



BOARD OF TRUSTEES MEETING AGENDA

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

Sister Bay Fire Station 2258 Mill Road

For additional information check: www.sisterbaywi.gov

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

Deviations from the agenda order shown may occur.

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

1. Consider a motion to approve Resolution 318-121515, a Certified Survey Map combining and re-dividing parcels 1810006312844Fand 1810006312844P on Chalet Ln. for David Lienau.
2. Presentation of 2015 Stakeholder Survey Results. Discussion on Survey and short term goal setting.
3. Consider a motion to discuss and act on a recommendation of the Fire Committee and adopt an intergovernmental agreement with the Village of Ephraim.
4. Consider a motion to approve the 2016-2017 list of Election Inspectors as proposed by the Village Clerk.
5. Consider a motion to adopt an intergovernmental agreement with Door County on elections equipment.
6. Consider a motion to discuss and confirm President Lienau's Committee Appointments.
7. Report on County activities from the County Supervisor, Dave Lienau.
8. Review of the financial statements and consideration of a motion to approve the monthly bills.
9. Report by the Village Administrator on Village Activities and Projects.
10. 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)(g) Conferring with legal counsel who, wither orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation.
11. Consider a motion to reconvene into Open Session.
12. Consider a motion to take action, if required.
13. 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 _____

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, NOVEMBER 17, 2015
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The November 17, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:02 P.M.

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

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

Others: Tom Brown, Denise Bhirdo, Ron Kane, Jackson Parr and Rob Zoschke.

Approval of the Agenda and Minutes as published:

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

Lienau noted that he was referring to committee members when he responded to Sharon Doersching's question about "unexcused absences" from meetings at the last Village Board Meeting. There is no provision for removal of a Trustee from the Village Board in the Village Board By-Laws.

A motion was made by Clove, seconded by Zacek that the minutes for the October 20, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

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

As requested Jackson contacted the engineers working on the Bay Shore Drive Reconstruction Project and asked them about the amperage of the outlets at the top of the new light poles. Their records indicate that 3 amp outlets were requested. Lienau and Duffy reiterated that they definitely recall asking for 15 amp. outlets.

Comments and correspondence:

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

Item No. 2. Public Hearing on the 2016 Annual Budget and Capital Improvement Program for the Village of Sister Bay; Consider a motion to adopt Resolution No. 317, adopting the 2016 Annual Budget and Capital Improvement Program for the Village of Sister Bay:

The Village is nearing completion of a multi-year planning effort, and 2016 will see most major projects which have been underway for several years coming to fruition. The 2016 budget preserves capital program funding and increases the unassigned fund balance from approximately 12.95% to 19.72% or \$365,705. Debt levels continue to be well managed and

1 the TIF is making positive gains. The net change in the 2016 tax rate is 3.51%, which equates
 2 to an increase of \$.21 per \$1,000.00 of valuation. The Finance Committee has recommended
 3 that the Budget as well as the 2016 Zoning, Utility and Development Fee Schedule which was
 4 included in the meeting packets be approved as presented.

5
 6 *At 6:19 P.M. Lienau called the Public Hearing on the 2016 Annual Budget and Capital*
 7 *Improvement Program for the Village of Sister Bay to order, and asked if anyone had any*
 8 *questions or wished to comment regarding the budget.*

9
 10 *Denise Bhirdo thanked Jackson for spending time with her prior to this meeting to address a*
 11 *number of questions she had regarding the budget.*

12
 13 *Rob Zoschke asked how many street addresses or property sites the “net new construction”*
 14 *figure includes, and Jackson responded that he believes four new buildings were constructed.*

15
 16 *Zoschke noted that it is his understanding that “it was the best year ever at the Marina”, and*
 17 *asked where the additional revenues at that facility came from. Jackson responded that*
 18 *additional revenues were realized because more seasonal slips were filled. Clove and Duffy*
 19 *stressed that there still are some transient slips available, and urged anyone interested in*
 20 *reserving one of those slips to contact the Marina Manager.*

21
 22 *At 6:26 P.M. Lienau asked if anyone else wished to comment or ask a question, and when no*
 23 *one responded he declared that the Public Hearing was officially closed.*

24
 25 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the*
 26 *recommendation of the Finance Committee and adopts Resolution No. 317, approving the*
 27 *2016 Operational Budget, the Capital Improvement Program, and the Zoning, Utility and*
 28 *Development Fee Schedule for the Village of Sister Bay, as presented. Motion carried – All ayes.*
 29

30 The Village’s current health insurance policy expires on November 30, 2015. A new policy will
 31 go into effect on December 1, 2015, and the Personnel Committee has recommended that an
 32 HSA be created for each of the employees. The HSA costs as well as the 2015-2016 health
 33 insurance premiums have been included in the 2016 Budget, but in order to cover costs for the
 34 2015-2016 benefit year in a timely fashion, it will be necessary for the December, 2015 health
 35 insurance premiums as well as a semi-annual distribution for the HSA to be paid in December,
 36 2015.

37
 38 *A motion was made by Duffy, seconded by Baker that in order to cover costs for the 2015-*
 39 *2016 benefit year, the December, 2015 health insurance costs and a semi-annual distribution*
 40 *for the Village’s HSA shall be paid in 2015. Motion carried – All ayes.*

41
 42 **Item No. 1. Consider a motion to adopt Ordinance 241, amending §66.0501(b)(3)(e) of the**
 43 **Sister Bay Zoning Code – Accessory Buildings in Front Yard Setback Area; and §66.0311(c)(1)**
 44 **– Conditional Uses in the R-1 Zoning District; Discussion regarding the proposed amendments**
 45 **and consider a motion for action if necessary:**

46 Over the course of the past several years Village officials have been approached a number of
 47 times regarding possible amendment of the regulations concerning locations for garages. While
 48 garages and accessory structures are currently allowed in the front yard on waterfront lots, they
 49 are not allowed on others. Given the fact that there are a number of challenging topographic,
 50 drainage, and vegetative situations throughout the Village, the Plan Commission felt it would be

1 appropriate to recommend that garages and accessory structures be granted conditional use
 2 status in the R-1 District. A copy of an applicable Ordinance was included in the meeting
 3 packets, and the Board members jointly reviewed that document. Jackson pointed out that
 4 each Conditional Use request would have to be evaluated on a case-by-case basis. Public
 5 hearings would also be required.

6
 7 *A motion was made by Duffy, seconded by Baker that the Village Board accepts the*
 8 *recommendation of the Plan Commission and adopts Ordinance No. 241, which amends*
 9 *§66.0501(b)(3)(e) – Accessory Buildings in Front Yard Setback Area; and §66.0311(c)(1) –*
 10 *Conditional Uses in the R-1 District, in such fashion that garages and accessory structures are*
 11 *allowed as a conditional use in the R-1 District. Motion carried – All ayes.*

12
 13 **Item No. 4. Review of a proposal from Robert E. Lee & Associates for grit removal system**
 14 **upgrades and repairs; Consider a motion for action if necessary:**

15 The Wastewater Treatment Plant's grit removal system was modified approximately sixteen
 16 years ago, and significant portions of that system are constructed of carbon steel. Over time
 17 some of the carbon steel has degraded. The concrete channel, which was installed when the
 18 plant was built, also shows signs of degradation. Both of these issues should be addressed
 19 immediately, and the Utilities Committee has recommended that the proposal from Robert E.
 20 Lee & Associates which was included in the meeting packets be accepted. The total cost of the
 21 upgrade and repair project will be \$48,500.00.

22
 23 *A motion was made by Duffy, seconded by Enquist that the Village Board accepts the*
 24 *recommendation of the Utilities Committee and awards a contract to Robert E. Lee & Associates*
 25 *for grit removal system upgrades and repairs. Motion carried – All ayes.*

26
 27 **Item No. 6. Report on County activities from the County Supervisor, Dave Lienau:**

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

- 29
 30
 - The County's Budget for 2016 has now been approved. Two of the bargaining units
 31
 - have not settled their contracts yet, so a placeholder for the applicable wages and
 32
 - benefits has been included in the budget. If necessary, that figure will be amended at a
 33
 - later date.
 34
 - He does plan to run for re-election to the County Board.
 35

36 **Item No. 7. Review of the financial statements and consideration of a motion to approve the**
 37 **monthly bills:**

38 Payment Approval Reports for the period October 21, 2015 through November 17, 2015 were
 39 included in the meeting packets, and the Board members jointly reviewed those documents.

40
 41 *A motion was made by Clove, seconded by Baker that the monthly bills depicted on the reports*
 42 *which were included in the meeting packets totaling \$336,454.53 are all approved. Motion*
 43 *carried – All ayes.*

44
 45 **Item No. 8. Report by the Village Administrator on Village activities and projects:**

46 Jackson gave the following oral report:

- 47
 48
 - Vinton Construction, REI, and the D.O.T. have made incredibly impressive
 49
 - headway on the Bay Shore Drive Reconstruction Project. The employees from

1 Vinton Construction plan on working up until the Wednesday before
 2 Thanksgiving, and hopefully the sidewalks on both sides of the street and the
 3 new street lights will be installed before Christmas. Two-way traffic should be
 4 allowed downtown by Thanksgiving!!!!

5
 6 Clove indicated that he believes the previously mentioned employees did a “fantastic job”, and
 7 suggested that the Village host a pizza party for them as a “Thank You” gesture. The other
 8 Board members concurred.

9
 10 *A motion was made by Clove, seconded by Baker that \$750 shall be added to the Bay Shore*
 11 *Drive Reconstruction Project costs to cover the cost of the Village hosting a pizza party for the*
 12 *employees of Vinton Construction, REI and the D.O.T. Motion carried – All ayes.*

- 13
 14 • The employees from Hockers Construction are working on the Sledding Hill
 15 Project. A “crown berm” will be added to the hill to direct sledders toward the
 16 bottom of it. The suggestion was made that straw bales also be utilized on the
 17 hill, and it was the consensus that that shall occur.
 18
 19 • Significant progress is being made on the Beach Project. The rainwater gardens
 20 have been graded and plantings are being made in accord with the landscaping
 21 plan. Sod will be installed in the high traffic areas.
 22
 23 • Construction is underway on the Niagara Ridge Project.
 24
 25 • Preliminary plans for the Harbor View project have been reviewed and
 26 approved by the Plan Commission.
 27
 28 • Keith Garot received new bids for the infrastructure for his project and is
 29 currently working on the necessary paperwork.
 30
 31 • A meeting at which the wayfinding signage will be addressed is scheduled for
 32 5:30 P.M. on November 24, 2015. Everyone is encouraged and welcome to
 33 attend that meeting.
 34
 35 • He will be working on Code enforcement in the near future.

36
 37 **Committee Reports:**

38 **(1) Administrative Committee:**

39 The Administrative Committee has not met recently.
 40

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

42 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
 43

44 **(3) Communication and Technology Committee:**

45 The Communication and Technology Committee has not met recently.
 46

47 **(4) Door County Coastal Byways Commission:**

48 No action based on the minutes which were included in the meeting packets. The next
 49 meeting of the Coastal Byways Commission will take place at 8:30 A.M. on December 9,

- 1 2015.
2
- 3 **(5) DCEDC:**
4 The DCEDC met on November 5, 2015 at Bay Shipbuilding and letters of support will be
5 mailed regarding the shipyard expansion project. The work plans for 2015 and 2016
6 were also reviewed.
7
- 8 Lienau noted that Palmer Johnson executives have agreed to “make good” on their
9 existing loans.
10
- 11 **(6) Economic Development Committee:**
12 The Economic Development Committee has not met recently. The members of the
13 Economic Development Committee will be attending the Wayfinding Signage Meeting
14 on November 24, 2015.
15
- 16 **(7) Finance Committee:**
17 No action based on the minutes which were included in the meeting packets.
18
- 19 *A motion was made by Lienau, seconded by Enquist that the minutes for the October 22, 2015*
20 *joint meeting of the Finance and Personnel Committees be approved as presented. Motion*
21 *carried – All ayes.*
22
- 23 *A motion was made by Baker, seconded by Zacek that the minutes for the October 26, 2015*
24 *joint meeting of the Finance and Personnel Committees be approved as presented. Motion*
25 *carried – All ayes.*
26
- 27 **(8) Fire Board and Fire District Exploratory Committee:**
28 The Fire Board will be meeting on November 23, 2015.
29
- 30 The Fire District Exploratory Committee has not met recently.
31
- 32 **(9) Historical Society:**
33 No action based on the minutes which were included in the meeting packets.
34
- 35 **(10) Library Commission:**
36 The Library Commission did not meet in October. The next meeting of the Commission
37 will be conducted at 1:00 P.M. on December 8, 2015.
38
- 39 **(11) Marina Committee and Marina Fest Committee:**
40 The Marina Committee met yesterday, but those minutes have not been completed yet.
41 The main topic of discussion at that meeting was marketing for 2016. New marina
42 management software will be purchased soon.
43
- 44 The Marina Fest Committee will be meeting at 2:00 P.M. on December 8, 2015.
45
- 46 **(12) Parks:**
47 No action based on the minutes which were included in the meeting packets.
48
- 49 **(13) Personnel Committee:**
50 No action based on the minutes which were included in the meeting packets.

(14) Plan Commission:

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

(15) SBAA:

The approved version of the minutes for the October 1, 2015 meeting of the SBAA Board of Directors was included in the meeting packets. The Board met on November 5, 2015, but those minutes have not been approved yet. The Fall Dinner was conducted at JJ's and was well attended, but the format for next year's meeting will be changed as some logistical issues arose. Work is ongoing on the SBAA's budget. A sub-committee has been charged with determining what could be done with the additional funding from the Village.

The SBAA Board of Directors has recommended that Tonya Crowell of Bay Shore Outdoor be appointed to the Waterfront Oversight Committee.

(16) Teen Center:

The Teen Center Board has not met recently. Enquist has made a number of telephone calls to persons who might be interested in helping out at the Teen Center, and the response was quite good. A meeting should be conducted in the near future.

(17) Tourism Zone Commission:

The Tourism Zone Commission met recently but neither Zacek or Jackson were able to attend that meeting.

(18) Utilities (Wastewater Treatment Plant) – Water, Sewer Collection, and Storm Sewer Committees:

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

(19) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

(20) Waterfront Oversight

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

Item No. 5. Consider a motion to discuss and confirm President Lienau's Committee Appointments:

Lienau recommended that Enquist be appointed to the Utilities (Wastewater Treatment Plant) – Water, Sewer, and Storm Sewer Committees, and also recommended that Tonya Crowell be appointed as the SBAA representative on the Waterfront Oversight Committee.

A motion was made by Baker, seconded by Clove that Enquist shall be appointed to the Utilities (Wastewater Treatment Plant) – Water, Sewer and Storm Sewer Committees, and Tonya Crowell shall be appointed to serve as the SBAA's representative on the Waterfront Oversight Committee. Motion carried – All ayes.

At 7:56 P.M. a brief recess was taken and the Board members reconvened at 8:02 P.M.

1 **Item No. 3. Review of a proposal for financial services from Juliana Neuman; Consider a**
 2 **motion to discuss and execute if applicable:**

3 **Item No. 9. 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 8:03 P.M. a motion was made by Lienau, seconded by Enquist that the Village Board*
 9 *convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and*
 10 *employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public*
 11 *properties, the investment of public funds, or conduct other specified public business,*
 12 *whenever competitive 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. 10. Consider a motion to reconvene into open session:**

22 *At 9:40 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. 11. Consider a motion to take action if required:**

31 *The Village Administrator was directed to take all the actions which were discussed in closed*
 32 *session.*

33
 34 **Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a**
 35 **committee, official or employee:**

- 36
 37
 - *Jackson will see that the previously mentioned pizza party is scheduled and advise the*
 38 *Board members of the date and time.*

39
 40 **Adjournment:**

41 *A motion was made by Duffy, seconded by Zacek to adjourn the meeting of the Board of*
 42 *Trustees at 9:45 P.M. Motion carried – All ayes.*

43
 44 *Respectfully submitted,*

45 

46 *Janal Suppanz,*
 47 *Assistant Administrator*

1 **MINUTES FOR THE JOINT MEETING OF THE VILLAGE BOARD, PLAN COMMISSION,**
2 **PARKS COMMITTEE & THE ECONOMIC DEVELOPMENT COMMITTEE**
3 **TUESDAY, NOVEMBER 24, 2015**
4 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
5 **UNAPPROVED VERSION**
6

7 The November 24, 2015 joint meeting of the Village Board, the Plan Commission, the Parks
8 Committee and the Economic Development Committee was called to order by Village
9 President, Plan Commission Chair, Parks Committee Chair and Economic Development
10 Committee member Dave Lienau at 5:31 P.M.

11
12 **Present:** President Lienau, Trustees Pat Duffy and Kathy Enquist, Trustee, Plan Commission
13 member and Parks Committee member Scott Baker, Plan Commission members Don Howard
14 and Nate Bell, Parks Committee member Sharon Doersching, Economic Development
15 Committee Chair Larry Gajda, and Economic Development Committee members Dan Mortier
16 and Denise Bhirdo.

17
18 **Excused:** Trustee and Parks Committee member John Clove, Trustee Nora Zacek, Plan
19 Commission member Marge Grutzmacher, Economic Development Committee member
20 Jennifer Dahl, and Plan Commission member Eric Lundquist.

21
22 **Absent:** Economic Development Committee members Jimmy Grasse, Mike Flood and Bill
23 Chaudoir.

24
25 **Others:** Jamie Brown of Living Labs, Tom Brown, Paige Funkhouser, Drew Bickford, Mary Kay
26 Shumway and Charlie Henriksen.

27
28 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz
29

30 **Comments, correspondence and concerns from the public:**

31 Lienau noted that no new correspondence had been received, and then asked if anyone wished
32 to comment regarding a non-agenda item. No one responded.

33
34 **Approval of the agenda:**

35 *A motion was made by Duffy, seconded by Baker that the Agenda for the November 24, 2015*
36 *joint meeting of the Village Board, the Plan Commission, the Parks Committee and the*
37 *Economic Development Committee be approved as presented. Motion carried – All ayes.*
38

39 **Approval of minutes as published:**

40 **As to the minutes for the October 27, 2015 meeting of the Plan Commission:**

41 *A motion was made by Baker, seconded by Howard that the minutes for the October 27, 2015*
42 *meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*
43

44 **Business Items:**

45 **Item No. 1. Presentation regarding the Wayfinding Signage Master Plan, and Review of Survey**
46 **Data and Consensus Designs Prepared by Living Labs; Consider a motion for action if**
47 **necessary:**

48 Jamie Brown of Living Labs recapped the entire wayfinding study process, and presented the
49 wayfinding signage survey data as well as a proposed Wayfinding Plan. That plan includes

1 artists renderings of the different types, styles and colors of signage which are being proposed
2 for the Village. Between twenty and thirty people responded to the previously mentioned
3 survey. Brown stressed that wayfinding signage is not intended to be used by “locals”, but,
4 rather, first time visitors to a community. The next step in the whole wayfinding signage
5 implementation process would be for Village officials to adopt an official Wayfinding Plan.
6 After that plan is approved D.O.T. and County Sign Permits must be obtained. When the artist’s
7 rendering of the Waterfront Park sign was presented Doersching indicated that she did not like
8 the amenity icons which are displayed on that sign and does not believe they are necessary.
9 Brown responded that the icon system is “universal” and is intended to make it easier for
10 visitors from foreign countries to locate amenities. It also adds a layer of logic for people who
11 are not familiar with the area or don’t speak English. Bhirdo indicated that she believes the
12 Village facility identification signage should be bigger, and several individuals expressed
13 concern that the Village logo placard at the top of the bicycle signage will be stolen.
14

15 *It was eventually the consensus that the blade signs on the pedestrian/informational signage*
16 *should be blue rather than green. Several individuals also indicated that they don’t like the*
17 *design and size of the goat at the top of the pedestrian/informational signage, and it was the*
18 *consensus that the goat should remain but be redesigned in such fashion that he is smaller and*
19 *is “softened” somewhat. Paige Funkhouser, the SBAA Coordinator, volunteered to provide the*
20 *artist’s rendering of “Sven” to Brown. Brown stressed that considerable cost savings will be*
21 *realized if the Village’s Maintenance Department workers install all of the wayfinding signage.*
22

23 *Charlie Henriksen noted that he owns a business at the Country Walk Shops and is hopeful that*
24 *Village officials will consider creating a sufficient amount of signage which will direct people*
25 *from “downtown” to “uptown”. He also would like to see some sort of safe sidewalk or*
26 *walkway created in the vicinity of the Country Walk Shops. It was the consensus that*
27 *Henriksen’s sidewalk request shall be referred to the Parks Committee.*
28

29 *A motion was made by Duffy, seconded by Howard that the Village Board, Plan Commission,*
30 *Parks Committee and the members of the Economic Development Committee hereby adopt the*
31 *Wayfinding Signage Plan which was presented at this meeting on the condition that the blade*
32 *signs on the pedestrian/informational signage shall be changed from green to blue, and the goat*
33 *atop the pedestrian/informational signage shall be redesigned in such fashion that he is smaller*
34 *and is “softened” somewhat. Motion carried – All ayes.*
35

36 **Item No. 2. Adjournment of the portion of the meeting at which the presence of the Economic**
37 **Development Committee was required:**

38 *Bhirdo and Doersching voiced displeasure with the fact that multi-colored lights are now being*
39 *displayed on the small Christmas trees which have been erected throughout the Village. (A*
40 *number of years ago Village officials decided that white lights would be displayed on the*
41 *Village’s trees, and several business owners have kept that theme in mind when purchasing*
42 *their holiday decorations.) It was the consensus that this issue shall be referred to the Parks*
43 *Committee.*
44

45 *At 6:59 P.M. a motion was made by Bhirdo, seconded by Gajda that the portion of the meeting*
46 *at which the presence of the Economic Development Committee was required be adjourned.*
47 *Motion carried – All ayes.*
48

49 *A brief recess was taken, and the Village Board, Plan Commission members and the members of*
50 *the Parks Committee reconvened at 7:11 P.M.*

1 **Item No. 3. Discussion regarding the old Texaco site in Hendrickson Park and review of a**
2 **Phase II Limited Geoprobe Assessment study proposal from Robert E. Lee & Associates;**
3 **Consider a motion for action if necessary:**

4 Some time ago the Village was notified by the DNR that there is some degree of contamination
5 in the area of what is commonly referred to as “the Hendrickson Park restrooms”. (At one time
6 there was a gas station in that location.) Because the contamination was discovered a Phase II
7 Limited Geoprobe Assessment Study is required, and a proposal was requested from the
8 Village’s engineering firm, Robert E. Lee & Associates. That document was included in the
9 meeting packets, and the Board, Commission and Committee members jointly reviewed it. The
10 cost of the previously mentioned study will be approximately \$3,000.00.

11
12 *A motion was made by Doersching, seconded by Baker that Robert E. Lee & Associates shall be*
13 *retained to perform a Phase II Limited Geoprobe Assessment at 10671 N. Bay Shore Drive in*
14 *accord with the proposal which was reviewed at this meeting. Motion carried – All ayes.*

15
16 **Item No. 4. Adjournment of the portion of the meeting at which the presence of the Parks**
17 **Committee was required and recess of the portion of the meeting at which the presence of the**
18 **Village Board was required:**

19 *At 7:19 P.M. a motion was made by Lienau, seconded by Baker that the meeting of the Village*
20 *Board be recessed and the portion of the meeting at which the presence of the Parks*
21 *Committee was required be adjourned. Motion carried – All ayes.*

22
23 **Item No. 7. Review of a proposal from Tom Brown concerning the pharmacy building at the**
24 **Country Walk Shops (Informational in nature; since this is an “Over-the-Counter” Permit**
25 **item):**

26 Tom Brown represents the individuals who have purchased the “drug store” at the Country
27 Walk Shops. They would like to replace some windows, remove the existing front door and
28 replace it with French doors, and add a standing seam metal roof as well as a glass cupola to
29 the building. Remodeling plans were included in the meeting packets, and the Commission
30 members jointly reviewed all of that documentation.

31
32 Generally speaking an “Over-the-Counter” Permit could have been issued for the work Brown
33 would like to do, but such a permit has not been issued yet. (At a previous meeting some of the
34 Commission members had stressed that before any permits were actually issued for remodeling
35 of existing commercial buildings, they wanted to review the plans to ensure that the Village’s
36 architectural standards would be met.)

37
38 Enquist indicated that she owns a unit at the Country Walk Shops, and it is her understanding
39 that the members of the Country Walk Owner’s Association are not opposed to the proposed
40 remodeling.

41
42 Suppanz pointed out that she has found that business owners become quite frustrated in
43 circumstances such as this because construction delays are realized, which, in some instances
44 can create hardships.

45
46 *Discussion took place regarding this issue, and several of the Commission members indicated*
47 *that they do not believe any of the Plan Commission members wanted to inconvenience*
48 *business owners or create hardships for them. It was the consensus that architectural review*
49 *standards for commercial properties and applicable policies and procedures shall be addressed*
50 *at the next meeting of the Plan Commission.*

1 **Item No. 5. Review of Section 900 of the Sister Bay Zoning Code; Consider motions to refer**
2 **for further action if appropriate:**

3 A number of questions have arisen regarding the application of §66.0911 of the Zoning Code
4 when property owners want to change or modify an existing structure which has been deemed
5 to a “non-conforming use” because of setback issues. The words “modified” and “remodeled”
6 which appear in that section are especially problematic.

7
8 *It was the consensus that revisions to §66.0911 shall be considered at the next meeting of the*
9 *Plan Commission.*

10
11 **Item No. 6. Review of a proposal for a change in occupancy for The Inn on Maple property,**
12 **and an expansion of use; Consider a motion for action if necessary:**

13 Collin and Sara Doherty submitted an Offer To Purchase for The Inn on Maple, which is
14 located at 2378 Maple Drive, and that offer has been accepted. The Dohertys would like to
15 open a restaurant in the previously mentioned building, but also want to continue operating the
16 existing bed & breakfast, so technically that is considered a “change of use”. The question has
17 arisen as to whether the Plan Commission will require a Conditional Use Permit for the
18 restaurant, so a Zoning Permit Application as well as a Conditional Use Permit Application and
19 accompanying documentation were included in the meeting packets. There are still some
20 parking issues which have to be addressed, and Jackson is working with the Dohertys on
21 resolving those issues. It was the consensus that a Conditional Use Permit will not be required.

22
23 *A motion was made by Howard, seconded by Bell that Collin and Sara Doherty’s request to*
24 *operate a restaurant as well as a bed and breakfast in The Inn on Maple, which establishment is*
25 *located at 2378 Maple Drive, is approved as presented, and the Zoning Administrator shall see*
26 *that an applicable Zoning Permit is issued. Motion carried – All ayes.*

27
28 **Item No. 8. Report by the Zoning Administrator regarding development activities, various**
29 **enforcement actions, and issuance of Sign and Zoning Permit:**

30 Jackson gave the following oral report:

- 31 • Vinton Construction, REI, and the D.O.T. have made incredibly impressive
32 headway on the Bay Shore Drive Reconstruction Project. Hopefully the
33 sidewalks on both sides of the street and the new street lights will be installed
34 before Christmas. Two-way traffic is again allowed downtown!!!!
- 35
36 • The employees from Hockers Construction are working on the Sledding Hill
37 Project. A “crown berm” and straw bales will be added to direct sledders toward
38 the bottom of the hill. Pat Hockers has assured Jackson that the hill will be
39 functional and safe.
- 40
41 • Significant progress is being made on the Beach Project. The rainwater gardens
42 have been graded and plantings are being made in accord with the landscaping
43 plan. Sod will also be installed in the high traffic areas.
- 44
45 • Construction is underway on the Niagara Ridge Project.
- 46
47 • Preliminary plans have been reviewed and approved by the Plan Commission
48 for the Harbor View Project.
- 49

- 1 • Keith Garot received new bids for the infrastructure for his expansion project
2 and is currently working on the necessary paperwork.
3
- 4 • He will be working on Code enforcement in the near future.
5

6 **Item No. 9. Adjournment of the Plan Commission Meeting and reconvening of the portion of**
7 **the meeting at which the presence of the Village Board was required:**

8 *At 7:51 P.M. a motion was made by Howard, seconded by Baker that the October 27, 2015*
9 *meeting of the Plan Commission be adjourned. Motion carried – All ayes.*

10
11 *Another brief recess was taken and the Village Board reconvened at 7:55 P.M.*

12
13 **Item No. 10. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
14 **\$19.85(1)(c) to discuss personnel and employee benefits and \$19.85(1)(e) to deliberate or**
15 **negotiate the purchase of public properties, the investment of public funds, or conduct other**
16 **specified public business, whenever competitive or bargaining reasons require a closed**
17 **session.**

18 *At 7:56 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene*
19 *into executive session pursuant to Wis. Stats., \$19.85(1)(c) to discuss personnel and employee*
20 *benefits, and \$19.85(1)(e) to deliberate or negotiate the purchase of public properties, the*
21 *investment of public funds, or conduct other specified public business, whenever competitive*
22 *or bargaining reasons require a closed session.*

23
24 *A roll call vote was taken on that motion, and the Board members voted in the following*
25 *fashion:*

26
27 *Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.*

28 *Motion carried.*

29
30 **Item No. 11. Consider a motion to reconvene into open session:**

31 *At 8:50 P.M. a motion was made by Lienau, seconded by Duffy that the Village Board*
32 *reconvene into Open Session.*

33
34 *Another roll call vote was taken on that motion, and the Board members again voted in*
35 *the following fashion:*

36
37 *Baker – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye.*

38
39 *Motion carried.*

40
41
42 **Item No. 12. Consider a motion for action, if required:**

43 *A motion was made by Duffy, seconded by Lienau that the Village Administrator shall*
44 *carry out the actions which were discussed in closed session. Motion carried – All ayes.*

45
46 **Item No. 13. Matters to be placed on a future agenda or referred to committee,**
47 **official or employee:**

48 *It was the consensus that:*
49

- 1 • *Charlie Henriksen's request for a sidewalk or walking path in the vicinity of the*
2 *Country Walk Shops will be referred to the Parks Committee.*
- 3
- 4 • *The Plan Commission will be asked to clarify the procedures they would*
5 *like to see followed in instances where an "Over-The-Counter" permit*
6 *could be issued to a business owner wishing to remodel an existing*
7 *building.*
- 8
- 9 • *At the next meeting of the Parks Committee Steve Mann will be asked to*
10 *explain why multi-colored rather than white lights are being displayed on*
11 *the Village's small Christmas trees.*
- 12

13 **Adjournment:**

14 *A motion was made by Duffy, seconded by Baker to adjourn the meeting of the Village Board*
15 *at 9:32 P.M. Motion carried – All ayes.*

16
17 Respectfully submitted,

18 

19 Janal Suppanz,
20 Assistant Administrator



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/15/15
Item No. 1

Recommendation: That the Board adopt Resolution No. 318-121515, approving a CSM for combination and redivision of 2 parcels on Chalet Ln for David Lienau

Background: The Plan Commission is expected to review this item prior to this evening's meeting. Approval is anticipated. The proposed CSM would create a buildable B1 zoned lot by adding approximately 2 feet to the frontage of the lot immediately north of Mr. Lienau's house.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator

RESOLUTION № 318- 121515
APPROVING A CERTIFIED SURVEY MAP FOR VILLAGE OF SISTER BAY
PARCELS 181-0006312844F AND 181-0006312844P ON CHALET LN.
FOR DAVID LIENAU.

WHEREAS, the Plan Commission for the Village of Sister Bay has reviewed the Certified Survey Map, (CSM), submitted by D.F.H. II on behalf of David Lienau for Village of Sister Bay Parcels No. 181-0006312844F and 181-0006312844P located on Chalet Ln and has approved that document.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees for the Village of Sister Bay that the attached CSM prepared by D.F.H. II, dated December 4, 2015, be and hereby is approved.

BE IT FURTHER RESOLVED that the Village Clerk shall see that a copy of this Resolution is provided to David Lienau. The Village Clerk shall also see that the CSM is recorded in the Office of the Register of Deeds for Door County in as timely a fashion as possible.

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

Passed and adopted this ___ day of _____, 2015.

 Zeke Jackson, Administrator

ATTEST:

 Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

CERTIFIED SURVEY MAP

17

LOCATED:

PARTLY IN THE SE 1/4 OF THE SE 1/4 OF SECTION 6 AND PARTLY IN THE NE 1/4 OF THE NE 1/4 OF SECTION 7, ALL IN T. 31 N., R. 28 E., VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

BUILDING ZONE =

- ' RIGHT-OF-WAY SETBACK
- ' FRONT-YARD SETBACK
- ' REAR-YARD SETBACK
- ' SIDE-YARD SETBACK

Caveat:

Building zones depicted are based on zoning setbacks in effect at the time this map was produced and should not be relied upon without first obtaining written verification thereof from the Village of Sister Bay and any other local zoning authorities.

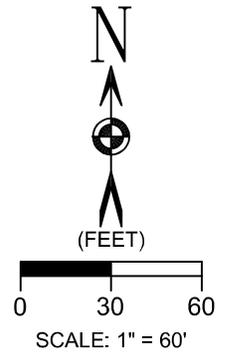
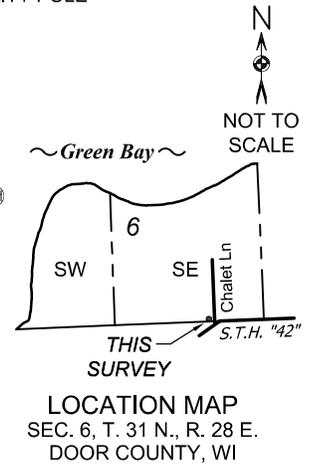
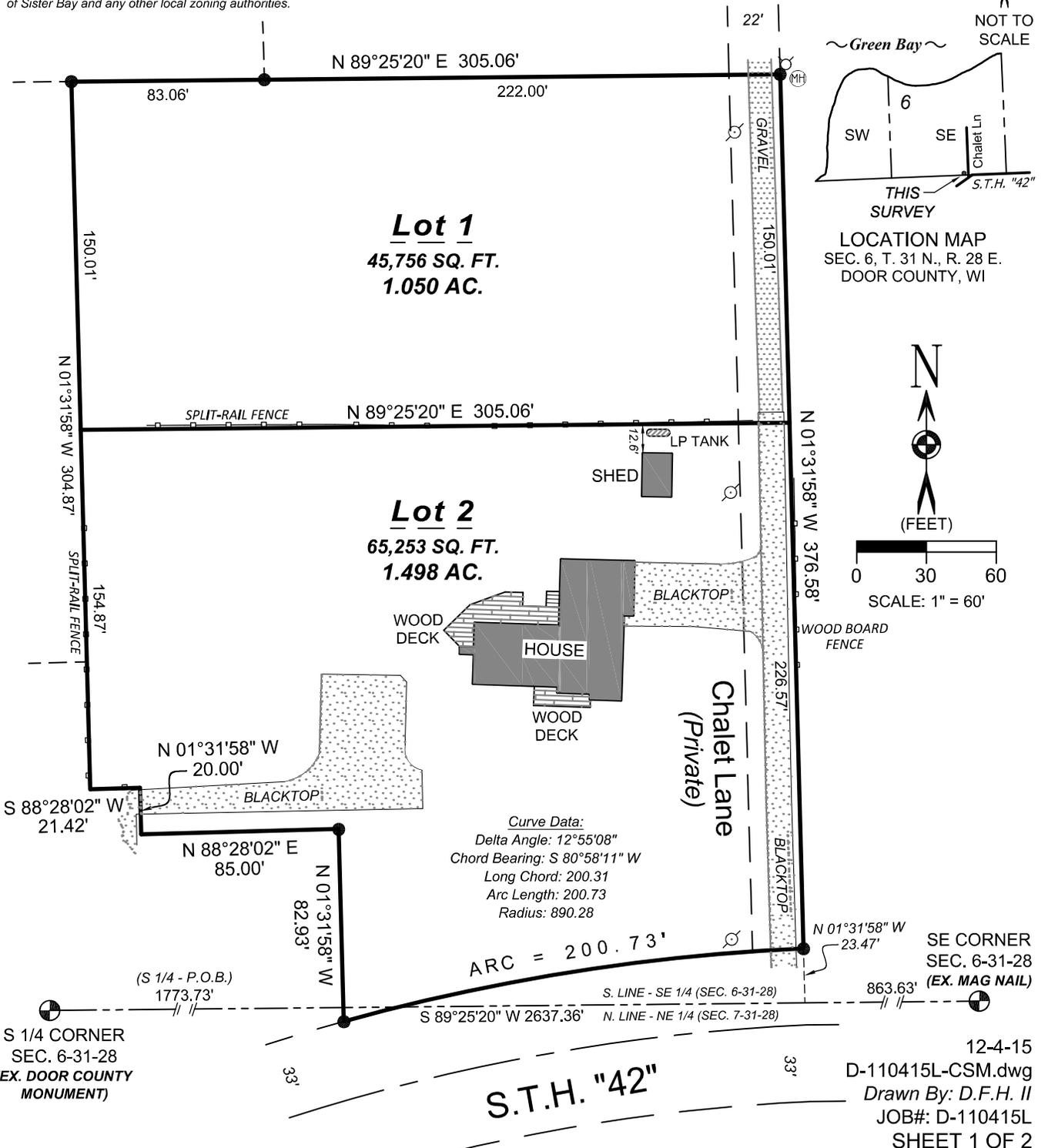
SURVEYOR'S NOTES:

BEARINGS REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SECTION 6-31-28 BEARING S 89°25'20" W BASED FROM PREVIOUS SURVEYS.

RECONFIGURING TAX PARCEL #181-00-06312844P & 44F LOCATED AT 10611 CHALET LANE.

LEGEND

- = U.S. PUBLIC LAND SURVEY CORNER (AS NOTED)
- = EXISTING 1" IRON PIPE
- = UTILITY POLE



12-4-15
D-110415L-CSM.dwg
Drawn By: D.F.H. II
JOB#: D-110415L
SHEET 1 OF 2



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/15/15
Item No. 2

Recommendation: That the Board consider the results from the Citizen Survey and engage in a goal setting process as we move into 2016.

Background: The Village has accomplished an incredible amount in a very short period of time. What was projected to be a 20 year schedule of projects was substantially completed in less than 8. While this list is not intended to be comprehensive, here are some of the major projects we have accomplished or will finish in 2016:

- Unification of Waterfront Park
- Building of a new Library Building
- Building of a Sports Complex
- Building of a new Fire Station
- Building of the New Beach
- Building of the Concert Pavilion
- Upgrading water and sanitary service in the downtown
- Burial of all overhead utilities in the downtown
- Bay Shore Drive Reconstruction
- Building of a parking lot on Mill Rd. West
- Reconstruction of most of Mill Rd. East
- Upgrade fire fighting equipment
- Acquired land for a parking lot on Mill Rd. East
- Sold every Village Owned parcel identified in our Redevelopment Plan
- Acquired 1 of 2 private parcels for redevelopment

While there is still some work yet to be completed to finish out our redevelopment plan, we should recognize the value in having stated goals and objectives that are supported by the constituents we serve. The Survey provides a good INITIAL tool to gauge public sentiment towards our community.

It should be noted that all surveys have an opportunity for bias. Please remember that this survey was sent out in July amid some controversy of Midwest Sunsplash, as well as some likely public anxiety over our Beach and Bay Shore Reconstruction projects. With that said, our approval ratings are very high; with these projects completed and implementation of some responsive government policies, the ratings can only go higher.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator



2015 Stakeholder Survey

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Do you own or rent your residence: Own Rent

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

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

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

Do you own a business in Sister Bay: Yes No

Do you currently work in Sister Bay: Yes No

Your Crazy Idea for Sister Bay: _____

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

2015 Stakeholder Survey

82 Respondants

<u>Question No.</u>	<u>Average Response</u>	<u>% Ranking</u>	<u>Sum of Ratings</u>
Question No. 1	1 means "poor", 5 means "excellent"		
Trustworthy Leaders	3.27	65%	258
Well Managed Services	3.51	70%	267
Well Trained Employees	3.65	73%	281
Quality Neighborhoods	3.74	74%	273
Open To Ideas	3.01	59%	235
Drinking Water Quality	4.13	83%	330
Stormwater Control	3.77	74%	294
Garbage Collection	4.20	84%	332
Question No. 2	1 means "poor", 5 means "excellent"		
Cost of Living	3.14	63%	248
Affordability of Housing	3.06	61%	242
Stability of Property Values	3.12	62%	243
Strength of Economy	2.95	58%	230
Quality of Jobs	2.70	54%	208
Question No. 3	1 means "low priority", 5 means "high priority"		
Parks & Recreation	3.70	74%	303
Economic Development	4.14	83%	331
Utilities	4.06	81%	333
Roads	3.91	77%	313
Festivals & Events	3.24	65%	259
Internet	3.34	67%	274

Question No. 4			
	1 means "strongly disagree", 5 means "strongly agree"		
Safe Place To Live	4.52	90%	371
Enjoyable For Children	4.19	84%	335
Enjoyable For Young Adults	3.74	75%	299
Enjoyable For Sr. Citizens	4.17	83%	342
Enjoyable For Everyone Else	4.00	80%	320
Great Place To Live	3.99	80%	323
Great Place For A Business	3.19	62%	230
Safe Place to Bike & Walk	3.56	71%	292
Safe Place to Walk At Night	3.83	77%	310
Perfect Community For Me	3.82	76%	313

Question No. 5			
	1 means "gotten much worse", 5 means "gotten much better"		
Quality of Life on My Street	3.38	68%	277
Business Friendliness	3.05	60%	247
Sister Bay's Image	3.55	71%	291

Question No. 6	Reduce Service	Raise Taxes	Raise Fees	Combine	Privatize
Utilities	5	6	37	13	8
Festivals/Events	22	3	28	9	12
Trash Service	6	7	24	18	22
Affiliate Organizations	22	1	8	18	5
Parks Maintenance	15	15	20	8	15
Road Maintenance	5	32	9	16	9
Economic Development	12	9	9	17	13
Marina	13	2	48	2	13
Total:	100	75	183	101	97

Question No. 7	1 means "least important", 5 means "most important"		
Road Maintenance	3.81	76%	297
Village Hall Remodeling	1.96	39%	153
Marina Docks	2.49	50%	197
Marina Fuel System	2.30	46%	182
Storm Sewer System	3.22	64%	254
Road Repair	3.81	76%	301
WiFi	2.85	57%	228
Dog Park	1.84	37%	147
Festivals & Events	2.51	50%	198
Reducing Debt	4.13	81%	322

Question No. 8	1 means "least challenging", 5 means "most challenging"		
Aging Infrastructure	3.18	61%	245
Aging Population	3.40	68%	272
Workforce Housing	3.24	65%	259
Internet	2.67	53%	216
Public Parking	3.16	62%	256
Lack of Renewable Energy	2.68	53%	201
Water Quality	3.35	67%	268
Property Values	3.93	79%	318
Festivals & Events	2.30	46%	184
Public Debt Level	3.94	79%	319



Interesting Facts about Respondants:

- Out of 82 respondents, only 1 was a renter
- 9 reported being younger than 25
- 11 reported owning a business in Sister Bay
- Only 4 reported having a household income of less than \$50,000 annually
- Only 5 reported having lived in Sister Bay less than 5 years
- 15 reported working in Sister Bay

Citizen Comments, 2015 Stakeholder Survey

Complete Incomplete ongoing Other Unit of Government

E - Reroute honey dipper trucks off Scandia Rd. - they leak profusely!

F - Public transportation between Sturgeon Bay and N Door.

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

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

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

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

P - Done - Beach Expansion Love It!!!

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

T - A Village Board made up of 25 - 35 yr. Olds

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

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

W - Fire Zeke

X - More bike paths.

Y - Don't become like Fish Creek!

Z - Make Inn at Kristopher's Up Scale 2 story restaurant.

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

AE - Develop unused real estate in-town.

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

just as poorly attended.

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

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

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

AL - Put a halt to spending on the waterfront.

AM - Privatize the Marina. Don't build the frauds??? (Illegible) from it into a larger budget.

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

AO - Do something north of Bhirdo's for the tax payer.

AP - Place for dogs to swim. No More Condos!!! Tiki bar by the beach "Leased" to interested parties bring some fun. Sell food & beverages like Nicolet Beach. Everyone wants to know about the fine gravel on the beach?

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

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

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

AY - Senior Exercise Ctr.

AZ - Lower Property taxes to attract new homeowners

BA - Involve citizens in governing!

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

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

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

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

BK - Casino

BL - More speed limit signs on Woodcrest especially Southbound.

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

BN - Enforce park rules. What a novel Idea!

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

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

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

BU - Venue for Weddings

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

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

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

BY - "Secession"

BZ - Quit Overspending.

CB - Off street parking lots -limit parking on street - limit parking at park. No More Sunsplash - ICK!

CC - Build then rent/or condo shops on vacant land in town. Additional Note: It is wrong to charge regular water rates during months that meters are removed. Our seasonal friends (also owners) feel used.

CE - Make boaters pay + have the vote when all residents are in town.



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/15/15

Item No. 3

Recommendation: That the Board consider the recommendation of the Fire Committee and approve an Intergovernmental Agreement between the SBLGFD and the Village of Ephraim.

Background: Details are outlined in the attached development agreement

Fiscal Impact: None; Ephraim will be required to reimburse the Department for it's services.

At your service, I am

Zeke Jackson
Village Administrator

Intergovernmental Agreement

- 1. Parties.** Sister Bay & Liberty Grove Fire Department ["Department"]; the Village of Ephraim ["Village"]
- 2. Purposes.** For the Department to provide Emergency Medical Services ["EMS"] to the Village. In addition, this document seeks to anticipate and address questions and concerns that might arise as a result of the operation of the Agreement.
- 3. Background.** In the early 1990s, the Village was one of the founding members of the Northern Door First Responders, established to provide non-transport, first response EMS at the Emergency Medical Responder ["EMR"] level. The Village of Sister Bay and the Town of Liberty Grove also participated in the Northern Door First Responders.

Toward the end of the 1990s, the Village and the towns of Baileys Harbor and Gibraltar established the Mid-Door Fire enhanced mutual aid agreement.

At the same time as entering into the mutual aid agreement with the towns of Baileys Harbor and Gibraltar, the Village opted out of the Northern Door First Responders and contracted with the Gibraltar Fire Department for EMR level services.

In 2005, the Village of Sister Bay and the Town of Liberty Grove required the Department to assume overall control of First Response EMS. After an operational plan and license applications were submitted and approved by the State of Wisconsin, all

members of the EMS at that time were brought under the control of the Department.

In 2015, after unofficial communications between agents of the Village and of the Department, the Village Board made it official—the Village Board voted in November, 2015 to cancel its agreement with the Town of Gibraltar and contract with the Department for EMS.

On November 23, 2015, the Sister Bay & Liberty Grove Fire Board [“SB & LG FB”] convened to discuss, among other agenda items, the potential to agree with the Village for EMS by the Department.

The SB & LG FB agreed to recommend to their respective boards endorsing the intergovernmental agreement between the Department and the Village for EMS.

4. Consideration. For good and valuable consideration as set forth below and in accord with the operating assumptions and other provision of this Agreement and subject to the termination provisions set forth in this Agreement, the Department agrees to provide EMS to the Village.

5. Operating Assumptions:

Financial Impact: This Agreement shall not at any time or in any way result in a financial gain for the Department as the result of the provision of EMS to the Village, nor shall the provision of such services result in a financial burden in any way or in any amount to the Department.

Guaranteed Response: Based on its volunteer nature and based on the practice followed by the Department with respect to EMS in the Village of Sister Bay and in the Town of Liberty Grove, the Department, by virtue of this Agreement, shall not in any way or at any time guarantee an EMS response to the Village.

Number of Responders: Based on its practice in the Village of Sister Bay and in the Town of Liberty Grove, the Department, by virtue of this Agreement, shall not alter its current practice of how members are called to a scene, resulting in the fact that at times, too many responders might respond to a call. At the same time, the Department will continue to practice good communication so as to attempt to limit the number of responders to a number in proportion to the needs of the particular call.

Standard Operating Procedures and Guidelines: Notwithstanding this Agreement, the Department will continue to follow its SOPs, SOGs and established past practices. Included among the Department's SOPs/SOGs are the probationary requirements for new members.

Recruitment and Retention. The parties agree that it is in their best interests to work cooperatively to recruit new members and retain existing members. The goal of an adequate number of members is an overriding consideration and should be given precedence should any dispute arise as to how to allocate costs for recruitment and retention between the parties.

- 6. Service Direction:** Notwithstanding this Agreement, the Department shall oversee the responsibilities of the service director as provided for by the State of Wisconsin.
- 7. Schedule of Costs:** Under this Agreement, the Village shall pay according to the schedule of costs as imposed by the Department and shall adjust such payments as the Department schedule of costs changes. The schedule of Department costs is as follows:
- Call response – Responders are paid a minimum of 1 hour for any response, and then on the ½ hour for calls running more than 1 hour.
- Mutual Aid Response – Responders are paid only if the call exceeds 1 hour. In such an event, the call is then paid back to include the first hour.
- Meetings – Meeting are paid on a per diem basis.
- Required Trainings – Required trainings are paid on an hourly basis and are defined as trainings required to maintain the individuals state license or any training deemed mandatory by the Department’s administration / service director.
- Non-required trainings – Non-required trainings are paid on a per diem basis and are defined as elective trainings and are approved for reimbursement by the Department.
- Conferences – There is no personal reimbursement for attending conferences. The Department does cover at least a portion of

mileage, food, lodging and enrollment to encourage its membership to attend training conferences.

Payroll costs – The Sister Bay & Liberty Grove Fire Department utilizes a third party for the formulation of payroll. The Village shall pay a pro rata share of the cost of this this service.

Administrations costs – A flat fee of \$500.00 annually will be paid by the Village of Ephraim to the Department to cover administrative fees.

LOSA – Members who meet the minimum requirements for inclusion in the Department’s Length of Service Award (LOSA) program shall be included in the annual registration and payment. The Departments policy is to match the State’s maximum contribution. Those members who are eligible shall have their LOSA contribution paid by the Department with a reimbursed for those costs by the Village.

8. Insurance: The Department shall provide all necessary insurance coverages, including, but not limited to Workers Compensation, and disability and liability insurance. As of the date of this Agreement, Door County reimburses the Department, thereby obviating the need for the Village to reimburse the Department for such costs.

9. Continuing Education Expenses. The Department assumes the cost of state-mandated continuing education, including, but not

limited to costs such as enrollment fees, books and materials, online education courses and programs, etc. Door County currently reimburses the Department for such costs, thereby obviating the need for the Village to reimburse the Department for such costs.

10. Changes in County Reimbursements. If the County discontinues the above-mentioned reimbursement practice, the Village shall reimburse the Department for all direct costs to the Department, which would then be standing in the place of the County in so far as bearing certain expenses are no longer reimbursed by the County. By the same token, if the County increases the amount of or the object of or the scope of its reimbursement practices, the Village shall stand to receive its pro rata share of any additional reimbursement funds.

11. Equipment. The Village shall pay the costs of equipping EMS members who live within the Village limits. Thus, the Village shall retain all ownership rights in such equipment, including the responsibility of maintain and replacing such equipment at the discretion of the Department Chief. Such equipment may include, but not limited to: pager, radio, defibrillator, EMR equipment bag, apparel. The Department shall cooperate with the Village to ensure that all members of the EMS residing in the Village are properly equipped.

12. Costs of Recruitment and Retention. The parties agree that the costs involved with training and equipping new members shall

be allocated based on the location of the individual's primary residence, and in the alternative, based on the respective fire departments—SB & LG FD or Village Fire Department—to which the new member is primarily responsible.

13. Job Descriptions. The Department expects all members of the EMS to meet the minimum requirements of their respective job descriptions.

14. Protocols and Medical Direction. The Emergency Services of Door County provide operating protocols and medical direction. The Department shall notify all members of the EMS of changes in these protocols and medical directions. If Emergency Services of Door County ceases to provide direct medical control, the Department shall assume medical control. The Village shall pay pro rata costs, if any, involved with the transition of medical control from the County to the Department.

15. Invoicing. The Department shall invoice the Village for all costs incurred on an annual basis on or about the first day of the new calendar (or budget) year. Included in the invoice shall be the costs incurred by the Village during the previous year. Included among these costs, but not limited to the following, costs of run responses, meeting costs, training costs, and payroll and administrative fees, among others.

16. Severability. The terms of this Agreement are independent of each other, thus, if a portion of the Agreement is deemed unenforceable by a court of law, the remaining portions of the Agreement will continue to be in force.

17. Termination. Either party may terminate the Agreement upon written, sixty day notice to the other party without cause. The Village shall pay a pro rata share of the costs incurred for that year or part thereof, including the time of the sixty day notice. The party terminating the Agreement shall be responsible for all notifications and coordination of dispatch, state licenses, and any other administrative issues resulting from its termination of the Agreement.

18. Applicable Law. The parties agree that this agreement is controlled by the laws of the State of Wisconsin, and any dispute shall be resolved under the State's laws.



Division of Public Health
Bureau of Local Health Support and EMS
P.O. Box 2659
Madison Wisconsin,
53701-2659

December 1, 2015

Dear Sirs,

I write this letter in support of the Sister Bay & Liberty Grove Fire Department increasing their primary EMS response area to include the Village of Ephraim. As the President of the Village of Sister Bay I believe this expansion can bring benefits not only to the Village of Ephraim, but the Town of Liberty Grove and the Village of Sister Bay as well. The addition of this area will lead to operational improvements that will increase the safety and well being of our residents and guests. The key improvements to our current system will include the following:

- 1.) Continued cooperation between communities due to an increase in the number of available members.
- 2.) Potential for improved recruitment for both Fire and EMS due to increased visibility and run numbers.
- 3.) Improved administrative capabilities due to use of existing infrastructure and personnel.
- 4.) Increased oversight thru existing political structures.

I appreciate your attention to this matter.

Sincerely,

Dave Lienau, Village President
Village of Sister Bay



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/15/15
Item No. 4

Recommendation: That the Board consider the recommendation of the Village Clerk and approve a list of elections officials.

Background: State Code requires the Village to periodically adopt a list of elections officials. The Village Clerk has assembled a proposed list and requests approval.

Fiscal Impact: None at this time.

At your service, I am

Zeke Jackson
Village Administrator



VILLAGE OF SISTER BAY

Elections Inspectors 2016 - 2017

Elections Inspectors

Shirley Adams	PO Box 683	854-4996
Betty Anderson	10882 Birchwood Dr.	854-2915
Bob Anderson	10882 Birchwood Dr.	854-2915
Jackie Hoekstra	10389 Trillium Ln	854-4582
Fred Landstrom	10796 N Bayshore Dr.	854-6346
Lee Lhost	10486 Stony Ridge Cir W	421-0284
Doug Van Vorous	10548 S Highland Rd.	421-4288

Alternate Inspectors

Carol Sandstrom	2264 Maple Dr	854-9580
Jill Lhost	10486 Stony Ridge Cir W	421-0284
Nancy Laitner	PO Box 919	854-4949
Dwight Anderson	10796 N Bayshore Dr	854-2915
Mary Jo Anderson	10796 N Bayshore Dr.	854-2915



VILLAGE OF SISTER BAY BOARD REPORT

For additional information: www.sisterbaywi.gov

Meeting Date: 12/15/15
Item No. 5

Recommendation: That the Board consider the recommendation of the Village Clerk and approve an Intergovernmental Agreement with Door County Government on elections equipment.

Background: The County has budgeted funds for new elections equipment. Upon procurement of equipment, the equipment will become the property of the municipality. The attached agreement lays out the finer points of how we will progress going forward.

Fiscal Impact: Uncertain; the Village assumes maintenance and training costs going forward and must use the equipment through 2022 or repay the value of the equipment to the County.

At your service, I am

Zeke Jackson
Village Administrator

INTERGOVERNMENTAL AGREEMENT
DOOR COUNTY AND VILLAGE OF SISTER BAY
ELECTRONIC VOTING SYSTEM

This Intergovernmental Agreement (“Agreement”) is made by and between Door County (“County”) and the Village of Sister Bay (“Municipality”), pursuant to § 66.0301, Wis. Stats.

WHEREAS, the County intends to procure a new electronic voting system (hardware, firmware, software and certain supplies) in 2015, that complies with the provisions of § 5.91, Wis. Stats. and Ch. GAB 7, Wis. Adm. Code, to replace the current voting systems;

WHEREAS, the County and Municipality each recognize the benefits (e.g., efficiency and accuracy) of having a uniform county-wide voting system;

WHEREAS, the Door County Board of Supervisors, by adoption of *Resolution 2015-71* (which is incorporated herein by reference as if fully set forth) on August 25, 2015, authorized the expenditure of up to \$261,696 for the purchase of Dominion Voting Systems’ ImageCast® Evolution; *and*

WHEREAS, this Intergovernmental Agreement is intended to memorialize the joint exercise of powers and duties, and cooperative action, between the County and Municipality with respect to the new electronic voting system.

NOW, THEREFORE, IT IS HEREBY AGREED between the County and Municipality as follows:

I. COUNTY’S RESPONSIBILITIES

- A. The County will procure new electronic voting system (hardware, firmware, software and certain supplies) consistent with *Resolution 2015-71*.
- B. The County will pay the *initial* purchase cost (in 2015) of the new electronic voting system.
- C. The County, by and through the County Clerk, will provide the *initial* training (directly or through others) to municipal clerks deemed necessary with respect to operation of the new electronic voting system.
- D. The County will administer and enforce the initial vendor agreement with Dominion Voting Systems associated with the new electronic voting system.

II. MUNICIPALITY’S RESPONSIBILITIES

- A. The Municipality agrees to accept, timely implement, and make use of the new electronic voting system (hardware, firmware, software and certain supplies) beginning in 2016.
- B. The Municipality shall participate in all necessary initial and ongoing training with respect to the new electronic voting system.

- C. Following expiration of the initial warranty period, Municipality shall, at its sole cost, enter into any available maintenance agreements with the vendor.
- D. The Municipality is responsible for any and all ongoing maintenance, repair, support, training, and update costs, cost of supplies, and license fees associated with the new electronic voting system.
- E. Municipality shall, subject to provisions of his Agreement, be deemed the owner of the new electronic voting system.
- F. Municipality shall fully insure (i.e., replacement value) the voting equipment for loss and damage.
- G. The Municipality shall make use of the electronic voting system procured by the County, unless the County and Municipality otherwise agree in writing, through at least the 2022. If the Municipality fails to do so, the Municipality will repay the *initial* purchase cost of the new electronic voting system to the County.

III. GENERAL PROVISIONS

- A. If there is a trade-in value for the current voting equipment, the Municipality agrees to furnish the current equipment to the County to be used to offset the total purchase price of the new electronic voting system. In the event there is no trade-in value, the Municipality is responsible for disposal of the current voting equipment.
- B. A party shall be in default if it fails to perform any of its obligations under this Agreement, and such failure continues for a period of thirty days after notice from the other party.
- C. Subject to the immunities, privileges, and limitations on damages afforded the parties, including those under § 893.80 Wis. Stats., each party agrees to indemnify, defend, protect and save and hold each other (including its employees, appointed officials, and elected officials) harmless from and against any claim, damage, loss or damage arising out of or resulting in any way from the acts or omissions to act, negligence or willful misconduct of the indemnifying party, its employees, appointed officials, and elected officials in connection with the exercise of its rights and obligations under this Agreement.
- D. During the full term of this Agreement, at its sole cost and expense, each party shall maintain a policy of comprehensive general liability insurance with limits as follows: one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate. This coverage must be written on an “occurrence” basis and shall cover all risks incident to any activity of the insured under this Agreement.
- E. Any notices required or permitted hereunder shall be given in writing and shall be delivered: in person, with proof of service; by certified mail, postage prepaid, return receipt requested; by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service; or by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

FOR THE COUNTY:

County Clerk
County Government Center
421 Nebraska Street, Sturgeon Bay, Wisconsin 54235

FOR THE MUNICIPALITY

Village of Sister Bay Municipal Clerk
PO Box 769
Sister Bay, WI 54234

Any notice shall be effective only upon delivery. The foregoing names / addresses shall be presumed to be valid until notice of a different address for notice is given according to the provisions of his paragraph.

- F. The parties shall exercise good faith and make reasonable efforts to fulfill the intent and purposes of this Agreement.
- G. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.
- H. It is agreed and understood that this document constitutes the entire Agreement between the parties, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral representations and negotiations between the parties relating to the subject matter contained herein.
- I. No revision or amendment to this agreement shall be valid unless the revision or amendment is reduced to writing and signed by authorized representatives of the parties.
- J. The invalidity or unenforceability of any provision of this Agreement shall not affect or limit the validity or enforceability of any other provision hereof, which shall remain valid and enforceable to the fullest extent permitted by law.
- K. This Agreement, when fully executed, shall be binding upon the parties hereto. Each party represents and warrants that it has the authority to enter into and perform the respective obligations set forth herein.

REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK. SIGNATURE PAGE FOLLOWS.

AUTHORIZED SIGNATORIES FOR THE MUNICIPALITY:

Signature

Print Name, Title
Date: _____

Signature

Print Name, Title
Date: _____

AUTHORIZED SIGNATORIES FOR THE DOOR COUNTY:

Daniel Austad, County Board Chairperson
Date: _____

Jill M. Lau, County Clerk
Date: _____

Kenneth Pabich, County Administrator
Date: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10007	ACTION APPRAISERS INC	1534	Assessor	12/02/2015	2,875.00	2,875.00	12/10/2015
Total 10007					2,875.00	2,875.00	
10110	AFLAC	126552	Employee-funded premium	12/07/2015	292.96	292.96	12/10/2015
Total 10110					292.96	292.96	
10210	BAYLAKE BANK	EARNEST	Earnest Money	11/30/2015	10,000.00	10,000.00	11/30/2015
Total 10210					10,000.00	10,000.00	
12205	JOSEPH BALDAROTTA	112315	reimb supplies	11/23/2015	10.11	10.11	12/03/2015
Total 12205					10.11	10.11	
13260	BHIRDO'S BY THE BAY	16718	Marina - gas	09/30/2015	106.58	106.58	11/25/2015
		16755	Village gas -	10/31/2015	560.19	560.19	11/25/2015
		EMPLYREC	Employee Recognition	12/08/2015	200.00	200.00	12/08/2015
Total 13260					866.77	866.77	
14302	C COUNTY MATERIALS CORP	14116	beach expansion	07/02/2015	1,260.00	1,260.00	12/11/2015
Total 14302					1,260.00	1,260.00	
14310	CAPTAIN COMMODOES INC	27603	Commode rental - Dog Park	11/24/2015	75.00	75.00	12/03/2015
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	ADM12	internet/ adm bldg	11/23/2015	149.99	149.99	12/03/2015
		BH1115	Boathouse - charter TV	11/08/2015	80.96	80.96	11/19/2015
		DEC15	internet - Marina	11/13/2015	145.00	145.00	11/25/2015
Total 17501					375.95	375.95	
17506	CELLCOM	137709	Cell phone - Administrator	11/05/2015	28.53	28.53	11/19/2015
			Cell phone - Marketing mgr.		54.91	54.91	11/19/2015
			Cellphone - Marina manager		90.83	90.83	11/19/2015
			Cellphones - Parks employees		128.44	128.44	11/19/2015
Total 17506					302.71	302.71	
17519	COUNTRY WALK BP-AMOCO	EMPLYREC	Employee recognition	12/08/2015	200.00	200.00	12/08/2015
Total 17519					200.00	200.00	
20399	DONOHUE & ASSOC	12032-51	Bayshore Dr engineering	11/12/2015	825.00	825.00	12/03/2015
			Bayshore Dr engineering		755.00	755.00	12/03/2015
Total 20399					1,580.00	1,580.00	
20451	DOOR COUNTY HWY DEPT	4011346	Signs - BSD project	11/30/2015	299.06	299.06	12/10/2015
Total 20451					299.06	299.06	
20505	EMPLOYEE BENEFITS CORP.	1381810	Benny Fee	11/15/2015	2.25	2.25	11/25/2015
			Minimum Fee		50.00	50.00	11/25/2015
		1381810A	Renewal fee - Includes Ins.pre-tax	11/15/2015	450.00	450.00	12/10/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Renewal fee - HRA/HSA		250.00	250.00	12/10/2015
Total 20505					752.25	752.25	
20512	EFTPS - ONLINE 941 PAYMENT	PR1121150	PRINT PAPER CHECK TO UPDATE GL /	11/23/2015	2,904.48	2,904.48	11/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		679.28	679.28	11/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,168.13	2,168.13	11/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		12.68	12.68	11/30/2015
			PRINT PAPER CHECK TO UPDATE GL /		54.22	54.22	11/30/2015
		PR1205150	PRINT PAPER CHECK TO UPDATE GL /	12/10/2015	2,949.10	2,949.10	12/11/2015
			PRINT PAPER CHECK TO UPDATE GL /		689.68	689.68	12/11/2015
			PRINT PAPER CHECK TO UPDATE GL /		2,268.77	2,268.77	12/11/2015
Total 20512					11,728.34	11,728.34	
20515	FERRELL GAS	1089473734	propane Library	11/16/2015	250.62	250.62	12/10/2015
		1089527911	propane fire station	11/18/2015	709.51	709.51	12/10/2015
		1089603125	Maintenance Bldg	11/19/2015	156.82	156.82	12/10/2015
Total 20515					1,116.95	1,116.95	
20599	EVENSON LAUNDRY INC	696158	Entrance mats - Admin Bldg	11/01/2015	28.00	28.00	12/10/2015
			Entrance mats - Fire Station		72.00	72.00	12/10/2015
Total 20599					100.00	100.00	
30701	FRONTIER	ADM1215	Admin Bldg phone	11/25/2015	197.88	197.88	12/03/2015
		NOV15 - M	Marina phone	11/07/2015	54.91	54.91	11/19/2015
		SPTSCPLX12	Sports Cplx phone	11/25/2015	44.37	44.37	12/03/2015
Total 30701					297.16	297.16	
30750	GOING CO INC	123997-1115	garbage - Village	11/30/2015	7,079.22	7,079.22	12/10/2015
			recycle - Village		492.58	492.58	12/10/2015
		325803-1215	recycling - Fire Station	11/30/2015	48.06	48.06	12/10/2015
Total 30750					7,619.86	7,619.86	
30751	GREAT-WEST	PR1121150	Great West Deferred Comp. DEFERRED	11/23/2015	1,148.20	1,148.20	11/30/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	11/30/2015
		PR1205150	Great West Deferred Comp. DEFERRED	12/10/2015	1,148.20	1,148.20	12/11/2015
			Great West Deferred Comp. EMPLOYER		336.80	336.80	12/11/2015
Total 30751					2,970.00	2,970.00	
31803	H & K SPORTS FIELDS LLC	2015-126	maintenance - baseball field	11/17/2015	2,500.00	2,500.00	11/25/2015
Total 31803					2,500.00	2,500.00	
34850	HOCKERS EXCAVATING INC	555	Spts Cplx Sledding Hill	11/29/2015	8,710.00	8,710.00	12/03/2015
		556	New Parking - Post Office	11/29/2015	1,890.00	1,890.00	12/03/2015
		557	Move blue arch from park	11/29/2015	1,005.00	1,005.00	12/03/2015
Total 34850					11,605.00	11,605.00	
40963	INSPECTION SPECIALIST LLC	AUG15	Village Building Inspection	08/30/2015	151.10	151.10	12/10/2015
		NOV15	Village Building Inspection	11/30/2015	285.30	285.30	12/10/2015
		OCT15	Village Building Inspection	10/31/2015	1,120.50	1,120.50	12/03/2015
			State Seal		35.00	35.00	12/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 40963				1,591.90	1,591.90	
41001	MATTHEW JACKSON	BIGFW	Reimb Poppin News Eve Fireworks	12/09/2015	1,634.70	1,634.70	12/10/2015
	Total 41001				1,634.70	1,634.70	
41103	KANSAS CITY LIFE	DEC15	Disability Insurance	11/16/2015	413.14	413.14	11/19/2015
	Total 41103				413.14	413.14	
41106	NICOLE KRAUEL	0028	Marina Mgr Contracted Services	10/31/2015	925.00	925.00	11/19/2015
		0029	Marina Mgr Contracted Services	12/07/2015	832.00	832.00	12/10/2015
	Total 41106				1,757.00	1,757.00	
41194	LIVING LAB	430	bsd wayfinding	12/03/2015	2,077.70		
	Total 41194				2,077.70	.00	
41290	LUNDQUIST PLUMBING INC	20090	Vacuum faucet install	12/08/2015	245.76 -		
			Vacuum faucet install		163.84 -		
		20090A	Vacuum faucet install	10/31/2015	245.76	245.76	12/10/2015
			Vacuum faucet install		163.84	163.84	12/10/2015
		20138	Well testing waterfront park	12/08/2015	409.60 -		
		20138A	Well testing waterfront park	10/31/2015	283.00	283.00	12/10/2015
	Total 41290				126.60 -	692.60	
51330	MINNESOTA LIFE	JAN16	Life Insurance - Pre-paid for January	12/04/2015	327.94	327.94	12/10/2015
	Total 51330				327.94	327.94	
51401	JULIANA NEUMAN	NOV15	consulting	11/30/2015	1,552.00	1,552.00	12/03/2015
			consulting		120.00	120.00	12/03/2015
			consulting		254.88	254.88	12/03/2015
			consulting		375.24	375.24	12/03/2015
			consulting		77.88	77.88	12/03/2015
			Utility A/R's & Deposits		40.50	40.50	12/03/2015
			Utility A/R's & Deposits		59.63	59.63	12/03/2015
			Utility A/R's & Deposits		12.37	12.37	12/03/2015
	Total 51401				2,492.50	2,492.50	
61630	PIGGLY WIGGLY	102215	Food for City,County,Town mtg	10/22/2015	37.73	37.73	11/19/2015
		81115	sunsplash - pepsi/water	08/11/2015	168.89	168.89	11/19/2015
			sunsplash - pepsi/water late fee		7.22	7.22	11/19/2015
	Total 61630				213.84	213.84	
61633	PINKERT LAW FIRM LLP	OCT15	General legal issues	10/30/2015	390.00	390.00	12/03/2015
			St Rosalia sidewalk easement		728.00	728.00	12/03/2015
			Ollies lawsuit		52.00	52.00	12/03/2015
			Quarry lawsuit		1,482.00	1,482.00	12/03/2015
			Sale of Mill Rd. property		104.00	104.00	12/03/2015
	Total 61633				2,756.00	2,756.00	
71893	SCRIBBLE SOFTWARE	61051	Marina Receipting Hardware	11/24/2015	3,002.00	3,002.00	12/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Marina Receipting Software		4,679.95	4,679.95	12/03/2015
Total 71893					7,681.95	7,681.95	
71914	SHOPKO STORES LLC	954	Boathouse maint	10/20/2015	91.96	91.96	11/25/2015
Total 71914					91.96	91.96	
71920	SISTER BAY ADVANCEMENT	1034	Marina Fest advertising	10/14/2015	242.25	242.25	11/19/2015
			reimb for recycling ad		99.45	99.45	11/19/2015
			reimb for recycling ad - Lib. Grove		99.45	99.45	11/19/2015
		SP15	Sunsplash payout	11/15/2015	2,056.11	2,056.11	11/19/2015
Total 71920					2,497.26	2,497.26	
71931	SISTER BAY MOBIL	EMPLYREC	Employee Recognition	12/08/2015	200.00	200.00	12/08/2015
Total 71931					200.00	200.00	
71935	THE SPRINKLER CO INC	66999	Installation of new system	11/30/2015	20,000.00		
			Installation of new system		4,085.88		
			Installation of new system		11,020.40		
			Installation of new system		15,152.89		
Total 71935					50,259.17	.00	
71938	STANDARD INSURANCE CO	NEW16	Long term disability	11/23/2015	379.00	379.00	11/25/2015
Total 71938					379.00	379.00	
71982	CHRISTY SULLY	113015	Reimburse mileage - pick up tax bills	11/30/2015	39.10	39.10	12/03/2015
		12215	travel reimb - new voting machine	12/03/2015	39.10		
Total 71982					78.20	39.10	
72013	MJ TILL & ASSOCIATES	112715	Professional Consulting for Firestation	11/27/2015	3,000.00		
Total 72013					3,000.00	.00	
72027	TIELENS CONSTRUCTION	120315	1st payment - Firestation Roof	12/01/2015	11,284.67		
Total 72027					11,284.67	.00	
72059	UNITED HEALTH CARE	39206404	Health Insurance	11/16/2015	13,751.07	13,751.07	11/25/2015
Total 72059					13,751.07	13,751.07	
82350	WI PUBLIC SERVICE	NOV15	Street Lights	11/30/2015	2,256.64	2,256.64	12/03/2015
			Fire Station		904.60	904.60	12/03/2015
			Parks Lights		108.30	108.30	12/03/2015
			Sports Complex		267.45	267.45	12/03/2015
			Dock		346.16	346.16	12/03/2015
			J Dock		50.83	50.83	12/03/2015
			Boathouse		232.79	232.79	12/03/2015
			Old Fire Station		154.22	154.22	12/03/2015
			Swale Pump		43.87	43.87	12/03/2015
			Admin Bldg		291.60	291.60	12/03/2015
			Village Hall		233.69	233.69	12/03/2015
			Bike Trail Lights		131.35	131.35	12/03/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 82350					5,021.50	5,021.50	

Total Paid: 98,366.58
Total Unpaid: 65,841.44

Grand Total: 164,208.02

Dated: 12-11-15

Staff: Juliana Neuman

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
13260	BHIRDO'S BY THE BAY	15909	vehicle fuel allocation	10/31/2015	148.98	148.98	11/24/2015
			vehicle fuel allocation		219.33	219.33	11/24/2015
			vehicle fuel allocation		45.52	45.52	11/24/2015
			equipment fuel		.00		
Total 13260					413.83	413.83	
14350	CARDMEMBER SERVICE	0972	asphalt cutter	11/19/2015	60.06	60.06	12/11/2015
			asphalt cutter		60.05	60.05	12/11/2015
		3383	computer program	11/13/2015	37.98	37.98	12/11/2015
			computer program		55.91	55.91	12/11/2015
			computer program		11.60	11.60	12/11/2015
		6398	pneumatic tool	11/10/2015	104.95	104.95	12/11/2015
Total 14350					330.55	330.55	
17600	CTW CORPORATION	23029	#1 Well repair	11/27/2015	13,429.00	13,429.00	12/02/2015
Total 17600					13,429.00	13,429.00	
20513	ENERGENECS INC	0031155-IN	WWTP equip maint - ferric pump	11/17/2015	10,632.75	10,632.75	12/02/2015
		0031156-IN	WWTP - DO meter repair	11/17/2015	2,720.04	2,720.04	12/02/2015
		0031157-IN	WWTP equip maint - effluent meter	11/17/2015	690.00	690.00	12/02/2015
			LS Lift Station repairs		766.95	766.95	12/02/2015
Total 20513					14,809.74	14,809.74	
30642	FRONTIER COMMUNICATIONS	11-2015	telemetry allocation	11/19/2015	5.44	5.44	12/11/2015
			telemetry allocation		5.44	5.44	12/11/2015
			telemetry allocation		2.72	2.72	12/11/2015
		DEC 2015	telemetry allocation	11/25/2015	56.80	56.80	12/02/2015
			telemetry allocation		56.80	56.80	12/02/2015
			telemetry allocation		28.40	28.40	12/02/2015
Total 30642					155.60	155.60	
31817	HD SUPPLY WATERWORKS	E829505	distribution parts	11/23/2015	785.56	785.56	12/02/2015
Total 31817					785.56	785.56	
40950	INNOVATIVE PRINTING LLC	20250	printing - envelopes	10/30/2015	77.40	77.40	11/24/2015
			printing - envelopes		113.95	113.95	11/24/2015
			printing - envelopes		23.65	23.65	11/24/2015
		20264	cross connection forms	11/18/2015	121.50	121.50	12/02/2015
Total 40950					336.50	336.50	
41005	STEVEN JACOBSON	NOV 2015	postage	11/30/2015	7.17	7.17	12/11/2015
			mileage		56.15	56.15	12/11/2015
			mileage		82.12	82.12	12/11/2015
			mileage		22.93	22.93	12/11/2015
			mileage - re: BSD		18.30	18.30	12/11/2015
			mileage - re: BSD		18.30	18.30	12/11/2015
Total 41005					204.97	204.97	
41060	JOSH STEFFECK E.I.T.	121015	WVWA Training - PJ & BL	11/23/2015	50.00	50.00	11/24/2015

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41060					50.00	50.00	
41198	ROBERT LANG	100787	High -Visibility Jacket	11/23/2015	57.60	57.60	12/02/2015
			High -Visibility Jacket		84.79	84.79	12/02/2015
			High -Visibility Jacket		17.60	17.60	12/02/2015
		DMV 2015	CDL License reimbursement	11/19/2015	12.96	12.96	12/02/2015
			CDL License reimbursement		19.08	19.08	12/02/2015
			CDL License reimbursement		3.96	3.96	12/02/2015
		.EET FARM INV	work clothing	11/18/2015	22.31	22.31	11/18/2015
			work clothing		32.85	32.85	11/18/2015
			work clothing		6.82	6.82	11/18/2015
Total 41198					257.97	257.97	
41200	L & S ELECTRIC INC	499305	#1 Well pump motor repair	11/23/2015	1,985.00	1,985.00	12/11/2015
Total 41200					1,985.00	1,985.00	
41205	LAMPERT'S	20363693	shipping supplies	11/05/2015	57.99	57.99	12/02/2015
Total 41205					57.99	57.99	
51435	NORTH WOODS SUPERIOR CHEMICAL	109359	collection system chemicals	11/12/2015	125.37	125.37	11/18/2015
Total 51435					125.37	125.37	
61610	PAPER WORK PLUS LLC	5312	ink cartridges	11/13/2015	8.28	8.28	11/24/2015
			ink cartridges		12.18	12.18	11/24/2015
			ink cartridges		2.53	2.53	11/24/2015
Total 61610					22.99	22.99	
61972	SABEL MECHANICAL LLC	1340	collection system repairs - Forest LS	11/16/2015	1,954.54	1,954.54	12/02/2015
Total 61972					1,954.54	1,954.54	
61979	SHOPKO STORES	9708	lab supplies - distilled water	11/23/2015	16.91	16.91	12/11/2015
Total 61979					16.91	16.91	
82350	WI PUBLIC SERVICE	17959436-00000	electricity - water system	11/23/2015	940.25	940.25	12/11/2015
			electricity - wastewater plant		3,638.63	3,638.63	12/11/2015
			electricity - lift stations		354.58	354.58	12/11/2015
			electricity - info booth		.00		
Total 82350					4,933.46	4,933.46	
82351	WIS PUBLIC SERVICE	NOV 2015	Well #3 - LGUD	11/12/2015	174.32	174.32	11/18/2015
			Well #3 - Sister Bay		522.94	522.94	11/18/2015
Total 82351					697.26	697.26	

Total Paid: 40,567.24
Total Unpaid: -
Grand Total: 40,567.24

Dated: 12-11-15

Staff: Juliana Neuman



Village of Sister Bay BOARD REPORT

Meeting Date 12/15/15

Item No.: 9

Activities:

Bay Shore Drive- Work on the project has halted for the Winter of 2015. DOT anticipates work to resume in April and to take approximately 1 month to complete. **Remaining work:** Complete sidewalk on East side of BSD, colored crosswalks, driveway/street tie ins, colored concrete on hill for maintenance, restoration, lighting, parking lot on Mill Rd., painting and finishing work.

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- The Beach project is complete! We now have to settle outstanding items with DNR and finish items for grant funding.

Niagara Ridge- Construction is underway, with buildings up in the air.....and we look forward to 36 new apartments soon.

Harbor View- Preliminary plans have been reviewed by Plan Commission and approved. Final plans have been submitted and are under review; we have been asked to hold on this project, as 2 of the principals in the project are dealing with personal considerations.

Stony Ridge- A meeting was held with Mr. Garot, Mr. Wilson and representatives from Bank of Luxemburg. Mr. Garot is attempting to receive final approval on amended plans at our January meeting.

Wayfinding Signage- We are awaiting a final proposal from Living Labs, to include fabrication as well as plan submission to DOT.

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 Agenda – Wednesday October 21, 2015

Time: **8:30 a.m.**

Place: Ephraim Old Town Hall – 9996 Water Street, Ephraim, WI 54211

Call to Order. The meeting was called to order by Chair Ann Miller.

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

Ann Miller, primary – Town of Liberty Grove

Scott Baker, primary – Village of Sister Bay

Bob Plansky, primary – Village of Ephraim

Chuck Tice, primary – Town of Sevastopol

Al Birnschein, primary – Town of Jacksonport

Kriss Schorer, primary – Town of Baileys Harbor

Also present: Sam Perlman-DCEDC and Linda Wait-recording secretary.

Motion by Al and second by Kriss to adopt the agenda; motion carried.

Approve minutes. Motion by Chuck and second by Scott to approve the previous minutes of 9/23/2015; motion carried.

Treasurer's report. Sam reported a current balance of \$22,499.17. Annual “dues” are starting to come in. Motion by Chuck and second by Scott to approve the treasurer's report; motion carried.

Pending Business

A. Review draft letter in regards to preservation of Peninsula Park Eagle Overlook Tower. Ann provided a proposed letter to be forwarded to various State representatives in support of refurbishing the Peninsula State Park Eagle Overlook Tower. Motion by Al and second by Kriss to approve and send out the letter; motion carried. Letter will be sent to Governor Walker, State Rep. Kitchens, State Senator Lasee and DNR Secretary Cathy Stepp, with a copy to Kelli Bruns at the Park.

B. Update on Coloring Book Ki. Sam and Kriss are working on a list of potential businesses and DCCB associate members for sponsorship. They will continue to reach out to the various artists and the Art League for drawings and a draft mock-up. Matter will be brought back next meeting.

C. Illegal or discontinued business or applicable signage. Ann is working with the Door County Planning & Zoning Department and the Wisconsin DOT to curb the plethora of illegal or non-conforming signs along the DCCB scenic byway. The original mile-by-mile assessment and points are being reviewed, along with a list of additional signage that has gone up. Chuck said the Sevastopol Plan Commission, with some encouragement by the DCCB, could take a look at the approach area near the Mill and the possibility of an overlay to match the byway criteria. There was some discussion on the blue DOT informational signs, the County white arrow signs and following up with Door County zoning on what is and is not allowed and the process for compliance.

D. Request to County of Door to keep Waysides open longer into the fall. Sam will call Door County Highway Commissioner John Kolodziej to see what the story is.

Door County Coastal Byway Council – October 21, 2015 – Page Two

E. DCCBC letter to Town of Sevastopol to consider zoning overlay to gateway area from Town border on County T to C&W /Mill split on STH 57/42 to control visual aesthetics. Will check with Beth next meeting. Sam suggested sending owners a photo of the current state of their buildings to show the disrepair.

New Business

Correspondence. Received (10/8/2015) letter from U.S. Senator Tammy Baldwin regarding the National Scenic Byways Program. Unfortunately, recent legislation did not include provisions to clarify the NSBP eligibility under the transportation alternatives program.

Agenda items for next meeting / suggestions: coloring book, waysides and Beth's letter. Ann will call Meredith on getting the kiosk up.

Next meeting: Tuesday, December 8th 2015, at 8:00 a.m. – Sevastopol town hall.

Payment of bills. Sam said we will need to pay the deposit to Paperboy (previously approved).

Adjourn. Motion by Kriss and second by Ann to adjourn. Motion carried and meeting adjourned at 9:18 a.m.

**Door County Economic Development Corporation
Board of Directors Meeting
11:30 a.m., Monday, October 12, 2015
at DOOR COUNTY BUSINESS DEVELOPMENT CENTER**

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

Minutes

I. Call to order

Mike Baudhuin called the meeting to order at 11:45 a.m.

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

Ex-Officio Directors Present: Bill Chaudoir, Cheryl Tieman, Josh Van Lieshout, Ken Pabich, Rob Burke, Dale Swanson, Pam Seiler and Jack Money Penny.

Not Present: Jerry Worrick, Ron Flittner, Zeke Jackson and Jim Stawicki.

Others Present: Sam Perlman and Paula Sullivan – DCEDC

II. Adoption of Agenda

Charles Brann made a motion to accept the Agenda. Jan Campbell seconded. Motion Carried.

III. Action

A. Adoption of Minutes of Previous Meeting, September 14, 2015.

Kathy Schultz made a motion to accept the minutes from the September 14, 2015 board meeting. Darren Voigt seconded. Motion carried.

B. Treasurer's Report

1. Consideration: September 2015 Financial Report.

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

Darren Voigt made a motion to accept the September 2015 financial reports. Patti Vickman seconded. Motion carried.

2. Major Purchases: None

C. Consideration: Recommendation from Investment Committee regarding asset allocation.

Leslie summarized the meeting of the investment committee held directly before this board meeting. She reported that it was decided not move the funds from Harford Midcap Fund to American Funds – Euro Pacific as suggested at the last meeting. The market was not favorable for the move. Steve, our investment advisor, communicated with Bill regarding this and they

agreed it was better to wait. However, Steve feels that this will be a good move eventually but the market is too volatile right now. Therefore, the Investment committee does not recommend any changes to the investments.

IV. Informational

- A. Input requested: Executive Director's Performance Review**
Please complete and return to Paula by October 23.
- B. Update: Palmer Johnson Yachts – Bill**
Many employees are leaving for new jobs already. They are in demand locally and throughout the Country. The County and DCEDC are working with PJ's to negotiate the payment of the RLF loan. The alternative is turning the loan over to the WI Dept. of Justice.
- C. Update: County Tower Ordinance – Sam**
The ordinance was passed by the County Board on September 29th. They did vote to maintain the current \$500 fee for new tower applications. Towns have the option of enacting their own communications structure ordinance and opt out of the County tower zoning ordinance. Please see Sam's report for all the details.
- D. Recap: Bassmaster Angler of the Year – Pam Seiler**
Pam reported that Bassmasters was very successful! Thank you!
They could not have done it without the support of the community, businesses and the DCVB.
Bassmaster Headquarters said it was the Best Event Ever! 13,450 people attended in the 4 days of the event. Please visit SBVC Facebook page or Bassmaster.com for pictures, blogs and other coverage of the event.
- E. Executive Director's Report**
Bill reviewed his report for September.
- F. Workforce/Housing/Technology/Retention Report**
Sam Perlman reviewed the Workforce/Housing/Technology Report.

V. Next Meeting –Monday, November 9, 2015– Door County Business Development Center

VI. Adjournment - Meeting adjourned at 12:55 p.m.

Respectfully Submitted,
William D. Chaudoir, Secretary

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

The meeting was called to order November 23, 2015 at 8:10 am by Lou Covotsos

Roll Call: Louis Covotsos, Scott Baker, Pat Duffy

In attendance Chris Hecht & Willard Randall

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

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

Public input: None

Discussion Items:

- Chief's Report
 - The Chief passed out a count of calls. As of November 1 we have had more calls this year than all of last year. There were calls that no EMR were present at. We are working on ways to improve this
 - The fund drive letter has been sent.
 - The new fire department software is up and running.
 - Two houses have been donated for training.
 - There will be five people starting ERM training in January.
 - The SBLGFFA is donating \$15,000 to upgrade the bay lights with new LED lights.
 - The work on the roof should start this week.
 - We are talking to Charter about switching our phone to Charter.
 - The Christmas party will be held at the Fire Side in January.

- Clerk/Treasurer Report
 - A list of calls since the last meeting was passed out and discussed.
 - A list of checks was passed out.
 - The 2015 budget to date report was passed out.
 - A motion was made by Pat Duffy to approve the clerks report, seconded by Louis Covotsos. Motion passed with no discussion.

- 2016 Budget Discussion
 - Town and Village have approved the 2016 budget.

- Village of Ephraim request that SBLGFD take over EMR responses in the Village.
 - About a year ago Ephraim approached the SBLGFD about joining the North Door First Responders.
 - They made a formal request to join last month.
 - The agreement was passed out to the Fire Board and discussed.
 - A motion was made by Louis Covotsos to approve the agreement and to send the agreement to the village and town for their approval, Seconded by Pat Duffy. Motion passed with no additional discussion.

- Fire District no discussion

- Set date for Next Meeting
 - January 25, 2016 at 8:00 am

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

Submitted By
Bill Randall
Fire Department Clerk

1 *A motion was made by Duffy, seconded by Jungwirth that the Marina Manager shall send out*
 2 *seasonal slip renewal letters immediately and adhere to the slip assignment policies/procedures*
 3 *which were followed last year. Motion carried – All ayes.*
 4

5 **Item No. 2. Discussion regarding the 2016 marketing plan; Consider a motion for action if**
 6 **necessary:**

7 The Committee members indicated that in 2016 they would like to see Marina special events
 8 and activities such as cookouts or fish boils continued in 2016. Clove suggested that invitations
 9 for Marina special events be provided to seasonal slip holders via a “members only” password
 10 protected tab on the Marina website. He also suggested that a “meet and greet” be conducted
 11 early in the 2016 season.
 12

13 Print ads for 2016 will have to be placed soon. The suggestion was made that the managers of
 14 other marinas be contacted to see if they would be willing to display Sister Bay Marina rack
 15 cards and do cross-promotions or joint marketing. It might also be an excellent idea for a Door
 16 County Cruising Guide and/or Slip Sheet Guides to be created. Krauel volunteered to contact
 17 the other Door County Marina Managers to see if they would be interested in meeting to
 18 discuss the possibility of doing cross-promotions.
 19

20 Hallett noted that he is aware of a marina where there is a shelter available for use by slip
 21 holders and transient boaters. The suggestion was made that if inclement weather arises the
 22 Village Hall be utilized for special events which are hosted by the Marina.
 23

24 Several of the Committee members agreed that it would be a good idea for someone to
 25 organize impromptu rendezvous cruises or flotillas during the 2016 season.
 26

27 The Committee members were asked to prioritize the previously mentioned suggestions, and it
 28 was eventually the consensus that “Creation of Sister Bay Event and Festival Lists” shall be
 29 ranked first, followed by “Creation of a Rack Card/Slip Sheet Guide”. A mailer will be created
 30 which contains all that data. Krauel was asked to host a Door County Marina Manager
 31 Luncheon at which brainstorming will be done concerning the possibility of doing cross-
 32 promotions, and she was also asked to work on creation of a password protected website page.
 33

34 **Item No. 5. Discussion on Marina capital projects:**

35 A list of proposed capital improvement projects and the cost of those projects was included in
 36 the meeting packets, and the Committee members jointly reviewed that document.
 37

38 **•Fuel dock and grants available:**

39 **•Mobile pump-outstation and associated fees:**

40 Clove stressed that he believes the best way to generate additional funds for the
 41 Marina would be to install a fuel dock which is equipped with a pump-out station.
 42 Before any decisions are made regarding this issue he would like to see research
 43 done regarding the availability of grant funds. Jackson noted that documentation
 44 regarding the Federal Clean Vessel Act Grant Program was included in the
 45 meeting packets. He believes it would make the most sense to hire an engineering
 46 firm whose employees are familiar with fuel docks and DNR regulations to work
 47 on the grant application, and was asked to check on the cost of those services. He
 48 will report his findings at the next meeting of the Marina Committee.
 49
 50

1 At 5:31 P.M. Jackson and Duffy indicated that they had other obligations and left the
2 meeting.
3

4 • **Management software:**

5 Discussion took place regarding the management software which is available for
6 marinas, and the question arose as to whether or not that software would be
7 compatible with Caselle, which is the accounting software utilized by the Village,
8 or Quicken/Quick Books, software which is utilized by a number of small
9 businesses.) Since the Marina is an enterprise fund, Clove believes software which
10 is compatible with Quicken or Quick Books would be sufficient.
11

12 A motion was made by Clove, seconded by Hallett that Jackson and Krauel shall do
13 research regarding the types of marina management software which is available, and
14 once they have decided upon the preferred software, see that it is purchased and
15 installed ASAP. Motion carried – All ayes.
16

17 **Item No. 6. Discussion regarding marina activities with the Marina Manager:**

18 Krauel indicated that seasonal closing of the Marina went quite well. The majority of the
19 lights around the Marina will be turned off for the winter. There is still some invoicing
20 which has to be done. Krauel was asked to see that the Marina van is stored inside one
21 of the Village's storage facilities for the winter.
22

23 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or
24 referred to a committee, official or employee:**

25 It was the consensus that the following issues shall be addressed at a future Marina
26 Committee Meeting(s):

- 27 • Discussion regarding marina marketing which will be done during 2016;
- 28 • Discussion regarding grant funding which is available for installation of a fuel
29 dock/pump-out station.
- 30 • Discussion regarding marina activities with the Marina Manager
31

32 **Adjournment:**

33 A motion was made by Hallett, seconded by Jungwirth that the November 26, 2015 meeting of
34 the Marina Committee be adjourned at 5:44 P.M.
35

36 The next meeting of the Marina Committee was scheduled for Tuesday, December 8, 2015 at
37 4:00 P.M. From January through June, 2016 Marina Committee Meetings will be conducted on
38 the second Tuesday of the month at 4:00 P.M.
39

40 Respectfully submitted,

41 

42 Janal Suppanz,
43 Administrative Assistant

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

5
6 *The December 2, 2015 meeting of the Parks, Properties and Streets Committee was called*
7 *to order by Committee Chair Dave Lienau at 2:01 P.M.*

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

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

14
15 **Others:** Karen McRoberts, Ron Kane, Drew Bickford and Deputy Bob Sitte of the Door
16 County Sheriff's Department.

17
18 **Approval of Agenda:**

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

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

24 Lienau noted that no new correspondence had been received, and asked if anyone wished
25 to comment regarding a non-agenda item. No one responded.

26
27 Lienau pointed out that the time allotted for this meeting was very limited as an Employee
28 Meeting had been scheduled for 2:45 P.M., and, therefore, Jackson, Mann and Suppanz
29 would have to leave early. Further, Deputy Bob Sitte of the Door County Sheriff's
30 Department, who is the head of the Sheriff's Reserve Officer Program, had been asked to
31 provide input regarding the dogs in the park issue, but he was on duty and could be called
32 out at any time. Therefore, there would be deviations from the stated Agenda order.

33
34 **Business Items:**

35 **Item No. 4. Discussion regarding dogs on public property; Consider a motion for action if**
36 **necessary:**

37 At the present time dogs are not allowed on most of the Village's parklands as an
38 Ordinance was adopted which prohibits such activities. A few individuals have requested
39 that those regulations be changed.

40
41 Deputy Sitte explained that the members of the Door County Sheriff's Department have no
42 authority to issue citations for violations of Village Ordinances. The Village does contract
43 with the Sheriff's Reserve Program, and if someone brings a dog into a Village Park the
44 Reserve Deputies have been instructed to inform the handler(s) that dogs are not allowed
45 and ask them to go to the Dog Park. Dogs are allowed in the State Parks but they are not
46 allowed in any County Parks.

47
48

1 **Item No. 1. Presentation by YMCA personnel regarding their annual programming**
2 **proposal and discussion regarding that proposal; Consider a motion for action if**
3 **necessary:**

4 A copy of the proposed YMCA programming proposal for 2016 was included in the
5 meeting packets and the Committee members jointly reviewed that document. Drew
6 Richmond, the Northern Door YMCA Program Director, was present and noted that teen
7 nights and beach volleyball have not been included in the 2016 programming proposal as
8 there was very little participation in either of those programs in 2015. If Village officials
9 would like to see other YMCA programming added in 2016 they should let him know.
10 Doersching stated that she has heard comments that people would like to see two tennis
11 lesson sessions conducted per week. Richmond responded that it would cost \$346.00 to
12 do that.

13
14 *A motion was made by Clove, seconded by Doersching that the YMCA's programming*
15 *proposal for 2016 which was reviewed at this meeting is approved on the condition that a*
16 *second day of tennis lessons shall be added per week. The cost of the additional*
17 *programming shall not exceed \$346.00. Motion carried – All ayes.*

18
19 **Item No. 2. Discussion regarding placing of gravel on Fieldcrest Lane; Consider a motion**
20 **for action if necessary:**

21 Don Howard has indicated that Fieldcrest Lane, which is a dedicated unpaved public
22 roadway, needs to have gravel added to it. Howard would be willing to arrange for the
23 work to be done, but is wondering if the Village would pay for the gravel.

24
25 *A motion was made by Doersching, seconded by Baker that the Village will reimburse Don*
26 *Howard for the cost of materials used when gravel is added to Fieldcrest Lane in 2015.*
27 *Motion carried – All ayes.*

28
29 **Item No. 3. Discussion on sidewalks along Country Walk Drive and other possible**
30 **infrastructure improvements/amentities; Consider a motion for action if necessary:**

31 The owner of a unit at the Country Walk Shops has requested that sidewalks be installed
32 along Country Walk Drive.

33
34 *A motion was made by Doersching, seconded by Baker that the members of the Country*
35 *Walk Owner's Association are given permission to make a connection into the public*
36 *sidewalk on STH 42 at their expense, on the condition that the sidewalk design must be*
37 *approved by the Village and all Village sidewalk specifications are met. Motion carried – All*
38 *ayes.*

39
40 *It was the consensus that if any further sidewalk work is requested by the Country Walk*
41 *Owner's Association a formal written request shall be forwarded to the Village.*

42
43 **Item No. 4. Continuation of discussion regarding dogs on public property; Consider a**
44 **motion for action if necessary:**

45 **Item No. 5. Discussion and review of Sheriff's services; Consider a motion for action if**
46 **necessary:**

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

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

1 Doersching indicated that she realizes that most dog owners are responsible, but there are
2 some who do not clean up after their dogs, and that is why the current regulation was
3 enacted in the first place. She is very concerned about e-coli contamination, especially if
4 dogs are allowed on the beach, and is also concerned that there is potential for dog bite
5 injuries to be sustained by people utilizing the parks. The Dog Park is very nice, and it was
6 created because Village officials wanted people to have a safe place to go with their dogs.

7
8 Baker indicated that he is a dog owner, and never takes his dogs to the beach.

9
10 Clove indicated that most of the dogs he sees in the parks are owned by Village residents.
11 He doesn't want the Village to become known as "the place with the dog police", and
12 believes the current signage should remain but not be enforced.

13
14 Karen McRoberts of 10626 Claflin Lane indicated that she believes it is natural to have a
15 dog on a leash in the park. She can understand that dog droppings are an issue, but
16 suggested that signage which says "Thank You For Keeping Your Dog on a Leash and
17 Picking Up After Him or Her" be erected. McRoberts also noted that a number of people
18 consider their dogs to be "members of the family" and take them wherever they go.

19
20 *At 2:44 P.M. Mann and Suppanz left to attend the Employee Meeting.*

21
22 Lienau noted that a letter had been received from Kathy Enquist concerning the dog issue,
23 and the Committee members jointly reviewed that document. Enquist was not able to
24 attend this meeting, and since Jackson had to leave, it was the consensus that this agenda
25 item should be tabled until the January meeting of the Parks Committee. Enquist will be
26 asked to attend that meeting to provide input.

27
28 *A motion was made by Clove, seconded by Baker that Agenda Item No. 4 – Discussion*
29 *regarding dogs on public property, Agenda Item No. 5 – Discussion and review of Sheriff's*
30 *services; Consider a motion for action if necessary, and Agenda Item No. 6 – Report from*
31 *staff on parks, properties and streets activities shall be tabled until the January meeting of*
32 *the Parks Committee. Motion carried – All ayes.*

33
34 **Adjournment:**

35 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*
36 *Committee at 3:02 P.M. Motion carried – All ayes.*

37
38 Respectfully submitted,

39 

40 Janal Suppanz,
41 Assistant Administrator

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

5
6 *The November 5, 2015 meeting of the Sister Bay Advancement Association Board of*
7 *Directors was called to order by President Drew Bickford at 8:04 A.M.*

8
9 **Present:** Drew Bickford, Ron Kane, Denise Bhirdo, Heidi Hitzeman, Casey St. Henry,
10 Larry Gajda, and Nora Zacek. Windy Bittorf arrived at 8:07 A.M. and Tonya Crowell
11 arrived at 8:14 A.M. Paige Funkhouser, the SBAA Coordinator, appeared by telephone.

12
13 **Excused:** James Larsen and Jessica Grasse.

14
15 **Staff Members:** Janal Suppanz, Secretary.

16
17 **Others:** Village President Dave Lienau

18
19 **Business Items:**

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

21 Kane indicated that he would like to see the following Agenda items added:

22 **"Election of Officers"**

23 **-and-**

24 **"Discussion regarding the SBAA's Fall Dinner/Annual Meeting".**

25
26 *A motion was made by St. Henry, seconded by Gajda, that the Agenda for the November*
27 *5, 2015 meeting of the SBAA Board of Directors be approved as amended. Motion carried*
28 *– All ayes.*

29
30 **Item No. 2. Approval of minutes:**

31 *A motion was made by Bhirdo, seconded by Gajda, that the minutes for the October 1,*
32 *2015 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*
33 *All ayes.*

34
35 **Item No. 4. Coordinator's Report:**

36 Funkhouser's Coordinator's Report was included in the meeting packets and the Board
37 members jointly reviewed that document. It generally takes a while for attendance at
38 career fairs to be effective. UW-Stout and Fox Valley Tech both conduct spring job fairs,
39 and Funkhouser believes it would be wise for the SBAA to send representatives to one or
40 both of those events in 2016. The Visitor Center is now closed and the furnishings will be
41 moved back to the log cabin in the near future. Memberships are still coming in.

42
43 **Item No. 3. Financial Report:**

44 Bittorf noted that she did not have an opportunity to prepare financial reports in time for
45 this meeting. At the last meeting she mentioned that an unauthorized Stub Hub purchase of
46 \$1,614.42 was made on the SBAA's debit card. That charge was contested and a new debit
47 card has been received. Appropriate credits have already been issued.

48

1 The owner of Harbor Pie Company only paid half of her 2015 membership fees and half of
2 the mailbox menu fee, but that business has now closed. The 2015 membership fee for
3 Associated Bank has not been paid at all. Both businesses were mentioned in the brochure.
4 It was the consensus that Funkhouser shall contact representatives of both of the previously
5 mentioned businesses and attempt to collect the fees which are still due. A status report
6 will be provided at the next meeting.

7
8 **New Business:**

9 **Item No. 5. Election of Officers**

10 *St. Henry nominated Drew Bickford to serve as President of the SBAA Board of Directors,*
11 *and Zacek seconded that nomination.*

12
13 *Bickford nominated Bhirdo to serve as President of the SBAA Board of Directors, but she*
14 *declined, stating that she didn't have sufficient time.*

15
16 *Gajda nominated Kane to serve as Vice-President of the SBAA Board of Directors, and that*
17 *nomination was seconded by Zacek.*

18
19 *Bickford nominated Bittorf to serve as Treasurer of the SBAA Board of Directors, and that*
20 *nomination was seconded by Hitzeman.*

21
22 *A motion was made by Gajda, seconded by St. Henry that nominations for officers of the*
23 *SBAA Board of Directors be closed, and, therefore, the new slate of officers for that*
24 *organization will be: President – Drew Bickford; Vice-President - Ron Kane; and Treasurer*
25 *– Windy Bittorf. Motion carried – All ayes.*

26
27 **Item No. 9. Discussion regarding the Fall Dinner/Annual Meeting:**

28 Kane indicated that he thought the Fall Dinner/Annual Meeting “was terrible.” The food
29 was good, but it was virtually impossible to conduct a meeting because so many people
30 were talking and socializing. The Spring Dinner is intended to be a “social event”, but in
31 accord with the SBAA’s By-Laws the Annual Meeting of the membership as a whole must
32 be conducted in Fall. Kane volunteered to serve on the Committee which is charged with
33 organizing next year’s Fall Dinner/Annual Meeting.

34
35 **Item No. 10. Discussion regarding the 2016 Budget:**

36 At 8:40 A.M. Dave Lienau, the Village President and Chair of the Village’s Finance
37 Committee, arrived. Lienau explained that Pat Duffy, who is a member of the Village Board
38 and the Finance Committee, has proposed that the manner in which the support the SBAA
39 receives from the Village be changed. If Duffy’s proposal is accepted, the Village would
40 contribute \$75,000.00 to the SBAA in 2016; \$70,000.00 in 2017; \$65,000.00 in 2018, and
41 \$50,000.00 in 2019. It is Duffy’s contention that if the additional monetary contributions
42 are provided the SBAA should be able to see that more Wednesday afternoon Concerts in
43 the Park are conducted; take over Movies In The Park; and book some “next level” acts to
44 perform in the Performance Pavilion at evening or weekend concerts. He also believes that
45 with the additional financial support the SBAA will be in a position to deliver an expanded
46 and sustainable calendar of events and schedule activities which will drive increased sales
47 revenues, so that the Village’s additional funding is truly a “kick-start” and not a “long term
48 need”. Lienau stressed that the Village wants to support the SBAA and is not “in the festival
49 business”. Duffy’s proposal is merely a suggestion, and if the SBAA Board of Directors

1 would like to make an alternate proposal that would be fine. For now the \$50,000
2 contribution has been included in the Village's 2016 budget, and the additional funding of
3 \$25,000.00 will be included as a "place holder" in that budget.

4
5 The Village's Waterfront Oversight Committee was charged with determining ways for the
6 new Performance Pavilion and the waterfront to be utilized to the fullest extent. Eventually
7 that Committee "morphed" into the Marketing Committee, but the Marketing Committee
8 has now been eliminated. Village officials still want to see the Performance Pavilion and
9 waterfront areas utilized to the fullest extent possible, and, therefore, in the near future
10 appointments will again be made to the Waterfront Oversight Committee. If at all possible
11 Lienau would like to appoint a representative of the SBAA to serve on that committee.

12
13 *Crowell stated that she would be interested in serving on the Waterfront Oversight*
14 *Committee.*

15
16 Funkhouser noted that if the SBAA Board of Directors does commit to seeing that
17 additional events are conducted she will need more help, and the Board members
18 concurred. Several of the Board members also stressed that they do not believe events like
19 concerts or movies in the park actually do anything to increase retail sales revenues at
20 local businesses.

21
22 Gajda stated that he believes Duffy's proposal is a "positive" thing and provides the SBAA
23 with an opportunity to consider alternate actions.

24
25 *Lengthy discussuion took place regarding Duffy's proposal, and it was eventually the*
26 *consensus that a study committee shall be created. That Committee will be charged with*
27 *making a formal recommendation to the SBAA Board of Directors regarding the preferred*
28 *course of action. St. Henry, Zacek and Bittorf volunteered to serve on that committee, and*
29 *Larsen and Darrel Bittorf will also be asked if they would be interested. The study*
30 *committee's recommendation will be considered at the December SBAA Board Meeting.*

31
32 *A motion was made by Kane, seconded by Bhirdo, that President Lienau shall be informed*
33 *that the SBAA Board of Directors is recommending that Tonya Crowell be appointed to*
34 *serve as the SBAA's representative on the Village's Waterfront Oversight Committee.*
35 *Motion carried – All ayes.*

36
37 *Bittorf indicated that she will see that a revised budget is included in the packets for the*
38 *December SBAA Board Meeting.*

39
40 **Item No. 11. Discussion regarding Board membership and alternates:**

41 Gajda and Jessica Grasse's terms on the SBAA Board of Directors have expired. In accord
42 with the By-Laws up to three alternates may be appointed. Gajda and Nancy Grube have
43 expressed interest in filling those positions.

44
45 *Bickford nominated Larry Gajda and Nancy Grube to serve as alternates on the SBAA*
46 *Board of Directors, and that nomination was seconded by St. Henry. Nominations were*
47 *then closed.*

1 *A motion was made by Bickford, seconded by St. Henry that Larry Gajda and Nancy*
 2 *Grube shall be elected to serve as alternates on the SBAA Board of Directors. Motion*
 3 *carried – All ayes.*

4
 5 Bickford will contact Grasse to see if she would also be interested in serving as an
 6 alternate.

7
 8 *At 9:42 A.M. Crowell indicated that she had another obligation and left the meeting.*
 9

10 **Item No. 12. Discussion regarding festivals and events:**

11 **A. Fall Fest**

12 Fall Fest went quite well and everyone who attended seemed to have a good time in
 13 spite of some “questionable” weather. All the arts & crafts spaces were sold out for Fall
 14 Fest!!! This is the first year that for-profit vendors were allowed to participate. The
 15 Cheese Curd Guy told Funkhouser that he went through 900 pounds of cheese curds,
 16 and Nell from Welsing’s indicated that they were very happy with their sales and
 17 definitely would like to come back. This was the first festival the people from Welsing’s
 18 have participated in, and it definitely was “a learning experience” for all of them. A
 19 number of the arts & crafts vendors have already pre-paid next year’s entry fees.

20
 21 Bickford suggested that next year the main Fall Fest stage be moved to the area of the
 22 Performance Pavilion, and it was the consensus that this issue shall be considered
 23 when planning is done for next year’s event.

24
 25 **B. “Capture The Spirit”**

26 Zacek will contact Funkhouser as soon as possible so they can finalize plans for
 27 “Capture The Spirit”.
 28

29 **C. Film Fest – 2016**

30 Funkhouser and Hitzeman will be meeting with Chris Opper regarding Film Fest, 2016
 31 soon.
 32

33 **Old Business:**

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

35 **Item No. 14. Waterfront Park Development Update:**

36 Work is steadily progressing on the Bay Shore Drive Project and the Beach Project.
 37

38 **Item No. 6. Consider a motion to convene into closed session to discuss personnel and**
 39 **benefits and conduct other specified public business, whenever competitive or bargaining**
 40 **reasons require a closed session:**

41 *At 9:50 A.M. a motion was made by Bickford, seconded by Zacek that the SBAA Board of*
 42 *Directors convene into closed session to discuss personnel and benefits and conduct other*
 43 *specified public business, whenever competitive or bargaining reasons require a closed*
 44 *session.*
 45

46 *A roll call vote was taken on the motion and the Board members voted in the following*
 47 *fashion:*

48 *Bickford – Aye; Hitzeman – Aye; Kane – Aye; Bhirdo – Aye; Bittorf – Aye;*

49 *St/ Henry - Aye; Zacek - Aye.*

1 *Motion carried.*

2

3 *During the closed session Bhirdo indicated that she had another obligation and left the*
4 *meeting at 9:58 A.M.*

5

6 **Item No. 7. Consider a motion to reconvene into Open Session:**

7 *At 10:04 A.M. a motion was made by Kane, seconded by Zacek that the Board reconvene*
8 *into Open Session.*

9

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

12

13 *Bickford – Aye; Hitzeman – Aye; Kane – Aye; Bittorf – Aye; Zacek – Aye;*
14 *St. Henry - Aye.*

15

16 *Motion carried.*

17

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

19 *No formal actions were taken, but Bittorf was asked to incorporate all the suggested budget*
20 *revisions into the document she presents at the December Board Meeting.*

21

22 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on*
23 *Thursday, December 3, 2015.*

24

25 **Adjournment:**

26 *A motion was made by St. Henry, seconded by Zacek to adjourn the meeting of the SBAA*
27 *Board of Directors at 10:08 A.M. Motion carried – All ayes.*

28

29 *Respectfully submitted,*



30

31 *Janal Suppanz, Secretary*

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of October 15th, 2015 9:03 a.m.
Town of Liberty Grove, 11161 Old Stage Road

ACTION ITEMS:

Skare moved and Tice seconded to approve the agenda. Motion carried.

Nelson moved and LeClair seconded to approve the minutes of September 17th, 2015 as amended. Motion carried.

Larson moved and LeClair seconded to approve reports and payables plus receipts. Motion carried.

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

Nelson moved to reconvene into Open Session; Olsen seconded. Motion carried.

Dannhausen moved and Skare seconded that Roberts take action and proceed as directed regarding delinquent properties and pursue action as advised. Motion carried.

Larson moved to adjourn; Seiler seconded. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Dave Holtz, Bryan Nelson, Josh Van Lieshout, Jeff Larson, Myles Dannhausen, Nancy Robillard, Elizabeth Le Clair, Cathy Ward, Tom Olsen, Chuck Tice, Bob Starr, Pam Seiler and Linda Elmore.

Excused: Fred Anderson and Nora Zacek.

Absent: Mike Johnson, Keith Krist, Bill Weddig, Zeke Jackson and Deb Jeanquart.

Also in Attendance: Michelle Rasmussen/DCVB, Jon Jarosh/DCVB, Jack Moneyppenny/DCVB, Kim Roberts/Administrative Assistant DCTZC, Tracy Andropolis/ TWEAK, Martha Beller/ TWEAK, Mike Jarman/TWEAK and Jackson Parr/ Peninsula Pulse.

Call to Order

Chair Van Lieshout called the meeting to order at 9:03 AM.

Approval of the Agenda

Skare moved and Tice seconded to approve the agenda. Motion carried.

Approval of the Minutes of September 17th, 2015

Nelson moved and LeClair seconded to approve the Minutes of September 17th, 2015 as amended. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts

Moneyppenny reported that the lobby has been very busy; the weekends have been so busy that with folks looking for places to stay they were able to work with both member and non-members reporting availability. The visitor center was successful in assisting to help fill those vacancies with those properties that were willing to work with price and the three (3) night minimum. At a certain point the visitor center was referring those who needed lodging to camp. Moneyppenny stressed to get the word out if properties have availability for Fall Fest to let the Visitor Center know; visitors are looking for rooms.

Moneyppenny reminded the Commission that the Door County Visitor Bureau (DCVB) would be holding their annual meeting October 28, 2015 at the Lodge at Leathem Smith. Moneyppenny added that he was celebrating eight (8) years with the DCVB; all congratulated Moneyppenny.

Rasmussen discussed the re-launch of the DCVB website and noted that the site is slower than optimal. They have figured out the almost two hundred thousand (200,000) photos on the website have slowed it down. She went on to say that the most viewed pages on the site were: events, lodging, experience and romance.

Rasmussen reported that the e-newsletter went on out on September 3, 2015 and was re-emailed on September 9th, 2015. The most clicked on items in the blast and through the website were the top 4 Fall Door County Recipes and the Q&A with the organizer of Alefest was the second most clicked item in September. The e-newsletter had an overall open rate

of twenty five point one seven percent (25.17%). She went on to discuss social media. The larger of emphasis on Twitter paid off with increased impressions of five point five (5.5) million and increase of eighteen percent (18%) over August.

The winter guide is out, Rasmussen said, and was distributed prior to Pumpkin Patch weekend. She went on to say that the September push in advertising has obtained 2.9 million impressions in Milwaukee, Madison, and Chicago among other markets.

Jarosh said fifty one (51) articles were reported in September as a result of the media marketing program. The seventh (7th) press trip of the season welcomed five (5) photo journalists for a photography themed press trip. A regional fall seasonal PR campaign began to promote and talk about Door County autumn travel opportunities. Jarosh went on to speak about Capture Door County; eighty thousand four hundred (80,400) photos have been submitted into the current book contest, which runs through the end of the year.

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

Roberts reported that she sent out fifty three (53) no report letters for the report month of July on September 11th, 2015. She added that as of October 8th, 2015, thirteen (13) properties remain to report for July 2015. Roberts went on to say that because the August meeting fell a bit later in month she was able to report on August. She said that she sent out fifty (50) no report letters for the report month of August on October 13th, 2015.

The total outstanding due in unpaid taxes, fees and penalties is one thousand two hundred forty two dollars and eighty one cents (\$1,242.81) from ten (10) permit holders. She noted that of the total due, eight hundred ninety one dollars and seventy five cents (\$891.75) was legal fees to be collected from a compliance pursuit, leaving only three hundred fifty one dollars and six cents (\$351.06) due in late fees, interest and penalties. Roberts added that as of October 14th, 2015 the updated due in late fees, interest and penalties was two hundred eleven dollars and seventy two cents (\$211.72) with the legal fees still outstanding.

Roberts said that she had permitted eight (8) new properties since the meeting in September. She added that she was working on seven (7) unpermitted properties that are advertising online.

Discussion on Current Comparable Occupancy numbers

Nelson noted that the fewer rooms available to date with an increase is good; he stressed that growth in a month like August where there is not a lot of room for growth was good.

Van Lieshout agreed and noted that year to date increase of five point nine percent (5.9%) and an increase in August of one point three percent (1.3%).

Tice asked if the occupancy reporting agreed with what the DCVB was conveying with not being able to find vacancies for visitors. Money Penny reminded Tice that those were weekends in which there was a lack of available rooms.

Consideration of approving reports and payables plus receipts

Larson moved and LeClair seconded to approve reports and payables plus receipts. Motion carried.

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

No feedback was reported.

Follow up on Airbnb Discussion

Van Lieshout asked Roberts to follow up from the September Executive Committee meeting. Roberts said that the consensus from the Executive Committee meeting was to make the process as easy as possible and make a coordinated effort to have the most impact with Airbnb. Roberts went on to say that she had completed what was requested in September; a cover letter to the municipalities explaining the situation and a letter for the municipalities to send directly to Airbnb.

Van Lieshout felt that it would be fine to allow the municipalities to make changes to the letter going to Airbnb.

All agreed that the municipalities should be able to get the item on the agenda and approve it so that the letter could go out by the first week of December.

Nelson asked that Roberts remind Commissioners when the letter goes to the municipalities so that the Commissioner can speak to their municipal clerk and their town board.

Preliminary Budget Discussion

Van Lieshout introduced the team from Tweak: Martha Beller, Tracy Andropolis and Mike Jarman. Van Lieshout gave some background as to why the Tweak team was asked to attend the meeting as the Executive Committee recommended

1 to the Full Committee that a line item be added to the 2016 budget in order to create a marketing campaign to educate on
2 an ongoing basis the requirements for transient rental.

3 Tracy Andropolis addressed the Commission and said that she had communicated briefly with Roberts, looked at the
4 website, documents and what had already been used as a notice to property owners. Andropolis felt that a video that
5 showed the benefits of what room tax does for Door County may be the best way to educate property owners. She
6 envisioned voice overs of municipal clerks explaining what room tax does for their community. She felt the video could
7 be used as part of a digital marketing campaign. Additionally, she proposed a digital brochure which would include
8 pages of information and would be shareable. She said that she understood the goal to create a more engaging and
9 enlightening process to get property owners aware of the requirements. She went on to say that the brochure or video
10 could be included in other businesses or municipal newsletters. Andropolis also felt that targeted social ads would be
11 effective via a social media campaign that would include YouTube, Twitter, Facebook to target the online forum in which
12 property owners are advertising their properties. She stressed that these venues would provide the information of why
13 they should want to be permitted. She added that taking the government aspect out and focusing on a more personal
14 approach may be more effective.

15 Van Lieshout responded by saying the effort is aimed at educating and make ourselves present where property owners
16 are going to do advertise their property.

17 Starr stressed that this discussion came out of the September Executive Committee meeting in which all felt that there
18 had to be a better way to make property owners aware and know their obligations. He added that the education needed
19 to be ongoing; a long-term process of education and approach of informing the public.

20 Ward commented that the University of Wisconsin- Madison Police Department offers a Facebook page that has a lot of
21 hits and puts information out in a positive manner. She added that students really pay attention to the page; the page
22 conveys positive images that “we’re in this together”.

23 Dannhausen was skeptical of the approach and said it was not the role of a governmental agency to be involved in the
24 creation of rental units. He went on to say that would be creating the wrong impression. He felt the effort should focus
25 on informing of obligations.

26 Van Lieshout responded and said that this was a redoubling of efforts to educate and inform of the rules and law and it
27 would be nice to see more permits as a result of people seeing what their responsibilities are because of the marketing
28 efforts.

29 Starr asked Dannhausen what the conflict would be. He went on to say that the theme would be, “if you are thinking of
30 renting or already are renting, here is what you need to do.” He added that the communication should be fun. He stressed
31 that we control what is communicated.

32 Money Penny said that people already know what the responsibilities are; they are trying to make cash and the avoidance
33 of permitting is intentional and under the radar.

34 Seiler felt that we need to go to the audience; they are using online outlets to advertise so we should be using social media
35 to reach them where they are.

36 LeClair agreed that people know the requirements. She went on to say that she had a bookkeeper that did her room tax
37 reporting and she was caught renting her house without the proper permitting.

38 Nelson stressed that we will catch more bees with honey than our previous approach of using the hammer.

39 Van Lieshout asked Tweak to take what they have experienced by attending the meeting and what they had heard in
40 response to their brainstorming and come up with a proposal.

41 Van Lieshout moved the discussion to determining how much growth should be projected for 2016 for the budget. He
42 went on to say are we going to be optimists or realists. Should the budget be planned flat or an optimistic four percent
43 (4%) growth, he asked. He asked the body for input on what anyone had heard about advanced bookings.

44 Dannhausen said that there are a lot of for sale signs all over the county which translated to infinite rentals in his mind.
45 But he stressed that there won’t be growth in conventional lodging; nothing new has been built.

46 Money Penny agreed to the point that there have been no new hotels built.

47 Dannhausen said that there would be growth because the baby boomers would be putting their homes on the rental
48 market.

49 Van Lieshout asked Dannhausen what he would project in growth.

1 Dannhausen responded by saying how do you analyze growth. He added that there are no plans to extend the season; no
2 strategy or incentive to do it. He stressed that what we have is unsustainable seasonality.

3 Seiler added that growth has to do with employment factors. She said that we can't sustain growth without employees
4 and housing.

5 Larson commented that the Landmark has two hundred ninety four units (294) and twenty (20) for sale. Those numbers
6 have been stable through the years. Their growth has been through the increase of rates while occupancy has remained
7 flat.

8 Nelson agreed with Larson that growth has been through ADR and that has been through demand. He added that over
9 the past twenty (20) years his business has been able to extend their season. He felt that four percent (4%) to five
10 percent (5%) would be reasonable projections for the budget.

11 Money Penny said the DCVB budget was being projected conservatively with three percent (3%) growth for 2016.

12 Skare asked how long we could sustain five (5%) percent increases. He went on to say that the county is full on
13 weekends but that weekdays still are soft. Skare felt comfortable with a conservative increase of three (3%) percent to
14 four (4%) percent.

15 Dannhausen said he agreed with a three (3%) percent increase.

16 Van Lieshout said that all agreed that the increase should be three (3%) percent for the 2016 budget.

17 Van Lieshout moved on to the final portion of the budget discussion. He spoke to how the DCTZC operates and the need
18 to increase the hours of the Administrative Assistant to a full time position. He added that the ad-hoc preliminary budget
19 committee had already approved the expansion of the position and recommended to the Executive Committee to approve
20 the item. The Executive Committee has approved the item as well. He went on to say the position would be budgeted as
21 a full time position in 2016 and that it was easily justified.

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

28 CLOSED SESSION

29 Consider a Motion to Reconvene into Open Session

30 Nelson moved to reconvene into Open Session; Olsen seconded. Motion carried.

31 Consider a motion to take action, if required.

32 Dannhausen moved and Skare seconded that Roberts take action and proceed with consulting Attorney Vande
33 Castle regarding delinquent properties and pursue action as advised. Motion carried.

34 Adjournment

35 Larson moved to adjourn; Seiler seconded. Motion carried.

36
37 Respectfully submitted,
38



39 Kim Roberts

40 Administrative Assistant

42



December 8, 2015

Airbnb, Inc.
888 Brannan St.
Floor 4
San Francisco, CA 94117

Dear Airbnb,

We are a member of the Door County Tourism Zone Commission (DCTZC), a collection of nineteen (19) municipalities in Door County, Wisconsin. As one of the member municipalities we have authorized the DCTZC pursuant to Wisconsin Statute 66.0615 for the purpose of monitoring and permitting of transient rental properties, the collection and distribution of room tax, compliance and enforcement, and contracting with our local Tourism Entity, the Door County Visitor Bureau, to strategically market Door County, Wisconsin.

We are pleased that Airbnb has brought a different lodging experience to our area which has allowed for continued growth in our local economy which is largely driven by tourism. With the growth of Airbnb we have encountered the challenge of informing and enforcing our local room tax ordinance with Airbnb "hosts".

The DCTZC is in no way against Airbnb, in fact the Commission is in favor of the site because it brings diversity in lodging to Door County. However, its users need to comply with the same rules as all other lodging providers in our area. The local room tax ordinance requires property owners that engage in transient rentals less than thirty (30) days to obtain a lodging permit, file a monthly report and pay room tax. While, we agree with Airbnb that the ultimate responsibility falls to the "host", we feel that Door County should get equal representation on the Airbnb site acknowledging to its "host's" that there are requirements in Door County for transient rentals as Airbnb does for other tourism areas.

We see that Airbnb has started to include local tax requirements on your site. By doing so, Airbnb acknowledges a lodging tax responsibility. Under your policies you reference local rental taxes as "Occupancy Taxes". Your definition of an "Occupancy Tax" includes reference to rooms. Your "host" agreement states:

"You (the "host") acknowledge and agree that you are responsible for any and all listings that you post. Accordingly, you represent and warrant that any listing that you post and the booking of, or a Guest's stay at, an Accommodation in a Listing you post (i) will not breach any agreements you have entered into with third parties, such as homeowners associations, condominium, lease or rental agreements, and (ii) will (a) be in compliance with all applicable laws (such as zoning laws and law governing rentals of residential and other properties), tax requirements and rules and regulations that may apply to any Accommodation included in a Listing you post (including having all required permits, licenses and registrations), and (b) not conflict with the rights of third parties" (emphasis added).

Your site explains that the "Occupancy Tax" is generally paid by the guest, but the obligation to collect the tax and remit the amount collected to the local taxing unit rests with the "host". Your hosting rules now require the "host" to become familiar with the local occupancy tax rules and regulations as part of their hosting obligation to the company. Moreover, you make the "host" acknowledge that they are in compliance with and will comply with local laws; including local "Occupancy Tax" laws and regulations as part of your "host" registration. While Airbnb puts the responsibility on the "host" to be informed, it certainly would assist the "host" of having the ability on your site to obtain what they need to know to be in compliance with local occupancy tax rules and regulations.

The DCTZC desires Door County and all participating municipalities of the Door County Tourism Zone Commission be listed on the page, "In what areas is Occupancy Tax Collection and Remittance by Airbnb available?" on the Airbnb website. <https://www.airbnb.com/help/article/653?topic=264>. We want Door County "host's" to have another avenue of knowing what is required of them as property owners engaged in transient rentals.

Additionally, we would like to give "host's" in Door County the ability to "Opt-In" so that "host's" would then have the option to turn on a feature called "Opt-In": for "host" Remittance of Taxes. "Host's" who "Opt in" instruct Airbnb to turn on collection of "Occupancy Tax" for their listing so that the tax is collected and the "host" is responsible for the remittance of the tax.

Further, in some areas, Airbnb collects "Occupancy Tax" from guests and sends it directly to the tax authority on the "host's" behalf, with no action needed from the "host". In the future, we would like to see Airbnb include Door County in providing this established collection assistance as part of your operational protocol in our area.

From the publically disclosed information, it is clear the Airbnb has entered into regional "Occupancy Tax" collection agreements with other municipalities; we ask that Airbnb do the same with Door County, WI and its member municipalities of the DCTZC.

Thank you for your time and attention to this matter, we look forward to mutually beneficial growth in our tourism economy by communicating and assisting your consumer with the essential information needed to engage in transient rentals in Door County, WI.

Sincerely,

Zeke Jackson
Village Administrator
zeke.jackson@sisterbaywi.gov