



# BOARD OF TRUSTEES MEETING AGENDA

Tuesday, March 15, 2016 at 6:00 P.M.

Sister Bay Fire Station- Mill Rd

For additional information check: [www.sisterbaywi.gov](http://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. Presentation by Holly Weatherwax of County Materials on Permeable Pavers.
2. Consider and discuss a recommendation from the Finance Committee on Refinancing the Village's 2005 series bonds and adopt Resolution 321-031516 RESOLUTION AUTHORIZING THE REDEMPTION OF THE VILLAGE'S GENERAL OBLIGATION REFUNDING BONDS, DATED APRIL 15, 2005 ; consider a motion for action if appropriate.
3. Presentation on goal setting take home activity, consider use of multiple iterative process to refine goals into goal statements; discussion and motion for action if appropriate.
4. Consider a motion to discuss and confirm President Lienau's Appointments.
5. Report on County activities from the County Supervisor, Dave Lienau.
6. Review of the financial statements and consideration of a motion to approve the monthly bills.
7. Report by the Village Administrator on Village Activities and Projects.
8. 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.
9. Consider a motion to reconvene into Open Session.
10. Consider a motion to take action, if required.
11. 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](mailto:zeke.jackson@sisterbaywi.gov).

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

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

1                                   **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2   **TUESDAY, FEBRUARY 16, 2016**  
3                                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4   **UNAPPROVED VERSION**  
5

6     The February 16, 2016 meeting of the Village of Sister Bay Board of Trustees was called to  
7     order by Village President Dave Lienau at 6:04 P.M.

8  
9     **Present:** President Lienau and Trustees John Clove, Pat Duffy, Scott Baker, Nate Bell, Nora  
10    Zacek and Kathy Enquist.

11  
12    **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass and Assistant  
13    Administrator Janal Suppanz.

14  
15    **Others:** Pat Judy, Collin Dahl, Greg Casperson, John Sawyer, Al Gokey, Stan Wilson, Steve  
16    Thomas, Keith Garot, Rob Zoschke, Dave Kaster, Jackson Parr and three other individuals.

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

19    *A motion was made by Clove, seconded by Baker that the Agenda for the February 16, 2016*  
20    *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*  
21    *– All ayes.*

22  
23    *A motion was made by Duffy, seconded by Baker that the minutes for the December 15, 2015*  
24    *meeting of the Village Board be approved as presented. Motion carried – All ayes.*

25  
26    *A motion was made by Clove, seconded by Duffy that the minutes for the January 29, 2016*  
27    *emergency meeting of the Village Board be approved as presented. Motion carried – All ayes.*  
28

29    **Comments and correspondence:**

30    Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.  
31    He then noted that a Door County Sheriff's Department Incident Log for the months of  
32    September, October, November and December, 2015 was included in the meeting packets,  
33    and the Board members jointly reviewed that document.  
34

35    **Item No. 1. Presentation by Holly Weatherwax of County Materials on permeable pavers:**

36    Holly Weatherwax of County Materials was unable to attend this meeting, and, therefore, this  
37    Agenda item was not addressed.  
38

39    **Item No. 2. Review of work by members of the public, the Economic Development**  
40    **Committee and the Plan Commission on a development plan for the Braun Parcel; Consider**  
41    **appropriate motions for action if necessary:**

42    The property which is commonly referred to as "the Braun property" has been for sale for  
43    redevelopment since 2008, and in 2015 the Village acquired that property with the assistance  
44    of the D.O.T. and the D.N.R. All efforts to find a single developer for "the Braun property"  
45    have, thus far, been fruitless, but some people have expressed interest in purchasing individual  
46    lots. The Economic Development Committee and the Plan Commission have held a number of  
47    meetings regarding this issue, and at one of those meetings the members of the public were  
48    invited to participate in "community prototyping". At the prototyping session four different  
49    development plans were prepared, and eventually a consensus plan which has been labeled

1 “Sister Bay Market Place” and depicts a mixed use development was created. That plan was  
 2 included in the meeting packets, and the Plan Commission and the Economic Development  
 3 Committee have recommended that it be approved. If the plan is approved it is quite likely that  
 4 at some point the Village will have to see that a condo plat, site survey, survey map and condo  
 5 ownership documents are prepared. Further, TIF incentives will come into play. The estimated  
 6 purchase price for an individual lot depicted on the plan is \$70,000 to \$100,000.

7  
 8 The Board members jointly reviewed the previously mentioned plan, and during the review  
 9 process Clove indicated that he is opposed to the Village “becoming a developer”. He also  
 10 believes the Braun property is very valuable. Lienau agreed that the Village should not become  
 11 a developer, but pointed out that thus far no one has offered to purchase the entire parcel. On  
 12 the other hand, a few people have asked if the Village would be willing to lot off the property  
 13 as they are interested in constructing a small shop or store downtown. Bell pointed out that  
 14 regardless of its value, “something is only worth what someone will pay for it”. Zacek stated  
 15 that she would like to see the Braun property sold and believes there could be a number of  
 16 uses, including creation of kiosk spaces, for the green space. Enquist agreed.

17  
 18 *A motion was made by Lienau, seconded by Zacek that the Village Board accepts the*  
 19 *recommendations of the Plan Commission and the Economic Development Committee and*  
 20 *approves the preliminary plan for development of “the Braun property” as presented, on the*  
 21 *condition that the parking lot depicted on the plan must be created, and the Village*  
 22 *Administrator must receive confirmation that the additional property which is depicted on the*  
 23 *plan can be purchased from the Sister Bay Bowl. The Village Administrator shall also confirm*  
 24 *that it will be possible to create a condo plat for the property. Staff is authorized to expend up*  
 25 *to \$15,000.00 from the unassigned reserve balance to develop a condo plat, site survey, survey*  
 26 *map, and condo ownership documents.*

27  
 28 *A roll call vote was taken on that motion and the Board members voted in the following*  
 29 *fashion:*

30  
 31 *Lienau –Aye; Baker – Aye; Bell – Aye; Clove – Nay; Duffy – Aye; Enquist – Aye; Zacek –*  
 32 *Aye.*

33  
 34 *Motion carried.*

35  
 36 **Item No. 3. Consider a motion to act on the recommendation of the Plan Commission and**  
 37 **adopt Resolution No. 322, approving a CSM for Parcel No. 181-00-08312812M which is**  
 38 **located on Canterbury Lane, and is commonly referred to as “the Canterbury Extension”:**

39 In accord with the Development Agreement which was entered into with the management of  
 40 the Good Samaritan Society, (SCAND), Canterbury Lane will be extended. The official  
 41 mechanism which will be utilized to create the extension will be the CSM which was included  
 42 in the meeting packets. The Plan Commission has recommended that the CSM be approved.

43  
 44 *A motion was made by Bell, seconded by Baker that the Village Board accepts the*  
 45 *recommendation of the Plan Commission and passes and adopts Resolution No. 322 approving*  
 46 *a Certified Survey Map for the portion of Village of Sister Bay Parcel No. 181-00-08312812M*  
 47 *which is located on Canterbury Lane and is commonly referred to as “the Canterbury*  
 48 *Extension”, as presented. Motion carried – All ayes.*

49  
 50

1 **Item No. 4. Consider a motion to act on a recommendation of the Plan Commission to adopt**  
 2 **an amendment to the Development Agreement with the Good Samaritan Society (SCAND):**

3 As a part of their recent expansion project the management of the Good Samaritan Society  
 4 (SCAND) was compelled to make a number of public and private improvements to their  
 5 property. One of those improvements was installation of parking lot lights, but a number of  
 6 complaints were received about the lights from adjoining property owners. The decision was  
 7 eventually made that SCAND officials would not be required to install the street lights which  
 8 have been labeled #1 through #6 on Exhibit A – E0.1 of the SCAND Development Agreement.  
 9 One light which has been installed continues to offend an adjoining property owner, and the  
 10 Plan Commission has recommended that the previously mentioned Development Agreement be  
 11 amended in such fashion that it states that shrouds and control switches will be required on the  
 12 street lights which have been labeled #7 and #10 on Exhibit A - E0.1, but the Village will  
 13 reimburse the developer up to \$2,500 for the costs of installing the shroud and control switch  
 14 on Light #10. A draft of Amendment No. I was included in the meeting packets.  
 15

16 Clove and Duffy expressed concerns about paying for a shroud and a dimmer for a light which  
 17 is on private property because one individual complained about it, and also noted that other  
 18 Village property owners could complain about light trespass and ask for the same treatment.  
 19 They suggested that the property owner who complained be asked if she would be willing to  
 20 split the cost associated with installing the shroud and dimmer with the Village. It was  
 21 eventually the consensus that this matter shall be referred back to the Plan Commission.  
 22

23 *A motion was made by Duffy, seconded by Baker that Agenda Item No. 4 - Consider a motion*  
 24 *to act on a recommendation of the Plan Commission to adopt an amendment to the*  
 25 *Development Agreement with the Good Samaritan Society, (SCAND), shall be tabled as this*  
 26 *matter will be referred back to the Plan Commission. Motion carried – All ayes.*  
 27

28 **Item No. 5. Consider a motion to act on the recommendation of the Plan Commission and**  
 29 **adopt Resolution No. 323, approving a CSM for Parcel No. 181-21-0305, which has been**  
 30 **assigned an address of 10641 N. Bay Shore Drive and is commonly referred to as “Husby’s”,**  
 31 **and an adjacent piece of property – Parcel No. 181-21-0303A which has been assigned an**  
 32 **address of 10647 N. Bay Shore Drive:**

33 John Sawyer and his business partners are attempting to purchase the Johnson property which is  
 34 immediately south of the Husby’s property. A draft of a CSM which combines the properties as  
 35 well as an applicable Resolution were included in the meeting packets and the Village Board  
 36 members jointly reviewed those documents. The Plan Commission has recommended that the  
 37 Resolution and the CSM be approved.  
 38

39 *A motion was made by Duffy, seconded by Clove that the Village Board accepts the*  
 40 *recommendation of the Plan Commission and passes and adopts Resolution No. 322 approving*  
 41 *a Certified Survey Map for Parcel No. 181-21-0305, which has been assigned an address of*  
 42 *10641 N. Bay Shore Drive and is commonly referred to as “Husby’s” and an adjacent piece of*  
 43 *property – Parcel No. 181-21-0303A which has been assigned an address of 10647 N. Bay*  
 44 *Shore Drive, as presented. Motion carried – All ayes.*  
 45  
 46  
 47  
 48  
 49  
 50

1 **Item No. 6. Consider a motion to act on the recommendation of the Plan Commission and**  
 2 **Adopt Resolution No. 324 which approves CSM's for Parcel No. 181-42-30001 and Parcel**  
 3 **No. 181-42-40001A, which property has been assigned an address of 10604 STH 57 and is**  
 4 **commonly referred to as "The Harbor View Development", and Resolution No. 320,**  
 5 **approving an associated Planned Use Development (PUD) Agreement, as well as discussion**  
 6 **on the Harbor View proposal:**

7 In 2014 Al Gokey approached the Village about purchasing the Old School Property. At that  
 8 time plans were submitted showing multiple development possibilities. Through the negotiation  
 9 process Gokey submitted a final development plan and made verbal commitments that a spec.  
 10 home would be built on the property in 2014, with more development to follow in 2015. To  
 11 date no building activity has occurred on the Old School Property. A draft of a Planned Use  
 12 Development (PUD) Agreement which will ensure that Mr. Gokey abides by certain conditions,  
 13 as well as two Certified Survey Maps (CSM's) creating individual lots which are compliant with  
 14 the Plan Commission's directives were included in the meeting packets, and the Plan  
 15 Commission has recommended that all of those documents as well as applicable Resolutions  
 16 be approved.

17  
 18 Duffy expressed concerns that no construction has taken place on the Old School Property yet.  
 19 He believes the PUD Agreement should contain a provision which establishes a deadline for a  
 20 spec. home to be constructed, and also believes that if that does not occur taxes should be  
 21 assessed on the estimated value of the home. He also asked how long Gokey thinks it will take  
 22 to construct something on the property. Gokey responded that he can guarantee that a spec.  
 23 home will be constructed within two years, and believes that home will have a value of  
 24 between \$150,000 and \$180,000. He also believes that at least one other home will be  
 25 constructed on the property within two years.

26  
 27 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the*  
 28 *recommendation of the Plan Commission and passes and adopts Resolution No. 324 which*  
 29 *approves CSM's for Parcel No. 181-42-30001 and 181-42-40001A. Motion carried – All ayes.*

30  
 31 *A motion was made by Clove, seconded by Duffy that the Village Board passes and adopts*  
 32 *Resolution No. 320, approving the Planned Use Development (PUD) Agreement for the*  
 33 *"Harbor View" Development which was reviewed at this meeting, on the condition that the*  
 34 *Agreement shall be amended in such fashion that it states that if nothing is constructed on the*  
 35 *property in two years an additional assessment based upon a minimum improvement value of*  
 36 *\$300,000 will be made commencing on March 1, 2018. (That assessment is based upon a tax*  
 37 *rate of \$12.11 per \$1,000 worth of value.) Further, an additional assessment based upon a*  
 38 *maximum improvement value of \$150,000 will be assessed in 2019, 2020, 2021, and 2022,*  
 39 *and Gokey will be invoiced for the additional minimum assessments on March 1<sup>st</sup> of each of*  
 40 *those years. Motion carried – All ayes.*

41  
 42 *A brief recess was taken at 7:45 P.M. and the Board reconvened at 7:56 P.M.*

43  
 44 **Item No. 9. Consider a motion to grant a four month pro-rated Class A Beer and Liquor**  
 45 **License to Collin and Jennifer Dahl, d/b/a Firefly Outfitters, LLC:**

46 Collin and Jennifer Dahl, d/b/a Firefly Outfitters, LLC in Unit #3 at 10589 S. Highland Road  
 47 plan to open a shop where "small producer" wines and craft beers are sold. The proper  
 48 documentation has been submitted to the Village Clerk, and copies of all of that documentation  
 49 was included in the meeting packets. The Dahls have requested that they be issued a 4 moth  
 50 pro-rated Class A Beer and Liquor License.

1 *A motion was made by Lienau, seconded by Duffy that a four month pro-rated Class A Beer*  
 2 *and Liquor License shall be issued to Collin and Jennifer Dahl, d/b/a Firefly Outfitters in Unit #3*  
 3 *at 10589 S. Highland Road. Motion carried – All ayes.*

4  
 5 **Item No. 7. Review of a proposed amendment to the Stony Ridge Development Agreement;**  
 6 **Consider a motion for action if appropriate:**

7 A while ago Keith Garot entered into a Development Agreement for expansion of the Stony  
 8 Ridge Development with the Village and sought a loan for infrastructure improvements from the  
 9 Village in the amount of \$530,000. The first round of bids came in several hundred thousands  
 10 of dollars higher than anticipated, and, therefore, the Development Agreement has been  
 11 amended. The new agreement is substantially the same as the original but it states that seven  
 12 lots will not have infrastructure improved to their boundaries. It also states that Mr. Garot must  
 13 expend the first \$100,000 in excess funding for construction of infrastructure from the Bank of  
 14 Luxemburg before tapping into the \$530,000 loan from the Village. Interest rates also increase  
 15 from 4.66% to 5%. The Plan Commission has recommended that the amended Development  
 16 Agreement be approved. Jackson is recommending that the Development Agreement be  
 17 amended in such fashion that it states that the value of the loan mentioned in the agreement  
 18 shall be increased to \$590,000 so that the work depicted on the plan provided by Robert E. Lee  
 19 & Associates can be completed.

20  
 21 *A motion was made by Clove, seconded by Bell that the Village Board accepts the*  
 22 *recommendation of the Plan Commission and approves the revised Development Agreement*  
 23 *between the Village of Sister Bay and Stony Ridge Development, LLC, which was reviewed at*  
 24 *this meeting, on the condition that the agreement shall be amended in such fashion that it states*  
 25 *that the value of the loan mentioned in the agreement shall be increased to \$590,000 so that*  
 26 *the work depicted on the plan provided by Robert E. Lee & Associates can be completed.*  
 27 *Motion carried – All ayes.*

28  
 29 **Item No. 8. Consider and discuss a recommendation from the Finance Committee on**  
 30 **refinancing the Village's 2005 series bonds, and adopt Resolution No. 321; Consider a motion**  
 31 **for action if appropriate:**

32 The Village authorized borrowing of \$6,830,000 through 2005 Series Bonds. Those bonds were  
 33 callable as of December 1, 2015. The Finance Committee has recommended that the 2005  
 34 Series Bonds be refinanced.

35  
 36 *A motion was made by Baker, seconded by Clove that the Village Board accepts the*  
 37 *recommendation of the Finance Committee and approves the call and refinancing of the*  
 38 *principal balance of \$2,310,000 which remains on its 2005 Series Bonds. Motion carried – All*  
 39 *ayes.*

40  
 41 **Item No. 10. Consider a motion to approve Phase II work on the Wayfinding Signage Project**  
 42 **by Living Labs/JB Fieldworks; Consider a motion for action if appropriate:**

43 The Village worked with Living Labs, now JB Fieldworks, to develop a concept design for  
 44 Wayfinding Signage as well as a Wayfinding Signage Master Plan. The preliminary work was  
 45 completed as part of Phase I. Phase II consists of finalization of designs, maps, and bidding out  
 46 of sign work to competent bidders. The Plan Commission, Parks Committee and Economic  
 47 Development Committee have recommended that the Phase II work be approved.

48  
 49 *A motion was made by Clove, seconded by Zacek that the Village Board accepts the*  
 50 *recommendations of the Plan Commission, the Parks Committee and the Economic*

1 *Development Committee and authorizes Living Labs, now JB Fieldworks to work on Phase II of*  
 2 *the Wayfinding Signage Project. Motion carried – All ayes.*

3  
 4 **Item No. 11. Presentation on the Phase I goal setting take-home activity; Discussion and**  
 5 **motion for action if appropriate:**

6 The Village is complying with a major twenty year plan much sooner than was originally  
 7 anticipated. While Village officials are excited about the progress which has been made on this  
 8 issue, there is some differing sentiment among citizens, committee members, and Trustees as to  
 9 “how, when and what” should happen next. Jackson believes it would make the most sense for  
 10 the Trustees to define a clear direction for the future with ranked priorities based on their  
 11 collective will. To that end goal setting worksheets were included in the meeting packets. It was  
 12 the consensus that each of the Trustees shall complete the worksheets and provide them to  
 13 Jackson no later than noon on Friday, March 4, 2016.

14  
 15 *A motion was made by Baker, seconded by Duffy that Agenda Item No. 11 – Presentation on*  
 16 *the Phase I goal setting take-home activity; Discussion and motion for action if appropriate,*  
 17 *shall be tabled until the March Meeting of the Village Board. Motion carried – All ayes.*

18  
 19 **Item No. 12. Consider a motion to discuss and confirm President Lienau’s appointments:**

20 Kathy Enquist indicated that the Teen Center Board met and has recommended that the  
 21 following individuals be elected and/or appointed to serve as officers/members of that Board:

22  
 23 Jenna Riley (Teen) – President  
 24 Shannon Jungwirth (Adult) – Vice-President  
 25 Heather Anderson – Secretary/Treasurer

26  
 27 Lienau recommended that all of the previously mentioned individuals be appointed to serve as  
 28 officers and/or members of the Teen Center Board.

29  
 30 *A motion was made by Baker, seconded by Zacek that the Village Board accepts President*  
 31 *Lienau’s recommendations and appoints Jenna Riley and Shannon Jungwirth to serve as the*  
 32 *Teen and Adult representatives on the Teen Center Board. The Village Board also affirms the*  
 33 *election of Jenna Riley, Shannon Jungwirth and Heather Anderson to serve as President, Vice-*  
 34 *President and Secretary/Treasurer of the Teen Center Board respectively. Motion carried.*

35  
 36 Clove indicated that Dan Jungwirth is not able to attend Marina Committee meetings on a  
 37 regular basis, and, therefore, he would like to recommend that Jungwirth be appointed to serve  
 38 as an “alternate” and Andy Hallet be appointed to serve as a “regular member” of the Marina  
 39 Committee. Lienau recommended that that occur.

40  
 41 *A motion was made by Clove, seconded by Baker that Dan Jungwirth shall be appointed to*  
 42 *serve as an “alternate” on the Marina Committee and Andy Hallet shall be appointed to serve*  
 43 *as a regular member of that Committee. Motion carried – All ayes.*

44  
 45 Lienau also recommended that Bell be appointed to serve as the Village Board representative  
 46 on the Waterfront Oversight Committee.

47  
 48 *A motion was made by Clove, seconded by Baker that Nate Bell shall be appointed to serve as*  
 49 *the Village Board representative on the Waterfront Oversight Committee. Motion carried – All*  
 50 *ayes.*

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

Lienau gave the following oral report regarding Door County activities:

- Work has already started on compiling data for the 2017 Door County budget.
- This is the third year that the provisions of the County's Employee Compensation Plan have been in effect. Another consultant reviewed the plan and reported that he believes it still contains accurate data. Work will now commence on re-evaluating the pay ranges for the current positions.
- A request to move ahead with converting the old Highway Shop for use by the Ambulance Department, the Aging & Disability Resource Center, and the Senior Center will be forwarded on to the County Board for approval.

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

Payment Approval Reports for the period December 16, 2015 through February 16, 2016 were included in the meeting packets, and the Board members jointly reviewed those documents.

*A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which were included in the meeting packets totaling \$2,000,981.77 are all approved. Motion carried – All ayes.*

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

Jackson gave the following oral report:

- Work on the Bay Shore Drive Reconstruction Project has halted for the winter.
- Street lights were installed during the week of February 8<sup>th</sup>, and he is currently awaiting the arrival of employees from WPS to complete the installation of the meter base so the system can be charged.
- The sledding hill is getting a lot of use.
- It has been a challenge to keep the ice rink open on a regular basis because the weather has been very "unpredictable".
- Work on the Beach Project is complete!!! Outstanding items still have to be settled with the DNR.
- Construction is underway on the Niagra Ridge Project.
- Final plans for the Harbor View Development have been reviewed by the Plan Commission and were approved.
- There are five candidates running for three Village Trustee positions. Village staff members will be conducting a brief candidate orientation session in the near future. All the candidates will be sent an informational letter regarding the orientation session later this week.

*The question arose as to how placement of the candidates' names on the ballot is determined, and Suppanz responded that as per the County Clerk's directives the placement is determined by "the luck of the draw". The drawing for the upcoming election took place at the Village Office, and since Rass is not a resident of the Village she drew the names. Lienau stressed that in the future he wants the dates and times for the drawings for placement of candidates' names on all the Village's election ballots to be publicized and conducted in public.*

**Committee Reports:**

Due to time constraints no Committee Reports were addressed at this meeting.

Jackson indicated that a draft of the proposed SBAA Operating Agreement has been received, but some of the provisions which were contained in the original contract have been omitted. Because of event and performer scheduling deadlines he believes it would be best for two Trustees and two representatives of the SBAA to meet to discuss this issue in an attempt to decide upon mutually agreeable terms. It was the consensus that this would be a good idea. Lienau and Duffy volunteered to be the Village Board representatives.

**Item No. 16. 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) to confer with legal counsel, who, either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation:**

At 8:45 P.M. a motion was made by Lienau, seconded by Clove that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(g) to confer with legal counsel, who, either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation.

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

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

Motion carried.

**Item No. 17. Consider a motion to reconvene into open session:**

At 9:07 P.M. a motion was made by Lienau, seconded by Baker that the Village Board reconvene into open session. Another roll call vote was taken and the Board members voted in the following fashion:

Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye;

Motion carried.

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

Staff members were directed to pursue the items which were discussed in closed session.

A motion was made by Bell, seconded by Zacek that the Village Board approves of the 2016 amended Village Administrator Employment Agreement which was reviewed at this meeting as amended. Those amendments stated that sixty days notice shall be given for voluntary termination and the term “lump sum” shall be removed from Section 13 of the Agreement. Motion carried – All ayes.

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

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

5

6 **Adjournment:**

7 *A motion was made by Clove, seconded by Zacek to adjourn the meeting of the Board of*  
8 *Trustees at 9:25 P.M. Motion carried – All ayes.*

9

10 Respectfully submitted,



11

12 Janal Suppanz,

13 Assistant Administrator



## VILLAGE OF SISTER BAY BOARD REPORT

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

Meeting Date: 03/15/16  
Item No. 2

**Recommendation:** Consider a motion to act on a recommendation of the Finance Committee to approve the Call of the 2005 Series Bonds.

**Background:**

The Village authorized borrowing \$6,830,000 through the 2005 Series Bonds. Those Bonds were callable as of December 1, 2015, and hold \$2,310,000 in principal remaining.

The Village authorized this through Resolution 321-021616. The Administrator and Finance Director have administratively withheld that resolution; the Bank and Bond Issuer demanded specific language be incorporated into the Agenda and Resolution. Resolution 321-031516 incorporates the required language needed to call the bonds.

**Fiscal Impact:**

4 year loan with semi-annual P&I at 2.082%. The final maturity date would be 2/28/20, three months longer than the remaining life of the bonds. Total interest over the life of the loan would be \$111,092.66 and savings total \$159,494.84.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**RESOLUTION № 321-021616**  
**RESOLUTION AUTHORIZING THE REDEMPTION OF**  
**THE VILLAGE'S GENERAL OBLIGATION REFUNDING BONDS,**  
**DATED APRIL 15, 2005**

**WHEREAS**, The Village Finance Committee has reviewed the outstanding debt of the Village and it's service levels, and recommends calling the 2005 series bonds; and

WHEREAS, the Village Board of Trustees at it's February 16, 2016 and March 15, 2016 meetings approved calling the 2005 series of bonds; and

WHEREAS, the Village of Sister Bay, Door County, Wisconsin (the "Village") has issued its General Obligation Refunding Bonds, dated April 15, 2005 (the "2005 Bonds"); and

WHEREAS, the 2016 through 2019 maturities of the 2005 Bonds are currently callable; and

WHEREAS, the Village Board has determined that it is necessary and desirable to apply loan proceeds obtained from a local bank to redeem the 2005 Bonds on April 15, 2016.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of Sister Bay, Door County, Wisconsin, that:

Section 1. Call of the 2005 Bonds. The 2016 through 2019 maturities of the 2005 Bonds shall be called for redemption on April 15, 2016, at the price of par plus accrued interest to the date of redemption. The Village shall provide sufficient funds for such redemption to Associated Trust Company, National Association, the fiscal agent of the Village with respect to the 2005 Bonds (the "Fiscal Agent") prior to April 15, 2016.

Section 2. Call Notice to Depository. The Village Clerk, in conjunction with Hutchinson, Shockey, Erley & Co. ("HSE"), shall direct the Fiscal Agent to cause timely notice of the call of the 2005 Bonds to be given by providing a notice thereof, in substantially the form attached hereto as Exhibit A, by registered or certified mail, facsimile transmission, or overnight express delivery to the registered owner of each 2005 Bond to be redeemed at the address shown on the registration books at least thirty days but no more than sixty days prior to April 15, 2016.

Section 3. Additional Call Notices. In addition to the official notice of redemption provided for in Section 2, the Village Clerk, in conjunction with HSE and the Fiscal Agent, shall cause further notice of the redemption of the 2005 Bonds to be provided as set forth on Exhibit A.

**BE IT FURTHER RESOLVED** that Staff is authorized to refinance approximately \$2,310,000 in principal, as well as other associated fees and interest associated with the Calling of the 2005 Series Bonds on the best terms available through bank financing, and will do so in accordance with the recommendations of the Village Finance Committee.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 15th day of March 2016.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
David W. Lienau, President

**ATTEST:**

\_\_\_\_\_  
Christy Sully, Village Clerk WCPC

VOTE:   Ayes \_\_\_\_ Noes \_\_\_\_



# Village of Sister Bay

## BOARD REPORT

**Meeting Date: 03/15/16**

**Item No.: 3**

### Goal Setting

Attached, you will find two documents:

Working Together—This part of the individual exercise was intended to get our policy makers to think critically about their roles as in the broader community, and how we can be a more effectively engaged democracy. While in a representative democracy, it is important to reinforce the idea that the ultimate decision making authority resides with the duly elected representatives of the people, many citizens become frustrated when policy makers and staff cannot immediately solve their problems. This frustration becomes complicated when citizens feel that we “aren’t listening to them” or that they “don’t have a voice”, or worse “that the politicians do what they want to anyway, no matter what we say”. As the elected representatives of the people, ideally, you would want them to feel as if they can call on you to voice their opinion.

By focusing on “working together” as a broad thinking exercise, our policy makers made a number of reflective practice statements designed to facilitate working with each other, and in engaging citizens. As we talk through the ideas done through the take home activity, I would encourage you to think of additional means by which we can reach out to citizens and to engage them in the decision making/policy formulation process.

### Goal Setting Statements

After reviewing your goal statements, they seemed to fit into a very few local government functional areas. I have grouped your statements (both long and short term) into categories for ease of review and to facilitate discussion.

We will work this evening to take these general ideas and refine them into goal statements. As you review the initial ones here, think how these may be consolidated into a concise set of statements under each category. Under each statement, we should have tasks that will indicate “how we know we’ve been successful in fulfilling that goal statement”. It’s ok if some goals run in perpetuity, such as “creating a business friendly community” or “develop Sister Bay as the Premier, Waterfront Destination in Door County” because that idea may change with time, but reflect a value set that the Board wishes to stamp on it’s actions and thought processes as Board, Committee and Commission members change over time, and as staff turnover takes place; it’s important that the tasks be updated regularly as long as a goal is set so that staff and policy makers can strive toward some goal of completion to guide actions.

Some goals, on the other hand, may be rather short in duration. They may reflect a singular item, such as a major capital project. These goals statements and tasks may be updated more frequently and replaced as time goes on. Goal statements such as “Complete infrastructure upgrades of the Marina” may have tasks such as “complete engineering of a fuel dock”and, “upgrade B Dock”. As these projects are completed, they can be checked off.

All of these statements should be designed with the constant thought of “how will we know when we’ve accomplished that?” In doing so, staff may more efficiently and effectively move towards making your goals a reality. The Board will also know how to measure what they’ve intended to be done, and may monitored. These goals should be reviewed and referred to in the budgeting process to ensure resources are allocated to accomplish the tasks that the Board wants to complete to fulfill their goals.

Respectfully submitted,

Zeke Jackson  
Village Administrator

## Working Together

How can policy makers, staff and citizens work together to build a community we all want to be a part of?

### Annual Goals

Annual Goal setting/Brain Storming Session

Year in Review meeting (only item on agenda)

How did we do last year in accomplishing our goals

invite public-solicit input

Sept/Oct meeting to set 2017 goals

Jan year in review meeting

hold quarterly town hall meetings with residents

visit business to ask their input on how we can help them grow

make it "easy" to business in Sister Bay

transparent dealings

be open to out of the box ideas (would goats on a roof pass today's codes? It's been hugely successful!

keep community involved in committees and decisions

work with community and business organizations

# Goal Setting Comments

## Economic Development

encourage restaurants, shops, hotels to open year round

create year round destination

economic development

economic development uptown and downtown

sell village owned property

support current businesses

Employee housing-investigate the Dells and Egg Harbor

Stimulate business and development downtown and throughout the Village

continue to develop an interesting, attractive, economically booming up and downtown-architecturally and varied businesses

continue economic development efforts

Improve business friendly image

be ready for summer season at waterfront park

facilitate braun and mill rd property sales

fill all empty store fronts with "something"

## Infrastructure

modernize village hall

Put 5-10 year road maintenance plan together and chart condition of roads

street repairs and resurfacing

water treatment plant repairs/expansion

Infrastructure maintenance—roads and parks, plan ahead for needs

more walking and pedestrian friendly paths. Moving vehicles off the streets by providing parking

complete waterfront project

Bluffside, Mill Rd repairs and stormwater upgrades

complete highway project

build public parking lots and wayfinding signage

sidewalk on country walk dr

## Financial

Benefit from TIF --id ways to recover

reduce debt

Hold Down Taxes- the % of increase the past few years has been well over inflation on the Village's portion

live within our budget

Live within our budget or less

Debt reduction- Sell properties and return to tax roles, refrain from purchasing more property

Privatize services that can be handled by others-such as the Marina.

Stop spending -take a rest and recoup investments

concentrate on getting Tif development

reduce debt

keep costs under control efficient management of staff

## Asset Enhancement

admin building replacement

fire truck replacement

marina infrastructure-building, docks, breakwater

fuel dock at marina

marina dock repairs

build public restrooms at the beach

explore fuel dock at Marina

start contributions to fire truck replacement reserve fund

waterfront bathrooms

close the quarry-

## Cultural/Tourism Enhancement

chart a course for the new waterfront + capitalize on our assets

create plan that identifies targets, what they need/desire and promote to draw them here

market the "new sister bay" with concerts, movies in the park, festivals

waterfront park needs activities happening all day-sportsclasses, music, art, gatherings

Remain family oriented

Increase use of Pavillion and Waterfront Park

allow dogs in the parks

start paddleboard races

## Regulatory

Keep regulation limited, simplify processes.

## Public Relations

hold town hall meetings to inform public on what is going on



Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			W/C - Board		365.57	365.57	03/10/2016
			W/C - Admin		2,397.79	2,397.79	03/10/2016
			W/C - Parks/Rec		2,324.08	2,324.08	03/10/2016
			W/C - Marina		881.92	881.92	03/10/2016
			W/C - Ice Rink		183.87	183.87	03/10/2016
			W/C - Utilities - Water		1,003.59	1,003.59	03/10/2016
			W/C - Utilities - Wastewater		1,477.51	1,477.51	03/10/2016
			W/C - Utilities - Collection		306.65	306.65	03/10/2016
					<u>34,567.97</u>	<u>34,567.97</u>	
Total 13505							
14309	CARDMEMBER SERVICE	0014A	Data Transfer cable	01/27/2016	13.66	13.66	03/03/2016
		0017	Postage	01/25/2016	18.08	18.08	03/03/2016
			Postage - Utilities		2.25	2.25	03/03/2016
			Postage - Utilities		3.31	3.31	03/03/2016
			Postage - Utilities		.69	.69	03/03/2016
		0951	Steve Mann pants	01/23/2016	47.98	47.98	03/03/2016
		1984	ice eater	02/01/2016	523.95	523.95	03/03/2016
		2477A	Zeke - meals	01/22/2016	9.91	9.91	03/03/2016
		3595	Broomball awards	02/17/2016	96.20	96.20	03/03/2016
		5164	Lap Top - Tasha	02/11/2016	644.97	644.97	03/03/2016
		5630	Sunsplash - final mtg	01/27/2016	38.00	38.00	03/03/2016
		6619	Norton Security	01/29/2016	210.99	210.99	03/03/2016
			Norton Security - sales tx credit		11.00 -	11.00 -	03/03/2016
		7126	Postage - Beach Project	01/27/2016	13.45	13.45	03/03/2016
		7833	Postage to be reimb.	02/18/2016	6.80	6.80	03/03/2016
		8772A	Training - Janal	01/29/2016	164.00	164.00	03/03/2016
		9396	ice eater	01/25/2016	523.95	523.95	03/03/2016
		9518	Training - Nicole	02/09/2016	549.95	549.95	03/03/2016
		9908	Postage	01/22/2016	8.11	8.11	03/03/2016
					<u>2,865.25</u>	<u>2,865.25</u>	
Total 14309							
14310	CAPTAIN COMMOCES INC	28118	Commode rental - Dog Park	02/23/2016	75.00	75.00	03/03/2016
Total 14310					<u>75.00</u>	<u>75.00</u>	
17501	CHARTER COMMUNICATIONS	FEB - BH	Boathouse - charter TV	02/08/2016	35.00	35.00	02/25/2016
		FEB - MARINA	internet - Marina	02/13/2016	145.00	145.00	02/25/2016
		MAR16-ADM	internet/ adm bldg	02/23/2016	149.99	149.99	03/03/2016
Total 17501					<u>329.99</u>	<u>329.99</u>	
17506	CELLCOM	501512	Cell phone - Administrator	02/05/2016	17.23	17.23	02/18/2016
			Cellphone - Marina manager		90.77	90.77	02/18/2016
			Cellphones - Parks employees		141.41	141.41	02/18/2016
Total 17506					<u>249.41</u>	<u>249.41</u>	
17519	COUNTRY WALK BP-AMOCO	1299	Village gas -	03/04/2016	98.75	98.75	03/10/2016
Total 17519					<u>98.75</u>	<u>98.75</u>	
17525	CULLIGAN OF STURGEON BAY	NACL- FS2	Water softener salt - FS	02/29/2016	101.36	101.36	03/10/2016
Total 17525					<u>101.36</u>	<u>101.36</u>	
20007	DELTA DENTAL OF WIS	880319	Dental insurance	02/25/2016	1,170.37	1,170.37	02/25/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 20007				1,170.37	1,170.37	
20450	DOOR COUNTY TREASURER	FEB 2016	Feb Tax Settlement - County/State	02/10/2016	592,552.68	592,552.68	02/18/2016
	Total 20450				592,552.68	592,552.68	
20451	DOOR COUNTY HWY DEPT	40011697	Snowplowing/Sanding	01/31/2016	3,990.16	3,990.16	03/03/2016
		40011717	Drop Fee - to be reimb	03/03/2016	30.00	30.00	03/10/2016
	Total 20451				4,020.16	4,020.16	
20452	DOOR COUNTY IT DEPT	40011726	Tech Support ,laptop setup, file recovery	02/29/2016	418.31	418.31	03/10/2016
			File restore & mail merge assistance		21.27	21.27	03/10/2016
			Admin Fee		17.58	17.58	03/10/2016
	Total 20452				457.16	457.16	
20458	WI DEPT OF NATURAL RESOURCES	21016	RR Program Assistant	02/10/2016	750.00	700.00	02/25/2016
					50.00 -		
	Total 20458				700.00	700.00	
20461	DOOR COUNTY PLANNING DEPT	40011631	Planning maps	02/08/2016	6.00	6.00	02/18/2016
			Planning maps		3.00	3.00	02/18/2016
	Total 20461				9.00	9.00	
20470	DWD-UI	7527516	W Curran	02/29/2016	119.55	119.55	03/10/2016
			J POLECHECK		449.56	449.56	03/10/2016
	Total 20470				569.11	569.11	
20474	DOOR COUNTY DAILY NEWS.COM	15080226	Village sponsorship	02/29/2016	250.00	250.00	03/03/2016
	Total 20474				250.00	250.00	
20480	DOOR COUNTY BROADBAND LLC	54824	WIFI - maint	02/29/2016	37.50	37.50	03/03/2016
	Total 20480				37.50	37.50	
20499	EDSON INTERNATIONAL	169116	Marina Equipment	02/10/2016	6,873.00	6,873.00	02/18/2016
	Total 20499				6,873.00	6,873.00	
20505	EMPLOYEE BENEFITS CORP.	1455355	Minimum Fee	02/15/2016	50.00	50.00	02/18/2016
	Total 20505				50.00	50.00	
20511	JOSEPH FELHOFER	21516	Reimb uniform allowance	02/15/2016	62.50	62.50	02/18/2016
	Total 20511				62.50	62.50	
20512	EFTPS - ONLINE 941 PAYMENT	PR0213160	PRINT PAPER CHECK TO UPDATE GL	02/18/2016	3,313.24	3,313.24	02/19/2016
			PRINT PAPER CHECK TO UPDATE GL		774.86	774.86	02/19/2016
			PRINT PAPER CHECK TO UPDATE GL		2,539.77	2,539.77	02/19/2016
		PR0220160	PRINT PAPER CHECK TO UPDATE GL	02/19/2016	39.68	39.68	02/19/2016
			PRINT PAPER CHECK TO UPDATE GL		9.28	9.28	02/19/2016
			PRINT PAPER CHECK TO UPDATE GL		21.04	21.04	02/19/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		PR0227160	PRINT PAPER CHECK TO UPDATE GL	03/03/2016	3,507.34	3,507.34	03/04/2016
			PRINT PAPER CHECK TO UPDATE GL		820.28	820.28	03/04/2016
			PRINT PAPER CHECK TO UPDATE GL		2,800.93	2,800.93	03/04/2016
	Total 20512				13,826.42	13,826.42	
20513	FABCO EQUIPMENT INC	202583	Skid Steer Loader - maint. parts	02/26/2016	178.55	178.55	03/10/2016
	Total 20513				178.55	178.55	
20515	FERRELL GAS	1090788041	propane Library	02/08/2016	329.65	329.65	03/03/2016
		1090835480	propane fire station	02/10/2016	1,570.42	1,570.42	03/10/2016
		1090859268	Maintenance Bldg	02/11/2016	226.61	226.61	03/10/2016
	Total 20515				2,126.68	2,126.68	
20599	EVENSON LAUNDRY INC	700351	Entrance mats - Admin Bldg	02/19/2016	28.00	28.00	03/03/2016
			Entrance mats - Fire Station		72.00	72.00	03/03/2016
	Total 20599				100.00	100.00	
30609	FASTENAL	WISTU	Eye wash stations, oil wastecans	02/24/2016	96.37	96.37	03/03/2016
		WISTU100659	Step Ladders	02/19/2016	145.86	145.86	03/03/2016
		WISTU100809	Eye wash stations, oil wastecans	02/24/2016	203.84	203.84	03/03/2016
	Total 30609				446.07	446.07	
30701	FRONTIER	ADMMAR16	Admin Bldg phone	03/01/2016	181.80	181.80	03/03/2016
		FEB-16M	Marina phone	02/07/2016	55.43	55.43	02/18/2016
		SPTCPLX0316	Sports Cplx phone	02/25/2016	44.32	44.32	03/03/2016
	Total 30701				281.55	281.55	
30704	WISCONSIN MEDIA	9579388	Job notices - Utilities	01/31/2016	141.48	141.48	02/18/2016
			Job notices - Utilities		208.29	208.29	02/18/2016
			Job notices - Utilities		43.23	43.23	02/18/2016
			Legal notices - Village		322.41	322.41	02/18/2016
		9655535	Legal notices - Utilities	02/29/2016	41.58	41.58	03/10/2016
			Legal notices - Utilities		61.22	61.22	03/10/2016
			Legal notices - Utilities		12.70	12.70	03/10/2016
			Liquor License		7.68	7.68	03/10/2016
	Total 30704				838.59	838.59	
30725	GIBRALTAR AREA SCHOOLS	FEB2016	Feb Tax Settlement - Gibraltar	02/10/2016	430,742.87	430,742.87	02/18/2016
	Total 30725				430,742.87	430,742.87	
30750	GOING CO INC	123997VIL-3	garbage - Village	02/29/2016	6,719.11	6,719.11	03/03/2016
			recycle - Village		572.35	572.35	03/03/2016
		325803-FS2A	recycling - Fire Station	02/29/2016	48.06	48.06	03/10/2016
		325803-FS2	recycling - Fire Station	02/01/2016	48.06	48.06	02/18/2016
	Total 30750				7,387.58	7,387.58	
30751	GREAT-WEST	PR0213160	Great West Deferred Comp. DEFERRE	02/18/2016	1,155.72	1,155.72	02/19/2016
			Great West Deferred Comp. EMPLOYEF		329.28	329.28	02/19/2016
		PR0227160	Great West Deferred Comp. DEFERRE	03/03/2016	1,155.72	1,155.72	03/04/2016
			Great West Deferred Comp. EMPLOYEF		329.28	329.28	03/04/2016



Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 41205				176.96	176.96	
41207	LELAND D LHOST	21616	Poll Worker compensation	02/16/2016	140.00	140.00	02/18/2016
	Total 41207				140.00	140.00	
41223	HANS LOGERQUIST ROOFING	30716	Village Hall roof repair	03/07/2016	300.00	300.00	03/10/2016
	Total 41223				300.00	300.00	
41316	MARCO INC	18292260	Public copies	02/10/2016	29.89	29.89	02/18/2016
			General copies		622.57	622.57	02/18/2016
			Marina copies		4.65	4.65	02/18/2016
			Utilities' copies		4.25	4.25	02/18/2016
			Utilities' copies		6.31	6.31	02/18/2016
			Utilities' copies		1.58	1.58	02/18/2016
	Total 41316				669.25	669.25	
51401	JULIANA NEUMAN	FEB16	Financial Services	02/29/2016	4.00	4.00	03/03/2016
			Financial Services		1,256.00	1,256.00	03/03/2016
			Financial Services		196.00	196.00	03/03/2016
			Financial Services		34.00	34.00	03/03/2016
			Financial Services		90.00	90.00	03/03/2016
			Financial Services		132.50	132.50	03/03/2016
			Financial Services		27.50	27.50	03/03/2016
	Total 51401				1,740.00	1,740.00	
51404	NWTC	3FT0000109073	First Aid/CPR - Zeke	02/22/2016	44.68 -		
			First Aid/CPR - Parks Dept		153.04 -		
			First Aid/CPR - Schell		16.08 -		
			First Aid/CPR - Schell		23.68 -		
			First Aid/CPR - Schell		4.92 -		
	Total 51404				242.40 -	.00	
51406	NWTC DISTRICT	FEB16	Feb Tax Settlement - NWTC	02/10/2016	112,657.01	112,657.01	02/18/2016
	Total 51406				112,657.01	112,657.01	
51432	N DOOR COMMUNUNICATIONS INC	2365869	Data Transfer Cable	01/27/2016	13.66		
			Data Transfer Cable		13.66 -		
	Total 51432				.00	.00	
61536	OFFICE DEPOT CREDIT PLAN	818379807001	Toner - Village	01/18/2016	272.15	272.15	03/03/2016
			Office Supplies - village		12.59	12.59	03/03/2016
			Office Supplies - parks		11.51	11.51	03/03/2016
		81837987002	Office Supplies - utilities	02/02/2016	6.84	6.84	03/03/2016
			Office Supplies - utilities		10.06	10.06	03/03/2016
			Office Supplies - utilities		2.09	2.09	03/03/2016
		818445285001	Paper /pens/etc - Marina	01/18/2016	85.89	85.89	03/03/2016
			Office Supplies - Village		48.57	48.57	03/03/2016
		819204630001	Copy paper - Utilities	01/21/2016	12.24	12.24	03/03/2016
			Copy paper - Utilities		18.01	18.01	03/03/2016
			Copy paper - Utilities		3.74	3.74	03/03/2016
		819204974001	Meter Marking	01/21/2016	41.89	41.89	03/03/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		820462712001	Office Supplies - utilities	01/27/2016	23.93	23.93	03/03/2016
			Office Supplies - utilities		35.23	35.23	03/03/2016
			Office Supplies - utilities		7.32	7.32	03/03/2016
		8211616112001	Office Supplies - utilities	02/02/2016	35.90	35.90	03/03/2016
			Office Supplies - utilities		52.84	52.84	03/03/2016
			Office Supplies - utilities		10.97	10.97	03/03/2016
		822248128001	Backup drive Tasha	02/04/2016	189.99	189.99	03/03/2016
		822248720001	Office Supplies - Village	02/04/2016	102.56	102.56	03/03/2016
		822248721001	Backup drives Marina	02/04/2016	146.98	146.98	03/03/2016
		822652453001	Office Supplies - Village	02/08/2016	63.95	63.95	03/03/2016
		823998408001	Office Supplies - Village	02/13/2016	17.68	17.68	03/03/2016
	Total 61536				1,212.93	1,212.93	
61547	ORKIN PEST CONTROL INC	107565669	carpenter ants - Info Booth	02/16/2016	80.96	80.96	03/10/2016
	Total 61547				80.96	80.96	
61630	PIGGLY WIGGLY	22916	Election	02/29/2016	16.51	16.51	03/10/2016
	Total 61630				16.51	16.51	
61633	PINKERT LAW FIRM LLP	DEC2015	General legal issues	12/31/2015	234.00	234.00	02/18/2016
			Quarry lawsuit		1,482.00	1,482.00	02/18/2016
			Beach project		78.00	78.00	02/18/2016
			Mill Rd/DOT		448.95	448.95	02/18/2016
		JAN2016	Garot project	01/31/2016	468.00	468.00	02/18/2016
			General legal issues		338.00	338.00	02/18/2016
			Quarry lawsuit		1,222.00	1,222.00	02/18/2016
			West Capitol		390.00	390.00	02/18/2016
			Beach project		1,196.00	1,196.00	02/18/2016
	Total 61633				5,856.95	5,856.95	
61637	PITNEY BOWES	2516	Postage for Meter	02/05/2016	100.00	100.00	02/18/2016
	Total 61637				100.00	100.00	
61640	QUALITY STATE OIL	928614	Fuel Oil - Village Hall	02/16/2016	459.96	459.96	02/25/2016
		928615	Fuel Oil - Old Fire Station	02/16/2016	260.27	260.27	02/25/2016
	Total 61640				720.23	720.23	
61645	QUANTUM LED SOLUTIONS LLC	122115021	FS lighting	12/21/2015	561.55	561.55	02/25/2016
	Total 61645				561.55	561.55	
61979	ROCKET DSD.COM	RDSD902476	Products for resale	02/01/2016	19.20	19.20	02/18/2016
		RDSD902490	Products for resale	02/06/2016	19.20	19.20	02/18/2016
	Total 61979				38.40	38.40	
71910	SERVICE MOTOR CO INC	CS13321	Tractor parts	02/29/2016	346.28	346.28	03/10/2016
	Total 71910				346.28	346.28	
71920	SISTER BAY ADVANCEMENT	2016MBRSP	2016 Membership/Advertising	02/29/2016	250.00	250.00	03/03/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 71920				250.00	250.00	
71925	SISTER BAY AUTO	72317	1997 Ford F350 maintenance	01/26/2016	31.43	31.43	03/03/2016
		72421	equipment parts	02/08/2016	3.08	3.08	03/03/2016
		72423	parts/supplies	02/28/2016	.62	.62	03/03/2016
		72514	Lawnmower parts	02/19/2016	11.04	11.04	03/03/2016
	Total 71925				46.17	46.17	
71926	SISTER BAY SEWER & WATER	1343	Reimb for safety training	01/01/2016	1,366.95	1,366.95	03/10/2016
			Consulting - Village Stormwater		360.80	360.80	03/10/2016
			Staff time on BSD stormwater		45.10	45.10	03/10/2016
			Staff time on BSD stormsewer -		45.10	45.10	03/10/2016
		1362	Consulting - Village Stormwater MS	02/29/2016	101.60	101.60	03/03/2016
			Reimb for Diggers Hotline		7.00	7.00	03/03/2016
			Maint. Ice Rink manhole cover		61.15	61.15	03/03/2016
	Total 71926				1,987.70	1,987.70	
71938	STANDARD INSURANCE CO	160937-3	Long term disability	02/16/2016	354.12	354.12	02/25/2016
	Total 71938				354.12	354.12	
71982	CHRISTY SULLY	21716	travel reimb - election	02/17/2016	36.72	36.72	02/25/2016
		3316	Reimb Election supplies	03/03/2016	21.24	21.24	03/10/2016
	Total 71982				57.96	57.96	
71986	SUMMIT SUPPLY	78044	Dog Park supplies	03/01/2016	404.75	404.75	03/10/2016
	Total 71986				404.75	404.75	
72050	TOWN OF LIBERTY GROVE	1343	Cemetery - 2015	02/09/2016	2,738.68	2,738.68	02/18/2016
	Total 72050				2,738.68	2,738.68	
72059	UNITED HEALTH CARE	39993765	Health Insurance	02/17/2016	12,913.84	12,913.84	02/25/2016
	Total 72059				12,913.84	12,913.84	
72995	DOUGLAS VAN VOROUS	21616	Chief inspector training	02/16/2016	50.00	50.00	02/18/2016
			Poll worker compensation		140.00	140.00	02/18/2016
	Total 72995				190.00	190.00	
80010	WI CITY/COUNTY MANAGEMENT ASOC	2016	2016 dues Jackson	02/19/2016	110.25	110.25	02/25/2016
	Total 80010				110.25	110.25	
82350	WI PUBLIC SERVICE	FEB2016	Street Lights	02/29/2016	2,144.16	2,144.16	03/03/2016
			Fire Station		1,004.33	1,004.33	03/03/2016
			Parks Lights		94.32	94.32	03/03/2016
			Sports Complex		931.39	931.39	03/03/2016
			Dock		1,578.62	1,578.62	03/03/2016
			J Dock		591.02	591.02	03/03/2016
			Boathouse		24.31	24.31	03/03/2016
			Old Fire Station		187.18	187.18	03/03/2016
			Swale Pump		44.67	44.67	03/03/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Admin Bldg		519.90	519.90	03/03/2016
			Village Hall		270.65	270.65	03/03/2016
			Bike Trail Lights		312.23	312.23	03/03/2016
Total 82350					7,702.78	7,702.78	

Total Paid: 1,267,340.72  
Total Unpaid: 242.40 -  
Grand Total: 1,267,098.32

Dated: 3/11/2016  
Staff: *Tasha M. Kass*

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	30334	lift station repairs - Forest Ln	01/31/2016	140.00	140.00	02/17/2016
		30393	#3 Well - pump repair	02/29/2016	442.78	442.78	03/09/2016
Total 10005					582.78	582.78	
10260	BEAR GRAPHICS INC	0735964	checks	01/29/2016	53.02	53.02	02/17/2016
			checks		78.05	78.05	02/17/2016
			checks		16.20	16.20	02/17/2016
		0737187	deposit books	02/22/2016	32.43	32.43	03/02/2016
			deposit books		47.74	47.74	03/02/2016
			deposit books		9.90	9.90	03/02/2016
Total 10260					237.34	237.34	
13260	BHIRDO'S BY THE BAY	16866	vehicle fuel allocation	01/31/2016	119.40	119.40	02/17/2016
			vehicle fuel allocation		175.78	175.78	02/17/2016
			vehicle fuel allocation		36.48	36.48	02/17/2016
			equipment fuel allocation		7.78	7.78	02/17/2016
			equipment fuel allocation		11.46	11.46	02/17/2016
			equipment fuel allocation		2.38	2.38	02/17/2016
Total 13260					353.28	353.28	
14400	CASH	5	PETTY CASH replenish petty cash	12/31/2015	45.77	45.77	02/24/2016
			replenish petty cash		.31	.31	02/24/2016
			replenish petty cash		.46	.46	02/24/2016
			replenish petty cash		.10	.10	02/24/2016
			replenish petty cash		2.00	2.00	02/24/2016
Total 14400					48.64	48.64	
17506	CELLCOM	501799	cellphones	02/05/2016	68.14	68.14	02/17/2016
			cellphones		100.31	100.31	02/17/2016
			cellphones		20.82	20.82	02/17/2016
Total 17506					189.27	189.27	
20515	FERRELLGAS	1090835492	WWTP propane	02/10/2016	942.97	942.97	02/17/2016
Total 20515					942.97	942.97	
30642	FRONTIER COMMUNICATIONS	3/2016	telemetry allocation	02/19/2016	5.44	5.44	03/02/2016
			telemetry allocation		5.44	5.44	03/02/2016
			telemetry allocation		2.72	2.72	03/02/2016
		MAR 2016	telemetry allocation	02/25/2016	56.80	56.80	03/02/2016
			telemetry allocation		56.80	56.80	03/02/2016
			telemetry allocation		28.40	28.40	03/02/2016
		MAR16	telemetry allocation	03/01/2016	67.69	67.69	03/09/2016
			telemetry allocation		67.69	67.69	03/09/2016
			telemetry allocation		33.84	33.84	03/09/2016
Total 30642					324.82	324.82	
30750	GOING CO INC	128926-2	WWTP rubbish disposal	02/29/2016	163.36	163.36	03/09/2016
Total 30750					163.36	163.36	
40963	ITU ABSORB TECH	6535393	WWTP laundry service	02/16/2016	74.90	74.90	03/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 40963				74.90	74.90	
41005	STEVEN JACOBSON	229	mileage - W	02/29/2016	37.29	37.29	03/09/2016
			mileage - WW		38.64	38.64	03/09/2016
			mileage - Collection		9.66	9.66	03/09/2016
			postage		19.35	19.35	03/09/2016
	Total 41005				104.94	104.94	
41090	JUNGWIRTH'S ACE HARDWARE	2215-216	water equipment	02/29/2016	18.99	18.99	03/09/2016
			tie downs for shipping		6.99	6.99	03/09/2016
			parts for meter storage		13.45	13.45	03/09/2016
			door fix well #1		8.49	8.49	03/09/2016
			water supplies		7.98	7.98	03/09/2016
			WWTP tools		27.99	27.99	03/09/2016
			tools		.98	.98	03/09/2016
			plant meter room		2.29	2.29	03/09/2016
			WWTP supplies		50.62	50.62	03/09/2016
			lab gloves		12.99	12.99	03/09/2016
	Total 41090				150.77	150.77	
41202	LIBERTY GROVE UTILITY DISTRICT	ER AREAS WW	Shared income from hauled waste	12/31/2015	50.02	50.02	02/17/2016
	Total 41202				50.02	50.02	
41212	ROBERT E LEE & ASSOC INC	70237	plans/spec grit sys	02/29/2016	7,296.43	7,296.43	03/09/2016
		70238	bidding grit system	02/29/2016	319.40	319.40	03/09/2016
	Total 41212				7,615.83	7,615.83	
51400	NCL OF WISCONSIN INC	368561	WWTP lab supplies	02/15/2016	732.15	732.15	02/24/2016
		368917	WWTP lab equipment repair	02/23/2016	104.31	104.31	03/02/2016
	Total 51400				836.46	836.46	
51435	NORTH WOODS SUPERIOR CHEMICAL	117610	collection system chemicals	02/22/2016	435.62	435.62	03/02/2016
		117965	medical safety supplies	02/25/2016	28.75	28.75	03/02/2016
			medical safety supplies		42.32	42.32	03/02/2016
			medical safety supplies		8.78	8.78	03/02/2016
	Total 51435				515.47	515.47	
51436	NORTHERN LAKE SERVICES INC	290773	WWTP sludge testing	02/23/2016	295.45	295.45	03/02/2016
	Total 51436				295.45	295.45	
51550	PATRICK JOHNSON	22916	Reimb travel/training	02/29/2016	174.42	174.42	03/09/2016
	Total 51550				174.42	174.42	
61979	SHOPKO STORES	7218	custodial supplies wwtp	02/17/2016	64.30	64.30	03/09/2016
	Total 61979				64.30	64.30	
71922	TOP SHELF CAFE & GOURMET	22916	UPS shipping	02/29/2016	56.00	56.00	03/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71922					56.00	56.00	
71925	SISTER BAY AUTO	72295	'01 Ford master cylinder	02/04/2016	195.80	195.80	03/02/2016
			'01 Ford master cylinder		288.26	288.26	03/02/2016
			'01 Ford master cylinder		59.83	59.83	03/02/2016
Total 71925					543.89	543.89	
71928	SISTER BAY POST OFFICE	BOX 91 2016	Yearly Box Rent	03/01/2016	18.00	18.00	03/09/2016
			Yearly Box Rent		26.50	26.50	03/09/2016
			Yearly Box Rent		5.50	5.50	03/09/2016
Total 71928					50.00	50.00	
72050	TOWN OF LIBERTY GROVE	ER AREAS WW	shared income from hauled waste	12/31/2015	429.43	429.43	02/17/2016
Total 72050					429.43	429.43	
73007	VOIGHT'S COUNTY WALK BP	1300	vehicle fuel allocation	02/29/2016	47.31	47.31	03/09/2016
			vehicle fuel allocation		69.66	69.66	03/09/2016
			vehicle fuel allocation		14.46	14.46	03/09/2016
Total 73007					131.43	131.43	
80025	WI RURAL WATER ASSOC	2016 CONF	annual conference: MS, BL, PJ	02/17/2016	300.00	300.00	02/17/2016
		2016 DUES	membership dues	03/01/2016	300.00	300.00	03/02/2016
Total 80025					600.00	600.00	
80028	WISCONSIN DNR - OP CERT	3L 2016 #32294	B Lang op cert	02/17/2016	45.00	45.00	02/24/2016
Total 80028					45.00	45.00	
82350	WI PUBLIC SERVICE	FEB16	electricity - water system	02/23/2016	1,518.74	1,518.74	03/09/2016
			electricity - wastewater plant		4,782.36	4,782.36	03/09/2016
			electricity - collection		547.28	547.28	03/09/2016
Total 82350					6,848.38	6,848.38	
82351	WIS PUBLIC SERVICE	FEB 2016	Well #3 - LGUD	02/11/2016	91.87	91.87	02/17/2016
			Well #3 - Sister Bay		275.59	275.59	02/17/2016
Total 82351					367.46	367.46	

Total Paid: 21,796.61  
 Total Unpaid: -  
 Grand Total: 21,796.61

Dated: 3/11/2016  
 Staff: Jasha M. Kass



## Village of Sister Bay BOARD REPORT

Meeting Date: 03/15/16

Item No.: 7

### Activities:

Bay Shore Drive- Work on the project has restarted on some retention walls. Natural Stone will be used on the Grubee house at the top of the hill, and a CMU (tan in color) retaining wall will be built by Village View. WPS has been notified to remove the temporary lighting and will do so when they have crews in the area. 2 of the new street lights need to be reworked. Crews intend to restart work in April on restoration.

**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.

Staff has asked DOT to look into creating an additional storm water main connection to the DOT system for the Braun Property, and to complete curb cuts to service a driveway along the Williams house/Bowl property for the Braun development.

Sledding Hill- Steve Mann and Pat Hockers will work toward a solution to redirect sledders on a more southern path. Use of the hill was intense this season, and we have received many positive comments, as well as requests to adjust the pitch.

Beach- The Beach project is complete! We now have to settle outstanding items with DNR and finish items for grant funding. No further discussion will happen regarding the outstanding DNR items at the direction of legal council. Board members are instructed not to discuss any item related the project with any member of the public.

Harbor View- A development agreement has been signed, and building is anticipated to begin in 2017. The Village may wish to exert it's control over the Mill Rd. Property to compel the developer to move up his time tables for the Harbor View Development.

Stony Ridge- An amended development agreement has been signed, and we now await construction weather and bidding to be completed before the project begins.

Audit- Village staff worked with the Audit team from Schenck to complete field work on the week of the 7<sup>th</sup>. Our auditors anticipate completing the audit in the April/May time period.

Wayfinding Signage- Living Labs has received one bid back, and is in the process of soliciting two others.

### Code Violations:

- None as of this writing, however, I do have a backlog list to take action on, and will wait for weather to improve before engaging in enforcement actions (it's pretty muddy in many places right now).

Respectfully submitted,

Zeke Jackson



**Door County Coastal Byway Council  
Meeting Minutes– Tuesday, February 9, 2016**

Time: 8:30 a.m.  
Location: Gibraltar Town Administrative Offices  
Fish Creek, Wisconsin

**Call to Order.** Chair Ann Miller called the meeting to order at 8:30 a.m.

**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  
Kriss Schorer, primary – Town of Baileys Harbor  
Beth Hagen, primary – Town of Gibraltar  
Al Birnschein, primary – Town of Jacksonport  
Also present: Sam Perlman-DCEDC  
Agenda adopted by consensus.

**Approve Minutes.** Motion by Baker and second by Hagen to approve the previous minutes of December 8, 2015. Motion carried.

**Treasurer's Report.** Sam indicated balance was unchanged and remains at \$23,399.17. Upcoming expenses include Paper Boy of \$575 and TownWeb Design at approximately \$420.

**Pending Business.**

**A.** Follow-up report on Town of Sevastopol to consider zoning overlay to gateway area from Town border on Cty. T to C&W /Mill split on STH 57/42 to control visual aesthetics. Work in progress as the Town continues efforts of working with the Muskat property owner(s) towards clean- up of the site. Matter tabled.

**B.** Update on Coloring Book Kit. We received a revised quote from Seaway Printing for 24 pages plus cover for \$2,037.29 or 32 pages for \$2,057.20. Those in attendance felt doing the 32 pages was great. Determined Business Card ads at bottom to be \$50 - \$75. Will work with Community business coordinators when possible to promote ads. Artists to get name and contact information on each page. Kriss has list of eight artists interested in project. She and Sam will meet next week.

**C.** Illegal or discontinued business or applicable signage. Ann is working with Door County Planning/Zoning and Wis DOT on non-conforming signage. Glassnap sign to be removed by State.

Door County Coastal Byway Council – Minutes of February 9, 2016

**Correspondence.** A letter from Jane indicated she had \$8,000 in reserve for distribution to each byway. Suggestions included cards, passbook, video to do together with other byways to promote them all. Wisconsin foodie type video for exposure.

Scott mentioned there is an interested party in the Braun property north of the Sister Bay Bowl. Looking at Gateway type sign.

**Next meeting date.** Tuesday, March 9<sup>th</sup> 2016 – 8:30 a.m. at Gibraltar offices in Fish Creek.

**Payment of any Bills.** None.

**Adjourn.** Motion by Birnschein and second by Hagen to adjourn. Motion carried and meeting adjourned.

Draft minutes as reported by Kriss Schorer.

**FINANCE COMMITTEE MEETING MINUTES**  
**TUESDAY, FEBRUARY 16, 2016**  
**SISTER BAY VILLAGE HALL – 10693 N. BAY SHORE DRIVE**  
**(APPROVAL PENDING)**

The February 16, 2016 meeting of the Village of Sister Bay Finance Committee was called to order by Acting Finance Committee Chair Dave Lienau at 5:00 P.M.

**Committee Members Present:** Acting Finance Committee Chair Dave Lienau, and Finance Committee members Scott Baker and Pat Duffy.

**Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass and Assistant Administrator Janal Suppanz.

**Approval of the Agenda:**

*A motion was made by Duffy, seconded by Baker that the Agenda for the February 16, 2016 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.*

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

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

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

*At 5:01 P.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on that motion and the Committee members voted in the following fashion:*

*Lienau – Aye; Baker – Aye; Duffy – Aye.*

*Motion carried.*

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

*At 5:30 P.M. a motion was made by Lienau, seconded by Duffy that the Finance Committee reconvene into open session. Another roll call vote was taken on that motion and the Committee members voted in the following fashion:*

*Lienau – Aye; Baker – Aye; Duffy – Aye.*

*Motion carried.*

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

*A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the Village's 2005 General Obligation Bonds be refinanced in accord with the provisions of Loan Option No. 2 which is described on the documents which were included in the meeting packets. (Option No. 2 calls for a four year loan, which will result in savings of approximately \$159,000 in interest being realized over the life of the debt.) Motion carried – All ayes.*

1 **Item No. 4. Matters to be placed on a future agenda or referred to a committee, official or**  
2 **employee:**

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

5

6 **Adjournment:**

7 *At 5:31 P.M. a motion was made by Baker, seconded by Duffy that the February 16, 2016 meeting of*  
8 *the Finance Committee be adjourned. Motion carried – All ayes.*

9

10 Respectfully submitted,



11

12 Janal Suppanz,  
13 Assistant Administrator

14

15

## Sister Bay & Liberty Grove Fire Board Meeting February 22, 2016

The meeting was called to order February 22, 2016 at 8:10 am by Lou Covotsos

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

In attendance Chris Hecht & Willard Randall

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

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

Public input: None

### Discussion Items:

- Chief's Report
  - The Chief passed out a count of calls as of February 15.
  - Dispatch gave a list of all calls for 2015. There were a total of 390 calls dispatched. We responded to 300 of them. Some of the calls had no EMRs present. We are working on ways to improve the EMR responses.
  - Todd Voeks retires as assistant chief.
  - There is an EMR class finishing next month and an entry level firefighter class starting next month.
  - We are the process of applying for grants that could improve responses.
  - We are in the process of rolling out a plan for Firefighters in door county to get a physical.
  - We have implemented a county wide accountably system.
  - The roof on the south station is fixed.
  - The SBLGFFA spent \$15,000 on new LED lights for the stations.
  - Last year the SBLGFFS purchased new extrication equipment for \$65,000
- Clerk/Treasurer Report
  - A list of checks was passed out.
  - The 2015 budget finals were passed out. There was a \$5,595 surplus in the budget. \$2,400 was moved to the reserve fund. The reserve fund is set to be at 15% of the current year budget. \$3,195 was moved to the grant fund.
  - A motion was made by Louis Covotsos to approve the clerks report, seconded by Nancy Goss. Motion passed with no discussion.
- Start of Closed Session (per state statues 1985 1E and 1F we are going to a closed session)
  - Rollcall Nancy Goss Pat Duffy Louis Covotsos Scott Backer Hugh Mulliken.
  - End of Closed Session

- Rollcall Nancy Goss Pat Duffy, Louis Covotsos, Scott Backer, Hugh Mulliken
  
- Set date for Next Meeting
  - April 4, 2016 at 8:00 am

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

Submitted By  
Bill Randall  
Fire Department Clerk

**Sister Bay / Liberty Grove Library Commission  
Meeting February 16, 2016**

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

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

**Public Input:** None.

**Review and Approve the Revised Minutes of the January 12, 2015 Meeting:**

Kathy Enquist moved and Allen Strack seconded a motion to approve the minutes of the January 12, 2016 meeting. The motion passed 6-0.

**Review and Approval of Bills:**

Village of Sister Bay	Propane	\$192.66
Society Insurance	Worker Comp. Insurance	\$267.00
Village of Sister Bay	Snow Shoveling	\$79.82
Sparkle Cleaning Service	General Cleaning	\$720.00
Village of Sister Bay	Sewer and Water	\$377.40
Village of Sister Bay	Fire Sprinkler Water	\$110.25
F.L.S. Banners	American Flags (3)	\$279.96
Ralph Blankenburg	Virus Protector	\$28.10
Frontier Com.	Telephone	\$133.15
Village of Sister Bay	Propane	\$329.65
Wulf Brothers	Furnace Service	\$569.55
Total		\$3,087.54

Lou Covotsos moved and Margot Warch seconded the motion to approve the payment of the bills. The motion passed 6-0.

**Librarians Report:**

**Circulation:**

January 2015 4,224  
January 2016 4,165

**Library Visits:**

January 2015 2,735  
January 2016 3,111

**Programs:**

Jan. 2015 4 Programs attended 14 Adults 29 Children 43 Total  
Jan. 2016 4 Programs attended 16 Adults 48 Children 64 Total

**Computer Use:**

**SAM(Public)** Jan, 2015 295 Sessions for a total of 10,438 Minutes  
Jan. 2016 251 Sessions for a total of 10,045 Minutes

**Wireless:**

Jan. 2015 319 Devices 24 Average devices per day  
 Jan. 2016 353 Devices 24 Average devices per day

**Overdrive:**

Jan. 2015	248	E-book uses	95	Audio books uses	2	Videos uses	
Jan. 2016	356	" "	102	" "	0	" "	. 51 Magazines

It is gratifying to note that library visits are up from the previous year, as is wireless use. Maybe we're back on track after the last couple years of road construction!

**Marina Fest Meeting Report:**

Ralph Blankenburg reported that the Marina Fest will be laid out a little different with food offered in another area. Ralph and Mike will be making a banner for the outside of the Village Hall. At this time they are going to continue to be two days.

**Shed:**

The shed is getting filled with boxes of books and Ralph and Kathy Blankenburg, Mike Scoville and Margot Warch will start sorting books in April.

**Painting Gift:**

Margot Warch read her letter of thank you to Sarah Novotny, Mary Beth Maudsley, Sheila Hedberg and Martha Sauter for their donation a Fawn Shillinglaw painting of scene coming into Sister Bay from the north. The painting will be hung to the left of the window over the fireplace.

**Maintenance:**

Ralph Blankenburg reported that he had a proposal for installing heat in the two restrooms for \$520. This would also include balancing the heat in the area between the hall and restrooms.

Lou Covotsos moved approve the proposal from Wulf Brothers to heat the two restrooms for \$520. Kathy Enquist seconded the motion. The motion passed 6-0.

Betty Curzon requested, if we could look into new soap dispensers for the restroom. Ralph Blankenburg will look into the purchase of new dispensers.

**Committee Reports:**

no reports

**Next Meeting:**

April 12, 2016 @ 1:00 p.m.

**Adjourn:**

It was moved by Virginia Phelan and seconded by Margot Warch to adjourn at 2:10 p. m. The motion passed 6-0.

Submitted by: Ralph Blankenburg.



1 the members of the Marina Fest Committee will still help organize Marina Fest this year.

2  
3 Those present jointly reviewed a map of Waterfront Park, and it was the consensus that if  
4 carnival rides can be obtained they should be located in the Marina parking lot. The  
5 Historical Society will not be selling pie this year but will again be selling ice cream, and,  
6 therefore, it was the consensus that their booth should be located near the Boathouse as  
7 that location is closer to the children's activities. Hecht indicated that the Fire Department  
8 will be flexible with the location of their food tent(s) and beer wagon(s), and it was  
9 eventually the consensus that a food and beverage court should be created. The suggestion  
10 was made that the Kiwanis, the Top O' The Thumb Snowmobile Club and the Fire  
11 Department share a beverage tent(s). Representatives of those organizations will meet at a  
12 later date in an attempt to arrive at a mutually agreeable selling arrangement and report  
13 back to the Committee.

14  
15 A Duty and Supply Checklist was distributed, and those present signed up for the duties  
16 and tasks they would be willing to perform. A tentative festival schedule was also  
17 established, and Jackson and Clove took note of all the scheduled activities. Clove will see  
18 that a Marina Fest poster is prepared and present a draft of it at the next meeting.

19  
20 Clove noted that since Marina Fest, 2016 will be conducted over the course of two days he  
21 would like to see the Lions conduct an activity in their tent on both days of the festival. He  
22 suggested that the Lions Club be treated the same as all the other non-profit organizations,  
23 since that is what the Marina Fest By-Laws call for. In an attempt to realize cost savings the  
24 Lions and the Fire Department could share a tent in the location where the bouncy houses  
25 were last year and the bouncy houses could be moved closer to the Marina. Ludwigsen  
26 indicated that he will present this suggestion to the members of the Lions Club at their next  
27 meeting and report his findings to Jackson.

28  
29 *At 7:00 P.M. Ludwigsen indicated that he had another obligation and left the meeting.*

30  
31 *Several of those present noted that it was relatively "quiet" on the Sunday of last year's*  
32 *Marina Fest, and the suggestion was made that the water ski show be moved to Sunday. It*  
33 *was the consensus that this is a good idea. Duffy will contact the Waterboard Warriors to*  
34 *see if that would be possible.*

35  
36 *Discussion took place regarding booking of bands and other entertainment for Marina Fest,*  
37 *and Hecht volunteered to contact one of the major sponsors from last year to see if they*  
38 *would again be willing to make a donation. It was the consensus that River City Six should*  
39 *not be booked this year. Hecht will attempt to book another band and report his findings*  
40 *at the next meeting.*

41  
42 Discussion took place regarding additional food offerings which could be made available  
43 at Marina Fest, and Hecht indicated that the Fire Department would be willing to sell deep  
44 fried potatoes. If they are allowed to sell the potatoes they would be willing to turn a  
45 higher percentage of the profits which are realized from the sale of them to the Village. He  
46 also stressed that he believes it is imperative for all the representatives of the non-profit  
47 organizations which participate in Marina Fest to work together.

1 Clove thanked Hecht for making the previously mentioned offer. He stressed that he  
2 definitely wants Marina Fest to continue, but believes that event must reach the “break  
3 even” point. He is the Chair of the Marina Committee, and would not be opposed to  
4 having the Marina “kick in \$5,000 to help fund Marina Fest”. He also doesn’t have a  
5 problem with the Marina employees providing assistance at Marina Fest. Duffy concurred.  
6

7 **Item No. 3. Discussion regarding matters to be placed on a future agenda or referred to**  
8 **a committee, official or employee:**

9 *The next meeting of the Marina Fest Committee will be conducted at 5:30 P.M. on April*  
10 *27, 2016. At that meeting a draft of the Marina Fest poster will be reviewed.*  
11

12 **Adjournment:**

13 *A motion was made by Clove, seconded by Duffy to adjourn the meeting of the Marina*  
14 *Fest Committee at 8:02 P.M. Motion carried – All ayes.*  
15

16 Respectfully submitted,

17 

18 Janal Suppanz, Secretary



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

2 *A motion was made by Baker, seconded by Zacek that Village staff members shall extend*  
3 *an employment offer to the candidate who was discussed in closed session. Motion carried*  
4 *– All ayes.*

5  
6 **Item No. 4. Matters to be placed on a future agenda or referred to a Committee or**  
7 **Commission:**

8 There were no matters to be placed on a future agenda or referred to a Committee or  
9 Commission.

10

11 **Adjournment:**

12 *A motion was made by Duffy, seconded by Zacek to adjourn the joint meeting of the*  
13 *Personnel Committee and the Water, Sewer Collection and Storm Sewer Committee at*  
14 *2:56 P.M. Motion carried – All ayes.*

15

16 Respectfully submitted,



17

18 Janal Suppanz,

19 Assistant Administrator

1 PLAN COMMISSION MEETING MINUTES  
2 TUESDAY, FEBRUARY 23, 2016  
3 Sister Bay Village Hall – 10693 N. Bay Shore Drive  
4 UNAPPROVED VERSION  
5

6 The February 23, 2016 meeting of the Plan Commission was called to order by Chairperson  
7 Dave Lienau at 5:33 P.M.

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

11  
12 **Excused:** Eric Lundquist

13  
14 **Others:** Rob Zoschke, Jimmy Grasse, Denise Bhirdo, Steve Thomas, Michelle Notz, Greg  
15 Casperson, Al Gokey, and Dave Kaster

16  
17 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

18  
19 **Comments, correspondence and concerns from the public:**

20 Lienau noted that no new correspondence was received, and then asked if anyone wished to  
21 comment regarding a non-agenda item. No one responded.

22  
23 **Approval of the agenda:**

24 *A motion was made by Grutzmacher, seconded by Baker that the Agenda for the February 23,*  
25 *2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.*

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

28 **As to the minutes for the January 26, 2016 joint meeting of the Plan Commission and the**  
29 **Economic Development Committee:**

30 *A motion was made by Baker, seconded by Bell that the minutes for the January 26, 2016 joint*  
31 *meeting of the Plan Commission and the Economic Development Committee be approved as*  
32 *presented. Motion carried – All ayes.*

33  
34 **Business Items:**

35 **Item No. 3. Review of a recommendation from the Village Board to re-examine an**  
36 **amendment to the Good Samaritan Society (SCAND) Development Agreement:**

37 As part of their recent expansion project the management of the Good Samaritan Society  
38 (SCAND) was compelled to make a number of public and private improvements to their  
39 property. One of those improvements was installation of parking lot lights, but a number of  
40 complaints were received about the lights from adjoining property owners. The decision was  
41 eventually made that SCAND officials would not be required to install the street lights which  
42 have been labeled #1 through #6 on Exhibit A – E0.1. One light which has been installed  
43 continues to offend an adjoining property owner, and at their last meeting the Plan Commission  
44 recommended that the SCAND Development Agreement be amended in such fashion that it  
45 states that shrouds and control switches will be required on the street lights which have been  
46 labeled #7 and #10 on Exhibit E0.1, but the Village will reimburse the developer up to \$2,500  
47 for the costs of installing the shroud and control switch on Light #10. A draft of the previously  
48 mentioned Development Agreement was included in the meeting packets for the February 16,  
49 2016 Village Board Meeting, and during discussion Trustees John Clove and Pat Duffy  
50 expressed concerns about paying for a shroud and a dimmer for one individual. They also

1 noted that other Village property owners could complain about light trespass and ask for the  
2 same treatment. They suggested that the previously mentioned property owner be asked if she  
3 would be willing to split the cost with the Village. It was eventually the consensus that this  
4 matter should be referred back to the Plan Commission.

5  
6 Jackson noted that he believes the best way to resolve this issue would be to purchase and  
7 utilize a light intensity meter to determine how much light pollution is actually coming from the  
8 light in question. Therefore, he suggested that this Agenda item be tabled for now.

9  
10 *A motion was made by Howard, seconded by Grutzmacher that Agenda Item No. 3 – Review*  
11 *of a recommendation from the Village Board to re-examine an amendment to the Good*  
12 *Samaritan Society (SCAND) Development Agreement, shall be tabled until light intensity meter*  
13 *readings have been obtained at the affected property(s). Motion carried – All ayes.*

14  
15 **Item No. 2. Review of a proposal for signage and outdoor seating for Grasse’s Grille; Consider**  
16 **a motion for action if appropriate:**

17 Jimmy Grasse would like to create an outdoor seating area at Grasse’s Grille, and a hand drawn  
18 site plan was included in the meeting packets. The Commission members jointly reviewed that  
19 plan, and during the review process Grasse indicated that creation of the plan was an attempt  
20 to replace the outdoor seating which was lost after the work was done on the Bay Shore Drive  
21 Reconstruction Project. If the plan is approved two parking spaces will be lost. In accord with  
22 the Zoning Code the Plan Commission does have the authority to reduce the required number  
23 of parking stalls.

24  
25 *A motion was made by Howard, seconded by Baker that the Plan Commission approves the*  
26 *site plan for outdoor seating at Grasse’s Grille which was reviewed at this meeting on the*  
27 *condition that Jimmy Grasse shall see that one way traffic signs are erected at locations to be*  
28 *determined by the Village Administrator. Motion carried – All ayes.*

29  
30 **Item No. 1. Review of a Development Plan and associated documents which were submitted**  
31 **by Allen Gokey for Parcel No. 181-21-0201A, (a/k/a “The Old Helm’s Cottage Lot on Mill**  
32 **Road”); Consider a motion to make a recommendation that the Village Board approve those**  
33 **documents:**

34 Al Gokey would like to construct a commercial/residential building on the property which is  
35 commonly referred to as “The Old Helm’s Cottage Lot”. A proposed Development Agreement,  
36 the architectural drawings which were reviewed at the last meeting and related documents  
37 were included in the meeting packets, and the Commission members jointly reviewed all of  
38 them. There will be a contingency that the Village will convey the property to Gokey subject  
39 to secured construction of restrooms with a value of \$125,000 to be dedicated to the public, or  
40 a cash settlement.

41  
42 During the review process the Commission members noted that they don’t like the “lighthouse  
43 tower” and rooflines which were depicted on the original plans and believe that:

- 44 • The preferred architectural style calls for shutters be utilized on the windows;
- 45 • The long walls should be broken up with stone which matches the chimney;
- 46 • Turn-of-the-century railings should be utilized; and,
- 47 • Stone trim should be added to the front of the building.

48  
49 Steve Thomas presented revised elevation drawings which were labeled SD5A and SD5B.  
50 Those drawings do contain some of the previously mentioned features, including a “hip roof”

1 and a “lantern”. During the review process the Commission members disagreed on which  
 2 drawing and the architectural features depicted on them were preferred, and eventually a roll  
 3 call vote was taken on that issue. The Commission members voted in the following fashion:

4  
 5 *Howard – Sheet SD5B; Grutzmacher – Sheet SD5B; Baker – Sheet SD5B;*  
 6 *Bell – Sheet SD5A; Lienau – Sheet SD5A*

7  
 8 *Gokey pointed out that he actually prefers the architectural features depicted on Sheet SD5A.*  
 9 *He also noted that he showed the drawings to some Sister Bay residents, and the majority of*  
 10 *them informed him that they also prefer the architectural features depicted on Sheet SD5A.*

11  
 12 *A motion was made by Howard, seconded by Baker that the previously mentioned vote be*  
 13 *reconsidered. Motion carried – All ayes.*

14  
 15 *Another roll call vote was taken, and the Commission members then voted in the following*  
 16 *fashion:*

17  
 18 *Howard – Sheet SD5A; Grutzmacher – Sheet SD5B; Baker – Sheet SD5B;*  
 19 *Bell – Sheet SD5A; Lienau – Sheet SD5A.*

20  
 21 *Lienau then declared that as the result of a roll call vote the Plan Commission had determined*  
 22 *that the elevation drawing which is labeled Sheet SD5A is preferred.*

23  
 24 *A motion was made by Bell, seconded by Howard that the Plan Commission grants preliminary*  
 25 *approval of the architectural drawings which were reviewed at this meeting on the condition*  
 26 *that the original plan set shall be revised in such fashion that the north elevation depicted on*  
 27 *Sheet SD5A replaces the north elevation depicted on the original set of plans. Motion carried*  
 28 *with Grutzmacher and Baker opposed.*

29  
 30 When the draft Development Agreement and other plans were reviewed some revisions and  
 31 grammatical revisions were suggested and Jackson took note of all of them.

32  
 33 *A motion was made by Lienau, seconded by Howard that the Development Agreement and*  
 34 *other plans which were reviewed at this meeting are preliminarily approved on the condition*  
 35 *that all the amendments which were suggested at this meeting must be made. Motion carried –*  
 36 *All ayes.*

37  
 38 *It was the consensus that final plans for the building Al Gokey would like to construct on the*  
 39 *Helm’s Cottage Lot shall be reviewed at a future meeting of the Plan Commission. All updated*  
 40 *plans, the draft Development Agreement, site engineering work, condo association documents*  
 41 *and any other pertinent information and paperwork shall be submitted to staff in time for it to*  
 42 *be adequately reviewed prior to inclusion in the packets for that meeting.*

43  
 44 **Item No. 4. Report by the Zoning Administrator regarding development activities, various**  
 45 **enforcement actions, and issuance of Sign and Zoning Permit:**

46 Jackson gave the following oral report:

- 47 • Work on the Bay Shore Drive Reconstruction Project has halted for the winter. When
- 48 work resumes a curb cut will be added to the Braun property. D.O.T. officials will be
- 49 asked if it would be possible to install another storm water outlet on the Braun property.
- 50 • Street lights were installed during the week of February 8<sup>th</sup>, and he is currently awaiting

1 the arrival of employees from WPS to complete the installation of the meter base so the  
2 system can be charged.

- 3 • The sledding hill is getting a lot of use but because the weather has been so  
4 unpredictable the ice rink has been closed for the season. For safety reasons the sledding  
5 hill does need to be re-shaped. That will be done before next winter.
- 6 • Work on the Beach Project is substantially complete!!! Outstanding items still have to be  
7 settled with the DNR.
- 8 • Construction is underway on the Niagara Ridge Project. That project is not and never  
9 was intended to be "workforce/attainable housing".
- 10 • Final plans for the Harbor View Development have been approved by the Village Board,  
11 but amendments were made to the minimum assessed value for unimproved lots.
- 12 • The Stony Ridge Expansion Project Development Agreement was approved by the  
13 Village Board, but the amount of the Village's loan will be increased to \$590,000.  
14 Jackson is awaiting an amended bank commitment and final paperwork.
- 15 • The Village Board approved the Phase II design work for the Wayfinding Signage Project.
- 16 • Bill Anderson has met with Lienau and Jackson and would like to propose a project for  
17 the Shaffer property.

18  
19 Anderson was present and explained that he would like to restore the barn on the Shaffer  
20 property and convert that building into office space for himself and others. He would also like  
21 to construct storage units on the property, but if that occurred screening would be done.  
22 Because of setback issues the barn is considered a non-conforming structure. There also are  
23 potential ingress and egress issues associated with the property, and Fire Code compliance  
24 issues could arise. If a PUD were to be created the setbacks could be greatly reduced. It might  
25 also be possible for the road behind the Carroll House and Bittersweet Lane to be utilized for  
26 ingress and egress. Anderson has contacted the Fire Chief and is attempting to arrive at  
27 solutions to any Fire Code compliance issues.

28  
29 *Discussion took place regarding this issue and the Commission members indicated that they*  
30 *would like to review a formal proposal from Anderson. To that end he was asked to see that the*  
31 *appropriate paperwork is provided to Jackson ASAP.*

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

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

37  
38 **Adjournment:**

39 *A motion was made by Grutzmacher, seconded by Baker to adjourn the meeting of the Plan*  
40 *Commission at 7:11 P.M. Motion carried – All ayes.*

41  
42 Respectfully submitted,

43 

44 Janal Suppanz,  
45 Assistant Administrator

1                                   **SBAA BOARD OF DIRECTORS MEETING MINUTES**  
2                                   **THURSDAY, FEBRUARY 4, 2016**  
3                                   **SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**  
4                                   **10668 N. BAY SHORE DRIVE**

5  
6     *The February 4, 2016 meeting of the Sister Bay Advancement Association Board of*  
7     *Directors was called to order by President Drew Bickford at 8:07 A.M.*

8  
9     **Present:** Drew Bickford, Ron Kane, Denise Bhirdo, Windy Bittorf, and Heidi Hitzeman.  
10    Larry Gajda arrived at 8:09 A.M., Tonya Crowell arrived at 8:11 A.M., and Nancy Grube  
11    arrived at 8:12 A.M.

12  
13    **Absent:** Casey St. Henry and James Larsen

14  
15    **Excused:** Nora Zacek

16  
17    **Staff Members:** Janal Suppanz, Secretary.

18  
19    **Business Items:**

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

21    *A motion was made by Hitzeman, seconded by Kane that the Agenda for the February 4,*  
22    *2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*  
23    *All ayes.*

24  
25    **Item No. 2. Approval of minutes:**

26    *A motion was made by Bhirdo, seconded by Kane, that the minutes for the December 8,*  
27    *2015 special meeting of the SBAA Board of Directors be approved as presented. Motion*  
28    *carried – All ayes.*

29  
30    *A motion was made by Bhirdo, seconded by Kane, that the minutes for the January 7,*  
31    *2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*  
32    *All ayes.*

33  
34    **Item No. 3. Financial Report:**

35    Because of inclement weather Bittorf and Suppanz have not had an opportunity to  
36    complete the monthly bookwork yet. Financial reports will be e-mailed to the Board  
37    members as soon as they are available.

38  
39    **Item No. 4. Committee Reports:**

40    **A. Park & Entertainment Committee:**

41    The Park & Entertainment Committee has not had an opportunity to meet yet.

42    **B. Marketing Committee:**

43    The Marketing Committee has not had an opportunity to meet yet.

44    **C. Beach Grand Opening Committee:**

45    The Beach Grand Opening Committee has met a couple of times and tentative  
46    plans have been made for that event, which will take place on June 18, 2016. A  
47    volleyball tournament and Paddlefest will be conducted throughout the day and  
48    there will be musical entertainment. As of right now Bhirdo and Crowell anticipate

1 that three bands will be booked to perform. Bay Shore Outfitters' rental location  
 2 will also be open. Food will be served starting at 11:00 A.M., and Casey's and  
 3 Gypsy Taco will be contacted to see if they would be interested in participating.  
 4 There is a possibility that the street may closed down for a time, but that is subject  
 5 to issuance of permits, and fireworks will be displayed at 8:30 P.M. Hamster ball is  
 6 also a possibility.

7 **D. Goat Parade Committee:**

8 Due to the fact that Larsen was not present no Goat Parade Committee report was  
 9 given.

10 **E. Egg Hunt Committee:**

11 The Egg Hunt Committee has not met yet.

12 **F. Festival of the Arts Committee:**

13 Registration forms have been mailed to the artists who regularly participate in the  
 14 Festival of the Arts, but to due to uncertainty about when the new street lights will  
 15 be installed and will be operational no public art will be displayed this year. The  
 16 Festival of the Arts Committee will be meeting at 9:00 A.M. on the third Tuesday of  
 17 every month.

18 **G. Personnel Committee:**

19 The Personnel Committee met and saw that "Help Wanted" ads were created and  
 20 posted. They will be meeting to review applications in the near future.

21  
 22 **New Business:**

23 **Item No. 5. Coordinator position – hiring, vacancy fill-in, task assignments/deadlines:**

24 Paige Funkhouser has resigned her position as the SBAA Coordinator. "Help Wanted" ads  
 25 have been posted in the Advocate and The Pulse, and some applications have been  
 26 received. The deadline for submission of those applications is February 15, 2016. Bickford,  
 27 Kane and Bittorf conducted an exit interview with Funkhouser, and at that time all her keys  
 28 and passwords were turned over. During the transition period Board members will "simply  
 29 have to step up to the plate".

30  
 31 **Item No. 6. Stout Career Fair – Cancel participation:**

32 The SBAA is registered for the Stout Career Fair, but no one from the Board of Directors is  
 33 available to attend that event. It was the consensus that under the circumstances the  
 34 SBAA's registration for the Career Fair shall be cancelled. Bickford will contact the  
 35 business owners who had expressed interest in participating in the Career Fair and explain  
 36 the situation.

37  
 38 **Item No. 7. Governor's Conference on Tourism – Opening for another attendee:**

39 Funkhouser will no longer be attending the Governor's Conference on Tourism on behalf  
 40 of the SBAA, and, therefore, it would be possible for one other Board member to attend  
 41 that event.

42  
 43 *It was the consensus that Funkhouser's registration slot shall be retained at the Governor's*  
 44 *Conference on Tourism just in case the new Coordinator or another Board member would*  
 45 *like to attend.*

46  
 47 **Item No. 8. Village/SBAA Agreement update:**

48 The Operating Agreement between the Village and the SBAA has expired. Village officials  
 49 have indicated that they would like to see a draft of a new Operating Agreement which

1 includes a section outlining how the Village's funding for 2016 will be utilized, and that  
2 document, which was prepared by Bhirdo, has been forwarded to the Village  
3 Administrator.

4  
5 **Item No. 9. Discussion regarding Festivals and Events:**

6 **A. Door County Short Film Fest 2016**

7 Film Fest will be conducted on February 12 and 13, 2016 and plans have been  
8 finalized for that event. Ads have been placed and posters distributed. Over 200  
9 hours of film submissions have been received. This year seat cushions will be  
10 rented. "Meet & Greet" sessions will also be conducted with the film makers.

11 **B. Ice Out**

12 The promotional materials for the Ice Out Contest have not been distributed yet  
13 because the ice is still "iffy". If and when Steve Mann decides that it would be safe  
14 to place the raft on the ice he will contact Kane, and at that time a decision will be  
15 made regarding whether or not the Ice Out Contest should still be conducted.

16  
17 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on*  
18 *Thursday, March 3, 2016.*

19  
20 **Adjournment:**

21 *A motion was made by Kane, seconded by Bhirdo to adjourn the meeting of the SBAA*  
22 *Board of Directors at 9:00 A.M. Motion carried – All ayes.*

23  
24 Respectfully submitted,

25 

26 Janal Suppanz, Secretary

**TOURISM ZONE COMMISSION EXECUTIVE COMMITTEE**  
**January 21, 2016**

A meeting of the Tourism Zone Commission Executive Committee was called to order at 9:05 a.m. by Chairperson Van Lieshout in the Community Room, City Hall. Roll call: Members Dave Holtz, Bill Weddig, Dick Skare (arrived at 9:10), Elizabeth LeClair, Bob Starr and Josh Van Lieshout were present. Absent: Bryan Nelson. Present from the Door County Tourism Zone Commission: Mike Johnson, Myles Dannhausen, Chuck Tice, Zeke Jackson (arrived at 9:25), and Diane Lensert. Present from the Door County Visitor Bureau: Jack Money penny, John Jarosh, and Michelle Rasmussen. Also present: Martha Beller, Tracy Andropolis, and Claudia Scimeca from Tweak Social Media & Marketing, and City of Sturgeon Bay Finance Director/ Treasurer Clarizio.

Moved by Weddig, seconded by Holtz to adopt the following agenda moving item #8, Presentation of Marketing Proposal from Tweak Social Media and Marketing, to #2a:

Business Items

1. Approval of the Agenda.
2. Approval of the Minutes of December 17th, 2015 Executive Committee Meeting.
3. Report by the Door County Visitor Bureau on marketing efforts.
4. Report from Administrative Assistant on current activities, projects and issues associated with permitting new members.
5. Discussion on the current comparable occupancy numbers.
6. Consideration of approving reports and payables plus receipts to date.
7. Report from Commissioners on feedback from local boards on recent issues.
8. Presentation of Marketing Proposal from Tweak Social Media and Marketing.
9. 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.
10. Consider a motion to reconvene into Open Session.
11. Consider a motion to take action, if required.

Adjournment

Carried.

Moved by Starr, seconded by LeClair to approve the minutes of the December 17, 2015 Executive Committee Meeting. Carried.

Claudia, Tracy, and Martha, from Tweak Social Media and Marketing, presented their proposal to provide marketing services for the Door County Tourism Zone Commission. Tweak emphasized the benefits of using digital marketing to leverage business. They proposed a two-step approach which includes both outreach and education to bring awareness of responsibilities to businesses who are supposed to be reporting and remitting room tax dollars. They propose to use Facebook and Twitter to reach the commission's target audience. In addition, they plan to use two online videos to create awareness of the Door County Tourism Zone and room tax requirements. The first video is an 'explainer' video intended to engage people. The second video is a 'how to' video intended to teach entities how to report the taxes. Motion by Starr, second by LeClair to agenda this item on a future agenda for discussion by the commission. Carried.

Jack Money penny reported on the Door County Visitor Bureau marketing efforts. The tall ships will

be returning to the City. Door County is sponsoring a Viking warship. The sponsorship allows for private tours and events on the festival grounds.

Michelle Rasmussen reported on improvements to the Door County Visitor Bureau website and newsletter. She also stated that the visitor guide is out and that the television promotion will start airing at the end of the month.

John Jarosh reported that the City of Sturgeon Bay is currently listed on the Coastal Living website and competing with several other communities for being deemed the 'Happiest Seaside Town in 2016.' Coastal Living will feature the top ten communities in a future issue. The next Capture book is scheduled for release in Late April or early May. Lastly, he reported on the 2015 ROI. For every ad dollar spent, \$8.80 was returned.

Chairperson Van Lieshout presented Administrative Assistant Robert's report. Ten permits have been issued since the December report, six of which were due to compliance. Roberts is currently working on permitting sixteen unpermitted properties that are advertising online. The BLIS contract is currently being worked on. A meeting was held on January 7<sup>th</sup> with Greg Swain. The licensing and liability issues were reviewed. The memorandum of understanding is being rewritten to more clearly define the aforementioned issues.

Diane Lensert presented 2014-2015 comparable data in regard to occupancy. Also included was data from 2009 for comparison purposes. Available rooms, as well as filled rooms, have increased significantly. Lodging revenues, from 2014 to 2015, have increased by \$5,566,508.

Ms. Lensert presented the most current financial reports. Motion by Holtz, seconded by Skare to approve the reports as presented. Carried.

The committee briefly discussed the new changes to the room tax law. Some of the reporting and processes are still unclear. It was suggested that the Tourism Zone collect, compile and prepare the data, then forward it to the Clerks for submission.

After Chairperson Van Lieshout announced the statutory basis, it was moved by Starr, seconded by Skare to convene in closed session. Roll call: Dave Holtz, Bill Weddig, Dick Skare, Elizabeth LeClair, Bob Starr and Josh Van Lieshout voted aye. Carried. The meeting moved to closed session at 10:20 a.m. The meeting reconvened in open session at 10:27 a.m.

Moved by LeClair, seconded by Holtz to adjourn. Carried. The meeting adjourned at 10:27 a.m.

Respectfully submitted,

Valerie J. Clarizio  
Finance Director/Treasurer

1                                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2   **THURSDAY, FEBRUARY 11, 2016**  
3                                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

5     The February 11, 2016 meeting of the Waterfront Oversight Committee was called to order by  
6     Chairperson Denise Bhirdo at 4:03 P.M.

7  
8     **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Chad Kodanko, Rob Zoschke,  
9     and Tanya Crowell.

10  
11    **Excused:** Shane Solomon

12  
13    **Others:** Rick Wylie

14  
15    **Staff Members:** Marina Manager Nicole Krauel, Facilities Manager Steve Mann, Village  
16    Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

17  
18    **Approval of the agenda:**

19    *A motion was made by Crowley, seconded by Kodanko that the Agenda for the February 11,*  
20    *2016 meeting of the Waterfront Oversight Committee be approved as presented. Motion*  
21    *carried – All ayes.*

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

24    Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
25

26    **Business Items:**

27    **Item No. 1. Presentation by staff on Waterfront Park assets and overview of the By-Laws of**  
28    **the Waterfront Oversight Committee, which detail the responsibilities of that Committee:**

29    Basically the Waterfront Oversight Committee was created to “look at where we’ve been and  
30    where we’re going”, and has been asked to make applicable recommendations to the members  
31    of the Parks Committee and the Village Board regarding utilization of the Village’s Waterfront  
32    property. Jackson noted that a copy of the official Comprehensive Outdoor Recreation Plan  
33    (CORP) for the Village, as well as the Village of Sister Bay Committee/Commission By-Laws and  
34    Rules were included in the meeting packets. The CORP provides guidance for the maintenance  
35    and development of Sister Bay’s parks by inventorying current facilities, summarizing previous  
36    park master planning efforts, and offering recommendations for facility and programming  
37    improvements, and explores funding options to achieve those recommendations. Bhirdo noted  
38    that the Waterfront Oversight Committee, which is a sub-committee of the Parks, Properties &  
39    Streets Committee, was charged with making recommendations as to how the Village’s  
40    waterfront should be utilized. The Committee was also asked to formulate applicable policies  
41    and procedures as well as a proposed fee schedule. The areas which are commonly referred to  
42    as “the Helms property”, “Hendrickson Park” and “Marina Park” as well as the Marina were  
43    intended to be the major areas of focus. The Committee consists of two Trustees, one SBAA  
44    representative, one business representative at large and three citizens. The Village’s Facilities  
45    Manager and the Marina Manager have been asked to attend the Waterfront Oversight  
46    Committee meetings as their input is desired.

47  
48    **Item No. 2. Review of mapped layout of Waterfront Park, DNR restrictions and other related**  
49    **laws, rules and regulations concerning the operations of the park:**

50    A mapped layout of Waterfront Park was included in the meeting packets and the Committee

1 members also reviewed that document. Because a Knowles-Nelson Grant was received for  
 2 Waterfront Park improvements, the Village will need to impose the same use fees for events  
 3 which utilize a large portion of parkland as those which are enforced in the State Parks. The  
 4 fees delineated on the current Facilities Use Fee Schedule can still be charged for events such  
 5 as weddings and private parties as the entire park will not be encumbered while those events  
 6 are going on.

7  
 8 **Item No. 3. Discussion regarding the items listed on the Waterfront Oversight Committee**  
 9 **Worksheet; Consider appropriate motions if relevant:**

10 A worksheet which includes "talking points" was included in the meeting packets, and the  
 11 Committee members briefly discussed some of the items listed on that document. It was the  
 12 consensus that the needs and wants of year-round residents as well as visitors to the area  
 13 should be balanced when plans are made for utilization of the waterfront. Discussion took  
 14 place regarding the extent to which the Performance Pavilion and the new beach are actually  
 15 utilized at the present time and how those appurtenances could be utilized in the future, and  
 16 several of the Committee members pointed out that if the beach and Performance Pavilion were  
 17 to be utilized more, foot traffic at local establishments should increase as many more people  
 18 would be drawn to the Village on a regular basis. Weddings and large events also draw a  
 19 number of people to the Village, but there are some disadvantages associated with those type of  
 20 events as parking is limited downtown and large tents have to be erected, which can become  
 21 labor intensive for the Parks Department employees.

22  
 23 **Item No. 4. Consider a motion to discuss matters to be placed on a future agenda or**  
 24 **referred to a committee, official or employee:**

25 Bhirdo stated that she believes the Waterfront Oversight Committee should meet on a weekly  
 26 basis during the "off season", and it was the consensus that this would be a good idea.  
 27 Thursdays at 4:00 P.M. was the preferred day of the week and time. For now weekly meetings  
 28 were scheduled for Thursday, February 18, 2016, Thursday, February 25, 2016, Thursday,  
 29 March 3, 2016, Thursday, March 10, 2016 and Thursday, March 17, 2016.

30  
 31 It was the consensus that the following issues shall be addressed at the next meeting of the  
 32 Waterfront Oversight Committee:

- 33 • **Utilization of the Performance Pavilion;**
- 34 • **Discussion regarding weddings and other tented events.**

35  
 36 **Adjournment:**

37 *A motion was made by Zoschke, seconded by Duffy that the February 11, 2016 meeting of the*  
 38 *Waterfront Oversight Committee be adjourned at 5:15 P.M.*

39  
 40 Respectfully submitted,

41 

42 Janal Suppanz,  
 43 Assistant Administrator

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **THURSDAY, MARCH 3, 2016**  
3                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4                                   **(APPROVAL PENDING)**  
5

6 The March 3, 2016 meeting of the Waterfront Oversight Committee was called to order by  
7 Chairperson Denise Bhirdo at 4:07 P.M.

8  
9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Chad Kodanko, Rob Zoschke,  
10 and Shane Solomon

11  
12 **Excused:** Tonya Crowell

13  
14 **Others:** Rick Wylie, Mark Schuster and Marge Grutzmacher

15  
16 **Staff Members:** Facilities Manager Steve Mann, Village Administrator Zeke Jackson and  
17 Assistant Administrator Janal Suppanz.

18  
19 **Approval of the agenda:**

20 *A motion was made by Duffy, seconded by Zoschke that the Agenda for the March 3, 2016*  
21 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
22 *eyes.*

23  
24 **Approval of minutes as published:**

25 **As to the February 25, 2016 meeting minutes:**

26 *A motion was made by Bhirdo, seconded by Solomon that the minutes for the February 25,*  
27 *2016 meeting of the Waterfront Oversight Committee be approved as presented. Motion*  
28 *carried – All eyes.*

29  
30 **Comments, correspondence and concerns from the public:**

31 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
32

33 **Business Items:**

34 **Item No. 1. Discussion regarding items pertaining to Waterfront Park which are listed on the**  
35 **Parks Planning Worksheet; Consider appropriate motions if relevant:**

36 For several years Rick Wylie of Bay Shore Outdoor has been operating a seasonal business  
37 where silent sports equipment, (kayaks, stand-up paddle boards, canoes, paddle boats and the  
38 like), are rented out of Waterfront Park. In the past Wylie and his associates operated his  
39 waterfront business out of an 8' X 8' platform which is covered with an umbrella and they do  
40 need room for storage of their equipment. With the beach being extended there is a possibility  
41 that Wylie's business operations may be expanded and/or moved to another area of the park.  
42 The Waterfront Oversight Committee has been asked to make a recommendation regarding the  
43 preferred location for Wylie's business. Wylie was present and stated that he would prefer to  
44 operate his business out of the far west end of Waterfront Park, or the area where he was  
45 before. The Parks Committee has already approved of that location. He did note that quiet craft  
46 launching issues could arise if Village officials ever decide to create additional walkways in that  
47 area. If his business operations are allowed to be expanded he might be interested in selling  
48 drinking water and sundries related to beachfront activities. He also might consider renting out  
49 beach chairs and umbrellas. At some point Wylie would like to have access to a kiosk which is  
50 similar in design to the building which is now utilized by the commercial operators doing

1 business out of the Marina.

2  
3 *A motion was made by Bhirdo, seconded by Zoschke that the Waterfront Oversight Committee*  
4 *recommends that the Parks Committee not allow any additional walkways to be created from*  
5 *the cement pad in Waterfront Park to the waterfront parking lot. Motion carried – All ayes.*

6  
7 *A motion was made by Solomon, seconded by Duffy that the Waterfront Oversight Committee*  
8 *recommends that Rick Wylie of Bay Shore Outdoor be allowed to utilize the area west of the*  
9 *cement pad in Waterfront Park up to the breakwall for his silent sports business operations.*  
10 *Motion carried – All ayes.*

11  
12 Several of the Committee members noted that they have been to waterfront towns, villages or  
13 cities where beach chairs and umbrellas are rented or sundries are sold from temporary kiosks  
14 or booths on or near the beach, and hot dogs, sandwiches, and “to go” food are sold from food  
15 trucks or carts, and suggested that this is something the Village may want to consider now that  
16 the work is done on the beach. It was eventually the consensus that RFP’s should be requested  
17 from all types of vendors to see what type of interest there actually is in such a concept, and it  
18 was the consensus that the logistical issues associated with that type of activity shall be  
19 discussed at length at the next meeting. Bhirdo will see that an applicable discussion sheet is  
20 prepared and included in the packets for that meeting.

21  
22 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**  
23 **to a committee, official or employee:**

24 It was the consensus that the following issues shall be addressed at the next meeting of  
25 the Waterfront Oversight Committee:

- 26 • Discussion regarding the allotted space and quantity of waterfront vendors which  
27 could be allowed in Waterfront Park.
- 28 • Discussion regarding park hours and noise issues.

29  
30 **Adjournment:**

31 *A motion was made by Bhirdo, seconded by Solomon that the meeting of the Waterfront*  
32 *Oversight Committee be adjourned at 5:36 P.M.*

33  
34 Respectfully submitted,



35  
36 Janal Suppanz,  
37 Assistant Administrator