



BOARD OF TRUSTEES  
MEETING AGENDA

Tuesday, August 16, 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

**Deviations from the agenda order shown may occur.**

Approval of agenda and minutes as published  
Comments and Correspondence  
New Village Board Business Items

1. Discussion on a request from Mr. Duffy to consider future funding for Marinafest as a part of the 2017 budget; consider a motion to direct staff to take appropriate actions.
2. Discussion on creation of a Premier Economic Development District in Sister Bay under the terms of Wisconsin Act 286; consider an appropriate motion for action.
3. Consider a motion to discuss and confirm President Lienau's Appointments.
4. Report on County activities from the County Supervisor, Dave Lienau.
5. Review of the financial statements and consideration of a motion to approve the monthly bills.
6. Report by the Village Administrator on Village Activities and Projects.
7. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and 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.
8. Consider a motion to reconvene into Open Session.
9. Consider a motion to take action, if required.
10. 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. <u>Reserved</u>           | 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. Youth Center             | 18. TZC               |
| 19. Utility          | 20. Admin and Comp 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:

Administration Building     
  Library     
  Post Office

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Name Date

1                   **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**  
2   **TUESDAY, JULY 19, 2016**  
3                   **SISTER BAY-LIBERTY GROVE FIRE STATION - 2258 MILL ROAD**  
4   **UNAPPROVED VERSION**  
5

6 The July 19, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order  
7 by Village President Dave Lienau at 6:01 P.M.

8  
9 **Present:** President Lienau and Trustees Denise Bhirdo, Scott Baker, Kathy Enquist and Nate  
10 Bell.

11  
12 **Excused:** John Clove and Pat Duffy

13  
14 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Attorney  
15 Randy Nesbitt and Assistant Administrator Janal Suppanz.

16  
17 **Others:** Todd Schneider, Laddie Chapman, David Schilling, Chris Milligan, Drew Bickford,  
18 Rob Zoschke, Jackson Parr, Steve and Karen McRoberts, Steve Musinsky and Bob Kufrin.

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

21 *A motion was made by Bhirdo, seconded by Baker that the Agenda for the July 19, 2016 meeting of the*  
22 *Village of Sister Bay Board of Trustees be approved as presented. Motion carried - All ayes.*

23  
24 *Bhirdo noted that she believes the section of the June 21, 2016 meeting minutes which begins on Line*  
25 *44 of Page 3 and ends on Line 46 of Page 3 should read:*

26  
27                   *"Jackson was asked to see that the Board of Trustee and Commission/Committee By-*  
28 *Laws which were reviewed at this meeting be revised in accord with the Board*  
29 *members' directives. The revised documents will be reviewed at a future meeting of*  
30 *the Village Board."*

31  
32 *The other Board members concurred, and, therefore, it was the consensus that the portion of the*  
33 *minutes which begins on Line 48 of Page 3 and ends on Line 50 of Page 3 shall be deleted in its*  
34 *entirety.*

35  
36 *A motion was made by Baker, seconded by Bell that the minutes for the June 21, 2016 meeting of the*  
37 *Village Board be approved as amended. Motion carried - All ayes.*

38  
39 **Comments and correspondence:**

40 Lienau asked if any correspondence had been received, and also asked if anyone wished to  
41 comment regarding a non-agenda item.

42  
43 Jackson read a letter which had been received from Greg Gill, a Marina tenant, aloud. In that  
44 letter Mr. Gill compliments Nicole Krauel, the Marina Manager, and the other Marina  
45 employees on the work they do.

46  
47 Jackson also read a letter he had received from Mary Schmidt, a member of the Woodcrest  
48 Condo Owner's Association, aloud. In that letter Ms. Schmidt thanks Jackson and Lienau for

1 attending their recent Condo Owner's Association meeting.

2  
3 Rob Zoschke noted that there was recently an article published in the Wall Street Journal  
4 concerning Door County. As a citizen member of the Waterfront Oversight Committee he  
5 was embarrassed and upset that the only mention of Sister Bay in that article was the fact  
6 that Al Johnson's Swedish Restaurant is here. He believes the persons who were interviewed  
7 from Al's as well as representatives of the SBAA and the Village Board should make a  
8 concerted effort to get the word out to reporters about all the improvements which have  
9 been made in the Village.

10  
11 **Item No. 1. Public Hearing regarding a proposed amendment to Chapter 38 of the Sister**  
12 **Bay Municipal Code - Pets In Parks; Discussion on a recommendation from the Parks**  
13 **Committee concerning a draft amendment to Chapter 38 of the Municipal Code; Consider**  
14 **relevant motions for action if appropriate:**

15 The Waterfront Oversight Committee met several times during the spring, and, among other  
16 things, recommended that the area north of the Village Hall be designated as a "pet friendly"  
17 location. This recommendation was forwarded on to the Parks Committee, and after hearing  
18 comments from a number of individuals the members of the Parks Committee deliberated  
19 this issue at length. They eventually determined that all of Waterfront Park should actually  
20 be designated as a "pet free" area. From an administrative perspective both the current  
21 regulations contained in Chapter 38 of the Municipal Code as well as the existing parks  
22 signage are not consistent with the direction that the Parks Committee wanted to take, and,  
23 therefore, the proposed regulations which were included in the meeting packets were  
24 drafted. The Parks Committee requested that new signage which states that "no pets" are  
25 allowed in Waterfront Park be erected, and staff was directed to take a "relaxed approach" to  
26 enforcement north of the Village Hall so as to not create complications for boaters utilizing  
27 the Marina who had pets. The proposed regulations contain the word "pet" rather than  
28 "dog" as there have been reports of there also being goats and cats in Waterfront Park. There  
29 is a "carve out" in the proposed regulations which states that pets will be allowed in the park  
30 during festivals and special events, on the condition that the organization hosting the event  
31 will be held responsible for immediate inspection of the grounds and removal of all pet  
32 waste found on the property.

33  
34 *At 6:14 P.M. Lienau called the public hearing regarding a proposed amendment to Chapter 38 of the*  
35 *Sister Bay Municipal Code - Pets in Parks, to order. He then asked if anyone wished to comment*  
36 *regarding the proposed regulation amendment.*

37  
38 *Todd Schneider stated that he is an RN at SCAND, which is a dog friendly location. Ephraim and*  
39 *Ellison Bay are also pet friendly. Schneider stated that he supports allowing dogs in the Village's*  
40 *parks, and also supports imposition of forfeitures for people who allow their dogs to run at large or do*  
41 *not pick up after them.*

42  
43 *Drew Bickford of 2341 Maple Drive stated that he walks his dog on Village streets on a regular basis*  
44 *because he does not have a large yard for the dog to run in, but always has him on a leash and picks up*  
45 *after him. He understands that there are issues associated with allowing dogs in the park, but is*  
46 *disappointed that he is not even allowed to walk his dog on the sidewalk which runs through*  
47 *Waterfront Park. Bickford is very grateful that the Dog Park is available, but that location is not*  
48 *always convenient or practical. He is the President of the SBAA Board of Directors, and in that*

1 capacity is aware that a number of individuals consider their dogs to be a part of the family and bring  
2 them on vacation. Therefore, he believes it is very short-sighted to not allow dogs in the park. His place  
3 of employment is a dog-friendly establishment, and Bickford believes the same courtesies should be  
4 afforded to everyone who utilizes the parks. He firmly believes that dogs must be on a leash and must  
5 be picked up after. He also believes any park regulation signage which is erected should be more  
6 "friendly".  
7

8 Steve McRoberts of 10626 Claflin Lane stated that when he and his wife first moved to Sister Bay  
9 their dog was allowed in the park. They consider their dog to be a member of the family and take him  
10 wherever they go. In many communities there are humorous and informative signage which states that  
11 dogs must be on a leash and must be picked up after.  
12

13 Karen McRoberts of 10626 Claflin Lane stated that she believes dogs should be allowed in Waterfront  
14 Park on a leash. She understands that there are e-coli contamination concerns if dogs are allowed in  
15 close proximity to beaches, but did some research and discovered that there are a number of  
16 contributing factors to the contamination which has occurred thus far. The American Veterinarian  
17 Association did a study and determined that many people consider their pets to be members of the  
18 family. The Wisconsin Department of Tourism is also conducting a marketing campaign which states  
19 that Wisconsin is "dog friendly". Therefore, it only makes sense to her that since the Village is a  
20 tourist destination pets should be allowed in Waterfront Park on a leash. It is her opinion that the  
21 "No Dogs In The Park" regulations are simply unfair to the residents who own dogs in the Village  
22 and are "wrong".  
23

24 Chris Milligan of 10637 Westwood explained that he works as the SBAA Coordinator. One of the  
25 complaints that he has heard is that there are dog owners who do not pick up after their pets. He would  
26 like to suggest that a concerned group of citizens/dog owners take on the task of cleaning up pet waste  
27 in Waterfront Park on a daily basis.  
28

29 At 6:31 P.M. Lienau asked if anyone else wished to comment regarding the proposed regulation  
30 amendment, and when no one responded he declared that the public hearing was officially closed.  
31

32 Enquist acknowledged that she is the owner of a business which caters to dogs, and would  
33 be willing to organize a group of individuals who are willing to clean up pet waste in  
34 Waterfront Park on a regular basis. She also indicated that all she really wants is to be  
35 allowed to walk her dogs down the sidewalk in Waterfront Park. She is grateful that dogs  
36 will be allowed in the parks for festivals and special events.  
37

38 Bhirdo indicated that if a designated dog area is created in the Village she believes any and  
39 all dogs, not just those who are owned by boaters, should be allowed in that area. She also  
40 noted that she does see a number of people walking their dogs throughout the Village on  
41 leashes, but believes that no matter how well behaved an animal is there is potential for  
42 someone to become injured if that animal is in unfamiliar surroundings. She is also  
43 concerned that if the amendments to Chapter 38 are approved as presented dogs would be  
44 allowed in Waterfront Park during festivals and large events.  
45

46 Baker acknowledged that his house is "pretty much run for the comfort and convenience of  
47 his dogs", but he personally would never consider taking any of them down to the beach. He  
48 is also concerned that someone could become injured by one of his dogs if they are in

1 unfamiliar surroundings.

2  
3 Bell indicated that he would be comfortable with abiding by the Waterfront Oversight  
4 Committee's recommendation to allow dogs in the area north of the Village Hall. Bhirdo  
5 agreed.

6  
7 Lienau acknowledged that he is a dog owner, and would love to take his dog, Sophia, to  
8 Waterfront Park, but is aware that there are a number of issues which could arise. Basically  
9 "this is a no-win situation" and Lienau fully understands all sides of the argument.

10  
11 *It was the consensus that the area north of the Village Hall shall be designated as the area of*  
12 *Waterfront Park where pets will be allowed, and Jackson was asked to make the appropriate*  
13 *amendments to the draft which was included in the meeting packets. He was also asked to strike the*  
14 *portion of the draft which states that pets will be allowed in the park during festivals and special*  
15 *events.*

16  
17 *A motion was made by Bhirdo, seconded by Baker that the Village Board approves of the amendments*  
18 *to Chapter 38 of the Village of Sister Bay Municipal Code which were reviewed at this meeting as*  
19 *amended. Motion carried with Enquist opposed.*

20  
21 Enquist was asked if she still would be willing to organize the previously mentioned group  
22 of pet owners, and she responded affirmatively.

23  
24 *It was the consensus that "Mutt Mitts" and pet signage shall be installed in the area which is north of*  
25 *the Village Hall ASAP.*

26  
27 **Item No. 2. Discussion regarding Resolution No. 335, which authorizes a Grant**  
28 **Application for GRI funding to diversify tree plantings in the Village's parks in response**  
29 **to the Emerald Ash Borer; Consider a motion for action if appropriate:**

30 As part of the Waterfront Park Master Plan the Village will be planting many new shade  
31 trees, and the Village is interested in obtaining a cost-share grant from the Bay-Lake Regional  
32 Planning Commission for the purpose of funding Emerald Ash Borer mitigation projects. As  
33 a qualifier for applying for GRI funding, the Village Board must designate a staff person,  
34 through Resolution, to act as the responsible party to apply for, communicate with, author,  
35 and administer all aspects of the grant process. A draft of Resolution No. 335, which  
36 designates the Village Administrator as the designated staff person, was included in the  
37 meeting packets, and the Board members jointly reviewed that document.

38  
39 Lienau noted that he believes there are a number of other shade trees such as Lindem, Locust  
40 and Oak which should be considered as plantings in the Village, and it was the consensus  
41 that this is a good idea.

42  
43 *A motion was made by Bhirdo, seconded by Enquist that the Village Board passes and adopts*  
44 *Resolution No. 335, which authorizes the Village Administrator to apply for 2016 Great Lakes*  
45 *Restoration Initiative Funding for Emerald Ash Borer Tree Species Diversification Funding, as*  
46 *presented. Motion carried - All ayes.*

1 **Item No. 4. Discussion on a recommendation from the Door County Hazard Mitigation**  
 2 **Work Group to pass Resolution No. 333 adopting the Door County Hazard Mitigation**  
 3 **Plan; Consider a motion for action if appropriate:**

4 The first step in dealing with a hazard is to identify it and to plan on how to deal with it. A  
 5 copy of the Door County Hazard Mitigation Plan, which identifies hazards which could  
 6 occur throughout the County and gives communities a tool by which to begin to address  
 7 acute and chronic hazards, was included in the meeting packets, and the Board members  
 8 jointly reviewed that document. The Village Administrator has recommended that the  
 9 Village Board pass and adopt Resolution No. 333, which adopts the County's Hazard  
 10 Mitigation Plan.

11  
 12 *A motion was made by Bhirdo, seconded by Baker that the Village Board passes and adopts Resolution*  
 13 *No. 333, which adopts the Door County Hazard Mitigation Plan, as presented. Motion carried – All*  
 14 *ayes.*

15  
 16 **Item No. 5. Discussion regarding amendment of the Sister Bay Board of Trustees By-Laws,**  
 17 **as well as the Sister Bay Committee and Commission By-Laws; Consider appropriate**  
 18 **motions for action if appropriate:**

19 The Board of Trustees By-Laws and the Committee and Commission By-Laws were revised  
 20 in accord with the Board's directives, and drafts of both of those documents were included in  
 21 the meeting packets. The Board members jointly reviewed the By-Laws, and during the  
 22 review process a few grammatical revisions were suggested. Jackson took note of all of them.

23  
 24 *A motion was made by Bhirdo, seconded by Baker that the Board of Trustee and Committee and*  
 25 *Commission By-Laws which were reviewed at this meeting are approved as amended. Motion carried –*  
 26 *All ayes.*

27  
 28 **Item No. 6. Discussion on a recommendation from the Village Administrator to amend the**  
 29 **Building and Zoning Fee Schedule, and to expand the contract for services with**  
 30 **Inspection Specialists; Consider a motion for action if appropriate:**

31 The Building and Zoning Fee Schedule were revised in accord with the Board's directives,  
 32 and a draft of the revised document was included in the meeting packets. The Building Fee  
 33 schedule includes the commercial building fees which were agreed upon at the last meeting.  
 34 It was the consensus that the proposed fee schedule is acceptable.

35  
 36 *A motion was made by Baker, seconded by Enquist that the Village Board adopts the Building and*  
 37 *Zoning Fee Schedule which was reviewed at this meeting as presented. Motion carried – All ayes.*

38  
 39 **Item No. 7. Consider a motion to discuss and confirm President Lienau's appointments:**

40 Lienau indicated that he didn't wish to recommend any appointments at this time.

41  
 42 **Item No. 8. Report on County activities from the County Supervisor, Dave Lienau:**

43 Lienau gave the following oral report:

- 44 • The County's CIP for 2017 has been approved by the Finance Committee and the
- 45 Administration Committee and that document will now be forwarded on to the
- 46 County Board.
- 47 • Phase I of the Senior Center/ ADRC/EMS Construction Project is nearing completion.

48

1 **Item No. 9. Review of the financial statements and consideration of a motion to approve**  
 2 **the monthly bills:**

3 Payment Approval Reports for the period June 21, 2016 through July 8, 2016 were included  
 4 in the meeting packets, and the Board members jointly reviewed those documents.

5 *A motion was made by Lienau, seconded by Enquist that the monthly bills depicted on the reports*  
 6 *which were included in the meeting packets totaling \$239,088.30 are all approved. Motion carried –*  
 7 *All ayes.*

8  
 9 **Item No. 10. Report by the Village Administrator on Village activities and projects:**

10 Jackson reported on the following issues:

- 11 • Pat Hockers has about one day's worth of work to do on rough grading of the  
 12 sledding hill. Top soil will need to be applied before seeding and watering can  
 13 commence.
- 14 • Staff is working to develop some narrative signage for the beach so that visitors will  
 15 have the opportunity to learn about some of the less obvious features of the project,  
 16 such as the rain gardens, native plantings, and reason for the coarse sand placement.
- 17 • The State has approved the Sanitary Plans for the Harbor View Project. The developer  
 18 is still awaiting approval of the water main extension.
- 19 • Blasting is currently taking place at Stony Ridge and the expansion project is well  
 20 underway. Several members of the Stony Ridge Condo Association have contacted  
 21 Jackson regarding the fact that a small amount of landscaping has not been done, and  
 22 a zoning compliance notification letter was issued to Keith Garot. Concerns were also  
 23 raised about the fact that a private road was being used by the construction workers.
- 24 • State approved Wayfinding Signage Plans have been received.
- 25 • Staff is working with various State agencies and officials to obtain final State DOA  
 26 approvals for the Braun property development site.
- 27 • As per the Board members' directives he did some research and discovered that the  
 28 appropriate title for the type of license which allows the sale of cigarettes and tobacco  
 29 products is actually "Cigarette and Tobacco License".

30  
 31 Jackson noted that he has received a number of complaints that people are parking on the  
 32 hill by the Grube residence on S. Bay Shore Drive, which could be quite dangerous. It was  
 33 the consensus that the area in question shall be designated a "No Parking" zone.

34  
 35 **Item No. 11. Consider a motion to convene into executive session pursuant to Wis. Stats.,**  
 36 **§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral**  
 37 **or written advice concerning strategy to be adopted by the body with respect to litigation**  
 38 **in which it is or is likely to become involved, and Wis. Stats., §19.85(1)(e) to deliberate or**  
 39 **negotiate the purchase of public properties, the investment of public funds, or conduct**  
 40 **other specified public business, whenever competitive or bargaining reasons require a**  
 41 **closed session:**

42 *At 7:24 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board convene into*  
 43 *executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the*  
 44 *governmental body who is rendering oral or written advice concerning strategy to be adopted by the*  
 45 *body with respect to litigation in which it is or is likely to become involved, and Wis. Stats.,*  
 46 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*  
 47 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*  
 48 *a closed session.*

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

2  
3 Baker – Aye; Bell – Aye; Bhirdo – Aye; Enquist – Aye; Lienau – Aye

4  
5 Motion carried.

6  
7 **Item No. 12. Consider a motion to reconvene into open session:**

8 At 8:59 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board reconvene into  
9 open session.

10  
11 Another roll call vote was taken on that motion, and the Board members again voted in the following  
12 fashion:

13  
14 Baker – Aye; Bell – Aye; Bhirdo – Aye; Enquist – Aye; Lienau – Aye

15  
16 Motion carried.

17  
18 **Item No. 13. Consider a motion to take action, if required:**

19 A motion was made by Lienau, seconded by Bell that the Village Board approves of the Joint Defense  
20 Agreement concerning the Beach Project and authorizes staff to execute that document. Motion  
21 carried – All ayes.

22  
23 A motion was made by Baker, seconded by Bhirdo that the Village Board authorizes staff and Attorney  
24 Nesbitt to carry out the actions which were discussed in closed session with regard to the Wastewater  
25 Treatment Plant. Motion carried – All ayes.

26  
27 A motion was made by Bell, seconded by Enquist that the Village Board passes and adopts Resolution  
28 No. 336, authorizing the sale of Lots 2 and 3 of the Braun Development to J.J. Johnson as presented.  
29 Motion carried – All ayes.

30  
31 **Item No. 14. Consider a recommendation from the Marina Committee regarding allowing**  
32 **a motorized scooter vendor to do business at the Sister Bay Marina; Consider relevant**  
33 **motions for action if appropriate:**

34 The Marina Committee has recommended that a contract be entered into with Sister Bay  
35 Scooters, LLC for the operation of a motorized scooter business at the Sister Bay Marina, and  
36 a draft of a proposed Operating Agreement was included in the meeting packets. The Board  
37 members jointly reviewed the draft, and Jackson took note of a few suggested revisions.

38  
39 A motion was made by Enquist, seconded by Baker that the Village Board authorizes staff to execute  
40 the draft Operating Agreement with Sister Bay Scooters, LLC which was reviewed at this meeting as  
41 amended. Motion carried – All ayes.

42  
43 At 9:03 P.M. a brief recess was taken, and the Board reconvened at 9:09 P.M.

44  
45 **Item No. 3. Discussion on items of interest for the upcoming Board Work Session on CIP**  
46 **planning and goal setting; Consider a motion to direct staff to work on this item for a**  
47 **future meeting:**

48 Jackson explained that he was in the process of preparing for the upcoming CIP Planning  
49 and Goal Setting Work Session and would like to establish which items the Board members

1 would actually like to see on the agenda for that meeting. It was eventually the consensus  
2 that the following items shall be added to the agenda for the work session:

- 3 • Discussion regarding the hiring of a Beach Attendant and potential liability concerns;
- 4 • Discussion regarding creation of workforce housing;
- 5 • Discussion regarding the potential for having traffic and pedestrian counts done on  
6 Country Walk Drive and creation of a sidewalk on that roadway;
- 7 • Discussion regarding the potential for having a Village-wide traffic study conducted;
- 8 • Discussion regarding creation of an ad hoc committee to address issues associated with  
9 the Quarry Mitigation Plan;
- 10 • Discussion regarding the potential purchase of a snow making machine for the  
11 sledding hill; and,
- 12 • Discussion regarding the possibility of constructing a covered structure for the ice rink.

13  
14 **Committee Reports:**

15 **(1) Administrative Committee:**

16 The Administrative Committee has not met recently.

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

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

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

23 The Communication and Technology Committee has not met recently.

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

26 The Coastal Byways Commission on May 18, 2016. Work is ongoing on a request for a  
27 National Scenic Byways designation. The Coastal Byways Commission will be  
28 meeting tomorrow at 8:30 A.M. The Village's Coastal Byways kiosk has been placed  
29 on the Braun property as a temporary measure.

30  
31 **(5) DCEDC:**

32 No action based on the minutes which were included in the meeting packets. The  
33 DCEDC met in June, and at that meeting the decision was made to discontinue the  
34 Door/Kewaunee Home Construction Project. At the July DCEDC meeting discussion  
35 took place regarding labor shortages during "the season" and unemployment  
36 regulations.

37  
38 **(6) Economic Development Committee:**

39 The Economic Development Committee has not met recently.

40  
41 **(7) Finance Committee:**

42 The Finance Committee has not met recently.

43  
44 **(8) Fire Board and Fire District Exploratory Committee:**

45 No action based on the Fire Board Meeting Minutes which were included in the  
46 meeting packets.

47

1 The Fire District Exploratory Committee has not met recently.

2  
3 **(9) Historical Society:**

4 The Historical Society met on June 2, 2016 and an update was given on the status of the  
5 Barn Building Project. The Historical Society Ice Cream Social will be conducted from  
6 6:00 P.M. to 8:00 P.M. on August 3, 2016. The Farmer's Market has been going well, and  
7 a doll show and tea party was recently conducted out at the Corner of the Past.

8  
9 **(10) Library Commission:**

10 No action based on the minutes which were included in the meeting packets. The new  
11 Librarian is Dixie Jorns. Basically things are going well at the Library and attendance is  
12 up.

13  
14 **(11) Marina Committee and Marina Fest Committee:**

15 No action based on the Marina Committee Meeting Minutes which were included in  
16 the meeting packets.

17  
18 The Marina Fest Committee has not met recently. A Marina Fest Committee Meeting  
19 was scheduled for 5:30 P.M. on Tuesday, August 9, 2016, but the Village Board Work  
20 Session has been scheduled for that same evening. It was the consensus that the  
21 Marina Fest Committee Meeting shall be rescheduled. Suppanz will contact Duffy in  
22 an attempt to arrive at an alternate meeting date and time.

23  
24 **(12) Parks:**

25 No action based on the minutes which were included in the meeting packets. The  
26 Parks Committee also met on July 6, 2016, but those minutes have not been completed  
27 yet.

28  
29 **(13) Personnel Committee:**

30 No action based on the minutes which were included in the meeting packets. Jackson  
31 noted that there was only one applicant for the part-time Utility Clerk position. The  
32 successful candidate was Stacy Bell.

33  
34 **(14) Plan Commission:**

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

36  
37 **(15) SBAA:**

38 No action based on the minutes which were included in the meeting packets. A copy  
39 of the SBAA's Profit and Loss Statement for the second quarter was provided to the  
40 Board members, and they jointly reviewed that document. Jackson noted that the  
41 suggestion has been made that the SBAA take over Marina Fest at some point. He  
42 intends to discuss this issue with Chris Milligan in the near future.

43  
44 *A motion was made by Bhirido, seconded by Bell that the quarterly support for the SBAA shall be*  
45 *released ASAP. Motion carried - All ayes.*

46  
47 **(16) Youth Center:**

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

1 Attendance is quite good at the Youth Center, but more parents are definitely needed  
2 to help chaperone.

3  
4 **(17) Tourism Zone Commission:**

5 No action based on the minutes which were included in the meeting packets. Jackson  
6 noted that the Tourism Zone Administrator's workload has increased considerably,  
7 and, therefore, the purchase of a Tourism Zone Commission office is seriously being  
8 considered.

9  
10 **(18) Utilities - Water, Sewer, and Storm Sewer Committees:**

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

12  
13 **(19) Administration/Compensation Oversight:**

14 The Administration/Compensation Oversight Committee has not met recently.

15  
16 **(20) Waterfront Oversight**

17 The Waterfront Oversight Committee has been dissolved.

18  
19 **15. Discussion regarding matters to be placed on a future agenda or referred to a**  
20 **committee, official or employee:**

21 *It was the consensus that:*

- 22 • *A press release shall be distributed ASAP regarding the sale of the Braun property lots to J.J.*  
23 *Johnson.*
- 24 • *Jackson shall discuss noise issues associated with the Performance Pavilion with Chris*  
25 *Milligan of the SBAA.*
- 26 • *Jackson shall see that a "No Parking" zone is created by the Grube residence on S. Bay Shore*  
27 *Drive.*
- 28 • *Suppanz shall discuss rescheduling of the Marina Fest Committee Meeting with Duffy.*
- 29 • *Jackson will add different tree species to the tree planting list contained on the Great Lakes*  
30 *Restoration Initiative Grant Application.*
- 31 • *"Mutt Mitts" and pet signage shall be installed in the area which is north of the Village Hall.*

32  
33 **Adjournment:**

34 *A motion was made by Bhirdo, seconded by Enquist to adjourn the meeting of the Board of Trustees at*  
35 *9:58 P.M. Motion carried - All ayes.*

36  
37 Respectfully submitted,

38 

39 Janal Suppanz,  
40 Assistant Administrator



1 *Baker – Aye; Bell – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye*

2  
3 *Motion carried.*

4  
5 **Item No. 3. Consider a motion to take action, if required:**

6 *A motion was made by Enquist, seconded by Baker that the Village Board accepts the Offer To*  
7 *Purchase submitted by Jaco Management for Lot 7 of Sister Bay Market Place/the Braun Property for*  
8 *\$90,000.00, and passes and adopts Resolution No. 337 which authorizes that sale. Motion carried –*  
9 *All ayes.*

10  
11 **Item No. 4. Discussion regarding matters to be placed on a future agenda or referred to a**  
12 **committee, official or employee:**

13 There was no discussion regarding matters to be placed on a future agenda or referred to a  
14 committee, official or employee.

15  
16 **Adjournment:**

17 *A motion was made by Duffy, seconded by Enquist to adjourn the meeting of the Board of Trustees at*  
18 *9:35 A.M. Motion carried – All ayes.*

19  
20 Respectfully submitted,



21  
22 Janal Suppanz,  
23 Assistant Administrator

**Zeke Jackson**

---

**From:** Debbie Sommer <deb@sommersautomotive.com>  
**Sent:** Thursday, July 21, 2016 11:15 PM  
**To:** Zeke Jackson  
**Cc:** Debbie Sommer; Wally Sommer  
**Subject:** Re: Amphitheater

Dear Zeke,

Thank you for your reply. We would welcome you to measure the next concert with your meter. Our cell phone numbers to call to be sure we will be there are:

Wally - 262-227-9832  
 Debbie - 414-659-0800

Thank you for your time and attention.

Wally and Debbie Sommer

> On Jul 21, 2016, at 5:16 PM, Zeke Jackson <Zeke.Jackson@sisterbaywi.gov> wrote:

>

> Debbie,

>

> I apologize. When I spoke with the reporter, the context was of complaints this season (and also the subtle context of number and types of complaints). I did not recall your complaint from last season; I certainly did not mean to ignore anyone. We did receive a number of complaints last year for the "Sunsplash" festival. Those complaints stemmed from a number of different issues, many of them having nothing to do with sound.

>

> I am sorry you had a less than enjoyable experience with the performance at Paddlefest. With the new amenities of the Beach and Sister Bay Stage, we are working to determine how to best use those facilities, maximize enjoyment for those present at performances, and minimize impact on neighbors. I'd like to offer to come up to your home to measure for you at our next concert using the Village's decibel meter. If you'll let me know your address and phone number, I'll contact you and we'll measure it together. I'd like to gather all the data that I can from as many points as I can in which the sound may be perceived as offensive so that the Village's Boards and Committees can contemplate future actions. If you're intent on measuring it yourself, I would recommend that you obtain a meter that is designed to measure it accurately. Apps for ipads or phones are not accurate, do not measure both "A" and "C" scales, and generally do not contain wind filter, or calibrated instrumentation. You indicate that you registered 88 decibels on the bluff. I measure approximately 1075 feet from the Pavilion to the nearest unit on Sister Bluff Drive. It would be almost a physical impossibility to have a decibel reading that high from that far away with that many obstructing objects, in part, due to the decibel scale being a log scale. I'm not saying that your meter didn't read what you've stated, but rather, that the meter is inaccurate. I'd be happy to use ours so that you have a base line at your property, and so we can use the data in future discussions.

>

> We desire to be a good neighbor to all of our Village's residents. At Tuesday's meeting, the Board instructed me to limit the amplification of performances at the Pavilion. We will be using the Village's own equipment for the next several performances to see how that impacts perception. I'd be interested to know what a difference this makes to you at your home.

>

> At your service, I am,  
 >  
 > Zeke Jackson  
 > Village Administrator  
 > Village of Sister Bay, WI  
 > 920-854-4118  
 >  
 > Open Meetings Disclaimer: The email above contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as a municipal official or issues within the municipality, but is not intended to serve as an invitation for reply, rebuttal, discussion, debate or responsive commentary. Please do not respond to this email, unless specifically requested to do so above, as it is the author's intention to utilize the informality and convenience of this electronic message while simultaneously avoiding any and all violations of the Wisconsin Open Meeting Law contained in Section 19.81 of the Wisconsin Statutes or elsewhere within Wisconsin law, as applicable to this municipality as described in 66 Op. Attorney General 237 (1977). Specifically, there is no intention on the part of the author to engage in or foster any governmental business as defined in State ex. rel. Newspapers v. Showers, 398 N.W.2d 154 (Wis.1987). You are specifically requested to refrain from forwarding or replying to all with regard to its contents, so as to avoid the possible walking quorum proscriptions, including those considered in State ex. rel. Lynch v. Conta 239 N.W.2d 313 (Wis. 1976). It is the author's motive and intent to comply with the overriding policy of the open meeting law - to ensure public access to information about governmental affairs.  
 >  
 >  
 > -----Original Message-----  
 > From: Debbie Sommer [mailto:deb@sommersautomotive.com]  
 > Sent: Thursday, July 21, 2016 3:33 PM  
 > To: Zeke Jackson  
 > Cc: Dave Lienau; Debbie Sommer  
 > Subject: Amphitheater  
 >  
 > Dear Zeke,  
 >  
 > We are writing this email in response to an article printed in the Door County Pulse concerning the Sister Bay Yacht Club suing the Village of Sister Bay over the above tolerable levels of noise from performances in the Amphitheater. We had contacted you by email last year complaining of exactly the same issues at our condo in Sister Bluff Estates, and we did not even receive so much as a courtesy response in return. In the article it claims that the city did not hear of any complaints outside of those registered by the Yacht Club, which is false. We know of neighbors that have personally contacted you as well as calling City Hall.  
 >  
 > Our last bad experience with the Amphitheater was at this year's Paddlefest. We registered 88 decibels on our deck throughout the concert. It was beyond tolerable. In comparison, the loudest firework that evening was registered at 98 decibels to give you some idea of what has been an issue since this Amphitheater opened. In the article it was stated that no decibel maximum need be recorded for venues in parks and yet this venue is directly behind Husby's who do. That doesn't make any sense. Whenever there has been Husby's disturbances at night with either music or other issues and people call the police and complain about them, it's not "decibel" complaints, but just loud, intolerable noise levels. I think this Amphitheater is a problem on BOTH decibel AND intolerable noise levels.  
 >  
 > The very fact that this structure was aimed at the two most densely populated complexes in the Village is alarming and obviously a huge engineering and building mistake. If the city wanted these kinds of concerts, this Amphitheater should have been built on the outskirts of Sister Bay to accommodate such entertainment at these volume levels.  
 >  
 > We have nothing against music and have never complained about anything since we bought here in Sister Bay 18 years ago. We love the new beach area, the lovely downtown with it's vibrant restaurant and shopping scene and all the roadwork and upgrades to make Sister Bay a wonderful area to live and vacation in.

>

> With that said, you and the city need to STRONGLY look at the issue and address the complaints of this Amphitheater. BANDS NEED NO AMPLIFICATION PLAYING THERE! Mother Nature has provided both water and a rock bluff that amplify MORE THAN is necessary. Our hope is you will listen to and address this problem in the very near future. This affected area encompasses a large number of tax paying citizens.

>

> Thank you for your time. Feel free to pass on this letter to any board member or administrator that you see fit. I hope we receive at least a response back from you regarding this issue.

>

> Sincerely,

>

> Wally and Debbie Sommer

Dear Village Board,

It is 12:15 AM on Monday July 18, 2016. Your "Quiet Hours" at the beach mean nothing. There are people yelling and screaming all over the beach, running around the beach, onto the swim pier and near the bandshell. The lights on the bandshell are on. I just got off the phone with the Sheriff's Department.

The public beach is beautiful. It is drawing lots of crowds. Families are enjoying it. That's wonderful. But who is policing this area? Where is the respect for those of us who are tax payers who have to deal with the problems that the park is causing?

Also, it is interesting that the city of Chicago does not allow alcohol on the beach, but Sister Bay does. I am curious as to the reasoning. It just doesn't seem to be creating that family environment that was the intention of the park.

Your attention to this matter is most appreciated.

Susan Valentino  
Taxpayer at Yacht Club at Sister Bay

Kay K. Knapp  
2051 Wintergreen Court  
Green Bay, WI 54304

August 3, 2016

Sister Bay Village Board  
% Mr. Zeke Jackson  
2383 Maple Drive  
Sister Bay, WI 54234

Dear Board Members:

I am writing this letter to commend you on the wonderful upgrades to our beautiful Sister Bay waterfront area! My husband and I own a condo on the bluff in Sister Bluff Estates and we spend a great deal of time enjoying the beach, music, marina, new lighting, restaurants, and landscaping in our beautiful little town. Board members, Zeke Jackson, and all staff members should be proud of the improvements in Sister Bay in recent years!

Because of this, I was greatly disappointed to read of the lawsuit brought by the Sister Bay Yacht Club. I believe it to be unwarranted. Clearly, the Yacht Club has benefited, possibly more than any property owner, from the removal of the hotel and other structures, as well as from the amenities that have been added. In the July 29th edition of the Peninsula Pulse, there is an ad for a condo posted by the Sister Bay Yacht Club. It states, "Walk to village activities; adjoins expanded waterfront park." They are obviously citing the proximity to the park as an amenity that prospective buyers could enjoy. I don't believe they can claim it as an amenity while they also sue the village for the noise caused by it. Living close to the activity, there are so many benefits, but sometimes there are negatives as well. The noise does not bother me. In fact, our guests can always be seen sitting on the deck to enjoy the Wednesday concerts or to hear the children playing on the beach. From our location in 9A, Husby's is louder than any noise coming from the band shell once or twice per week.

In defense of the band shell location, I am wondering if anyone from their membership signed the log at the village board meetings to protest or to offer alternatives. Did they also attend Planning Commission meetings? Hopefully, the word will get out that The Sister Bay Yacht Club is suing **everyone** in Sister Bay, including themselves. Those are our tax dollars they are going after. I would prefer that they be spent on more upgrades to our wonderful town!

Thank you for your service! Keep up the great work!

Kay Knapp  
(920) 246-0610  
knappk@sbcglobal.net



## Village of Sister Bay BOARD REPORT

Meeting Date 08/16/2016

Item No.: 1

**Recommendation:**

Staff has no recommendation on this issue; it comes as a request from a Trustee.

**Background:** This item has been discussed at the Marina and Marketing Committees. In speaking with Staff, I understand that the Marina started Marinafest as a mechanism to drive traffic to the Marina over Labor Day weekend. It was apparently a "dead weekend" for the marina many years ago.

The event has ballooned in terms of expense and scope over the years. The Marina invests between \$12,000 and \$18,000 into the community and it's non-profits annually through the event.

We sought to divest ourselves of this event last year to both the SBAA and the Fire Department. Neither is interested as of the last time I spoke with them.

Given the capital needs of the Marina, the discussion has been had that the General Fund should pick up a larger share of the event costs at the Marina Committee level.

**Fiscal Impact:** None at this time.

Respectfully submitted,

Zeke Jackson  
Village Administrator



## Village of Sister Bay BOARD REPORT

Meeting Date 08/16/2016

Item No.: 2

**Recommendation:**

That the Board Authorize research and plan generation for a Premier Economic Development District in Sister Bay.

**Background:** Act 286 created a number of changes to alcohol licenses for localities. One change precluded the counting of "outdoor" seating in order to qualify for a "300 Seat B" license.

One other mechanism authorized through Act 286 focuses on the creation of a "Premier Economic Development District". This district must have \$20,000,000 in new construction, and encompass an area of less than 40 acres in total.

Sites that may qualify for inclusion:

- Stony Ridge Development
- Old School
- Braun Site
- Dahlstrom Site
- Gokey Mill Rd. West
- Casperson Site.

A district encompassing this area, and being certified as having a new construction value of \$20,000,000 could receive 2 additional "B" licenses.

This item was submitted as a request from the Builder of lot 8 of the Braun Site.

**Fiscal Impact:** potential for the sale of 2 additional alcohol licenses for \$20,000 or more, and ongoing revenue of several hundreds of dollars per year.

Respectfully submitted,

Zeke Jackson  
Village Administrator



**WISCONSIN LEGISLATIVE COUNCIL  
ACT MEMO**

**2015 Wisconsin Act 286**  
[2015 Assembly Bill 612]

**Municipal Quotas for Retail  
Intoxicating Liquor Licenses**

2015 Wisconsin Act 286 (“the Act”) relates to the municipal quota system for retail intoxicating liquor licenses.

**BACKGROUND**

Wisconsin law, generally retained by the Act, prohibits the sale of alcohol beverages at retail without a license or permit authorizing the sale. A license authorizing the sale of intoxicating liquor for consumption on premises is known as a “Class B” liquor license.

State law imposes a quota system on “Class B” liquor licenses issued on or since December 1, 1997. “Class B” liquor licenses issued on or after that date are referred to as “reserve” licenses. A municipality may not issue reserve “Class B” liquor licenses in excess of its quota, unless a statutory exception applies. [s. 125.51, Stats.]

**2015 WISCONSIN ACT 286**

The Act authorizes two new methods for increasing a municipal quota and clarifies the scope of a current exception to the quota system.

**Alternative Quota Formula for Certain Licenses Transferred by a Neighboring Municipality**

The Act authorizes the transfer of up to three “Class B” liquor licenses from one municipality to a neighboring municipality, with certain conditions. The transfer has the effect of decreasing the transferring municipality’s quota and increasing the receiving municipality’s quota.

The following conditions apply to transfers of licenses under the Act:

- The transferring municipality must be contiguous with or located within two miles of the receiving municipality.
- A municipality may transfer no more than three “Class B” liquor licenses under this exception.
- The transferring municipality must have issued at least one license itself before transferring a license to a neighboring municipality.

The Act requires a transferring municipality to establish a fee, in an amount not less than \$10,000, for initial issuance of a license transferred under the Act. The receiving municipality must remit the fee received to the transferring municipality.

### **Exception for Licenses Issued in Premier Economic Development Districts**

The Act authorizes up to two additional “Class B” liquor licenses, in addition to the number of licenses authorized under the quota system, in municipalities that create “premier economic development” districts, if certain criteria are satisfied.

A municipality may create no more than one premier economic development district. Creation of a district requires a two-thirds vote of the municipality’s governing body. The district must satisfy all of the following criteria:

- The district must have an estimated comprehensive new construction assessed valuation increase of at least \$20 million, as established and certified in writing by an independent, third-party appraiser or market research firm.
- No part of the district’s geographic area is physically separated from the rest of the geographic area, so that, with limited exceptions, each portion of the geographic area is contiguous with some other portion of the geographic area.
- The district may not include land that is zoned exclusively for single-family or two-family residential use or for industrial use.

The two additional “Class B” liquor licenses must be used within the district and cannot be transferred elsewhere.

### **Scope of Exception for Large, Full-Service Restaurants**

**Prior law**, retained by the Act, provides an exception from the quota system for “Class B” licenses issued to 300-seat, full-service restaurants. **The Act** clarifies that, for the exception to apply, the restaurant’s 300-person seating capacity must be **interior** and **permanent**.

*Effective date:* June 1, 2016

*Prepared by:* Anna Henning, Senior Staff Attorney

April 8, 2016

AH:mcm;ty



2015 Assembly Bill 612

Date of enactment: **March 29, 2016**

Date of publication\*: **March 30, 2016**

## 2015 WISCONSIN ACT 286

AN ACT *to amend* 125.51 (3) (e) 1., 125.51 (3) (e) 2., 125.51 (4) (br) 2. and 125.51 (4) (v) 1.; and *to create* 125.51 (3) (e) 4., 125.51 (3) (e) 6., 125.51 (4) (br) 1. g. and h., 125.51 (4) (e) and 125.51 (4) (u) of the statutes; **relating to:** municipal quotas for retail intoxicating liquor licenses.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 125.51 (3) (e) 1. of the statutes is amended to read:

125.51 (3) (e) 1. Except as provided in subds. 2. and 3. ~~to 4. and 6.~~, the annual fee for a “Class B” license shall be established by the municipal governing body and shall be the same for all “Class B” licenses, except that the minimum fee shall be \$50 and the maximum fee shall be \$500. The minimum fee does not apply to licenses issued to bona fide clubs and lodges situated and incorporated in the state for at least 6 years.

**SECTION 2.** 125.51 (3) (e) 2. of the statutes is amended to read:

125.51 (3) (e) 2. Each municipal governing body shall establish the fee, in an amount not less than \$10,000, for an initial issuance of a reserve “Class B” license, as defined in sub. (4) (a) 4., and, if the municipality contains a capital improvement area enumerated under sub. (4) (x) 2. a., for an initial issuance of a “Class B” license under sub. (4) (x) 3. and 4., except that the fee for an initial issuance of a reserve “Class B” license to a bona fide club or lodge situated and incorporated in the state for at least 6 years is the fee established under subd. 1. for such a club or lodge. The fee under this subdivision is in addition to any other fee required under this chapter. The annual fee

for renewal of a reserve “Class B” license, as defined in sub. (4) (a) 1., and a “Class B” license issued under sub. (4) (x) 3. or 4. is the fee established under subd. 1. A municipality may not rebate or refund to a “Class B” licensee or a person affiliated with the “Class B” licensee or with the license application process, including through any grant or tax credit program, the fee paid by the licensee under this subdivision for initial issuance of a reserve “Class B” license.

**SECTION 3.** 125.51 (3) (e) 4. of the statutes is created to read:

125.51 (3) (e) 4. Each municipal governing body that transfers a license under sub. (4) (e) shall establish the fee, in an amount not less than \$10,000, for issuance of a reserve “Class B” license after it has been transferred under sub. (4) (e). A municipality may not rebate or refund to a “Class B” licensee or a person affiliated with the “Class B” licensee or with the license application process, including through any grant or tax credit program, the fee paid under this subdivision for issuance of the license after transfer. The annual fee for renewal of a reserve “Class B” license after it has been transferred and reissued under sub. (4) (e) is the fee established under subd. 1.

**SECTION 4.** 125.51 (3) (e) 6. of the statutes is created to read:

\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. “Every act and every portion of an act enacted by the legislature over the governor’s partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication.”

125.51 (3) (e) 6. Notwithstanding subd. 2., each municipal governing body that has designated a premier economic development district under sub. (4) (u) 2. shall establish the fee, in an amount not less than \$30,000, for initial issuance of a reserve “Class B” license under sub. (4) (u) 3. A municipality may not rebate or refund to a “Class B” licensee or a person affiliated with the “Class B” licensee or with the license application process, including through any grant or tax credit program, the fee paid by the licensee under this subdivision for initial issuance of a reserve “Class B” license under sub. (4) (u) 3. The annual fee for renewal of a reserve “Class B” license issued under sub. (4) (u) 3. is the fee established under subd. 1.

**SECTION 5.** 125.51 (4) (br) 1. g. and h. of the statutes are created to read:

125.51 (4) (br) 1. g. Add one license for each license transferred to the municipality under par. (e).

h. Subtract one license for each license transferred from the municipality under par. (e).

**SECTION 6.** 125.51 (4) (br) 2. of the statutes is amended to read:

125.51 (4) (br) 2. Notwithstanding subd. 1., if the difference between the number of licenses determined under par. (b) 1g. and under par. (bm) 1. is 3 or fewer, the number of reserve “Class B” licenses authorized to be issued by that municipality is the difference between the number of licenses determined under par. (b) 1g. and under par. (bm) 1., plus one per each increase of 500 population to the population recorded under par. (bm), plus one for each license transferred to the municipality under par. (e), minus one for each license transferred from the municipality under par. (e), plus one if the municipality had issued a license under s. 125.51 (4) (br) 2., 1999 stats., based on a fraction of 500 population but only as long as the total number of licenses issued by the municipality equals the maximum number of licenses authorized.

**SECTION 7.** 125.51 (4) (e) of the statutes is created to read:

125.51 (4) (e) 1. A municipality may make a request to another municipality that is contiguous with, or within 2 miles of, the requesting municipality that the other municipality transfer a reserve “Class B” license to the requesting municipality. If the request is granted, the reserve “Class B” license shall be transferred.

2. A municipality may transfer or receive more than one reserve “Class B” license under this paragraph as long as each transfer meets the requirements of this paragraph, but a municipality may not transfer more than 3 reserve “Class B” licenses under this paragraph.

3. After transfer of a reserve “Class B” license under this paragraph, the municipality receiving the reserve “Class B” license may issue and renew the reserve “Class B” license in the same manner as other reserve “Class B” licenses that have not been so transferred, except that the

fee under sub. (3) (e) 4., not sub. (3) (e) 2., applies upon issuance of the reserve “Class B” license by the receiving municipality after the transfer. Upon receipt of the issuance fee from the licensee, the receiving municipality shall remit this issuance fee to the municipality that transferred the license.

4. Notwithstanding subsd. 1. to 3., if a municipality has not issued any licenses, the municipality may not transfer any licenses under this paragraph.

**SECTION 8.** 125.51 (4) (u) of the statutes is created to read:

125.51 (4) (u) 1. In this paragraph:

a. “Economic development project” means a project or projects within a premier economic development district that, alone or together, have an estimated comprehensive new construction assessed valuation increase of at least \$20,000,000, as established and certified by an independent 3rd-party appraiser or market research firm that provides a written report regarding the estimated value to be created by the project or projects.

b. “Premier economic development district” means a geographic area designated under subd. 2.

2. A municipality may, by ordinance enacted by at least a two-thirds vote of the municipality’s governing body, designate a geographic area within the municipality as a premier economic development district if all of the following apply:

a. The geographic area does not exceed 40 acres and the boundaries of the geographic area are precisely identified in the ordinance.

b. No part of the geographic area is physically separated from the rest of the geographic area so that, except for public streets, similar community infrastructure, and rivers and other waterways, each portion of the geographic area is contiguous with some other portion of the geographic area.

c. The geographic area does not include any land that is zoned exclusively for industrial use or zoned exclusively for single-family or 2-family residences.

3. Notwithstanding pars. (am) to (d) and s. 125.185 (5), a municipality that has designated a premier economic development district may issue up to 2 “Class B” licenses in connection with an economic development project within the premier economic development district, in addition to the number of licenses determined for the municipality’s quota under pars. (b) to (d) and in addition to any license under par. (v) or (w).

4. A “Class B” license issued under subd. 3. may not be transferred under s. 125.04 (12) (b) 4. If a “Class B” license issued under subd. 3. is surrendered to the issuing municipality, revoked, or not renewed, the municipality may reissue the license only for premises located within the premier economic development district.

5. A municipality may not designate more than one premier economic development district under this paragraph.

**2015 Assembly Bill 612**

– 3 –

**2015 Wisconsin Act 286**

6. Not more than 2 “Class B” licenses may be issued under this paragraph for premises within a premier economic development district, regardless of the number of economic development projects within the premier economic development district.

**SECTION 9.** 125.51 (4) (v) 1. of the statutes is amended to read:

125.51 (4) (v) 1. A full-service restaurant that has a an interior, permanent seating capacity of 300 or more persons.

**SECTION 10. Initial applicability.**

(1) The treatment of section 125.51 (3) (e) 2. of the statutes first applies to licenses initially issued on the effective date of this subsection.

(2) The treatment of section 125.51 (4) (v) 1. of the statutes first applies to licenses initially issued under section 125.51 (4) (v) 1. of the statutes on the effective date of this subsection.

**SECTION 11. Effective date.**

(1) This act takes effect on the first day of the 3rd month beginning after publication.



# Village of Sister Bay Board Report

For additional information:

<http://intranet.sisterbay.com>

Meeting Date: 8/16/2016

Item No.: 5

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 111,108.41	
Bank fees & bills paid electronically	160.15	
<i>Village Total</i>		\$ 111,268.56
Marina bills prepaid	\$ 13,650.10	
Marina sales tax	3,833.08	
Marina credit card fees	487.33	
<i>Marina Total</i>		\$ 17,970.51
Ice Rink Fund bills	\$ -	
Ice Rink Sales Tax	-	
<i>Minor Funds Total</i>		\$ -
Debt Service Village	\$ -	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 23,104.67	
<i>CIP/TIF total</i>		\$ 23,104.67
Utility bills prepaid	\$ 34,048.71	
Bank fees & bills paid electronically	58.00	
<i>Utility total</i>		\$ 34,106.71
Net payroll: 7/22, 8/5	\$ 45,806.61	
State taxes paid online in June	2,471.56	
Retirement paid online in June	6,271.40	
<i>Payroll/taxes total</i>		\$ 54,549.57
<b>TOTAL ALL BILLS</b>		<b>\$ 241,000.02</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
10001	A-1 ELEVATOR	10068	Semi-Annual Service of VH Elevator	07/05/2016	135.00	135.00	07/20/2016
Total 10001					135.00	135.00	
10005	ACTION ELECTRIC INC	30513	Little League Scoreboard	08/01/2016	925.00	925.00	08/10/2016
		30739	Marina Lighthouse Photocontrol Switch	07/01/2016	41.43	41.43	08/08/2016
			LED Bulbs For Dock Lights		189.04	189.04	08/08/2016
			Parts For Dock Lights		229.13	229.13	08/08/2016
			Labor - Repair of Dock Lights		315.00	315.00	08/08/2016
			Parts For Dock Lights		81.14	81.14	08/08/2016
		30742	Parts For Marina Lights	07/01/2016	20.89	20.89	08/08/2016
			Loc. Fee - Inst. of Marina Charter Lines		95.00	95.00	08/08/2016
			Loc. Fee - Inst of ChWCt. Charter Lines		103.00	103.00	08/08/2016
			Loc. Fee-Lines For STH 42 Welc. Sign		116.00	116.00	08/08/2016
Total 10005					2,115.63	2,115.63	
10007	ACTION APPRAISERS INC	1666	Aug. Installment For Reval. Services	08/02/2016	2,875.00	2,875.00	08/08/2016
Total 10007					2,875.00	2,875.00	
10110	AFLAC	101030	Employee Funded Premiums - July	07/18/2016	317.84	317.84	07/20/2016
Total 10110					317.84	317.84	
10113	SHIRLEY ADAMS	8916	Poll Worker compensation	08/09/2016	145.00	145.00	08/10/2016
Total 10113					145.00	145.00	
10123	BETTY ANDERSON	71916	SVD Scand	07/18/2016	25.00	25.00	07/20/2016
		8916	Poll Worker compensation	08/09/2016	145.00	145.00	08/10/2016
Total 10123					170.00	170.00	
10125	ROBERT ANDERSON	8916	Poll Worker compensation	08/09/2016	140.00	140.00	08/10/2016
Total 10125					140.00	140.00	
12241	BELL, ANASTASIA	7/3/16 - 7/16/16	Consultant Fees (7/3 - 7/16) Water	07/16/2016	275.40	275.40	07/20/2016
			Consultant Fees (7/3 - 7/16) WWT		405.45	405.45	07/20/2016
			Consultant Fees (7/3 - 7/16) WWC		84.15	84.15	07/20/2016
Total 12241					765.00	765.00	
12362	BOGDAN SAVENKO	072316 BH	Boathouse Painting Project	07/23/2016	5,500.00	5,500.00	08/03/2016
Total 12362					5,500.00	5,500.00	
13260	BHIRDO'S BY THE BAY	16070	Village Gas - June	08/01/2016	321.92	321.92	08/10/2016
		16805	Marina gas	08/01/2016	142.37	142.37	08/10/2016
			Marina - propane tank exchange		17.52	17.52	08/10/2016
Total 13260					481.81	481.81	
13495	BODART ELECTRIC SERVICE INC	8349	Power Pedestal Installation	08/02/2016	19,475.00	19,475.00	08/10/2016
Total 13495					19,475.00	19,475.00	
14303	C & W AUTO	25116	Outside Mirror For 1997 F350	07/11/2016	25.00	25.00	08/08/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 14303					25.00	25.00	
14309	CARDMEMBER SERVICE	4657 JULY 16	People Smart Renewal	07/20/2016	59.70	59.70	08/08/2016
			Cork Board For Kiosks By The Stage		28.98	28.98	08/08/2016
			6/27/16 Cert. Ltr. To LG - WATER		2.33	2.33	08/08/2016
			6/27/16 Cert. Ltr. To LG - WWT		3.43	3.43	08/08/2016
			6/27/16 Cert. Ltr. To LG - WWC		.71	.71	08/08/2016
			6/28/16 Election Postage		3.45	3.45	08/08/2016
			Stacy's Reg.-UWGB Clerk Inst.-WTR		168.84	168.84	08/08/2016
			Stacy's Reg-UWGB Clerk Inst. - WWT		248.57	248.57	08/08/2016
			Stacy's Reg.-UWGB Clerk Inst. - WWC		51.59	51.59	08/08/2016
			Janal's Lodging UWGB Clerk's Inst.		222.50	222.50	08/08/2016
			Stacy's Lodging UWGB CI Inst. - WTR		80.10	80.10	08/08/2016
			Stacy's Lodging UWGB CI Inst. - WWT		117.93	117.93	08/08/2016
			Stacy's Lodging UWGB CI Inst. - WWC		24.47	24.47	08/08/2016
			Set Screws For Traffic Counter		16.10	16.10	08/08/2016
			Ordinance Violation Cit. Books		48.14	48.14	08/08/2016
			Chain & Pin Anchor For Beach Buoys		143.56	143.56	08/08/2016
			Postage Costs - Mailing of Wtr Samples		39.05	39.05	08/08/2016
			Stamps For Use At Plant - WATER		16.92	16.92	08/08/2016
			Stamps For Use At Plant - WWT		24.91	24.91	08/08/2016
			Stamps For Use At Plant - WWC		5.17	5.17	08/08/2016
			Chain Saw - WATER		87.82	87.82	08/08/2016
			Chain Saw - WWT		129.29	129.29	08/08/2016
			Chain Saw - WWC		26.83	26.83	08/08/2016
			Zeke's Lodging - ICMA Conf.		198.88	198.88	08/08/2016
			Training Materials - Zeke		32.05	32.05	08/08/2016
			R8050 Decibel Meter		116.28	116.28	08/08/2016
			Str. Valves For Ft. Washing Stations		407.19	407.19	08/08/2016
			"Jumper" Box For Use At Marina		159.00	159.00	08/08/2016
			Time Cds, Message Pads & Paper		53.51	53.51	08/08/2016
Total 14309					2,517.30	2,517.30	
14310	CAPTAIN COMMODOES INC	29241	Port-A-Potty Rental Fee - Dog Park	06/30/2016	75.00	75.00	07/20/2016
		29598	Commode rental - Dog Park	08/01/2016	75.00	75.00	08/10/2016
Total 14310					150.00	150.00	
17501	CHARTER COMMUNICATIONS	000047 7/23/16	August Internet Chgs. - Admin. Bldg.	07/23/2016	149.99	149.99	08/08/2016
		0017116 071316	Marina Int. Serv. (7/23/16 - 8/22/16)	07/13/2016	145.00	145.00	07/28/2016
		0024393 - JULY	TV Service - BH (7/18/16 - 8/17/16)	07/08/2016	87.01	87.01	07/20/2016
Total 17501					382.00	382.00	
17506	CELLCOM	168721	July Cell Phone Charges - Parks Dept.	07/05/2016	131.13	131.13	07/20/2016
			July Cell Phone Charges - Marina		38.21	38.21	07/20/2016
Total 17506					169.34	169.34	
17513	COASTAL BYWAYS	072716	Annual Village Support	07/27/2016	300.00	300.00	07/28/2016
Total 17513					300.00	300.00	
17522	TONYA CROWELL	WFOS	WFOS Mtg. Attendance	07/27/2016	360.00	360.00	07/28/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 17522				360.00	360.00	
17525	CULLIGAN OF STURGEON BAY	1055432-7	Water softener salt - FS	08/01/2016	76.20	76.20	08/10/2016
	Total 17525				76.20	76.20	
20007	DELTA DENTAL OF WIS	929349	Dental Insurance - August, 2016	07/22/2016	1,147.43	1,147.43	07/28/2016
	Total 20007				1,147.43	1,147.43	
20449	DOOR COUNTY ECONOMIC DEV CORF	2627	Support	07/13/2016	2,500.00	2,500.00	07/20/2016
	Total 20449				2,500.00	2,500.00	
20450	DOOR COUNTY TREASURER	40011972	Street Sw. & Maint. (3/13/16-4/23/16)	05/12/2016	3,105.54	3,105.54	07/20/2016
			Sweeping of St. Rosalia's Pking Lot		74.48	74.48	07/20/2016
			Winter Street Op. (3/13/16 - 4/23/16)		2,984.85	2,984.85	07/20/2016
		40012159	Tech. Support - Rass Comp. Shutdowns	07/07/2016	319.05	319.05	07/20/2016
			Tech. S. - Marina Guest & Staff Comp.		276.51	276.51	07/20/2016
			Tech. S-UC & Schell E-Mail Fix (Water)		56.15	56.15	07/20/2016
			Tech. S-UC & Schell E-Mail Fix (WWT)		82.67	82.67	07/20/2016
			Tech S- UC & Schell E-Mail Fix (WWC)		17.16	17.16	07/20/2016
			IS Administrative Fee - June		30.06	30.06	07/20/2016
		40012177	Street Sign Supplies	07/08/2016	280.10	280.10	07/20/2016
			St. Sweeping & Maint. (5/22 - 6/18/16)		2,361.00	2,361.00	07/20/2016
		40012208	Sheriff Security on 6/30/16 & 7/15/16	07/18/2016	159.21	159.21	07/28/2016
	Total 20450				9,746.78	9,746.78	
20453	DOOR COUNTY CO-OP	6697	Dehumidifier For Shop	07/11/2016	259.95	259.95	07/20/2016
	Total 20453				259.95	259.95	
20462	DOOR COUNTY HUMANE SOCIETY	072716	Annual Village Support	07/27/2016	1,000.00	1,000.00	07/28/2016
	Total 20462				1,000.00	1,000.00	
20484	DOOR COUNTY SOIL & WATER DEPT.	072716	Ann. Cont. For Inv. Species Program	07/27/2016	1,000.00	1,000.00	07/28/2016
	Total 20484				1,000.00	1,000.00	
20505	EMPLOYEE BENEFITS CORP.	1562542	June Employee Paid Flex Sp. Plan Fee	06/15/2016	50.00	50.00	07/20/2016
		1579754	August Emp Paid Dep. Care FSA Prem.	07/11/2016	416.66	416.66	07/20/2016
		1587162	July Employee Paid Flex Sp. Plan Fee	07/15/2016	50.00	50.00	07/20/2016
	Total 20505				516.66	516.66	
20507	EAGLE MECHANICAL INC	67882	Testing of RP Valves - Fire Station	06/30/2016	285.50	285.50	07/20/2016
	Total 20507				285.50	285.50	
20512	EFTPS - ONLINE 941 PAYMENT	PR0716160	PRINT PAPER CHECK TO UPDATE GL ,	07/21/2016	3,856.92	3,856.92	07/22/2016
			PRINT PAPER CHECK TO UPDATE GL ,		902.06	902.06	07/22/2016
			PRINT PAPER CHECK TO UPDATE GL ,		2,667.63	2,667.63	07/22/2016
		PR0730160	PRINT PAPER CHECK TO UPDATE GL ,	08/04/2016	4,078.54	4,078.54	08/05/2016
			PRINT PAPER CHECK TO UPDATE GL ,		953.86	953.86	08/05/2016
			PRINT PAPER CHECK TO UPDATE GL ,		2,657.67	2,657.67	08/05/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20512					15,116.68	15,116.68	
20599	EVENSON LAUNDRY INC	704402	Entrance mats - Admin Bldg	08/01/2016	28.00	28.00	08/10/2016
			Entrance mats - Fire Station		72.00	72.00	08/10/2016
Total 20599					100.00	100.00	
30609	FASTENAL	WISTU104844	Toilet Seat Cleaner	07/15/2016	340.92	340.92	08/08/2016
			Safety Glass Cleaner		6.31	6.31	08/08/2016
			White Marking Chalk		57.37	57.37	08/08/2016
Total 30609					404.60	404.60	
30701	FRONTIER	544118 7/25/16	Admin. Bldg. Phone 7/25/16-8/24/16	07/25/2016	182.31	182.31	08/08/2016
		5444570607785	Marina LL Phone Chgs(7/7/16-8/6/16)	07/07/2016	58.10	58.10	07/20/2016
		547014 7/25/16	Sports Compl Phone - 7/25/16-8/24/16	07/25/2016	44.75	44.75	08/08/2016
Total 30701					285.16	285.16	
30704	WISCONSIN MEDIA	10040137	Legal notices - Village	08/01/2016	43.40	43.40	08/10/2016
			Legal notices - Utilities' Clerk		70.74	70.74	08/10/2016
			Legal notices - Utilities' Clerk		104.15	104.15	08/10/2016
			Legal notices - Utilities' Clerk		21.61	21.61	08/10/2016
Total 30704					239.90	239.90	
30750	GOING CO INC	123964-7	garbage - Marina	08/01/2016	341.55	341.55	08/10/2016
			recycling - Marina		40.90	40.90	08/10/2016
		123997-7	recycling - Village	08/01/2016	702.20	702.20	08/10/2016
			garbage - Village		10,897.02	10,897.02	08/10/2016
		125521-7	garbage - Parks Bldg	08/01/2016	99.00	99.00	08/10/2016
		325803-7	recycling - Fire Station	08/01/2016	48.06	48.06	08/10/2016
Total 30750					12,128.73	12,128.73	
30751	GREAT-WEST	PR0716160	Great West Deferred Comp. DEFERRE	07/21/2016	970.36	970.36	07/22/2016
			Great West Deferred Comp. EMPLOYE		164.64	164.64	07/22/2016
		PR0730160	Great West Deferred Comp. DEFERRE	08/04/2016	970.36	970.36	08/05/2016
			Great West Deferred Comp. EMPLOYE		164.64	164.64	08/05/2016
Total 30751					2,270.00	2,270.00	
30756	MARGE GRUTZMACHER	QTR2-16	Plan Commission compensation	08/01/2016	200.00	200.00	08/10/2016
Total 30756					200.00	200.00	
31809	HSABANK	072716	Emp. Pd. HSA Contributions - July	07/27/2016	633.12	633.12	07/28/2016
Total 31809					633.12	633.12	
34851	JACKIE HOEKSTRA	71918	SVD Scand	07/18/2016	25.00	25.00	07/20/2016
		8916	Poll Worker compensation	08/09/2016	145.00	145.00	08/10/2016
Total 34851					170.00	170.00	
40963	INSPECTION SPECIALIST LLC	JUNE 16	Building Inspections - June, 2016	06/30/2016	1,305.00	1,305.00	08/08/2016
			State Seal Fee - June, 2016		35.00	35.00	08/08/2016



Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			WWC % of Ut. Copier/Fax Chgs. - July		14.36	14.36	08/08/2016
			General Copier/Fax Charges - July		429.63	429.63	08/08/2016
	Total 41316				642.41	642.41	
41389	MAREK & ASSOCIATES	10391	Safety Shirts & Sweatshirts - Water	07/06/2016	144.85	144.85	07/28/2016
			Safety Shirts & Sweatshirts - WWT		213.25	213.25	07/28/2016
			Safety Shirt & Sweatshirts - WWC		44.26	44.26	07/28/2016
			Safety Shirts & Sweatshirts - Pks Crew		218.01	218.01	07/28/2016
	Total 41389				620.37	620.37	
42107	LA VINE'S ICE LLC	JULY16	Ice Deliveries - Marina (July)	08/01/2016	562.50	562.50	08/10/2016
	Total 42107				562.50	562.50	
51425	NORTH WOODS	132865	Custodial supplies - Marina	08/02/2016	192.34	192.34	08/10/2016
	Total 51425				192.34	192.34	
61539	OFFICE DEPOT BUSINESS CREDIT	1568510075013	Duster For Admin. Bldg.	07/25/2016	5.99	5.99	08/08/2016
			Pens, St. Boxes, File Rack & Folders		210.33	210.33	08/08/2016
			Misc. Office Supplies - WATER		46.25	46.25	08/08/2016
			Misc. Office Supplies - WWT		68.08	68.08	08/08/2016
			Misc. Office Supplies - WWC		14.12	14.12	08/08/2016
	Total 61539				344.77	344.77	
61633	PINKERT LAW FIRM LLP	JUNE 16	Legal Services - RE: SBYC - June	06/30/2016	190.50	190.50	07/28/2016
			Legal Services - RE: Gokey - June		936.00	936.00	07/28/2016
			Legal Services - RE: Quarry - June		598.00	598.00	07/28/2016
			Legal Mtr Add. in Cl. Session - Water		65.52	65.52	07/28/2016
			Legal Mtr Add. in Cl. Session - WWT		96.46	96.46	07/28/2016
			Legal Mtr Add. in Cl. Session - WWC		20.02	20.02	07/28/2016
	Total 61633				1,906.50	1,906.50	
61792	TASHA RASS	71916	Mileage - Treas. Institute	07/18/2016	334.26	334.26	07/20/2016
	Total 61792				334.26	334.26	
61963	PREMIER CONCRETE INC	1432550	Concrete Wk-Reinst. of Mem Flag Pole	07/21/2016	457.50	457.50	08/08/2016
	Total 61963				457.50	457.50	
61981	ROLYAN BUOYS	3645652	Buoys, Channel Markers & Solar Lights	06/09/2016	1,630.00	1,630.00	07/20/2016
	Total 61981				1,630.00	1,630.00	
71891	SECURIAN FINANCIAL GROUP INC	080416	Sept Life Ins	08/04/2016	414.32	414.32	08/10/2016
	Total 71891				414.32	414.32	
71907	SCHENCK BUSINESS SOLUTIONS INC	SC10111852	New Chart of Accounts	08/01/2016	285.00	285.00	08/10/2016
			New Chart of Accounts		285.00	285.00	08/10/2016
			New Chart of Accounts		285.00	285.00	08/10/2016
			New Chart of Accounts		285.00	285.00	08/10/2016
			New Chart of Accounts		285.00	285.00	08/10/2016
			New Chart of Accounts		102.60	102.60	08/10/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			New Chart of Accounts		151.05	151.05	08/10/2016
			New Chart of Accounts		31.35	31.35	08/10/2016
	Total 71907				1,710.00	1,710.00	
71910	SERVICE MOTOR CO INC	WC24123	Kubota Tractor Maintenance	07/11/2016	940.94	940.94	07/20/2016
	Total 71910				940.94	940.94	
71911	SEPTIC MAINTENANCE LLC	16-0709	Insp. & Unclogging of Drains @ PO	07/19/2016	230.00	230.00	07/28/2016
	Total 71911				230.00	230.00	
71920	SISTER BAY ADVANCEMENT	1055	June Social Regis. Fee	08/01/2016	50.00	50.00	08/10/2016
		2ND QTR	2nd Quarter Support	07/01/2016	12,500.00	12,500.00	08/08/2016
	Total 71920				12,550.00	12,550.00	
71921	SISTER BAY HISTORICAL SOCIETY	2016	Support	07/20/2016	5,000.00	5,000.00	07/20/2016
	Total 71921				5,000.00	5,000.00	
71922	TOP SHELF CAFE & GOURMET	11575	Sup For Hwy Ribbon Cutting Ceremony	06/24/2016	26.86	26.86	07/20/2016
	Total 71922				26.86	26.86	
71925	SISTER BAY AUTO	73918	Trailer Hitch For Golf Cart	07/05/2016	13.42	13.42	08/08/2016
	Total 71925				13.42	13.42	
71926	SISTER BAY SEWER & WATER	1399	Valve Repairs at the Marina	06/30/2016	188.38	188.38	07/20/2016
	Total 71926				188.38	188.38	
71930	SISTER BAY/LIBERTY GROVE LIBRA	66	3rd Qtr. Library Support	07/12/2016	7,500.00	7,500.00	07/20/2016
	Total 71930				7,500.00	7,500.00	
71938	STANDARD INSURANCE CO	160937 071816	LTD Ins. Prem. - July	07/18/2016	353.28	353.28	07/28/2016
	Total 71938				353.28	353.28	
71940	SHANE SOLOMON	WFOS	WFOS Mtg. Attendance	07/27/2016	280.00	280.00	07/28/2016
	Total 71940				280.00	280.00	
71982	CHRISTY SULLY	81016	travel reimb - election	08/10/2016	36.72	36.72	08/10/2016
	Total 71982				36.72	36.72	
71986	SUMMIT SUPPLY	78733	TP Dispensers For Hend. Park RR	07/13/2016	381.34	381.34	08/08/2016
	Total 71986				381.34	381.34	
71997	JANAL SUPPANZ	JULY 16	Mileage & Meal Reimb.-UWGB Cl. Inst.	07/27/2016	131.84	131.84	07/28/2016
	Total 71997				131.84	131.84	
72029	TOWN OF SEVASTOPOL	7/26/16	Video Recording of 7/19/16 VB Mtg.	07/26/2016	150.00	150.00	08/08/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 72029					150.00	150.00	
72051	TRUGREEN*CHEMLAWN	49625636	Lawn Tr. on 6/8, 6/9 & 6/22/16	06/22/2016	2,601.70	2,601.70	07/20/2016
Total 72051					2,601.70	2,601.70	
72059	UNITED HEALTH CARE	0041185223	August Health Ins. Premium	07/18/2016	13,091.42	13,091.42	07/28/2016
Total 72059					13,091.42	13,091.42	
72995	DOUGLAS VAN VOROUS	8916	Poll worker compensation	08/09/2016	140.00	140.00	08/10/2016
Total 72995					140.00	140.00	
73003	VERIZON NORTH	07648846	Village LD Phone Calls - June	07/10/2016	60.59	60.59	07/20/2016
		8418545	Village phone - long distance	08/10/2016	28.88	28.88	08/10/2016
			Marina Phone - long distance		19.66	19.66	08/10/2016
Total 73003					109.13	109.13	
81988	WARNER-WEXEL WHOLESALE	149419	Anti-bacterial Hand Soap	07/07/2016	114.96	114.96	07/20/2016
		149543	Garbage Bags	07/08/2016	221.13	221.13	07/28/2016
		150207	Garbage Bags	08/01/2016	50.33	50.33	08/10/2016
		150659	paper towel	08/01/2016	37.18	37.18	08/10/2016
		151023	Hair & Body Wash	08/01/2016	53.71	53.71	08/10/2016
			paper towel		47.38	47.38	08/10/2016
Total 81988					524.69	524.69	
82350	WI PUBLIC SERVICE	6/24/16 00051	J Dock Elec. Chgs - 5/24/16 - 6/23/16	06/24/2016	413.87	413.87	08/08/2016
		7/25/16 00002	Fire Station Elec. Chgs. - July	07/25/2016	765.57	765.57	08/08/2016
		7/25/16 00012	Bike Trail Light Elec. Chgs. - July	07/25/2016	118.32	118.32	08/08/2016
		7/25/16 00015	Admin. Bldg. Elec. Chgs. - July	07/25/2016	189.58	189.58	08/08/2016
		7/25/16 00024	Swale Pump Elec. Chgs. - July	07/25/2016	100.50	100.50	08/08/2016
		7/25/16 00026	Village Hall Elec. Chgs. - July	07/25/2016	225.48	225.48	08/08/2016
		7/25/16 00028	Maint. Bldg. Elec. Chgs. - July	07/25/2016	178.31	178.31	08/08/2016
		7/25/16 00037	Sp. Complex Elec. Chgs. - July	07/25/2016	273.28	273.28	08/08/2016
		7/25/16 00038	Hend. Park Elec. Chgs. - July	07/25/2016	96.92	96.92	08/08/2016
		7/25/16 00049	Waterfront Park Elec. Chgs - July	07/25/2016	73.35	73.35	08/08/2016
		7/25/16 00057	Boathouse Elec. Chgs. - July	07/25/2016	104.02	104.02	08/08/2016
		7/25/16 00062	Street Light Elec. Chgs. - July	07/25/2016	1,861.82	1,861.82	08/08/2016
		72416 - 00032	Dock Elec. Chgs. - July	07/24/2016	1,505.30	1,505.30	08/08/2016
Total 82350					5,906.32	5,906.32	
92403	ROB ZOSCHKE	WFOS	WFOS Mtg. Attendance	07/27/2016	360.00	360.00	07/28/2016
Total 92403					360.00	360.00	
Total Paid:	152,716.89						
Total Unpaid:	-						
Grand Total:	<u>152,716.89</u>						

Dated: August 12, 2016

Staff: *Sasha M. Kass*

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10260	BEAR GRAPHICS INC	749658	billing cards	07/29/2016	48.94	48.94	08/11/2016
			billing cards		160.17	160.17	08/11/2016
			billing cards		235.80	235.80	08/11/2016
Total 10260					444.91	444.91	
17506	CELLCOM	169004	cellphones	07/05/2016	73.83	73.83	07/20/2016
			cellphones		108.69	108.69	07/20/2016
			cellphones		22.56	22.56	07/20/2016
Total 17506					205.08	205.08	
17600	CTW CORPORATION	23716	Well #3 chemical pump	07/16/2016	606.00	606.00	07/28/2016
Total 17600					606.00	606.00	
20465	DOOR LAWN MAINTENANCE & SECUR	JULY 16	Lawn Maintenance	07/29/2016	379.80	379.80	08/11/2016
			Lawn Maintenance		559.15	559.15	08/11/2016
			Lawn Maintenance		116.05	116.05	08/11/2016
Total 20465					1,055.00	1,055.00	
20513	ENERGENECS INC	0032389-IN	collection system repair LS FIELDCREST	07/26/2016	1,446.75	1,446.75	08/04/2016
		0032407-IN	fixed equipment cholorine system	07/26/2016	162.16	162.16	08/11/2016
		0032463-IN	fixed grit removal equipment	08/05/2016	110.45	110.45	08/11/2016
Total 20513					1,719.36	1,719.36	
20515	FERRELLGAS	5003226949	WWTP propane	07/26/2016	398.00	398.00	08/11/2016
		TRUCK D424	WWTP propane	07/27/2016	243.97	243.97	07/28/2016
Total 20515					641.97	641.97	
30400	FERGUSON WATERWORKS #1476	0195230	distribution parts - water	05/24/2016	542.00	542.00	08/04/2016
		0195240	fire hydrant parts	05/19/2016	382.64	382.64	08/04/2016
		0196132	distribution parts - water	05/25/2016	3,789.81	3,789.81	08/04/2016
Total 30400					4,714.45	4,714.45	
30641	FRONTIER	716	plant phones	07/01/2016	86.46	86.46	07/20/2016
			plant phones		86.45	86.45	07/20/2016
		JULY 16	plant phones	08/01/2016	85.98	85.98	08/11/2016
			plant phones		85.98	85.98	08/11/2016
			Telemetry		.64	.64	08/11/2016
			Telemetry		1.28	1.28	08/11/2016
			Telemetry		1.28	1.28	08/11/2016
Total 30641					348.07	348.07	
30642	FRONTIER COMMUNICATIONS	716T	telemetry allocation	07/01/2016	1.28	1.28	07/20/2016
			telemetry allocation		1.28	1.28	07/20/2016
			telemetry allocation		.64	.64	07/20/2016
		JULY 16	telemetry allocation	07/25/2016	56.80	56.80	08/04/2016
			telemetry allocation		56.80	56.80	08/04/2016
			telemetry allocation		28.40	28.40	08/04/2016
		JULY16	telemetry allocation	07/25/2016	5.44	5.44	08/04/2016
			telemetry allocation		5.44	5.44	08/04/2016
			telemetry allocation		2.72	2.72	08/04/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 30642				158.80	158.80	
30750	GOING CO INC	JULY 16	WWTP rubbish disposal	08/01/2016	81.68	81.68	08/11/2016
	Total 30750				81.68	81.68	
30752	GRAINGER	9163553218	Tools	07/11/2016	47.35	47.35	07/20/2016
	Total 30752				47.35	47.35	
31816	HAWKINS INC	3917526 RI	#3 well	07/14/2016	193.75	193.75	07/28/2016
			freight		14.25	14.25	07/28/2016
			freight		14.25	14.25	07/28/2016
			chemicals		266.49	266.49	07/28/2016
		3918982 RI	well #3 chemical pump	07/15/2016	77.56	77.56	07/28/2016
	Total 31816				566.30	566.30	
31817	HD SUPPLY WATERWORKS	F854868	hydrant parts	07/26/2016	1,189.50	1,189.50	08/11/2016
	Total 31817				1,189.50	1,189.50	
31825	HERLACHE SMALL ENGINE INC	35248 & 135249	hydrant weed eater	07/31/2016	47.93	47.93	08/11/2016
			hydrant weed eater		70.56	70.56	08/11/2016
			hydrant weed eater		14.64	14.64	08/11/2016
	Total 31825				133.13	133.13	
40950	INNOVATIVE PRINTING LLC	21271	printing - envelopes	06/29/2016	26.64	26.64	07/20/2016
			printing - envelopes		39.22	39.22	07/20/2016
			printing - envelopes		8.14	8.14	07/20/2016
	Total 40950				74.00	74.00	
40963	ITU ABSORB TECH	6615620	WWTP laundry service	07/05/2016	74.90	74.90	07/28/2016
		6631701	WWTP laundry service	08/02/2016	74.90	74.90	08/11/2016
	Total 40963				149.80	149.80	
41090	JUNGWIRTH'S ACE HARDWARE	JUNE2016	curb stop repairs	06/30/2016	22.94	22.94	07/28/2016
			hydrant maintenance		22.43	22.43	07/28/2016
			headlamp		21.99	21.99	07/28/2016
			well #3 dehumidifier		229.99	229.99	07/28/2016
			water reader timer		15.99	15.99	07/28/2016
			well #1 chlorine sign		4.98	4.98	07/28/2016
			well #3 repair		4.49	4.49	07/28/2016
			squeegee & broom		22.98	22.98	07/28/2016
			hand tools		92.98	92.98	07/28/2016
			still repair		2.29	2.29	07/28/2016
			plant water softener		53.91	53.91	07/28/2016
			clarifer parts		10.86	10.86	07/28/2016
			hand tools, grinder pump, shovel		86.96	86.96	07/28/2016
			lift station maintenance		12.64	12.64	07/28/2016
	Total 41090				605.43	605.43	
41196	LAKESHORE WASTE SYSTEMS INC	53782	sludge - hauling	07/13/2016	1,145.00	1,145.00	07/20/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 41196				1,145.00	1,145.00	
41205	LAMPERT'S	JULY16	garage door openers	07/25/2016	82.98	82.98	08/04/2016
			fix manhole on BSD by Al's		16.04	16.04	08/04/2016
	Total 41205				99.02	99.02	
41212	ROBERT E LEE & ASSOC INC	70781	engineering - grit removal system	07/22/2016	2,011.50	2,011.50	07/28/2016
	Total 41212				2,011.50	2,011.50	
51400	NCL OF WISCONSIN INC	375969	lab equipment	07/20/2016	100.00	100.00	07/28/2016
			delivery charges		13.16	13.16	07/28/2016
		376461	lab supplies	07/29/2016	298.31	298.31	08/11/2016
	Total 51400				411.47	411.47	
51432	NORTHERN DOOR COMMUNICATIONS	20933	otter box	07/21/2016	17.98	17.98	07/28/2016
			otter box		26.47	26.47	07/28/2016
			otter box		5.50	5.50	07/28/2016
	Total 51432				49.95	49.95	
51435	NORTH WOODS SUPERIOR CHEMICAL	130444	collection system chemicals	07/13/2016	392.98	392.98	07/20/2016
	Total 51435				392.98	392.98	
51436	NORTHERN LAKE SERVICES INC	298287	WWTP sample testing	07/14/2016	30.00	30.00	07/20/2016
	Total 51436				30.00	30.00	
61977	STURGEON BAY UTILITIES	10663	sludge processing	07/15/2016	1,120.00	1,120.00	07/20/2016
	Total 61977				1,120.00	1,120.00	
71925	SISTER BAY AUTO	JULY 16	vehicle maintenance	07/25/2016	364.30	364.30	08/04/2016
			vehicle maintenance		536.33	536.33	08/04/2016
			vehicle maintenance		111.31	111.31	08/04/2016
	Total 71925				1,011.94	1,011.94	
72054	USA BLUEBOOK	996325	Ball Valves	07/06/2016	29.56	29.56	07/20/2016
			hydrant flags		368.39	368.39	07/20/2016
	Total 72054				397.95	397.95	
72058	UNIVAR INC	MW768982	chemicals - sludge treatment	07/11/2016	1,563.32	1,563.32	07/20/2016
	Total 72058				1,563.32	1,563.32	
72997	VAN'S FIRE & SAFETY	199134816	inspect and repair extinguishers	07/26/2016	48.06	48.06	07/28/2016
			inspect and repair extinguishers		70.75	70.75	07/28/2016
			inspect and repair extinguishers		14.69	14.69	07/28/2016
	Total 72997				133.50	133.50	
73007	VOIGHT'S COUNTY WALK BP	1376	vehicle fuel allocation	08/04/2016	20.23	20.23	08/11/2016
			vehicle fuel allocation		30.06	30.06	08/11/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			vehicle fuel allocation		7.52	7.52	08/11/2016
Total 73007					57.81	57.81	
80025	WI RURAL WATER ASSOC	JTDOOR EXPO	training - P.J.	07/27/2016	65.00	65.00	07/28/2016
			training - D.A.		65.00	65.00	07/28/2016
Total 80025					130.00	130.00	
82351	WIS PUBLIC SERVICE	JULY16	Well #3 - LGUD	07/14/2016	267.66	267.66	08/04/2016
			Well #3 - Sister Bay		802.96	802.96	08/04/2016
			Water		1,222.63	1,222.63	08/04/2016
			Waste Water		4,989.84	4,989.84	08/04/2016
			Collection		481.64	481.64	08/04/2016
Total 82351					7,764.73	7,764.73	
82356	WVOA	CLASS 081116	Lab training PJ	07/27/2016	15.00	15.00	07/28/2016
			Lab training PJ		15.00	15.00	07/28/2016
			Lab training DA		15.00	15.00	07/28/2016
			Lab training DA		15.00	15.00	07/28/2016
		MEETING 081816	training BL	07/27/2016	25.00	25.00	07/28/2016
			training DA		25.00	25.00	07/28/2016
			training PJ		25.00	25.00	07/28/2016
Total 82356					135.00	135.00	

Total Paid: 29,195.00  
 Total Unpaid: -  
 Grand Total: 29,195.00

Dated: August 12, 2016  
 Staff: *Jasha M. Kass*



# Village of Sister Bay

## BOARD REPORT

Meeting Date: 08/16/16

Item No.: 6

### Activities:

#### Beach-

Staff is working to develop some narrative signage for the Beach, so that visitors will have the opportunity to learn about some of the less obvious features of the project, such as the rain gardens, native plantings, and coarse sand placement.

Harbor View- Engineering work is complete for the project. It is my understanding in talking to the developer that lots are under contract. No request for permits has been completed at this time.

Stony Ridge- Construction is actively under way, and special Plan Commission meeting has been scheduled for August 30 to approve architectural plans for the multi-family units.

Niagara Ridge- Construction on the final building is being completed.

Wayfinding Signage- We received our State Approved plans on June 16. We have 2 bids to date, and the Finance and Parks Committees will need to consider the bids that we have received. The project has evolved from when it was first discussed and conceptualized financially, and will take more resources than were originally budgeted if the totality of the project is to come to fruition.

Braun Site- This is consuming the vast majority of my time at the moment. There are a number of complexities that arise from developing the site in the dense fashion that we've chosen given the topography. Things are progressing well, and REL is working to finalize grading plans. We have preliminary utilities plans as well.

Workload- While much of what we do is never seen by the public, there is an incredibly immense volume of work product, citizen interaction, service delivery and analysis that takes place behind the scenes. It would not surprise me if every site identified in our redevelopment plan was completed by the end of 2018 at the rate we're moving.

Budget- We should confirm a draft budget calendar for the 2016 budget season at this meeting.

CIP Strategic Planning- As of this writing, I am still missing sheets from 2 Trustees.

Respectfully submitted,

Zeke Jackson  
Village Administrator

# Coastal Byways

Meeting called to order on July 20, 2016 at 3:05. Attending: Krissy Schorer, Ann Miller, Chuck Tice, Al Birnschein, Beth Hagen and Kathy Enquist

**Correspondence:** none.

**Minutes approved:** none.

**Agenda approved:** Motion was made by Hagen and seconded by Tice.

.

**Business Items:**

**Coloring books and crayons were distributed.** Five thousand books were printed with \$3,500 in sponsorship ads.

**Motion was made by Schorer:** Approve payment to Mike Meulemanns for coloring book production in the amount of \$650. Seconded by Enquist. Approved.

**Next Meeting:** Thursday September 22 and 8:30 am.at Sevastopol town hall.

**Meeting Adjourned at 3:45.**

**Sister Bay / Liberty Grove Library Commission**  
**July 12, Meeting, 2016**

The meeting of the Sister Bay / Liberty Grove Library Commission was called to order by Virginia Phelan at 1:05 p.m.

**Members Present:** Virginia Phelan, Lou Covotsos, Allen Strack, Kathy Enquist, Henry Timm, Dixie Jorns and Ralph Blankenburg.

Absent: Frank Forkert.

**Public Input:** None.

**Review and Approve the Revised Minutes of the June 14, 2016 Meeting:**

Kathy Enquist moved and Allen Strack seconded a motion to approve the minutes of the *June 14, 2016* meeting. The motion passed 5-0.

Review and Approval of payment of Bills.

U. S. Postmaster	Stamps	\$47.00
Village of Sister Bay	Propane	\$224.23
Sparkle Cleaning	General Cleaning Service	\$1,768.00
Village of Sister Bay	Domestic Water	\$349.15
Village of Sister Bay	Fire Sprinkler Water	\$110.25
Jungwirth Ave Hardware	Toilet parts / Batteries / Tape	\$26.25
Jeffery Ward Construction	Install soap dispensers/repair Shed/rep Toilet	\$200.00
Ralph Blankenburg	Ink Cartridges for Printer	\$28.99
Frontier Communications	Telephone	\$181.40
Total		\$2,935.27

Allen Strack moved and Lou Covotsos seconded the motion to approve the payment of the bills. The motion passed 5-0.

**Librarians Report:**

**Circulation**

June 2015	6,779	YTD: 26,701
June 2016	6,813	YTD: 28,219

**Library Visits:**

June 2015	5,342	
June 2016	5,473	(New Patrons Registered -46).

**Programs:**

8	Attended By	119 JUV	61 Adults
8	Attended By	110 JUV	69 Adults

**Computer Use:**

June 2015	SAM	627 Sessions	19,657 Minutes
	WI-FI	886 Devices	67 Minutes Per Session AV
June 2016	SAM	613 Sessions	16,986 Minutes
	WI-FI	1,000 Devices	72 Minutes Per Session AV

**Overdrive:**

June 2015	E-Books	249	Audio books	79	Video	1
June 2016	E-Books	209	Audio books	126	Video	1

As of July 12th, we have 108 Children signed up for the Summer Reading Program. This is the age group from birth up to thirteen years. They are keeping track of the hours they've read and can earn books and prizes for those hours.

So far we have 59 adults and 7 teenagers who have signed up for their division of the SRP. These readers turn in a slip for every three books they have read or Listened to. These slips are put into a weekly drawing for a prize basket. In addition to the weekly drawings for adult interest baskets, we also are offering two prize baskets geared toward the teen readers. We had a drawing for the first of those baskets on June 27th and the second will be on August 15th at the conclusion of the program.

**Shed:**

Ralph Blankenburg reported that Kathy Blankenburg, Mike Scoville and himself were able to cleanup all the books in the storage shed. This was aided with Dixie Jorns help going through donation in the library before they were taken to the shed. We are still getting dated books in bad repair, old travel books and other dated materials.

**Marina Fest:**

Ralph Blankenburg reported that they were making a banner from the back of an old banner with lettering the will purchase from a hobby store. Ralph will be making out a schedule for working on the day and help sorting as we get closer to the sale. He also expressed the need to find someone to take over next year.

**Maintenance:**

Ralph Blankenburg reported that the air conditioning was not working today and that the problem was with the thermostats. He has asked Wulf brother to prepare a cost of replacing the thermostats with new units that can be locked. People have been changing the settings.

Ralph has asked Sparkle Cleaning and Painting to repair the crack in the ceiling from the water leak and painting it, touching up the spots where the old soap dispensers were and painting the trim on the shed.

**Next Meeting:**

August 16, 2016 @ 1:00 p.m. Please note the meeting change to the third Tuesday.

**Adjourn:**

It was moved by Allen Strack and seconded by Henry Timm to adjourn at 2:05 p. m. The motion passed 5-0.

Submitted by: Ralph Blankenburg.



1 *Board to appropriate funds for the final, DOT approved plan for Sister Bay's Wayfinding*  
 2 *Signage Project; Consider appropriate motions for action if necessary, shall be tabled until a*  
 3 *future meeting of the Parks Committee. Motion carried – All ayes.*

4  
 5 **Item No. 2. Discussion regarding creation of foot washing/outdoor shower stations at**  
 6 **the Sister Bay Beach; Consider a motion for action if appropriate:**

7 Documentation regarding the various types of foot washing/outdoor shower stations  
 8 which are available was included in the meeting packets, and the Committee members  
 9 jointly reviewed that documentation.

10  
 11 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that the*  
 12 *Parks Department employees shall construct two reasonably priced foot washing/ shower stations*  
 13 *and see that they are placed in the vicinity of the beach. The foot washing/shower stations shall be*  
 14 *equipped with wooden rails and an area for people to stand on, and they each shall have a shower*  
 15 *nozzle at the top and the bottom of them. A sign shall be erected near each of the stations which*  
 16 *states, "Non-Potable, Cold Water Is Only Available At This Location".*

17  
 18 **Item No. 3. Discussion on a slide for the swim dock; Consider a motion for action if**  
 19 **appropriate:**

20 *Documentation was included in the meeting packets regarding the various types of swim dock*  
 21 *slides which are available, and the Committee members jointly reviewed that documentation. It*  
 22 *was eventually the consensus that no more than \$1,000 shall be expended for the purchase of a*  
 23 *slide for the swim dock.*

24  
 25 Discussion then turned to issues which have arisen at the quiet craft launch area at  
 26 Waterfront Park, and after much deliberation it was the consensus that a "quiet craft  
 27 operation area" shall be created and delineated with a rope and red buoys.

28  
 29 *A motion was made by Bhirdo, seconded by Doersching that Mann shall see that a designated*  
 30 *"quiet craft operation area" is created in the bay off of Waterfront Park ASAP. That area shall be*  
 31 *delineated with a rope and red buoys, and the buoys shall run in a perpendicular line from the*  
 32 *area near the base of the stairs by the Sister Bay Stage and extend seaward to the point where they*  
 33 *will intersect with the second designated swimming area can buoy and the rock groin. Motion*  
 34 *carried with Clove opposed.*

35  
 36 **Item No. 4. Discussion on a Waterfront Park Master Plan; Consider a motion for**  
 37 **action if appropriate. Tour of Waterfront Park and discussion on the status of the**  
 38 **park:**

39 *The Waterfront Park Master Plan has not been completed yet, and, therefore, it was the*  
 40 *consensus that this agenda item shall be tabled until a future meeting of the Parks Committee.*

41  
 42 **Item No. 4. Report from staff on parks, properties and streets activities:**

43 Lienau stated that it is his understanding that a portion of the payment for goods and  
 44 services provided by Bridenhagen Landscaping was temporarily being withheld by the  
 45 Village, and asked why this had occurred. Jackson responded that questions had arisen  
 46 about a portion of the bill which was received from Bridenhagen Landscaping, but he  
 47 recently met with Ivan Bridenhagen, who provided an explanation for the questionable  
 48 charges. (A while ago Doersching contacted Ivan directly and requested that he replace

1 the pink rose bushes in front of the Post Office with red ones. Bridenhagen  
2 accommodated Doersching's request, but that did result in additional landscaping  
3 expenses being incurred.)

4  
5 *It was the consensus that in the future responsibility for any and all flower color selection*  
6 *decisions for plantings which will be done on Village properties shall be delegated to the Parks*  
7 *Committee as a whole, and, to that end a referral(s) will be made to the Committee prior to the*  
8 *time that any plantings are done.*

9  
10 *Lienau requested that all Board and Committee members refrain from giving direction to any of*  
11 *the contractors doing work for the Village. If any issues do arise that need attention, a referral*  
12 *shall be made to the Village Administrator.*

13  
14 **Item No. 5. Discussion regarding matters to be placed on a future agenda or referred**  
15 **to a committee, official or employee:**

16 *Since it started to rain there was no discussion regarding matters to be placed on a future agenda*  
17 *or referred to a committee, official, or employee.*

18  
19 **Adjournment:**

20 *A motion was made by Clove, seconded by Doersching to adjourn the July 6, 2016 meeting of the*  
21 *Parks Committee at 4:59 P.M. Motion carried – All ayes.*

22  
23 Respectfully submitted,

24 

25 Janal Suppanz,  
26 Assistant Administrator

27



1 wishing to do business in Waterfront Park, but that no more than three of the vendors'  
 2 proposals actually be accepted. The members of the Parks Committee have asked that  
 3 the SBAA Board of Directors provide input on this issue, and the suggestion has also  
 4 been made that the SBAA coordinate the RFP solicitation/selection process.

5  
 6 Bhirdo explained that the members of the Waterfront Oversight Committee, of which  
 7 she was the chair, addressed this issue at length and finally came to the conclusion that  
 8 there should not be any restrictions on the type of businesses which would be allowed to  
 9 submit the previously mentioned RFP's, since there could be a need for a number of  
 10 additional services and product offerings now that all the work has been done  
 11 downtown. She also pointed out that since Waterfront Park is owned by the Village, she  
 12 does not believe the SBAA should be involved in the RFP solicitation/review process at  
 13 all. Several of the SBAA Board members concurred.

14  
 15 Milligan stated that because there are now so many restaurants in the downtown area he  
 16 does not believe a food vendor, other than someone who offers "grab & go" food, would  
 17 be successful in Waterfront Park or on the beach. One possibility which was suggested  
 18 was the concept of allowing a "restaurant runner" to do business in and around the  
 19 Village.

20  
 21 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that*  
 22 *because the season is already in "full swing" it would not be practical to solicit RFP's from any*  
 23 *potential waterfront vendors until next year. Milligan suggested that representatives of the*  
 24 *SBAA and the Village go down to the waterfront and conduct random interviews of beach/park*  
 25 *patrons during the remainder of "the season" to see if they are happy with the appurtenances*  
 26 *which are currently offered, and, if not, ask what changes they would like to see. It was the*  
 27 *consensus that this was an excellent idea. Jackson and Milligan agreed to meet ASAP to*  
 28 *formulate a list of five simple survey questions, and they will see that the survey is conducted in a*  
 29 *timely fashion. After the survey data has been compiled it will be provided to the members of the*  
 30 *Parks Committee.*

31  
 32 **Item No. 4. Discussion regarding matters to be placed on a future Parks Committee**  
 33 **Agenda or referred to a committee, official or employee:**

34 Jackson gave the following oral report:

- 35 • He had some difficulty finding a swim dock slide which will meet the Village's needs for  
 36 the authorized purchase price. It was the consensus that for the time being Jackson shall  
 37 hold off on purchasing any type of slide.
- 38 • In the course of doing the research on swim dock slides he discovered that there is a  
 39 different option which might work quite well in Sister Bay. ("Fun rafts", which float, are  
 40 actually equipped with slides, a rope swing and trampolines.) He discussed the "fun raft"  
 41 concept with Mann, and they believe it would be possible for the Parks Department  
 42 employees to construct such a raft over the course of the winter. Fuzzy Sunstrom is  
 43 willing to donate a 21' pontoon boat to the Village, and that boat would work quite well  
 44 as a base for the raft. The Committee members indicated that they will gratefully accept  
 45 Sunstrom's donation, and requested that the Parks Department employees work on the  
 46 "fun raft" project as time permits. Mann will keep the members of the Parks Committee

1        *advised of the status of this project.*

- 2        • *Some logistical issues will quite likely come into play if the “quiet craft operation area”*  
3        *which was mentioned at the previous day’s meeting is constructed as specified. Clove*  
4        *then presented photographs of the beach, noting that if the designated “quiet craft*  
5        *operation area” is created 1/3 of the beach will actually be delegated for the exclusive use*  
6        *of quiet craft operators. Doersching and Lienau noted that they had thought about this*  
7        *issue overnight and had similar concerns. After discussion it was the consensus that the*  
8        *rope should be eliminated and the “designated quiet craft operation area” shrunk slightly.*  
9        *Mann was asked to see that the buoys are installed in the newly designated area ASAP.*

10  
11        **Item No. 5. Adjournment of the portion of the meeting at which the presence of the**  
12        **Parks, Properties & Streets Committee was required:**

13        *At 8:56 A.M. a motion was made by Doersching, seconded by Bhirdo that the portion of the*  
14        *meeting at which the presence of the Parks, Properties & Streets Committee was required be*  
15        *adjourned. Motion carried – All ayes. At that point Lienau, Doersching and Clove left the*  
16        *building.*

17  
18        **Item No. 6. Discussion regarding festivals and events:**

19        •        **Goat Parade Recap:**

20        ~ There was strong attendance at the Goat Parade.

21        ~ There was fairly wide-spread news coverage about that event in  
22        Wisconsin, Minnesota and Chicago.

23        ~ John Nelson filmed his own interviews with Lars Johnson for paid  
24        distribution through his firm at a later date.

25        ~ Milligan has discussed the possibility of combining advertising/marketing  
26        with Al Johnson’s for 2017, and Lars and Rolf agree that that would be a good  
27        idea.

28        •        **Paddlefest/“Beach Bash” Recap:**

29        ~ There was strong attendance at Paddlefest, (259 people were actually on the  
30        water in the kayaks, canoes, stand-up paddleboards and the like which were  
31        on display), but with the exception of D.O.T. officials and employees there  
32        was light attendance at the Highway Ribbon Cutting Ceremony. The people  
33        who participated in the Volleyball Tournament played until 4:00 P.M. and  
34        they raised \$200.00 for the Gibraltar Girl’s Volleyball Team. Due to high winds  
35        Bay Shore Outdoor was unable to offer rentals in the afternoon.

36        ~ In spite of the fact that the SBAA and the Village sent out press releases  
37        regarding Paddlefest/“Beach Bash” and the Ribbon Cutting Ceremony media  
38        coverage for this event in Wisconsin, Minnesota and Chicago was weak. There  
39        was some local media coverage.

40        ~ The two food vendors who set up tents in Waterfront Park did not do very  
41        well as response to their product offerings was weak. Feedback was that they  
42        were too close to Wild Tomato and not close enough to the beach.

43        ~ *Beer sales at “Beach Bash” totaled \$1,031.00, most of which occurred during the*  
44        *Hoi Polloi Concert. Complaints were received that the music Hoi Polloi played was*  
45        *too loud. The suggestion was made that Village officials think about retaining a*

1            *consultant to see if there is some type of solution to the noise problems which were*  
 2            *complained about during "Beach Bash". Enquist was asked to refer this issue to the*  
 3            *Village's Parks, Properties & Streets Committee ASAP.*

4            ~ The fireworks got off, but barely, due to high winds which abated just in  
 5            time. Mark Weborg provided "outstanding" service.

6            ~ Milligan noted that there were six other events going on in Door County on  
 7            June 25<sup>th</sup>, but in short people who were in Sister Bay did appear to have a  
 8            good time.

9            In the future Milligan believes some type of mechanism should be created for measuring  
 10           *the success of any and all events which are sponsored by the SBAA. He will work on*  
 11           *drafting a formal policy and provide it to the Board members for consideration ASAP.*

12           • **Concerts & Movies in the Park Recap:**

13           ~ The first two concerts were well received and in total produced nearly  
 14           \$500.00 in concession sales.

15           ~ Social media engagement was excellent. According to Mark Thiede, the  
 16           Soundman's estimates, there were approximately 450 people at the first  
 17           concert and 200 people at the second concert.

18           ~ Two other businesses have expressed interest in sponsoring concerts in  
 19           2017 - Blahnik Investments and Boettcher Communications.

20           ~ In general the set-up/teardown for concerts seems to be running smoothly  
 21           with little need for additional volunteers.

22           ~ The members of Girl Scout Troop 4356 worked in the lemonade stand for  
 23           the first concert, and they have agreed to come back on four more occasions.

24           *At 9:23 A.M. Crowell indicated that she had another obligation and left the meeting.*  
 25

26           **Item No. 7. Coordinator's Report:**

27           Milligan's Coordinator's Report was included in the meeting packets, and the Board  
 28           members jointly reviewed that document. During the review process Milligan pointed  
 29           out the following items:

- 30           • Visitor Center traffic is down considerably this year, but to date there have been  
 31           254 visitors at the SBAA Office.
- 32           • The mobile versions of most aspects of the SBAA's website are up and running  
 33           and have been well received.
- 34           • He has been discussing the possibility of creating a "What's Happening in Sister  
 35           Bay" app. with a consultant and will provide cost estimates as soon as they are  
 36           available.
- 37           • Forty-six people attended the Spring Social on June 8<sup>th</sup>, and generally speaking  
 38           positive feedback was received about that event.
- 39           • Fourteen people attended the June 7<sup>th</sup> Social Media Seminar, and a number of  
 40           positive comments were made about the presentations which were made. It  
 41           appears that the members of the SBAA would like to see more workshops  
 42           conducted.

**Item No. 8. Financial Report:**

Bittorf indicated that she and Suppanz did not have an opportunity to do bookkeeping or prepare financial reports for June yet. She did present a financial report for May, 2016, and the Board members jointly reviewed that document. The reports for June will be e-mailed to the Board members as soon as they are available.

*A motion was made by Kane, seconded by Bhirdo that the financial report which was reviewed at this meeting is approved as presented. Motion carried – All ayes.*

**Item No. 9. Committee Reports:**

- **Fall Festival Committee:**

The members of the Fall Fest Committee met and discussed potential ways to generate more revenues at that event. The Committee members are seriously considering conducting a Fall Fest raffle. (A cash prize would be awarded and the winner need not be present to win.) Milligan will be submitting a Raffle Permit Application to the Bingo Control Board in the near future. This year wristbands will again be given out for free but donations will be gratefully accepted. Milligan has been discussing the idea of resurrecting the Fall Fest Soap Box Derby with Fuzzy Sunstrom. Several of the Board members indicated that they believe this is a very good idea. At one time the Soap Box Derby was a very popular activity and afforded “the locals” and their kids a fun and unique opportunity to get involved in Fall Fest.

- **Film Fest Committee**

Work is ongoing on expanding Film Fest.

- **Door County Festival of the Arts Committee**

Plans are well underway for the Door County Festival of the Arts. There are the same number of vendors as last year.

**New Business:****Item No. 10. Discussion regarding establishment of a Marketing and Advisory Board:**

*Milligan believes it would be wise to create an informal SBAA Marketing and Advisory Board, and it was the consensus that this should occur. He will contact potential members and provide a report on the status of this issue at the next meeting.*

**Item No. 11. Discussion regarding the possibility of consolidating all sponsorship requests:**

*It was the consensus that in the future all event sponsorship requests on behalf of the SBAA should be consolidated.*

**Item No. 12. Discussion regarding the Village’s request to have the SBAA design light pole banners:**

There are thirty-three light poles in the downtown area. Sharon Anderson is working on potential designs for recurring events, seasonal activities and “Welcome To Sister Bay” banners, and proofs will be presented to the Board members as soon as they are

1 completed. After the Board members have conducted their review a recommendation  
2 will be forwarded on to the Village's Parks, Properties & Streets Committee.

3

4 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on Thursday,*  
5 *August 4, 2016.*

6

7 **Adjournment:**

8 *A motion was made by Bhirdo, seconded by Kane to adjourn the meeting of the SBAA Board of*  
9 *Directors at 9:54 A.M. Motion carried – All ayes.*

10

11 Respectfully submitted,



12

13 Janal Suppanz,

14 Assistant Administrator/Secretary

1                   **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**  
2   **WEDNESDAY, AUGUST 3, 2016**  
3   **SISTER BAY FIRE STATION - 2258 MILL ROAD**  
4   **(APPROVAL PENDING)**

5  
6           *The August 3, 2016 meeting of the Parks, Properties and Streets Committee was called to order*  
7           *by Committee Chair Dave Lienau at 5:31 P.M.*

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

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

14  
15           **Approval of Agenda:**

16           *A motion was made by Clove, seconded by Bhirdo that the Agenda for the August 3, 2016*  
17           *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried -*  
18           *All ayes.*

19  
20           **Approval of Minutes as published:**

21           **As to the minutes for the July 6, 2016 meeting of the Parks, Properties & Streets**  
22           **Committee:**

23           *Bhirdo stated that she believes the following revisions should be made to the July 6, 2016 meeting*  
24           *minutes:*

25  
26                   *Page 1 - Line 15 - Rick Wylie and Mark Schuster were also in attendance.*

27  
28                   *The following statements should be inserted at the end of Line 1 - Page 30:*  
29                   *"Bhirdo suggested that garbage cans also be placed on the east side of Bay Shore*  
30                   *Drive in the downtown area". It was the consensus that this shall occur.*

31  
32                   *The sentence which begins on Page 2 - Line 15 should read, "A sign shall be*  
33                   *erected near each of the foot washing stations which states, "Non-Pottable, Cold*  
34                   *Water Only".*

35  
36                   *The following sentence should be inserted at the end of the portion of the minutes*  
37                   *which pertains to Agenda Item No. 3:*

38  
39                   *"Some of the Committee members noted that there appears to be confusion as to*  
40                   *where the designated quiet craft launch area actually is in Waterfront Park, and*  
41                   *it was the consensus that signage which states, "Quiet Craft Launch" shall be*  
42                   *erected in the designated area ASAP.*

43  
44                   *The following paragraphs should be inserted at the end of the portion of the*  
45                   *minutes pertaining to Agenda Item No. 5:*

46  
47

1           Mann noted that Kurt Rice allowed the Parks Department employees to use his  
2           barge when the channel markers and swim buoys were installed, and that was a  
3           tremendous help.

4  
5           “A motion was made by Clove, seconded by Bhirdo that a \$100 Gift Certificate to  
6           JJ’s shall be provided to Kurt Rice as a “thank you” for the use of his barge when  
7           the channel markers and swim buoys were installed. Motion carried – All ayes.

8  
9           A motion was made by Clove, seconded by Doersching that the minutes for the July 6, 2016  
10          meeting of the Parks, Properties & Streets Committee Meeting be approved as amended. Motion  
11          carried – All ayes.

12  
13          **As to the minutes for the July 7, 2016 joint meeting of the Parks, Properties & Streets**  
14          **Committee and the SBAA Board of Directors:**

15          A motion was made by Doersching, seconded by Clove that the minutes for the joint meeting of  
16          the Parks, Properties & Streets Committee and the SBAA Board of Directors be approved as  
17          presented. Motion carried – All ayes.

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

20          Lienau noted that no new correspondence had been received, and then asked if anyone  
21          wished to address a non-agenda item.

22  
23          Bhirdo asked why the Wild Tomato was allowed to put a fence on their property  
24          without Plan Commission approval, and also asked if the fence was on Village property.  
25          Jackson and Mann will look into this issue and report their findings at the next meeting  
26          of the Parks Committee.

27  
28          Bhirdo referred to a “Correction” which was recently published in The Pulse, and  
29          Jackson noted that he has already discussed this issue with Jackson Parr, who wrote the  
30          original article.

31  
32          **Business Items:**

33          **Item No. 1. Consider a request from staff for a radar traffic counter; Consider relevant**  
34          **motions for action if appropriate:**

35          *The traffic counter that the Village currently utilizes is rather simple and inexpensive and only*  
36          *provides traffic counts. There are more complex versions of traffic counters which are equipped*  
37          *with radar units and provide more detailed data, but they are quite expensive. It was the*  
38          *consensus that for the time being the simple and inexpensive traffic counter should continue to*  
39          *be utilized.*

40  
41          **Item No. 2. Review of the Draft Waterfront Park Master Plan; Discussion on that plan;**  
42          **Consider relevant motions for action if appropriate:**

43          Draft versions of the Bench Location Plan and the Waterfront Park Master Plan were  
44          included in the meeting packets and the Committee members jointly reviewed that  
45          documentation.

46  
47          *It was the consensus that all the benches which were put in storage before work was done on the*  
48          *Bay Shore Drive Reconstruction Project shall be returned as close as possible to their original*

1 *locations, but the decision as to actual placement of any and all of those benches shall be left to the*  
 2 *discretion of Mann. If any location conflicts do arise, preference shall be given to benches for*  
 3 *persons who actually resided in Sister Bay.*

4  
 5 *Discussion then turned to the Waterfront Park Master Plan, and it was eventually the consensus*  
 6 *that the pathway extension by the Pavilion which is depicted on the plan shall be eliminated in its*  
 7 *entirety. During the review process Jackson noted that Jessie Fink from JJR felt that the location*  
 8 *for the proposed restroom which is depicted on the plan is the safest and most convenient location*  
 9 *for such a structure. No matter where additional restrooms are placed additional costs will be*  
 10 *incurred for sewer and water lateral extensions. Several different restroom locations were*  
 11 *suggested by the Committee members, but before any formal decisions are made regarding that*  
 12 *issue Jackson will ask the Village's Engineer to conduct a traffic analysis around the Post Office*  
 13 *and make a formal recommendation as to whether or not he believes a portion of the parking lot*  
 14 *behind the Post Office could be eliminated and/or Post Office Lane closed. Alternatives which*  
 15 *shall be considered are creation of short-term (10 minute) parking spaces, unloading zones, and*  
 16 *handicap parking spaces.*

17  
 18 *The Committee members agreed that an archway shall be created in Waterfront Park, and the*  
 19 *Committee members were asked to forward photos of the type of archway they would like to see*  
 20 *constructed to Jackson ASAP.*

21  
 22 Doersching presented the example of the goat finial she would like to see added to the  
 23 Wayfinding Signage, and it was the consensus that that version of the goat would be  
 24 fine. An applicable recommendation will be made to the Plan Commission.

25  
 26 **Item No. 3. Report from staff on parks, properties and streets activities:**

27 Mann gave the following oral report:

- 28 • Issues have arisen when Parks Department employees attempt to work in  
 29 Waterfront Park early in the morning as Yoga classes are being conducted. It  
 30 was the consensus that next year an alternate location shall be found for Yoga  
 31 classes to be conducted.
- 32 • The Hendrickson Park restroom is getting a lot of use, and on some days over a  
 33 case of toilet tissue is used.
- 34 • In accord with the Committee's directives Mann placed locks on the basketball  
 35 hoops at the Sports Complex but someone cut them. The Parks Department  
 36 employees are looking into additional security measures which can be taken to  
 37 prevent the hoops from being adjusted.
- 38 • The foot washing stations will be installed in Waterfront Park as soon as a  
 39 sufficient sized pump has been obtained.

40  
 41 **Adjournment:**

42 *A motion was made by Clove, seconded by Doersching to adjourn the August 3, 2016 meeting of*  
 43 *the Parks Committee at 7:02 P.M. Motion carried – All ayes.*

44  
 45  
 46  
 47  
 48

1 Respectfully submitted,

2 

3 Janal Suppanz,

4 Assistant Administrator



1 Efforts by the church to reach an accommodation with the Town proved to be unsuccessful,  
 2 and the church eventually initiated a lawsuit against the Town, arguing that the Sign Code  
 3 abridged their freedom of speech – a violation of the U.S. Constitution. Eventually the case  
 4 was referred to the U.S. Supreme Court, and the Court ruled that Sign Codes which  
 5 distinguish between political signs, ideological signs, or temporary directional signs to  
 6 certain events are considered to be content-based. (Specifically the Court stated, “Content-  
 7 based laws – those that target speech based on its communicative content – are  
 8 presumptively unconstitutional and may be justified only if the Government proves that  
 9 they are narrowly tailored to serve compelling State interests”.)

10  
 11 In light of “Reed v. Town of Gilbert” the Village can basically only regulate the location, size,  
 12 and duration of display of a sign as well as the materials it is constructed of, illumination of  
 13 it, and portability, and, therefore, it will be necessary for a number of revisions to be made to  
 14 the Village’s Sign Code. An applicable draft was included in the meeting packets, and the  
 15 Commission members jointly reviewed that document. During the review process some  
 16 grammatical revisions were suggested and Jackson took note of all of them.

17  
 18 *A motion was made by Grutzmacher, seconded by Solomon that at the next meeting of the Plan*  
 19 *Commission a public hearing shall be conducted regarding the Sign Code amendments which were*  
 20 *reviewed and amended at this meeting. Motion carried – All ayes.*

21  
 22 **Item No. 2. Report by the Zoning Administrator regarding development activities,**  
 23 **various enforcement actions, and issuance of Sign and Zoning Permits:**

24 Jackson reported on the following issues:

- 25 • He recently sent a Code Enforcement Letter to Lyle Bruss as he received a report that  
 26 fireworks were ignited on his property over the 4<sup>th</sup> of July weekend.  
 27
- 28 • Ronald and Barbara Sense own Village of Sister Bay Parcel No. 181-00-08312833F,  
 29 which has been assigned an address of 2454 Flint Ridge Road and consists of  
 30 approximately 12.56 acres of land. The Sense’s would like to replace the home which  
 31 is currently on their property and would also like to be able divide the parcel at some  
 32 point in the future as they want to leave some of their land to their children. The  
 33 property is currently zoned B-1 and the Sense’s are requesting that it be re-zoned R-3.  
 34

35 *It was the consensus that a public hearing shall be conducted regarding the Sense’s request at*  
 36 *the next meeting of the Plan Commission.*

- 37
- 38 • A property owner recently informed him that someone was interested in purchasing  
 39 his property. The potential buyer also contacted him and asked for blanket approval  
 40 of a number of items, but did not wish to submit plans or do an impact fee  
 41 calculation. Obviously he did not grant blanket approval, but was able to conduct a  
 42 parking calculation for the property in question and determined that more parking  
 43 would be required. Eventually the sale fell through. After conducting the previously  
 44 mentioned parking calculation Jackson believes that revisions to the parking  
 45 regulation section of the Zoning Code are definitely warranted.  
 46  
 47

- 1       • In accord with the Village Board's directives a Public Hearing Notice was recently  
2       mailed via regular as well as certified mail and some return receipts have already  
3       been received.  
4

5       **Item No. 3. Matters to be placed on a future agenda or referred to a committee, official or  
6       employee:**

7       *It was the consensus that the following issue shall be addressed at a future meeting of the Plan  
8       Commission:*

- 9       • *Review and revision of the Village's parking regulations.*

10  
11       *The next meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday, August 23,  
12       2016.*

13  
14       **Adjournment:**

15       *A motion was made by Shumway, seconded by Baker to adjourn the meeting of the Plan Commission  
16       at 7:50 P.M. Motion carried - All ayes.*

17  
18       Respectfully submitted,

19       

20       Janal Suppanz,  
21       Assistant Administrator

**SBAA BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, AUGUST 4, 2016**  
**SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE**  
**10668 N. BAY SHORE DRIVE**  
**(APPROVAL PENDING)**

The August 4, 2016 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Drew Bickford at 8:03 A.M.

**Present:** Drew Bickford, Ron Kane, Larry Gajda, James Larsen, Denise Bhirdo, Kathy Enquist and Tonya Crowell. Windy Bittorf arrived at 8:09 A.M.

**Excused:** Nancy Grube

**Staff Members:** Chris Milligan, SBAA Coordinator and Janal Suppanz, Secretary.

**Business Items:**

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

A motion was made by Gajda, seconded by Kane that the Agenda for the August 4, 2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

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

A motion was made by Bhirdo, seconded by Enquist, that the minutes for the July 7, 2016 joint meeting of the SBAA Board of Directors and the Sister Bay Parks, Properties & Streets Committee be approved as presented. Motion carried – All ayes.

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

Milligan's Coordinator's Report was included in the meeting packets, and the Board members jointly reviewed that document. During the review process Milligan pointed out the following items:

- In July, 740 people visited the Schoolhouse and 219 stopped in at the SBAA Office.
- He did some research and discovered that the return on investment for an event app. for Sister Bay would quite likely be poor. The cost of such an app. is estimated to be \$1,500 - \$2,000 +, and, therefore, he believes a streamlined website re-do would be a much better use of capital. If at some point in time the cost of event apps. are reduced, he would recommend that such a purchase be reconsidered.
- The Shop Local App. is now available to all SBAA members. Due to a programming error, the route to the app. was compromised, and Emmie Rogustka of Shop Local is working on fixing any issues which have been identified.
- At the July Coordinator Meeting the main topic of discussion was the "event dumping" which occurred on June 25, 2016 when seven events/festivals were

1 conducted in Door County on the same day. Hopefully this will not occur again.  
2 A renewed push for cooperative advertising was also discussed.

- 3 • Seventy-five brief beach user surveys have been completed. Milligan read the  
4 survey results aloud and noted that a printed version of those results should be  
5 available in the near future.

6 **Item No. 3. Financial Report:**

7 Financial reports for June and July, 2016 were included in the meeting packets, and the  
8 Board members jointly reviewed those documents.

9  
10 *A motion was made by Bhirdo, seconded by Kane that the Financial Reports which were reviewed*  
11 *at this meeting be approved as presented. Motion carried – All ayes.*

12  
13 **Item No. 5. Committee Reports:**

14 There were no Committee reports.

15

16 **Discussion Items:**

17 **Item No. 6. Discussion regarding Board member replacement; Consider a motion for**  
18 **action if appropriate:**

19 Nancy Grube, who is a regular member of the SBAA Board of Directors, has resigned  
20 from her post as she no longer has the time to devote to such a position.

21  
22 *A motion was made by Bhirdo, seconded by Kane that Larry Gajda shall be appointed to fill the*  
23 *vacant regular member position on the SBAA Board of Directors. Motion carried – All ayes.*

24

25 Bickford noted that there are now two vacancies for “alternates” on the SBAA Board of  
26 Directors, and the names of a few business owners were suggested. Bickford and  
27 Enquist will contact those individuals to see if they would be interested. This agenda  
28 item will be addressed at a future meeting of the Board.

29

30 **Item No. 7. Discussion regarding creation of a Marketing & Advisory Board; Consider**  
31 **a motion for action if appropriate:**

32 Emily Hanley, the co-owner of The Silver Birch, Laura Williker, an On Deck team  
33 member, and Jess Sword-Reinke, the Marketing Director for The Wild Tomato, have  
34 volunteered to serve on the SBAA’s Marketing & Advisory Board. Milligan has also  
35 discussed this issue with Ian Johnson, who freelances for DC Creamery, and Nathan  
36 Nichols, who works for The Lodge, and hopefully they will also decide to serve. The  
37 focus of the group will be to brainstorm about the future of the SBAA. Some key issues  
38 for them to tackle will be:

- 39 • How does the SBAA become a facilitator of events/activities and move  
40 away from managing most of them?
- 41 • What new services and additional support should the SBAA provide that  
42 would add tangible value to its members?
- 43 • How should the SBAA deliver information to visitors in the future, and  
44 what role would the bricks and mortar Information Center play in that  
45 delivery?
- 46 • Other than through events/activities, how can the SBAA best

1 differentiate Sister Bay from the rest of the pack? What kind of image  
 2 does the SBAA want to portray that integrates “millennials”, families and  
 3 active “boomers”?  
 4

5 **Item No. 8. Discussion regarding light pole flags/banners:**

6 Milligan presented drafts of light pole banners which were designed by Sharon  
 7 Anderson and Ian Johnson, and the Board members jointly reviewed those documents.  
 8 During the review process several of the Board members noted that the designs were  
 9 not exactly what they had in mind.  
 10

11 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that*  
 12 *Anderson and/or Johnson shall be given more specific direction as to the desired light pole banner*  
 13 *designs and content, and, to that end, Milligan was asked to do further research regarding the*  
 14 *type of banners which are displayed in other communities. All of that information as well as cost*  
 15 *estimates will be reviewed at a future meeting of the SBAA Board of Directors.*  
 16

17 **Item No. 9. Discussion regarding a proposed change to the Fall Fest rules with respect**  
 18 **to Sister Bay business’ participation in Fall Fest regardless of their geographical**  
 19 **location:**

20 The costs related to Fall Fest are continually rising. At the present time SBAA members  
 21 whose property is located in the downtown area do not have to pay any Fall Fest tent  
 22 fees. Non-profit organizations are allowed to set up tents in the downtown area for a  
 23 nominal fee if they are able to get permission from a downtown business owner to use  
 24 their property, and a limited number of outside food vendors are also allowed to set up  
 25 a tent on public property for a larger fee. Five outside food vendors have already  
 26 registered for this year’s Fall Fest. Some downtown business owners have expressed  
 27 concerns about the practice of allowing outside food vendors to participate in Fall Fest  
 28 as they are basically prohibited from expanding any of their product offerings. Larsen  
 29 noted that he and his business partners would like to suggest that next year any and all  
 30 Sister Bay business owners and the non-profit organizations which regularly participate  
 31 in Fall Fest be allowed to set up a tent or booth in the downtown area, but that anyone  
 32 who chooses to do that be required to pay a tent/booth fee. If this were to occur a  
 33 sufficient amount of money should be raised to cover the rising costs, and, therefore, it  
 34 may no longer be necessary to solicit any outside food vendors.  
 35

36 *It was the consensus that a Fall Fest Advisory Committee shall be created. That Committee will*  
 37 *be charged with making a recommendation for revisions to the rules for next year’s Fall Fest, and*  
 38 *the recommendation will be addressed at the SBAA’s Annual Meeting.*  
 39

40 *At 9:34 A.M. Larsen, Enquist and Crowell indicated that they had other obligations and left the*  
 41 *meeting.*  
 42

43 **Item No. 10. Festivals & Events:**

44 • **Concerts/Performances/Movies in the Park:**

45 Attendance at concerts and movies in the park has been good. To date, “Trout  
 46 Steak Revival” has drawn the largest concert audience and “Star Wars” has  
 47 drawn the largest movie audience. Concession sales at concerts and movies have

1           been steady. Popcorn, beer, water, juice and soda sell for \$1 each; beer sells for \$3  
2           per bottle/can, and wine and cider sell for \$4 per glass. Sponsorship dollars are  
3           coming in well and any pledged amounts which are still outstanding were re-  
4           invoiced on July 25, 2016. The Lemonade stand has been very well received. Last  
5           night's Unity Concert was "awesome" and there was a wide range of age groups  
6           of people in attendance. Pita even got the Girl Scouts who were in attendance up  
7           on the stage. To Milligan's knowledge no noise complaints were received about  
8           the Unity concert.

9

10           • **Door County Festival of the Arts:**

11           The Door County Festival of the Arts will be conducted in Waterfront Park on  
12           Saturday, August 13th. All the final arrangements have been made and there is  
13           very good restaurant participation.

14

15           • **Fall Fest:**

16           Letters have been mailed out to representatives of the non-profit organizations  
17           who participated in Fall Fest last year, and so far six positive responses have  
18           been received. There are already a number of arts & crafts vendors registered for  
19           Fall Fest and Milligan anticipates that all the vendor spaces will be sold out by  
20           early September. He met with Fuzzy Sunstrom regarding the possibility of  
21           bringing back the Fall Fest Soap Box Derby and also spoke with the Fire Chief,  
22           who informed him that the Firefighters would be willing to help with that  
23           activity but cannot play a lead role. A press release will be sent to The Pulse  
24           asking for volunteers. If the Soap Box Derby does take place the ramps will need  
25           to be rebuilt. Sunstrom has volunteered to pay for the associated construction  
26           costs.

27

28           *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on Thursday,*  
29           *September 8, 2016.*

30

31           **Adjournment:**

32           *A motion was made by Kane, seconded by Bhirdo to adjourn the meeting of the SBAA Board of*  
33           *Directors at 9:51 A.M. Motion carried - All ayes.*

34

35           Respectfully submitted,

36           

37           Janal Suppanz, Secretary

Minutes from July 5<sup>th</sup>, 2016 4:45pm meeting Village Hall 10693 N. Bay Shore Drive  
Sister Bay, WI

Meeting called to order by Kathy Enquist at 4:50pm

Roll Call: Jenna Riley-President

Shannon Jungwirth-Vice President

Heather Andersen-Secretary

Derreck Linder-Social Advisor

Kathy Enquist-Village Board Liaison

1.No concerns from the public

2.Minutes approved as published

3.Youth Center is being used consistently by 15-25 kids each week. They are being respectful. Sharing the space with the daytime camp from the YMCA is working fine. There was discussion of needing access to projector for Saturday evening movies. Derreck showed us where it is kept.

4.We will let the pool table go and Shannon has graciously offered the use of their ping pong table.

5. We will organize outdoor games as needed, but the kids are doing well on their own fishing, playing volleyball. Heather offered to find a baggo game as an additional outdoor game. Heather will also look for pizza deals and contact Ice Cream Source for extra snacks they have to share with us.

6. Derreck and Kathy have been the primary chaperones, but this will not continue because Derreck's wedding is in August 6<sup>th</sup> will be his last evening with us. Kathy and Shannon have been picking up a pizza or 2 from local restaurants. They have also been supplying a case of water. We will send thank you notes to them later in the season. Heather offered to send an email requesting parent volunteers to as wide a group as she can muster from previous events, but that would include just the incoming 9<sup>th</sup> grade class.

7. Kathy will send the Village Hall updated calendar to everyone so we are aware of any potential conflicts.

8. Kathy and Shannon volunteered to be the parent helpers at the Labor Day Wooden Boat Show art tent

9. Next Youth Center Board meeting 4:45pm Tuesday August 9.

Meeting Adjourned 5:20pm

DOOR COUNTY TOURISM ZONE  
COMMISSION and EXECUTIVE COMMITTEE MEETING  
Minutes of June 16<sup>th</sup>, 2016  
Town of Baileys Harbor, 2392 CTH F, Baileys Harbor

**ACTION ITEMS:**

Anderson moved and Ward seconded to approve the officers as presented. (Van Lieshout/Chair, Skare/Vice-Chair, Le Clair/Secretary, and Nelson/ Treasurer. Motion carried.

Larson moved and Boston seconded to approve the Executive Committee (Nelson, Van Lieshout, Weddig, Skare, Le Clair, Starr and Holtz (At-Large). Motion carried.

Dannhausen moved and Nelson seconded to approve the agenda. Motion carried.

Robillard moved and LeClair seconded to approve the minutes April 18<sup>th</sup>, 2016 (Ad-Hoc), May 11<sup>th</sup>, 2016 (Ad Hoc) and May 19<sup>th</sup>, 2016 (Full Commission) as presented. Motion carried.

Robillard moved and Ward seconded to approve reports and payables plus receipts. Motion carried.

Nelson moved and Dannhausen seconded to proceed with the execution of the BLIS contract for Custom Software Development and Agreement with the condition that the DCTZC insurance company review the contract. Motion carried.

Starr moved and Tice seconded to approve the 2015 Door County Tourism Zone Commission Audit. Motion carried.

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

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

Larson moved to adjourn; Boston seconded. Motion carried.

**Committee Members Present by Roll Call:** Mary Boston, Bryan Nelson, Fred Anderson, Ryan Heise, Jeff Larson, Myles Dannhausen, Myles Dannhausen, Nancy Robillard, Elizabeth LeClair, Cathy Ward, Chuck Tice, Nate Bell, Bob Starr, Josh Van Lieshout, and Linda Elmore.

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**Excused:** Zeke Jackson and Dick Skare

**Absent:** Keith Krist, Bill Weddig, Dave Holtz, Mike Johnson and Bill Weddig, Deb Jeanquart.

**Also in Attendance:** Dianne Lensert/**Kerber Rose & Assoc.**, Kim Roberts/Administrator, Jack Moneypenny/**DCVB**, Jon Jarosh/**DCVB**, and Michelle Rasmussen/**DCVB**.

**Call to Order**

Chair Van Lieshout called the meeting to order at 9:25 AM.

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

Tim Raduenz asked for time to speak at the meeting this morning, Chair Van Lieshout said. Van Lieshout said Mr. Raduenz is aggrieved by his decision to disallow the waiving of late fees; he has asked for an opportunity to address the Commission. Van Lieshout went on to say that we deal with Mr. Raduenz on almost an annual basis; this year his email in sum said, "Can I ask you for my yearly grace period on taxes (late fees) for EBDC? It would be greatly appreciated." Van Lieshout noted that Mr. Raduenz had been given a pass on late fees twice since 2009, but was never granted a yearly pass and previous requests had been denied. Van Lieshout said Mr. Raduenz would like the Commission's audience and we will grant him that.

Starr asked for more background. Roberts gave the Commission the background on the permit holder: Permitted since 2009 and had no rentals until 2013. Roberts said the current issue began with finding Mr. Raduenz advertising

1 a second property on Airbnb in March of 2016, which was quickly permitted after he was contacted. She felt that  
2 perhaps he took issue with the “policing” that she does.

3 Additionally, she had found online reviews for his initial property in April 2016 for February and March 2016 which are  
4 months that are not indicated on his permit as operating months. Roberts said she emailed Mr. Raduenz on April  
5 14, 2016 and again on May 17<sup>th</sup>, 2016 requesting that the rentals be reported or explained. She went on to say that  
6 sometimes family and friends help out property owners by writing favorable reviews. She said that Mr. Raduenz  
7 had responded by saying they were rentals and he would take care of the filings. Mr. Raduenz filed on June 1, 2016  
8 which resulted in late fees and interest which he requested be waived. Roberts said that the total Mr. Raduenz paid  
9 in interest and late fees for January-April 2016 that was filed on June 1, 2016 was one hundred four dollars and  
10 twenty three cents (\$104.23). Roberts said that her summary from her phone conversation with the permit holder  
11 was that he was asking for the following: Late fees be waived once a year for permit holders, less policing and more  
12 support of permit holders and he would like quarterly reporting. She noted that he said that he owned a rental  
13 property in Salt Lake City which he said allows for quarterly reporting and does not charge late fees.

14 A call was placed to Mr. Raduenz on speakerphone; the permit holder lives out of state and was unable to attend  
15 the meeting in person.

16 Mr. Raduenz answered and Chair Van Lieshout asked him to address the Commission with his concerns. Chair Van  
17 Lieshout advised Mr. Raduenz that he was on speaker phone with the full Commission, that there were fourteen (14)  
18 Commissioners in attendance and he would be allowed three (3) minutes to speak due to the hefty agenda.

19 Mr. Raduenz thanked the Commission for allowing him to speak and just for some background he said, he has two  
20 rental houses in Door County. He said that he loves that we are paying taxes because it helps him and it helps Door  
21 County. He said that he just wants leniency, he gets that they are taxes and need to be paid on time, but asked the  
22 Commission to consider more leniency with permit holders. If you are going to make it due every month, he said,  
23 there needed to be a longer leniency not just one month to report. He went on to say that he has a house in Park  
24 City, Utah and said the reporting is done quarterly. He said he understood changing the reporting is complex, but  
25 said that there is a lot asked of the homeowner who rents their house. He added that he just needed a little bit  
26 more leniency with the due dates and suggested two months to report instead. He went on to say that the tax is  
27 being collected and being put into advertising Door County because he is completely booked every year so you must  
28 be doing a good job. Raduenz said that was it.

29 Van Lieshout asked if any Commissioners had any questions for Mr. Raduenz. There were none.

30 Van Lieshout said what will be done is that the comments that were offered are subjects that will be discussed and  
31 be used as part of our ongoing dialogue in improving the means by which room tax is collected. He went on to say  
32 that no action would be taken today.

33 Raduenz said he understood. He knows he has been a pain in the past, but felt that the Commission was working  
34 against homeowners. A lot of people do it with management companies and he does not. If he did he would lose  
35 money every year said Raduenz. He said he would wait for the meeting minutes to come out and would try to  
36 attend the next meeting. He thanked the Commission.

37 Starr said Mr. Raduenz requests were general in asking for leniency and longer reporting times, but there was  
38 nothing immediate to take action on.

39 Nelson asked if he had previously asked to waive late fees.

40 Roberts said yes. She added that she felt a lot of the problem stemmed from his feeling that he was being watched  
41 too much or policed as he had said.

42 Van Lieshout reminded the Commission that as always if there are real extenuating circumstances such as grave  
43 illness, death and the like we have internal guidelines in place between the Chair and the Administrator to handle  
44 such requests. Will we offer an annual request to waive late fees? No, he said. Van Lieshout asked the Commission  
45 if there were any further questions or comments regarding the call from Mr. Raduenz. There were none.

46

47

1 **Nomination and vote for the Door County Tourism Zone Commission officers and Executive Committee.**

2 **Anderson moved and Ward seconded to approve the officers as presented. (Van Lieshout/Chair, Skare/Vice-Chair,**  
3 **Le Clair/Secretary, and Nelson/ Treasurer. Motion carried.**

4 **Larson moved and Boston seconded to approve the Executive Committee (Nelson, Van Lieshout, Weddig, Skare, Le**  
5 **Clair, Starr and Holtz (At-Large). Motion carried.**

6 **Approval of the Agenda**

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

8 **Approval of the Minutes of April 18<sup>th</sup>, 2016 (Ad-Hoc), May 11<sup>th</sup>, 2016 (Ad Hoc) and May 19th, 2016 (Full Commission) as**  
9 **presented.**

10 **Robillard moved and LeClair seconded to approve the minutes April 18<sup>th</sup>, 2016 (Ad-Hoc), May 11<sup>th</sup>, 2016 (Ad Hoc) and**  
11 **May 19th, 2016 (Full Commission) as presented. Motion carried.**

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

13 Money Penny spoke about the partnership with the Green Bay Convention Center and Visitor Bureau and how the  
14 partnership had led to a joint venture in attending an International Travel Show in New Orleans. He noted that  
15 there were already forty eight (48) appointments lined up with group planners. He went on to say that the DCVB  
16 had already begun planning 2017 with a Strategic Plan meeting. The DCVB board approved and accepted their audit.

17 Rasmussen talked about the “Our Door County” videos which doubled as the power of tourism piece; to date they  
18 had received over fourteen thousand (14,000) views. She went on to say the latest video in the series focused on  
19 generations of family businesses in Door County.

20 Rasmussen shared that mobile visits to the website had surpassed visits from desktops; it is the new standard, she  
21 said. She noted that the site speed has increased and currently holds better rankings than top travel destinations  
22 such as Pure Michigan, which is a good trend she said. The e-marketing newsletter had a 30.54% percent open rate  
23 with the following top clicked items from the newsletter: “Tall Ship Festival”, “Traditional Belgian Gallettes”, “Top  
24 Historic Places to See”, and “Discovery of Door County”.

25 In May, Visible Intelligence picked up comments referring to Door County on several Facebook pages; a few with  
26 significant fan bases (TreeHugger, Real Simple and National Audubon Society). Facebook, said Rasmussen, is up to  
27 76,514 followers versus 65,210 in May of 2015. May friend impressions referring to our page was 7.5 million. Twitter  
28 currently has 4,661 followers and brought 5.7 million impressions in May. She went on to say that Instagram has  
29 grown tenfold since 2015 with 9,387 followers versus 2,928 the same time last year; it has also joined the ranks in the  
30 top 20 referrers to the website.

31 Rasmussen said in the past three (3) weeks the recent media push garnered nearly four thousand (4,000) visitor  
32 guide request from the Comcast Chicago RFI buy during the Door County commercial. She added that the use of  
33 video in YouTube ads has increased video consumption from 159,171 versus 13,319 the same time last year.

34 Jarosh noted that twelve (12) journalists were welcomed in May for a spring themed “blossoms” press trip May 19-  
35 22; he said that the weather was beautiful and the cherry blossoms were at their finest. Nine (9) articles were  
36 reported as a result of the media marketing program and reached a total of 16,889,042 readers/listeners/views for  
37 May. A few highlights included Milwaukee Journal Sentinel, Wisconsin Gazette, Country Extra Magazine and Glycer  
38 magazine.

39 Jarosh announced that the search process for the Communications & PR Manager position had concluded and that  
40 Jennifer Rogers, CTA had been offered and accepted the position. He noted that the position would focus eighty  
41 percent (80%) on Communications and PR and twenty (20%) on Administrative support tasks.

42 Jarosh shared that there had been a two (2) page article in the Milwaukee Journal Sentinel on Rock Island and  
43 Experience Wisconsin had included a two (2) page feature on Door County’s fish boils in their Spring/Summer 2016  
44 issue. He went on to say WPTV would be featuring Door County as part of the Wisconsin Hometown Stories “Door  
45 County”. He added that there would be a premier at the Door County Auditorium in Fish Creek at 7 pm this evening  
46 and on June 24<sup>th</sup> the premiere would broadcast on WPTV at 8 pm. Jarosh noted that the program was a result of  
47 listening sessions held around the county and would be available online after the premier.

1 Two (2) press trips will happen in June, said Jarosh, an islands and lighthouses themed trip June 16-19 and a summer  
2 themed trip June 20-24. He shared that Peter Greenberg; a national travel editor with CBS has a syndicated travel  
3 show “Peter Greenberg Worldwide Radio Show” will be taping his show in Door County with plans to air the  
4 segments in August. The hope is that he will be enchanted with Door County and feature Door County again in other  
5 ways in addition to the radio show. Jarosh said that would keep everyone up to date.

6 Van Lieshout had an observation and discussed his experience in watching Hulu and the irritating experience of  
7 watching an ad for the Wisconsin Dells. He noted that the screaming and yelling in their ad wasn’t something that  
8 made him want to visit. He asked if the Door County ads were like the Wisconsin Dells. Rasmussen said they were  
9 ads that you would watch all the way through with beauty shots.

10 Van Lieshout asked how the targeting worked.

11 She said that the targeted ads on YouTube is done by keywords, inquiries, geography, demographics all of which is  
12 very integrated.

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

15 Roberts reported that she sent out twenty two (22) no report letters for the report month of March on May 9, 2016.  
16 She added that as of June 9th, 2016 two (2) properties remain to report for March 2016.

17 The total outstanding due in unpaid taxes, fees and penalties is one thousand four hundred eleven dollars and thirty  
18 nine cents (\$1,411.39) from nine (9) permit holders. Roberts noted that there were quite a few properties making  
19 payments on outstanding balances.

20 Roberts said that she had permitted seven (7) new properties since the meeting in May; one (1) of which was a result  
21 of compliance efforts. She added that she was working on seventeen (17) unpermitted properties that are  
22 advertising online or have contacted the office regarding permitting.

23 Roberts reviewed the Aging Report with the Commission which showed a shift in more permit holders paying on  
24 time. She pointed out that more were falling in the grace period; probably a result of slower mail times. She went  
25 on to say that she added information about the number of permit holders filing online so that we can track over time  
26 if the improvements made to the online filing system are having the desired result. Roberts moved on to reviewing  
27 the Permitted, Removed and by Units reports. She pointed out that sixty two (62) properties had been permitted  
28 since December 4, 2015 and as of May 26, 2016 there were one thousand eight (1008) permit holders. She went on  
29 to say that forty (40) permits had been deactivated since December 8<sup>th</sup>, 2015: ten (10) properties were sold, five (5)  
30 properties were for sale, twenty two (22) were no longer renting, one (1) property burnt down, one (1) property  
31 moved to long term rentals only and one (1) property owner was no longer able to operate due to a medical  
32 disability.

33 Roberts provided results of the email that went out to permit holders announcing the annual meeting. She said that  
34 47.8% of the eight hundred twenty six (826) emails that she initially sent the announcement opened the email.  
35 Subsequent emails to the municipalities and additional emails (corrections and updated email contact information)  
36 resulted in 33.3% open rates.

37 Roberts said that the new video was on the website and had already received thirty four (34) views with 83% of the  
38 views coming directly from the website. She noted that she had contacted the municipalities and asked that they  
39 post it on their websites along with room tax information.

40 Roberts reviewed the progress with Hillstrom PR and said that the first draft of the survey was complete and a  
41 meeting with the Ad-Hoc Committee was scheduled to finalize the questions.

42 Roberts reported that the City of San Francisco had recently voted to pass tougher legislation that would require  
43 short term rental companies to be responsible for enforcing some the city’s rental laws. The new legislation, she  
44 said, would require that Airbnb list on its website only properties that are in compliance and have a registration  
45 number. If it fails to do so, then the city will fine Airbnb and home sharing companies like it up to one thousand  
46 dollars (\$1,000) for every day they maintain listings on their sites that aren’t properly registered. Roberts noted that  
47 the law will go into effect in thirty (30) days.

1 Roberts said that AB583/ SB446 had died, but that we should be watching that it likely will be back with next year's  
2 legislative session. The bill was co-sponsored by Senator Lasee and could have an effect on tourism promotion and  
3 development.

#### 4 **Discussion on Current Comparable Occupancy numbers**

5 Lensert said that April 2016 was up 2.4% with still some properties to report. March had increased very little, she  
6 reported. Year to date collections are up 5.9%. Lensert noted that there was higher occupancy and the ADR had  
7 dropped in April. She went on to say the Commission is on track with budget

#### 8 **Consideration of approving reports and payables plus receipts**

9 **Robillard moved and Ward seconded to approve reports and payables plus receipts.** Motion carried.

#### 10 **Report from Commissioners on feedback from local boards on recent issues.**

11 Starr announced that the City of Sturgeon Bay activity guide is out and the young man on the cover happens to be  
12 Owen Starr. All congratulated Starr!

#### 13 **Discussion and Consideration of BLIS Custom Software Development Contract and Agreement**

14 Van Lieshout noted that the consideration of the contract and agreement with Baylakes Information Systems (BLIS)  
15 has been worked on for the better part of the last year in effort to tease out an offer to recover the investment in  
16 the software. He went on to say the original contract with BLIS was done with little more than a handshake to  
17 develop the software currently used today and he had faith that BLIS would work on the upgrade until it is right.

18 Nelson commented that after reading the opinion from Vande Castle nothing seems to scream don't sign the  
19 contract. He went on to say the only issue is risk. He stressed that it was time to sign that contract and agreement  
20 and hope down the road we might get something back.

21 **Nelson moved and Dannhausen seconded to proceed with the execution of the BLIS contract for Custom Software**  
22 **Development and Agreement with the condition that the DCTZC insurance company reviews both the Contract and**  
23 **Agreement.** Motion carried.

24 Tice said that he felt that Vande Castle brought up some serious concerns one which was liability. He went on to say  
25 that the concerns should be included into the contract. He stressed that the DCTZC should check with the insurance  
26 company to insure that the DCTZC is covered.

27 Van Lieshout said he agreed that the hold harmless clause was poorly written, but felt that if the insurance company  
28 reviewed the contract and agreement and found no reason for concern there was no reason not to proceed with the  
29 execution of the BLIS contract and agreement.

#### 30 **Door County Tourism Zone Commission 2015 Audit presentation by Josh Swanson of Schenck, S.C.**

31 Van Lieshout advised the Commission that Swanson's wife was in labor with their first child and is unable to attend  
32 the meeting. In preparation of such an event, Swanson prepared a statement. Roberts read the statement from  
33 Swanson aloud to the Commission.



To the Commissioners of Door County Tourism Zone Commission,

First I would like to apologize for not being in attendance. If Kim is reading this letter, it means my wife is currently in labor or has just given birth to our daughter. Since I am not available to present the audit today, I would like to point out a few items in the financial report.

In the bound copy (Annual Financial Report), page 1 describes management's responsibility and the auditor's responsibility for the audit. Our opinion of the financial statements is that the statements are fairly presented, in all material respects.

Page 3 is a comparative balance sheet of the Commission as of December 31. All account balances are consistent with prior year.

Page 4 is a comparative income statement for the Commission throughout the year. Operating revenues increased approximately \$311,000, or 8%. Because of the increased room tax collected, distributions to the municipalities also increased \$92,000, or 8%, and payments to the DCVB increased \$260,000, or 10%. The \$52,000 surplus payment to the DCVB caused the additional increase.

The stapled document titled "Management Communications" goes into a little more detail about the audit, such as additional responsibilities, how the audit is planned, and describes how internal control is taken into account. We encountered no difficulties during the audit. Kim, Dianne, and Mary were very helpful during the audit process, which we sincerely appreciate.

Again, I apologize for not being able to attend today. Please don't hesitate to contact me with any questions or concerns about the audit or annual financial report. I can be reached at 920-455-4133, or [Josh.Swanson@SchenckSC.com](mailto:Josh.Swanson@SchenckSC.com). Thank you.

1  
2 Lensert said the audit was clean. There were no concerns and no adjustments.

3 **Discussion and Consideration of the Door County Tourism Zone Commission 2015 Audit**

4 **Starr moved and Tice seconded to approve the Door County Tourism Zone Commission 2015 Audit.** Motion Carried.

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

11 **CLOSED SESSION**

12 **Consider a Motion to Reconvene into Open Session**

13 **Nelson moved to reconvene into Open Session; Dannhausen seconded. Motion carried.**

14 **Adjournment**

15 **Larson moved to adjourn; Boston seconded. Motion carried.**

16  
17 Respectfully submitted,  
18

19 Kim Roberts  
20 Administrator  
21  
22  
23  
24  
25

1 DOOR COUNTY TOURISM ZONE  
2 COMMISSION and EXECUTIVE COMMITTEE MEETING  
3 Minutes of June 16<sup>th</sup>, 2016  
4 Town of Baileys Harbor, 2392 CTH F, Baileys Harbor  
5

6 The closed session of the Tourism Zone Executive Committee was convened at 9:45 a.m. by Chairperson Van  
7 Lieshout at the town hall of the Town of Baileys Harbor.

8 **Committee Members Present by Roll Call:** Mary Boston, Bryan Nelson, Fred Anderson, Ryan Heise, Jeff Larson,  
9 Myles Dannhausen, Nancy Robillard, Elizabeth LeClair, Cathy Ward, Chuck Tice, Nate Bell, Bob Starr, Josh Van  
10 Lieshout, and Linda Elmore.

---

11 **Excused:** Zeke Jackson and Dick Skare

12 **Absent:** Keith Krist, Bill Weddig, Dave Holtz, Mike Johnson and Deb Jeanquart.

13 **Also in Attendance:** Dianne Lensert/Kerber Rose & Assoc. and Kim Roberts/Administrator

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

---

20  
21 Discussion took place in regard to non-compliant properties.

22 **Consider a Motion to Reconvene into Open Session**

23 **Nelson moved to reconvene into Open Session; Dannhausen seconded. Motion carried.**

24 The meeting reconvened in open session at 10:33 a.m.

25 Respectfully submitted,



26  
27 Kim Roberts

28 Administrator

**DOOR COUNTY TOURISM ZONE COMMISSION**  
**Joint Meeting Minutes**  
**Minutes of June 16, 2016 – 9 a.m.**  
**Baileys Harbor Town Hall, 2392 CTH F, Baileys Harbor**

**Committee Members Present by Roll Call:** Mary Boston, Bryan Nelson, Fred Anderson, Ryan Heise, Jeff Larson, Myles Dannhausen, Nancy Robillard, Elizabeth LeClair, Cathy Ward, Chuck Tice, Nate Bell, Bob Starr, Josh Van Lieshout, and Linda Elmore.

---

**Excused:** Zeke Jackson and Dick Skare

**Absent:** Keith Krist, Bill Weddig, Dave Holtz, Mike Johnson and Deb Jeanquart.

**Also in Attendance:** Dianne Lensert/**Kerber Rose & Assoc.**, Kim Roberts/Administrator, Jack Moneypenny/**DCVB**, Jon Jarosh/**DCVB**, and Michelle Rasmussen/**DCVB**.

**Call to Order**

Chair Van Lieshout called the meeting to order at 9:05 a.m.

**Presentation of the 2015 Annual Report**

Van Lieshout asked Roberts to present the Annual Report. Roberts proceeded with the Annual Meeting PowerPoint presentation. Roberts continued by looking back at 2015: At the end of 2015 the Commission held nine hundred eighty two (982) permits; one hundred two (102) permits were issued of which forty five (45) were found through compliance. Roberts noted that of the one hundred two (102) new permits, eighty eight (88) or eighty six percent (86%) were houses or cabins. Roberts added that there was less than three (3.07%) percent non compliance (more than 30 days late) for 2015 on tax, interest and penalties due.

By the end of 2016, the Commission expects to have collected thirty three million seven hundred ninety three thousand one hundred eighty two dollars (\$33,793,182) and will have then turned over twenty two million three hundred three thousand five hundred dollars (\$22,303,500) to the DCVB for the marketing period 2007-2016. 2015 room tax collections were up eight point five (8.5%) percent over 2014 collections.

Roberts reviewed some of the 2015 highlights including unified work with the municipalities to gain recognition from Airbnb as a destination that requires occupancy tax, distribution of surplus in the amount of fifty two thousand dollars (\$52,000) to the DCVB, and two judgments in Door County circuit court.

Roberts reviewed the statement of revenues, expenses and changes in net assets from the 2015 audit and also the municipal impact of lodging revenues by municipality. The PowerPoint continued with pie charts that demonstrated permit by municipality, percentage of permits by property type and percentage of permits by units.

Roberts concluded the DCTZC portion of the PowerPoint with goals for 2016. Some of what is being worked on in 2016 includes: Back office system upgrade to make reporting easier, offer more capabilities to those that file online, and improved functions to enhance tracking of lodging in Door County. Tweak marketing campaign: Two videos to assist with education, sponsored ad's and a digital brochure. As a means to drive value back to our customers Hillstrom PR will assist with a permit holder survey, press releases, annual report assistance, message training and improved website language. Roberts went on to say that in 2016 we should finally be able to conclude the updates to the ordinance with the finalization of ACT 55 and AB714. She noted that the changes would reflect the practical realities of the ever changing dynamic definitions of lodging and closes the loopholes on compliance and enforcement. Roberts noted that the office would continue tracking permitted properties online as well as actively seeking those who are not permitted. She went on to say that she will be watching closely to track those permit holders moving away from VRBO towards other vacation-rental-by-owner sites.

Jack Moneypenny of the DCVB took over the PowerPoint presentation. He reviewed the 2015 room tax accomplishments: Room tax has given Door County a deeper reach into regional markets and the ability to continue efforts with travel writers to receive national earned media coverage. Media placement and PR took a multi-dimensional approach through a combination of advertising mediums that solidified the brand promise that "Those

1 who visit Door County will find a breathtakingly scenic, water centric landscape that is perfectly conducive to their  
2 purist of relaxation and rejuvenation.”

3 DoorCounty.com users grew to one point five (1.5) million and there were twelve (12) million impressions on the  
4 DCVB Facebook page in 2014. Moneyppenny went on to say that the number of travel journalist hosted from 2007-  
5 2015 was six hundred sixty four (664). He added the “See Yourself in Our Light” campaign invited visitors to  
6 discover and remember their own experiences.

7 Moneyppenny went on to review primary results: Door County ranked eighth (8<sup>th</sup>) place in Wisconsin destinations  
8 out of seventy two (72) counties in 2015. Door County held two point seven nine (2.79%) of the Wisconsin tourism  
9 market share. Door County economic impact of tourism resulted in the following: three hundred thirty two point  
10 eight (\$332.8) million in direct spending, thirty five point nine (\$35.9) million in local and state taxes, three thousand  
11 one hundred ten (3,110) full time equivalent jobs, and seventy point eight (\$70.8) million in resident income  
12 according to State Tourism Economics.

13 Door County.com site visits earned one million five hundred twelve thousand ninety seven (1,512,097) website visits  
14 in 2015. E-newsletter opens resulted in four million two hundred three thousand seven hundred forty five (4,203,745)  
15 opens and Facebook /Twitter impressions added up to fifty one million seven hundred nineteen thousand seven  
16 hundred fifteen (51,719,715) in 2015. Mobil web usage increased forty thousand (40,000) users over 2014 to six  
17 hundred fifty four thousand nineteen (654,019) users.

18 Moneyppenny reviewed DoorCounty.com site visits and compared desktop versus mobile visits. Group sales resulted  
19 in the attendance of seven (7) trade shows, work with three hundred sixty eight (368) wedding planners/brides,  
20 twenty three (23) meeting/event planners, twenty one (21) reunion planners, twenty three (23) bike/car/motorcycle  
21 clubs and twenty three (23) RV clubs.

22 Moneyppenny reviewed the advertising highlights for 2015, which increased digital marketing efforts to include  
23 TripAdvisor, MNI Digital, Midwest Living, WVTW/WCGV and Pandora. There were :30 and :15 TV spots that aired in  
24 Milwaukee, Madison, Green Bay and Chicago/Northern Illinois on broadcast and cable. Ebrains continues to assist in  
25 building the online database and Geiger continues to assist with the travel writer program for Door County, said  
26 Moneyppenny. Digital billboards ran in Milwaukee and Chicago providing significant market reach in February and  
27 April.

28 Communications and public relations which through the end of 2015, said Moneyppenny, the return on investment  
29 for the media marketing program was eight hundred and eighty (880%) percent. For every dollar spent, the DCVB  
30 received eight dollars and eighty cents (\$8.80) in Advertising Value Equivalency (AVE).

31 Moneyppenny went on to discuss welcome center traffic; and while traffic has leveled off many feel that mobile  
32 usage has accounted for decreased traffic because information as readily available to visitors through their phone.  
33 He noted that the DCVB is watching closely what the future of the visitor center should be; clearly it will move  
34 beyond a paper distribution center and become more of an experience center. He stressed that visitor guide  
35 requests were still very strong.

36 Moneyppenny concluded the DCVB portion of the annual presentation by noting the success of the “Our Door  
37 County” series and mentioned that a new series was coming up.

### 38 **Adjournment**

39 **Dannhausen moved to adjourn; Larson seconded. Motion carried.**

40 Respectfully submitted,



41 Kim Roberts  
42 Administrator  
43