezoning map change	\$400
12	Zoning code text change	\$400
13	Conditional use permit	\$400
14	Official map amendment	\$400
15	Amendment to conditional use	\$250
16	Planned Unit development	\$250(2)
17	Appeal to Zoning Board of Appeals	\$500
18	Standard zoning permit	\$50
19	Zoning permit accessory use structure	\$25
20	Engineering analysis	Cost
21	Village Property status reports	\$30
22	Development Agreement Fee	\$2,000 (6)
23	Fee in leu of Parking (per space)	\$1500

Notes:

Mixed commercial and residential projects shall have the fees calculated based upon actual numbers of units by type.

1 Plus \$50 per dwelling unit

2 Plus \$50 per dwelling unit

3 Plus legal notice, recording, publication fees if required and all engineering fees

4 Plus \$50 per business unit

5 Non-profits located, no fee.

6 The development agreement fee is a deposit and the balance of costs will be reimbursed to the developer.

7 Replacement of existing signs shall have no fee.

Impact Fees		Fee
1	Wastewater Treatment Plant Impact Fee	\$653
2	Water Tower Impact Fee	\$1,478
3	Downtown Utilities Impact Fee	\$861

Note: Each of the impact fees are charged based upon the count of water and sanitary fixture units for the building. If the count of water and sanitary fixture units totals 225 gallons per day that is equivalent to one REU.

Impact fees are due when the building permit is applied for.

Utility Fees, Charges and Rates		Fee
1	Sewer Connection Fee >>> See the attached schedule..	
2	Well Permits	\$50
3	Utility Property Status Reports	\$30
4	Lateral Permit Inspection Fee	\$20

SEWER & WATER RATE SCHEDULE

Effective March 19, 2015

METER SIZE	SEWER	WATER	FIRE	TOTAL
Rate	CHARGES	CHARGES	PROTECT	BASE
				CHARGE
5/8 inch meter	\$84.20	\$29.40	\$7.85	\$121.45
3/4 inch meter	\$84.20	\$29.40	\$7.85	\$121.45
1 inch meter	\$210.50	\$57.00	\$19.50	\$287.00
1½ inch meter	\$421.00	\$107.25	\$39.00	\$566.25
2 inch meter	\$673.60	\$167.25	\$63.00	\$903.85
3 inch meter	\$1,263.00	\$318.75	\$117.00	\$1,698.75
4 inch meter		\$345.00	\$195.00	
6 inch meter		\$405.00	\$391.00	

SEWER RATES

\$3.07 / 1,000 gallons

WATER RATES

First 30,000 gallons - \$2.58/1000 gallons
 Next 20,000 gallons - \$2.45/1000 gallons
 Next 50,000 gallons - \$2.30/1000 gallons
 Over 100,000 gallons - \$2.00/1000 gallons

NON-SUFFICIENT FUNDS CHARGE

NSF \$25.00

WATER RECONNECTION CHARGE

	During	After
	business hours	
Reinstallation of Meter	\$30.00	\$45.00
Valve turned on curb stop	\$25.00	\$37.00

Amendment History

Initial Approval: February 9, 2005
 Amended: October 29, 2005
 Amended: November 21, 2006
 Amended: November 19, 2007
 Amended: August 12, 2008
 Amended: November 4, 2008
 Amended: July 1, 2009
 Amended: November 11, 2010
 Amended: January 1, 2012
 Amended: July 1, 2013
 Draft July 15, 2014
 Amended: March 19, 2015
 Amended: November 17, 2015



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 11/17/15
Item No. 3

Recommendation: That the Board uphold previous action and formalize a financial services arrangement with Ms. Neuman for continued services.

Background: The Village has actively searched for a new finance director since June of 2015. In that time, we have been unable to reach the negotiation stage of hiring with a desirable candidate.

The personnel committee has addressed the job posting, and the position was re-advertised as a "Financial Supervisor". This drew relatively few applicants. It should be noted that there are at least 130 local government finance officer vacancies listed Municipal league sites at this time.

To compound the labor issue, Ms. Baker will be taking leave for a period of at least 8 weeks beginning November 20.

I propose that Ms. Neuman be engaged to perform the financial aspects of Ms. Baker's position, and to be available for training and familiarization of an eventual replacement financial supervisor.

We anticipate that Ms. Neuman will be engaged at least 2-3 days per week, and bills at \$40 per hour.

Fiscal Impact: unknown at this time.

At your service, I am

Zeke Jackson
Village Administrator

PROPOSAL, revision #2
Accounting Services
for the Village of Sister Bay
November 10, 2015

I, Juliana Neuman, propose to provide the following services to the Village during the remainder of 2015 at an hourly rate of \$40/hour:

July and August

- IRS Forms filed: 2nd Quarter 941 and Annual 720 (PCOR)
- All bank statements reconciled through June 30, 2015.
- All Accounts Receivable and Payable reconciled through June 30, 2015.
- Payroll deductions and expenditures adjusted to zero out liability account balances by year-end.
- CIP Reserves spreadsheet updated through June 30, 2015.
- 2014 Budget Actuals verified against 2014 Audited Financial Statements.
- Review of Sewer and Water Utility cash balances for future departmental balance sheets.

4th Quarter, 2015

- Revise Village Chart of Accounts to conform to the Wisconsin State Chart of Accounts, as recommended by Village auditors, in preparation for a Caselle software upgrade to Clarity in the spring of 2016.

1st & 2nd Quarters, 2016

- Submit new Chart of Account format to Civics for Clarity upgrade.
- Create new Budget format based on new Chart of Accounts.
- Eliminate/simplify fund transfers, per Zeke.

Added 8/18/15 (until further notice):

- Reconcile all bank statements.
- Prepare monthly Board Report on Appropriations.

Added 8/20/15

- Record 2015 final tax settlement.
- Review Budget formatting and proof all totals.

Added 11/10/15 (prior to and during Martha Baker's absence)

- Enter Utility Payables and print Utility checks.
- Record Utility payments in Caselle.
- Handle correspondence with title services and refer meter reading requests to staff.
- Monitor Utility task due dates.
- Update payroll set-up as needed, including year-end reports and 2016 set-up.
- Review Payables and Payroll as prepared by Christy Sully.
- Submit IRS Form 941 for 3rd and 4th Quarters
- Continue reconciling Accounts Receivable and Payable.
- Train new Finance Director as needed.

 Zeke Jackson, Village Administrator

 Dave Lienau, Village President



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 11/17/15
Item No. 4

Recommendation: That the Board accept the recommendation of the Utilities Committee and award a contract to REL for services related to the Wastewater Plant's grit removal system.

Background: The Wastewater Treatment Plant's grit removal system was modified approximately 16 years ago. This system was installed with significant portions being constructed of carbon steel. Over time, this has degraded. Further, the concrete channel, installed when the plant was built, also shows signs of degradation. This should be addressed immediately in order to maintain operation of the wastewater plant.

The proposal from REL covers engineering and other aspects related to bidding and administration of construction; similar to how we have managed our other major projects. Total costs in this proposal are \$48,500.

Fiscal Impact: \$48,500 from the WWTP replacement fund, plus construction costs are uncertain at this time, but are estimated at \$175,000. We will know a final number once bids are received.

At your service, I am

Zeke Jackson
Village Administrator



Robert E. Lee & Associates, Inc.

Engineering, Surveying, Environmental Services

Green Bay Office
1250 Centennial Centre Boulevard
Hobart, WI 54155-8995
920-662-9641
www.releeinc.com

November 3, 2015

Mr. Steve Jacobson
VILLAGE OF SISTER BAY
P. O. Box 91
Sister Bay, WI 54234

RE: Proposal for Grit Removal System Modifications

Dear Steve:

Robert E. Lee and Associates, Inc., (REL) is pleased to provide this engineering services proposal for modifications to the grit removal system for the existing wastewater treatment facility serving the Village of Sister Bay.

INTRODUCTION AND BACKGROUND

The wastewater treatment facility serving the Village of Sister Bay has been in service for over twenty years and utilizes a multi-channel oxidation ditch for wastewater treatment and aerobic digestion for stabilization of the sludge. Preliminary treatment includes fine screening and grit removal.

The grit removal consists of a vortex style grit chamber to separate the grit from the organics. The vortex grit chamber was part of the original construction. Grit was periodically pumped from the grit chamber utilizing an air lift pump and discharged into a separation chamber for gravity dewatering. Approximately sixteen years ago, the original grit system was modified by adding a grit pump and grit classifier for washing and dewatering. The grit is conveyed to a dumpster for disposal.

The grit classifier has significant corrosion issues and should be replaced. In addition, vortex grit shaft and grit paddles were constructed of carbon steel and require surface preparation and recoating. The carbon steel baffles should be replaced with stainless steel baffles. The concrete channel leading to the grit chamber is also exhibiting early stages of corrosion and should be repaired and a protective coating system applied.

November 3, 2015
Mr. Steve Jacobson
VILLAGE OF SISTER BAY
Page 2

Therefore, the Village of Sister Bay has requested REL to provide an engineering services agreement associated with preparing a brief engineering report that addresses the proposed modifications for Wisconsin Department of Natural Resources (WDNR) submittal, preparation of plans and specifications for the proposed improvements, bidding assistance, part-time construction assistance, and start-up services.

Scope of Services

The proposed scope of services for the Village of Sister Bay wastewater treatment modifications is summarized in the attached Agreement For Engineering Services.

Project Schedule

We can begin work within approximately one week of receiving authorization to proceed. We expect to complete the engineering report within three to four weeks. We estimate we can complete the preparation of plans and specifications within six weeks, following completion of the engineering report. Construction should be able to begin in early 2016 with substantial completion mid-2016.

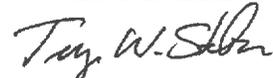
Terms And Conditions

We propose to complete the scope of services described in this proposal in accordance with the attached Engineering Services Agreement.

We appreciate this opportunity to continue to provide engineering services to the Village of Sister Bay. If you have any questions concerning this proposal, please call Mr. Terry Stebor at 920-544-4526.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Terry W. Stebor, P.E.
Water/Wastewater Engineering Manager



David K. Welsing, V.P.
Construction Services Manager

TWS/DKW/NJM

ENC.

CC/ENC.: Zeke Jackson, Village of Sister Bay Administrator

**AGREEMENT FOR ENGINEERING SERVICES
WASTEWATER TREATMENT PLANT MODIFICATIONS
VILLAGE OF SISTER BAY
AND ROBERT E. LEE & ASSOCIATES, INC.**

THIS AGREEMENT for engineering services for the Wastewater Treatment Plant Modifications Project is made this _____ day of November 2015, by and between the Village of Sister Bay, P.O. Box 91, Sister Bay, Wisconsin, 54234, Door County, Wisconsin, hereinafter referred to as the "Owner," and Robert E. Lee & Associates, Inc., a Wisconsin Corporation authorized to provide engineering and related services in the State of Wisconsin, hereinafter referred to as "Engineer."

WITNESSETH

WHEREAS, the Owner requires engineering services for modifications at the Village of Sister Bay wastewater treatment plant; and,

WHEREAS, the Engineer is knowledgeable in said engineering services and has available and offers to provide personnel and facilities necessary to accomplish the work and services within the required time limits of the Owner.

NOW, THEREFORE, Owner and Engineer agree as follows:

I. DESCRIPTION OF PROJECT

Owner and Engineer agree that the project is described in Exhibit A "Scope of Engineering Services." If, during the course of performing the work, Owner and Engineer agree that it is necessary to make changes in the project as described in the exhibit, such changes will be incorporated into the Agreement by written amendment.

II. SCOPE OF ENGINEERING SERVICES

Engineer agrees to perform those services, which are more particularly described hereafter. Unless modified in writing by both parties, duties of the Engineer shall not be construed to exceed those services specifically set forth herein.

A. Planned Engineering Services

Engineer agrees to perform those planned tasks described in Exhibit A "Scope of Engineering Services."

B. Special Engineering Services

Owner and Engineer agree that there may be certain portions of the work that may be required to be performed by the Engineer that cannot be defined sufficiently at the time of execution of this Agreement, and that incidental work related to the project and not covered in Exhibit A may be needed during performance of this Agreement. It is intended that such

categories of work be classified as Special Engineering Services. Any such work shall be defined in writing and authorized in writing prior to execution of such work

III. SCOPE OF OWNER SERVICES

Owner agrees to provide the Engineer items such as existing plans and history of the project area that may be applicable to the project.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the Owner grants the Engineer specific authorization to proceed with the work described in Exhibit A "Scope of Engineering Services." The work shall proceed as required by the Owner.

For Special Services, the authorization by the Owner shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the Owner and the Engineer.

V. COMPENSATION

For the services as described in Exhibit A "Scope of Engineering Services," which are to be performed by the Engineer, the Owner agrees to pay, and the Engineer agrees to accept compensation for the services as stated in the attached Exhibit A "Scope of Engineering Services." Compensation for Special Services shall be as agreed upon by the Owner and Engineer and set forth in the written authorization for Special Services.

Payment to the Engineer is due upon receipt of invoice by the Owner for services rendered. Engineer will submit invoices to Owner once monthly. Each invoice is due and payable within thirty (30) calendar days of the date of invoice, unless agreed otherwise. If payment is not made within thirty (30) calendar days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of one (1.5) percent per month or the maximum interest rate permitted by law, whichever is less. If a dispute arises as to the charges and the Owner notifies the Engineer in writing of said dispute within the thirty (30) calendar day time period, then no interest will accrue on the disputed portion only until thirty (30) calendar days after said dispute is resolved. Payments made by the Owner will be first applied to any interest due and payable on a particular invoice.

VI. RESPONSIBILITY OF ENGINEER

The Engineer is employed to render a professional service only, and any payments made to the Engineer are compensation solely for such services rendered and recommendations made in carrying out the work. The Engineer shall follow the practice of the civil engineering profession to make findings, opinions, factual presentations, and professional advice and recommendations.

VII. ALLOCATION OF RISK

The Engineer agrees to indemnify, defend, and hold harmless the Owner, its agents, employees, or representatives from and against all liability arising out of the sole negligent acts of the Engineer, its agents, employees, or representatives in the performance of the Engineers duties under this Agreement.

The Owner agrees to indemnify, defend, and hold harmless the Engineer, its agents, employees, or representatives from and against all liability arising out of sole negligent acts of the Owner, its agents, employees, or representatives in the performance of the Owners duties under this Agreement.

The Engineer's total liability to the Owner and any party claiming by, through or under the Owner for any cost, loss or damages caused in part by the negligence of the Engineer and in part by the negligence of the Owner or any other negligent entity or individual shall not exceed the percentage share that the Engineer's negligence bears to the total negligence of the Engineer, Owner and all other negligent entities and individuals.

VIII. INSURANCE

The Engineer shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages, which may arise from the performance of work under the Agreement. The client agrees to limit the liability of the Engineer to the extent of the Engineer's insurance or as otherwise stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit of liability for bodily injury and property damage shall be \$1,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit of liability for bodily injury and property damage shall be \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Engineer. The limit of liability shall be \$2,000,000.

IX. SUBCONTRACTS

The Engineer shall be entitled, to the extent determined appropriate by the Engineer, to subcontract any portion of the work to be performed under this project. The Engineer shall be responsible to the Owner for the actions of persons and firms performing subcontract work for the Engineer.

X. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the Owner or Engineer without the prior written consent of the other.

XI. INTEGRATION

This Agreement represents the entire understanding of the Owner and Engineer as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XII. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XIII. SUSPENSION OF WORK

The Owner may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Owner make normal progress in the performance of the work impossible. The Engineer may request that the work be suspended by notifying the Owner, in writing, of circumstances, which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended.

XIV. TERMINATION OF WORK

Either the Owner or the Engineer may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by fifteen (15) calendar days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Engineer shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed ten (10) percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Engineer shall be compensated for the completed portion of the work based on work actually performed prior to the effective date of termination plus work required for filing and closing. Charges for the latter work are subject to the ten (10) percent limitation described in this Article.

XV. NOTICE AND DEMAND

Any notice, demand, or communication under this AGREEMENT by any party to the other party shall be given or delivered by first class mail, registered or certified mail, postage paid, return receipt requested or delivered in person as follows to:

OWNER: Village of Sister Bay
P.O. Box 91
Sister Bay, WI 54234

ENGINEER: Robert E. Lee & Associates, Inc.
C/O Mark J. Larson., CPA, CGMA, President
1250 Centennial Centre Blvd
Hobart, WI 54155-8995

The above addresses or designated party may be changed at any time by the parties by giving notice in writing in the manner provided above.

XVI. CONSTRUCTION

All parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party whatsoever by virtue of that party having drafted the document or any portion thereof.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____
Mark J. Larson., CPA, CGMA, President

By: _____

Date: _____

Date: _____

By: _____
Terry W. Stebor, P. E., Project Manager

By: _____

Date: _____

Date: _____

A

EXHIBIT A

SCOPE OF ENGINEERING SERVICES AND FEES

**SCOPE OF ENGINEERING SERVICES AND FEES
WASTEWATER TREATMENT PLANT MODIFICATIONS
VILLAGE OF SISTER BAY**

SCOPE OF ENGINEERING SERVICES

The following provides the scope of engineering services for the wastewater treatment modifications project. The scope of the project is generally described as follows:

- Replace the grit classifier and conveyor.
 - Surface preparation and recoating of the vortex grit separator equipment.
 - Surface preparation and recoating of the concrete channel.
 - Upgrading of associated electrical controls associated with the grit system.
- A. Design Phase
1. Finalize design concepts, confirm process sizing and design basis. Prepare an engineering letter report to establish the recommended modifications, recommended locations, integration of the proposed modifications into the existing facility, and estimated construction cost of the proposed facilities.
 2. Prepare preliminary plans and specifications.
 3. Review preliminary plans and specifications with the Owner.
 4. Make revisions and develop final construction plans, specifications, and bidding documents detailed sufficiently for construction and all approvals.
 5. Forward final plans and specifications and the engineering report to the Wisconsin Department of Natural Resources (WDNR) for review and approval.
- B. Bidding Phase
1. Prepare advertisement for bid and submit to local paper. All costs for advertisement shall be paid by the Owner.
 2. Assist the Owner in obtaining construction bids to include:
 - Distributing plans and specifications to interested contractors—via QuestCDN.com. All printing costs shall be paid for by the Owner.
 - Answer contractors' questions.
 - Receive bids.
 - Attend bid opening.
 - Review and prepare recommendation for award of contract.
- C. Construction Administration Phase
1. Assist with award of contract.
 2. Administer a preconstruction meeting to include the Owner and the Contractor.
 3. Review Contractor's submittals for conformance with plans and specifications.
 4. Administer and coordinate the contract work.
 5. Process payment requests.
 6. Process change orders (if required).
 7. Process project closeout documents.

8. Prepare and forward as-built plans using inspector's records and field measurements as required.
- D. Construction Observation Phase
1. Provide part-time construction inspection services for the wastewater modifications as needed. Estimate is based on a total of ten trips.
 2. Review the construction when the contractor indicates the work is substantially complete. A punch list will be prepared in conjunction with the Owner and distributed to the contractor. Visit the site to determine all punch list items are completed.
- E. O&M Manual/Project Start-Up Phase
1. Update the existing operation and maintenance manual with manufacturer's manuals.
 2. Provide start up and training services including coordination of manufacturer training and consultation during start-up.
 3. Visit the site nine months after final completion to prepare a punch list of items that need to be addressed prior to the end of the warranty period. Coordinate completion of all items on the punch list.

PROPOSED COSTS

Service	Cost
A. Design Phase	\$20,000 (T&M)
B. Preparation of Clean Water Fund Application	NOT APPLICABLE
C. Bidding Phase	\$ 4,500 (T&M)
D. Construction Administration Phase	\$ 9,500 (T&M)
E. Clean Water Fund Administration	NOT APPLICABLE
F. Construction Observation Phase (Part-Time)	\$10,000 (T&M)
G. O&M Manual/Project Start-Up Phase	\$ 4,500 (T&M)
	\$48,500

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	30037	Reconnect street light @ beach	10/30/2015	1,226.01	1,226.01	11/12/2015
Total 10005					1,226.01	1,226.01	
10007	ACTION APPRAISERS INC	1527	Assessor	11/03/2015	2,875.00	2,875.00	11/05/2015
Total 10007					2,875.00	2,875.00	
10110	AFLAC	694182	Employee-funded premium	11/12/2015	292.96	292.96	11/12/2015
Total 10110					292.96	292.96	
10128	ADVANCED SAFETY TECHNOLOGY INC	21908W	Safety & Health Program	10/19/2015	1,830.00	1,830.00	10/29/2015
Total 10128					1,830.00	1,830.00	
12232	BISSEN ASPHALT LLC	30679	Blacktop patch for propane tank	10/28/2015	820.00	820.00	11/05/2015
Total 12232					820.00	820.00	
13499	BRUCE MUNICIPAL EQUIP INC	SB15352	Equipment repair - trackless	11/06/2015	2,155.38	2,155.38	11/12/2015
Total 13499					2,155.38	2,155.38	
14309	CARDMEMBER SERVICE	2975	Certified mail	09/23/2015	6.74		
		4299	Postage	10/16/2015	13.48		
		7868-7942	Marina Fest signs returned	10/10/2015	149.58	-	
Total 14309					129.36	.00	
14310	CAPTAIN COMMODOES INC	27390	Commode rental - Dog Park	10/31/2015	75.00	75.00	11/12/2015
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	NOV15	internet/ adm bldg	10/23/2015	149.99	149.99	11/05/2015
		CT2015MARINA	internet - Marina	10/13/2015	145.00	145.00	10/22/2015
Total 17501					294.99	294.99	
17519	COUNTRY WALK BP-AMOCO	1260	Village gas -	11/04/2015	38.46	38.46	11/12/2015
Total 17519					38.46	38.46	
20007	DELTA DENTAL OF WIS	842204	Dental insurance	10/22/2015	1,041.73	1,041.73	10/29/2015
Total 20007					1,041.73	1,041.73	
20399	DONOHUE & ASSOC	12032-50	Bayshore Dr engineering - water	10/12/2015	770.00	770.00	10/22/2015
			Bayshore Dr engineering - sewer		1,060.00	1,060.00	10/22/2015
Total 20399					1,830.00	1,830.00	
20452	DOOR COUNTY IT DEPT	40011274	Admin Fee	10/30/2015	6.13	6.13	11/12/2015
			Tech Support - Village		153.34	153.34	11/12/2015
Total 20452					159.47	159.47	
20460	DOOR COUNTY CLERK'S OFFICE	2015 DOG	2015 Dog License fee	11/09/2015	147.50	147.50	11/12/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20460					147.50	147.50	
20469	DOOR COUNTY VISITOR BUREAU	6183	Pictures	10/20/2015	12.50	12.50	10/29/2015
			Pictures		37.50	37.50	10/29/2015
			Text		12.50	12.50	10/29/2015
			Text		37.50	37.50	10/29/2015
			Renewal - membership- Village		250.00	250.00	10/29/2015
			Renewal - membership - Marina		125.00	125.00	10/29/2015
Total 20469					475.00	475.00	
20472	DOOR COUNTY YMCA	1516-0017	YMCA Classes - Sister Bay	09/30/2015	10,426.00		
Total 20472					10,426.00	.00	
20504	EMPLOYER SERVICES LLC	E4332	Claims Management - HRA	10/15/2015	3,000.00	3,000.00	10/22/2015
Total 20504					3,000.00	3,000.00	
20505	EMPLOYEE BENEFITS CORP.	1370836	Dependent Care - FSA	11/05/2015	433.82		
			Health Care FSA		294.00		
			Medical excess credit		227.88	-	
Total 20505					499.94	.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR1024150	PRINT PAPER CHECK TO UPDATE GL /	10/29/2015	3,669.26	3,669.26	10/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		858.16	858.16	10/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		3,042.63	3,042.63	10/30/2015
		PR1107150	PRINT PAPER CHECK TO UPDATE GL /	11/12/2015	3,211.20	3,211.20	11/13/2015
			PRINT PAPER CHECK TO UPDATE GL /		750.98	750.98	11/13/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,476.88	2,476.88	11/13/2015
Total 20512					14,009.11	14,009.11	
20515	FERRELL GAS	1088950722	Set up/connect propane tank	10/07/2015	3,814.55	3,814.55	11/05/2015
			Maintenance Bldg		663.64	663.64	11/05/2015
		1088971079	propane Library	10/05/2015	90.33	90.33	11/05/2015
		1089006408	propane fire station	10/07/2015	304.48	304.48	11/05/2015
Total 20515					4,873.00	4,873.00	
20518	EPHRAIM WELLWATER TESTING	2015087	well testing @ Old Helm's Park	10/17/2015	50.00	50.00	10/22/2015
Total 20518					50.00	50.00	
20599	EVENSON LAUNDRY INC	697072	Entrance mats - Admin Bldg	10/06/2015	28.00	28.00	11/05/2015
			Entrance mats - Fire Station		72.00	72.00	11/05/2015
Total 20599					100.00	100.00	
30609	FASTENAL	WISTU97489	Shop supplies - safety cones	10/16/2015	21.11	21.11	10/29/2015
			Shop supplies		17.63	17.63	10/29/2015
		WISTU97807	Shop supplies - safety cones	10/29/2015	232.23	232.23	11/12/2015
Total 30609					270.97	270.97	
30701	FRONTIER	NOV2015	Sports Cplx phone	10/25/2015	96.27	96.27	11/05/2015
		NOV2015V	Admin Bldg phone	10/25/2015	190.03	190.03	11/12/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30701					286.30	286.30	
30704	GANNETT WI NEWSPAPERS	9351530	Legal notices - Village	10/30/2015	123.58	123.58	11/12/2015
			Job notices - Finance Director		154.00	154.00	11/12/2015
Total 30704					277.58	277.58	
30750	GOING CO INC	123997-1015	garbage - Fall Fest	10/30/2015	820.81	820.81	11/12/2015
			recycle - Village		681.80	681.80	11/12/2015
			garbage - Village		8,217.59	8,217.59	11/12/2015
		325803 - 1015	recycling - Fire Station	10/30/2015	48.06	48.06	11/12/2015
Total 30750					9,768.26	9,768.26	
30751	GREAT-WEST	PR1024150	Great West Deferred Comp. DEFERREC	10/29/2015	1,148.20	1,148.20	10/30/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	10/30/2015
		PR1107150	Great West Deferred Comp. DEFERREC	11/12/2015	1,148.20	1,148.20	11/13/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	11/13/2015
Total 30751					2,970.00	2,970.00	
30757	GRUETT'S	7256P	2013 Polaris Brutus - filters	10/28/2015	97.74	97.74	11/12/2015
Total 30757					97.74	97.74	
31815	HERLACHE SMALL ENGINE INC	131389	leaf blower repair	10/16/2015	22.75	22.75	11/12/2015
Total 31815					22.75	22.75	
31818	JIM HIRSCHMILLER	102915	Boots reimb	10/29/2015	44.76	44.76	11/05/2015
Total 31818					44.76	44.76	
34850	HOCKERS EXCAVATING INC	521	trench propane tank	10/24/2015	2,040.00	2,040.00	11/05/2015
Total 34850					2,040.00	2,040.00	
40956	INNOVATIVE PRINTING LLC	20095	Receipt book - Village	09/30/2015	162.00	162.00	10/29/2015
		20107	Way Finding Plan	09/30/2015	225.00	225.00	10/29/2015
		20113	Way Finding Yard Signs	09/30/2015	112.00	112.00	10/29/2015
		20114	Way Finding Posters	09/30/2015	43.00	43.00	10/29/2015
		20118	Way Finding Banner	09/30/2015	298.00	298.00	10/29/2015
		20179	Way Finding Plan	09/30/2015	137.00	137.00	10/29/2015
Total 40956					977.00	977.00	
41090	JUNGWIRTH'S ACE HARDWARE	2294-1015	festival/events	10/30/2015	34.48	34.48	11/12/2015
			Maintenance - Admin Bldg		2.49	2.49	11/12/2015
			Maintenance - Village Hall		18.96	18.96	11/12/2015
			Maintenance - Post Office		4.99	4.99	11/12/2015
			Maintenance - Fire Station		31.47	31.47	11/12/2015
			supplies - Custodial		24.97	24.97	11/12/2015
			supplies - Shop supplies		28.45	28.45	11/12/2015
			Tools/Minor Equip - Village		41.47	41.47	11/12/2015
			Maintenance - Parks		6.99	6.99	11/12/2015
			Maintenance - Sports Complex		14.96	14.96	11/12/2015
			Maintenance - Street		5.99	5.99	11/12/2015
			Maintenance - Vehicle		28.95	28.95	11/12/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Maintenance - Equipment Village		9.96	9.96	11/12/2015
			Maintenance - Dock Building		4.49	4.49	11/12/2015
			Maintenance - Dock		70.15	70.15	11/12/2015
			TKH - maintenance		8.49	8.49	11/12/2015
Total 41090					337.26	337.26	
41103	KANSAS CITY LIFE	NOV 2015	Disability Insurance	10/19/2015	413.14	413.14	10/22/2015
Total 41103					413.14	413.14	
41106	NICOLE KRAUEL	0026	Marina Mgr Contracted Services	10/19/2015	925.00	925.00	10/22/2015
		0027	Marina Mgr Contracted Services	10/23/2015	925.00	925.00	11/05/2015
Total 41106					1,850.00	1,850.00	
41137	ROBERT KUFRIN	722-1020	Quarry	10/26/2015	1,820.00	1,820.00	10/29/2015
Total 41137					1,820.00	1,820.00	
41205	LAMPERT'S LUMBER	20360208	Street Signs	09/28/2015	56.43	56.43	11/12/2015
		20360209	Maintenance - Post Office	09/28/2015	27.98	27.98	11/12/2015
		20360755	Maintenance - Soccer Shed	10/02/2015	35.65	35.65	11/12/2015
		20360912	Maintenance - Soccer Shed	10/05/2015	186.62	186.62	11/12/2015
		20360956	Maintenance - Soccer Shed	10/05/2015	9.98	9.98	11/12/2015
		20361020	Maintenance - Soccer Shed	10/06/2015	6.65	6.65	11/12/2015
		20361070	Maintenance - TKH rink	10/06/2015	395.76	395.76	11/12/2015
		20361138	Maintenance - Soccer Shed	10/07/2015	94.45	94.45	11/12/2015
		20361164	Maintenance - Soccer Shed	10/07/2015	15.26	15.26	11/12/2015
		20361254	Picnic Tables	10/08/2015	14.99	14.99	11/12/2015
		20361332	Maintenance - Streets	10/09/2015	25.98	25.98	11/12/2015
		20361385CM	CM - street repair	10/09/2015	12.99 -	12.99 -	11/12/2015
			Maintenance - Soccer Shed		24.20 -	24.20 -	11/12/2015
		20361466	Barricades - Fall Fest	10/12/2015	42.59	42.59	11/12/2015
		20362112	Plan copies - Dave Schmitz	10/19/2015	21.00	21.00	11/12/2015
		20362403	Maintenance - Soccer Shed	10/22/2015	5.29	5.29	11/12/2015
		20362404	Gloves - Jake	10/22/2015	26.49	26.49	11/12/2015
		20362519	Maintenance - Dock Bldg	10/23/2015	49.87	49.87	11/12/2015
Total 41205					977.80	977.80	
41212	ROBERT E LEE & ASSOC INC	69695	Maple/Bluffside/Mill Rd project	09/20/2015	2,064.75	2,064.75	10/22/2015
Total 41212					2,064.75	2,064.75	
41290	LUNDQUIST PLUMBING INC	20090	Vacuum faucet install	10/31/2015	245.76	245.76	11/12/2015
			Vacuum faucet install		163.84	163.84	11/12/2015
		20138	Well testing waterfront park	10/31/2015	409.60	409.60	11/12/2015
Total 41290					819.20	819.20	
41316	MARCO INC	17843290	Public copies	11/11/2015	3.17		
			General copies		467.04		
			Marina copies		1.79		
			Utilities' copies		35.76		
			Utilities' copies		53.13		
			Utilities' copies		13.29		
			Special Events copies		.12		
			General copies		34.11		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41316					608.41	.00	
41323	MC CLUSKEY TREE FARM LLC	244	Village Christmas Trees	10/27/2015	1,225.00	1,225.00	11/05/2015
Total 41323					1,225.00	1,225.00	
51330	MINNESOTA LIFE	DEC2015	Life Insurance -	11/06/2015	317.74	317.74	11/12/2015
Total 51330					317.74	317.74	
51401	JULIANA NEUMAN	OCT2015	Financial Services	10/31/2015	220.00	220.00	11/05/2015
			Financial Services		2,184.00	2,184.00	11/05/2015
			Financial Services		266.00	266.00	11/05/2015
			Financial Services		72.00	72.00	11/05/2015
			Financial Services		106.00	106.00	11/05/2015
			Financial Services		22.00	22.00	11/05/2015
Total 51401					2,870.00	2,870.00	
61536	OFFICE DEPOT CREDIT PLAN	794391611001	Office Supplies - Village	09/17/2015	51.59	51.59	10/29/2015
		797520722	Toner cartridge - Parks	10/02/2015	63.64	63.64	10/29/2015
			Office Supplies - village		60.23	60.23	10/29/2015
			Office Supplies - utilities		10.19	10.19	10/29/2015
			Copy paper - Village		31.95	31.95	10/29/2015
			Copy paper - Marina		.34	.34	10/29/2015
			Copy paper - Utilities		.61	.61	10/29/2015
			Copy paper - Utilities		.90	.90	10/29/2015
			Copy paper - Utilities		.19	.19	10/29/2015
		797520908	Office Supplies - utilities	10/01/2015	6.15	6.15	10/29/2015
			Juli reimb. for labels		7.99	7.99	10/29/2015
			Office Supplies - utilities		9.05	9.05	10/29/2015
			Office Supplies - utilities		1.88	1.88	10/29/2015
		799147904	Office Supplies - Village	10/12/2015	137.02	137.02	10/29/2015
		79914816	Ink - postage meter	10/12/2015	55.66	55.66	10/29/2015
		799148162	Backup drive Martha	10/12/2015	42.39	42.39	10/29/2015
			Backup drive Martha		8.80	8.80	10/29/2015
			Backup drive Martha		8.80	8.80	10/29/2015
		79914862A	Backup drive Martha	10/29/2015	13.59	13.59	10/29/2015
			Backup drive Martha		33.59	33.59	10/29/2015
		800036473	Toner cartridges	10/15/2015	139.64	139.64	10/29/2015
		800038007	Toner cartridge	10/15/2015	69.82	69.82	10/29/2015
Total 61536					726.84	726.84	
61547	ORKIN PEST CONTROL INC	105383511	spray Admin Bldg	10/20/2015	77.32	77.32	11/12/2015
		105383512	spray Firestation	10/20/2015	77.88	77.88	11/12/2015
		105383773	carpenter ants - Info Booth	10/20/2015	80.96	80.96	11/12/2015
Total 61547					236.16	236.16	
61633	PINKERT LAW FIRM LLP	107	General legal issues	09/30/2015	208.00		
			Charter Prop Tax refund		650.00		
			Ollies lawsuit		52.00		
			Quarry lawsuit		338.00		
			BSD - project		78.00		
			Water Tower Impact Fees		78.00		

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 61633					1,404.00	.00	
61637	PITNEY BOWES	OCT2015	Postage for Meter	10/19/2015	600.00	600.00	10/22/2015
		TAX BILLS	Postage for Meter	10/29/2015	1,000.00	1,000.00	10/29/2015
Total 61637					1,600.00	1,600.00	
70004	VERMEER WISCONSIN INC	30048106	Vermeer Brush Chipper - part	10/29/2015	183.58		
Total 70004					183.58	.00	
71909	SIGNATURE THREADS	1754	Hats - Village	10/22/2015	41.20	41.20	10/29/2015
			Embroider Employee Hats		29.00	29.00	10/29/2015
Total 71909					70.20	70.20	
71919	STATE OF WISCONSIN	389964	Lift permit - VH	10/20/2015	50.00	50.00	10/29/2015
Total 71919					50.00	50.00	
71920	SISTER BAY ADVANCEMENT	QTR 3 15	3rd Quarter Support	09/30/2015	12,500.00	12,500.00	11/12/2015
Total 71920					12,500.00	12,500.00	
71922	TOP SHELF CAFE & GOURMET	11235	Food - Door Cty Officials meeting	10/22/2015	210.52	210.52	11/12/2015
Total 71922					210.52	210.52	
71925	SISTER BAY AUTO	71184	2000 Ford F350	10/05/2015	72.56	72.56	11/05/2015
		71191	tire repair	09/28/2015	15.00	15.00	11/05/2015
		71246	tire repair	10/05/2015	15.00	15.00	11/05/2015
		71306	Kobota - minature lamp	10/09/2015	1.02	1.02	11/05/2015
		71364	spark plug	10/16/2015	2.36	2.36	11/05/2015
Total 71925					105.94	105.94	
71926	SISTER BAY SEWER & WATER	1320	Staff time on stormsewer	10/31/2015	1,508.94		
			Reimb for Diggers Hotline		18.00		
			Reimb for Diggers Hotline		34.50		
			Well permit fee		100.00		
Total 71926					1,661.44	.00	
71982	CHRISTY SULLY	103015	Reimburse mileage - pre tax meeting	10/30/2015	39.10	39.10	11/05/2015
Total 71982					39.10	39.10	
72029	TOWN OF SEVASTOPOL	2015-117	video recording - board meeting	10/26/2015	250.00	250.00	11/05/2015
Total 72029					250.00	250.00	
72051	TRUGREEN*CHEMLAWN	41193313	Lawn treatment	10/02/2015	1,234.00	1,234.00	11/12/2015
Total 72051					1,234.00	1,234.00	
72059	UNITED HEALTH CARE	C0038982404	Health Insurance	10/19/2015	10,588.80	10,588.80	10/29/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72059					10,588.80	10,588.80	
73003	VERIZON NORTH	62100057	Village phone - long distance	11/10/2015	29.90		
			Marina Phone - long distance		1.76		
Total 73003					31.66	.00	
82350	WI PUBLIC SERVICE	OCT15	Street Lights	10/31/2015	2,202.99	2,202.99	11/05/2015
			Fire Station		800.27	800.27	11/05/2015
			Parks Lights		137.46	137.46	11/05/2015
			Sports Complex		199.78	199.78	11/05/2015
			Dock		852.38	852.38	11/05/2015
			J Dock		217.46	217.46	11/05/2015
			Boathouse		82.85	82.85	11/05/2015
			Old Fire Station		169.29	169.29	11/05/2015
			Swale Pump		40.63	40.63	11/05/2015
			Admin Bldg		179.57	179.57	11/05/2015
			Village Hall		204.22	204.22	11/05/2015
			Bike Trail Lights		128.59	128.59	11/05/2015
Total 82350					5,215.49	5,215.49	

Total Paid: 97,570.91
 Total Unpaid: 14,685.67
 Grand Total: 112,256.58

Dated: _____

Staff: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
17506	CELLCOM	142084	cellphones	11/05/2015	43.92		
			cellphones		64.66		
			cellphones		13.42		
Total 17506					122.00	.00	
17530	CRANE ENGINEERING INC	304507-00	WWTP eq maint - pretreatment screne	11/02/2015	1,037.65	1,037.65	11/11/2015
Total 17530					1,037.65	1,037.65	
20008	DIGGERS HOTLINE INC	151 0 38501	Locator service	10/31/2015	32.10	32.10	11/11/2015
			Due from Village of Sister Bay		52.50	52.50	11/11/2015
Total 20008					84.60	84.60	
20010	RONALD M SMITH	OCT 2015	lawn maintenance	10/31/2015	180.00	180.00	11/11/2015
			lawn maintenance		295.00	295.00	11/11/2015
			lawn maintenance		180.00	180.00	11/11/2015
Total 20010					655.00	655.00	
20513	ENERGENECS INC	0030992-IN	collection system maintenance	10/23/2015	546.46	546.46	10/28/2015
Total 20513					546.46	546.46	
20515	FERRELLGAS	1089006413	WWTP propane	10/07/2015	354.37	354.37	11/04/2015
Total 20515					354.37	354.37	
30641	FRONTIER	NOV 2015	plant phones	11/01/2015	84.74	84.74	11/11/2015
			plant phones		84.73	84.73	11/11/2015
Total 30641					169.47	169.47	
30642	FRONTIER COMMUNICATIONS	11/2015	telemetry allocation	11/01/2015	1.28	1.28	11/11/2015
			telemetry allocation		1.28	1.28	11/11/2015
			telemetry allocation		.64	.64	11/11/2015
		NOV 2015	telemetry allocation	10/25/2015	56.80	56.80	11/04/2015
			telemetry allocation		56.80	56.80	11/04/2015
			telemetry allocation		28.40	28.40	11/04/2015
		OCT2015	telemetry allocation	10/19/2015	5.44	5.44	10/28/2015
			telemetry allocation		5.44	5.44	10/28/2015
			telemetry allocation		2.72	2.72	10/28/2015
Total 30642					158.80	158.80	
30750	GOING CO INC	OCT 2015	WWTP rubbish disposal	10/31/2015	408.40	408.40	11/04/2015
Total 30750					408.40	408.40	
31816	HAWKINS INC	3725267	tubing for Wells	10/31/2015	40.26	40.26	11/11/2015
Total 31816					40.26	40.26	
40950	INNOVATIVE PRINTING LLC	20204	printing - well inspection forms	09/30/2015	123.00	123.00	10/28/2015
Total 40950					123.00	123.00	
40963	ITU ABSORB TECH	6074453	WWTP laundry service	10/27/2015	74.90	74.90	11/11/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 40963					74.90	74.90	
41005	STEVEN JACOBSON	OCT 2015	postage	10/31/2015	17.45	17.45	11/04/2015
			mileage		104.42	104.42	11/04/2015
			mileage		97.61	97.61	11/04/2015
			mileage		40.21	40.21	11/04/2015
Total 41005					259.69	259.69	
41090	JUNGWIRTH'S ACE HARDWARE	OCT 2015	due from utility customer	10/31/2015	6.88	6.88	11/04/2015
			tools - transmission & distribution		11.76	11.76	11/04/2015
			misc. other supplies other plant		31.98	31.98	11/04/2015
			WWTP structure maintenance		1.20	1.20	11/04/2015
			WWTP equipment maintenance		70.27	70.27	11/04/2015
			collection system maintenance		76.51	76.51	11/04/2015
			lift station/force main maint		89.45	89.45	11/04/2015
Total 41090					288.05	288.05	
41196	LAKESHORE WASTE SYSTEMS INC	42260	sludge - hauling	11/03/2015	1,519.00	1,519.00	11/11/2015
Total 41196					1,519.00	1,519.00	
41301	MAREK & ASSOCIATES	10306	safety clothing	09/24/2015	272.45	272.45	10/28/2015
			safety clothing		401.11	401.11	10/28/2015
			safety clothing		83.25	83.25	10/28/2015
			safety clothing - Due from Village		1,296.38	1,296.38	10/28/2015
		10317	safety clothing	10/21/2015	54.47	54.47	10/28/2015
			safety clothing		80.19	80.19	10/28/2015
			safety clothing		16.65	16.65	10/28/2015
			safety clothing - Due from Village		151.31	151.31	10/28/2015
		10323	lab gloves	11/03/2015	178.96	178.96	11/11/2015
Total 41301					2,534.77	2,534.77	
51322	MIDWEST WORKWEAR	76068C	clothing	10/01/2015	29.81	29.81	11/04/2015
			clothing		43.88	43.88	11/04/2015
			clothing		9.11	9.11	11/04/2015
		77037	clothing	09/17/2015	221.58	221.58	11/04/2015
			clothing		326.22	326.22	11/04/2015
			clothing		67.71	67.71	11/04/2015
Total 51322					532.71	532.71	
51400	NCL OF WISCONSIN INC	363452	WWTP lab supplies	10/27/2015	165.42	165.42	11/04/2015
Total 51400					165.42	165.42	
51436	NORTHERN LAKE SERVICES INC	285973	WWTP sample testing	11/10/2015	18.00		
Total 51436					18.00	.00	
61610	PAPER WORK PLUS LLC	40628	office supplies	10/22/2015	1.84	1.84	11/04/2015
			office supplies		2.70	2.70	11/04/2015
			office supplies		.56	.56	11/04/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 61610				5.10	5.10	
61977	STURGEON BAY UTILITIES	010286	sludge processing	10/19/2015	2,200.00	2,200.00	10/28/2015
		010323	sludge processing	11/09/2015	1,960.00		
	Total 61977				4,160.00	2,200.00	
71922	TOP SHELF CAFE & GOURMET	11207	UPS shipping	10/31/2015	25.51	25.51	11/11/2015
	Total 71922				25.51	25.51	
72054	USA BLUEBOOK	775705	chart supplies	10/13/2015	463.60	463.60	10/28/2015
		783875	collection maint - Bioxide treatment	10/22/2015	585.40	585.40	11/04/2015
		784926	collection maint - Bioxide treatment	10/23/2015	109.95	109.95	11/04/2015
		792246	WWTP supplies	11/02/2015	41.18	41.18	11/11/2015
	Total 72054				1,200.13	1,200.13	
73007	VOIGHT'S COUNTY WALK BP	OCT 2015	vehicle fuel allocation	10/31/2015	41.75	41.75	11/11/2015
			vehicle fuel allocation		62.03	62.03	11/11/2015
			vehicle fuel allocation		15.51	15.51	11/11/2015
	Total 73007				119.29	119.29	
73100	VILLAGE OF SISTER BAY	BSD2015	BSD project - Water portion	10/28/2015	48,157.00	48,157.00	10/28/2015
			BSD project - Sewer portion		62,830.95	62,830.95	10/28/2015
		SEPT2015	payroll and exp pd by Village	09/30/2015	39,557.61	39,557.61	10/28/2015
	Total 73100				150,545.56	150,545.56	
82350	WI PUBLIC SERVICE	19839533-00000	electricity - water system	10/23/2015	711.43	711.43	11/04/2015
			electricity - wastewater plant		3,719.06	3,719.06	11/04/2015
			electricity - lift stations		360.17	360.17	11/04/2015
			electricity - info booth		.00		
	Total 82350				4,790.66	4,790.66	

Total Paid: 167,838.80

Total Unpaid: 2,100.00Grand Total: 169,938.80

Dated: _____

Staff: _____



Village of Sister Bay

BOARD REPORT

Meeting Date 11/17/15
Item No.: 8

Activities:

Bay Shore Drive- Vinton, REI, and DOT have made incredibly impressive headway on the reconstruction project. Keep your fingers crossed; Vinton intends to work up until the Wednesday before Thanksgiving. They hope to have both sides of sidewalks installed, and to have lighting in place before Christmas! That will leave tie ins of driveways and streets, some colored concrete work, and restoration left for spring.

Sledding Hill- Topsoil has been placed; Hockers is working to get the project form complete before the snow flies so that the hill is usable this winter. A crown "berm" is being added to direct sledders toward the bottom of the hill.

Beach- Rainwater gardens are graded, and plantings are being finished up as of this writing. Sod will be installed in high traffic areas to reduce establishment times in spring; the balance will be seeded. The current sprinkler system is being repaired which will cover the park and beach areas; foot washing stations for the beach are scheduled to be installed at 2 locations by the sprinkler company.

Niagara Ridge- Construction is underway, with buildings up in the air.....and we look forward to 36 new apartments soon. Fire sprinkler approvals have just arrived from the state inspector this week.

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

Stony Ridge- Mr. Garot received new bids for infrastructure on his project, and is working to finalize paperwork to be able to commence. He will need to amend his development agreement and submit architecture plans before proceeding. We will be meeting with all parties on 11/19.

Wayfinding Signage- The Village completed its initial work with consultants, Living Labs, on Wayfinding Signage work. The final meeting is scheduled for November 24 as another joint meeting with Plan, Parks, Board and Econ. Development.

Code Violations:

- None as of this writing, however, I do have a backlog list to take action on.

Fiscal Impact: unknown for the future.

Respectfully submitted,

Zeke Jackson
Village Administrator



Door County Coastal Byway Council
Meeting Minutes – Wednesday, September 23rd, 2015

Time: **8:30am**

Place: Baileys Harbor Town Hall, 2392 County F, Baileys Harbor, WI 54202

Call to Order. Chair Ann Miller called the meeting to order at 8:36am.

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

Scott Baker, primary – Village of Sister Bay
 Al Birnschein, primary – Town of Jacksonport
 Beth Hagen, primary – Town of Gibraltar
 Ann Miller, primary – Town of Liberty Grove
 Bob Plansky, primary – Village of Ephraim
 Chuck Tice, primary – Town of Sevastopol

Also present: Sam Perlman/DCEDC, recording secretary.

Adopt agenda. Motion by Al and second by Beth to adopt the agenda, as noticed. Carried.

Approve minutes. Motion by Scott and second by Chuck to approve the minutes of July 16, 2015. Carried.

Treasurer's Report. Sam reported a balance of \$21,599.17 as of August 31, 2015. The final installment of \$730.00 to Town Web Design for the redesigned website was paid on July 22. Motion by Al and second by Annie to approve the treasurer's report. Carried.

Pending Business – discussion/action on.

A. Eagle Tower – The closing of the tower in Peninsula State Park and possible replacement was discussed. The Byway Interpretive Master plan uses iconic images of the tower. A recent town hall meeting on the topic drew overwhelming consensus from the public to save the tower. Consensus was that the Byway Council should send a letter in support of keeping the tower. Annie will draft the letter. Motion by Scott and second by Beth to approve drafting the letter. Carried.

B. Update on Coloring Book Kit. Sam has been in contact with Mynn Lanphier, who is a faculty member and former board member at the Art School about the book. She taught beginning drawing and cartooning, among other classes. He will connect with Kriss shortly to continue talking about content for the book.

C. Illegal or non-conforming signs. Annie has been in touch with the County Planning Department about many illegal and/or non-conforming signs along the Byway. The County has limited staff to pursue all the signs. Annie will forward the Corridor Management Plan information that was collected in 2010 to the Planning Department as a baseline. Local municipalities should forward information about non-conforming signs to the Planning Department for further investigation.

Suggestion that a letter be sent to the Town of Sevastopol regarding multiple signs in violation of Byway regulations along Highway 57 between County T and The Mill Supper Club. Beth will draft the letter. Motion by Al and second by Scott to approve drafting the letter. Carried.

New Business

- The Byway Facebook page has 410 followers to date!
- Sam and Paula (DCEDC) will write and mail annual contribution letters to the member municipalities and other supporting organizations.

Correspondence. Renewal of the Paper Boy brochure distribution service for 2016. Cost is \$675 and a \$100 deposit is due by December 1st, 2015. Motion by Annie and second by Beth to approve contract renewal. Carried.

Agenda items for next meeting / suggestions.

- Draft letters to Sevastopol and DNR
- Highway 57 Wayside remaining open year round?

Future Meeting Dates: October 21st at 8:30am. Ephraim Town Hall - 4528 State Highway 57.

Payment of any Bills. None.

Adjourn. Scott, Beth. Adjourned at 9:19am.

[approved 10/21/2015]

1 A roll call vote was taken on that motion, and the Committee members voted in the following fashion:

2
3 Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.

4
5 Motion carried.

6
7 **Item No. 2. Consider a motion to reconvene into open session:**

8 At 5:11 P.M. a motion was made by Lienau, seconded by Baker that the Finance and Personnel
9 Committees reconvene into open session.

10
11 Another roll call vote was taken, and the Committee members again voted in the following fashion:

12
13 Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.

14
15 Motion carried.

16
17 **Item No. 3. Consider a motion to take action, if required:**

18 Duffy recommended that the manner in which the support the SBAA receives from the Village be
19 changed, and it was the consensus that the budget should be amended accordingly. (If Duffy's proposal
20 is accepted, the Village would contribute \$75,000.00 to the SBAA in 2016; \$70,000.00 in 2017;
21 \$65,000.00 in 2018, and \$50,000.00 in 2019. It is Duffy's contention that if the additional monetary
22 contributions are provided the SBAA should be able to see that more Wednesday afternoon Concerts in
23 the Park are conducted; take over Movies In The Park; book some "next level" acts to perform in the
24 Performance Pavilion at evening or weekend concerts; and be in a position to deliver an expanded and
25 sustainable calendar of events and activities which will drive increased sales revenues so that the
26 Village's additional funding is truly a "kick-start" and not a "long term need".) Drew Bickford, the
27 President of the SBAA, has been informed of what the Committee members are proposing, and will pass
28 the information along to the SBAA Board of Directors ASAP. Bickford will keep Jackson advised of the
29 status of this issue.

30
31 A motion was made by Duffy, seconded by Zacek that effective January 1, 2016 Zeke Jackson, the
32 Village Administrator, and Janal Suppanz, the Assistant Administrator, shall each be granted a \$2,000.00
33 per year salary increase. Jake Bastian, who is employed in the Maintenance Department, shall also be
34 given a \$1.25 per hour pay raise, and that raise shall likewise become effective January 1, 2016. Motion
35 carried – All ayes.

36
37 The committee members congratulated Jackson on receiving his Masters Degree, which negates the
38 need for continuing his educational allowance.

39
40 **Item No. 5. Adjournment of the Joint Meeting of the Personnel and Finance Committees:**

41 At 5:15 P.M. a motion was made by Baker, seconded by Enquist that the joint meeting of the Personnel
42 and Finance Committees be adjourned. Motion carried – All ayes.

43
44 **Item No. 4. Discussion regarding health care benefits for 2016; Consider a motion for action if
45 appropriate:**

46 **Item No. 6. Discussion regarding the following portions of the 2016 draft budget:**

- 47
48
- General Revenues
 - General Government

- 1 • **Administration**
- 2 • **Parks, Properties and Streets Department**
- 3 • **Skate Park and TKH Ice Rink**
- 4 • **Debt Service and TIF**
- 5 • **Capital Reserve and Capital Improvement Program**

6 It was the consensus that both of these Agenda items shall be tabled until the next joint meeting of the
7 Finance and Personnel Committees.

8

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

11 There were no matters to be referred to a committee, official or employee.

12

13 **Adjournment**

14 *At 5:18 P.M a motion was made by Baker, seconded by Zacek that the meeting of the Finance*
15 *Committee be adjourned. Motion carried – All ayes.*

16

17 Respectfully submitted,



18

19 Janal Suppanz,
20 Assistant Administrator

1 *end withdrawals totaling \$56,984.35 shall be made from the following line items contained within the*
 2 *2015 Budget: \$20,000 shall be withdrawn from the Skate Park Slab Account; \$4,085 shall be*
 3 *withdrawn from the OS Election Machine Account; \$17,694 shall be withdrawn from the Old Fire*
 4 *Station Upgrades Account; and the balance of \$15,205.35 shall be withdrawn from the Canterbury*
 5 *Extension Account. Approximately \$3,000 shall also be withdrawn from the Canterbury Extension*
 6 *Account for two foot washing stations to be installed on the beach. Motion carried – All ayes.*

7
 8 The question arose as to what the SBAA thought of Duffy's proposal concerning funding for that
 9 organization, and Jackson noted that the draft budget which was included in the meeting packets takes
 10 the proposal into account. It is his understanding that the SBAA Board of Directors will be addressing
 11 this issue in the near future.

12
 13 Duffy stated that he feels the Marina will eventually be negatively impacted if the amount of the Marina
 14 PILOT is not adjusted, and asked that the Finance Committee members keep that fact in mind when
 15 work is done on future budgets.

16
 17 Duffy stressed that health insurance costs have been steadily increasing and it has gotten to the point
 18 that he and other Village officials no longer believe those costs are sustainable. Therefore, the decision
 19 has been made that increased cost sharing measures must be taken. The proposal for 2016 is that the
 20 contribution the Village makes for employee health insurance coverage remain at 85% but the
 21 contribution it makes for dependent coverage be reduced to 65%. These adjustments are reflected in
 22 the draft of the General Fund budget but they are not reflected in the Utilities budget. After lengthy
 23 discussion the Committee members noted that they do not believe it would be fair to treat one group of
 24 employees differently than another. Jackson cautioned that if this action is taken it might be harder to
 25 maintain current staffing levels and/or recruit new employees to work in the Utilities Department as a
 26 specific skill set and certifications are required. It was eventually the consensus that if and when this
 27 becomes an issue the appropriate committee(s) could consider salary adjustments or other appropriate
 28 action.

29
 30 *A motion was made by Duffy, seconded by Enquist that the level of contribution the Village will provide*
 31 *for all Village employees' health insurance premiums shall remain at 85%, but the level of contribution*
 32 *the Village will provide for dependant coverage premiums shall be reduced to 65%. Motion carried –*
 33 *All ayes.*

34
 35 *A motion was made by Lienau, seconded by Baker that the Finance Committee recommends that the*
 36 *proposed 2016 budget for the Village of Sister Bay be approved as amended at this meeting. Motion*
 37 *carried – All ayes.*

38
 39 **Discussion Items:**

40 **Item No. 1. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c)**
 41 **to discuss personnel and employee benefits; and §19.85(1)(e) to deliberate or negotiate the purchase**
 42 **of public properties, the investment of public funds, or conduct other specified public business,**
 43 **whenever competitive or bargaining reasons require a closed session:**

44 *At 7:15 P.M. a motion was made by Lienau, seconded by Baker that the Finance and Personnel*
 45 *Committees convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel*
 46 *and employee benefits, and §19.85(1)(e) to deliberate or negotiate the purchase of public properties,*
 47 *the investment of public funds, or conduct other specified public business, whenever competitive or*
 48 *bargaining reasons require a closed session.*

49
 50

1 A roll call vote was taken on that motion, and the Committee members voted in the following fashion:

2
3 Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.

4
5 Motion carried.

6
7 **Item No. 2. Consider a motion to reconvene into open session:**

8 At 7:40 P.M. a motion was made by Lienau, seconded by Baker that the Finance and Personnel
9 Committees reconvene into open session.

10
11 Another roll call vote was taken, and the Committee members again voted in the following fashion:

12
13 Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.

14
15 Motion carried.

16
17 **Item No. 3. Consider a motion to take action, if required:**

18 No formal action was taken.

19
20 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a committee,
21 official or employee:**

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

23
24 **Adjournment:**

25 At 7:42 P.M. a motion was made by Duffy, seconded by Enquist that the joint meeting of the Personnel
26 and Finance Committees be adjourned. Motion carried – All ayes.

27
28 Respectfully submitted,

29 

30 Janal Suppanz,
31 Assistant Administrator

32

**Sister Bay / Liberty Grove Library Commission
Meeting October 13, 2015**

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

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

Public Input: None.

Review and Approve the Minutes of the September 8, 2015 Meeting:

Lou Covotsos moved and Kathy Enquist seconded a motion to approve the minutes of the September 8, 2015 meeting. The motion passed 6-0.

Review and Approval of the Bills.

Gibraltar Middle School	Share of Book sale	\$1,572.71
Village of Sister Bay	Book Sale Fee	\$337.80
Norco Recycling	Monitors Disposal	\$20.00
Fireline Sprinkler Service	Annual Inspection	\$475.00
Fireline Sprinkler Service	5 Year Inspection & Repair Sprinklers	\$1,975.00
U. S. Treasury	Social Security / Medicare	\$373.52
Wisconsin Public Service	Electric	\$839.82
Sparkle Cleaning Service	General Cleaning	\$1,800.00
Curzon Electric	Light Bulbs	\$175.08
Frontier	Telephone	\$130.74
Village of Sister Bay	Grass Cutting	\$82.23
Jeffery Ward Construction	Materials for Shelving	\$294.44
	Light Bulbs Changing/Shelving	
Jeffery Ward Construction	Installed	\$780.00
Total		\$8,856.34

Henry Timm moved and Allen Strack seconded the motion to approve the payment of the bills. The motion passed 6-0.

Librarians Report:

Statistics comparing September 2015 with September 2014 are as follow:

Circulation:

2015	5,346 circs & renewals	YTD 46,558
2014	5,979 " "	YTD 50,155

People Count:

2015	4,154 Lib. Visits	1 Program attended by 14 adults
2014	4,829 " "	2 Programs attended by 17 adult & 7 children Total 24

Overdrive:

2015	223	E-book uses	94	Audio books
2014	182	" "	70	" "

Summer Reading Programs:

2015	147	Juvenile participants	101	Adult participants
	1289	Hrs read	143	Entry slips
2014	145	Juvenile participants	105	Adult participants
	1239	Hrs read	164	Entry slips

Summer Reading Themed Programs:

2015	10 programs attended by 150 children and 55 adults for a total of 205. 9 Read to Amos programs attended by 77 children and 49 adults for a Total of 126.
2014	10 programs attended by 245 children and 80 adults for a total of 325. 12 Read to Amos programs attended by 106 children and 67 adults for a Total of 173.

Summer Reading programs have so many variables contributing to who shows up and how much reading they do, that it is difficult to draw any firm conclusions from the number above. Weather and tourism, in general, very much factor in to the numbers for program turnout and for hours of reading reported. It's safe to say that the drop in people count is a significant factor. This drop may be attributed to the constant road construction projects in the Village. People will go to places they can easily reach. It is also worth noting that there seems to be many more choices from which parents may select for their children's entertainment. This diversification of venues gives libraries a smaller pool of children from which to draw.

I had asked Jeff Ward for a bit of extra time during the past few weeks as we rearrange some of our shelving to accommodate growing collections in audio-books and DVD's. Jeff was able to move an extra section of shelving from our sale area to the audio-book section and on Fall Fest Friday, when the library will be closed, Andrea and I will be here to do some switching to give us more space in the DVD section. We hope to flip flop the DVDs with the magazines.

Shed Shelves:

Margot Warch moved to add additional shelving in the shed to accommodate donated books and make it easier to sort them. Henry Timm second the motion. The motion passed 6-0.

Marina Fest Meeting Report:

A meeting was held with Mike Scoville, Ralph Blankenburg, Margot Warch and Betty Curzon. Margot presented a new sorting list with some new categories. We reviewed sorting of books. Need to start in April and have monthly sorting and weekly starting in July. Need to make a sandwich board for the entrance for next year.

Committee Reports:

Betty Curzon reported that we needed a new copy machine.

Next Meeting:

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

Adjourn:

It was moved by Kathy Enquist and Margot Warch seconded by to adjourn at 2:00 p. m. The motion passed 6-0.

Submitted by: Ralph Blankenburg.

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, OCTOBER 7, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE DEPARTMENT - 2258 MILL ROAD**
4 **(APPROVAL PENDING)**

5
6 *The October 7, 2015 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 2:02 P.M.*

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

11
12 **Staff Members:** Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and
13 Marketing Director Jason Polecheck.

14
15 **Others:** Ron Kane, Paige Funkhouser, Karen McRoberts and Bill Becker.

16
17 **Approval of Agenda:**

18 *A motion was made by Baker, seconded by Doersching, that the Agenda for the October*
19 *7, 2015 meeting of the Parks Committee be approved as presented. Motion carried – All*
20 *eyes.*

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

23 *A motion was made by Clove, seconded by Baker that the minutes for the September 2,*
24 *2015 meeting of the Parks, Properties & Street Committee be approved as presented.*
25 *Motion carried – All eyes.*

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

28 Ron Kane indicated thanks for removing multiple “no parking” signs on Autumn Ct.

29
30 Karen McRoberts indicated that she would like the Village to take up the issue of dogs
31 being allowed in Waterfront Park. This item will be addressed at a subsequent Parks
32 Committee Meeting.

33
34 Paige Funkhouser reported that Fall Fest preparation was well underway. They hope for an
35 excellent year, despite having no helicopter for the ping pong ball drop.

36
37 **Business Items:**

38 **Item No. 1. Discussion regarding the Teen Center; Consider a motion for action if**
39 **necessary:**

40 *It was the consensus of the Committee that Doersching would approach her contacts at*
41 *Gibraltar School to see if there would be interest on the part of parents, teachers and*
42 *students in utilizing the Teen Center. After investigation, she will report back to the*
43 *committee. No motion.*

44
45 **Item No. 2. Discussion regarding the Skate Park; Consider a motion for action if**
46 **necessary:**

47 *It was the consensus of the committee that Village Staff will assist in storing and hauling of*
48 *equipment. Britt Maltby has expressed interest in organizing volunteers to assemble and*

1 *maintain the skate park if the Village can do the “heavy lifting” of moving the equipment to*
2 *the site. It was the consensus of the committee that staff would engage in moving and*
3 *storage of existing skate park equipment to assist volunteers in their efforts to keep the skate*
4 *park going.*

5
6 **Item No. 3. Discussion on a request to pay for a downed tree; Consider a motion for**
7 **action if necessary:**

8 A discussion was had regarding a claim for a tree that fell from Village right-of-way onto
9 private property. It was the consensus of the committee that the claim should be submitted
10 to the Village’s insurance carrier for further consideration.

11
12 **Item No. 4. Discussion on a request from Bill Becker of the American Legion to modify**
13 **an area of the Village Hall for storage; Consider a motion for action if necessary:**

14 Bill Becker gave a presentation on how the American Legion uses the Village Hall to store
15 their practice rifles and other associated drill equipment. *After much discussion, a motion*
16 *was made by Clove, seconded by Baker to allow the American Legion to use the basement*
17 *of the Village Hall to relocate their stored items. The American Legion will pay for materials*
18 *and electrical service, but the Parks Department will complete the installation of a keyed*
19 *safe room lock. Motion carried – All ayes.*

20
21 **Item No. 5. Discussion regarding a request for placement of a stop sign on Scandia Road,**
22 **(Approval from WISDOT will be required if the sign is to be erected while work is being**
23 **done on the Bay Shore Drive Reconstruction Project); Consider a motion for action if**
24 **necessary:**

25 In February the Parks Committee considered a request from Lou Pasquesi that additional
26 stop signs be installed on Scandia Road as people were traveling at high rates of speed on
27 that roadway. The Committee members indicated that they believed a number of logistical
28 issues would arise if any of the signage on Scandia Road is changed while work is being
29 done on the Bay Shore Drive Reconstruction Project, and, therefore, the matter was tabled.
30 On September 2, 2015 Pasquesi sent an e-mail to Jackson and informed him that the
31 situation on Scandia Road has gotten much worse. Jackson has addressed the situation
32 with Liberty Grove officials and is awaiting a response.

33
34 **Item No. 6. Review of the 2nd draft of the Parks, Properties, Street and TKH Budgets;**
35 **Consider a motion for action if necessary:**

36 Drafts of the budgets for the Parks, Properties and Streets Department and the TKH Ice Rink
37 were included in the meeting packets and the Committee members jointly reviewed those
38 documents. It was the consensus that both drafts shall be forwarded to the Finance
39 Committee for approval and further consideration.

40
41 **Item No. 7. Report from staff on parks, properties and streets activities:**

42 Jackson and Mann both gave oral reports regarding parks, properties and streets activities.

43
44 **Item No. 8. Discussion regarding matters to be placed on a future agenda or referred to a**
45 **committee, official or employee:**

46 The issue of allowing dogs in the parks will be addressed at a future Parks Committee
47 Meeting. There were no matters to be referred to a committee, official or employee.

48
49

1 **Adjournment:**

2 *A motion was made by Doersching , seconded by Baker to adjourn the meeting of the*
3 *Parks Committee at 4:10 P.M. Motion carried – All ayes.*

4

5 Respectfully submitted,

6 Zeke Jackson,

7 Village Administrator

1 PLAN COMMISSION MEETING MINUTES
2 TUESDAY, OCTOBER 27, 2015
3 Sister Bay-Liberty Grove Fire Station – 2258 Mill Road
4 UNAPPROVED VERSION
5

6 The October 27, 2015 meeting of the Plan Commission was called to order by Chairperson
7 Dave Lienau at 5:45 P.M.
8

9 **Present:** Chairperson Lienau, and members Don Howard, Marge Grutzmacher, Nate Bell and
10 Scott Baker
11

12 **Excused:** Shane Solomon and Eric Lundquist
13

14 **Others:** Ron Kane, Britt Unkefer, Larry Gajda and Annika Schuller-Rach
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. No one responded.
22

23 **Approval of the agenda:**

24 *A motion was made by Baker, seconded by Grutzmacher that the Agenda for the October 27,*
25 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
26

27 **Approval of minutes as published:**

28 *A motion was made by Howard, seconded by Baker that the minutes for the September 22,*
29 *2015 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
30

31 **Business Items:**

32 **Item No. 2. Discussion on a request for a Zoning Permit from Baylake Bank; Consider a**
33 **motion for action if necessary:**

34 Baylake Bank has been bought by Nicolet National Bank, and the Sister Bay Branch of that
35 bank will be moving into the Sister Bay Trading Company building located at 2477 S. Bay
36 Shore Drive by May of 2016. Building, site and parking plans as well as artists renderings of
37 proposed signage were all included in the meeting packets. Some remodeling will be done
38 inside the building and a drive-thru area will be added. The Zoning Code requires that seventy-
39 eight parking spaces be provided, but the Plan Commission does have the ability to amend that
40 regulation. If the plans are approved as presented forty-three parking spaces will be provided at
41 the new location. Larry Gajda, the Manager of Baylake Bank, was present and indicated that he
42 believes forty-three parking spaces will be more than adequate.
43

44 *A motion was made by Howard, seconded by Baker that Baylake Bank's request for a Zoning*
45 *Permit for the property located at 2477 S. Bay Shore Drive is approved as presented. The Plan*
46 *Commission finds that forty-three parking spaces is sufficient for the property in question, and*
47 *also approves the proposed signage for Nicolet Bank as presented. Motion carried – All ayes.*
48
49

1 **Item No. 3. Discussion on a request from the Wild Tomato for a plan amendment; Consider a**
 2 **motion for action if necessary:**

3 Britt Unkefer would like to remodel the Wild Tomato Building in such fashion that a basement
 4 is added, and a copy of the plans for that work was included in the meeting packets. Basically
 5 the basement will be utilized for storage, but the building footprint will not be changing.

6
 7 *A motion was made by Grutmacher, seconded by that The Wild Tomato's Development*
 8 *Agreement shall be amended in such fashion that it states that a basement may be added to the*
 9 *building at 10677 N. Bay Shore Drive. Motion carried – All ayes.*

10
 11 **Item No. 1. Public Hearing on amendment of §66.0501(b)(3)(e) – Accessory Buildings in**
 12 **Front Yard Setback Area and §66.0311(c)(1) – Conditional Uses in the R-1 Zoning District;**
 13 **Discussion on a proposed text amendment, and consider a motion for action if necessary:**

14 *At 5:56 P.M. Lienau called the Public Hearing on amendment of §66.0501(b)(3)(e) –*
 15 *Accessory Buildings in the Front Yard Setback Area, and §66.031(c)(1) – Conditional Uses in*
 16 *the R-1 Zoning District, to order.*

17
 18 Some time ago Lee Kellum requested that the Zoning Code be amended in such fashion that
 19 accessory buildings are allowed in the front yard setback area as a conditional use. (Kellum
 20 would like to construct a garage in his front yard, but that is not allowed at the present time.)
 21 Copies of applicable Zoning Code amendments were included in the meeting packets.
 22 Basically those amendments will allow garages/barns in the front yard setback area of the R-1
 23 District as a Conditional Use.

24
 25 Lienau asked if anyone wished to comment regarding this issue.

26
 27 Ron Kane and Larry Gajda both stated that they believe “it’s a good amendment”.

28
 29 *At 6:01 P.M. Lienau asked if anyone else wished to comment regarding this issue, and when no*
 30 *one responded he declared that the public hearing was officially closed.*

31
 32 *A motion was made by Howard, seconded by Grutzmacher that the recommendation is made*
 33 *to the Village Board that the proposed text amendment which allows accessory buildings in the*
 34 *front yard setback area as a conditional use in the R-1 Zoning District, be approved as*
 35 *presented. Motion carried – All ayes.*

36
 37 **Item No. 4. Report by the Zoning Administrator regarding development activities, various**
 38 **enforcement actions, and issuance of Sign and Zoning Permit:**

39 Jackson gave the following oral report:

- 40 • The DNR has provided him with copies of the regulations concerning the dust
 41 control measures which must be taken at quarries. The Village’s Legal Intern is
 42 working on drafts of proposed regulation amendments and they will be provided
 43 to the Plan Commission as soon as they are available.
- 44
 45 • The work on the Line Burial Project is substantially completed, with the
 46 exception of some conflicts with the D.O.T. Project.
- 47
 48 • Topsoil has been placed on the Sledding Hill.

1 Lienau expressed concerns about the design of the sledding hill, and stated that
 2 he believes some safety issues may come into play. Jackson responded that it is
 3 his understanding that Steve Mann and Pat Hockers, who designed the sledding
 4 hill, intend to see that berms are added, and will see that the safety issues are all
 5 addressed prior to the time that the hill is opened.
 6

- 7 • The Beach Project is substantially complete. In order to obtain grant funding all
 8 the required work must be completed this year. Landscaping is ongoing and
 9 sprinklers and rain gardens still need to be installed.
- 10
- 11 • Construction is underway on the Niagara Ridge Development.
- 12
- 13 • Al Gokey is still consulting with engineers and D.O.T. officials regarding the
 14 Harbor View Development, and is preparing for the next round of approvals.
 15
- 16 • Keith Garot received new bids for the Stony Ridge Development and is working
 17 to finalize the necessary paperwork. Garot will need to amend his Development
 18 Agreement and submit revised architectural plans before proceeding any further.
 19
- 20 • The search for a new Finance Director has resumed. For the time being the
 21 Finance Director duties have been split between existing staff members.
 22
- 23 • The Marina had the best financial season on record.
- 24
- 25 • Staff has sent out the Fall Newsletter, and the results from the citizen survey
 26 have been tabulated.
 27
- 28 • The consultants from Living Labs have completed their initial phase of work on
 29 the Wayfinding Signage Project. The next meeting with the consultants has been
 30 scheduled for Tuesday, November 24, 2015 at 5:30 P.M.
 31

32 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred to a**
 33 **Committee, Official or Employee:**

34 There were no matters to be placed on a future agenda or referred to a committee, official or
 35 employee.
 36

37 **Adjournment:**

38 *A motion was made by Baker, seconded by Howard to adjourn the meeting of the Plan*
 39 *Commission at 6:26 P.M. Motion carried – All ayes.*
 40

41 Respectfully submitted,

42 

43 Janal Suppanz,
 44 Assistant Administrator

1 **SBAA BOARD OF DIRECTORS MEETING MINUTES**
2 **THURSDAY, OCTOBER 1, 2015**
3 **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**
4 **10668 N. BAY SHORE DRIVE**

5
6 *The October 1, 2015 meeting of the Sister Bay Advancement Association Board of*
7 *Directors was called to order by President Drew Bickford at 8:02 A.M.*

8
9 **Present:** President Bickford, Ron Kane, Denise Bhirdo, James Larsen, Windy Bittorf, Heidi
10 Hitzeman, Jessica Grasse, Nora Zacek, and Tonya Crowell. Larry Gajda arrived at 8:21
11 A.M.

12
13 **Excused:** Casey St. Henry

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

16
17 **Business Items:**

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

19 Bhirdo indicated that she would like to see Agenda Item No. 8 amended to read,
20 *"Discussion regarding Board membership, appointment of alternates and establishment*
21 *of a new regular meeting schedule".*

22
23 *A motion was made by Larsen, seconded by Zacek, that the Agenda for the October 1,*
24 *2015 meeting of the SBAA Board of Directors be approved as amended. Motion carried –*
25 *All ayes.*

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

28 *A motion was made by Bhirdo, seconded by Kane, that the minutes for the September 10,*
29 *2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
30 *All ayes.*

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

33 Bittorf noted that she did not have an opportunity to prepare financial reports in time for
34 this meeting. She will e-mail those reports to the Board members ASAP.

35
36 **Item No. 4. Coordinator's Report:**

37 A copy of Funkhouser's Coordinator's Report was included in the meeting packets.
38 Funkhouser has been informed that there are no more booths available at the UW Stout
39 Fall Job Fair, so she will register for the Spring Job Fair soon. The Visitor Center has been
40 quite busy. Membership renewal forms were mailed out on September 24th, and on
41 September 29th Funkhouser and Kane made personal visits to non-SBAA member
42 businesses in Sister Bay and Liberty Grove. Quite a few business owners have already
43 responded to the membership invitations.

44
45 **New Business:**

46 **Item No. 5. Review of survey data tabulation sheets:**

47 Survey data tabulation sheets were included in the meeting packets, and the Board
48 members jointly reviewed those documents.

Item No. 6. Budget requests for 2016:

Discussion took place regarding the SBAA's budget for 2016, and the following suggestions were made:

- A. The SBAA's website should be re-designed and a mobile app. created.
- B. The new laptop is not "Square" friendly, so it would be preferable for Funkhouser to also have a tablet or an I-Pad.
- C. A new printer is needed at the Visitor Center.
- D. It would be helpful if the SBAA had its own small truck. Up until now Funkhouser has been using her truck for hauling items needed for festivals and special events, but it is "on its last legs".
- E. New photos are needed for the website and promotional materials.
- F. A decision should be made regarding how many Concerts and Movies In The Park will be conducted in 2016.
- G. "Sip & Savor" will not be conducted any more, but Paddle Fest and the Goat Parade will continue. A decision will have to be made as to the date(s) for the Goat Parade and Paddle Fest. The Board members should also decide whether or not a different summer event should be conducted.
- H. A new popcorn machine and/or a concession cart are needed ASAP.

It was eventually the consensus that:

- *Funkhouser shall do research regarding the cost of website redesign and making the website mobile app. friendly; the cost of a new tablet or an I-pad; the cost of a new printer for the Visitor Center; the cost of hiring a photographer; and the cost of a new popcorn machine and/or a concession cart, and include all that data in the packets for the next Board Meeting.*
- *Funkhouser shall "shop around" for a small truck, and once she has found a vehicle she thinks will meet the needs of the SBAA, the cost of that vehicle and the related expenses shall be included in the draft budget for 2016.*
- *Funds will be budgeted for Concerts and Movies In The Park in 2016, but an exact amount is not known at this time. Further discussion will take place regarding this issue at the next Board Meeting.*
- *The Goat Parade will be conducted on Saturday, June 11, 2016.*
- *A special event which includes a beach volleyball tournament as well as all the regular Paddlefest activities will be conducted on Saturday, June 18, 2016. Village officials will be asked if they would be willing to host a "post-construction party" in conjunction with that event.*

1 *At 9:10 A.M. Bhirdo indicated that she had another obligation and left the meeting.*
 2

3 **Item No. 7. Discussion regarding the SBAA's request for Village funding in 2016:**

4 The SBAA Board of Directors will have to submit a written request for its 2016 Village
 5 funding soon. It was the consensus that Bickford shall submit a written request to the
 6 Village Administrator that the Operating Agreement with the Village be renewed in its
 7 entirety ASAP. (That document includes a provision that the Village will provide annual
 8 financial support to the SBAA in the amount of \$50,000.00.)
 9

10 **Item No. 8. Discussion regarding Board membership, appointment of alternates and
 11 establishment of a new regular meeting schedule:**

12 It was the consensus that the By-Laws for the SBAA Board of Directors shall be revised in
 13 such fashion that they state that there shall be nine Board members and three alternates. A
 14 draft of that document will be presented at the Fall Dinner.
 15

16 The suggestion has been made that the monthly meetings of the SBAA Board of Directors
 17 be scheduled for a different day of the month as some quorum issues have arisen. Several
 18 of the Board members noted that other scheduling conflicts would quite likely arise if the
 19 regular meeting date is changed, and after considerable discussion it was the consensus
 20 that the regular monthly meeting of the SBAA Board of Directors shall continue to be
 21 conducted on the first Thursday of the month.
 22

23 **Item No. 9. Discussion regarding International Labor programs:**

24 Information regarding International Labor Programs was included in the meeting packets
 25 and the Board members jointly reviewed that documentation.
 26

27 **Item No. 10. Discussion regarding the SBAA Fall Dinner:**

28 The Fall Dinner will be held at JJ's on October 22, 2015. Dinner choices will be fried
 29 shrimp and Mexican combo.
 30

31 **Item No. 11. Discussion Regarding Festivals and Events:**

32 • **Fall Fest:**

33 Funkhouser gave the following oral report regarding Fall Fest:

- 34 A. A chain saw carver will be doing demonstrations on all three days of Fall Fest.
 35 B. Welsing's Foodland will be a new commercial vendor, and it is possible that
 36 "The Cheesecurd Guy" will be paired up with a non-profit organization.
 37 C. The cast from the "Hillbilly Science Show" will be performing in the Village
 38 Hall, and there will also be a goldfish game on the festival grounds.
 39

40 Zacek, who is the Village Liaison on the SBAA Board of Directors, was asked to submit a
 41 written request to the Village Administrator that the Parks Department employees again be
 42 allowed to provide assistance for Fall Fest set-up.
 43

44 A Fall Fest volunteer sign-up sheet was distributed to all the Board members, and
 45 Funkhouser pointed out that a number of slots on that sheet are still empty. If anyone is
 46 willing to volunteer for Fall Fest they should contact Funkhouser ASAP.
 47

48 • **"Capture The Spirit":**

49 Plans are still being made for "Capture The Spirit".

1 • **Film Fest 2016:**

2 A number of films have already been submitted for Film Fest, 2016.

3
4 • **Concerts/Movies In The Park 2016:**

5 This issue will be addressed at length after a formal decision has been made
6 regarding the amount of money which will be allocated for concerts and movies in
7 the park.

8
9 *At 9:45 A.M. Larsen and Crowell indicated that they had other obligations and left the*
10 *meeting.*

11
12 **Old Business:**

13 **Item No. 12. Bay Shore Drive Update:**

14 Work is progressing on the Bay Shore Drive Reconstruction Project. The highway will be
15 open until Monday, October 19, 2015. After that date work will resume and detours will
16 again be in effect.

17
18 **Item No. 13. Waterfront Park Development Update:**

19 Work is progressing on Waterfront Park development. Some of the required landscaping
20 will have to wait until spring.

21
22 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on*
23 *Thursday, November 5, 2015.*

24
25 **Adjournment:**

26 *A motion was made by Zacek, seconded by Kane to adjourn the meeting of the SBAA*
27 *Board of Directors at 10:02 A.M. Motion carried – All ayes.*

28
29 Respectfully submitted,

30 

31 Janal Suppanz, Secretary

49 **1. Administrative Related:**

50 **a. Department of Natural Resources water system inspection report reply**

51 Jacobson presented his reply to Department of Natural Resources Representative Wendy
52 Anderson's water system inspection report. He said she will reply sometime next week.

53

54 **b. Department of Natural Resources required cross connection mailing**

55 Jacobson reported M. Baker fulfilled the residential cross connection mailing requirement per the
56 Department of Natural Resources.

57

58 **2. Water System Related**

59 **a. Water System pressure fluctuations**

60 Above.

61

62 **b. Well maintenance.**

63 Jacobson reported the #1 Well has been pulled. He is waiting for an inspection report but said the
64 drive shafts and the casings are pitted and will need to be replaced. He's waiting to hear about the
65 condition of the pump. The bore hole will be televised to make sure the casing is good.

66

67 **3. Collection System Related**

68 **a. Bioxide feed system for Hydrogen Sulfide reduction and odor reduction**

69 Schell reported chemical are being used at Fieldcrest and Little Sister Lift Stations, and explained
70 the testing process to determine quantities for Bioxide feed for odor reduction. He said there have
71 been no further odor complaints received.

72

73 **b. Maple Drive to Canterbury Drive project status**

74 Nothing new to report.

75

76 **4. Stormwater System Related**

77 **a. Bluffside and Mill Road project status**

78 Jacobson said he and Administrator Jackson have walked the route but have nothing in writing yet.

79

80 **5. Extensions**

81 **a. Garot project status**

82 Nothing new to report.

83

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

85 - The next meeting of the Utilities Committee – W-S-SS was scheduled for December 1, 2015 at
86 7:30 A.M.

87

88 **Adjournment:**

89 *A motion was made by Baker, seconded by Duffy, to adjourn the November 3, 2015 meeting of*
90 *the Water, Sewer Collection, and Stormsewer Utilities Committee at 9:02 A.M. Motion carried –*
91 *all Ayes.*

92

93 Respectfully submitted,

94 Martha Baker

95 Utility Clerk

96

97 Name: h:\files\active\agendas\utilities\2015\2015_11\110315 water sewer stormwater comm minutes - unapproved version 1.doc

98 Created: 11/12/2015 10:13 PM Printed: 10/30/2015 1:59 PM

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**UTILITIES COMMITTEE - WWTP
COMMITTEE MEETING MINUTES
Tuesday, November 3, 2015
Sister Bay Fire Station
2258 Mill Road
(Unapproved Version)**

9 The November 3, 2015 meeting of the Utilities Committee was called to order by Committee Chair
10 Patrick Duffy at 7:30 A.M.

11
12 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker, Peter Sauer, and Huge
13 Mulliken.

14
15 **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell and Utility Clerk
16 Martha Baker (8:00 AM)

17 **Also Present:** Robert E Lee Engineer Terry Sterbor.
18

19 **Excused:** Member Fred Anderson, Administrator Zeke Jackson, and Administrator Bud Kalms.
20

21 **Approval of the Agenda:**

22 *Motion was made by Sauer, seconded by Baker, to approve the November 3, 2015 agenda as*
23 *presented. Motion carried – all Ayes.*
24

25 **Approval of the October 6, 2015 meeting minutes:**

26 *Motion was made by Mulliken, seconded by Sauer, to approve the October 6, 2015 meeting*
27 *minutes as corrected. Motion carried – all Ayes.*
28

29 **Public Comments and Correspondence**

30 None.
31

32 **Discussion Items**

33 **1. Administrative Related:**

34 **a. Pretreatment modification contract**

35 Engineer Terry Sterbor from Robert E Lee & Associates presented the proposal for pretreatment
36 modification at the wastewater treatment plant. There was discussion by the committee.

37 *Motion was made by Baker, seconded by Sauer, to recommend the changes to the Pretreatment*
38 *modification contract to be approved by the Village Board. Motion carried – all Ayes.*
39

40 **2. Plant Related**

41 **a. Capacities Report**

42 As presented.
43

44 **b. Winterization**

45 Schell reported that winterization is happening. He said the crew is ready for winter.
46

47 **c. Staffing**

48 Jacobson reported that there have been two applicants for the position of Utility Supervisor. He
49 also reported that Utility Clerk Baker will be out of the office for several weeks due to upcoming

1 surgery. Former Clerk J. Neuman will step in to make deposits and write checks in Baker's
2 absence.

3

4 **d. Ferric system upgrade**

5 Jacobson reported the new ferric pumps have been installed with a new operating system. He said
6 they are back on-line.

7

8 The committee had a discussion regarding future upgrades and funding of the replacement
9 accounts. Jacobson will get estimates for a few major projects coming, including the clarifier and
10 generators.

11

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

13 - The next meeting of the Utilities Committee – WWTP was scheduled for December 1, 2015 at
14 7:30 A.M.

15 - Jacobson will update Capital Improvement Plan.

16

17 **Adjournment:**

18 *A motion was made by Baker, seconded by Sauer, to adjourn the November 3, 2015 meeting of*
19 *the Utilities Committee- WWTP at 8:32 A.M. Motion carried – all Ayes.*

20

21 Respectfully submitted,

22 Martha Baker

23 Utility Clerk

24

25 Name: h:\files\active\agendas\utilities\2015\2015_11\110315 wastewater treatment plant comm minutes - unapproved version 1.doc
26 Created: 11/12/2015 9:41 PM Printed: 11/13/2015 8:36 AM