



## BOARD OF TRUSTEES MEETING AGENDA

Tuesday, April 19, 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.*

Call Meeting to Order

Roll Call

Approval of minutes as published

Comments and Correspondence

New Village Board Business Items

Deviations from the agenda order shown may occur.

1. Discussion on Resolution 328-041916, Thanking and Recognition 37 years of Service to the Village by Steve Jacobson; consider a motion to act.
2. Discussion on a three year, annual operations agreement with the SBAA; consider appropriate motions for action.
3. Discussion on a recommendation of the Parks Committee to contract graphic design and printing of new banners (new light pole arms) to the SBAA; consider appropriate motions for action.
4. Presentation on goal setting: CIP priorities and Policy objectives. Open discussion on setting goals and objectives for each type; discussion and motion for action if appropriate.
5. Discussion and consideration of a recommendation from the Plan Commission to approve a sub division plat and PUD agreement for the Braun Property; consider appropriate motions for action.
6. Discussion and consideration of a recommendation from the Parks Committee to approve an engineering agreement with RE Lee and Associates for work on public parking on the Braun Property; consider appropriate motions for action.
7. Discussion and consideration of a recommendation from the Utilities Committee on the award of a contract for public construction to the apparent low bidder, August Winter and Sons of Appleton, WI, in the amount of \$185,600 and an additional 5% contingency of \$9280.00 for work on the Pretreatment facility at the Sister Bay Wastewater Treatment Plant; consider appropriate motions for action.
8. Discussion on formation of TIF #2 and associated development plans in the uptown area and negotiating a contract with Bob Kufirin for that work; consider a motion for action if appropriate.
9. Discussion on issuance of a transfer of a 300 seat, Reserve "B" Liquor License from Gary Guterman to Lure/Jodi Woulette; consider appropriate motions for action if appropriate.
10. Discussion on Resolution 327-041916 Opposition to the UW Extension Reorganization Plan; consider appropriate motions for action if appropriate.
11. Discussion on Amending the Sister Bay Board of Trustees Bylaws, as well as the Sister Bay Committee and Commission Bylaws; consider appropriate motions for action.
12. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session 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.
13. Consider a motion to reconvene into Open Session.
14. Consider a motion to take action, if required.

\*\*\*\*\*Continued to next page\*\*\*\*\*

- 15. Discussion on a recommendation of the Parks Committee to approve a concessionaire’s agreement with Bay Shore Outdoor; consider motions for action if appropriate.
- 16. Discussion on a recommendation from staff to purchase Accounting Software upgrades from Caselle “Classic” to “Clarity”; consider relevant motions for action.
- 17. Consider a motion to discuss and confirm President Lienau’s Appointments.
- 18. Report on County activities from the County Supervisor, Dave Lienau.
- 19. Review of the financial statements and consideration of a motion to approve the monthly bills.
- 20. Report by the Village Administrator on Village Activities and Projects.
- 21. 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 SPECIAL BOARD OF TRUSTEES MEETING MINUTES**  
2   **TUESDAY, APRIL 12, 2016**  
3                   **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**  
4   **UNAPPROVED VERSION**  
5

6 The April 12, 2016 meeting of the Village of Sister Bay Board of Trustees was called to  
7 order by Village President Dave Lienau at 7:14 P.M.

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

11  
12 **Excused:** Nora Zacek

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

16  
17 **Others:** John Baudhuin, Mary Kay Shumway, Vilius and Alma Vaichaushes, Dave  
18 Kaster, Al Gokey, Steve Thomas, Greg Casperson, and Lars Johnson.

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

21 *A motion was made by Clove, seconded by Duffy that the Agenda for the April 12,*  
22 *2016 meeting of the Village of Sister Bay Board of Trustees be approved as presented.*  
23 *Motion carried – All ayes.*

24  
25 *A motion was made by Baker, seconded by Enquist that the minutes for the March 15,*  
26 *2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.*

27  
28 *A motion was made by Baker, seconded by Enquist that the minutes for the March 31,*  
29 *2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.*

30  
31 **Comments and correspondence:**

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

34  
35 **Item No. 1. Discussion on a recommendation from the Plan Commission on**  
36 **amendments to the Official Map for the Village of Sister Bay. (The section of the**  
37 **Official Map to be considered is depicted on a Certified Survey Map for Parcel No.**  
38 **181-00-08312813G1, which property has been assigned an address of 10478 STH 57**  
39 **and is commonly referred to as the “Voyager Inn”); Discussion on the proposed CSM;**  
40 **Consider a motion for action if appropriate:**

41 The Voyager Inn, which is located at 10478 STH 57 has been sold, but one of the  
42 contingencies of that sale is that the rear lot must be split off, and an applicable CSM  
43 was included in the meeting packets. Since the property is affected by the Village’s  
44 Official Map the current property owner will be required to dedicate a 33’ portion of it  
45 for roadway purposes. If the CSM is approved the zoning for the property will not

1 change. The Plan Commission has recommended that the Official Map amendments  
2 and the CSM be approved.

3 *A motion was made by Duffy, seconded by Clove that the Village Board passes and*  
4 *adopts a Resolution which approves the proposed amendments to the Official Map for*  
5 *the Village of Sister Bay by approving the CSM for the property which has been*  
6 *assigned an address of 10478 STH 57, as presented. (That property is commonly*  
7 *referred to as the "Voyager Inn".) Motion carried – All ayes.*

8

9 **Item No. 2. Discussion on a recommendation from the Plan Commission on a PUD**  
10 **proposal for Parcel No. 181-00-08312822W, which property has been assigned an**  
11 **address of 2450 Bittersweet Lane and is commonly referred to as the "Schaffer**  
12 **property"; Discussion regarding the PUD proposal and associated plans; Consider a**  
13 **motion for action if appropriate:**

14 William Anderson would like to restore the barn on the Schaffer property and convert  
15 that building into office space for himself and others. He would also like to construct  
16 garages on that property, but if those buildings are constructed screening would be  
17 done. If a Planned Use Development (PUD) were to be created for the Schaffer property  
18 the setbacks could be greatly reduced. Applicable plans and elevation drawings as well  
19 as a proposed PUD Agreement were included in the meeting packets, and the Board  
20 members jointly reviewed all of that documentation. A duly noticed public hearing was  
21 conducted by the Plan Commission regarding this issue, and the Commission members  
22 recommended that the PUD Agreement be approved. The Plan Commission will be  
23 conducting an architectural review at a future meeting.

24 *A motion was made by Duffy, seconded by Clove that the Village Board approves the*  
25 *Planned Use Development (PUD) Agreement for Parcel No. 181-00-08312822W*  
26 *which was reviewed at this meeting as presented. (Parcel No. 181-00-08312822W has*  
27 *been assigned an address of 2450 Bittersweet Lane and is commonly referred to as the*  
28 *"Schaffer property".) Motion carried – All ayes.*

29

30 **Item No. 3. Discussion on an outdoor seating plan and bar addition area for**  
31 **Al Johnson's Restaurant and Butik, and review of associated plans and**  
32 **documents; Consider appropriate motions for action if necessary:**

33 Lars Johnson would like to create an outdoor seating and bar addition area at Al  
34 Johnson's Swedish Restaurant and Butik. Preliminary site plans and elevation drawings  
35 as well as a draft of an applicable Development Agreement were included in the  
36 meeting packets, and the Board members jointly reviewed all of that documentation.  
37 The Plan Commission has recommended that the Development Agreement and all  
38 related documents be approved.

39

40 *A motion was made by Baker, seconded by Clove that the Village Board approves the*  
41 *Development Agreement and all related documents which pertain to the addition of an*

1 *outdoor seating and bar addition area at Al Johnson's Swedish Restaurant and Butik, as*  
 2 *presented. Motion carried – All ayes.*

3

4 **Item No. 4. (REPORT ITEM ONLY) Discussion on an outdoor seating plan and bar**  
 5 **addition area for the Inn at Kristopher's which is located at 10716 N. Bay Shore**  
 6 **Drive; Consider appropriate motions for action if necessary:**

7 Michael Johnson has extended an offer on the Inn at Kristopher's, which is located at  
 8 10716 N. Bay Shore Drive. Johnson is seeking all requisite municipal approvals as a  
 9 precursor to purchasing the property, and would like to create an outdoor seating and  
 10 bar addition area on it. Proposed site plans were included in the meeting packets, and  
 11 the Board members jointly reviewed all of that documentation. The Plan Commission  
 12 approved of the creation of the outdoor seating area and bar addition, and also waived  
 13 the parking requirements for the property at 10716 N. Bay Shore Drive, contingent  
 14 upon Daubner securing the property.

15

16 **Item No. 5. Discussion on a request for alcohol licenses; Consider appropriate**  
 17 **motions for action:**

18 The Village Clerk received two applications for Reserve 300 Seat Class "B" Liquor  
 19 Licenses. Those applications were submitted by Michael Daubner and representatives of  
 20 Al Johnson's Swedish Restaurant, respectively. The Village Clerk has verified that the  
 21 proper documentation has been submitted. She also has collected applicable liquor  
 22 licensing fees.

23 *A motion was made by Clove, seconded by Duffy that a two month pro-rated Class "B"*  
 24 *300 Seat Liquor License shall be issued to Michael Daubner for the property located at*  
 25 *10716 N. Bay Shore Drive. Motion carried – All ayes.*

26

27 *A motion was made by Baker, seconded by Enquist that a two month pro-rated Class*  
 28 *"B" 300 Seat Liquor License shall be issued to Al Johnson's Swedish Restaurant located*  
 29 *at 10698 N. Bay Shore Drive. Motion carried – All ayes.*

30

31 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis.**  
 32 **Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the**  
 33 **investment of public funds, or conduct other specified public business, whenever**  
 34 **competitive or bargaining reasons require a closed session:**

35 *At 7:37 P.M. a motion was made by Lienau, seconded by Enquist that the Village Board*  
 36 *convene into executive session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or*  
 37 *negotiate the purchase of public properties, the investment of public funds, or conduct*  
 38 *other specified public business, whenever competitive or bargaining reasons require a*  
 39 *closed session. A roll call vote was taken on that motion and the Board members voted*  
 40 *in the following fashion:*

1 Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye Lienau – Aye  
 2  
 3 Motion carried – All ayes.

4  
 5 **Item No. 8. Consider a motion to reconvene into open session:**  
 6 *At 8:14 P.M. a motion was made by Lienau, seconded by Baker that the Village Board*  
 7 *reconvene into open session. Another roll call vote was taken and the Board members*  
 8 *voted in the following fashion:*

9  
 10 Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye Lienau – Aye  
 11  
 12 Motion carried – All ayes.

13  
 14 **Item No. 9. Consider a motion to take action, if required:**  
 15 No formal action was taken.

16  
 17 **Item No. 10. Discussion on the Gokey condo proposal for the unaddressed**  
 18 **parcel of Village owned land on the corner of Mill Road and Parkview Lane;**  
 19 **Consider appropriate motions for action if necessary:**

20 A draft of a Development Agreement which will be entered into with Al Gokey for the  
 21 unaddressed parcel of Village owned land on the corner of Mill Road and Parkview  
 22 Lane, as well as related documentation and plans were included in the meeting  
 23 packets, and the Board members jointly reviewed all of that documentation. (That  
 24 property is commonly referred to as “the Old Helm’s Cottage Lot”.) During the review  
 25 process the Board members stressed that they want Gokey to start construction in  
 26 Spring of 2016.

27  
 28 *A motion was made by Clove, seconded by Duffy that the Village Board approves the*  
 29 *Development Agreement as well as related documentation and plans which pertain to*  
 30 *the unaddressed parcel of Village owned land on the corner of Mill Road and Parkview*  
 31 *Lane which is commonly referred to as “the Old Helm’s Cottage Lot”, as presented.*  
 32 *The Board also passes and adopts Resolution No. 326-041216, which authorizes the*  
 33 *sale of the previously mentioned property. Motion carried – All ayes.*

34  
 35 **Item No. 6. Report by the Village Administrator on Village activities and projects:**  
 36 Jackson indicated that he didn’t have anything further to report.

37  
 38 **Item No. 11. Discussion regarding matters to be placed on a future agenda or referred**  
 39 **to a committee, official or employee:**

40 There were no items to be placed on a future agenda or referred to a committee, official  
 41 or employee.

42  
 43 **Adjournment:**

44 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Board*  
 45 *of Trustees at 8:23 P.M. Motion carried – All ayes.*

1 Respectfully submitted,



3 Janal Suppanz,  
4 Assistant Administrator

5



# Village of Sister Bay

## BOARD REPORT

**Meeting Date 04/19/2016**

**Item No.: 1**

**Recommendation:** Adopt Resolution 328-041916, Thanking and Recognizing 37 years of Service to the Village by Steve Jacobson.

**Background:**

Clean water and public utilities are what separate civilization from barbarity. The first public sewer and water systems were developed by the Minoan Civilization in their capital of Knossos on the Island of Crete in approximately 1800 BC. Steve Jacobson was there installing those lines, and it was his very first job.

Since then, Steve has been making toilets flush and showers run for 37 years in the Village. He has overseen countless projects and tens of millions of dollars of growth in his tenure here. It's crucial to have the right staff in the right place at the right time for an organization to be successful, and for a community to excel; Steve was the right guy for the Village to grow with.

I've enjoyed working with Steve, especially his ability to educate the public, staff, officials and to "manage up". He will be missed, but not forgotten. I hope you will join me in wishing him the best as he pursues time with grandchildren and his wife Sal.

**Fiscal Impact:** Unknown at this time; We have to hook Steve's meter up now that his employment with the Village is officially over. We think the dirty scoundrel has been cheating us for years out on Beach Rd at his nefarious hideout.

Humbly and Hilariously submitted,

Zeke Jackson  
Village Administrator

**RESOLUTION № 328-041916**  
**Expression of Thanks and Appreciation to**  
**Steve Jacobson**

**WHEREAS**, Steve Jacobson was employed as the Utilities Superintendent for the Village of Sister Bay for Thirty-seven (37) years, and during his tenure at the Utilities Department oversaw countless projects and tens of millions of dollars worth of growth; and,

**WHEREAS**, in addition to his duties at the Utilities Department Steve Jacobson served on the Plan Commission as well as a number of other Village Committees; and,

**WHEREAS**, Steve Jacobson will be retiring on April 29, 2016.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Sister Bay, assembled this 19<sup>th</sup> day of April, 2016, in their own right and on behalf of all the citizens of the Village, does hereby extend to Steve Jacobson our sincere thanks and appreciation for a job well done. We wish you the best of luck in all your future endeavors. Enjoy your retirement!!!

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

\_\_\_\_\_  
John Clove

\_\_\_\_\_  
Scott Baker

\_\_\_\_\_  
Pat Duffy

\_\_\_\_\_  
Nate Bell

\_\_\_\_\_  
Kathy Enquist

\_\_\_\_\_  
Denise L. Bhirdo

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 19<sup>th</sup> day of April, 2016.

Passed and adopted this 19th day of April, 2016.

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

ATTEST:

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

VOTE:      Ayes \_\_\_\_ Noes \_\_\_\_



## Village of Sister Bay BOARD REPORT

**Meeting Date 04/19/2016**

**Item No.: 2**

**Recommendation:** That the Board approve a negotiated, 3 year support agreement with the SBAA.

**Background:**

The Village first entered into a written support agreement with the SBAA in 2015. The current version is designed to provide a stable finance commitment to the SBAA, so that they can develop long range, multi-year plans for growth in their organization, and expansion of events and activities in the Village. This draft was negotiated by representatives of the SBAA as well as Myself, Mr. Duffy and Mr. Lienau.

The Village planned to divest itself of all internally sponsored festivals and events as a part of the 2016 budget; to date, we have successfully completed that process with the exception of Marinafest, which is an enterprise fund activity.

**Fiscal Impact:**

\$75,000 in 2016

\$70,000 in 2017

\$65,000 in 2018

Each funding year commitment is pre-approved and will be automatically entered into each subsequent year's budget by staff. The SBAA is obligated to perform a number of festivals and events (including expanded offerings for 3 years), and performance will be measured as outlined in the agreement.

Respectfully submitted,

Zeke Jackson  
Village Administrator

## AGREEMENT BETWEEN VILLAGE OF SISTER BAY & SISTER BAY ADVANCEMENT ASSOCIATION

THIS AGREEMENT is made and entered into by and between the VILLAGE OF SISTER BAY, a public body corporate and politic duly created under the laws of the State of Wisconsin (the "Village") and the SISTER BAY ADVANCEMENT ASSOCIATION, a Wisconsin non-profit, 501(c)6 non-stock corporation (the "Association").

### RECITALS

WHEREAS, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village Board of and for the Village of Sister Bay has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and

WHEREAS, the Association, among other things, provides its members and the Village of Sister Bay with promotional services and events; and

WHEREAS, the Village is willing to provide a financial contribution to the Association to assist in facilitating commerce, promote tourism, recreation and promote and support capital investment in the community. Under and pursuant to the terms, conditions, limitations and provisions of this Agreement through the promotion of SBAA members and the amenities of the Village of Sister Bay;

NOW, THEREFORE, the Parties hereto, by their respective authorized agents and representatives do hereby agree in and to the following:

### ARTICLE I: TERM AND TERMINATION

**Section 1.1 – Term:** The term of this Agreement shall be for a period commencing as of the effective date of signature hereof and ending December 31, 2018.

**Section 1.2 – Renewal:** This Agreement shall not automatically renew but may be renewed upon the mutual agreement of the Parties hereto.

**Section 1.3 – Termination:** This agreement may be terminated by either party hereto at any time upon 90 days' prior written notice to the other party. No further funding will be paid by the Village to the Association after the 90-day notice period terminates.

### ARTICLE II: PROMOTIONAL SERVICES

Definitions:

**Event:** An event is defined as—A gathering of people around a common rallying point to participate in an experience of narrowly defined scope. Recreational events (examples could include-races, baseball games, endurance competitions, ~~ect.~~ etc.), educational events (examples could include-pottery, yoga, or metalworking classes), entertainment events (examples could include-concerts, movies, ~~stand-up~~ stand-up comedy, magic, chainsaw carving) are all different types of events. Events are generally designed for the benefit of those already within a community, or within close driving distance to the community; marketing is generally limited, and attendance is usually less than a few hundred people.

**Festival:** A festival is defined as —A series of performances of music, plays, films/movies, etc., or gathering for sampling of a wide variety of culturally distinctive foods, crafts, or products in celebration or commemoration of a particular historical event, person, or activity. They are usually organized in the same place once a year and generally held at the same time of year each year; a series of public events connected with a particular activity or idea. Festivals are generally designed to bring new people to the community from a long distance away; marketing is generally broad in scope, and attendance can number in the tens of thousands.

**Section 2.1 – General Statement of Services:** The Association shall in a professional and businesslike manner promote the artistic and cultural heritage through producing events in such manner as the Association shall determine subject to the terms, conditions, limitations and provisions of this Agreement.

**Section 2.2 – Promotion and Festival/Event Production:** Subject to annual approval by the Village, the Association shall carryout promotion and the production of festivals and events, such as, but not limited to shows, exhibits, plays, music, events, dance events, storytelling and festivals during the term of this Agreement. Such festivals and events may be held on property controlled or owned by the Village and at such locations as shall be approved by the Village Parks, Properties and Streets Committee.

For the next 3 contract years, the Association agrees to continue to sponsor their annual events, including, but not limited to the following:

- Egg Hunt
- Village Wide Rummage Sale
- Paddlefest
- 8 Regularly scheduled Concerts in the Park
- Door County Festival of Fine Arts
- Fall Fest
- Capture the Spirit

**Section 2.3 – Promotion Through Visitor Services:** The Association shall operate a Visitor Center in a facility located in the Village of Sister Bay. Services rendered through the Visitor Center shall include but not be limited to production of publications, distribution, administrative, and other activities related to the operation and provision of services related to tourism development, enhancement and promotion of SBAA Members and the Village of Sister Bay.

**Section 2.4 – Membership:** The Association shall include and market the amenities of the Village of Sister Bay in such annual marketing materials as the Sister Bay brochure and website, amenities identified as the Sister Bay Marina, the Sister Bay Waterfront Park, the Sister Bay Stage, Village Hall, Sports Complex, Ice Rink, Library and other facilities owned or controlled by the Village of Sister Bay. Individual units of business owned or controlled by the Village may, at their discretion, become individual members of the Association and receive the additional privileges and promotional services as other individual business members.

**Section 2.5 – Leverage of local Funds:** The Association shall make every effort to maximize funds under its control in order to enhance and expand its own operations, staffing capabilities, market reach and penetration.

It is the Associations intention to continue to research and apply for grants and to look for sponsorships that will support existing or new event development and/or promotion.

### ARTICLE III: USE OF PUBLIC FACILITIES

**Section 3.1 – Use of Public Facilities:** For purposes of the provisions of Section 2.2 of this Agreement, the Village shall, upon prior notice, make available facilities and improvements for Association use. The Association shall, by March 1, provide a list of dates for promotional events to be held in/on Village facilities by the Association. Reservations shall be made in advance with priority given to events hosted by the Association.

**Section 3.2 – Waterfront Park, Sister Bay Stage, and other Village Facilities:** The use and availability of space and facilities in the Village of Sister Bay by the Association for events sponsored in whole or in part by the Association shall be subject to the following site specific restrictions and limitations:

(a) **Performances and Displays:** Public performance events shall occur in accordance with the Village's Ordinances.

**Section 3.3 – Fees:** For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to, and use of, Village Facilities without fee.

**Section 3.4 – Wristbands:** Festival attendees of legal age consuming alcohol during festivals organized and operated by the Association shall be wrist banded while consuming alcohol on Village controlled property (State or local rights of way, public parks/facilities, public parking lots, and properties with control agreements with the Village). Attendees must provide proof of identification to verify legal age. The Association shall be responsible for ensuring that businesses and vendors at their event comply with this provision. Wristband use will be enforced at the following events organized and operated by both the Association and the Village:

- Grand Opening of Sister Bay
- Paddle Fest
- Marina Fest
- Fall Fest

**Section 3.5 – Signage:** For events sponsored in whole or in part by the Association under this Agreement, the Village shall provide access to and the use of the designated temporary banner locations located throughout the Village without fee or charge. Where practical, the Village and Association shall jointly produce and share costs of co-located banners where and when events produced by the Association and Village fall on similar days.

#### **ARTICLE IV: INSURANCE AND INDEMNIFICATION**

**Section 4.1 – Insurance:** The Association agrees, both generally and specifically with respect to the services to be provided hereunder, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The Association shall further require all contractors, co-sponsors of events or others with whom it may partner in connection with the promotional services to be provided hereunder, to have, carry and maintain general liability and workers compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Association shall name the Village of Sister Bay as additionally insured. In turn, the Village will procure and maintain its own insurance, against such risks in such amounts as are customarily insured for such services.

## ARTICLE V: Annual Contribution

### Section 5.1 – Annual Contribution:

- Direct Contribution: FIFTY THOUSAND and 00/100 (\$50,000.00) DOLLARS
- Other remuneration including: continued event support for traffic control, signage, solid waste removal from event grounds, Village Utilities on event grounds (where available) and use of the ~~Gateway Park~~ Village Visitor Center. The Village will print maps and flyers/posters for the Annual Rummage sale.

### Section 5.2 – ~~Additional Contributions:~~Supplementary funding for additional promotional services

- **SIXTY THOUSAND and 00/100 (60,000.00) DOLLARS dispersed over the next 3 years in the following increments.**  
**2016: TWENTY-FIVE THOUSAND and 00/100 (25,000.0) DOLLARS**  
**2017: TWENTY THOUSAND and 00/100 (20,000.00) DOLLARS**  
**2018: FIFTEEN THOUSAND and 00/100 (15,000.00) DOLLARS**
- **In 2016: For these additional contributions SBAA will include a minimum 14 events in addition to those outlined in Sec. 2.2.. Funds will also be used to pay for extra **employee(s)** and related expenses to implement these events.**
- **In 2017: For these additional contributions SBAA will include a minimum of 16 events in addition to those outlined in Sec. 2.2. Funds will also be used to pay for extra **employee(s)** and related expenses to implement these events.**
- **In 2018: For these additional contributions SBAA will include a minimum of 16 events in addition to those outlined in Sec. 2.2. Funds will also be used to pay for extra **employee(s)** and related expenses to implement these events.**

**Section 5.3 - Payment:** The Association shall receive payment from the Village quarterly upon submission and review of Association financial statements. The Association shall provide documentation such as: quarterly budget reports, statement of expenses, or written report of activities to date.

**Section 5.4 – Annual Reporting:** The Association shall report to the Village on an annual basis (submitted by February 1) the success of the events sponsored in the previous year by SBAA under this agreement. This report will include: event revenue, expenses, traffic counts using the Village's traffic counter, and an observation summary of weather per event. It will also include; room tax revenue, **trash pickup pounds, and wastewater gallon usage.**

## ARTICLE VI: MISCELLANEOUS PROVISIONS

**Section 6.1 – Amendments:** This Agreement supersedes all prior agreements. No modification, alteration or amendment to this Agreement shall be binding upon either party hereto until such modification, alteration or amendment is reduced to writing and signed by both parties hereto.

**Section 6.2 – Governing Law and Venue:** This Agreement and the rights of the Parties hereunder shall be interpreted and enforced in accordance with the laws of the State of Wisconsin.

**Section 6.3 – Compliance with Laws and Orders:** In providing the promotional

services to be provided under this Agreement the Association shall comply with all local, state and federal laws, ordinances and regulations including, but not limited to local traffic laws and regulations, and federal copyright laws.

**Section 6.4 – Notices:** Notice to either party shall be given to the following:

**IF TO VILLAGE:** VILLAGE OF SISTER BAY  
2383 Maple Drive  
Sister Bay, WI 54234

**IF TO ASSOCIATION:** SISTER BAY ADVANCEMENT  
ASSOCIATION  
P. O. Box 351  
Sister Bay, WI 54234

**Section 6.5 – No Third-Party Beneficiaries:** This Agreement does not create any third-party benefits to any person or entity other than the Parties hereto and is solely for the consideration herein expressed.

**Section 6.6 – No Assignment:** This Agreement may not be assigned by the Association to any third party.

**Section 6.7 – Headings:** The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

**Section 6.8 – Independent Association:** Notwithstanding any other representation, oral or written, between the Parties hereto, including any and all agents or representatives thereof, the Association is at all times hereunder acting as a free and independent Association and not as an agent of the Village.

**Section 6.9 – No Joint Venture:** No promotional event sponsored in whole or in part by the Association shall at any time be, or be considered, a joint venture by and between the Association and the Village.

**Section 6.10 – Entire Agreement:** This Agreement contains the entire agreement between the Parties with respect to the transactions contemplated by this Agreement and matters related thereto, and does hereby supersede and render null and void and of no further force or effect any and all prior agreements, drafts of agreements and understanding between the Parties.

**Section 6.11 – Cancellation Policy:** ~~Any number of acts may occur in which the SBAA may be unable to produce one or more events. In the event that the SBAA does not produce an event, any monies unspent by the SBAA for the event shall be returned to the Village.~~ Any number of acts may occur which cause the SBAA to be unable to produce one or more events. In the event that the SBAA does not spend the supplemental funding in any given year, the excess funds will be returned.

IN WITNESS WHEREOF, the Parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

**VILLAGE OF SISTER BAY**

BY: \_\_\_\_\_ Date

Dave Lienau, President, Village of Sister Bay

ATTEST: \_\_\_\_\_  
Christy Sully, Clerk/Treasurer

**SISTER BAY ADVANCEMENT ASSOCIATION**

BY: \_\_\_\_\_ Date  
Drew Bickford, President, SBAA

\_\_\_\_\_ Date  
Ron Kane, Vice President, SBAA

\_\_\_\_\_ Date  
Windy Bittorf, Treasurer, SBAA

DRAFT



## Village of Sister Bay BOARD REPORT

Meeting Date 04/19/2016

Item No.: 3

**Recommendation:** That the Board act on a recommendation of the Parks Committee and delegate design, production and display scheduling of our Street Light Banners (With Marinafest Included), and consider funding the production of those banners.

**Background:**

Online Research indicates that banners of a type that the Village needs can be procured for between \$30 and \$125. A color and quality that would be similar to what we use now would run approximately \$75 per banner.

There are 34 street lights on the project site, and a probable need to change the banners at least twice a year to keep the message “fresh”. Given the expense involved, I would recommend a display pattern similar to what Mr. Clove suggested, with messages staggered one every “3<sup>rd</sup> pole” for impression maximization. I would also recommend that we limit the change to no more than twice per year for the “event” banners, and that we maintain a set of “Unplug and Play in Sister Bay” default Banners to go up at times that “event” banners are not displayed, or to breakup the visual monotony of date/event banners.

This would bring the need to 3 full sets of banners.

**Fiscal Impact:**

An Estimated Total of \$7650 for the set of banners. These funds should be withdrawn from the unassigned fund balance.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**File Name:** document2

**Printed:** 4/16/2016 2:37 AM **Created:** 8/5/2005 9:53 AM

**Author:** Sister Bay **Revision:** 1/



# Village of Sister Bay

## BOARD REPORT

Meeting Date: 04/19/2016  
Item No.: 4

### GOAL SETTING: CIP PRIORITIES and STRATEGIC WORK PLAN

Following our last work session, the Board determined that our goal setting process would steer us down two parallel paths which would each, functionally, address creating priorities and allocating resources. Each of these documents, a **Capital Improvement Plan**, and a **Strategic Work Plan** would serve as references for staff and the Board when taking actions over the next several years. Developing these documents does not “lock” the Board in to a finite set of actions. They are intended to help the Board work together toward common goals with the Village’s limited resources, and to guide our Staff’s work flow towards goals the Board wants to attain.

### Capital Improvement Plan:

The Capital Improvement Plan (CIP) document is intended to serve as a savings account for large, capitalized purchases. The Board and Finance Committee determines what items receive priority in funding. In a perfect world, planning for a project would not commence until it is reasonably assumed that a particular project will be fully funded in the next annual funding cycle.

An example would be the purchase of a truck. Staff does not investigate the purchase of a truck until all funds necessary for the purchase of a truck are allocated in the CIP. Prices, models, and incentives change from year to year on this type of capital item, so it becomes fruitless to invest staff time in investigating a dump truck that may not be funded for purchase for 6 years out. Staff would produce a simple estimate, using general figures (for example a new dump truck may cost \$60,000), and begin to research a new truck in January, following budget adoption and allocation of all \$60,000 towards the purchase.

Some CIP items are staff driven, such as equipment replacement or acquisition. Staff knows what tools are necessary to accomplish some particular public policy, such as “Having well maintained parks”. That public policy goal would require that we have an efficient lawn mower, weed eaters, a sprinkler system, and other associated equipment/capitalized items in order to effectively deliver “Well maintained parks”.

Other CIP items are driven by the Trustees, Committee Members, or may also come from members of the public through a collaborative “public initiative” project. These projects may range from something as small as new basketball goals, to something all the way up to a major economic development or infrastructure project.

Attached, please find a copy of our most up to date CIP balance sheet. The Village has made prudent financial management strategies to mitigate interest costs, and to complete projects of opportunity that presented themselves (such as the Johnson Property purchase). The Village “owes itself” \$1,457,822 from intra-fund loans from within the CIP. One goal that trustees should consider for the next several years would be to fund these loans and balance the CIP.

Other options could include addressing more “urgently” needed items and using the balance of the annual CIP funding for intra-fund loan repayments.

“Urgently” is a subjective word, and one Trustee may find one project incredibly “Urgent”, while another Trustee may find that same project at the bottom of their own priority list. I intend tonight to merely present this information, and to have you rank your top 10 CIP items, using the attached CIP Balance sheet as a starting point. I would also encourage you to create line items for new projects that should be considered for funding. The Water, Collection and Storm Sewer Committee (WaWa), for example, has recommended that we establish a Storm Sewer CIP line item to fund future Storm Sewer improvements.

The Enterprise funds both have some form of CIP and reserve accounts. Committees responsible for those entities should have capital planning for items that they deem appropriate. I would ask that the Chairmen of the Marina Committee and Utilities Committee work with myself and other staff to produce a Draft CIP for their respective Enterprise Funds for consideration by the respective Committees at their next scheduled meeting. Those CIP documents will then be brought up to the Board with the Village General Fund CIP priority worksheets (given tonight) for consideration by all of the Trustees so that we have a

comprehensive CIP across all fund areas. After discussion with the full Board of Trustees, I recommend that those CIP budgets are incorporated as a part of the 2017 budget process and officially enshrined in those budget documents. I will place this on an agenda item in May or June, which is traditionally when we start the Budget process for the upcoming year's budget.

### **TASK:**

Use the attached General Fund CIP worksheet to analyze what projects you feel are the most important, and therefore, deserve the most allocation of time, energy and resources. We have included a few blanks at the bottom for you to add new items as you see fit. Please rank up to 10 lines in your General Fund CIP sheet, with "10" being the most important and "1" being the least important. Please return these sheets to me by **Friday, April 22<sup>nd</sup>** to have your input incorporated into the presentation for the 2017 General Fund Capital Improvement Program budget priority presentation.

## Strategic Work Plan

While our CIP determines the allocation of cash resources to produce both tangible and intangible public projects, a **Strategic Work Plan** can take a number of ideas from a **BRAINSTORMING SESSION** or from a compiled wish list from a period of idea generation and turn that jumbled collection of thoughts into a coherent mission for Staff to work on, and for the Board to focus their collective efforts in achieving.

### **TASK:**

Review the statements from the earlier goal setting session that did not relate to making a substantial capital outlay: Public Relations, Regulatory, Cultural/Tourism Enhancement, Economic Development and Working Together. These sections are full of ideas that warrant further consideration. I would ask that each of you select the 10 statements from those printed sections that you feel are the most important for the Board to focus its energy on in 2016 and beyond. Please rank these statements, just as you did with the CIP items with "10" being the most important and "1" being the least important. Return these to me by **Friday, April 22<sup>nd</sup>**, so that I can compile the results and develop a "Beta" version of a Strategic Work Plan for further review by the Board.

Sometimes, to know where you're going, it helps to know where you are. All public projects and policies go through a similar process. I've been asked by a number of citizens, committee members, and/or Trustees: "How come we're not.....???" Given limited resources, each stage in development of a public project will look VERY different to an observer. Types and frequency of meetings, communication, and reporting vary depending on what position you view a public project from. The process is 4 basic categories separated into several functions, they're outlined below:

#### Needs Analysis:

1. Observation
2. Public Feedback --"People say that....."
3. Need Identified and Prioritized-- **"We should do something about that"**

#### Planning:

4. Develop Alternative Solutions to Address Need --"Ideas"
5. Seek Public Feedback on Solutions—"What do you think is the best idea"
6. Develop Initial Planning Documents/Cost Estimates:-- **"Find out what it takes to implement that idea"**

#### Implementation:

7. Allocate Resources—"Tax, Charge Fees, Borrowing, Grants, Donations.....all saved in CIP"
8. Develop Formal Plans/Engineering/Documents—"Here are the blueprints"
9. Solicit Bids – Evaluate –Award Bids—"XYZ Company is qualified to build/do/complete that and has the lowest bid"
10. Implement/Build/Construct: **"Actively Working On Something"**

#### Reflection:

11. Review of Completed Work – "How does it look/feel/perform"
12. Value Analysis – "Was it worth it?" Sometimes feels like "Buyer's remorse"
13. Change Analysis – "How has IT changed things/people"
14. Dealing with Critics – We are told "I can't believe you did that"
15. Empowerment – **"WE DID IT!!!"**

## GOAL SETTING INFORMATION FROM MARCH MEETING

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

## Village of Sister Bay Capital Reserve Balances

Cumulative Major Project Reserves as of 4/15/16		YTD		budget	opening				YTD	
Number	Project	balance		funding	balance	added	adjusted	expended	balance	
		2015		2016	2016	in 2016	in 2016	in 2016	2016	
03 13	Fire Truck Available	126,372.69			126,372.69				126,372.69	
04 08	Streets Resurfacing	29,301.75		130,000	159,301.75				159,301.75	
04 18	Old Fire Station Demolition/Upgrades	0.00			0.00				0.00	
04 24	Parks Building	347,698.00			347,698.00				347,698.00	
07 5046	Waterfront Development'	62,845.05			62,845.05			281,091.95	(218,246.90)	
09 56	Various Parks Projects	19,446.61		10,000	29,446.61				29,446.61	
09 57	Vehicle Replacement	7,241.00			7,241.00				7,241.00	
10 58	Village Hall acoustics & A/C	43,909.32			43,909.32				43,909.32	
10 59	Parks Equipment	0.00			0.00				0.00	
11 65	OS Election Machine replacement	0.00			0.00				0.00	
11 68	Helms Debt Reserves	167,382.00			167,382.00				167,382.00	
12 69	Skatepark Polished Slab	0.00			0.00				0.00	
12 70	Coastal Byways Kiosk/Grant	17,714.00			17,714.00				17,714.00	
12 72	Redevelopment Planning (TIF)	-34,839.21			(34,839.21)				(34,839.21)	
13 75	Baseball field improvements	0.00			0.00				0.00	
13 76	Trackless snow machine replacement	23,185.00			23,185.00				23,185.00	
14 77	Information/Technology upgrades	13,517.73			13,517.73				13,517.73	
14 78	Cash receipting software	0.00			0.00				0.00	
14 80	Canterbury/Maple and Applewood	65,798.04			65,798.04				65,798.04	
11 5067	Bay Shore Drive reconstruction	140,731.42	-61,284	75,000	215,731.42			972.78	214,758.64	12,743
14 5079	BSD Stormwater	-189,625.82			(189,625.82)				(189,625.82)	
14 5082	BSD Lighting	-12,390.00			(12,390.00)				(12,390.00)	
14 5081	BSD Overhead Line Burial	-482,874.16			(482,874.16)				(482,874.16)	
15 83	Accounting Software upgrade	20,000.00		20,000	40,000.00			2,010.00	37,990.00	
15 84	Wayfinding Signage	12,107.30		50,000	62,107.30				62,107.30	
15 85	Sledding Hill	-3,740.28			(3,740.28)				(3,740.28)	
15 86	Marketing (to Special Events)	0.00			0.00				0.00	
15 5087	Downtown Redevelopment	-209,721.00			(209,721.00)		15,000	4,143.02	(198,864.02)	
16 5088	Braun Parking Lot			25,000	25,000.00				25,000.00	
	Unallocated	17,926.58			17,926.58				17,926.58	
	CIP Grants, other	77.00			77.00				77.00	
	CIP Interest Income (Stewardship grant)	10,444.92			10,444.92				10,444.92	
	CIP Transfers In & Out (not budget funding)	0.00			0.00				0.00	
	TIF Property Tax Increments	50,673.10			50,673.10				50,673.10	
	TIF Computer Aids	636.00			636.00				636.00	
	TIF Stewardship Grant & loan to Marina	73,520.99			73,520.99				73,520.99	
	TIF Transfer from Utilities for BSD Project	221,975.90			221,975.90				221,975.90	
	TIF Debt Proceeds (Braun Property)	0.00			0.00				0.00	
13 74 (TIF)	Pavilion/Donations	-20,546.69			(20,546.69)				(20,546.69)	
	TIF TIF Fees	-2,750.00			(2,750.00)				(2,750.00)	
	TIF Consulting: CIP & TIF	-9,083.25			(9,083.25)				(9,083.25)	
	TIF Other TIF exp.	-79,712.34			(79,712.34)				(79,712.34)	
	TIF Interest on Debt	5,701.77			5,701.77				5,701.77	
	TIF Transfers Out	-205,153.57			(205,153.57)				(205,153.57)	
	CIP Loan to Debt Service (Bal Sheet)	0.00			0.00				0.00	
	<b>Totals</b>	<b>227,769.85</b>		<b>310,000.00</b>	<b>537,769.85</b>	<b>-</b>	<b>15,000.00</b>	<b>288,217.75</b>	<b>264,552.10</b>	

## 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

## Village of Sister Bay Capital Reserve Balances

### CIP FUND - GOAL SETTING AND PROJECT PRIORITIZATION WORKSHEET

Listed below is the current CIP balance sheet. Please rank your "Top 10" by entering 1-10 in the priority column, with 1 being the lowest priority and 10 being the highest. In the event you would like to add a project, additional lines have been placed toward the bottom of the worksheet. You may choose to include these in your Top 10.

#### Cumulative Major Project Reserves as of 4/15/16

\*ONLY MARK YOUR TOP 10 PROJECTS

Number	Project	Project Priority (1-10)*	budget funding 2016	opening balance 2016	added in 2016	adjusted in 2016	expended in 2016	YTD balance 2016
03 13	Fire Truck Available			126,372.69				126,372.69
04 08	Streets Resurfacing		130,000	159,301.75				159,301.75
04 18	Old Fire Station Demolition/Upgrades			0.00				0.00
04 24	Parks Building			347,698.00				347,698.00
07 5046	Waterfront Development'			62,845.05			281,091.95	(218,246.90)
09 56	Various Parks Projects		10,000	29,446.61				29,446.61
09 57	Vehicle Replacement			7,241.00				7,241.00
10 58	Village Hall acoustics & A/C			43,909.32				43,909.32
10 59	Parks Equipment			0.00				0.00
11 65	OS Election Machine replacement			0.00				0.00
11 68	Helms Debt Reserves			167,382.00				167,382.00
12 69	Skatepark Polished Slab			0.00				0.00
12 70	Coastal Byways Kiosk/Grant			17,714.00				17,714.00
12 72	Redevelopment Planning (TIF)			(34,839.21)				(34,839.21)
13 75	Baseball field improvements			0.00				0.00
13 76	Trackless snow machine replacement			23,185.00				23,185.00
14 77	Information/Technology upgrades			13,517.73				13,517.73
14 78	Cash receipting software			0.00				0.00
14 80	Canterbury/Maple and Applewood			65,798.04				65,798.04
11 5067	Bay Shore Drive reconstruction		75,000	215,731.42			972.78	214,758.64
14 5079	BSD Stormwater			(189,625.82)				(189,625.82)
14 5082	BSD Lighting			(12,390.00)				(12,390.00)
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15 83	Accounting Software upgrade		20,000	40,000.00			2,010.00	37,990.00
15 84	Wayfinding Signage		50,000	62,107.30				62,107.30
15 85	Sledding Hill			(3,740.28)				(3,740.28)
15 86	Marketing (to Special Events)			0.00				0.00
15 5087	Downtown Redevelopment			(209,721.00)		15,000	4,143.02	(198,864.02)
16 5088	Braun Parking Lot		25,000	25,000.00				25,000.00
*NEW								
*NEW								
*NEW								
*NEW								
*NEW								
	Unallocated Bond Proceeds			17,926.58				17,926.58
	CIP Grants, other			77.00				77.00
	CIP Interest Income (Stewardship grant)			10,444.92				10,444.92
	CIP Transfers In & Out (not budget funding)			0.00				0.00
	TIF Property Tax Increments			50,673.10				50,673.10
	TIF Computer Aids			636.00				636.00
	TIF Stewardship Grant & loan to Marina			73,520.99				73,520.99
	TIF Transfer from Utilities for BSD Project			221,975.90				221,975.90
	TIF Debt Proceeds (Braun Property)			0.00				0.00
13 74 (TIF)	Pavilion/Donations			(20,546.69)				(20,546.69)
	TIF TIF Fees			(2,750.00)				(2,750.00)
	TIF Consulting: CIP & TIF			(9,083.25)				(9,083.25)
	TIF Other TIF exp.			(79,712.34)				(79,712.34)
	TIF Interest on Debt			5,701.77				5,701.77
	TIF Transfers Out			(205,153.57)				(205,153.57)
	CIP Loan to Debt Service (Bal Sheet)							0.00
	<b>Totals</b>		<b>310,000.00</b>	<b>537,769.85</b>	-	<b>15,000</b>	<b>288,217.75</b>	<b>264,552.10</b>



# Village of Sister Bay

## BOARD REPORT

Meeting Date 04/19/2016

Item No.: 5

**Recommendation:** That the Board act on a recommendation of the Plan Commission and adopt a Final Plat for the "Braun Property".

**Background:**

The Economic Development Committee held a series of meetings this past winter to determine a best use and likely development course for the Braun Lot. After an interactive input session with approximately 40 attendees, and additional meetings with the Economic Development Committee, Plan Commission and Board of Trustees, approval was given to develop a concept plan.

This concept plan was worked on by Economic Development, Plan Commission and reviewed by the Village Board. Upon receiving approvals from all 3, Staff requested funding to develop a subdivision plat for recordation. Plan Commission has held a duly noticed public hearing on the sub division and recommends approval to the Village Board.

Staff has also negotiated the acquisition of approximately 4070 square feet from the North side of the Willems's House, allowing for the planned driveway connection. A quitclaim deed was prepared by Attorney Nesbitt, and has been sent to Ms. Rita Willems for signing. She is in Florida at the moment, and Staff expects to have this document returned by the end of the week for recordation.

The Village will acquire the property in exchange for improvements to the Braun Lot to create public parking, as well as any costs to tie the Bowl parking lot to the new public parking area as depicted in the previously approved concept plan.

**Fiscal Impact:**

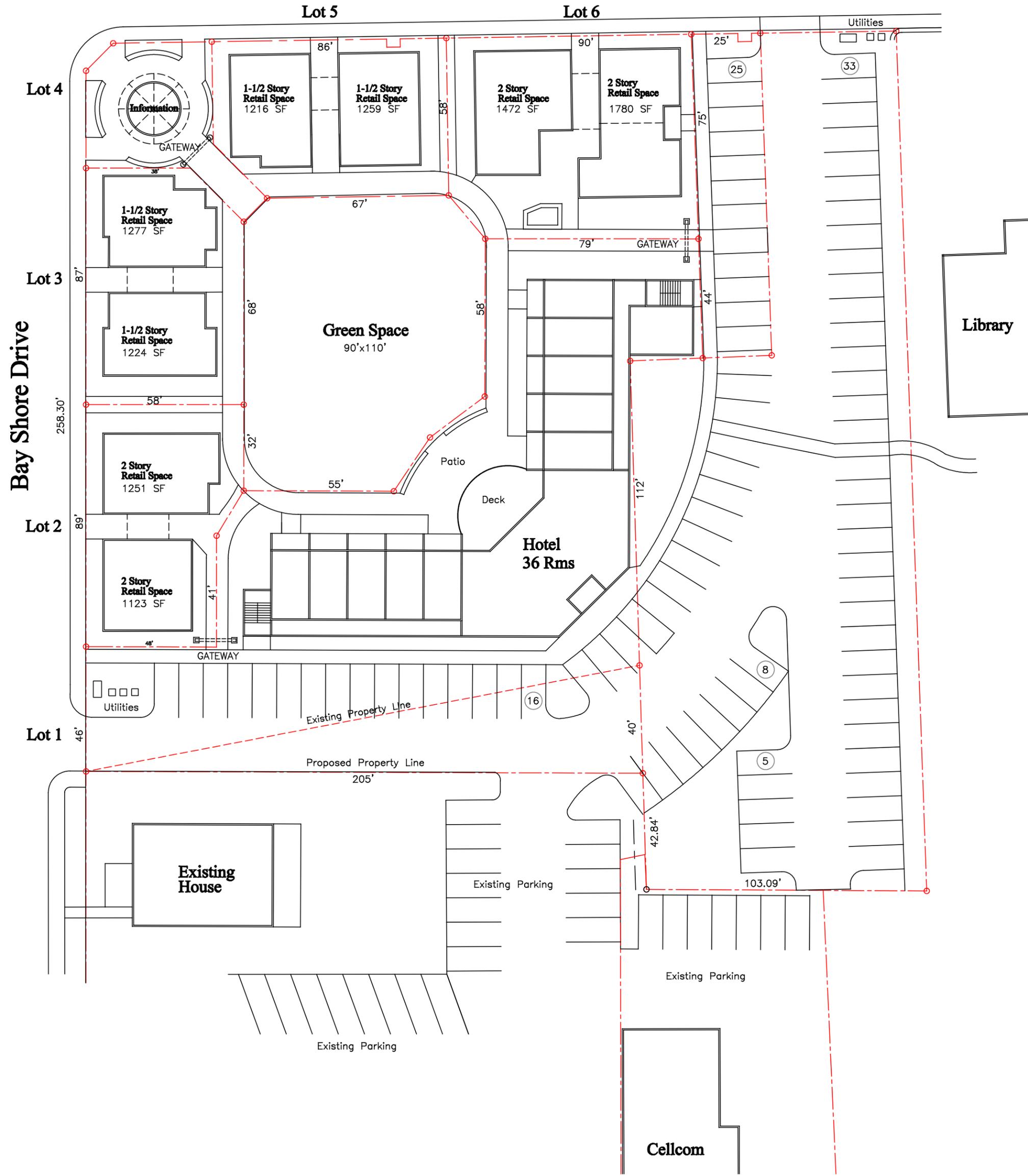
I earnestly believe that the Village is on the precipice of greatness with this project. An assessed value of \$8,000,000 yields approximately \$100,000 in TIF increment; a final improved value is not known at this time. Dividing the Braun lot in this fashion should allow us to develop much faster, and more nimbly.

Respectfully submitted,

Zeke Jackson  
Village Administrator

Printed: 4/16/2016 2:40 AM Created: 8/5/2005 9:53 AM  
Author: Sister Bay Revision: 1/

# Mill Road



## Sister Bay Market Place

Prepared By: Steve Thomas

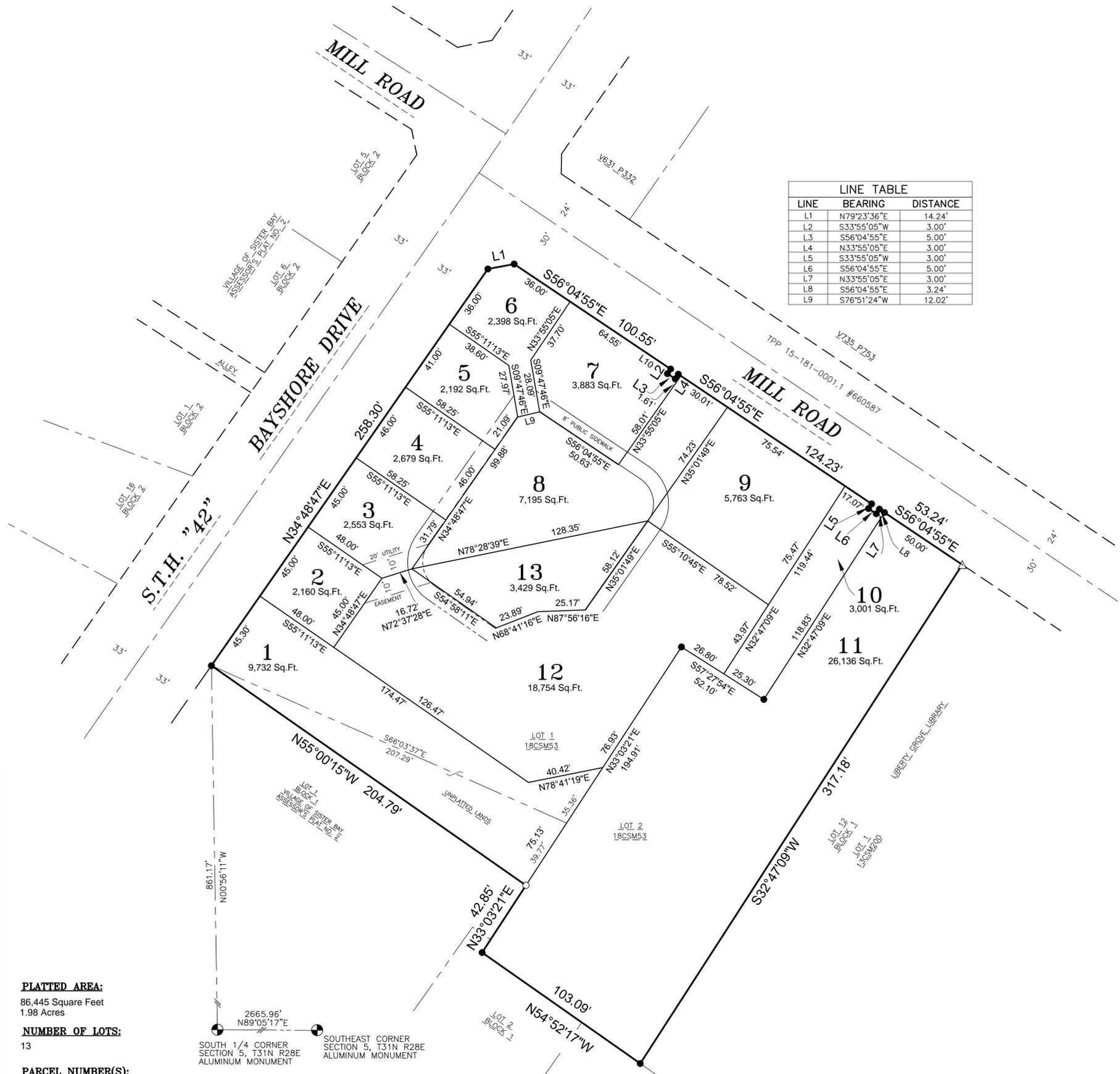
Date: 2-12-2016

New Parking Provided	87 Spaces
New Retail Space 1st Floor	10,600 SF
New Hotel Above Grade	26,000-34,400 SF
New Hotel Walk-Out Level	8000-9000 SF

# PRELIMINARY PLAT SISTER BAY MARKET PLACE PLANNED UNIT DEVELOPMENT

ALL OF LOTS 1 AND 2, VOLUME 18 OF CERTIFIED SURVEY MAPS, PAGE 53, MAP NO. 2950 BEING PART OF LOT 12 AND 13, BLOCK 1, AND PART OF LOT 1, BLOCK 1, ALL BEING LOCATED IN THE VILLAGE OF SISTER BAY, ASSESSOR'S PLAT NO. 2, SECTION 5, TOWNSHIP 31 NORTH, RANGE 28 EAST, VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN

LINE	BEARING	DISTANCE
L1	N79°23'36"E	14.24'
L2	S33°55'05"W	3.00'
L3	S56°04'55"E	5.00'
L4	N33°55'05"E	3.00'
L5	S33°55'05"W	3.00'
L6	S56°04'55"E	5.00'
L7	N33°55'05"E	3.00'
L8	S56°04'55"E	3.24'
L9	S76°51'24"W	12.02'



**PLATTED AREA:**

86,445 Square Feet  
1.98 Acres

**NUMBER OF LOTS:**

13

**PARCEL NUMBER(S):**

1814210012A, 1814210012B

**ZONING:**

PLANNED UNIT DEVELOPMENT

**MINIMUM LOT AREA AS PLATTED:**

2,160 Sq.Ft.

**OWNER:**

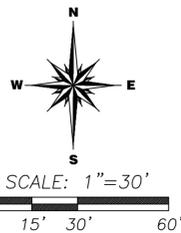
Village of Sister Bay

**SURVEYOR:**

Dennis E. Reim  
Professional Land Surveyor #1590  
ROBERT E. LEE & ASSOCIATES, INC.  
1250 CENTENNIAL CENTRE BOULEVARD  
HOBART, WI 54155

**APPROVING & OBJECTING AUTHORITIES:**

Village of Sister Bay  
Department of Administration



Bearings are referenced to the south line of the Southeast 1/4 of Section 5, T31N, R28E. Recorded as N89°05'17"E

All linear measurements have been made to the nearest hundredth of a foot and computed to the nearest hundredth of a foot.

All angular measurements have been made to the nearest three seconds and computed to the nearest half second.

**LEGEND**

- Existing Iron Pipe, 1.25" Outside Dia.
  - ⊙ Recorded County Monument
  - Set 2.375" Outside Dia. x 30" Iron Pipe min. wt. 3.65 lb./lin. ft.
  - ▲ Found PK Nail
- All other lot and meander line corners marked with a 1.125" outside dia x 24" iron pipe weighing 1.38 lbs/lin. ft.

DRAFTED BY: Dennis Reim  
File: R:\0200\0282\0282170\dwg\0282170preplat3.dwg  
Plot Date: Mar 16, 2016 - 1:48pm

SHEET 1 OF 1

**Robert E. Lee & Associates, Inc.**  
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
1250 CENTENNIAL CENTRE BOULEVARD  
HOBART, WI 54155 PHONE: (920) 662-9641  
INTERNET: www.releinc.com FAX: (920) 662-9141

State Bar of Wisconsin Form 3-2003  
QUIT CLAIM DEED

Document Number

Document Name

THIS DEED, made between: Rita Willems

("Grantor," whether one or more), and Village of Sister Bay, a municipal corporation

("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Door, County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

See Addendum A attached hereto and made a part hereof.

Recording Are:

Name and Return Address  
Atty. Randall J. Nesbitt  
Pinkert Law Firm LLP  
P. O. Box 89  
Sturgeon Bay, WI 54235

1814210001

Parcel Identification Number (PIN)

This is not homestead property.  
(xx)(is not)

Dated \_\_\_\_\_

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)  
\* \_\_\_\_\_ \* RITA WILLEMS

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)  
\* \_\_\_\_\_ \*

AUTHENTICATION

ACKNOWLEDGMENT

Signature(s) \_\_\_\_\_  
authenticated on \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
\_\_\_\_\_ COUNTY )

\* \_\_\_\_\_  
TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_  
authorized by Wis. Stat. § 706.06 )

Personally came before me on \_\_\_\_\_,  
the above-named Rita Willems

to me known to be the person(s) who executed the foregoing  
instrument and acknowledged the same.

THIS INSTRUMENT DRAFTED BY:

Atty. Randall J. Nesbitt  
Pinkert Law Firm LLP

\* \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My commission (is permanent) (expires: \_\_\_\_\_)

(Signatures may be authenticated or acknowledged. Both are not necessary.)  
NOTE: This is a standard form. Any modification to this form should be clearly identified

**Addendum A**  
**to**  
**Quit Claim Deed**  
**Grantor: Rita Willems**  
**Grantee: Village of Sister Bay**

Part of Lot 1, Block 1, Village of Sister Bay Assessor's Plat No.2 being located in Section 5, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin, described as follows:

Commencing at the Southeast Coner of said Section 5; thence S89°05'17"W, 2665.96 feet on the south line of the Southeast  $\frac{1}{4}$  of said Section 5 to the South  $\frac{1}{4}$  Corner of said Section 5; thence N00°56'11"W, 861.17 feet to the southwest corner of Lot 1, Volume 18 of Certified Survey Maps, Page 53, Map No. 2950 to the POINT OF BEGINNING; thence S66°03'37"E, 207.29 feet on the south line of said Lot 1 to the west line of Lot 2, said Certified Survey Map; thence S33°03'21"W, 39.77 feet on said west line; thence N55°00'15"W, 204.79 feet to the POINT OF BEGINNING.

Said parcel contains 4,070 square feet or .093 acres of land, more or less

F:\Cients\S\Sister Bay Village\Property\Addendum to QCD • Daubner 04-12-16.docx



# Village of Sister Bay

## BOARD REPORT

Meeting Date 04/19/2016  
Item No.: 6

**Recommendation:** That the Board act on a recommendation of the Parks Committee and execute an engineering proposal for public parking on the Braun Property.

**Background:**

As a condition of the 6f/Stewardship Conversion that the Village accepted in order to purchase the Braun Property, we are compelled to complete a public parking lot improvement on the Braun Site by the end of 2018. The Village Board budgeted \$25,000 as a part of the 2016 CIP towards this parking facility. The first major step in developing the property from an infrastructure standpoint will be the completion of engineering work for the site.

The attached proposal addresses a topographic study, site grading, storm water management, a lighting and landscaping plan, as well as engineering work; the deliverable of which will be plans which can be submitted for public bidding to construct the parking lot.

**Fiscal Impact:**

\$18,850 from the Public Parking Lot CIP

Respectfully submitted,

Zeke Jackson  
Village Administrator



Green Bay Office ♦ 1250 Centennial Centre Boulevard ♦ Hobart, WI 54155-8995 ♦ 920-662-9641 ♦ [www.releeinc.com](http://www.releeinc.com)

April 4, 2016

Mr. Zeke Jackson, Village Administrator  
VILLAGE OF SISTER BAY  
2383 Maple Drive  
P.O. Box 769  
Sister Bay, WI 54234

RE: Engineering/Surveying Services Proposal  
Parking Lot Design – Sister Bay Marketplace  
Village of Sister Bay, Door County, WI

Dear Zeke:

Thank you for the opportunity to provide this surveying and engineering services proposal for the design of the proposed parking lot on the vacant parcel adjacent to the intersection of Bay Shore Drive and Mill Road, specifically the area around Sister Bay Marketplace. As part of the design, Robert E. Lee & Associates, Inc., (REL) will design the parking lot, drainage plan, coordinate permitting, and create a bidding specification. Though bidding and construction services will be provided through a secondary agreement, once the design is completed. The following list below is a summary of the services to be provided along with associated costs for the design of the parking lot.

## **SURVEYING SERVICES**

### **Topographic Survey**

We will prepare a topographic survey of the subject parcels, as well as the adjacent roadway, Mill Road and North Bay Shore Drive. The survey will show all permanent topographic features including, but not limited to, buildings; concrete and asphalt surfaces; parking lot striping; signs; significant trees, landscaping and substantial vegetation; visibly-marked utility line locations on the parcel, and curb openings to public streets. We will generate one-foot contours for the entire site, and list spot elevations on the map, as needed, to clarify certain areas.

At the time the survey is completed, REL surveyors will field locate the proposed driveway entrance to the parking lot from Bay Shore Drive, for construction by the WisDOT this spring.

Upon your notice to proceed, we will contact Digger's Hotline to arrange for all underground utilities on the site to be marked. By law, Digger's Hotline has ten days to complete markings for planning purposes. However, in anticipation of this project, REL has already contacted Digger's Hotline to expedite the design development process.

We propose a lump sum fee of \$2,450 to complete the topographic survey.

April 4, 2016  
Mr. Zeke Jackson, Village Administrator  
VILLAGE OF SISTER BAY  
Page 2

## **SITE ENGINEERING**

REL will perform the civil engineering design services necessary to create a biddable project for the parking lot and connecting driveways to the adjacent streets. Listed below is the scope of engineering services for the site work:

1. Prepare preliminary plans for the development to include the following:
  - ◆ Existing site conditions.
  - ◆ Site plan.
  - ◆ Utility plan.
  - ◆ Grading plan.
  - ◆ Erosion control plan.
2. Review the preliminary plans with the Village of Sister Bay.
3. Revise the preliminary plans based upon the comments received during plan review and submit the plans and engineering reports to the Village and Wisconsin Department of Natural Resources (WDNR) for review, as appropriate.
4. Prepare construction documents addressing all comments received during the plan review process. The construction documents will include the following:
  - ◆ Existing site conditions and demolition plan.
  - ◆ Site plan.
  - ◆ Grading and erosion control plan.
  - ◆ Utility plan.
  - ◆ Detail drawings.
  - ◆ Specifications.

The proposed fee for the site engineering efforts is a lump sum of \$6,850. No submittal fees are included in the above costs. This cost includes up to one meeting with the Owner in Sister Bay. Each additional meeting will be billed on a time-and-expense basis.

During the development of the parking lot, it may be desired to light the site with decorative lighting, or supplement the design with a detailed landscaping plan. REL can assist in the selection of the lights and preparation of a photometric plan for the lump sum of \$1,050. The lighting plan prepared, would then be bid as a design bid package. A landscaping plan could be prepared for a lump sum of \$750.

April 4, 2016  
 Mr. Zeke Jackson, Village Administrator  
 VILLAGE OF SISTER BAY  
 Page 3

## STORM WATER MANAGEMENT

Based on the preliminary parking lot site plan, and the anticipated amount of land disturbing activities required to fully develop the Sister Bay Marketplace development, it is estimated that the site will disturb more than one acre of land. One acre is the threshold for post-construction storm water management, thus requiring a storm water plan and submittal of a Notice of Intent (NOI) to the WDNR.

During the design development of the storm water plan, REL will evaluate low impact treatment practices such as underground storage and pervious pavement. REL will also identify the most appropriate treatment method given the environmental conditions that exist at the site, specifically shallow depth to bedrock. Throughout the preliminary design, we will coordinate capacities and design efforts with the WisDOT, to ensure the plans compliment the current improvements under construction in this area.

The Storm Water Management Plan will include the following:

1. Perform pre-development and post-development hydrologic calculations.
2. Design BMPs to meet the requirements for storm water quantity.
3. Prepare plans and a design report that includes the design criteria, site data, proposed BMPs, and hydrologic and hydraulic calculations.
4. Submit WDNR Notice of Intent for site construction. Submittal to the WDNR will require a summary letter from the Owner of the storm water feature. If the Village does not own the pond, assistance in acquiring this letter may be required.

The proposed fee for this work is a lump sum of \$4,800. The estimated WDNR submittal fee is \$140; however, actual permit fees will be passed along for direct payment by the Owner.

Soil borings are typically required for NOI submittal. It is our recommendation to conduct soil borings in advance of submitting the NOI. If existing soil information, such as soil type or depth to bedrock already exists for the site, additional sub-surface exploration would not be required. If sufficient soil information does not currently exist, REL would conduct soil probes to determine depth to bedrock and soil type. REL would conduct up to eight borings at the project site for a lump sum of \$2,950.

## SUMMARY OF FEES

Topographic	\$ 2,450
Site Engineering	\$ 6,850
Storm Water Management	\$ 4,800
Soil Borings (if needed)	<u>\$ 2,950</u>
<b>TOTAL</b>	<b>\$17,050</b>

April 4, 2016  
 Mr. Zeke Jackson, Village Administrator  
 VILLAGE OF SISTER BAY  
 Page 4

Additional Services:

Lighting Plan	\$1,050
Landscaping Plan	\$ 750

Upon completion of this phase of design, REL can provide a secondary proposal for bidding and construction services. At that time, REL can also provide a proposal for existing public utilities to the site, as deemed appropriate for future development.

We are able to begin work on the project immediately upon receiving approval. Attached, and made part of this proposal, is a copy of our Standard Terms and Conditions, dated June 2006. If this proposal is acceptable to you, please sign in the location below, and return a copy for our files.

Please do not hesitate to call me if you have any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Jared G. Schmidt, P.E., Principal  
 Civil/Municipal Engineering Manager

JGS/JME

ENC.

ACCEPTED BY VILLAGE OF SISTER BAY

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Signature

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Date



# Village of Sister Bay

## BOARD REPORT

Meeting Date 04/19/2016

Item No.: 7

**Recommendation:** That the Board act on a recommendation of the Utilities Committee and award a contract to August Winters and Sons of Appleton, WI for work on the Sister Bay Wastewater Treatment Plant, Pretreatment Facility in the amount of \$185,600.00.

**Background:**

The Wastewater Treatment plant is approaching 30 years of age, and process some of the most caustic substances that “man can produce”. Materials serving in this environment tend to degrade with time. As a part of our Utilities Department ongoing maintenance and capital improvement planning, the grit removal and dewatering equipment in the pretreatment facility have reached a point of unserviceability. Additionally, the concrete channeling, piping, and electrical work is also in need of replacement.

Robert E. Lee and Associates worked to develop an engineering proposal and has administered bids for the project. The apparent low bidder is August Winters and Sons of Appleton, WI.

**Fiscal Impact:**

\$185,600.00 from the WWTP Capital Reserve.

Respectfully submitted,

Zeke Jackson  
Village Administrator

**File Name:** document2

**Printed:** 4/16/2016 3:48 AM **Created:** 8/5/2005 9:53 AM

**AUTHOR:** Sister Bay **Revision:** 1/



April 4, 2016

Mr. Zeke Jackson, Village Administrator  
VILLAGE OF SISTER BAY  
2383 Maple Drive  
Sister Bay, WI 54234

RE: Bid Recommendation for Preliminary Treatment Modifications  
Contract 282-16-01

Dear Mr. Jackson:

Bids were received and opened at 2:00 p.m. on March 31, 2016 for the Preliminary Treatment Modifications project. Four bids were received. The bids are summarized below:

- |    |   |              |
|----|---|--------------|
| 1. | August Winters and Sons<br>Appleton, Wisconsin      | \$185,600.00 |
| 2. | J.F. Ahern Co.<br>Fond du Lac, Wisconsin            | \$197,300.00 |
| 3. | Midwest General & Mechanical<br>Highland, Wisconsin | \$199,363.00 |
| 4. | MZ Construction<br>Linden, Wisconsin                | \$275,532.00 |

We have reviewed the bids, and everything appears to be in order. Therefore, we recommend the award of Contract 282-16-01 to the low bidder, August Winters and Sons, in the amount of \$185,600.00. We have attached the tabulation of the bids on the Base Bid Schedule.

Please find enclosed four copies of the Notice of Award for your approval and signature. Please sign ALL four copies and return ALL copies to our office at your earliest opportunity.

Please contact us if you have any questions regarding this recommendation or other aspect of this project.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Terry W. Stebor P.E.  
Project Manager

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

TWS/DKW/LAR

ENC.

**BASE BID SCHEDULE**

OWNER: Village of Sister Bay  
 PROJECT: Preliminary Treatment Modifications  
 CONTRACT 282-16-01  
 BID DATE: March 31, 2016 at 2:00 p.m.  
 ENGINEERS: ROBERT E. LEE & ASSOCIATES, INC.

Item	Unit	Qty.	AUGUST WINTER & SONS Appleton, WI		J.F. AHERN CO. Fond Du Lac, WI		MIDWEST GENERAL & MECH. Highland, WI		MZ CONSTRUCTION Linden, WI	
			Price	Total Price	Price	Total Price	Price	Total Price	Price	Total Price
<b>BASE BID ITEMS</b>										
1	LS	1	\$53,960.00	\$53,960.00	\$53,960.00	\$53,960.00	\$53,960.00	\$53,960.00	\$53,960.00	\$53,960.00
Provide pre-selected grit chamber equipment and accessories in accordance with Specification Section 46 23 15, for the unit price of:										
2	LS	1	\$3,700.00	\$3,700.00	\$2,000.00	\$2,000.00	\$30,058.00	\$30,058.00	\$30,000.00	\$30,000.00
Install grit chamber equipment and accessories in accordance with Specification Section 46 23 15, for the unit price of:										
3	LS	1	\$37,572.00	\$37,572.00	\$37,572.00	\$37,572.00	\$37,572.00	\$37,572.00	\$37,572.00	\$37,572.00
Provide pre-selected grit classifier equipment and accessories in accordance with Specification Section 43 23 63, for the unit price of:										
4	LS	1	\$3,700.00	\$3,700.00	\$1,700.00	\$1,700.00	\$30,058.00	\$30,058.00	\$30,000.00	\$30,000.00
Install grit classifier equipment and accessories in accordance with Specification Section 46 23 63, for the unit price of:										
5	LS	1	\$20,250.00	\$20,250.00	\$18,410.00	\$18,410.00	\$25,000.00	\$25,000.00	\$18,000.00	\$18,000.00
Work associated with the painting and coating in accordance with Specification Section 09 90 00, for the unit price of:										
6	LS	1	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$4,715.00	\$4,715.00	\$16,000.00	\$16,000.00
Provide and install ultrasonic level sensor and accessories for influent channel, in accordance with contract documents, for the unit price of:										
7	LS	1	\$62,418.00	\$62,418.00	\$78,658.00	\$78,658.00	\$18,000.00	\$18,000.00	\$90,000.00	\$90,000.00
All other work in accordance with contract documents, for the unit price of:										
			\$185,600.00	\$185,600.00	\$197,300.00	\$197,300.00	\$199,363.00	\$199,363.00	\$275,532.00	\$275,532.00
<b>Total Base Bid, Contract 282-16-01, Items 1-7</b>										

# BID RECORDING SHEET

**CLIENT:** VILLAGE OF SISTER BAY  
**PROJECT:** PRELIMINARY TREATMENT MODIFICATIONS  
**CONTRACT:** 282-16-01  
**BID DATE:** MARCH 31, 2016 – 2:00 P.M.  
**ENGINEERS:** ROBERT E. LEE & ASSOCIATES, INC.

Description	August Winter & Sons <i>Green Bay, WI</i>	J.F. Ahern Co. <i>Fond du Lac, WI</i>	Midwest General & Mech. <i>Highland, WI</i>	MZ Construction <i>Linden, WI</i>	Sabel Mechanical <i>Fond du Lac, WI</i>
Total Base Bid; Contract 282-16-01; Items 1 – 7	\$ 185,600	\$ 197,300	\$ 199,363	\$ 275,532	\$ _____

## SECTION 00 51 00

## NOTICE OF AWARD

Date: April 4, 2016

[Certified Mail -- Return Receipt Requested]

TO: AUGUST WINTER & SONS  
(BIDDER)ADDRESS: 2323 N. Roemer Road; Appleton, WI 54911Contract: 282-16-01  
(Insert name of Contract as it appears in the Bidding Documents)Project: Preliminary Treatment Modifications

You are notified that your Bid dated **March 31, 2016** for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a Contract for VILLAGE OF SISTER BAY PRELIMINARY TREATMENT MODIFICATIONS - CONTRACT 282-16-01

(Indicate total Work, alternates or sections or Work awarded)

The Contract Price of your Contract is One Hundred Eighty Five Thousand Six Hundred Dollars and XX/100 Dollars (**\$185,600.00**).

4 copies of each of the proposed Legal Documents accompany this Notice of Award.

You must comply with the following conditions precedent within 15 days of the date you receive this Notice of Award. 4 sets of the Contract documents will be delivered separately or otherwise made available to you immediately.

1. Deliver to the OWNER 4 fully executed counterparts of the Legal Documents. [Each of the Legal Documents must bear your signature on 00 51 00-2].
2. Deliver with the executed Legal Documents the Contract security (Bonds) as specified in the Instructions to Bidders (Article 20), [and] General Conditions (paragraph 5.01) [and Supplementary Conditions (paragraph SC-5.01).]

3. (List other conditions precedent).

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Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid in default, to annul this Notice of Award and to declare your Bid security forfeited.

Within ten days after you comply with the above conditions, OWNER will return to you one fully executed counterpart of the Contract Documents.

VILLAGE OF SISTER BAY  
(OWNER)

By: \_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Copy to ENGINEER  
(Use Certified Mail, Return Receipt Requested)



# Village of Sister Bay

## BOARD REPORT

Meeting Date 04/19/2016  
Item No.: 8

**Recommendation:** That the Board consider engaging the consulting services of Mr. Bob Kufrin regarding the implementation of a TIF #2 in Uptown Sister Bay.

**Background:**

The Village is moving towards closing on the Sister Bay Quarry property this summer, with restoration work to be completed soon thereafter. To that end, a logical question comes to mind: What do the Trustees intend to do with the site?

As a prelude to whatever ultimately is determined by the policy makers to be the ultimate highest and best use for the property, it is likely that a mechanism to install infrastructure and to create development credits will be necessary in order to dispose of the asset in the timeframe that the Board discussed when engaging in the purchase, which was to have disposed of the asset by 2019 before principal payments become due.

Mr. Kufrin would work with the Village, property owners and other taxing jurisdictions to develop a TID #2 in and around the quarry site to facilitate development.

**Fiscal Impact:**

Approximately \$6000.00 in consulting fees

Respectfully submitted,

Zeke Jackson  
Village Administrator



# Village of Sister Bay

## BOARD REPORT

**Meeting Date 04/19/2016**  
**Item No.: 9**

**Recommendation:** Consider a motion to approve a 2month pro-rated 300 Seat Reserve “B” liquor license to “Lure” at 10627 N. Bay Shore Dr..

The Mission Grill is in the process of being sold to a new owner. At the time of closing Gary Guterman will surrender the current license to the new licensee.

**Recommendation: Background:** The proper forms and payment were received by the Village Clerk.

**Fiscal Impact:** A check for \$120.00 was received to cover the 2 month licensing period and publishing.

Respectfully submitted,

Zeke Jackson  
Village Administrator



# Village of Sister Bay

## BOARD REPORT

**Meeting Date 04/19/2016**  
**Item No.: 10**

**Recommendation:** Consider a motion to act on a request from Door County's Board of Supervisors and adopt Resolution 327-041916, Opposing the changes to the UW –Extension Service

**Background:** See attached request from Door County Government

**Fiscal Impact:** None

Respectfully submitted,

Zeke Jackson  
Village Administrator

**RESOLUTION № 327-041916**  
**OPPOSING THE UW-EXTENSION REORGANIZATION PLAN**

**WHEREAS**, the process used to develop the UW-Extension Reorganization Plan was flawed, providing inadequate opportunity for meaningful input and consideration of the concerns of rural municipalities; and,

**WHEREAS**, the plan, as proposed, jeopardizes the partnership between the UW-system and Wisconsin Counties, a partnership built on communication, collaboration and engagement; and,

**WHEREAS**, the current Cooperative Extension system has a proven track record of success for more than 100 years as a single County based model for governance, locally set levy contribution and County determined educational programming priorities under the oversight of a County Agriculture and Extension Education Committee designated by the elected County Board; and,

**WHEREAS**, the reorganization plan, as proposed, imposes a drastic change on rural County Extension programs, shifts a greater portion of Extension resources to urban areas, reduces educator positions in rural areas, and will result in lower levels of service to rural communities at the same level of County financial contribution;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay, Wisconsin that the Board declares its opposition to the UW-Cooperative Extension reorganization plan approved by Chancellor Sandeen on February 10, 2016, and encourages the UW-Extension to engage rural communities in a new and meaningful process to develop a more workable reorganization plan.

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Door County Agriculture and Extension Education Committee for dissemination to all County Extension Oversight Committees; the Wisconsin Counties Association; County Executives and Administrators; Governor Walker; President Ray Cross and the Board of Regents; Senator Frank Lasee; Representative Joel Kitchens, Assembly Speaker Vos; and Senate Majority Leader Fitzgerald.

The Village Clerk shall properly post or publish this Resolution as required under Wisconsin Statutes.

**INTRODUCED** at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 19th day of April, 2016.

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

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

**ATTEST:**

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

VOTE: Ayes \_\_\_\_ Noes \_\_\_\_



**County of Door  
LEGISLATIVE COMMITTEE**

County Government Center • 421 Nebraska Street  
Sturgeon Bay, WI 54235

Susan Kohout, Chair  
Kathy Schultz  
John Bur  
David Enigl  
Steve Sohns

April 12, 2016

David Lienau  
PO Box 823  
Sister Bay, WI 54234

Dear Dave:

If you are not aware, the University of Wisconsin System is planning to reorganize the UW Extension structure and programs across the state. The reorganization is being prompted by the State budget cuts to the UW system. While the County does understand that changes need to be made due to the cuts; as a County, we do not support the proposed changes that will be made and how the changes are being communicated to the Counties.

In the partnership with UW Extension, the County supports 60% of the salaries for the staff in Door County. We feel this partnership has been important in providing services to the communities and residents of Door County. From community development, agricultural education and health living initiatives, the County Extension program has been a critical link to our rural areas.

In March, the County Board passed Resolution 2016-19 which opposes the reorganization plan and requests more communication with their County partners (please see attached). In addition at our last Legislative Committee meeting, the committee discussed that this information should be shared with the local municipalities along with a possible draft resolution that could be passed at the local level.

The Legislative Committee believes that the more input that is provided to the decision makers within the UW System that some positive changes could be made at the local level. We hope that your community would consider passing a resolution. If you have any questions please feel free to contact Rob Burke, our Community Development Agent in UW Extension (phone: 920-746-2262 or email [robert.burke@ces.uwex.edu](mailto:robert.burke@ces.uwex.edu)).

Sincerely,

Susan Kohout, Chair  
Door County Board Supervisor  
District 6



DOOR COUNTY

Resolution No. 2016-19

RESOLUTION OPPOSING THE UW- EXTENSION REORGANIZATION PLAN

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

ROLL CALL Board Members	Aye	Nay	Exc.
AUSTAD			
BACON			
BRANN			
BUR			/
ENGLEBERT			
ENIGL			
FISHER			
GUNNLAUGSSON			
HAINES			
HALSTEAD			
KOCH			
KOHOUT			
KOK	/		
LIENAU			
MOELLER			
NEINAS			
SCHULTZ			
SITTE			
SOHNS			
VIRLEE			
ZIPPERER			

VOICE VOTE

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st Englebert Defeated

2nd Koch

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by:

Corp. Counsel

Reviewed by:

Administrator

**FISCAL IMPACT** Door County has budgeted County Tax Levy of \$255,339 for 2016 for the Door County UW Extension Department; adoption of this resolution will not change that. The effect on future years' budgets is unknown at this time. MEJ

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 22nd day of March 2016 by the Door County Board of Supervisors.

Jill M. Lau  
 County Clerk, Door County

1 WHEREAS, The process used to develop the UW-Extension Reorganization Plan was flawed,  
 2 providing inadequate opportunity for meaningful input and consideration of County concerns; and

3  
 4 WHEREAS, The plan, as proposed, jeopardizes the partnership between UW-System and  
 5 Wisconsin Counties, a partnership built on communication, collaboration and engagement; and

6  
 7 WHEREAS, The current Cooperative Extension system has a proven track record of success  
 8 for more than 100 years as a single County based model for governance, locally set levy  
 9 contribution and County determined educational programming priorities under the oversight of a  
 10 County Agriculture and Extension Education Committee designated by the elected County Board;  
 11 and

12  
 13 WHEREAS, The reorganization plan imposes a drastic change on rural county extension  
 14 programs, shifts a greater portion of Extension resources to urban areas, reduces educator  
 15 positions in rural counties, and adds a new layer of administrative overhead not accountable to  
 16 county boards; and

17  
 18 WHEREAS, Wisconsin Counties are unlikely to continue the current level of county tax levy  
 19 support in future years if direct educational services are significantly decreased, thereby making  
 20 the proposed reorganization plan reckless and financially unsustainable.

21  
 22 NOW, THEREFORE, BE IT RESOLVED That the Door County Board of Supervisors herein  
 23 assembled, hereby opposes the UW-Cooperative Extension reorganization plan approved by  
 24 Chancellor Sandeen on February 10, 2016.

25  
 26 BE IT FURTHER RESOLVED, That Door County is not willing to continue providing local tax  
 27 levy funding at the current level if direct county educator services are decreased as described in  
 28 the plan while eliminating accountability to the County Agriculture and Extension Education  
 29 Committee and County Board.

30  
 31 BE IT FURTHER RESOLVED, That Door County welcomes the opportunity to be engaged in a  
 32 meaningful process of developing a more workable reorganization plan.

33  
 34 BE IT FURTHER RESOLVED, That a copy of this resolution be forwarded to all 72 Wisconsin  
 35 County Boards/Extension Education Committee Chairs and County Extension Department Heads;  
 36 the Wisconsin Counties Association; County Executives and Administrators; Governor Walker;  
 37 President Ray Cross and the Board of Regents; Senator Frank Lasee; Representative Joel  
 38 Kitchens, Assembly Speaker Voss; and Senate Majority Leader Fitzgerald.

SUBMITTED BY: AGRICULTURE & EXTENSION EDUCATION COMMITTEE

Ray Englebert, Chair

Randy Halstead

John Bur

Don Sitte

John Neinas



# Village of Sister Bay

## BOARD REPORT

**Meeting Date 04/19/2016**  
**Item No.: 11**

**Recommendation:** Consider a motion to act on a recommendation from the Administrative Committee and amend the Board of Trustees as well as the Committee, Commission and Board Bylaws

**Background:** The Administrative Committee has had the opportunity to observe the procedures in place within Door County government, and has requested that we adopt a policy similar to that which the County Employs.

Many times, especially in Winter, it is difficult to establish a quorum. The County addresses this issue by making the County Chairman the Sister Bay equivalent of an Alternate on all committees. The County Chairman may also expediently appoint a representative to attend in his stead, similar to what our Legislative Representatives employ by sending their staff or other surrogates to represent them at meetings.

This amendment would have the effect of naming the Village President an Alternate to all Committees, and to be able to expediently appoint a surrogate to fill the quorum in his own absence.

The Alternate has no voting authority except in an instance where quorum is not able to be established.

**Fiscal Impact:** None, it may save time and effort in the event that we are able to save a failed meeting.

Respectfully submitted,

Zeke Jackson  
Village Administrator

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

*(Revised and approved 04/19/16)*

**1. MEETINGS, REGULAR AND SPECIAL**

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

**2. QUORUM**

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

**3. PRESIDING OFFICER**

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

**4. PRESIDING OFFICER'S DUTIES**

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

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

**5. ABSENCE OF VILLAGE PRESIDENT**

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

**6. AGENDA**

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

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

#### **7. TERM OF OFFICE**

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

#### **8. COMMITTEES AND COMMISSIONS**

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

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

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

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

<b>Teen Center Board</b> <i>(Standing Committee)</i>	1 Trustee, 1 resident or citizens and 1 teens. The officers of the Teen Center Board shall be elected annually.
<b>Tourism Zone Commission</b> <i>(Other Committee Appointments)</i>	Based upon room tax collected to date the Village is entitled to have 2 representatives on the Tourism Zone Commission. Preferably, those residents or citizens shall own or operate a lodging establishment(s) in the Village.
<b>Utilities Committee</b> <i>(Standing Committee)</i>	3 Trustees from the Village, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member.
<b>Water, Sewer and Storm Sewer Committee</b> <i>(Standing Committee)</i>	3 Trustees
<b>Waterfront Oversight Committee</b> <i>(Sub committee of Parks)</i>	2 Trustees, 1 SBAA, 1 Business Rep at Large, and 3 Citizens
<b>Zoning Board of Appeals</b> <i>(Statutory)</i>	5 residents and 2 resident alternates

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

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

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

Presidential Alternate All Village Committees, Commissions and Boards (except those specifically excluded by state statute) shall have the Village President serve as a non-voting alternate. In the event that a quorum of a body is not present, the President, or his surrogate designee, shall hold the authority to fill the quorum and sit as a voting member of the body in order to dispense with the business at hand.

## **9. NATIONAL INCIDENT MANAGEMENT SYSTEM**

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear

understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

#### **10. CONSENT TO SPEAK**

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

#### **11. MOTIONS**

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

#### **12. ROLL CALL VOTE**

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

#### **13. ABSTAINING ON VOTE**

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

#### **14. OUT OF ORDER**

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

#### **15. INTERRUPTION OF SPEAKER**

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

#### **16. PUBLIC ADDRESSING THE BOARD**

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

**17. SUSPENSION OF RULES**

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

**18. AMENDING RULES**

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

**19. RULES OF ORDER**

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

**20. BOARD MEMBER CODE OF CONDUCT**

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

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

are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.

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

## **21. Electronic Participation in Meetings.**

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

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

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

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

## **22. EXPENSES**

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

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



## **VILLAGE OF SISTER BAY COMMITTEE/COMMISSION BYLAWS AND RULES**

*(Draft 041916)*

### **1. COMMITTEE/COMMISSION ORGANIZATION**

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

### **2. COMMITTEE/COMMISSION MEETINGS**

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

### **3. QUORUM**

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

**Presidential Alternate** All Village Committees, Commissions and Boards (except those specifically excluded by state statute) shall have the Village President serve as a non-voting alternate. In the event that a quorum of a body is not present, the President, or his surrogate designee, shall hold the authority to fill the quorum and sit as a voting member of the body in order to dispense with the business at hand.

### **4. ABSENCES AND ATTENDANCE**

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

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

- a) All participating members can simultaneously hear each other during the meeting;

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

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

#### **5. AGENDA AND MINUTES**

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

#### **6. EXPENSES**

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

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

#### **7. BUDGET**

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

#### **8. OTHER**

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

## **9. DEFINITIONS**

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

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

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

## **DUTIES OF COMMITTEES OR COMMISSIONS**

### **ADMINISTRATIVE COMMITTEE**

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

### **ADMINISTRATION AND COMPENSATION OVERSIGHT COMMITTEE**

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

### **BAY SHORE DRIVE OVERSIGHT COMMITTEE**

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

### **DOOR COUNTY COASTAL BYWAY COMMISSION**

Door County’s Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol,

Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or the Village Administrator represent it on the Commission.

#### **DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION**

The Door County Economic Development Corporation, (DCEDC), is a public/private partnership dedicated to improving the economic vitality of the County and its residents. As a public/private partnership, DCEDC is funded by a combination of investments from private companies and local government, as well as grants and contract service fees. These funds provide the money necessary for the DCEDC to provide business assistance, financial incentives and other initiatives designed to strengthen the local business climate.

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

#### **ECONOMIC DEVELOPMENT COMMITTEE**

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

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

#### **FINANCE COMMITTEE**

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

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

#### **FIRE BOARD**

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

**FIRE DISTRICT EXPLORATORY COMMITTEE**

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

**HISTORICAL SOCIETY**

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

**LIBRARY COMMISSION**

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

**MARINA COMMITTEE**

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

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

**MARINA FEST COMMITTEE**

The Marina Fest Committee, which is a standing committee, shall consist of one Trustee, one member of the Parks Committee, the Chairman of the Marina Committee and one citizen alternate. The Marina manager shall be an ex-officio member. 2 Co-Chairs shall be selected to provide leadership in organizing the event.

The Marina Fest Committee shall:

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

#### **PARKS, PROPERTY AND STREETS COMMITTEE**

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

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

#### **PERSONNEL COMMITTEE**

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

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

#### **PLAN COMMISSION**

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

collectors and wind for energy systems; encourage the protection of ground water; stabilize and protect property values; further the appropriate use of land and conservation of natural resources; preserve and promote the beauty of the community; and implement the community's Comprehensive Plan or plan components. To this end, Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations.

#### **COMMUNICATIONS AND TECHNOLOGY COMMITTEE**

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

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

#### **SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS**

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

#### **TEEN CENTER BOARD**

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

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

#### **TOURISM ZONE COMMISSION**

The Door County Tourism Zone Commission is an intergovernmental entity established by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting a 5.5% tax on room charges, and the Village is bound by Ordinance No. 123-121206 and Resolution No. 160-121206, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission. Based upon the room tax collected to date Sister Bay is entitled to and has appointed

two residents or citizens to serve as voting members of the Tourism Zone Commission. Those resident or citizens will preferably own or operate a lodging establishment(s) in the Village and will serve one-year terms on the Commission. Any appointments to the Tourism Zone Commission are considered other committee appointments.

#### **UTILITIES COMMITTEE**

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

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

#### **Water, Sewer and Storm Sewer Committee**

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

#### **WATERFRONT OVERSIGHT COMMITTEE**

The Waterfront Oversight Committee, which is a sub Committee of Parks, Properties and Streets, was created to oversee and plan all aspects of waterfront development, planning, promotion, and project management on Village owned property along Bay Shore Drive. Helms, Hendrickson and, Marina Parks as well as the Marina are the major areas of focus. The Committee makes recommendations to the Parks Committee and Village Board regarding the preferred course of action on the waterfront. The Waterfront Oversight Committee shall consist of 2 Trustees, 1 SBAA, 1 Business Rep at Large, and 3 Citizens.

#### **ZONING BOARD OF APPEALS**

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



# Village of Sister Bay

## BOARD REPORT

Meeting Date: 04/19/2016  
Item No.: 15

**Recommendation:**

That the Board accepts the recommendation of the Parks Committee and approves a Concessionaire's Agreement with Bay Shore Outdoor.

**Summary:**

See Attached Draft Agreement.

**Financial Impact:**

Revenue to General Fund will be dependent on gross sales. Thus far, income to the Village has been only a few hundred dollars for the lifespan of operations at the Sister Bay Beach.

Respectfully submitted,

Zeke Jackson  
Village Administrator



## SISTER BAY BEACH CONCESSION AGREEMENT

This Concession Agreement is entered into by the Village of Sister Bay (the "Village") and Bay Shore Outdoor Stores, Inc. (the "Concessionaire").

**WHEREAS**, the Village considers it necessary for the proper comfort of the public to grant to the Concessionaire a concession for the furnishing of supplies or facilities and services at Sister Bay Beach; and,

**WHEREAS**, the Village considers this concession is of concern and benefit to Sister Bay Beach and will render Sister Bay Beach more attractive for public use,

**NOW, THEREFORE**, in consideration of their mutual promises, the parties agree as follows:

1. The Village grants to the Concessionaire the right to operate a concession to provide beach rental services to include non-motorized watercraft, incidental "beach" accessories (such as sunglasses and suntan lotion), sundries (prepackaged snacks such as "Clif Bars" and bottled, non-alcoholic, "athletic" beverages) and other items approved in an item list submitted to the Parks Committee at a location at or near the western end of Sister Bay Beach from the date this agreement is executed through September 30, 2021.

This agreement may be extended for an additional 5 year period with the consent of the Village; a first right of refusal is given to the Concessionaire for renewal.

2. The concession will be located on the premises designated by the Village and made a part of this agreement. The concession will include, subject to Village approval, the rental of kayaks, paddleboats, water bikes and paddleboards, and Concessionaire will have the right to offer programs such as lessons and guided tours with said watercraft. The Concessionaire shall provide, at no additional cost, the equipment required for safe operation of rentals and tours.

3. The Concessionaire will pay to the Village by December 1 of each year during the term of this agreement 10% of the total annual gross sales of the concession along with a POS merchant report of said sales.

4. The concession shall be operated and open for business on a daily basis at least from the first Saturday falling on or after June 15 through Labor Day each year and at all other mutually agreeable times. Under no circumstances will the concession be open if weather conditions are, or may be, hazardous to the public.

5. All business property necessary to operate the concession will be furnished by the Concessionaire. The Concessionaire may remove such business property at any time during the term of this agreement and, upon termination of the agreement, will remove the business property within 15 days. The Concessionaire will not remove any business property or fixture if removal will damage the property or interest of the Village. The Village Parks Committee will approve of the location and material makeup of the business equipment, including the architecture of any temporary structures.

6. The Concessionaire will maintain and keep in good repair the premises used for the concession, and will keep the immediate premises and surrounding grounds in a clean, neat, and sanitary condition at all times. The Concessionaire shall make no improvements, alterations, additions, or changes to the premises except by written approval of the Village.

7a. The Village may terminate this agreement upon thirty (30) days written notice to the Concessionaire if the Village determines that Concessionaire's management or operation of the concession has violated on two or more occasions the terms of this agreement or the Village's code of ordinances.

7b. Effective Change of Ownership. The words "Effective Change of Ownership" shall mean any cumulative change of fifty percent (50%) or more of the ownership of the Concessionaire, or any change in the authority of any individual that signs the Lease on behalf of the Concessionaire. Within ten (10) days after any Effective Change in Ownership, the Concessionaire shall notify the Village in writing with a notice specifying the changes in writing. The Parks Committee may terminate the Lease at any time after an Effective Change of Ownership by giving not less than thirty (30) days advance written notice of the termination to the Concessionaire. This Lease is not assignable.

8. The Village may enter upon the premises at any time upon reasonable notice for the purposes of inspection or making such repairs and improvements as the Village deems necessary.

9. The Concessionaire will indemnify the Village against any cause of action, claim, damage cost or expense, including reasonable attorney's fees, arising from the management or operation of the concession or from breach, default or negligence of Concessionaire at the premises.

10. The Concessionaire shall maintain liability insurance effective during the term of this agreement naming the Village and its employees and Bay Shore Outdoor Stores, Inc. as the named insured in an amount of \$1,000,000.00 single limit or per occurrence, including coverage of \$1,000,000.00 for bodily and personal injury and \$500,000.00 for property damage arising from operation of the concession. Any notice of cancellation of the insurance policy will require notice to the Village.

11. The Concessionaire shall conduct the concession in an orderly and business-like manner, will maintain an adequate stock of supplies and equipment.

12. The Concessionaire will furnish full Workers Compensation for its employees and shall comply with all federal, state and local rules.

13. If the Village determines that an emergency exists, the Village may order the concession to be temporarily closed.

14. In this agreement, the "Village" and the "Concessionaire" shall mean to include: their respective employees, officers, members, directors, agents, servants, contractors' representatives, partners, assignees and successors. If the Concessionaire ceases to exist in fact or by law, the Village may immediately terminate this concession agreement, but shall be considered to have a secured interest in Concessionaire's equipment, inventory, bank accounts and any other assets until Concessionaire's obligations to the Village are met.

15. This agreement shall constitute the entire agreement and previous agreements or communications pertaining to this agreement are hereby superseded. Any contractual revisions, adjustments and time extensions must be made by amendment to this agreement or other written documentation, signed by both parties.

**IN WITNESS WHEREOF**, the Developer and the Village have caused this agreement to be signed by their appropriate officers and their corporate seals to be hereunto affixed in three original counterparts the day and year first above written.

Concessionaire

Bay Shore Outdoor Inc.

By: \_\_\_\_\_

Rick Wiley

COUNTY OF DOOR

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2016, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and to me acknowledged that \_\_he executed the foregoing instrument in such capacity.

\_\_\_\_\_  
Notary Public, State of WI

My commission expires: \_\_\_\_\_

VILLAGE OF SISTER BAY

\_\_\_\_\_  
Village President

\_\_\_\_\_  
Village Clerk

STATE OF WISCONSIN  
COUNTY OF DOOR

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2016, the above named \_\_\_\_\_, and \_\_\_\_\_, Village Clerk, of the above-named municipal corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such individual and Village Clerk of the municipal

corporation and acknowledged that they executed the foregoing instrument as such officers as the deed of the municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public, State of WI  
My commission expires: \_\_\_\_\_



# Village of Sister Bay

## BOARD REPORT

**Meeting Date: 04/19/2016**

**Item No.: 16**

**Recommendation:**

Attached, you will find a summary and the proposals from Civic Systems and Xpress Bill Pay regarding the Accounting Software Upgrade to Clarity.

**Summary:** Civic Systems currently provides the Village with accounting software called Classic. Civics expects to retire Classic in the near future. They offer an enhanced product called Clarity. Modules are similar to those used in Classic, but Clarity comes with increased functionality.

Civics offers the upgrade from Classic to Clarity at one-half of the standard licensing fee. In addition to license fees, Civics charges conversion fees, and anticipated training costs. Because this system is used by all funds of the Village, the cost has been allocated accordingly across the funds. As a result of the upgrade, there are several additional modules that are offered that will increase productivity and efficiency. The modules that I recommend adding to our software suite include:

- miExcel AP: This product allows us to use spreadsheet to supply information to the accounts payable module and vice versa.
- ACH Direct Deposit: Direct deposit will allow us to save time and cost in payroll.
- miViewPoint: This module is a dashboard for department heads/managers. They can view budget versus expenditures and generate reports, among other functions.
- Online Bill Pay Interface: This is a module that is primarily available for receipting online Utility payments.

The total capital investment for the General Fund (including minor funds, debt service, CIP, and TIF) is \$14,516. The outlay allocated to the Marina and the Utility Funds is \$7,844 and \$21,790, respectively.

An upgrade to Clarity will result in increased expenses for software support (page 2 of the summary). Increased annual support fees allocated to the Marina, Utility, and General Fund are \$1,109; \$3,080; and \$2,052; respectively.

Above, I recommended moving forward with an online bill payment module. In addition to this module, the Utility would need to contract with a bill payment company that integrates with Clarity. Xpress Bill Pay is recommended by Civics. The system is very user friendly and comes at a reasonable cost. The estimated annual cost is conservatively estimated at \$2,912. This is a convenience for our utility customers and affords them the ability to pay by credit card, direct withdrawal, or through their bank's bill payment system. Because Xpress Bill Pay maintains 24 months of history, customers can view quarter to quarter usage changes. In addition, I anticipate this product will increase efficiency in the office by not manually processing payments, decreasing postage and printing costs, and eliminating manual journal entries.

**Proposals:** The proposals from Civic Systems and Xpress Bill Pay have also been included. There are additional modules that the Village may wish to purchase in the future to continue to increase efficiency and productivity; however, I believe I have recommended the modules that can make an immediate impact.

**Financial Impact:**

General Fund: \$16,567

Marina: \$8,953

Utility: \$27,445

Please recall that the automation component of the Utility Clerk's position is partially fulfilled by this upgrade and will allow more efficient work output. The same can be said for the use of Clarity by the Marina.

Respectfully submitted,

Tasha Rass  
Finance Director

## Civic Systems - Upgrade from Classic to Clarity

Clarity Upgrade Modules	License Fee	Conversion/		Total Investment	Allocation to Marina	Allocation to Utility	Remaining
		Setup	Training Cost				Allocation to GF
Based on 4 Concurrent User Licenses	2,000	-	-	2,000	667	667	667
Accounts Payable	5,500	-	600	6,100	98	3,297	2,706
Accounts Receivable	5,500	-	600	6,100	548	2,777	2,775
Cash Receipting	4,500	-	600	5,100	458	2,322	2,320
General Ledger	7,000	-	1,800	8,800	2,933	2,933	2,933
Activity Reporting	-	-	-	-	-	-	-
Bank Rec	-	-	-	-	-	-	-
Budgeting	-	-	-	-	-	-	-
miExcel GL	-	-	-	-	-	-	-
Payroll	8,500	-	1,200	9,700	2,728	1,213	5,759
Magnetic W-2's	-	-	-	-	-	-	-
Utility Billing	11,900	-	1,800	13,700	-	13,700	-
ACH Direct Pay	-	-	-	-	-	-	-
Electronic Read Interface	-	-	-	-	-	-	-
Splitter	-	-	-	-	-	-	-
Tax Certification	-	-	-	-	-	-	-
Conversion and Setup Estimates	-	4,500	-	4,500	1,500	1,500	1,500
Subtotal					8,932	28,407	18,660
Less: Clarity Upgrade Discount	(22,450)	-	-	(22,450)	(3,581)	(11,388)	(7,481)
Total Costs w/ No Additions to Modules:	22,450	4,500	6,600	33,550	5,351	17,019	11,179
<b>Additional Modules Recommended</b>							
miExcel AP	1,000	-	-	1,000	333	333	333
ACH Direct Deposit	2,700	-	-	2,700	759	338	1,603
miViewPoint (Department Head Dashboard)	3,000	600	600	4,200	1,400	1,400	1,400
Online Bill Pay Interface	2,700	-	-	2,700	-	2,700	-
Additional Costs	9,400	600	600	10,600	2,493	4,771	3,336
Investment in Upgrade							
				<b>*TOTAL CAPITAL INVESTMENT</b>	7,844	21,790	14,516

\* In addition to the license, conversion, and training fees, there will be an increased annual support cost.

Annual Support Increase Related to Current Modules	3,910
Additional Annual Support for Recommended Modules	2,330
	6,240
<b>Subtotal</b>	6,240
<b>Less: Marina Portion of Support</b>	(1,109)
<b>Less: Utility Portion of Support</b>	(3,080)
<b>Total Increase in Support Fees to General Fund</b>	2,052

Utility Billing - addition of online bill payment system - Xpress Bill Pay

<b>Fees:</b>	<b># of Current Customers</b>				
Monthly Service Fee:		\$ 19.00	x 3 mo/qtr	\$ 57.00	
Monthly Support and Hosting		50.00	x 3 mo/qtr	150.00	
Credit/Debit Card Fee (per transaction)		\$ 0.35			
EFT or eCheck Payment (per transaction)		0.45	1114	501.30	
Online Banking Consolidation (per transaction)		0.25			
EFT Returned Items (if applicable, per transaction)					
Invalid acct/unable to locate acct (per return)		\$ 5.00			
NSF, Account Closed/Frozen (per return)		10.00	2	20.00	(5 NSF in 2015)
Customer stop payment (per return)		25.00			
		<b>**Estimate of Quarterly Cost:</b>		<b>\$ 728.30</b>	

\*\*Merchant Processor costs not included

**One-time Costs:**

Initial Setup, Configuration & Development	\$ 2,000.00
On-site Training	\$ 500.00 + airfare and hotel
Card Swipe Terminal	\$ 75.00

**FEATURES:**

PCI Compliant	Receipts emailed to customer	Link on Village Website
Information stored on Xpress Pay servers	Offers auto-pay	Option to expand receipting to GF
Single sign-on for multiple accounts	Paperless billing available	Option to take card payments in office
Balance updates on a daily basis	Integrates with Clarity	
24 months of transaction history is stored	Daily settlement of funds	

**Computer Software and  
Conversion Services Proposal  
Village of Sister Bay  
Prepared by Civic Systems, LLC**



Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
Phone: 888.241.1517  
Fax: 608.249.1050  
mlaesch@civicsystems.com  
www.civicsystems.com

April 13, 2016

# Software Purchase Agreement

Civic Systems, LLC  
 Ten Terrace Court  
 P.O. Box 7398  
 Madison, WI 53707-7398

Village of Sister Bay  
 2382 Maple Drive  
 Sister Bay, WI 54234

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

## INVESTMENT SUMMARY

Clarity License Fees (5 Concurrent Users)	\$	46,900
<i>Less Clarity Upgrade Discount</i>		<i>(23,450)</i>
Conversion/Setup		4,500
Training		6,600
		<hr/>
<b>TOTAL INVESTMENT</b>	<b>\$</b>	<b>34,550</b>
		<hr/>
<b>ANNUAL SUPPORT INCREASE</b>	<b>\$</b>	<b>3,910</b>
		<hr/>

\*Above amounts do not include travel costs. Travel costs are invoiced at \$0.56 per mile round trip and actual costs for hotel (Holiday Inn or equivalent) and meals (max of \$35 daily).

## SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

### VILLAGE OF SISTER BAY

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**STRONG SOFTWARE, STRONG COMMUNITY**

A SUBSIDIARY OF BAKER TILLY  
 VIRCHOW KRAUSE, LLP

## Selected Modules Detailed Costs

### LICENSE FEES (4 CONCURRENT USERS)

Clarity Upgrade Modules	License Fee	Conversion/ Setup	Training Cost	Total Investment
<b>Based on 4 Concurrent User Licenses</b>	\$ 2,000	\$ 0	\$ 0	\$ <b>2,000</b>
<b>Accounts Payable</b>	5,500	Included	600	<b>6,100</b>
<b>Accounts Receivable</b>	5,500	Included	600	<b>6,100</b>
<b>Cash Receipting</b>	4,500	Included	600	<b>5,100</b>
<b>General Ledger</b>	7,000	Included	1,800	<b>8,800</b>
Activity Reporting	Included	Included	Included	<b>Included</b>
Bank Rec	Included	Included	Included	<b>Included</b>
Budgeting	Included	Included	Included	<b>Included</b>
miExcel GL	Included	Included	Included	<b>Included</b>
<b>Payroll</b>	8,500	Included	1,200	<b>9,700</b>
Magnetic W-2's	Included	Included	Included	<b>Included</b>
<b>Utility Billing</b>	11,900	Included	1,800	<b>13,700</b>
ACH Direct Pay	Included	Included	Included	<b>Included</b>
Electronic Read Interface	Included	Included	Included	<b>Included</b>
Splitter	Included	Included	Included	<b>Included</b>
Tax Certification	Included	Included	Included	<b>Included</b>
<b>Conversion And Setup Estimates</b>	Included	4,500	Included	<b>4,500</b>
<b>Less: Clarity Upgrade Discount</b>	<u>(22,450)</u>	<u>==</u>	<u>==</u>	<u>(22,450)</u>
<b>TOTALS COSTS</b>	<u><b>22,450</b></u>	<u><b>4,500</b></u>	<u><b>6,600</b></u>	<u><b>33,550</b></u>

\*Above amounts do not include travel expenses



**STRONG SOFTWARE, STRONG COMMUNITY**

A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP

## Optional Module Detailed Costs

### OPTIONAL MODULES

Selected Product Descriptions	License Fee 5 Concurrent	One-Time conversion/setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
<b>Concurrent Users Above 4 (each)</b>	\$ 2,000	\$ 0	\$ 0	\$ 2,000	\$ 0
<b>Accounts Payable Add Ons</b>					
miExcel AP	1,000	--	--	1,000	300
<b>Business Licenses</b>	3,300	1,200	600	5,100	990
<b>Fixed Assets</b>	3,300	600	600	4,500	990
<b>Payroll Ad Ons</b>					
ACH Direct Deposit	2,700	--	--	2,700	540
miExcel Payroll Import	2,000	1,000	--	3,000	600
miPay (Paperless Paystubs)	--	1,000	--	1,000	600
<b>miViewPoint (Department Head Dashboard)</b>	3,000	600	600	4,200	900
<b>Utility Billing Add Ons</b>					
Online Bill Pay Interface**	2,700	--	--	2,700	540

\*Above amounts do not include travel expenses

\*\*If Online Bill Presentment is chosen there is a monthly hosting fee of approximately \$50. This payment along with all transactional payments are paid to the online billing provider.



**STRONG SOFTWARE, STRONG COMMUNITY**

A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Clarity 4.x – Network

Important! Using servers or workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Clarity.

Network Server Operating System	Microsoft® Windows 2008 R2 Server (64-bit), 2012 Server (64-bit), 2012 R2 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   16 GB of available RAM   30 GB available disk space for Caselle Clarity applications (180 MB) and data   Separate physical hard drive for SQL log file (8-15 K SAS HDD preferred)   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"> <li>• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li> <li>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li> </ul>
Database Software	Microsoft® SQL Server 2012 (64-bit) or 2014 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Clarity applications (180 MB) and data   LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 7™ Professional (32-bit or 64-bit). Windows 8™ Professional (32-bit or 64-bit)
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280 Printers
Internet Access	DSL, ISDN, or T1  Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint <small>Only needed if miViewPoint is being installed.</small>	IIS 7 or later   8 GB of available RAM   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   additional 4 GB of available RAM on the SQL Server   Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

# Attachment A – Caselle Software Distribution Agreement

## Caselle Software Distribution Agreement

Caselle  
1570 North Main  
P.O. Box 100  
Spanish Fork, Utah 84660  
("Caselle")

### CASELLE, INC. SOFTWARE LICENSE AGREEMENT

CASELLE AGREES TO PROVIDE THE SOFTWARE TO YOU, SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS.

#### Grant of License

Caselle agrees to grant, and You agree to accept a limited, non-exclusive license ("License") to use the computer programs, with the accompanying manuals, video tapes, literature and other materials ("Software") as detailed under Items, in perpetuity subject to the terms and conditions of this Software License Agreement and subject to termination as provided herein.

#### Title and Confidentiality

Title and full ownership rights to the Software licensed under this agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is required to be disclosed pursuant to a state's "open records" law, or is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced.

#### License

You may:

- a) Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System, but shall under no circumstances be used on more than one System at a time.
- b) Make System readable copies of the diskettes provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

You may not:

- a) Rent, lease, sublicense, assign or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.
- b) Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- c) Modify the Software or merge it into any other product without the express written consent of Caselle.
- d) Reproduce, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- e) Permanently transfer or assign the Software and the rights under this License to another party without the express written consent of Caselle.
- f) Use the Software to provide accounting services to multiple government agencies other than Your own.

Any attempt to do any of the above (a to e) shall void and terminate this Agreement.

#### Term

This Software License Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing and returning all copies and modifications of the Software within 30 days of such notification. Your License terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle or its agent within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle \$100.

# Attachment A – Caselle Software Distribution Agreement

## **Warranty**

- a) Caselle warrants that it has sufficient right and title to the Software to grant You this License. For 1 year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The entire risk as to the results and performance of the Software is assumed by You. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software.
- b) Caselle represents and warrants that the Software is Year 2000 compliant; that it shall not cause the system to crash on account of indefinite date or data fields; that it shall be fault-free in processing date and data (including, but not limited to, calculating, comparing and sequencing) prior to, through and beyond January 1, 2000, including any leap year calculations.

## **Disclaimers and Limitations of Remedies**

- a) Except as specifically stated in this Agreement, the Software is Licensed "as is" without warranty of any kind, either express or implied, including, but not limited to implied warranties of merchantability and fitness for a particular purpose. In no event shall Caselle be liable for any indirect, special or consequential damages, including, but not limited to, loss of anticipated profits, revenue or savings, arising from the use of or inability to use the Software or breach of any expressed or implied warranty, even if Caselle or its agent has been advised of the possibility of such damages. The maximum liability of Caselle for all damages from any claims shall not exceed the License fee for the Software.
- b) In the event that the parties are unable to resolve differences, which may arise relating to this Agreement, all disputes rising from this Agreement shall be resolved through binding arbitration in Utah. The arbitration shall be governed by the most recently published Commercial Arbitration Rules of the American Arbitration Association. Both parties agree to submit disputes to a single arbitrator acceptable to both parties. The arbitrator will be selected from a list compiled by the parties' respective legal counsels. Every person named on the list of potential arbitrators must be a neutral and impartial lawyer who has at least ten years specializing in the field of general commercial litigation and is knowledgeable about software. The arbitrator shall base its award on applicable law and judicial precedent and unless both parties agree otherwise shall include in such award the finding of fact and conclusions of law upon which the award is based. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

## **Additional Services**

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized agent, and are subject to separate agreements.

## **General**

- a) The Warranty and Limitation of Remedies gives You specific legal rights. You may also have other rights, which vary from state to state, in which case the greater right will apply.
- b) This Agreement shall be governed and construed in accordance with the laws of the State of Utah and you hereby consent to the jurisdiction of State and Federal courts in Wisconsin. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- c) This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- d) If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- e) All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- f) In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- g) Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail.
- h) The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default.
- i) Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.

# Attachment B – Support Agreement

## CIVIC SUPPORT AGREEMENT

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This Support Agreement is made by and between the VILLAGE OF SISTER BAY (client), 2382 Maple Drive, Sister Bay, WI 54234, and CIVIC SYSTEMS, LLC (Civic), Ten Terrace Court, Madison, Wisconsin 53707-7398.

### TERMS AND CONDITIONS

#### 1. DEFINITIONS

For purposes of this Civic Support Agreement, the subsequent capitalized terms will have the following meanings:

- A. "Client" – Will denote the Village of Sister Bay, WI.
- B. "Civic" – Will denote Civic Systems, LLC.
- C. "Services" – Will denote services related to software training, onsite implementation assistance, and conversion services, as more specifically set forth in the "Conversion Services" attached hereto as Attachment "B".
- D. "Software" – Will denote end user computer programs and modules purchased by the Client from Civic, as more specifically set forth in the "Cost Detail" attached hereto as Attachment "A".
- E. "Product" – Will denote any goods or services produced by a third-party entity other than Civic.

#### 2. TERM

The initial term of this Support Agreement is for a period of 1 year(s) from the effective date. The effective date is defined as the date the first module is implemented and considered "live". Upon expiration of the initial term of the Support Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of one (1) year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the initial term or subsequent renewal term(s).

#### 3. CHARGES

Civic will invoice client on the effective date and semi-annually thereafter. Invoices are sent in December for Support services rendered in the subsequent six (6) months for January through June. Invoices are sent in June for Support services rendered in the subsequent six (6) months for July through December. All invoices are due within 30 days of the invoice date. Invoices not paid within 30 days are subject to 1.5% interest per month or an annual interest rate of 18% per year. Civic will cease any and all Support services for any invoice not paid within 90 days until payment is made in full. Civic has the right to increase support charges at each anniversary or the effective date. Written notice of such increases shall be given to client not less than thirty (30) days before the anniversary of the effective date.

#### 4. SERVICE HOURS

Civic will provide telephone and web support service five business days a week, from 8 AM to 5 PM Central Standard Time, excluding nationally recognized holidays. Annual support charges do not cover on-site support.

#### 5. SERVICE NOTIFICATION

Client shall notify Civic of support tickets, by contacting Civic support and identifying the issue and symptoms. Notification may be made to Civic via telephone, web, e-mail or fax, as outlined below and in any of the methods outlined in the **SOFTWARE SUPPORT** section below.

Telephone: 608 240 2600  
Toll-Free: 800 241 1517  
Fax: 608 249 1050  
E-mail: [support@civicsystems.com](mailto:support@civicsystems.com)  
Website: <http://www.civicsystems.com>

## Attachment B – Support Agreement

### 6. TERMINATION OF AGREEMENT

This Support Agreement may be terminated as outlined under the **TERM** section above. In addition, Civic or client shall terminate this agreement immediately upon written notice thereof to the other party, in the event the other party shall have breached a material provision of this Support Agreement, which breach shall not have been cured within a thirty (30) day period. If breach is not capable of being cured within such thirty (30) day period, this Support Agreement shall not be terminable so long as the party committing such breach shall have established to the reasonable satisfaction of the other party that it is using all diligent efforts to effect such cure.

This Support Agreement may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

### 7. ASSIGNMENTS

Civic shall not assign, transfer or pledge this Support Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of client. A consent to assign shall be subject to such conditions and provisions as client may deem necessary, accomplished by execution of a form signed by client, Civic, and the assignee.

### 8. PLACE OF USE

The Customer shall provide a suitable, clean location for the installation and operation of the Product, including adequate surge protection on the electrical supply source.

### 9. RISK OF LOSS

This Support Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of Civic, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product.

### 10. PERFORMANCE

Civic shall exercise its best efforts in performing services covered under this Support Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation or other causes beyond its control, or for any consequential damage whatsoever.

### 11. LIABILITY

Civic is only obligated to provide software support services for the most currently released version of the Software, and the immediately preceding version. Civic shall not be responsible, nor incur liability of any kind, nature or description to client, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

## Attachment B – Support Agreement

### 11. Warranty

- A. Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.
- B. Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Civic to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of client's information technology system upon which or related to which Civic provides Services under this Agreement.
- C. Civic represents and warrants that materials produced or used under this contract, including but not limited to software hardware, documentation, and/or any other item, do not and will not infringe upon any intellectual property rights of another, including without limitation patents, copyrights, trade secrets, trade names, and service marks and names.
- D. If a third party claim that the Software infringes upon any intellectual property rights of another which causes client's reasonable use of the software or other material supplied under this contract to be seriously endangered or disrupted, Civic shall promptly, without additional charge to client either procure for client the right to continue using the software or other material, or replace or modify that software or material so that it becomes non-infringing, provided that such replacement or modified software or material has the same functional characteristics as the infringing software or material. If none of the foregoing alternatives are possible even after Civic's best efforts, client shall have the right at its election, to terminate the license to the infringing software and Civic shall promptly refund to client all fees, costs, and charges paid by client to Civic for that software or material and any other software or material reasonably rendered ineffective as the result of said infringement.
- E. Civic warrants that any Services that it provides to client under this Agreement will be performed in accordance with generally accepted industry standards of care and competence. Client's sole and exclusive remedy for a breach of Civic's warranty will be for Civic, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee client paid for the Services that are in breach of Civic's warranty. Client must make a claim for breach of warranty in writing within thirty (30) days of the date that the Services that do not comply with Civic's warranty are performed. This warranty is voided in the event that client makes alterations to the Services provided by Civic or to the environment in which Services are used (including the physical, network and systems environments). If client does not notify Civic of a breach of Civic's warranty during that 30-day period, client will be deemed to have irrevocably accepted the Services.
- F. Civic does not warrant any third-party product (each, a "Product"). All Products are provided to client by Civic "AS IS." Civic will, to the extent it is allowed to by its vendors, pass through any warranties and indemnifications provided by the manufacturer of the Product. Client acknowledges that no employee of Civic or any other party is authorized to make any representation or warranty on behalf of Civic that is not in this Agreement.

## Attachment B – Support Agreement

### 12. LIMITATION ON LIABILITY

In no event will Civic's liability exceed the license fees, services, and support fees paid to date by the Customer to Civic. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. In no event shall either party be liable for ANY lost profits, LOST Business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages arising out of or related to this Agreement.

Customer will indemnify Civic, its parent company (Baker Tilly) and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the Services of this Agreement.

In the event Civic is requested by the Customer; or required by government regulation, subpoena, or other legal process to produce its engagement working papers or its personnel as witnesses with respect to its Services rendered for the Customer, so long as Civic is not a party to the proceeding in which the information is sought, Customer will reimburse Civic for its professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Civic will indemnify Customer against any damage or expense relating to bodily injury or death of any person or tangible damage to real and/or personal property incurred while Civic is performing the Services to the extent such damage is caused solely by the negligent acts or willful misconduct of Civic's personnel or agents in performing the Services.

Customer accepts and acknowledges that any legal proceedings arising from or in connection with the services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

### 13. DEFAULT

In the event of payment default by client, Civic shall be entitled to collect interest and collection costs, including court costs and reasonable attorney fees. In the event of default by the Customer in any term or condition herein, Civic may, at its option, refuse service or terminate its obligations under this Agreement.

### 14. FORCE MAJEURE

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision ("Force Majeure Event"), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

## Attachment B – Support Agreement

### 15. NOTIFICATION

All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:

- A. Actually received, or
- B. Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or
- C. If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth below or
- D. Upon delivery by client of the notice to an authorized Civic representative while at client site.

The addresses of the parties to this Agreement are as follows:

Civic Systems, LLC  
 Ten Terrace Court  
 P.O. Box 7398  
 Madison, WI 53707-7398

Village of Sister Bay  
 2382 Maple Drive  
 Sister Bay, WI 54234

### 16. WAIVER

This instrument contains the entire Agreement for support of the parties. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

### 17. SOFTWARE SUPPORT

The customer will supply the conditions and data which caused the malfunction and help reproduce the failure. The following services are part of the Support Agreement:

- A. Telephone and Internet Support – Unlimited and reasonable telephone technical support is provided during the hours specified in the **Service Hours** section above. In addition, client has the ability to log support issues and search a knowledge base utilizing Civic’s customer support portal over the internet twenty-four (24) hours a day, seven (7) days a week. Technical support history, including issue and resolution, shall be available to client via the customer support portal over the internet for a period of three (3) years. Civic shall, on occasion, employ software tools that utilize the internet to troubleshoot technical support issues.
- B. Bug fixes and Updates – Civic shall provide client with all bug fixes and updates within twenty (20) days of receiving bug fixes and updates upon satisfactory software testing by Civic. Documentation communicating bug fixes, updates, and changes to the database schema shall be sent to client.
- C. Software Upgrades – Civic shall provide client with upgrades to the current platform when available. Civic shall provide client with all upgrades within thirty (30) days of satisfactory software testing by Civic. All relevant documentation communicating enhancements, changes to user manuals, changes to the database schema, etc. shall be sent to client.
- D. Trained Employees – Support will be provided to any employee that has completed formal training with Civic. Client shall notify Civic of any new employees requiring software support. New employees must schedule formal training with Civic at the current daily rate before support services are provided under the Support Agreement. If software support is required before training takes place, Civic will provide support as long as training has been scheduled with Civic

### 18. MISCELLANEOUS

This Support Agreement covers those services rendered for pre and post “go-live”.



## Village of Sister Bay

Tasha Rass  
2383 Maple Drive, Sister Bay, WI 54234

Prepared By: Jared Swinford

Date: April 14, 2016

### Recurring Monthly Fees

<u>Qty</u>	<u>Description</u>	<u>Rate</u>
<b>1</b>	<b>Gateway Services Processing Fees</b>	
	Credit/Debit Card (per transaction)*	<b>\$0.35</b>
	EFT or eCheck Payment (per transaction)	<b>\$0.45</b>
	Online Banking Consolidation (per transaction)	<b>\$0.25</b>
	<i>*Merchant service fees from the card companies will be billed directly from the respective provider.</i>	
	<b>EFT Returned Items (if applicable):</b>	
	Invalid account or unable to locate account (per return)	<b>\$5.00</b>
	NSF, Account closed, or Account frozen (per return)	<b>\$10.00</b>
	Customer stop payment (per return)	<b>\$25.00</b>
<b>1</b>	<b>Support, Maintenance and Hosting Fee</b>	<b>\$50.00</b>
	Price includes: all end user and administration support via the Xpress Bill Pay toll-free 800 number, upgrades, hosting, and maintenance.	
<b>1</b>	<b>Monthly Service Fee</b>	<b>\$19.00</b>
<b>TOTAL:</b>		<b>Based upon activity</b>

**Setup Charges**

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	<p><b>Initial Setup, Configuration, and Development*</b></p> <p>Price includes: Online Payment, Auto Pay, and Card Swipe Modules. You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays. <i>*Your organization will be responsible for verifying that you have all the Caselle software modules necessary from Civic Systems for importing online transaction data.</i></p>	<b>\$2,000.00</b>
1	<p><b>On-site Training (One Time Payment)</b></p> <p>Price includes: one 8 hour day of training. <i>NOTE: You shall reimburse roundtrip airfare and hotel stay. Typically only one 8 hour day of training is necessary.</i></p>	<b>\$500.00</b> + airfare / hotel
<b>TOTAL:</b>		<b>\$2,500.00</b> + airfare / hotel

**Additional Services Available**

Integrated Remote Deposit

Lock Box

800 Interactive Voice Response (IVR) Phone Payment

800 Operator Assisted Phone Payment

Online Utility Service Signup Form

Online Business License Renewal Display/Payment

Online Court Citation Display/Payment

Online AR Statements Display/Payment

Online Custom Payment Forms

**Additional Equipment Available**

Credit Card Swipe Terminals (per unit)

\$75.00

Receipt Printers

Remote Deposit Scanners

*\*If you are interested in any of our additional services or equipment, please contact us for pricing.*

## Civic Systems - Upgrade from Classic to Clarity

Clarity Upgrade Modules	License Fee	Conversion/		Total Investment	Remaining		
		Setup	Training Cost		Allocation to Marina	Allocation to Utility	Allocation to GF
Based on 4 Concurrent User Licenses	2,000	-	-	2,000	667	667	667
Accounts Payable	5,500	-	600	6,100	98	3,297	2,706
Accounts Receivable	5,500	-	600	6,100	548	2,777	2,775
Cash Receipting	4,500	-	600	5,100	458	2,322	2,320
General Ledger	7,000	-	1,800	8,800	2,933	2,933	2,933
Activity Reporting	-	-	-	-	-	-	-
Bank Rec	-	-	-	-	-	-	-
Budgeting	-	-	-	-	-	-	-
miExcel GL	-	-	-	-	-	-	-
Payroll	8,500	-	1,200	9,700	2,728	1,213	5,759
Magnetic W-2's	-	-	-	-	-	-	-
Utility Billing	11,900	-	1,800	13,700	-	13,700	-
ACH Direct Pay	-	-	-	-	-	-	-
Electronic Read Interface	-	-	-	-	-	-	-
Splitter	-	-	-	-	-	-	-
Tax Certification	-	-	-	-	-	-	-
Conversion and Setup Estimates	-	4,500	-	4,500	1,500	1,500	1,500
Subtotal					8,932	28,407	18,660
Less: Clarity Upgrade Discount	(22,450)	-	-	(22,450)	(3,581)	(11,388)	(7,481)
Total Costs w/ No Additions to Modules:	22,450	4,500	6,600	33,550	5,351	17,019	11,179
<b>Additional Modules Recommended</b>							
miExcel AP	1,000	-	-	1,000	333	333	333
ACH Direct Deposit	2,700	-	-	2,700	759	338	1,603
miViewPoint (Department Head Dashboard)	3,000	600	600	4,200	1,400	1,400	1,400
Online Bill Pay Interface	2,700	-	-	2,700	-	2,700	-
Additional Costs	9,400	600	600	10,600	2,493	4,771	3,336
Investment in Upgrade							
				<b>*TOTAL CAPITAL INVESTMENT</b>	<b>7,844</b>	<b>21,790</b>	<b>14,516</b>

\* In addition to the license, conversion, and training fees, there will be an increased annual support cost.

Annual Support Increase Related to Current Modules	3,910
Additional Annual Support for Recommended Modules	2,330
<b>Subtotal</b>	<u>6,240</u>
<b>Less: Marina Portion of Support</b>	(1,109)
<b>Less: Utility Portion of Support</b>	<u>(3,080)</u>
<b>Total Increase in Support Fees to General Fund</b>	<b>2,052</b>

Utility Billing - addition of online bill payment system  
Xpress Bill Pay

Fees:		# of Current Customers	
Monthly Service Fee:	\$		19.00
Monthly Support and Hosting			50.00
Credit/Debit Card Fee (per transaction)	\$	0.35	
EFT or eCheck Payment (per transaction)		0.45	1114
Online Banking Consolidation (per transaction)		0.25	501.30
EFT Returned Items (if applicable, per transaction)			
Invalid acct/unable to locate acct (per return)	\$	5.00	
NSF, Account Closed/Frozen (per return)		10.00	2
Customer stop payment (per return)		25.00	20.00
<b>**Estimate of Quarterly Cost:</b>			<b>\$ 590.30</b>

\*\*Merchant Processor costs not included

FEATURES:

PCI Compliant	Receipts emailed to customer	Link on Village Website
Information stored on Xpress Pay servers	Offers auto-pay	Option to expand receipting to GF
Single sign-on for multiple accounts	Paperless billing available	
Balance updates on a daily basis	Integrates with Clarity	
24 months of transaction history is stored	Daily settlement of funds	



# Village of Sister Bay Board Report

For additional information:  
<http://intranet.sisterbay.com>

Meeting Date: 4/19/2016  
Item No.: 18

**Recommendation:** Please be advised that I have reviewed the following bills and recommend them for approval.

Bills By Type	Amount	Total
Village bills prepaid	\$ 136,236.78	
Bank fees & bills paid electronically	184.40	
<i>Village Total</i>		\$ 136,421.18
Marina bills prepaid	\$ 4,184.56	
Marina sales tax	3,509.90	
Marina credit card fees	31.95	
<i>Marina Total</i>		\$ 7,726.41
Ice Rink Fund bills	\$ 8.37	
Ice Rink Sales Tax	193.12	
<i>Minor Funds Total</i>		\$ 201.49
Debt Service Village	\$ 438,446.65	
Marina	-	
Utilities	85,647.74	
<i>Debt Service Total</i>		\$ 524,094.39
CIP/TIF bills prepaid	\$ 10,326.20	
<i>CIP/TIF total</i>		\$ 10,326.20
Utility bills prepaid	\$ 124,957.64	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 124,957.64
Net payroll: 3/18, 3/19, 3/20, 3/30, 4/1, 4/15	\$ 58,635.54	
State taxes paid online in March	2,496.56	
Retirement paid online in March	6,571.57	
<i>Payroll/taxes total</i>		\$ 67,703.67
<b>TOTAL ALL BILLS</b>		<b>\$ 871,430.98</b>

Fiscal Impact: As above

Respectfully submitted,

Tasha M. Rass  
Village Finance Director

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	30459	Thermostat Timers PT	04/01/2016	74.96 442.74	74.96 442.74	04/15/2016 04/15/2016
Total 10005					517.70	517.70	
10006	AMERICAN WATER WORKS ASSOCIA1	2016	Dues - M Schell	03/21/2016	330.00	330.00	03/23/2016
Total 10006					330.00	330.00	
10017	DAVE ALBERTS	41216	Safety glasses Safety glasses Safety glasses	04/12/2016	50.40 74.20 15.40	50.40 74.20 15.40	04/15/2016 04/15/2016 04/15/2016
Total 10017					140.00	140.00	
10030	ANDERSON PUMP & PROCESS INC	5235323	concentrator pump	02/01/2016	11,673.61	11,673.61	03/23/2016
Total 10030					11,673.61	11,673.61	
13270	BLUE PRINT SERVICE CO., INC	89818	WWTP pretreat. modifications +upgrades	03/18/2016	327.48	327.48	03/23/2016
Total 13270					327.48	327.48	
14350	CARDMEMBER SERVICE	1465	Water testing postage	03/07/2016	6.45	6.45	04/01/2016
		3777	WWTP training	03/03/2016	62.99	62.99	04/01/2016
Total 14350					69.44	69.44	
17506	CELLCOM	643985	cellphones cellphones cellphones	03/05/2016	60.04 88.39 18.35	60.04 88.39 18.35	03/16/2016 03/16/2016 03/16/2016
		764585	cellphones cellphones cellphones	04/05/2016	61.03 89.85 18.65	61.03 89.85 18.65	04/15/2016 04/15/2016 04/15/2016
Total 17506					336.31	336.31	
17560	COUNTRY WALK BP	1307	vehicle fuel vehicle fuel vehicle fuel	03/31/2016	17.62 25.91 5.36	17.62 25.91 5.36	04/01/2016 04/01/2016 04/01/2016
Total 17560					48.89	48.89	
17600	CTW CORPORATION	23328	Well #1 rebuild	03/21/2016	18,575.00	18,575.00	04/01/2016
		23389	cl2 feed repair	04/05/2016	538.60	538.60	04/15/2016
Total 17600					19,113.60	19,113.60	
20513	ENERGENECS INC	0031823	ferric control	03/31/2016	361.02	361.02	04/01/2016
		31829	DO controls	03/31/2016	4,621.77	4,621.77	04/01/2016
Total 20513					4,982.79	4,982.79	
20515	FERRELLGAS	1091418134	WWTP propane	03/23/2016	560.44	560.44	04/01/2016
Total 20515					560.44	560.44	
30641	FRONTIER	4038-4	plant phones plant phones	03/25/2016	71.00 71.00	71.00 71.00	04/01/2016 04/01/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		6482-416	plant phones	04/01/2016	85.19	85.19	04/15/2016
			plant phones		85.19	85.19	04/15/2016
		APR16	Telemetry	04/01/2016	1.15	1.15	04/15/2016
			Telemetry		1.70	1.70	04/15/2016
			Telemetry		.35	.35	04/15/2016
		MAR16	Telemetry	03/01/2016	1.15	1.15	03/16/2016
			Telemetry		1.70	1.70	03/16/2016
			Telemetry		.35	.35	03/16/2016
		Total 30641			318.78	318.78	
30642	FRONTIER COMMUNICATIONS	1903-4	telemetry allocation	03/19/2016	4.90	4.90	04/01/2016
			telemetry allocation		7.20	7.20	04/01/2016
			telemetry allocation		1.50	1.50	04/01/2016
		Total 30642			13.60	13.60	
30752	GRAINGER	9064708374	air compressor WWTP	03/25/2016	240.00	240.00	04/01/2016
		Total 30752			240.00	240.00	
30753	GREAT LAKES TV SEAL INC	17463	Lateral cleaning	03/24/2016	33.95	33.95	04/01/2016
		Total 30753			33.95	33.95	
31805	HAMMERSMITH TV	10070318	Voice recorder + calculator	02/27/2016	37.07	37.07	03/23/2016
			Voice recorder + calculator		54.58	54.58	03/23/2016
			Voice recorder + calculator		11.33	11.33	03/23/2016
			Voice recorder + calculator		10.00	10.00	03/23/2016
		Total 31805			112.98	112.98	
31816	HAWKINS INC	3862723	chemicals - collection system	04/04/2016	159.15	159.15	04/15/2016
		Total 31816			159.15	159.15	
40963	ITU ABSORB TECH	6551498	WWTP laundry service	03/15/2016	74.90	74.90	03/16/2016
		Total 40963			74.90	74.90	
41005	STEVEN JACOBSON	33116	postage	03/31/2016	6.45	6.45	04/01/2016
			mileage		47.90	47.90	04/01/2016
			mileage		70.52	70.52	04/01/2016
			mileage		14.64	14.64	04/01/2016
		Total 41005			139.51	139.51	
41090	JUNGWIRTH'S ACE HARDWARE	276156	misc. tools	03/04/2016	2.79	2.79	04/15/2016
		276652	masking tape	03/18/2016	7.98	7.98	04/15/2016
		276780	curb stop repairs	03/18/2016	4.99	4.99	04/15/2016
		276858	cleaning #3 well	03/24/2016	12.99	12.99	04/15/2016
		276957	truck tail gate repair	03/31/2016	2.51	2.51	04/15/2016
			truck tail gate repair		3.70	3.70	04/15/2016
			truck tail gate repair		.77	.77	04/15/2016
		277106	meter parts	03/31/2016	6.99	6.99	04/15/2016
		Total 41090			42.72	42.72	
41196	LAKESHORE WASTE SYSTEMS INC	42783	sludge - hauling	03/08/2016	868.00	868.00	03/23/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
		42811	sludge - hauling	03/17/2016	651.00	651.00	03/23/2016
	Total 41196				1,519.00	1,519.00	
41200	L & S ELECTRIC INC	506637	Motor rebuild + inspection	03/09/2016	1,778.00	1,778.00	03/16/2016
	Total 41200				1,778.00	1,778.00	
41301	MAREK & ASSOCIATES	10335	safety clothing	02/02/2016	107.22	107.22	03/23/2016
			safety clothing		157.84	157.84	03/23/2016
			safety clothing		32.76	32.76	03/23/2016
		10361	safety glasses	03/05/2016	57.03	57.03	03/16/2016
			safety glasses		83.96	83.96	03/16/2016
			safety glasses		17.43	17.43	03/16/2016
		10366	lab gloves	03/25/2016	88.77	88.77	04/01/2016
			lab gloves		130.68	130.68	04/01/2016
			lab gloves		27.12	27.12	04/01/2016
	Total 41301				702.81	702.81	
51315	MIDWEST METER INC	0075744	Water Meters	03/11/2016	14,975.72	14,975.72	03/16/2016
		76362	new water meters	04/01/2016	4,423.25	4,423.25	04/01/2016
	Total 51315				19,398.97	19,398.97	
51400	NCL OF WISCONSIN INC	370910	WWTP lab supplies	04/05/2016	162.56	162.56	04/15/2016
	Total 51400				162.56	162.56	
51436	NORTHERN LAKE SERVICES INC	291762	WWTP sample testing	03/11/2016	18.00	18.00	03/16/2016
		291931	WWTP sample testing	03/17/2016	30.00	30.00	03/23/2016
	Total 51436				48.00	48.00	
61630	PIGGLY WIGGLY	4116	Misc Other Supplies	03/31/2016	1.50	1.50	04/01/2016
	Total 61630				1.50	1.50	
61975	SAFETY FIRST INC	24819	gas monitor calibration	04/07/2016	61.20	61.20	04/15/2016
			gas monitor calibration		90.10	90.10	04/15/2016
			gas monitor calibration		18.70	18.70	04/15/2016
	Total 61975				170.00	170.00	
71905	MIKE SCHELL	31216	prescription safety glasses	03/12/2016	54.00	54.00	03/16/2016
			prescription safety glasses		79.50	79.50	03/16/2016
			prescription safety glasses		16.50	16.50	03/16/2016
		4616	mileage - WRWA conference	04/06/2016	86.40	86.40	04/15/2016
			meals		21.87	21.87	04/15/2016
	Total 71905				258.27	258.27	
71922	TOP SHELF CAFE & GOURMET	33116	UPS shipping	03/31/2016	21.14	21.14	04/01/2016
			UPS shipping		21.14	21.14	04/01/2016
	Total 71922				42.28	42.28	
72058	UNIVAR INC	MW763241	chemicals - sludge treatment	03/24/2016	1,563.32	1,563.32	04/01/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72058					1,563.32	1,563.32	
73100	VILLAGE OF SISTER BAY	32816	trans from utility - January	03/28/2016	45,642.54	45,642.54	04/01/2016
		3716	Reimb postage	03/07/2016	13.48	13.48	03/23/2016
Total 73100					45,656.02	45,656.02	
80020	WI STATE LAB OF HYGIENE	454597	WWTP QC Testing	03/31/2016	45.00	45.00	04/01/2016
Total 80020					45.00	45.00	
82350	WI PUBLIC SERVICE	MAR16	electricity - wastewater plant	03/23/2016	4,517.03	4,517.03	04/15/2016
			electricity - collection		437.74	437.74	04/15/2016
			electricity - water system		1,448.08	1,448.08	04/15/2016
Total 82350					6,402.85	6,402.85	
82351	WIS PUBLIC SERVICE	975176-3	Booster Station	03/31/2016	346.90	346.90	04/01/2016
Total 82351					346.90	346.90	
82352	WULF BROTHERS INC	R-206574	WWTP HVAC maintenance	03/01/2016	303.13	303.13	04/01/2016
Total 82352					303.13	303.13	
99998	ONE TIME VENDOR	BIWER	Tool repair	03/11/2016	79.60	79.60	03/16/2016
Total 99998					79.60	79.60	

Total Paid: 117,714.06  
 Total Unpaid: -  
 Grand Total: 117,714.06

Dated: 4/15/2016  
 Staff: *Jasha M. Kass*

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10110	AFLAC	416688	Employee-funded premium	03/12/2016	273.44	273.44	03/17/2016
		416688A	Employee-funded premium	03/12/2016	273.44	273.44	03/24/2016
	Total 10110				546.88	546.88	
10113	SHIRLEY ADAMS	4516	Poll Worker compensation	04/05/2016	150.00	150.00	04/07/2016
	Total 10113				150.00	150.00	
10123	BETTY ANDERSON	40516	Poll Worker compensation	04/05/2016	150.00	150.00	04/07/2016
		SCANDVOTE	SVD Scand	03/14/2016	35.00	35.00	03/31/2016
		TRAINING	Chief Election Judge training	03/24/2016	50.00	50.00	03/31/2016
	Total 10123				235.00	235.00	
10125	ROBERT ANDERSON	40516	Poll Worker compensation	04/05/2016	140.00	140.00	04/07/2016
	Total 10125				140.00	140.00	
10214	SCOTT BAKER	QTR 1 - 16	Reimb - mileage	03/30/2016	105.84	105.84	03/31/2016
	Total 10214				105.84	105.84	
10215	JAKE BASTIAN	32116	Reimb for shoes	03/21/2016	100.00	100.00	04/07/2016
	Total 10215				100.00	100.00	
12237	BIWER WELDING LLC	31616	Repair tailgate - 1997 F350	03/16/2016	198.50	198.50	03/31/2016
	Total 12237				198.50	198.50	
13260	BHIRDO'S BY THE BAY	16906	Village gas -	02/29/2016	163.09	163.09	03/17/2016
	Total 13260				163.09	163.09	
14309	CARDMEMBER SERVICE	0854	Utility Recruitment	03/01/2016	19.08	19.08	04/14/2016
			Utility Recruitment		28.09	28.09	04/14/2016
			Utility Recruitment		5.83	5.83	04/14/2016
		1248	Computer supplies	03/01/2016	39.29	39.29	04/14/2016
		1281	Light meter	03/05/2016	135.99	135.99	04/14/2016
		1616	Flower Pot soil	03/01/2016	16.23	16.23	04/14/2016
			Truck bed coating		26.97	26.97	04/14/2016
		1655	Training - Zeke	03/01/2016	16.01	16.01	04/14/2016
		3223	Credit memo - reimg tax	03/07/2016	41.18 -	41.18 -	04/14/2016
		3398	Employee recognition	03/11/2016	87.00	87.00	04/14/2016
		4034	Monitor - Janal	03/01/2016	179.99	179.99	04/14/2016
		6278	Employee recognition	03/13/2016	78.73	78.73	04/14/2016
		6286	Employee recognition	03/13/2016	26.24	26.24	04/14/2016
		6542	Windows Pro	03/01/2016	105.49	105.49	04/14/2016
		7747	Keep off grass rope	03/18/2016	38.03	38.03	04/14/2016
		8572	Keep off grass rope	03/15/2016	33.58	33.58	04/14/2016
		9137	Nicole - training	03/01/2016	325.18	325.18	04/14/2016
	Total 14309				1,120.55	1,120.55	
14310	CAPTAIN COMMDES INC	28394	Commode rental - Dog Park	03/31/2016	75.00	75.00	04/07/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	APRIL16-ADM	internet/ adm bldg	03/23/2016	149.99	149.99	03/31/2016
		MAR16-BH	Boathouse - charter TV	03/08/2016	35.00	35.00	03/17/2016
		MAR16-MARINA	internet - Marina	03/13/2016	145.00	145.00	03/24/2016
Total 17501					329.99	329.99	
17506	CELLCOM	643695	Cellphone - Marina manager	03/05/2016	64.41	64.41	03/17/2016
			Cell phone - Administrator		2.54	2.54	03/17/2016
			Cellphones - Parks employees		151.96	151.96	03/17/2016
Total 17506					213.83	213.83	
17519	COUNTRY WALK BP-AMOCO	1306	Village gas -	03/31/2016	127.91	127.91	04/07/2016
Total 17519					127.91	127.91	
17525	CULLIGAN OF STURGEON BAY	80NACL	Water softener salt - FS	03/16/2016	28.96	28.96	04/07/2016
Total 17525					28.96	28.96	
17529	COUNTRY WALK OWNERS ASSOC. IN	217	2016 Car Show promotion	03/18/2016	1,000.00	1,000.00	03/31/2016
Total 17529					1,000.00	1,000.00	
20007	DELTA DENTAL OF WIS	890131	Dental insurance	03/21/2016	1,096.76	1,096.76	03/24/2016
Total 20007					1,096.76	1,096.76	
20450	DOOR COUNTY TREASURER	2015 TAX	Tax collection fee	03/17/2015	1,318.50	1,318.50	03/24/2016
Total 20450					1,318.50	1,318.50	
20451	DOOR COUNTY HWY DEPT	40011780	Snowplowing/Sanding	03/22/2016	5,432.52	5,432.52	03/24/2016
			Signs		159.21	159.21	03/24/2016
		40011849	Snowplowing/Sanding to be reimbursed	04/05/2016	300.00	300.00	04/14/2016
Total 20451					5,891.73	5,891.73	
20453	DOOR COUNTY CO-OP	75030	fertilizer - parks	03/01/2016	19.28	19.28	04/07/2016
			fertilizer - sports complex		19.27	19.27	04/07/2016
		75043	Maint.	03/10/2016	44.98	44.98	04/07/2016
			Maint. Spts Cplx		44.97	44.97	04/07/2016
Total 20453					128.50	128.50	
20470	DWD-UI	7584329	J POLECHECK	04/05/2016	224.78	224.78	04/14/2016
			W Curran		74.94	74.94	04/14/2016
			T Enea		232.46	232.46	04/14/2016
Total 20470					532.18	532.18	
20505	EMPLOYEE BENEFITS CORP.	1475024	Dependent Care - FSA	03/11/2016	416.66	416.66	03/24/2016
		1482158	Minimum Fee	03/15/2016	50.00	50.00	03/24/2016
		1502163	Dependent Care - FSA	04/11/2016	416.66	416.66	04/14/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20505					883.32	883.32	
20512	EFTPS - ONLINE 941 PAYMENT	PR0312160	PRINT PAPER CHECK TO UPDATE GL	03/17/2016	3,085.16	3,085.16	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		721.52	721.52	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		2,355.74	2,355.74	04/01/2016
		PR0319160	PRINT PAPER CHECK TO UPDATE GL	03/18/2016	157.02	157.02	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		36.72	36.72	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		146.39	146.39	04/01/2016
		PR0320160	PRINT PAPER CHECK TO UPDATE GL	03/21/2016	85.34	85.34	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		19.96	19.96	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		98.30	98.30	04/01/2016
		PR0326160	PRINT PAPER CHECK TO UPDATE GL	03/29/2016	2,976.22	2,976.22	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		696.06	696.06	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		2,285.76	2,285.76	04/01/2016
		PR0330160	PRINT PAPER CHECK TO UPDATE GL	03/31/2016	947.36	947.36	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		221.56	221.56	04/01/2016
			PRINT PAPER CHECK TO UPDATE GL		18.50	18.50	04/01/2016
		PR0409160	PRINT PAPER CHECK TO UPDATE GL	04/13/2016	3,254.36	3,254.36	04/15/2016
			PRINT PAPER CHECK TO UPDATE GL		761.12	761.12	04/15/2016
			PRINT PAPER CHECK TO UPDATE GL		2,771.80	2,771.80	04/15/2016
Total 20512					20,638.89	20,638.89	
20515	FERRELL GAS	1091102748	propane Library	03/01/2016	388.59	388.59	04/14/2016
		1091144606	propane fire station	03/02/2016	1,073.82	1,073.82	04/14/2016
		1091162494	Maintenance Bldg	03/03/2016	263.23	263.23	04/14/2016
		1091198678	propane Marina	03/07/2016	247.86	247.86	04/14/2016
		1091378187	propane Library	03/21/2016	238.35	238.35	04/14/2016
		1091418137	propane fire station	03/23/2016	824.90	824.90	04/14/2016
		1091438749	Maintenance Bldg	03/24/2016	203.85	203.85	04/14/2016
Total 20515					3,240.60	3,240.60	
20599	EVENSON LAUNDRY INC	700819	Entrance mats - Admin Bldg	03/15/2016	28.00	28.00	04/07/2016
			Entrance mats - Fire Station		72.00	72.00	04/07/2016
Total 20599					100.00	100.00	
30609	FASTENAL	101033	Eye wash stations,	03/03/2016	89.45	89.45	04/07/2016
			First Aid Kit		137.14	137.14	04/07/2016
			blood Brn Path Kit		77.21	77.21	04/07/2016
		101257	Shop supplies	03/11/2016	73.74	73.74	04/07/2016
			First Aid Kit		149.72	149.72	04/07/2016
		101258	Eyewear	03/11/2016	5.99	5.99	04/07/2016
		101693	Shop supplies - wire	03/25/2016	24.58	24.58	04/14/2016
			Dog Park - signage		31.68	31.68	04/14/2016
		101861	Grease guns	03/31/2016	181.05	181.05	04/14/2016
			Small survey flags		104.00	104.00	04/14/2016
Total 30609					874.56	874.56	
30701	FRONTIER	APR16-ADM	Admin Bldg phone	03/25/2016	185.48	185.48	03/31/2016
		APR16-SC	Sports Cplx phone	03/25/2016	44.14	44.14	03/31/2016
		MAR16-M	Marina phone	03/07/2016	55.25	55.25	03/17/2016
Total 30701					284.87	284.87	
30704	WISCONSIN MEDIA	9732286	Plan Commission	03/27/2016	193.35	193.35	04/14/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30704					193.35	193.35	
30750	GOING CO INC	123997-VIL	garbage - Village	03/31/2016	7,136.05	7,136.05	04/07/2016
			recycle - Village		568.64	568.64	04/07/2016
		325803-FS	recycling - Fire Station	03/31/2016	48.06	48.06	04/07/2016
Total 30750					7,752.75	7,752.75	
30751	GREAT-WEST	PR0312160	Great West Deferred Comp. DEFERREI	03/17/2016	1,155.72	1,155.72	04/01/2016
			Great West Deferred Comp. EMPLOYE		329.28	329.28	04/01/2016
		PR0326160	Great West Deferred Comp. DEFERREI	03/29/2016	1,155.72	1,155.72	04/02/2016
			Great West Deferred Comp. EMPLOYE		329.28	329.28	04/02/2016
		PR0409160	Great West Deferred Comp. DEFERREI	04/13/2016	1,155.72	1,155.72	04/15/2016
			Great West Deferred Comp. EMPLOYE		329.28	329.28	04/15/2016
Total 30751					4,455.00	4,455.00	
31799	HERRLING CLARK TRUST ACCOUNT	31516	Earnest money Quarry	03/16/2016	20,000.00	20,000.00	03/16/2016
Total 31799					20,000.00	20,000.00	
31809	HSABANK	APR16	Additional HSA Contributions	03/31/2016	633.12	633.12	03/31/2016
Total 31809					633.12	633.12	
31815	HERLACHE SMALL ENGINE INC	132980	Small leaf blower - repair	03/01/2016	40.90	40.90	04/07/2016
		133272	welder filter/weed wacker tune-up	04/07/2016	34.18	34.18	04/14/2016
Total 31815					75.08	75.08	
31818	JIM HIRSCHMILLER	32816	Safety shoes	03/28/2016	23.78	23.78	03/31/2016
Total 31818					23.78	23.78	
34851	JACKIE HOEKSTRA	4516	Poll Worker compensation	04/05/2016	150.00	150.00	04/07/2016
		SCANDVOTE	SVD Scand	03/14/2016	35.00	35.00	03/31/2016
		TRAINING	Chief Election Judge Training	03/24/2016	50.00	50.00	03/31/2016
Total 34851					235.00	235.00	
40963	INSPECTION SPECIALIST LLC	FEB16	Village Building Inspection	03/30/2016	821.70	821.70	03/31/2016
Total 40963					821.70	821.70	
41001	MATTHEW JACKSON	4216	Reimb for phone	04/02/2016	167.68	167.68	04/14/2016
			Meeting mileage		134.68	134.68	04/14/2016
Total 41001					302.36	302.36	
41010	JERRY'S FLOWERS	7484	Flowers - Peter Trenchard	03/09/2016	75.00	75.00	03/17/2016
Total 41010					75.00	75.00	
41201	FREDERICK C LANDSTROM	4516	Poll Worker compensation	04/05/2016	140.00	140.00	04/07/2016
Total 41201					140.00	140.00	
41207	LELAND D LHOST	4516	Poll Worker compensation	04/05/2016	140.00	140.00	04/07/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41207					140.00	140.00	
41212	ROBERT E LEE & ASSOC INC	70221	Braun prop services	03/01/2016	4,100.00	4,100.00	03/24/2016
		70316	Braun prop services	04/05/2016	472.50	472.50	04/14/2016
			DC Creamery - drainage		561.75	561.75	04/14/2016
		70317	Braun sale research	04/05/2016	3,225.00	3,225.00	04/14/2016
Total 41212					8,359.25	8,359.25	
41290	LUNDQUIST PLUMBING INC	20582	Sink faucet	03/31/2016	72.10	72.10	04/14/2016
Total 41290					72.10	72.10	
41310	STEVE MANN	4416	Reimb - Village share of safety shoes	04/04/2016	100.00	100.00	04/07/2016
Total 41310					100.00	100.00	
41316	MARCO INC	18447925	General copies	03/14/2016	417.59	417.59	04/07/2016
			Marina copies		2.87	2.87	04/07/2016
			Utilities' copies		15.75	15.75	04/07/2016
			Utilities' copies		23.39	23.39	04/07/2016
			Utilities' copies		5.85	5.85	04/07/2016
			32001		176.96	176.96	04/07/2016
Total 41316					642.41	642.41	
41319	MAY'S SPORT CTR	116730	Toro lawnmower	02/22/2016	274.54	274.54	04/07/2016
Total 41319					274.54	274.54	
51330	MINNESOTA LIFE	125380-APR	Life Insurance -	03/07/2016	310.58	310.58	03/17/2016
		125380-MAY	Life Insurance -	04/06/2016	310.58	310.58	04/14/2016
Total 51330					621.16	621.16	
51401	JULIANA NEUMAN	33116	Financial Services	03/31/2016	32.40	32.40	04/07/2016
			Financial Services		47.70	47.70	04/07/2016
			Financial Services		9.90	9.90	04/07/2016
			reimburse mileage		3.50	3.50	04/07/2016
			reimburse mileage		5.15	5.15	04/07/2016
			reimburse mileage		1.07	1.07	04/07/2016
Total 51401					99.72	99.72	
61536	OFFICE DEPOT CREDIT PLAN	823997471	Office Supplies - village	04/01/2016	217.84	217.84	04/14/2016
			Election supplies		21.50	21.50	04/14/2016
		823998409-001	Portable Hard Drive	04/01/2016	73.49	73.49	04/14/2016
		825129912-001	Folders	04/01/2016	3.98	3.98	04/14/2016
			Expandable folders		26.98	26.98	04/14/2016
		826575802	Office Supplies - shop office	04/01/2016	17.99	17.99	04/14/2016
			sheet protectors		12.99	12.99	04/14/2016
			Pen refills		2.99	2.99	04/14/2016
			Copy paper		33.99	33.99	04/14/2016
		827825242	Zeke chair mat	04/01/2016	143.99	143.99	04/14/2016
			Office Supplies - Village		7.10	7.10	04/14/2016
			Hanging folders		13.49	13.49	04/14/2016
		827825433-001	Void stamp	04/01/2016	6.29	6.29	04/14/2016
		829604947	External Hard Drive	04/01/2016	89.99	89.99	04/14/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			Pens		1.16	1.16	04/14/2016
		829605147	Flash Drive	04/01/2016	6.36	6.36	04/14/2016
			CD Recordable		24.99	24.99	04/14/2016
		925129601-001	Pens	04/01/2016	32.38	32.38	04/14/2016
	Total 61536				737.50	737.50	
61633	PINKERT LAW FIRM LLP	112	General legal issues	02/29/2016	494.00	494.00	04/07/2016
			Quarry lawsuit		1,040.00	1,040.00	04/07/2016
			Beach project		1,066.00	1,066.00	04/07/2016
			Mill Rd/DOT		130.00	130.00	04/07/2016
	Total 61633				2,730.00	2,730.00	
61637	PITNEY BOWES	31716	Postage for Meter	03/17/2016	300.00	300.00	03/24/2016
		7255326-MR16	Postage Meter - Term Rental	03/13/2016	82.23	82.23	03/24/2016
			Postage Meter - Term Rental		4.87	4.87	03/24/2016
			Postage Meter - Term Rental		37.00	37.00	03/24/2016
			Postage Meter - Term Rental		13.82	13.82	03/24/2016
			Postage Meter - Term Rental		3.05	3.05	03/24/2016
			Postage Meter - Term Rental		8.37	8.37	03/24/2016
	Total 61637				449.34	449.34	
70004	VERMEER WISCONSIN INC	30049438	Vermeer Brush Chipper - part	03/07/2016	14.06	14.06	04/14/2016
	Total 70004				14.06	14.06	
71907	SCHENCK BUSINESS SOLUTIONS INC	10096844	Audit examination - Village	03/29/2016	5,821.00	5,821.00	04/14/2016
			Audit examination - Utility Funds		2,430.72	2,430.72	04/14/2016
			Audit examination - Utility Funds		3,578.56	3,578.56	04/14/2016
			Audit examination - Utility Funds		742.72	742.72	04/14/2016
			Audit examination - TIF Dist		820.00	820.00	04/14/2016
			Audit examination - Marina		1,432.00	1,432.00	04/14/2016
			GASB 34 conversion		240.00	240.00	04/14/2016
			GASB 34 conversion		240.00	240.00	04/14/2016
			GASB 34 conversion		240.00	240.00	04/14/2016
			GASB 34 conversion		86.40	86.40	04/14/2016
			GASB 34 conversion		127.20	127.20	04/14/2016
			GASB 34 conversion		26.40	26.40	04/14/2016
	Total 71907				15,785.00	15,785.00	
71925	SISTER BAY AUTO	72602	equipment parts	03/04/2016	108.91	108.91	03/31/2016
	Total 71925				108.91	108.91	
71927	SISTER BAY/LIBERTY GROVE FIRE	QTR2-16	2nd Quarter Support	04/01/2016	30,197.50	30,197.50	04/07/2016
	Total 71927				30,197.50	30,197.50	
71928	SISTER BAY POST OFFICE	2016	annual box rent	03/28/2016	114.00	114.00	03/31/2016
		LG040116	Postage - Utility billing - LGUD	04/01/2016	58.10	58.10	04/01/2016
		SB040116	Postage - Utility billing - SB	04/01/2016	344.40	344.40	04/01/2016
	Total 71928				516.50	516.50	
71938	STANDARD INSURANCE CO	APR16	Long term disability	03/17/2016	332.78	332.78	03/31/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 71938					332.78	332.78	
71982	CHRISTY SULLY	4616	travel reimb - election	04/06/2016	36.72	36.72	04/14/2016
Total 71982					36.72	36.72	
72029	TOWN OF SEVASTOPOL	2015-130	video recording - board meeting	01/01/2016	300.00	300.00	03/17/2016
Total 72029					300.00	300.00	
72059	UNITED HEALTH CARE	40218146	Health Insurance	03/19/2016	11,656.58	11,656.58	03/24/2016
Total 72059					11,656.58	11,656.58	
72995	DOUGLAS VAN VOROUS	40516	Poll worker compensation	04/05/2016	140.00	140.00	04/07/2016
		TRAINING	Chief inspector training	03/24/2016	50.00	50.00	03/31/2016
			Mileage for training		36.72	36.72	03/31/2016
Total 72995					226.72	226.72	
73003	VERIZON NORTH	90245	Village phone - long distance	04/10/2016	89.53	89.53	04/14/2016
Total 73003					89.53	89.53	
80029	WILLEMS, RITA	APR2016	QUICK CLAIM DEED	04/14/2016	51.00	51.00	04/14/2016
Total 80029					51.00	51.00	
81988	WARNER-WEXEL WHOLESALE	143197	custodial supplies - Village	03/03/2016	142.72	142.72	04/07/2016
Total 81988					142.72	142.72	
82350	WI PUBLIC SERVICE	00846-3	New street light	03/31/2016	120.98	120.98	04/07/2016
		MAR2016	Street Lights	03/24/2016	2,118.39	2,118.39	03/31/2016
			Fire Station		882.77	882.77	03/31/2016
			Parks Lights		146.50	146.50	03/31/2016
			Sports Complex		518.09	518.09	03/31/2016
			Dock		950.35	950.35	03/31/2016
			J Dock		302.17	302.17	03/31/2016
			Boathouse		24.00	24.00	03/31/2016
			Old Fire Station		173.94	173.94	03/31/2016
			Swale Pump		59.07	59.07	03/31/2016
			Admin Bldg		417.88	417.88	03/31/2016
			Village Hall		225.37	225.37	03/31/2016
			Bike Trail Lights		125.32	125.32	03/31/2016
Total 82350					6,064.83	6,064.83	
90007	YACHT WORKS	1000019204	Boat engine maint	03/29/2016	124.34	124.34	04/07/2016
Total 90007					124.34	124.34	
99998	ONE TIME VENDOR	ALPHA97621	Copies	03/31/2016	84.20	84.20	04/14/2016
		BADGER SPT	Scoreboard	03/29/2016	3,632.00	3,632.00	04/07/2016
		DNR1516	Open records request	03/31/2016	137.50	137.50	04/14/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 99998					3,853.70	3,853.70	

Total Paid: 157,959.51

Total Unpaid: -

Grand Total: 157,959.51

Dated: 4/15/2016

Staff: *Tasha M. Lass*



**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.

**MINUTES FOR THE JOINT MEETING OF THE  
 FINANCE AND PERSONNEL COMMITTEES  
 THURSDAY, MARCH 31, 2016  
 SISTER BAY-LIBERTY GROVE FIRE DEPARTMENT – 2258 MILL ROAD  
 (APPROVAL PENDING)**

The March 31, 2016 joint meeting of the Village of Sister Bay Finance and Personnel Committees was called to order by Acting Finance Committee Chair Dave Lienau at 2:30 P.M.

**Committee Members Present:** Acting Finance Committee Chair Dave Lienau, Personnel Committee Chair and Finance Committee Member Pat Duffy, Finance Committee member Scott Baker, and Personnel Committee members Kathy Enquist and Nora Zacek.

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

**Approval of the Agenda:**

*A motion was made by Duffy, seconded by Baker that the Agenda for the March 31, 2016 joint meeting of the Finance and Personnel Committees be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

Lienau noted that there were no minutes to be approved at this time.

**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.

**New Business Items:**

**Item No. 1. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:**

*At 2:37 P.M. a motion was made by Lienau, seconded by Baker that the Finance and Personnel Committees convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

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

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

*Motion carried.*

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

*At 3:26 P.M. a motion was made by Zacek, seconded by Duffy that the Finance and Personnel Committees reconvene into open session.*

1  
2 *Another roll call vote was taken, and the Committee members again voted in the following*  
3 *fashion:*

4  
5 *Lienau – Aye; Duffy – Aye; Baker – Aye; Enquist – Aye; Zacek – Aye.*

6  
7 *Motion carried.*

8  
9 **Item No. 3. Consider a motion to take action, if required:**

10 *A motion was made by Baker, seconded by Duffy that staff members shall take the actions*  
11 *which were discussed in closed session and see that the appropriate budget amendments are*  
12 *made. Motion carried – All ayes.*

13  
14 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**  
15 **committee, official or employee:**

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

18  
19 **Adjournment**

20 *At 3:27 P.M a motion was made by Enquist, seconded by Zacek that the joint meeting of the*  
21 *Personnel and Finance Committees be adjourned. Motion carried – All ayes.*

22  
23 *Respectfully submitted,*

24 

25 *Janal Suppanz,*  
26 *Assistant Administrator*



1 for public bathrooms as a long term lease has been entered into with Scott and Mary Mueller.  
2 They believe that type of use could be very disruptive to the Muellers.

3  
4 *A motion was made by Clove, seconded by Duffy that Peninsula Painting's bid for the*  
5 *Boathouse Painting Project in the amount of \$5,500 shall be accepted on the condition that the*  
6 *job must completed by June 25, 2016. Motion carried – All ayes.*

7  
8 Jackson noted that there are some trees and shrubs as well as flower beds which are becoming  
9 overgrown at the Boathouse, and they are quite unsightly. It was the consensus that those trees  
10 and shrubs shall be removed prior to the time that the Boathouse is painted.

11  
12 *A motion was made by Duffy, seconded by Sunstrom that the Parks Department employees*  
13 *shall be asked to remove the overgrown Cedar trees and shrubs by the Boathouse ASAP. They*  
14 *shall also be asked to clean up and re-landscape the flower beds on the Boathouse property,*  
15 *and, if possible, the propane tank on that property shall be removed or screened. Motion*  
16 *carried – All ayes.*

17  
18 **Item No. 3. Discussion regarding an alternative to allowing the winner of the "Seeking Sven"**  
19 **Contest stay at the Boathouse; Consider a motion for action if necessary:**

20 Last year the SBAA Coordinator was informed that the winner of the "Seeking Sven" Contest  
21 could spend a weekend at the Boathouse in April of 2016 as the Muellers, the long-term  
22 renters, planned on moving in for the season in May. Since that time the Muellers have gotten  
23 permission to do remodeling at the Boathouse at their expense, but the contractors they hired  
24 would like to do the work in April. The Muellers have indicated that they would be willing to  
25 pay for alternate lodging arrangements for the prize winners.

26  
27 It was the consensus that the Muellers should not pay for alternate lodging arrangements for the  
28 "Seeking Sven" Contest prize winners. Instead, Krauel was asked to contact a few local lodging  
29 establishments to see if they would be willing to rent out a room to the Marina for a weekend in  
30 April or early May at a reduced rate. Krauel will keep the SBAA Coordinator advised of the  
31 status of this issue.

32  
33 *A motion was made by Sunstrom, seconded by Duffy that the Marina Committee has*  
34 *determined that the SBAA Coordinator shall be informed that the Boathouse will no longer be*  
35 *available as a prize for the "Seeking Sven" Contest, but alternate lodging arrangements will be*  
36 *made for the 2016 contest winner. To that end the Marina Manager shall contact the*  
37 *owners/Managers of a few Sister Bay lodging establishments to see if they would be willing to*  
38 *rent out a room for a weekend in April or early May at a reduced rate and make a reservation*  
39 *for the prize winner at one of those establishments. The lodging expenses at the alternate*  
40 *location shall be charged to the Sister Bay Marina. Motion carried – All ayes.*

41  
42 **Item No. 4. Discussion regarding the progress which has been made on the Marina marketing**  
43 **piece and creation of a mobile-friendly website; Consider a motion for action if appropriate:**

44 Krauel presented a draft of the Marina marketing piece, and the Committee members jointly  
45 reviewed that document. A few grammatical revisions were suggested, and Krauel took note of  
46 all of them. She was asked to provide a copy of the revised document to the Committee  
47 members ASAP.

48  
49 Krauel is working with a website designer on making the Marina website more user and mobile

1 friendly and will provide updated information as soon as it is available.

2 **Item No. 6. Discussion regarding the Slip Rental Policy at the Marina; Consider a**  
 3 **motion for action if appropriate:**

4 **a. Slip Use**

5 **b. Slip Holding**

6 **c. Slip Discounting**

7 A draft of a document which describes the Sister Bay Marina Usage Rules and Procedures was  
 8 included in the meeting packets, and the Committee members jointly reviewed that document.  
 9 During the review process several grammatical revisions were suggested and Krauel took note  
 10 of all of them. It was the consensus that anyone wishing to reserve a seasonal slip must pay a  
 11 non-refundable \$500 deposit by January 15th.

12  
 13 *A motion was made by Sunstrom, seconded by Duffy that the Sister Bay Marina Procedure and*  
 14 *Usage Rules which were reviewed at this meeting are approved as amended. Motion carried –*  
 15 *All ayes.*

16  
 17 **Item No. 5. Marina Manager's Report:**

18 The Marina Manager's Report was included in the meeting packets, and the Committee  
 19 members jointly reviewed that document. During the review process Krauel noted that there  
 20 were a number of people who applied for Dock Hand positions. She's happy to report that all  
 21 but one position has been filled. An all- staff training workshop will be conducted in May. The  
 22 mobile pump-out has arrived. A Cedar tree which had been leaning into the Marina parking lot  
 23 was removed. Krauel has also discussed lighting issues with the Facilities Manager and  
 24 necessary repairs will be made. Port-A-Pier placed the docks into their respective positions  
 25 without much difficulty, but during the process they discovered that "J" Dock's 32' pier mounts  
 26 have weakened and are bent over time. The Facilities Manager and Krauel have devised a plan  
 27 to reinforce the pier mounts over the course of the winter. The Parks Department crew members  
 28 will work on restoration of the area between the new sidewalk on N. Bay Shore Drive and the  
 29 Marina parking lot. A large planter box which is similar to the planters which were installed by  
 30 the Post Office will be built and installed ASAP. Eighteen seasonal slips have been sold and the  
 31 Marina is full. As time goes on Krauel is becoming more and more familiar with the new Marina  
 32 software. At the present time a \$5 "early bird" launch special has been instituted.

33  
 34 *Clove noted that the garage doors on the Boathouse do not close properly. Jackson will ask the*  
 35 *Parks Department crew members to address this issue ASAP.*

36  
 37 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis.**  
 38 **Stats., §19.85(1)(c) to discuss personnel and employee benefits:**

39 *At 3:40 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina*  
 40 *Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to*  
 41 *discuss personal and employee benefits. A roll call vote was taken on that motion and*  
 42 *the Committee members voted in the following fashion:*

43  
 44 *Clove – Aye;                      Duffy – Aye;                      Sunstrom – Aye*

45  
 46 *Motion carried.*

47  
 48 **Item No. 8. Consider a motion to reconvene into open session:**

49 *At 4:02 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina*

## Minutes of the April 12, 2016 Meeting of the Marina Committee

1 Committee reconvene into open session. Another roll call vote was taken and the  
2 Committee members voted in the following fashion:

3  
4 Clove – Aye; Duffy – Aye; Sunstrom – Aye

5  
6 Motion carried.

7  
8 **Item No. 9. Consider a motion to take action, if required:**

9 No formal action was taken.

10  
11 **Item No. 10. Consider a motion to discuss matters to be placed on a future agenda or**  
12 **referred to a committee, official or employee:**

13 The next meeting of the Marina Committee was scheduled for 3:00 P.M. on Tuesday,  
14 May 10, 2016. The following issues will be addressed at that meeting:

- 15  
16 • Consider a motion to convene into executive session pursuant to Wis. Stats.  
17 §19.85(1)(c) to discuss personnel and employee benefits:  
18 • Consider a motion to reconvene into open session:  
19 • Consider a motion to take action, if required:

20  
21 The Marina Fest Committee will be meeting at 5:30 P.M. on April 27, 2016.

22  
23 **Adjournment:**

24 A motion was made by Clove, seconded by Duffy that the April 12, 2016 meeting of the Marina  
25 Committee be adjourned at 4:20 P.M.

26  
27 Respectfully submitted,



29  
30 Janal Suppanz,  
31 Assistant Administrator

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**

2                                   **WEDNESDAY, APRIL 6, 2016**

3                                   **SISTER BAY FIRE STATION – 2258 MILL ROAD**

4                                   **(APPROVAL PENDING)**

5  
6       *The April 6, 2016 meeting of the Parks, Properties and Streets Committee was called to*  
7       *order by Committee Chair Dave Lienau at 2:17 P.M.*

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

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

14  
15       **Others:** Ron Kane, Chris Milligan, Drew Bickford, Rob Zoschke, and Rick Wylie

16  
17       **Approval of Agenda:**

18       *A motion was made by Clove, seconded by Baker that the Agenda for the April 6, 2016*  
19       *meeting of the Parks Committee be approved as presented. Motion carried – All ayes.*

20  
21       **Approval of Minutes as published:**

22       **As to the minutes for the February 17, 2016 meeting of the Parks, Properties and**  
23       **Streets Committee:**

24       *A motion was made by Baker, seconded by Clove that the minutes for the February 17,*  
25       *2016 meeting of the Parks, Properties and Streets Committee be approved as presented.*

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

28       Jackson read a letter which had been received from someone who wished to remain  
29       anonymous aloud. In that letter the writer states, "I have a unique thought. Do something  
30       for the taxpayer like stop over spending!! Remember the majority of people in Sister Bay  
31       are on fixed incomes with no raise in Social Security last year."

32  
33       Jackson also noted that the Dog Park Group is going to be conducting a controlled burn in  
34       the park in the near future.

35  
36       Rob Zoschke read a prepared statement aloud. In that statement Zoschke states that he is a  
37       member of the Waterfront Oversight Committee and was in the minority on a few of the  
38       issues which are mentioned on the documentation which was included in the meeting  
39       packets. He disagrees with the recommendation that Park closure hours be eliminated and  
40       "quiet hours" instituted as a number of issues related to drinking and/or use of illegal drugs  
41       could arise. He also disagrees with the recommendation that dogs be allowed from the  
42       Village Hall to and including Marina Park. If such a regulation is enacted visitors will get  
43       the impression that dogs are allowed throughout the park even though applicable signage  
44       is erected. Further, a number of health and safety issues will also arise if people wish to  
45       utilize that area of the park for weddings or special events.

46  
47  
48

1 **Business Items:**2 **Item No. 1. Presentation by Denise Bhirdo, the Chair of the Waterfront Oversight**  
3 **Committee, regarding the recommendations which have been formulated by that**  
4 **Committee to date; Consider a motion for action if appropriate:**

5 Denise Bhirdo indicated that documentation on which the recommendations which have  
6 been formulated by the Waterfront Oversight Committee to date were listed was included  
7 in the meeting packets, and the Committee members jointly reviewed that documentation.  
8 During the review process Lienau asked what type of product offerings the Waterfront  
9 Oversight Committee would accept RFP's for, and Bhirdo responded that if the  
10 Committee's recommendation is accepted there would not be restrictions on the type of  
11 product offerings which will be considered. RFP's would be solicited from local business  
12 owners as well as those from outside the area, and all of those RFP's would be carefully  
13 considered. There would, however, be a limit on the number of RFP's which will actually  
14 be accepted.

15  
16 The Committee members asked that the Waterfront Oversight Committee define the  
17 duration of time that a portion of the beach would actually be closed for a beachfront  
18 wedding ceremony, and also asked that the Committee determine whether additional fees  
19 should be charged for that type of use. Doersching voiced concerns that the beach could  
20 actually be inaccessible for quite some period of time. Discussion then turned to the new  
21 bathrooms, and Bhirdo noted that she believes family bathrooms as opposed to men and  
22 women's bathrooms should be created.

23  
24 *It was the consensus that before any formal recommendations are made by the Waterfront*  
25 *Oversight Committee a working session at which the members of the Parks Committee and*  
26 *the Waterfront Oversight Committee are in attendance shall be conducted.*

27  
28 **Item No. 2. Discussion regarding locations for fixed banner posts in the Village; Consider**  
29 **a motion to make a recommendation to the Plan Commission:**

30 Since work commenced on the Bay Shore Drive Reconstruction Project there are a number  
31 of locations in the Village where 4' X 6' banner posts are located. Now that the  
32 construction work is nearing conclusion the Plan Commission has determined that some of  
33 those banner posts should be removed. This issue will not be addressed when work is done  
34 on the Wayfinding Signage Project. One alternative which has been suggested is that a  
35 digital sign be obtained, and if that option is considered Jackson is recommending that an  
36 LCD panel sign be obtained. The other option would be to allow two banner post locations  
37 – one in Gateway Park and one in Waterfront Park, and advertise recurring events on the  
38 street light banner arms.

39  
40 During discussion Clove and Bhirdo indicated that they are opposed to installation of any  
41 type of digital sign, and it was eventually the consensus that special events should be  
42 advertised on the street light banner post arms.

43  
44 *A motion was made by Clove, seconded by Baker that there shall only be two designated*  
45 *banner post locations in the Village – one in Gateway Park and one in Waterfront Park, and*  
46 *the SBAA shall see that street light pole banners which pertain to recurring events are*  
47 *created. The Village will pay for any street light pole banners which are created and see*  
48 *that they are erected. Motion carried – All ayes.*

49

1 **Item No. 3. Review of the Facility Use Application and accompanying documents which**  
 2 **have been submitted by Paul Collins, the organizer of Door County Folk Fest; Consider a**  
 3 **motion for action if necessary:**

4 Door County Folk Fest will be conducted from July 14, 2016 through July 16, 2016, and a  
 5 Facility Use Application and accompanying documentation which had been submitted by  
 6 Paul Collins were included in the meeting packets.

7  
 8 Doersching indicated that she believes the organizers of Folk Fest should be charged  
 9 higher fees as they utilize a large portion of Waterfront Park. She also believes the amount  
 10 of space Folk Fest organizers are allowed to utilize should be limited.

11  
 12 *A motion was made by Clove, seconded by Baker that the Door County Folk Fest Facility*  
 13 *Use Application and accompanying documentation is all approved as presented. Motion*  
 14 *carried with Doersching opposed.*

15  
 16 **Item No. 4. Report on the status of the Village-Wide Rummage Sale and the Car Show**  
 17 **and turn over to private entities; Consider a motion for action if necessary:**

18 The Country Walk Owner's Association has agreed to take over the Car Show which will  
 19 be conducted on the Sunday of Memorial Day weekend, and Denise Bhirdo and Sharon  
 20 Doersching have agreed to take over the Rummage Sale this year. In the future that event  
 21 will be organized by the SBAA.

22  
 23 **Item No. 5. Review of the "goat fennial" options for pedestrian wayfinding signage;**  
 24 **Consider a motion for action if necessary:**

25 The Plan Commission has recommended that the goat fennial which is depicted on the  
 26 drawing contained on Page 20 of the meeting packets be accepted on the condition that  
 27 the tail of the goat is lowered a bit.

28  
 29 *A motion was made by Clove, seconded by Baker that the Parks Committee concurs with*  
 30 *the Plan Commission's decision regarding the preferred goat fennial for pedestrian*  
 31 *wayfinding signage. Motion carried – All ayes.*

32  
 33 **Item No. 6. Report from staff on parks, properties and streets activities:**

34 Mann gave the following oral report:

- 35 • A new sheet of steel has been obtained for the 2000 dump truck bed, and the  
 36 necessary repairs have been made. The tailgate of the 1997 dump truck also  
 37 needed repairs, and that work has likewise been completed. Mann publicly  
 38 thanked Hockers Construction for allowing the Maintenance Department  
 39 employees to do the repair work at their shop.
- 40 • The Little League Field scoreboard has arrived and will be installed soon.
- 41 • H & K Sports will be working on the baseball field and little league fields in the  
 42 near future.
- 43 • The Bays sign has been ordered and should arrive soon.
- 44 • The flower boxes have been installed at the Post Office.
- 45 • Work should commence on seeding the sledding hill soon.
- 46 • A representative of Harbor Construction informed him that the Village "is on the  
 47 list" for work to commence on the Dog Park Waterline Project.

1 Jackson gave the following oral report:

2 • **Request from the SBAA for a movie screen**

3 The SBAA has requested that a fixed movie screen be installed at the Performance  
4 Pavilion. Documentation regarding the preferred type of screen was included in the  
5 meeting packets.

6  
7 *A motion was made by Doersching, seconded by Clove that the Village shall*  
8 *purchase the Da-Lite movie screen which is depicted on the documentation which*  
9 *was included in the meeting packets for \$1,890.00 + the cost of shipping and see*  
10 *that it is installed at the Performance Pavilion. Motion carried – All ayes.*

11  
12 • **Request from the SBAA for a second “temporary” volleyball court**

13 There is a lot of interest in the volleyball tournament which will be conducted  
14 during the Beach Grand Opening Ceremony and Paddlefest, and, therefore, the  
15 SBAA has requested that a second “temporary” volleyball court be installed. That  
16 event will be conducted on June 25, 2016.

17  
18 *A motion was made by Lienau, seconded by Baker that Mann shall see that a*  
19 *second “temporary” volleyball court is created in Waterfront Park for the Beach*  
20 *Grand Opening Celebration Volleyball Tournament. Motion carried – All ayes.*

21  
22 *At 3:50 P.M. a brief recess was taken and the Committee reconvened at 3:59 P.M.*

23  
24 **Item No. 7. Consider a motion to convene into closed session pursuant to Wis. Stats.,**  
25 **§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment**  
26 **of public funds, or conduct other specified public business, whenever competitive or**  
27 **bargaining reasons require a closed session:**

28 *At 4:00 P.M. a motion was made by Lienau, seconded by Baker that the Parks Committee*  
29 *convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate*  
30 *the purchase of public properties, the investment of public funds, or conduct other*  
31 *specified public business, whenever competitive or bargaining reasons require a closed*  
32 *session. A roll call vote was taken on that motion and the Committee members voted in the*  
33 *following fashion:*

34  
35 *Baker – Aye; Clove – Aye; Doersching – Aye; Lienau – Aye*

36  
37 *Motion carried – All ayes.*

38  
39 **Item No. 8. Consider a motion to reconvene into open session:**

40 *At 4:50 P.M. a motion was made by Lienau, seconded by Baker that the Parks Committee*  
41 *reconvene into open session. Another roll call vote was taken and the Committee members*  
42 *voted in the following fashion:*

43  
44 *Baker – Aye; Clove – Aye; Doersching – Aye; Lienau – Aye*

45  
46 *Motion carried – All ayes.*

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

2 *A motion was made by Clove, seconded by Baker that the Parks Committee recommends*  
3 *that the Concession Agreement with Bay Shore Outdoor Stores, Inc. which was reviewed*  
4 *at this meeting be approved as amended in closed session. Motion carried – All ayes.*

5  
6 *A motion was made by Baker, seconded by Clove that the Parks Committee recommends*  
7 *that the Engineering Agreement with Robert E. Lee & Associates for the Braun Property*  
8 *Parking Lot be approved subject to the provisions which were discussed in closed session.*  
9 *Motion carried – All ayes.*

10

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

13 *The next meeting of the Parks Committee was scheduled for Wednesday, May 11, 2016 at*  
14 *2:00 P.M.*

15

16 **Adjournment:**

17 *A motion was made by Clove, seconded by Baker to adjourn the meeting of the Parks*  
18 *Committee at 4:56 P.M.*

19

20 *Motion carried – All ayes.*

21

22 Respectfully submitted,



23

24 Janal Suppanz,  
25 Assistant Administrator



1  
2 *Kim Erzinger of 2370 Parkview Lane asked if the existing use for the property at 10478 STH 57*  
3 *will still be considered “conforming” if the lot size is reduced, and Jackson responded that in*  
4 *accord with State law it will be.*

5  
6 *At 5:40 P.M. Lienau asked if anyone else wished to comment or ask questions, and when no*  
7 *one responded he declared that the Public Hearing was officially closed.*

8  
9 *A motion was made by Howard, seconded by Baker that the Plan Commission approves of the*  
10 *proposed amendments to the Official Map for the Village of Sister Bay which were reviewed at*  
11 *this meeting, and recommends that the Certified Survey Map for Parcel No. 181-00-*  
12 *08312813G1, which has been assigned an address of 10478 STH 57 and is commonly referred*  
13 *to as the “Voyager Inn” be approved as presented. Motion carried – All ayes.*

14  
15 **Item No. 2. Public Hearing on a PUD proposal for Parcel No. 181-00-08312822W, which**  
16 **property has been assigned an address of 2450 Bittersweet Lane and is commonly referred to**  
17 **as the “Schaffer property”; Discussion regarding the PUD proposal and associated plans;**  
18 **Consider motion for action if appropriate:**

19 *At 5:44 P.M. Lienau called the public hearing on a PUD proposal for Parcel No. 181-00-*  
20 *08312822W, which property has been assigned an address of 2450 Bittersweet Lane and is*  
21 *commonly referred to as the “Schaffer property” to order.*

22  
23 In February the Plan Commission members indicated that they would be willing to look at  
24 documents related to a Planned Use Development (PUD) for the Schaffer property which is  
25 located at 2450 Bittersweet Lane. William Anderson would like to restore the barn on the  
26 Shaffer property and convert that building into office space for himself and others. He would  
27 also like to construct storage units on that property, but if that occurred screening would be  
28 done. If a PUD were to be created for the Schaffer property the setbacks could be greatly  
29 reduced. Applicable plans and elevation drawings as well as a proposed Development  
30 Agreement were included in the meeting packets, and the Commission members jointly  
31 reviewed all of that documentation. During the review process some revisions were suggested  
32 and Jackson noted all of them.

33  
34 *Mike Walker asked the following questions:*

- 35 • *How many garage units are depicted on the plans? Jackson responded that there will be*  
36 *ten garage units, and they all will be accessed off Bittersweet Lane.*
- 37 • *Will the proposed use be considered a “change in use”? Jackson responded that it was*  
38 *not.*
- 39 • *Will the proposed use be considered a “change in intensity of use”? Jackson responded*  
40 *that it quite likely would be.*
- 41 • *Will the parking areas on the Schaffer property be lit? Jackson responded that the*  
42 *parking areas will be lit, and then explained the Village’s lighting regulations.*

43  
44 *Mary Kay Shumway asked if the neighbors on Bittersweet Lane were given notice that this*  
45 *Public Hearing would be conducted, and Jackson responded that all owners of properties*  
46 *within 300’ of the property line were mailed Public Hearing Notices.*

47  
48 *At 5:59 P.M. Lienau asked if anyone else wished to comment regarding the previously*  
49 *mentioned PUD proposal, and when no one else responded he declared that the public hearing*  
50 *was closed.*

1 *A motion was made by Grutzmacher, seconded by Bell that the Plan Commission*  
 2 *recommends that the Planned Use Development (PUD) Agreement and related*  
 3 *documents for Parcel No. 181-00-08312822W, which has been assigned an address of*  
 4 *2450 Bittersweet Lane and is commonly referred to as the "Schaffer property", be*  
 5 *approved as amended. Motion carried – All ayes.*

6  
 7 Discussion then turned to the architectural features of the buildings in the PUD on the Schaffer  
 8 property, and the Commission members jointly reviewed the plans which were included in the  
 9 meeting packets. Bill Anderson indicated that he intends to side the buildings with vinyl siding,  
 10 and presented samples of the colors he was considering. (Green base, taupe top, and light gray  
 11 doors and trim.) Jackson noted that the Zoning Code requires that there be "breaks" on long  
 12 buildings, but the Commission could waive that requirement. It was the consensus that as long  
 13 as the buildings are screened no "breaks" will be required. The Commission members pointed  
 14 out that cupolas are depicted on the plans which were included in the meeting packets, and  
 15 indicated that they don't really believe that architectural feature is necessary. Anderson was  
 16 asked to present actual color renderings at the next meeting of the Plan Commission.

17  
 18 *A motion was made by Grutzmacher, seconded by Howard that the site plans and architectural*  
 19 *designs for the proposed buildings on the "Schaffer" property which is located at 2450*  
 20 *Bittersweet Lane are approved as amended at this meeting, on the condition that actual color*  
 21 *renderings must be presented at the next meeting of the Commission, and Drainage and*  
 22 *Lighting Plans for the property must be approved by the Village's Engineer. Motion carried – All*  
 23 *eyes.*

24  
 25 **Item No. 3. Discussion on an outdoor seating and bar addition area for Al Johnson's**  
 26 **Restaurant and Butik, and review of associated plans and documents; Consider appropriate**  
 27 **motions for action if necessary:**

28 Lars Johnson has presented a preliminary proposal for an outdoor seating area and bar addition  
 29 area at Al Johnson's Swedish Restaurant and Butik, and the Commission members jointly  
 30 reviewed preliminary site plans and elevation drawings as well as a draft of an applicable  
 31 Development Agreement. Construction will start as soon as possible, but Johnson is certain that  
 32 fish boils will be conducted and an outdoor seating area created soon.

33  
 34 *A motion was made by Bell seconded by Howard that the Plan Commission recommends that*  
 35 *the Development Agreement which pertains to the addition of an outdoor seating and bar*  
 36 *addition area at Al Johnson's Swedish Restaurant and Butik, as well as related documents be*  
 37 *approved as presented. Motion carried – All ayes.*

38  
 39 **Item No. 4. Discussion on an outdoor seating plan and bar addition/area for the Inn at**  
 40 **Kristopher's, which is located at 10716 N. Bay Shore Drive; Consider appropriate motions for**  
 41 **action if necessary:**

42 Michael Daubner has extended an offer on the Inn at Kristopher's, which is located at 10716 N.  
 43 Bay Shore Drive. Daubner is seeking all requisite municipal approvals as a precursor to  
 44 purchasing the property, and would like to create an outdoor seating and bar addition area on  
 45 it. Proposed site plans were included in the meeting packets, and the Commission members  
 46 jointly reviewed all of that documentation. The Plan Commission approved of the creation of  
 47 the outdoor seating area and bar addition, and also waived the parking requirements for the  
 48 property at 10716 N. Bay Shore Drive, contingent upon Daubner securing the property.

49

1 *A motion was made by Grutzmacher, seconded by Baker that the Plan Commission approves*  
 2 *the plans which were submitted by Michael Daubner for creation of an outdoor seating and bar*  
 3 *addition area at the Inn at Kristopher's, located at 10716 N. Bay Shore Drive, and waives the*  
 4 *parking requirements for that property Motion carried – All ayes.*

5  
 6 **Item No. 5. Discussion on the Gokey condo proposal for the unaddressed parcel of Village**  
 7 **owned land on the corner of Mill Road and Parkview Lane; Consider appropriate motions for**  
 8 **action if necessary:**

9 A draft of a Development Agreement which will be entered into with Al Gokey and pertains to  
 10 the unaddressed parcel of Village owned land on the corner of Mill Road and Parkview Lane as  
 11 well as condo documents, site plans, schematic elevation drawings, and floor plans were  
 12 included in the meeting packets, and the Commission members jointly reviewed all of that  
 13 documentation. The previously mentioned property is commonly referred to as “the Old Helm’s  
 14 Cottage Lot”. Jackson pointed out that the plans call for the propane tank on the property to be  
 15 buried.

16  
 17 Steve Thomas was present and presented samples of the siding Al Gokey would like to utilize  
 18 on his building. The upper portion of it will be *Diamond Kote Light Gray*, the lower portion of it  
 19 will be *Diamond Kote Pelican Gray*, the gables and tower will be *Diamond Kote Maple*, and  
 20 the shingles will be a more neutral gray color.

21  
 22 *A motion was made by Grutzmacher, seconded by Howard that the plans and Development*  
 23 *Agreement which will be entered into with Al Gokey for the unaddressed parcel of Village*  
 24 *owned land on the corner of Mill Road and Parkview Lane which were reviewed at this meeting*  
 25 *are all approved as presented. Motion carried – All ayes.*

26  
 27 **Item No. 6. Report by the Zoning Administrator regarding development activities, various**  
 28 **enforcement actions, and issuance of Sign and Zoning Permit:**

29 Jackson indicated that he intends to give his monthly report at the regular monthly meeting of  
 30 the Plan Commission which has been scheduled for 5:30 P.M. on April 19, 2016.

31  
 32 **Item No. 7. Discussion regarding matters to be placed on a future agenda or referred to a**  
 33 **Committee, Official or Employee:**

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

36  
 37 **Adjournment:**

38 *A motion was made by Grutzmacher, seconded by Baker to adjourn the April 12, 2016 special*  
 39 *meeting of the Plan Commission at 7:01 P.M. Motion carried – All ayes.*

40  
 41 Respectfully submitted,

42 

43 Janal Suppanz,  
 44 Assistant Administrator

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

5  
 6   *The March 3, 2016 meeting of the Sister Bay Advancement Association Board of Directors*  
 7   *was called to order by President Drew Bickford at 8:00 A.M.*

8  
 9   **Present:** Drew Bickford, Ron Kane, Denise Bhirdo, Windy Bittorf, Heidi Hitzeman, Larry  
 10   Gajda, Nora Zacek, and James Larsen.

11  
 12   **Absent:** Casey St. Henry

13  
 14   **Excused:** Tonya Crowell and Nancy Grube

15  
 16   **Others:** Mark Schuster and Chris Opper

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

19  
 20   **Business Items:**

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

22   Bickford noted that he would like to add the following items to the Agenda for this meeting  
 23   but also pointed out that some deviations from the stated Agenda order may occur:

24  
 25                                   **Report on the purchase of a truck;**  
 26                                   **Discussion regarding the Easter Egg Hunt; and**  
 27                                   **Discussion regarding the Concerts In The Park.**

28  
 29   *A motion was made by Zacek, seconded by Kane that the Agenda for the March 3, 2016*  
 30   *meeting of the SBAA Board of Directors be approved as amended. Motion carried – All*  
 31   *eyes.*

32  
 33   **Item No. 2. Approval of minutes:**

34   *A motion was made by Bhirdo, seconded by Kane, that the minutes for the February 4,*  
 35   *2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried –*  
 36   *All eyes.*

37  
 38   **Item No. 3. Financial Report:**

39   Bittorf and Suppanz have not had an opportunity to complete the monthly bookwork yet.  
 40   Therefore, financial reports will be e-mailed to the Board members as soon as they are  
 41   available.

42  
 43   **Item No. 10. Discussion regarding festivals and events:**

44   **A. Paddlefest/Beach Grand Opening Celebration:**

45   The Paddlefest/Beach Grand Opening Committee has met a couple of times and  
 46   tentative plans have been made for that event, which was originally scheduled for  
 47   June 18, 2016. A local person's wedding is scheduled for that same day, and  
 48   several Door County residents have been invited to the ceremony and reception,

1 which could have a negative impact on attendance. Therefore, the members of the  
 2 Committee have recommended that Paddlefest and the Beach Grand Opening  
 3 Celebration be rescheduled for June 25, 2016. An eight team volleyball tournament  
 4 and Paddlefest will be conducted throughout the day and there will be musical  
 5 entertainment. Casey's and The Jamaican Door will be serving food. Some early  
 6 ads have already been placed with the June 18<sup>th</sup> date but it shouldn't be a problem  
 7 to publish revised ads. Discussion took place regarding this issue, and it was the  
 8 consensus that it would be best to reschedule Paddlefest and the Beach Grand  
 9 Opening Celebration for Saturday, June 25, 2016.

10  
 11 *A motion was made by Kane, seconded by Zacek that Paddlefest and the Beach*  
 12 *Grand Opening Celebration shall be rescheduled for Saturday, June 25, 2016.*  
 13 *Motion carried – All ayes.*

14  
 15 *Larsen noted that he has talked to the Gibraltar High School Volleyball Coach in an*  
 16 *attempt to obtain the names of potential referees for the volleyball tournament, and*  
 17 *she indicated that some of her team members may be interested in helping out. It*  
 18 *was the consensus that if Gibraltar High School volleyball team members do act as*  
 19 *referees for the Paddlefest/Beach Grand Opening Celebration Volleyball*  
 20 *Tournament a donation shall be made to the Gibraltar Volleyball Team.*

21  
 22 *Bhirdo stated that she has heard conflicting information regarding the amount of*  
 23 *money which has actually been budgeted for Paddlefest and the Beach Grand*  
 24 *Opening Celebration and asked for clarification. It was the consensus that up to*  
 25 *\$12,000.00 of SBAA funds may be expended for that event.*

26  
 27 *A motion was made by Bittorf, seconded by Kane that up to \$12,000 may be*  
 28 *expended on Paddlefest and the Beach Grand Opening Celebration. Motion carried*  
 29 *– All ayes.*

30  
 31 **B. Film Fest:**

32 Film Fest was conducted on Valentine's Day weekend and went quite well. There  
 33 were 156 people in attendance. A film which was produced in California, "The  
 34 Red Thunder", won the coveted "Golden Coffee Mug". Chris Opper noted that next  
 35 year films will not be displayed at the festival until 11:00 A.M. on Saturday.  
 36 Unfortunately cushion rentals did not go over well at all. Promotions may be done  
 37 for next year's Film Fest during the summer Movies In The Park series.

38  
 39 **C. Easter Egg Hunt:**

40 Volunteers are still needed to help hide the eggs for the Easter Egg Hunt. People  
 41 will also be needed to direct kids to the proper locations. Kane indicated that he  
 42 and his granddaughter will help, and Larsen also volunteered. Gajda indicated that  
 43 he will be out of town but will see if some of the Baylake Bank employees would  
 44 be willing to help. Baylake Bank will also donate candy.

45  
 46 **D. Goat Parade:**

47 The Goat Parade will be conducted on June 11<sup>th</sup>, and the "Goat Plop" contest will  
 48 again be conducted.

49

**E. Ice Out Contest:**

The raft for the Ice Out Contest has been placed in the designated location. Entry boxes are being distributed at this time.

**F. Community-Wide Rummage Sale:**

Due to budgetary constraints Village employees will no longer be in charge of the Community-wide Rummage Sale. That event will be conducted on Saturday, May 21, 2016, and for this year Bhirdo and Sharon Doersching have agreed to be co-chairs.

*Bhirdo asked if the SBAA would be willing to take over administration of the Rummage Sale in the future. She would be willing to help. It was the consensus that this should occur, and, to that end, an applicable section will be added to the Operating Agreement between the SBAA and the Village.*

**G. Peninsula Pacers Bike Ride:**

The Peninsula Century Bike Ride will be conducted in the Village on September 17, 2016. The SBAA has already paid the sponsorship fee for that event.

**H. Concerts In The Park:**

It appears that Village officials would like to see the Performance Pavilion utilized to the fullest extent possible. The Waterfront Oversight Committee has recommended that the concerts start at 5:00 P.M. and end by 9:00 P.M. Bittorf noted that a few bands have already been booked to perform at this year's Concerts In The Park. The students at Birch Creek prefer 3:00 P.M. concerts, but the Concert In The Park Committee members had anticipated that the balance of the concerts would start at 6:00 P.M. or 7:00 P.M.

**Item No. 9. Report on the purchase of a truck:**

The SBAA has now purchased a 2013 Dodge Ram truck with a cap!!! It's very nice and should satisfy all the Board members' needs and wants.

**Item No. 10. Discussion regarding the Village of Sister Bay/SBAA Operating Agreement:**

A draft of the Operating Agreement between the Village and the SBAA which was labeled "Draft No. 2" was e-mailed to all the Board members prior to this meeting. Some suggestions for revisions have been made, and Bhirdo pointed all of them out. It was the consensus that all the proposed revisions are acceptable.

*A motion was made by Kane, seconded by Zacek that Draft No. 2 of the Operating Agreement between the Village of Sister Bay and the SBAA which was reviewed at this meeting is approved as amended, and that document shall be forwarded on to Village officials for consideration. Motion carried – All ayes.*

**Item No. 4. Consider a motion to convene into closed session to discuss personnel and benefits and conduct other specified public business, whenever competitive or bargaining reasons require a closed session:**

*At 9:30 A.M. a motion was made by Bhirdo, seconded by Zacek that the SBAA Board of Directors convene into closed session to discuss personnel and benefits and conduct other specified public business, whenever competitive or bargaining reasons require a closed*

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

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

6  
7 *Motion carried.*

8  
9 **Item No. 5. Consider a motion to reconvene into Open Session:**

10 *At 9:45 A.M. a motion was made by Bhirdo, seconded by Larsen that the Board reconvene*  
11 *into Open Session. Another roll call vote was taken, and the Board members again voted in*  
12 *the following fashion:*

13  
14 *Bickford – Aye; Gajda – Aye; Hitzeman – Aye; Kane – Aye; Bhirdo – Aye; Bittorf – Aye;*  
15 *Larsen – Aye; – Aye; Zacek - Aye.*

16  
17 *Motion carried.*

18  
19 **Item No. 6. Consider a motion to take action, if required:**

20 **Item No. 7. Discussion regarding the Coordinator position:**

21 *A motion was made by Bhirdo, seconded by Zacek that the SBAA Board of Directors*  
22 *accepts the recommendation of the Personnel Committee, and, therefore, Chris Milligan*  
23 *will be hired as the new SBAA Coordinator. Motion carried – All ayes.*

24  
25 *A motion was made by Bhirdo, seconded by Zacek that the SBAA Board of Directors*  
26 *accepts the recommendation of the Personnel Committee and directs the Treasurer to see*  
27 *that Laurie Buske's rate of pay is increased to \$12.00 per hour. That raise shall become*  
28 *effective immediately. Motion carried – All ayes.*

29  
30 *A motion was made by Zacek, seconded by Larsen that the SBAA Board of Directors*  
31 *accepts the recommendation of the Finance Committee and directs the SBAA Coordinator*  
32 *to see that the names of the President and Vice-President of the SBAA Board of Directors*  
33 *are added to the list of "authorized signers" with respect to financial transactions at*  
34 *Baylake Bank. Motion carried – All ayes.*

35  
36 **Item No. 8. Discussion regarding the Governor's Conference on Tourism:**

37 *It was the consensus that Chris Milligan shall take Paige Funkhouser's place at the*  
38 *Governor's Conference on Tourism.*

39  
40 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on*  
41 *Thursday, April 7, 2016.*

1 **Adjournment:**

2 *A motion was made by Kane, seconded by Hitzeman to adjourn the meeting of the SBAA*  
3 *Board of Directors at 9:48 A.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz, Secretary

Minutes of the Sister Bay Historical Society  
Feb. 4, 2016

Meeting called to order by President, Fred Johnson

Minutes of the December meeting were read. Motion John, second Pat, approved.

Treasurer's report was given. Motion Don, second, John, approved.

Legacy Fund and Reserve Operating Fund – Jill reported the 2015 amounts were down some in 2015; however, since their beginnings the funds have a net growth of over \$11,000.

Curator – Roberta K. reported that she submitted a SBHS profile sheet to the DCVCB for tour directors. Jitendra is working on Past Perfect at home. Letters/applications have been sent to 30 new and possible returning vendors for the Farmer's Market.

Roberta would like a letter of agreement sent to Susie Smith confirming continued employment for 2016. Discussion followed regarding updating the job description. Jill will make the updates discussed and send to John for review. It will be sent to Susie for her input and then a meeting with her will be scheduled for discussion of updates.

Advertising/Publicity – no report.

Building and Grounds – no report.

Barn Building Update – Don handed out concept drawings from the architect, Randy Stevenson. A cost estimate is needed to proceed. Don will try to reach Myron Beard for an estimate. Don and John reported on their meeting with Brett Bicoy of the DCCF on how to handle fundraising. Next steps are to write a goal statement and name the project; also, name a chairman of the project. There is some interest on the board for having Brett speak to the whole board for the purpose of motivation and know-how.

Budget – Linda and Jill will prepare a proposed budget for the next board meeting.

Marina Fest – If we are going to participate this year we need a chairman. Selling pie doesn't earn enough money to make the effort worthwhile. New items to sell were discussed but none decided upon.

Spring Meeting Event – A dinner and program will be held May 12. John will ask Lester Berns to speak. A chairman is needed to coordinate the event (food, beverages, venue, format, advertising, etc.) Pat is agreeable to preparing food for the event but others will have to assume moving it from her home and setting it up for serving and clean-up.

Heritage Alliance Meetings – There will be a general meeting of all historical organizations to report on their activities. **Date?**

Annual Meeting – John will ask Brett Bicoy to speak on estate giving as the program.

Website – No report on the needed additions of SBHS/COTP current information and activities.

Heritage Programs – John reported that he needs more presenters for next summer. He is continuing to work on the scheduling.

Board Development – There is one board position to be filled. A discussion about selecting nominees for the board identified that the nomination process should be discerning about filling specific needs for the Society and the nominee should understand and be committed to the work of the board.

Other – none reported.

Meeting adjourned.

Respectfully submitted,

Jill Lhost, acting secretary

Next meeting, Wed. March 3, 4:00pm  
in the small meeting room of the SBLG Fire Station

**Curator's Report to the SBHS Board of Directors, March 3, 2016**

- Jitendra is slowly turning the documentation over to me and is offering to teach anyone else who wants to learn to use the Past Perfect program to record the museum artifacts, donations, list of memberships, and other features that the program accommodates. He has decided that he would like to continue perhaps 1 day a week as there is much more to accomplish.
- I will meet with Susie Smith next week to discuss the docent duties.
- The American Assoc. for State and Local History is offering a number of continuing education courses, webinars, and workshops that some of our board members might be interested in. We are a member of this organization.
- Mini-grant information is available from the WHS. Applications are due June 3, 2016.
- Request for permission to use COTP for a wedding reception Sunday, Sept. 25. Would be catered, want barn for barn dance, fee?

Roberta Kutlik

Curator

**Janal Suppanz**

---

**From:** Kathy Enquist [kathysdogma@gmail.com]  
**ent:** Sunday, February 14, 2016 7:09 PM  
**fo:** Janal Suppanz  
**Subject:** teen center Meeting

Good Day Janal,

Teen center met on Friday February 12, at approximately 430. We had a fair attendance for a bitter cold day with blizzard like conditions! It was crazy because the wind was blowing the snow off the bay and it was a complete white out at the village hall!

anyway we had in attendance, Myself, Jenna Riley, Skylar Champeau, Jon Massad, Shannon Jungwirth, Trish Lindenberg and Derreck Linder.

We had a discussion about the rules and hours. We would like to start with Saturday nights and consider adding a week night. There was some concern about the broad range of ages of teens allowed. We considered including youths in 6th grade through 10th grade and possibly renaming the center "youth center" or "young teen center". Furniture needs to be gone through and a TV, carpet and snacks need to be a acquired. We would like to have at least two chaperons on duty while the teen center is open.

We nominated Jenna Riley for president, Shannon Jungwirth for vice president, and heather Anderson for secretary/treasurer. Pending approval.

Next meeting is scheduled for Tuesday March 29th at 4:30.  
We adjourned at approximately 5:20.

--

Kathy Enquist  
Dogma LLC  
920-421-0020  
Sister Bay WI

DOOR COUNTY TOURISM ZONE  
EXECUTIVE COMMITTEE  
Minutes of February 18<sup>th</sup>, 2016  
City of Sturgeon Bay, 421 Michigan Street

**ACTION ITEMS:**

**Nelson moved and Weddig seconded to approve the agenda.** Motion carried.

**Starr moved and Weddig seconded to approve the January 21<sup>st</sup>, 2016 Full Commission minutes as submitted.** Motion carried. Nelson abstained as he was not present at the meeting.

**Nelson moved and Starr seconded to approve Kerber Rose Reports, Payables, and Receipts to Date.** Motion carried.

Starr moved and Nelson seconded to approve the Tweak contract with the omission of the social media portion of the contract in the amount of \$2,450. Motion carried.

**Nelson moved and Starr seconded 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 government 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.** Motion carried.

**Starr moved and Nelson seconded to reconvene into Open Session.** Motion carried.

**Van Lieshout moved and Weddig seconded that Roberts should proceed with advising Attorney Vande Castle to proceed as directed in Closed Session.** Motion carried.

**Starr moved and Van Lieshout seconded to adjourn.** Motion carried.

---

**Committee Members Present by Roll Call:** Josh Van Lieshout, Bryan Nelson, Bill Weddig, and Bob Starr

**Also in Attendance:** Jack Money Penny/DCVB Dianne Lensert/Kerber Rose and Kim Roberts/Administrator

**Excused:** Elizabeth LeClair.

**Absent:** Dick Skare and Dave Holtz.

**Call to Order**

Van Lieshout called the meeting to order at 9:06 a.m.

**Approval of the Agenda**

**Nelson moved and Weddig seconded to approve the agenda.** Motion carried.

**Approval of the Meeting Minutes from January 21<sup>st</sup>, 2016**

**Starr moved and Weddig seconded to approve the January 21<sup>st</sup>, 2016 Full Commission minutes as submitted.** Motion carried. Nelson abstained as he was not present at the meeting.

**Report by the Door County Visitor Bureau on Marketing Efforts**

Money Penny noted that there were additional categories on the Executive Report to tell a better story of what is happening in marketing and communication efforts. He went on to speak about the website and that they had figured out the reason behind the slow down. He said that Inline was the cause of the slowdown; it was configured to take you off the website to Inline then come back to the website to book. He summarized by saying that if you were looking for lodging you were making two (2) visits to the site. He added that the issue has been corrected; visitors are always on the site now and by July growth should trend upward with site visits.

1 Starr said he always attributed the slip in site visits to mobile users and asked Moneyppenny if he  
2 heard mobile visits as an excuse as to why site visits had decreased.

3 Moneyppenny said that there were a lot of different ideas and solutions to the issue; however  
4 nothing brought the numbers back. He did stress that Door County was not losing its share;  
5 occupancy and average daily rate (ADR) continued to grow. Moneyppenny went on to say that it  
6 took the right person looking at the site and within five (5) minutes the fix was applied. He spoke  
7 to moving resources around to get traffic directed to the site to pull numbers up.

8 Starr asked if visitors to the website were still being counted twice.

9 Moneyppenny said that there was no more icloud for Ininline. All searches for lodging are done on  
10 the DCVB website. He added that the speed issues have been corrected as well; previously the  
11 "book it now" began the slowdown of the site and the solution to the slowdown was to move  
12 Ininline to Icloud.

13 Weddig asked if there were any statistics on Ininline.

14 Moneyppenny said that data was tedious. He went on to say that they are initially going to work on  
15 a few months of data. He explained that Liteburn gets the backend; they are responsible for web  
16 site engineering. The programming is done with a company by the name of E-Brains. Both  
17 companies partner with Boelter to work on the DCVB website. Moneyppenny went on to say new  
18 ideas for the website are being implemented for 2016 in addition to the recoding that has been  
19 done to improve the website. The coding, Moneyppenny said, was done in Umbraco code like word  
20 press. Staff can now do updates in house and build out micro sites.

21 Trail Genius was in Door County to map the snowmobile and cross country trails. They will be  
22 back in the spring to work in Southern Door County to map the ATV trails, said Moneyppenny. He  
23 noted that the marinas are already done so that map users could easily read the draft of the  
24 marinas which allows for to safe navigation.

25 Moneyppenny went on to speak about the Travel and Adventure show in Chicago. He shared that  
26 the booth was twenty (20) feet in size and that Trail Genius had shared one-third (1/3) of the  
27 booth. Moneyppenny added that there was a fire pit made out of visitor guides which was a big  
28 success, so much so that they ran out of visitor guides and took over one thousand (1,000) orders  
29 for guides to be mailed. He went on to say that the booth had been packed all day and that  
30 attendance at the show had been a great opportunity.

31 "Our Door County" videos have begun promotion, said Moneyppenny. They feature a day in the  
32 life in Door County. The current video, Moneyppenny said "Our Door County" explores the  
33 community by talking with some of our local artists, including two glass blowers, a painter and  
34 photographers. He went on to say that the videos were promoted on social media and the website  
35 to give people a glimpse of life in Door County.

36 Starr asked who produced the videos for the DCVB.

37 Moneyppenny said that Peninsula Film Works, Dave Eliot's new company with co-founder, Brett  
38 Kosmider has done the filming. He went on to say the series opens peoples' eyes to Door County  
39 and lets them get familiar and understand the County.

40 Moneyppenny went on to discuss Vancouver British Columbia who featured a video that  
41 highlighted tourism as an economic driver to a community. Their video communicates that  
42 tourism helps the community as an economic driver. Tourism brings new members to a  
43 community and even attracts younger people to stay after visiting. A similar video is being  
44 created for Door County that creates a new vision on economic development. The WACVB  
45 (Wisconsin Association of Convention and Visitor Bureaus) also has begun educating that tourism  
46 is an economic driver and that education needs to take place in what tourism is and how it can  
47 grow an economy. Moneyppenny went on to say that the video that the DCVB has created will

1 debut at the DCEC (Door County Economic Council) April Investors lunch. It will then be  
2 introduced during the tourism breakfast.

3 Money Penny moved into discussion of the LGBT page on the DCVB website; he felt it was a  
4 disappointment. He felt that the discussion had to move further than saying, "you're welcome" to  
5 the LGBT community. He added that it was another way to make sure we are making an effort to  
6 another segment of the community to bring more visitors to Door County.

7 **Report from the Administrative Assistant on current activities and issues associated with**  
8 **permitting new members.**

9 Roberts reported that she sent out twenty (20) no report letters for the month of November and as  
10 of February 9<sup>th</sup>, 2016, four (4) properties remained to report.

11 Roberts said that the total outstanding due as of February 9<sup>th</sup>, 2016 was three thousand nine  
12 hundred ninety six dollars and forty one cents (\$3,996.41) from seven (7) permit holders. She noted  
13 that of the total, only one thousand three hundred fifty six dollars and forty one cents (\$1,356.41)  
14 was late fees, penalties or unpaid tax. The remaining amount due, two thousand six hundred  
15 forty dollars (\$2,640) were fines for compliance issues related to permitting.

16 Roberts reported that she had permitted eleven (11) properties since January reporting; eight (8) of  
17 which were permitted through compliance channels. She noted that she still was working on ten  
18 (10) properties.

19 Roberts updated the Committee that she had been in touch with Swain of BLIS regarding the  
20 updated contract and MOU. She said that Swain had been conducting research throughout the  
21 state to update the MOU.

22 Starr asked if the DCTZC could collect money from the sale of the room tax software. He felt that  
23 we could only collect room tax revenues. He asked that Vande Castle be contacted to find out if  
24 fundamentally there was an issue. He asked do we have the right to collect royalties from the sale  
25 of the program.

26 Van Lieshout saw no issue. He said that we have developed the means and methods to collect  
27 room tax.

28 Nelson felt that it would be appropriate to have Vande Castle clarify if the DCTZC as an entity  
29 have the ability to accept revenue or benefit from anything other than room tax. He added that it  
30 should be clarified as to where the money could be spent, would it have to be spent back into  
31 marketing and or administration.

32 Roberts went on to speak about the changes with reporting in respect to ACT 55. She explained  
33 that Van Lieshout and Money Penny met to go over the reporting requirements issued by the  
34 Wisconsin Department of Revenue (WDOR). Out of that meeting Roberts was able to draft a letter  
35 to the municipalities to advise them of the new requirements. She detailed that the DCTZC and  
36 the DCVB will provide all information to each municipality. The DCTZC cannot do the filings for  
37 the municipalities; but the DCTZC will create a form exactly the same as what will be filed online  
38 so that the clerk or treasurer of each municipality can enter the information easily on the WDOR  
39 website to fulfill the reporting requirements.

40 Roberts spoke of her ongoing projects. An Airbnb spreadsheet was included in her report which  
41 detailed all the listings on Airbnb with the DCTZC corresponding permit number. She went on to  
42 say that all listings on Airbnb were permitted with the exception of one timeshare wholesaler who  
43 she hasn't been able to track down any information on. She also noted two listings on Washington  
44 Island that were in the process of permitting. Interestingly, said Roberts, the Town of Liberty  
45 Grove and the City of Sturgeon Bay had the highest number of Airbnb listings.

46 **Discussion of Current Comparable Occupancy Numbers**

1 Lensert noted that everything had been re-run for year end. She noted that the final figure for 2015  
2 was an increase of 8.5% over 2014.

3 Money Penny said that there was a thirty five percent (35%) increase in six years. He added that  
4 ADR had increased sixteen dollars (\$16) in six (6) years and available rooms had increased by one  
5 hundred and sixteen thousand (\$116,000).

6 Nelson encouraged everyone to think back to 2007-08 and what would have happened if room tax  
7 had not been established in Door County; he stressed that it would be a very different picture.

8 Money Penny agreed and added that if you look at sales tax there has been sixty one (61) million  
9 dollars more spent for taxable goods and services which shows development beyond lodging.

10 **Nelson moved and Starr seconded to approve Kerber Rose Reports, Payables, and Receipts to**  
11 **Date.** Motion carried.

12 **Discussion and Consideration of finalized proposal from Tweak**

13 Van Lieshout noted that the Social Media portion should be omitted. He felt strongly that posting  
14 on Facebook and Twitter was not something that the Commission should be concerned with at the  
15 moment. He did add that the day will come, but not in the distant future. He added that policies  
16 and procedures would have to be in place in order for there to be posting on Facebook and Twitter.

17 Starr moved and Nelson seconded to approve the Tweak contract with the omission of the social  
18 media portion in the amount of \$2,450. Motion carried.

19 **Nelson moved and Starr seconded to convene into Closed Session pursuant to Wisconsin State**  
20 **Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the government body who**  
21 **is rendering oral or written advice concerning strategy to be adopted by the body with respect to**  
22 **litigation in which it is or likely to become involved to wit: enforcement actions against lodging**  
23 **providers who have failed to obtain lodging permits and to timely remit monthly room tax**  
24 **report and tax payments.** Motion passed carried.

25 **Starr moved and Nelson seconded to reconvene into Open Session.** Motion carried.

26 **Starr moved and Weddig seconded that Roberts should proceed with advising Attorney Vande**  
27 **Castle to proceed as directed in Closed Session.** Motion carried.

28 **Weddig moved and Starr seconded to adjourn at 11:10 AM.** Motion carried.

29  
30 Respectfully submitted,

31  
32 Kim Roberts  
33 Administrator

34  
35  
36  
37

38 **CLOSED SESSION**

39 **TOURISM ZONE COMMISSION EXECUTIVE COMMITTEE**

40 **February 18th, 2016**

41 The closed session of the Tourism Zone Executive Committee was convened at 10:40 a.m. by  
42 Chairperson Van Lieshout in the Executive Chambers, City Hall.

---

43 **Committee Members Present by Roll Call:** Josh Van Lieshout, Bryan Nelson, Bill Weddig, and  
44 Bob Starr.

1 Also present: Dianne Lensert/**Kerber Rose** and Kim Roberts/**Administrator**

2 **Nelson moved and Starr seconded to convene into Closed Session pursuant to Wisconsin State**  
3 **Statutes, Section 19.85(1)(a)(f) or (g) to confer with legal counsel for the government body who**  
4 **is rendering oral or written advice concerning strategy to be adopted by the body with respect to**  
5 **litigation in which it is or likely to become involved to wit: enforcement actions against lodging**  
6 **providers who have failed to obtain lodging permits and to timely remit monthly room tax**  
7 **report and tax payments. Motion carried.**

8 Discussion took place in regard to non-compliant properties.

9 **Starr moved and Nelson seconded to reconvene into Open Session. Motion carried.**

10 The meeting reconvened in open session at 11:08 a.m.

11 Respectfully submitted,

12

13 Kim Roberts

14 Administrator

15

1           **WATER, SEWER COLLECTION AND STORM SEWER COMMITTEE MEETING MINUTES**  
2                                   **TUESDAY, APRIL 5, 2016**  
3                                   **SISTER BAY FIRE STATION - 2258 MILL ROAD**  
4                                   **(Approval Pending)**  
5

6     The April 5, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer Collection  
7     and Storm Sewer Committee was called to order by Committee Chair Pat Duffy at 7:34 A.M.

8  
9     **Present:** Committee Chair Pat Duffy, and members Scott Baker, Kathy Enquist, and Peter Sauer.

10  
11    **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, and Assistant  
12    Administrator Janal Suppanz

13  
14    **Excused:** Bud Kalms, Hugh Mulliken and Village Administrator Zeke Jackson.

15  
16    **Others:** Terry Sebor of Robert E. Lee & Associates

17  
18    *A motion was made by Baker, seconded by Enquist that the April 5, 2016 meeting of the Water,*  
19    *Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the*  
20    *Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*

21  
22    *At 8:10 A.M. a motion was made by Baker, seconded by Duffy that the April 5, 2016 meeting of*  
23    *the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes. The members of the*  
24    *Water, Sewer Collection and Storm Sewer Committee immediately reconvened, and their meeting*  
25    *was called back to order at 8:11 A.M.*

26  
27    **Approval of the Agenda:**

28    *A motion was made by Duffy, seconded by Baker, to approve the Agenda for the April 5, 2016*  
29    *meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion carried*  
30    *– All ayes.*

31  
32    **Approval of the February 17, 2016, March 10, 2016 and March 22, 2016 meeting minutes:**

33    *A motion was made by Enquist, seconded by Baker, to approve the minutes for the February 17,*  
34    *2016 and March 22, 2016 meetings of the Water, Sewer Collection and Storm Sewer Committee*  
35    *as presented. Motion carried – All ayes.*

36  
37    *A motion was made by Duffy, seconded by Baker to approve the minutes for the March 10, 2016*  
38    *joint meeting of the Personnel and the Water, Sewer Collection and Storm Sewer Committees as*  
39    *presented.*

40  
41    **Public Comments and Correspondence**

42    Duffy noted that no correspondence had been received and asked if anyone wished to address a  
43    non-agenda item. No one responded.

44  
45    **Discussion Items**

46    **1. Administrative Related**

47    **a. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to**  
48    **discuss personnel and employee benefits:**

49 **b. Consider a motion to reconvene into open session:**

50 **c. Consider a motion to take action if necessary:**

51 *None of these agenda items were addressed.*

52

53 **d. Update on the hiring of Dave Alberts as the new Operations Supervisor:**

54 Dave Alberts has been hired as the new Utility Supervisor and will start on April 18, 2016.

55

56 **e. Discussion regarding the purchase of a 2016 Chevrolet Silverado truck for \$28,505.00 from Jim Olson Motors; Consider a motion for action if appropriate:**

57 \$25,000 has been budgeted for the purchase of a new pick-up truck to be used by Utilities  
58 employees in the performance of their job duties. Proposals were requested for the preferred type  
59 of truck from some area truck dealers, and Schell is recommending that a Chevrolet Silverado half  
60 ton 4X4 pick-up truck be purchased from Jim Olson Motors for \$28,505.

61

62 *A motion was made by Duffy, seconded by Baker that the Chevrolet Silverado half ton pick-up  
63 truck mentioned on the documentation which was included in the meeting packets shall be  
64 purchased from Jim Olson Motors for \$28,505.00. Motion carried – All ayes.*

65

66 *A few of the Committee members noted that \$25,000.00 was budgeted for the purchase of a  
67 truck, and, therefore, \$3,505.00 will still be needed. Duffy stated that the extra funds should be  
68 withdrawn from Utility Capital Reserves, and indicated that it will not be necessary for a referral to  
69 be made to the Village Board. Schell was asked to order the new truck ASAP.*

70

71 **2. Water System Related:**

72 **a. Report on #2 Well rehab.**

73 The rehab. work is completed on the #2 well and everything is back on-line and up and running.  
74 In accord with DNR regulations a half draw-down water tower inspection will have to be  
75 conducted soon. The employees from Lane Tank have been contacted and will conduct the  
76 inspection ASAP.

77

78 **b. Update on the status of the Liberty Grove water pressure problems:**

79 The engineers from Robert E. Lee & Associates are evaluating the water pressures in the Liberty  
80 Grove Utility District. Applicable data will be presented as soon as it is available.

81

82 **3. Collection System Related**

83 **a. Bioxide feed system update**

84 From time to time complaints are received that foul odors are being emitted from some of the  
85 manholes. In an attempt to address this issue Bioxide has been utilized at the lift stations and  
86 seems to be working quite well. To date the Hydrogen Sulfide levels have been greatly reduced,  
87 but testing will be continue to be done on a regular basis. If necessary, Bioxide treatment levels  
88 will be adjusted. A new 3,000 gallon Bioxide tank was recently delivered and it should be  
89 installed soon. Once the tank is in place a full semi load of Bioxide will be ordered.

90

91 **b. Update on the status of the Great Lakes Cleaning and Televising Project**

92 The Great Lakes Cleaning and Televising Project has been delayed for a short time because of the  
93 wet weather. The work will be completed ASAP.

94

95

96

97

98 **4. Stormwater System Related**

99 **a. Update on the status of the Bluffside and Mill Road Project**

100 *There is a ponding issue by the brick parking area on Mill Road, and installation of a catch basin*  
101 *and a 16" line might alleviate some of those issues. At the last meeting the Committee members*  
102 *determined that an estimate should be requested for the required work. That information is not*  
103 *available yet.*

104

105 **b. Discussion regarding cleaning of the stormwater Vortex units:**

106 The Vortex units will be cleaned, but that project is also weather dependent.

107

108 **5. Extensions**

109 **a. Garot Project status**

110 No report was given regarding this issue.

111

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

113 *The next regular meeting of the Water, Sewer Collection and Storm Sewer Committee was*  
114 *scheduled for 7:30 A.M. on May 17, 2016.*

115

116 **Adjournment:**

117 *A motion was made by Baker, seconded by Enquist, to adjourn the April 5, 2016 meeting of the*  
118 *Water, Sewer Collection, and Stormsewer Utilities Committee at 8:42 A.M. Motion carried – All*  
119 *eyes.*

120

121 Respectfully submitted,



122

123 Janal Suppanz, Assistant Administrator

124

125

**UTILITIES (WWTP) COMMITTEE MEETING MINUTES**  
**TUESDAY, APRIL 5, 2016**  
**SISTER BAY FIRE STATION - 2258 MILL ROAD**  
**(Unapproved Version)**

The April 5, 2016 meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm Sewer Committee was called to order by Committee Chair Patrick Duffy at 7:34 A.M.

**Present:** Committee Chair Pat Duffy, and Members Scott Baker, Kathy Enquist, and Peter Sauer.

**Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, and Assistant Administrator Janal Suppanz

**Excused:** Hugh Mulliken, Bud Kalms and Village Administrator Zeke Jackson

**Others:** Terry Stebor of Robert E. Lee & Associates

*A motion was made by Baker, seconded by Enquist that the April 5, 2016 meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*

**Approval of the Agenda:**

*A motion was made by Duffy, seconded by Enquist, to approve the Agenda for the April 5, 2016 meeting of the Utilities (WWTP) Committee as presented. Motion carried – all Ayes.*

**Approval of the February 17, 2016 meeting minutes:**

*Jacobson noted that Schell's title should be Utility Manager.*

*A motion was made by Baker, seconded by Sauer, to approve the minutes for the February 17, 2016 meeting of the Utilities (WWTP) Committee as corrected. Motion carried – all Ayes.*

**Comments and Correspondence**

Duffy noted that no correspondence had been received. He then asked if anyone wished to address a non-agenda item. No one responded.

**Discussion Items**

**1. Administrative Related:**

**a. Review of bids which have been received for the Grit Removal System Repair/Replacement Project; Consider a motion for action if necessary:**

Terry Stebor of Robert E. Lee & Associates explained the work which will be done on the Grit Removal System Repair/Replacement Project. Four bids were received for the project, and August Winters & Sons of Appleton, WI was the low bidder. Stebor is recommending that Winters & Sons bid in the amount of \$185,600 be accepted. Time is of the essence, and, therefore, Schell requested that the Village Board address this issue ASAP.

*A motion was made by Baker, seconded by Enquist that the Utilities (WWTP) Committee recommends that the Village Board accept the bid which was submitted by August Winters and Sons of Appleton, WI in the amount of \$185,600 for the Grit Removal System Repair/Replacement Project.*

1 **b. Discussion regarding staffing**

2 Martha Baker has resigned from her position as the Utility Clerk. For now the clerk's duties will be  
3 handled by the staff members in the Administration Office.

4  
5 Dave Alberts has been hired as the new Utility Supervisor and will start on April 18, 2016.

6  
7 Duffy noted that Jacobson will be retiring soon, and he and the other Committee members publicly  
8 thanked Jacobson for his many years of service to the Village and the Liberty Grove Utility District.

9  
10 **c. Update on the status of water pressure issues in the Liberty Grove Utility District**

11 Stebor explained that the engineers from Robert E. Lee & Associates are evaluating the water  
12 pressures in the Liberty Grove Utility District. Applicable data will be presented as soon as it is  
13 available.

14  
15 **d. Replacement Fund Activity Report**

16 A copy of the Replacement Fund Activity Report as well as a quarterly Revenues With Comparison  
17 To Budget Report pertaining to Wastewater was included in the meeting packets, and the  
18 Committee members jointly reviewed those documents.

19  
20 **2. Plant Related**

21 **a. Capacities Report**

22 A Capacities Report was included in the meeting packets, and Schell explained all the data that  
23 report contains.

24  
25 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

26 The next meeting of the Utilities (WWTP) Committee was scheduled for Tuesday, May 17, 2016 at  
27 7:30 A.M. The following item will be addressed at that meeting:

- 28
- Review of the CMAR Report
  - Review of the Annual Consumer Confidence Report
- 29  
30

31 **Adjournment:**

32 *At 8:10 A.M. a motion was made by Baker, seconded by Duffy that the April 5, 2016 meeting of*  
33 *the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

34  
35 Respectfully submitted,

36 

37 Janal Suppanz, Assistant Administrator

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **THURSDAY, MARCH 17, 2016**  
3                                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

5 The March 17, 2016 meeting of the Waterfront Oversight Committee was called to order by  
6 Chairperson Denise Bhirdo at 4:01 P.M.

7  
8 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Rob Zoschke, Tonya Crowell  
9 and Shane Solomon.

10  
11 **Excused:** Chad Kodanko

12  
13 **Others:** Rick Wylie

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

16  
17 **Approval of the agenda:**

18 *A motion was made by Duffy, seconded by Bell that the Agenda for the March 17, 2016*  
19 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
20 *eyes.*

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

23 **As to the March 3, 2016 meeting minutes:**

24 *A motion was made by Duffy, seconded by Zoschke that the minutes for the March 3, 2016*  
25 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
26 *eyes.*

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

29 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded.  
30

31 **Business Items:**

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

34 Duffy noted that he did some research and discovered that there is a provision in the Municipal  
35 Code which states that “quiet time” in the Village is from 10:00 P.M. to 7:00 A.M. Jackson  
36 responded that the regulations Duffy is referring to only pertain to certain areas of the Village,  
37 and if the desire is to have them apply to the parks, applicable Municipal Code amendments  
38 would be required.

39  
40 Zoschke stressed that he is very concerned that if Village officials accept the Committee’s  
41 recommendations from the last meeting and the parks are never closed, there is potential for  
42 individuals to “hang out” and make noise in the parks at all hours of the day or night.

43  
44 *The Committee members agreed that erection of signage is the best way to notify the members*  
45 *of the public of park regulations, but the amount of signage which is displayed should be*  
46 *minimized. They also noted that they believe that signage should be placed in strategic*  
47 *locations throughout the park, and contain language which is clear and concise. Another option*  
48 *would be to erect two to three information kiosks in Waterfront Park or to erect cut-out photo-*  
49 *op./informational boards.*  
50

## Minutes of the March 17, 2016 Meeting of the Waterfront Oversight Committee

1 *It was eventually the consensus that any park regulation signage which is erected should only*  
2 *state "No Pets", "Quiet Hours - 10:00 P.M. to 7:00 A.M." and "Swim at Your Own Risk".*

3  
4 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**  
5 **to a committee, official or employee:**

6 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday,*  
7 *March 24, 2016 at 4:00 P.M.*

8  
9 *The following issues will be addressed at that meeting:*

- 10 • *Discussion regarding allowing vendors in the park.*  
11 • *Discussion regarding the preferred location for bathrooms in Waterfront Park*  
12 • *Discussion regarding playground equipment.*

13  
14 **Adjournment:**

15 *A motion was made by Zoschke, seconded by Solomon that the March 17, 2016 meeting of the*  
16 *Waterfront Oversight Committee be adjourned at 4:59 P.M.*

17  
18 Respectfully submitted,



19  
20 Janal Suppanz,  
21 Assistant Administrator

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **THURSDAY, MARCH 31, 2016**  
3                                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

4  
5  
6 The March 31, 2016 meeting of the Waterfront Oversight Committee was called to order by  
7 Chairperson Denise Bhirdo at 4:02 P.M.

8  
9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Nate Bell, Rob Zoschke and Shane  
10 Solomon. Tonya Crowell arrived at 4:12 P.M.

11  
12 **Excused:** Chad Kodanko

13  
14 **Others:** Rick Wylie and Karen McRoberts

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

17  
18 **Approval of the agenda:**

19 *A motion was made by Duffy, seconded by Zoschke that the Agenda for the March 31, 2016*  
20 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
21 *eyes.*

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

24 **As to the March 17, 2016 meeting minutes:**

25 *A motion was made by Duffy, seconded by Bell that the minutes for the March 17, 2016*  
26 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
27 *eyes.*

28  
29 **Comments, correspondence and concerns from the public:**

30 Bhirdo asked if anyone wished to comment regarding a non-agenda item. Karen McRoberts  
31 stated that she resides at 10626 Claflin Lane, and attended this meeting because she firmly  
32 believes dogs should be allowed in the parks. McRoberts also requested that the Committee  
33 consider making a recommendation that the proposed language on the park signage be revised  
34 to read, "Please Pick Up After Your Pets". McRoberts stated that many people love their dogs  
35 and consider them to be part of the family. In towns, cities and villages all across the country  
36 dogs are allowed at outdoor venues, and people assume that that will be the case here.

37  
38 Bhirdo, Duffy and Zoschke indicated that they can understand how McRoberts feels, but  
39 pointed out that because of the close proximity of Waterfront Park to the beach and the  
40 potential for health and safety issues to arise, they do not believe dogs should be allowed in  
41 that park. The Committee members noted that the Dog Park was created so that people would  
42 have a safe outdoor venue to take their dogs to in the Village, and they also indicated that the  
43 Marina Manager does have the authority to allow dogs in a portion of Marina Park.

44  
45 Duffy noted that it has been his experience that signs which state "No Dogs Allowed" have  
46 basically been ineffective, so he does not believe the wording McRoberts is suggesting would  
47 work at all.

48  
49 Bhirdo spoke to the fact that dogs were once allowed in Waterfront Park. Several years ago  
50 beach closings were necessary because high e-coli counts were realized when routine water

1 quality tests were performed. Therefore, Village officials saw that studies were done to  
 2 determine the source of contamination. There was a considerable amount of public outcry  
 3 about the beach closings, and in light of those closings, the Village installed a Vortech  
 4 system to clean the storm water. Village officials also took a number of other actions to ensure  
 5 that the water would remain clean, including implementation of the policy that dogs would not  
 6 be allowed in the park.

7  
 8 Jackson read an e-mail he received from Lars Johnson aloud. In that e-mail Johnson states that  
 9 the State of Wisconsin recently initiated an ad campaign which states that Wisconsin is “dog  
 10 friendly”. The Wisconsin Department of Health also recently enacted regulations which state  
 11 that dogs can be allowed in outdoor seating areas at restaurants, subject to a number of  
 12 restrictions, if a variance is granted by the State Inspector.

13  
 14 Solomon stated that he takes his dogs with him as much as possible, but also believes there are  
 15 responsible ways for dog owners to have their dogs in public. He and his wife have obtained a  
 16 variance to allow dogs at outside seating areas at their restaurant, and it works very well.

17  
 18 Jackson pointed out that because of a number of logistical issues the current “No Dogs In The  
 19 Park” regulations are basically unenforceable.

20  
 21 After considerable discussion it was eventually the consensus that the recommendation shall be  
 22 made to the Parks Committee that leashed dogs be allowed in the area north of the Village Hall  
 23 to and including Marina Park. If this were to occur people could still have their dogs with them  
 24 in an outdoor area and enjoy the waterfront views, but beach contamination issues would not  
 25 come into play. The hope is that anyone who does bring a dog(s) into the designated area  
 26 would pick up after them.

27  
 28 *A motion was made by Solomon, seconded by Crowell that the recommendation is made to the*  
 29 *Parks Committee that the Municipal Code be amended in such fashion that it states that leashed*  
 30 *dogs shall be allowed in the area north of the Village Hall to and including Marina Park. If such*  
 31 *an amendment is approved, the recommendation is also made that appropriate signage which*  
 32 *is clear and concise be erected in those areas. Motion carried – All ayes.*

33  
 34 **Business Items:**

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

37 **a. Vendors In The Park**

38 At the last meeting the Committee members agreed that RFP’s should be solicited from potential  
 39 vendors wishing to do business in Waterfront Park to see what type of interest there is in such a  
 40 concept, but they did not get an opportunity to define how many of those vendors should be  
 41 allowed.

42  
 43 *A motion was made by Zoschke, seconded by Duffy that the Waterfront Oversight Committee*  
 44 *is recommending that RFP’s be solicited from vendors who would be interested in doing*  
 45 *business in Waterfront Park, and for the first year no more than three vendors as well as Bay*  
 46 *Shore Outdoor be allowed. Motion carried – All ayes.*

47  
 48 *The Committee members are encouraging the Parks Committee to allow a few one-time special*  
 49 *events to be conducted in Waterfront Park this year. They also are recommending that the*  
 50 *organizers of those events be charged the already established commercial vendor fees.*

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

The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 7, 2016 at 4:00 P.M. The following issues will be addressed at that meeting:

- a. Discussion regarding the preferred type and placement of playground equipment in Waterfront Park
- b. Discussion regarding the new bathrooms
- c. Discussion regarding potential amendments to the Village's Facility Use Fee Schedule
- d. Discussion regarding potential ideas for utilization of the lower level of the Boathouse at some point in time.

**Adjournment:**

*A motion was made by Bhirdo, seconded by Zoschke that the March 31, 2016 meeting of the Waterfront Oversight Committee be adjourned at 5:44 P.M.*

Respectfully submitted,



Janal Suppanz,  
Assistant Administrator

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **THURSDAY, APRIL 7, 2016**  
3                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4

5     The April 7, 2016 meeting of the Waterfront Oversight Committee was called to order by  
6     Chairperson Denise Bhirdo at 4:05 P.M.

7  
8     **Present:** Chairperson Bhirdo, and members Pat Duffy, Tonya Crowell, Nate Bell, and Shane  
9     Solomon.

10  
11    **Absent:** Rob Zoschke and Chad Kodanko

12  
13    **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

14  
15    **Others:** Rick Wylie

16  
17    **Approval of the agenda:**

18    *A motion was made by Duffy, seconded by Bell that the Agenda for the April 7, 2016 meeting*  
19    *of the Waterfront Oversight Committee be approved as presented. Motion carried – All ayes.*  
20

21    **Approval of minutes as published:**

22    **As to the March 31, 2016 meeting minutes:**

23    Bhirdo indicated that she would like the following paragraph to be added to the end of Page 1  
24    of the minutes for the March 31, 2016 meeting of the Waterfront Oversight Committee:

25    *“Bhirdo spoke to the fact that dogs were once allowed in Waterfront Park. Several years ago*  
26    *beach closings were necessary because high e-coli counts were realized when routine water*  
27    *quality tests were performed. Therefore, Village officials saw that studies were done to*  
28    *determine the source of contamination. There was a considerable amount of public outcry*  
29    *about the beach closings, and in light of those closings, the Village installed a Vortechincs*  
30    *system to clean the storm water. Village officials also took a number of other actions to ensure*  
31    *that the beach would remain clean, including implementation of the policy that dogs would not*  
32    *be allowed in the park.”*

33  
34    *A motion was made by Solomon, seconded by Duffy that the minutes for the March 31, 2016*  
35    *meeting of the Waterfront Oversight Committee be approved as amended. Motion carried – All*  
36    *ayes.*  
37

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

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

41  
42    *The Parks Committee met yesterday and asked that the Waterfront Oversight Committee define*  
43    *the amount of time which will be allotted for beachfront wedding ceremonies. Discussion took*  
44    *place regarding this issue, and it was the consensus that the designated amount of time for*  
45    *beachfront wedding ceremonies shall be three hours. It was also the consensus that the Village’s*  
46    *standard “This Area Is Reserved” signage shall be erected on the perimeters of the portion of*  
47    *the beach which is reserved for weddings.*  
48  
49  
50

**Business Items:****Item No. 1. Discussion regarding the following items which are listed on the Parks Planning Worksheet; Consider a motion(s) for action if necessary:****c. Location of new bathrooms and showers**

Discussion took place regarding the preferred location for the new bathrooms and showers, and the Committee members noted that it might be possible to construct that type of appurtenance in the following locations:

- A. In the lower level of the Boathouse. (Duffy noted that the upper level of the Boathouse has now been rented out on a long-term basis.)
- B. Behind the Village Hall. (Flooding issues could come into play if this area is utilized.)
- C. Behind the Post Office. (If this option is chosen some of the parking stalls behind the Post Office would have to be eliminated.)

Another option would be to remodel the Hendrickson Park Restrooms. (Several of the Committee members noted that they believe the Hendrickson Park Restrooms are too far away from the beach, and also noted that it could be quite costly to do the necessary remodeling work.)

*Mann and Jackson were asked to determine the square footage and elevations of the lower level of the Boathouse and the Village Hall, and they were also asked to determine the height of the ceiling in the lower level of the Boathouse. They will also determine where the high water mark is on the Boathouse property, and prepare a diagram of the area around the Post Office which depicts the width of Post Office Lane as well as the number of parking spaces which are currently available around the Post Office. After all that data has been compiled Jackson will ask the Building Inspector to provide an opinion as to whether or not any or all of the previously mentioned suggestions would be feasible and/or practical.*

**(a) Utilization of the lower level of the Boathouse**

At one point the suggestion was made that the lower level of the Boathouse be utilized for a commercial venture, but the Marina Committee has indicated that they do not believe that would be practical, especially in light of the fact that the Boathouse has been rented out on a long-term basis.

**b. Addition of playground equipment and outdoor games:**

Discussion took place regarding the addition of playground equipment and making outdoor games accessible to Waterfront Park patrons, and Solomon noted that his children utilize the existing wooden playground equipment quite often but do get splinters from it. It was the consensus that the Parks Committee shall be asked to see that that equipment is replaced ASAP. It was also the consensus that the spring loaded turtle and dinosaur which are currently in storage should be returned to the playground area in Waterfront Park ASAP. Other options would be to install a hopscotch court and/or add a goat that kids could climb on. Several of the Committee members noted that older kids and adults spend a lot of time on the swim dock. The suggestion was made that a swim raft and a slide be installed in the designated swimming area.

**d. Village Hall rental policies and procedures:**

The current Facility Use Fee Schedule was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process Bhirdo pointed out the fact that it is quite costly to maintain and heat/cool the Village Hall. With that fact in mind she believes the use fees for the Village Hall should definitely be adjusted. She will prepare a draft

1 fee schedule and include it in the packets for the next meeting of the Committee.  
 2

3 **e. Issues associated with utilization of the Swim Dock:**

4 It was the consensus that this agenda item will not be addressed until a later date.  
 5

6 **f. How will the Committee's decisions affect the Sister Bay brand:**

7 This agenda item was not addressed.  
 8

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

11 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 14,  
 12 2016 at 4:00 P.M. The following issues will be addressed at that meeting:*  
 13

- 14 • *Village Hall rental policies and procedures*
- 15 • *Potential revisions to the Village's Facility Use Fee Schedule.*

16  
 17 ***The previously mentioned Village Hall, Boathouse and Post Office Parking Lot data  
 18 will be reviewed as soon as it is available.***

19  
 20 **Adjournment:**

21 *A motion was made by Bhirdo, seconded by Crowley that the April 7, 2016 meeting of the  
 22 Waterfront Oversight Committee be adjourned at 5:34 P.M.*  
 23

24 Respectfully submitted,

25 

26 Janal Suppanz,  
 27 Assistant Administrator

1                   **WATERFRONT OVERSIGHT COMMITTEE MEETING MINUTES**  
2                                   **THURSDAY, APRIL 14, 2016**  
3                                   **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**  
4                                   **(APPROVAL PENDING)**

5  
6 The April 14, 2016 meeting of the Waterfront Oversight Committee was called to order by  
7 Chairperson Denise Bhirdo at 4:03 P.M.

8  
9 **Present:** Chairperson Bhirdo, and members Pat Duffy, Rob Zoschke, Chad Kodanko, Tonya  
10 Crowell, and Nate Bell. Shane Solomon arrived at 4:09 P.M.

11  
12 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

13  
14 **Others:** Rick Wylie

15  
16 **Approval of the agenda:**

17 *A motion was made by Duffy, seconded by Crowley that the Agenda for the April 14, 2016*  
18 *meeting of the Waterfront Oversight Committee be approved as presented. Motion carried – All*  
19 *eyes.*

20  
21 **Approval of minutes as published:**

22 **As to the April 7, 2016 meeting minutes:**

23 Bhirdo indicated that she would like to see the following revisions made to the minutes for the  
24 April 7, 2016 meeting of the Waterfront Oversight Committee:

- 25  
26       • Remove the last sentence of the paragraph which begins on Page 1 – Line 43;  
27       • Amend the sentence which begins on Page 2 – Line 22 so that it reads, “They will also  
28       determine where the high water mark is on the Boathouse property, and prepare a  
29       diagram of the area around the Post Office which depicts the width of Post Office Lane  
30       as well as the number of parking spaces which are currently available around the Post  
31       Office.”.

32  
33 *A motion was made by Duffy, seconded by Bell that the minutes for the April 7, 2016 meeting*  
34 *of the Waterfront Oversight Committee be approved as amended. Motion carried – All eyes.*

35  
36 **Comments, correspondence and concerns from the public:**

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

39  
40 **Business Items:**

41 **Item No. 1. Discussion regarding the following items which are listed on the Parks Planning**  
42 **Worksheet; Consider a motion(s) for action if necessary:**

43 **a. Village Hall rental policies and procedures:**

44 **b. Potential revisions to the Village’s Facility Use Fee Schedule:**

45 Bhirdo noted that a simplified Facility Use Fee Schedule for the Village Hall, the Sports  
46 Complex, the TKH Building and Sports Complex Pavilion, and the Large and Small Meeting  
47 Rooms at the Fire Station was included in the meeting packets, and the Committee members  
48 jointly reviewed that document. During the review process the Committee members noted that  
49 the proposed fees for use of the Village Hall were still quite low. It was eventually the  
50 consensus that the “Non-Village Organization and Individuals Village Hall Use Fee” shall be  
51 increased to \$150.00. It was also the consensus that the “For Profit Use Fee” column should be  
52 deleted in its entirety, but that the remainder of the fees on the draft are acceptable. The

1 suggestion was made that automated self-service facility reservation software be utilized at  
 2 some point in time, and Jackson indicated that he will look into the options which are  
 3 available.

4  
 5 *A motion was made by Duffy, seconded by Solomon that the recommendation is made to the*  
 6 *Parks Committee that the simplified Facility Use Fee Schedule for the Village Hall, the Sports*  
 7 *Complex, the TKH Building, the Sports Complex Pavilion, and the Large and Small Meeting*  
 8 *Rooms at the Fire Station which was reviewed at this meeting be approved as amended at this*  
 9 *meeting. Motion carried – All ayes.*

10  
 11 **c. Location of new restrooms and outdoor showers**

12 As requested Steve Mann determined the square footage, ceiling height and elevations of the  
 13 lower level of the Boathouse and saw that a floor plan for that building was prepared. The  
 14 Committee members jointly reviewed the previously mentioned document, and it was  
 15 eventually the consensus that the lower level of the Boathouse simply will not be a viable  
 16 option for construction of restrooms or outdoor showers. It was also the consensus that it would  
 17 not make sense to remodel the Hendrickson Park restrooms as they are too far away from the  
 18 beach.

19  
 20 Discussion then turned to alternate restroom/shower locations, and Jackson noted that the  
 21 maximum capacity for the sewer and water lines in the area around the Village Hall is 72  
 22 REU's. He also noted that Post Office Lane is 11' wide. It was eventually the consensus that a  
 23 restroom addition could be constructed on either the north or south sides of the Village Hall.

24  
 25 The suggestion was made that at some point in the future an additional restroom be constructed  
 26 near the area where Bay Shore Outdoor will be doing business in Waterfront Park. If this were  
 27 to occur restrooms would be readily available to persons utilizing the Sister Bay Stage or  
 28 attending tented events.

29  
 30 **d. How will the Committee's decisions affect the Sister Bay brand:**

31 This agenda item was not addressed.

32  
 33 **Item No. 2. Consider a motion to discuss matters to be placed on a future agenda or referred**  
 34 **to a committee, official or employee:**

35 *The next meeting of the Waterfront Oversight Committee was scheduled for Thursday, April 21,*  
 36 *2016 at 4:00 P.M. Bhirdo requested that the Committee members think about options for*  
 37 *utilization of the area behind the Post Office for restrooms/outdoor showers. She also asked that*  
 38 *they think about potential future locations for additional restrooms, park signage options, and*  
 39 *how the Committee's decisions will affect the Sister Bay brand, and be prepared to make a*  
 40 *formal recommendation and motion(s) regarding those issues at the April 21<sup>st</sup> meeting.*

41  
 42 **Adjournment:**

43 *A motion was made by Zoschke, seconded by Solomon that the meeting of the Waterfront*  
 44 *Oversight Committee be adjourned at 5:25 P.M.*

45  
 46 Respectfully submitted,

47 

48 Janal Suppanz, Assistant Administrator